DRC INSIGHT™
ONLINE LEARNING SYSTEM

WIDA™

# WIDA Assessment Management System (WIDA AMS)

# User Guide Supplement

## Submit Incomplete Domain for ACCESS for ELLs and WIDA Screener

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# Submit Incomplete Domain

## Introduction

This document is a supplement to the *WIDA Assessment Management System (WIDA AMS) User Guide* available on the WIDA website. This supplement, which describes the Submit Incomplete Domain process (and functionality), applies to both Screener and ACCESS for ELLs.

## Why a Submit Incomplete Domain Process?

For WIDA testing, in order to begin the Speaking and Writing domains, a student must first complete the Listening and Reading domains. But, there are several reasons why a student may not be able to complete one or more assessment domains. For example, a student may have a disability that prevents him or her from being able to test in a required domain.

The WIDA AMS Submit Incomplete Domain process allows a WIDA AMS user to "force submit" an unfinished (incomplete) domain or domains. As a result, the student is able to continue testing in the next domain.

**Important:** Regardless of whether the Submit Incomplete Domain process is used, a student who does not start a domain (answers no questions beyond the practice items), will be considered non-attempted and will not receive a composite score.

The Submit Incomplete Domain process also meets the needs of states who impose testing time limits and must force submit domain tests for students who could not finish within the allotted time.

## Notes

The following are some important items to remember about the Submit Incomplete Domain process.

- Speaking or Writing domains may be force submitted, but it is not required. At the close of the testing window, DRC runs a process to force submit any domains that are started but not completed.
- The Submit Incomplete Domain process is limited to tests that have a status of *Not Started* or *In Progress*. Tests with a status of *Complete* cannot be force submitted.
- In WIDA AMS there are two ways to force submit an incomplete domain: through Test Management (see page 6) or through Student Management (see page 8).

**Important:** Exercise extreme caution when performing the Submit Incomplete Domain process. A force submit action cannot be easily undone and may result in a student having to retest. If you use the Submit Incomplete Domain process in error, please contact **DRC Customer Service at WIDA@datarecognitioncorp.com** or at **1-855-787-9615**.

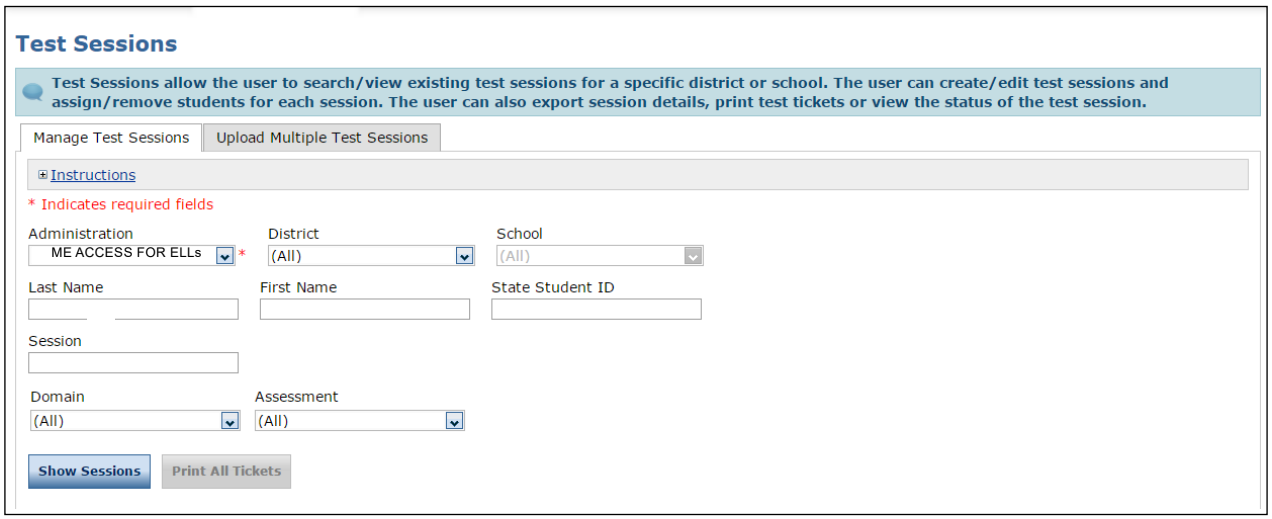
## Permission Information

The WIDA AMS permission to access the Submit Incomplete Domain functionality—**Test Tickets–End Incomplete Test**—is assigned to SEAs only, or to both SEAs and LEAs, depending on your state.

