



COLORADO STATE-SPECIFIC DIRECTIONS

ACCESS for ELLs Administration Dates (2018-2019)

	Description	Start Date	End Date
Before Testing	Test Materials Ordering	Wed 10/24/18	Fri 11/9/18
	Test Setup	Tue 11/27/18	Fri 2/15/19
	Districts Receive Test Material	Thu 12/13/18	
During Testing	Test Window	Mon 1/14/19	Fri 2/15/19
	Additional Test Material Window	Mon 12/17/18	Fri 2/8/19
	Districts Ship Completed Test Materials to DRC <i>*If shipping on the deadline date, test materials must be picked scanned for picked up before the shipping vendor's last package pickup time for the day, or materials will be considered as a late return.</i>	No later than Thu 2/21/19*	
	Districts Receive Electronic Reports	Tentative: Tue 4/30/19	

Contact Information

STATE EDUCATION AGENCY Colorado Department of Education	WIDA Client Services	DRC Customer Support
303-866-6118 http://www.cde.state.co.us/assessment/index.asp	866-276-7735 widahelp@wcer.wisc.edu	855-787-9615 WIDA@datarecognitioncorp.com

District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) must adhere to the following instructions in addition to those contained in the ACCESS Test Administration Manual (<https://portal.wida.us/get.aspx?id=2056>)



Important Information about Online Accounts and Passwords

Type of Account	Purpose	Who Has Access	How Login Information is Provided
ACCESS for ELLs	To access test administrator training modules, certification quizzes, and other secure WIDA materials	DACs, EL Coordinators, SACs and TAs	Created for TAs and SACs by DAC, DAC accounts created by WIDA or CDE. https://wida.wisc.edu/
WIDA AMS Account	To order ACCESS for ELLs test materials, additional materials, print tickets, manage groups etc.	DACs	Emailed by DRC to DACs before the order window opens
	Other permissions as assigned	Varies (assigned by DAC) could be DTC, SAC, and TA	Emailed by DRC after the DAC creates the account
Kindergarten W-APT & WIDA Screener	To access the W-APT and WIDA Screener test materials and trainings.	DACs and others who have been assigned permission by the DAC.	Created for TAs and SACs by DAC, DAC accounts created by WIDA or CDE. https://wida.wisc.edu/

Identification of Students who are English Learners and Instructional Programming Support

For support with identification of students who are EL (NEP/LEP/FEP) and questions about instructional programming, refer to the Office of Culturally and Linguistically Diverse Education (CLDE) website and contact information at: www.cde.state.co.us/cde_english/index.htm

Participation Requirements

All EL (NEP/LEP) students **must participate** in ACCESS for ELLs testing for their grade. This includes students who may be in 12th grade for consecutive years for additional instructional programming opportunities.

A test must be submitted for every EL student enrolled in your district. For computer-based testing, this means that the student needs to be registered and have a test submitted. For paper-based testing this means returning a book for scoring. This participation requirement also includes NEP and LEP EL students who have waived services as well as students enrolled in transition programs.

Students who are FEP, FELL or PHLOTE **do not** participate in ACCESS for ELLs. If these students test, results **will not** be provided.

If a student is in WIDA AMS and is no longer enrolled in your district or is no longer a NEP or LEP

- Remove the student from the test session. WIDA AMS does not allow deleting of students; taking the student out of all test sessions will remove the student from the data file



Timing – no hard stop

Please **stop students when a reasonable amount of time has been spent testing**. Use timing information in the WIDA [TAM](#) to guide you as well. (pp. 72, 86 & 99)

The Kindergarten test is individually administered; to support scheduling, 1 session is approximately 45 minutes.

The Alternate ACCESS is individually administered; to support scheduling each domain is approximately 15 minutes.