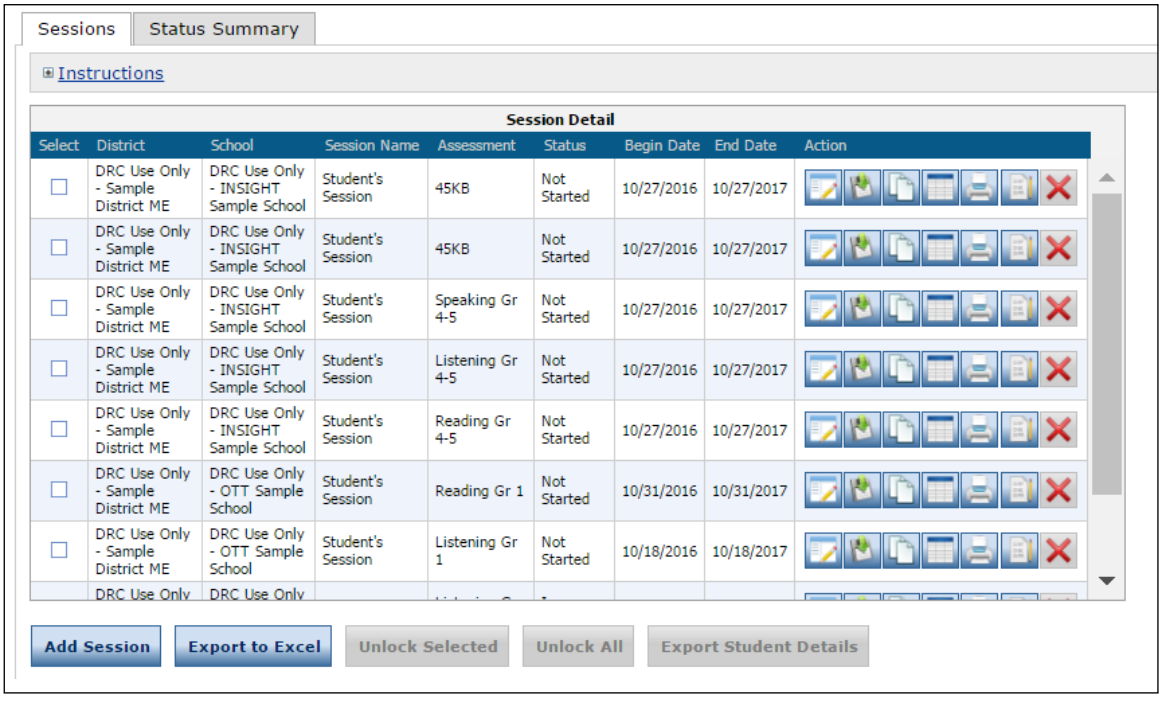
## *Submitting an Incomplete Domain through Test Management*

1. To submit an incomplete domain through Test Management, open the WIDA **My Applications** menu bar, click **Test Management**, and select **Manage Test Sessions** from the Test Management menu.

2. When the Test Sessions page displays, use the various drop-down menus and fields to enter search criteria to help locate the student's test session and click **Show Sessions**.