Timing for Grades 1-12 Online Testing

Grade Span	Listening		Reading		Speaking		Writing		
	Approximate times to help with scheduling.	Average time in Spring 2018	Approximate times to help with scheduling.	Average time in Spring 2018	Approximate times to help with scheduling. *Tier Pre-A will take 10 -15 minutes	Average time in Spring 2018	Approximate times to help with scheduling.		Average time in Spring 2018
1	45 min	33 min	40 min	25 min	40 min	28 min	Tier A	35 min	
							Tier B/C	65 min	
2-3	50 min	37 min	45 min	32 min	40 min	28 min	Tier A	60 min	
							Tier B/C	65 min	
4-5	50 min	38 min	50 min	37 min	40 min	30 min	Tier A	50 min	38 min
							Tier B/C	65 min	
6-8	50 min	43 min	50 min	36 min	40 min	33 min	Tier A	50 min	37 min
							Tier B/C	65 min	
9-12	50 min	43 min	50 min	37 min	40 min	31 min	Tier A	50 min	35 min
							Tier B/C	65 min	

Ending Incomplete Online Tests

If an incomplete test needs to be submitted, the Test Administrator needs to instruct the student to stop testing by pressing pause. The TA will then notify the SAC about the incomplete test. The SAC can end the incomplete test in WIDA AMS.

Testing Status

Instructions

Last Name: Status: (All)

"End Incomplete Test" Action button

Testing Status - manually added 2 (Screener Gr 4-5)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	manually	added	amanually1	550200	LISTENING	Not Started			
<input type="checkbox"/>	manually	added	amanually1	550200	READING	Not Started			
<input type="checkbox"/>	manually	added	amanually1	550200	SPEAKING	Not Started			
<input type="checkbox"/>	manually	added	amanually1	550200	WRITING	Not Started			

"End Incomplete Selected Tests" button

Timing for Grades 1-12 Paper Testing

Grade Span	Listening Use CD times in the TAM to help with scheduling.	Reading Approximate times to help with scheduling.	Speaking Use CD times in the TAM to help with scheduling.	Writing Approximate times to help with scheduling.	
1	The Listening Test is designed to take 16 to 32 minutes; the actual time will depend on the grade-level cluster and tier of the test administered (CD length can be found on page 80 of the TAM)	35 minutes	The Speaking Test is designed to take 11 to 23 minutes per student; the actual time will depend on the grade-level cluster and tier of the test administered (CD length can be found on page 92 of the TAM).	Tier A	35 minutes
				Tier B/C	65 minutes
2		40 minutes		Tier A	60 minutes
				Tier B/C	65 minutes
3		40 minutes		Tier A	60 minutes
				Tier B/C	65 minutes
4-5		45 minutes		Tier A	60 minutes
		Tier B/C	65 minutes		
6-8	45 minutes	Tier A	60 minutes		
		Tier B/C	65 minutes		
9-12	45 minutes	Tier A	60 minutes		
		Tier B/C	65 minutes		

Test Security Requirements

DACs, SACs and test administrators must follow the requirements listed below and may not direct, participate in, assist in, encourage, or fail to report any testing irregularity or act of misconduct. To report a testing irregularity, SACs must contact their DAC. DACs must contact CDE (for major misadministrations) at 303-866-6118.

DACs are responsible for ensuring that all test administrators comply with the requirements and instructions contained in this document and in the WIDA ACCESS for ELLs TAM. In addition, all test ethics and security requirements put forth by the State of Colorado are to be followed.

DAC responsibilities for proper test administration include the following:

- ✓ Ensure that test administrators have been properly trained to administer the ACCESS for ELLs tests, including administering tests with accommodations to students with IEPs and 504 plans, as necessary.
- ✓ Support proper administration of tests.
- ✓ Train SACs to maintain the security for each testing session, to keep testing materials in a locked secure area when not in use, and **account for all secure test materials at the end of the testing window.**
- ✓ Train SACs to maintain a chain of custody form. SACs must retain the chain of custody form in the school's assessment files for three years.
- ✓ Monitor the receipt and return of all test materials from the SACs and to DRC.



Materials Tracking - In addition to the documented chain of custody, keeping track of the booklet number assigned to each student is strongly encouraged.

SACs and test administrators must:

- ✓ Maintain the security and standardized administration of the assessment.
 - Do not leave materials unattended (test tickets, used scratch paper, etc.).
 - Do not view, discuss, or reveal the contents of the test or student responses.
 - Do not duplicate any portion of the test materials.
 - Do not retain or discard test materials at the school.
 - Ensure that students are not provided access to test questions prior to testing, provided any coaching or assistance from test administrators or other students, and do not engage in any form of cheating.
 - Ensure security by prohibiting visitors to the testing environment.