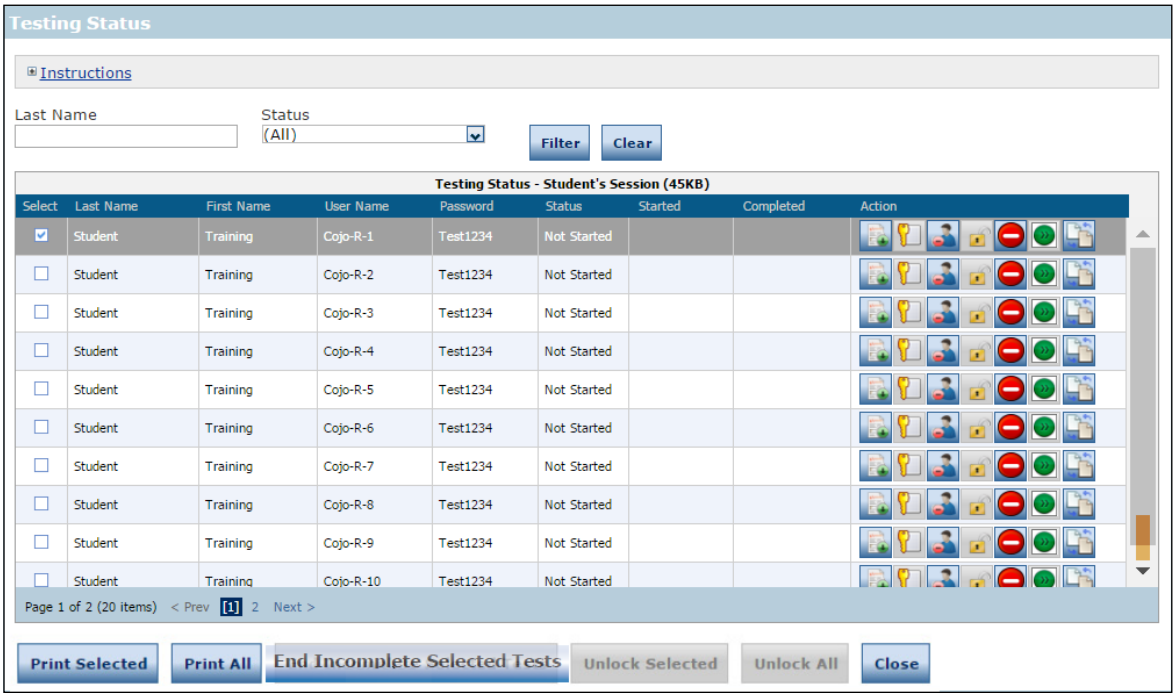

3. When the Session Detail grid displays, select the student's test session and click the **Edit/Print Ticket Status** icon ( ) in the Action column.



## *Submitting an Incomplete Domain through Test Management (cont.)*

4. The Testing Status page displays. To end tests one by one, select a test and click the **End Incomplete Test** icon ( ) from the Action column.

   To end multiple tests at once, select multiple students and click the **End Incomplete Selected Tests** button.

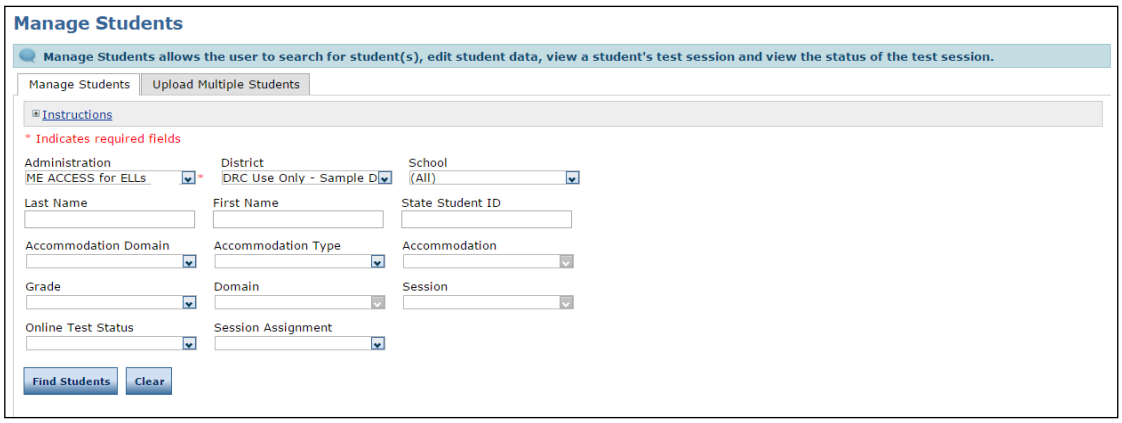



5. When the Submit dialog box displays, click **End Incomplete Test** to end the test or **Cancel** to cancel the process.

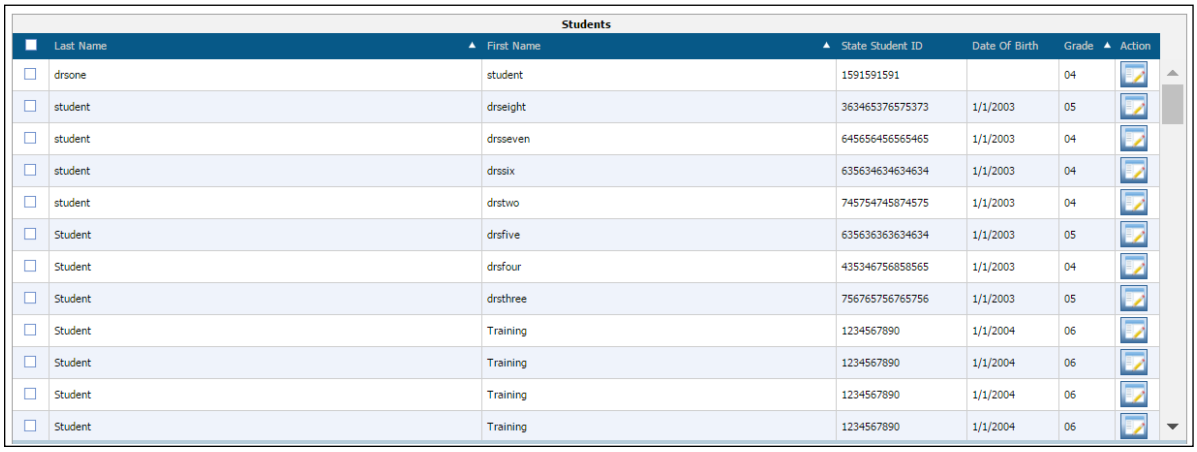
## *Submitting an Incomplete Domain through Student Management*