Overview of Protocols

1. Ordering Additional Test Materials

Your order will include an automatic 15% overage. Online assessments, Kindergarten and Alternate ACCESS are ordered through the state submitted Pre-ID file. Grade 1-12 paper assessments must be ordered for general paper testing, accessibility paper testing, and accommodated paper testing (i.e. large print or braille). **Order assessments only for students who are identified as NEP or LEP.** The additional materials order window is from December 17, 2018 – February 8, 2019.

2. Policy on Testing Time

The ACCESS for ELLs assessment is not timed. Stop students when a **reasonable** amount of time has been spent testing.

3. Accessibility

Accessibility features allowed by WIDA, but NOT allowed in Colorado are: Domain tests administered in short segments (i.e., administer brief section of each test at a time) and instrumental music played through an individual student's headphones or ear buds.

4. Deaf Hard of Hearing (DHH)

Colorado will allow presentation and response of the Listening and Speaking in Pidgin Signed English (PSE) or Signing Exact English (SEE) to DHH students as deemed appropriate in their IEP.



Who can administer ACCESS for ELLs?

- ✓ Test Administrators must be employed by the school or district.
- ✓ Preferably, Test Administrators will be licensed teachers, licensed administrators, instructional support para-professionals, substitute teachers who hold a teaching certificate, school psychologists, school social workers, school librarians, school counselors, or speech pathologists.
- ✓ School/district employees may administer the assessments at the grade levels of their own children, but they may not administer the test to their own children or relatives, nor be in the testing environment during testing.
- ✓ For Kindergarten ACCESS or Alternate ACCESS, the Test Administrator needs to be a proficient English speaker who is able to model clear standard pronunciation of the English phonemes that will impact student responses.
- ✓ Test Administrators administering the Alternate ACCESS must hold a State of Colorado educator license.

EL Students with an IEP or 504 Plan

Accommodations are available to students with an IEP or 504 Plan

In addition to WIDA's [Accessibility and Accommodations Supplement](#), utilize the State Accommodations Crosswalk: http://www.cde.state.co.us/assessment/cmas_accoms_matrix.

Only students with an IEP or 504 are allowed to utilize accommodations.

What are the training requirements for ACCESS Test Administrators?

Test Administrators must:

- ✓ Be trained annually.
- ✓ Complete the requirements of the district or school's annual ACCESS training.
- ✓ Participate in WIDA's online training modules (complete the checklist and quiz as applicable).
- ✓ Read instructions in the Test Administrator Manual and familiarize themselves with test administration procedures prior to administering the test to students.
- ✓ Be trained on specific accommodations if administering assessments in which students are provided accommodations.

Note: Student teachers may not serve as Test Administrators who are in charge of administering ACCESS for ELLs. However, they may serve as proctors who assist the Test Administrators.



Student Transfers

District to District Transfers for Online Testing when at Least 1 Domain has Been Completed

ONLY when a student has completed at least 1 domain before moving, the [Student Transfer Form](#) must be filled out and placed in Syncplcity.

- 1) District receiving the student emails Heather and the sending district.

Information to include in email about student transfer request

To: Heather Villalobos Pavia; Sending District DAC

Subject line: STUDENT TRANSFER REQUEST

Body of email: I am uploading a student transfer request to Syncplcity. The student is from _____ district, _____, school and in ___grade. The last three digits of the student SASID are: __ __ __.

- 2) The sending district must reply all confirming that the student is no longer in their district
- 3) The receiving district must upload the [Student Transfer Form](#) to Syncplcity. (use [online](#) form)

Providing Accurate Student Information (ACCESS for ELLs, Kindergarten, and Alternate ACCESS)

Before Testing

- ✓ You will receive a Pre-ID Label for each eligible student reported in the Student Interchange. This data will be generated from data in the Student Demographic and School Association files in early November.
 - For Paper-based testing and Computer-based testing paper, forms write the student's name and/or apply the correct Pre-ID label to the test booklet cover.
- ✓ If a label has incorrect information, the label can still be used information must be corrected in WIDA AMS. The record in WIDA AMS will take precedence during the data validation window. Bubble all information on the front cover of the student's booklet and the SASID, Date of Birth and Grade on the back cover.
- ✓ Paper-based testing, paper materials within Computer-based testing as applicable: If a student does not have a Pre-ID Label, apply a District-School label all **books must have a label to be processed for scoring**, and bubble all of the information on the front cover of the student's booklet and the SASID, Date of Birth and Grade on the back cover.
- ✓ Print off test tickets

During Testing

If a student is in WIDA AMS and is no longer enrolled in your district or is no longer a NEP or LEP

- ✓ Remove the student from the test session. WIDA AMS does not allowed deleting of students; taking the student out of all test sessions will remove the student from the data file



Before Returning Tests

- ✓ Complete box 1 on the front cover of the student’s booklet (Date of Testing) with the date that each student completed testing.
 - If the student does not have a Pre-ID label, **confirm** that a District-School label has been placed on the book and that **all front cover information** and the **SASID, Date of Birth and Grade** on the **back of the book has been bubbled**. Enter all remaining student information into WIDA AMS. Bubbling the grade is most important, system defaults to lowest tier grade, and if that does not match the student record the student will not receive an overall composite score.

All Demographic and Accommodation Fields will be updated through WIDA AMS

WIDA AMS User Guide pages 69 – 75

Student Detail Tab

Field Name	Directions
Administration	Already populated
District	Already populated
School	Already populated
Date of Birth	MUST match information bubbled on book
Grade	Enter correct grade, system defaults to lowest tier grade, if that does not match the student record the student will not receive an overall composite score
Gender	Select gender
District Student ID	If your district uses IDs enter for your records

Accommodations Tab

Accommodation	Listening	Speaking	Writing	Field Test	Reading
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Accommodations are **only** for students who have an **IEP or 504 Plan**. If students without an IEP or 504 use an accommodation(s) their test will be invalidated during SBD.

Accommodations that must be marked before testing begins are: Manual Control of Item Audio, Repeat Item Audio, and Extended Speaking Response Time. For other accommodations they can be marked before or after administration, if the accommodation is marked before administration and the student does not utilize it the information should be updated to uncheck that accommodation.



Demographics Tab

Student Detail	Accommodations	Demographics	Do Not Score	Test Sessions
Field Name	Directions			
Ethnicity and Race	Select all that apply			
Native Language	Enter the 3 letter CDE home language code found here			
Date First Enrolled U.S. School	Enter the first enrolled date			
Length of Time in LEP/EL Program	Leave Blank			
Title III Status	Mark if yes			
Migrant	Mark if yes			
IEP Status	Mark if yes			
504 Plan	Mark if yes			
Primary Disability	Select correct disability from drop down menu			
Secondary Disability	Select correct disability from drop down menu			
LIEP Classification	Leave blank, collected in State Defined Optional Data			
State Defined <i>Optional Data</i> Entering this information is not optional (the information we collect here is optional across WIDA)	Enter one digit that corresponds to the student’s language proficiency status			
	<ul style="list-style-type: none"> • 1: NEP • 2: LEP 			
	Enter two digits that correspond to the student’s Language of Instruction program			
	<ul style="list-style-type: none"> • 01: English as a Second Language (ESL) or English Language Development (ELD) • 02: Dual Language or Two-way Immersion • 03: Transitional Bilingual Education or Early-Exit Bilingual Education • 04: Content Classes with integrated ESL Support • 05: Newcomer programs • 97: Other • 98: Not in a Language Instruction Program, Parent Choice 			
	Enter one digit that corresponds to the student’s Continuously Enrolled in School (since October 1 st) status			
	<ul style="list-style-type: none"> • 1: yes • 0: no 			
Enter one digit that corresponds to the student’s Continuously Enrolled in District (since October 1 st) status				
<ul style="list-style-type: none"> • 1: yes • 0: no 				
Enter two digits that correspond to the student’s Free and Reduced Lunch status:				
<ul style="list-style-type: none"> • 00: Not Eligible • 01: Free Lunch Eligible • 02: Reduced Lunch Eligible 				