1. To submit an incomplete domain through Student Management, open the WIDA **My Applications** menu bar, click **Student Management**, and select **Manage Students** from the Student Management menu.

2. When the Manage Students page displays, use the various drop-down menus and fields to enter search criteria to help locate the student and click **Find Students**.

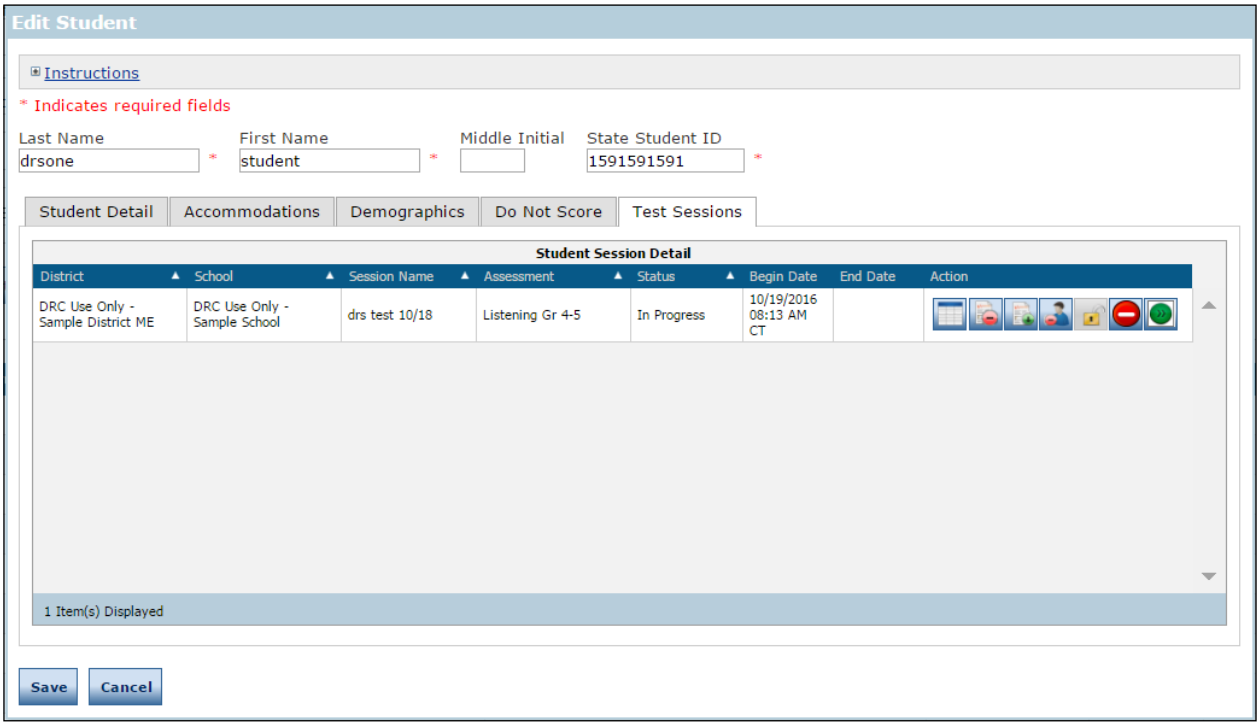



3. When the Students grid displays, select the student and click the **View/Edit** icon ( ) in the Action column.



## *Submitting an Incomplete Domain through Student Management (cont.)*

**4.** The Edit Student page displays. Select the **Test Sessions** tab and click the **End Incomplete Test** icon ( ) from the Action column to end the domain test.




**5.** When the Submit dialog box displays, click **End Incomplete** Test to end the test or **Cancel** to cancel the process.

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