District Defined <i>Optional</i> Data Entering this information is not optional (the information we collect here is optional across WIDA)	Enter one digit that corresponds to the student's Title 1 status <ul style="list-style-type: none"> • 1: yes • 0: no
	Enter one digit that corresponds to the student's Homeless status <ul style="list-style-type: none"> • 1: yes • 0: no
	Enter one digit that corresponds to the student's Expelled status <ul style="list-style-type: none"> • 1: yes • 0: no
	Enter one digit that corresponds to the student's Gifted status <ul style="list-style-type: none"> • 1: yes • 0: no

*Link to Student Interchange: <http://www.cde.state.co.us/datapipeline/2017-18-std-dem-layout>

Do Not Score Tab

Student Detail	Accommodations	Demographics	Do Not Score	Test Sessions
Listening Gr 4-5		Reading Gr 4-5		Speaking Gr 4-5
Writing Gr 4-5		Do Not Score		
<input type="text"/>		<input type="text"/>		<input type="text"/>

ABS: Indicates the student was absent for a domain of the test. If so, fill in the appropriate boxes for the domain the student did not take. (In Colorado, this code is used for students who were absent the entire testing window but have not withdrawn from the district or school.)

INV: Indicates that even though a student may have completed some or all of the test items, the testing was not valid, and no score should be reported for that domain. For example, this code can be used if a student becomes ill during the test or if a student engages in inappropriate testing practices or test administrator error.

DEC: Indicates a student refused to test. This annual state assessment is NOT an optional activity. It is a required activity. A student cannot opt out of the state's annual assessment. This indicator is typically used when a student will not participate even after the test administrator has made several attempts to engage the student in the assessment. In this event, fill in the appropriate box/boxes. *(In Colorado, typically this is when a student is present during testing and was administered the test, but did not participate.)*

SPD: In Colorado, this exception can be used for the following:

- a. For both the general and alternate versions of ACCESS for ELLs 2.0 it may be used for students who
 - i. withdrew from the school/district during the testing window after starting the assessment (the school or district was unable to transfer the book to another school or district), **or**
 - ii. should be used for "District Education Services" which is defined as a student who is homebound due to illness or injury (not discipline) and receiving instruction through district educational services.
- b. It is used to indicate that a student was administered the ACCESS for ELLs 2.0 but should have been administered the Alternate ACCESS for ELLs. Once test administration is corrected and the student is administered the Alternate ACCESS for ELLs, their ACCESS for ELLs 2.0 needs to be invalidated using SPD.



Test Sessions Tab – Alternate ACCESS

Student Detail	Accommodations	Demographics	Do Not Score	Test Sessions
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Student Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action

It is suggested to move students taking the Alternate ACCESS to a test session named “Alternate” this should help you eliminate accidentally testing of Alternate test takers on mainstream ACCESS for ELLs. It is not necessary to fill in the data fields on pages 3 and 4 of the Alternate ACCESS Student book. If you would like to provide that information, you will be providing WIDA with data that will support future Alternate assessment development.

Materials Management

Depending on district, and school policy, not all Test Administrators will be responsible for initially labeling and/or bubbling booklets. **However, it is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled on each student booklet.** Please check in with your DAC for more information on who is responsible for each task related to materials management in your state.

To ensure all booklets have the detailed and necessary information needed to score, all Test Administrators must adhere to the following:

- **Prior to Administration**
 - Review labels and/or bubbled information to ensure all student information is accurate.
 - Complete labeling or bubbling if done prior to testing.
 - Print/distribute test tickets
- **During Administration**
 - Distribute the test booklets or test tickets as applicable, to the correct students.
 - **Verify** that students have been given the correct test ticket or their assigned booklet.
- **Immediately Following Administration**
 - Collect all material from all students.
 - TAs return test materials to the SAC
 - Shred test tickets
 - Review student test booklets once more for any errors or discrepancies in student information.
 - Complete labeling or bubbling if not done before testing
 - Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
 - Ensure all booklets are in proper condition to be returned, with no loose or damaged pages.
 - Return test materials to DAC or store the booklets in a secure area until they can be handed over to the DAC.



Failure to address incorrect, missing, or incomplete booklet information and labels may result in no student score.

Test Materials

Depending on the type of ACCESS for ELLs assessment you are administering, you need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Part 2 of the Test Administration Manual for a full list of the materials you can expect to receive from the Test Coordinator prior to test administration.

Test Booklet Labels

Three types of labels may be affixed onto a student test booklet: Pre-ID, District/School, or Do Not Process.

Any Booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information. Failure to adhere a label with student information will result in booklets being processed as unused and no score will be assigned.

Pre-ID Labels (White)

Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to complete the demographic pages on the front and back cover of the test booklet. **Please note that booklets with a Pre-ID Label must still have the date of testing bubbled in on the front cover.**

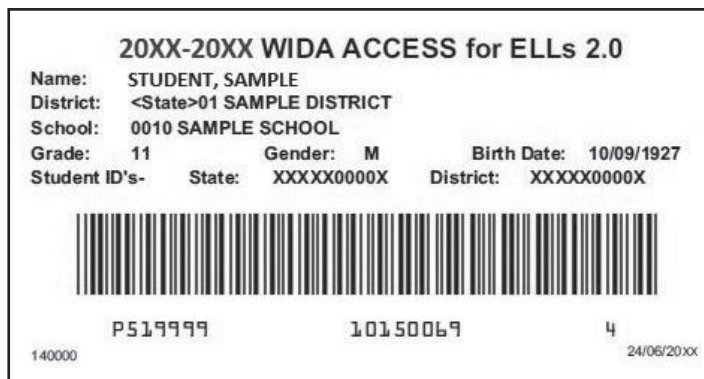


Figure 1. Sample Pre-ID Label

District/School Labels (Yellow)

District/School Labels only contain the district- and school-specific information. If a student who needs to test does not receive a Pre-ID Label, a District/School Label must be affixed and the demographic pages on the front and back cover of the test booklet must be completed, following the directions in the next subsection, Completing the Demographic Information. The label contains a barcode that indicates the test booklet should be processed and scored for the student whose information is bubbled on the demographics page.

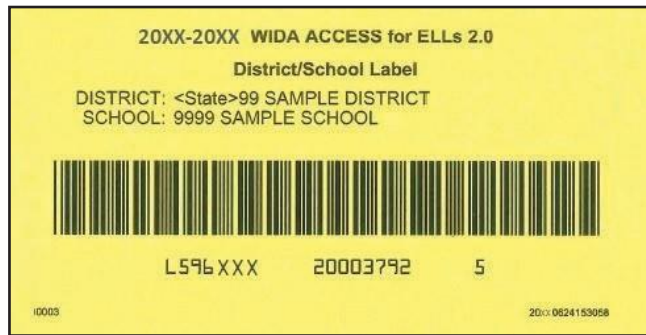


Figure 2. Sample District/School Label

Do Not Process Labels (White with Orange Stripe)

The Do Not Process Label contains a barcode that indicates the test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or should not be processed. Test booklets that have a Do Not Process Label will be processed as blank even if there are student responses inside.

A Do Not Process Label is not the same as Do Not Score Code (field on booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with a Do Not Score Code marked on the booklet cover must be processed in order to receive a report without scores in the domain(s) marked

There is no need to place a Do Not Process Label on test booklets that haven't been used.

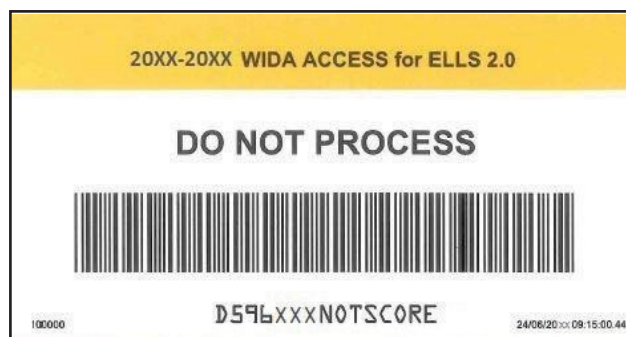


Figure 3. Sample Do Not Process Label

Label Placement

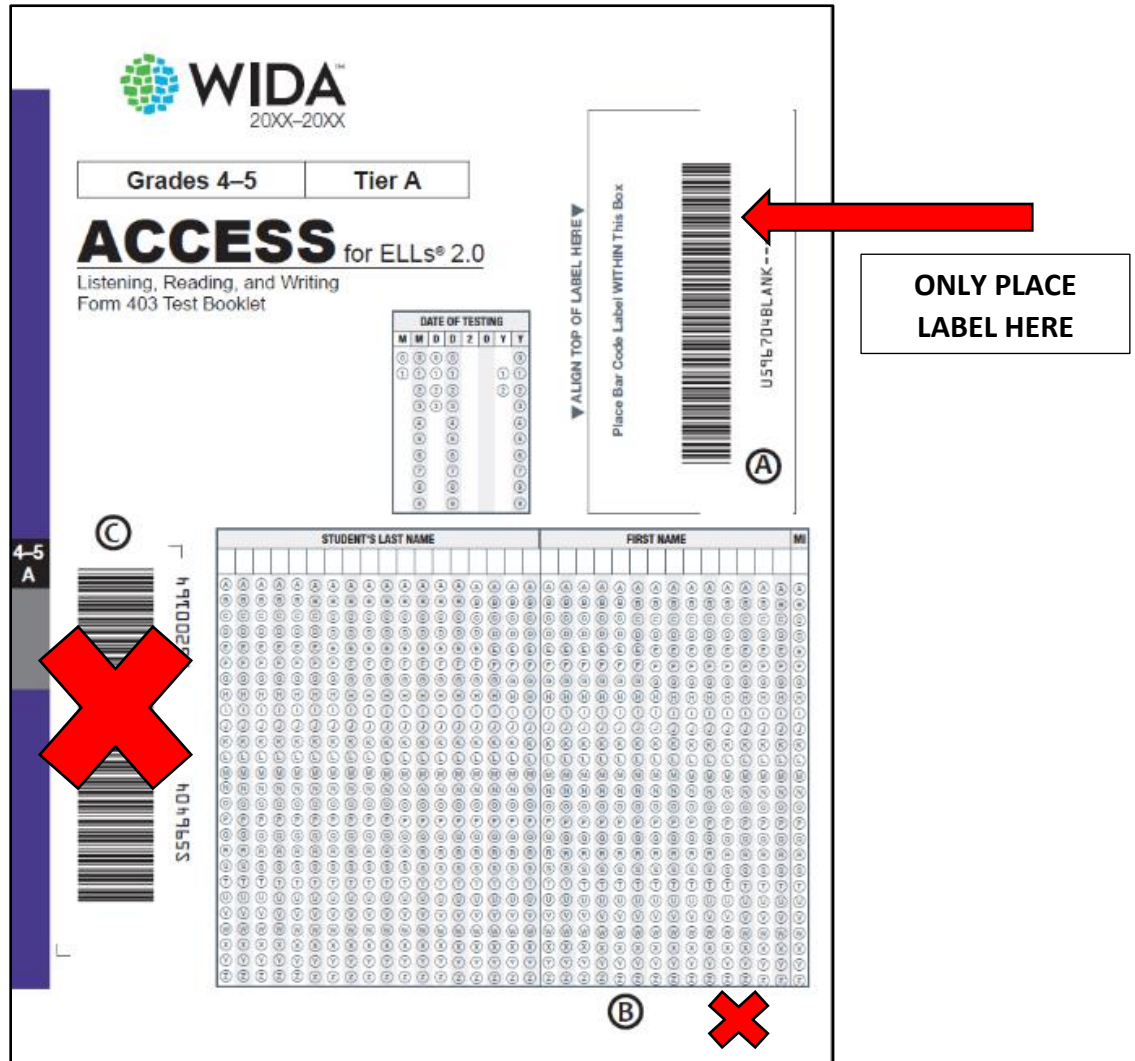


Figure 4. Test Booklet Cover Showing Where to Affix Labels

Please follow these steps:

- If using a Pre-ID Label, apply label to box marked **(A)** and begin testing.
- If no Pre-ID Label, apply District/School Label to the box marked **(A)** and bubble **all front cover information** and the **SASID, Date of Birth and Grade** on the **back of the book**.
- If a USED test booklet should not be processed, apply a DO NOT PROCESS Label to box marked **(A)** and return to DRC.
- **DO NOT** apply any labels to areas marked **(B)** or **(C)**.



Preparing Test Materials for Return

Remember, any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information. Failure to adhere a label with student test information will result in booklets being processed as unused and no score will be assigned.

Use the following steps when preparing all test booklets for return.

1. Ensure all booklets that contain student responses have a Pre-ID or District/School Label in the box located in the upper right-hand corner on the front of the test booklet. There should not be a label anywhere else on the booklet besides this space. If a test booklet does not have a label with a barcode, the student will not receive a score.
2. Ensure all booklets with a yellow District/School Label have complete demographic pages on the front and back cover of the test booklet.
 - a. **Use a number 2 pencil.**
 - b. Make sure the student name on the front of the booklet has been bubbled correctly.
 - c. Make sure the date of testing has been filled in.
 - d. Make sure the information on the back of the booklet has been bubbled correctly using the Completing Demographic Information section of this manual.
 - e. Make sure the correct grade has been bubbled.
3. If a booklet is unused, there is no need to place any labels on the booklet. Placing a Pre-ID or District/School Label on an unused booklet will cause it to be processed and scored. Do Not Process Labels should be reserved for booklets that are used but should NOT be processed and scored.
4. Remove any staples, paper clips, or sticky notes from test booklets.
5. If there is student scratch paper, securely destroy it on site. Any final student responses written on scratch paper must be transcribed into a student response booklet and appropriately labeled.

Use the following procedures when returning large print and Braille test booklets:

1. Verify that student responses have been transcribed into a standard test booklet.
2. Verify that a student Pre-ID label has been applied to the standard test booklet or that demographic information has been bubbled if a District-School Label was used.
3. Return with the rest of the test materials when testing is complete. No special sorting is needed.
4. Large print test booklets may be folded and shipped with the other materials in a standard sized box.

Common Errors and Unique Situations when Preparing Materials for Return

The following information describes common situations that occur when preparing materials for return.

If a booklet is **damaged**, it should be transcribed. Booklets with significant tearing or water damage cannot be scanned by DRC but must be returned. If in doubt about the extent of the damage and whether a new booklet is needed, contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com.



Follow these procedures for damaged booklets.

1. Transcribe the student’s responses into a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
2. Apply a yellow District/School Label to the new test booklet.
3. Complete student demographic information on the new test booklet using the Completing Demographic Information section of this manual.
4. Place an orange Do Not Process Label on the damaged booklet.
5. Return both the damaged booklet and the transcribed booklet to the Test Coordinator.

If a booklet is soiled by bodily fluids (e.g., blood, vomit), it should be transcribed; however, these should not be returned to DRC. Follow these procedures for soiled booklets.

1. Transcribe student responses to a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
2. Apply a yellow District/School Label to the new test booklet.
3. Complete student demographic information on the new test booklet using the Completing Demographic Information section of this manual.
4. Document the security barcode of the soiled booklet and notify the Test Coordinator.
5. Document the soiled booklet in the Materials Accountability Form in WIDA AMS.
6. Securely destroy the soiled booklet according to local district biohazard protocols.

The following table outlines common errors and situations that may occur during and after testing. In addition to these guidelines, please follow any additional steps outlined in your state’s ACCESS for ELLs checklist.

Issue	Solution
No student label on booklet	<p>Obtain a label from your Test Coordinator and ensure it is correctly affixed to the front of the student test booklet. Bubble in student demographic information as needed.</p> <p>Every used student booklet must have a Pre-ID or District/School Label or it will not be processed for scoring.</p>
District/School Label, but demographic information not bubbled	<p>Use a number 2 pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact the Test Coordinator.</p> <p>If a District/School Label is used, the demographic pages on the front and back cover of the test booklet must be completed. You must fill in this information accurately; errors may result in incorrect, or no reporting of scores for the affected students.</p>

Issue	Solution
<p>Pre-ID Label crossed out</p>	<p>Note: You cannot edit the Pre-ID Label by writing on it.</p> <p>If the barcode is crossed out, obtain a yellow District/School label and place it over the Pre-ID label. Use a number two pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact your Test Coordinator.</p> <p>If the barcode has no marks on it and it can be scanned, contact your Test Coordinator for information to be corrected in WIDA AMS Student Management. For detailed information on editing Pre-ID data in WIDA AMS, please review the WIDA AMS User Guide.</p>
<p>Pre-ID Label applied and demographic information bubbled (except for date of testing, accommodations, and Do Not Score codes)</p>	<p>The demographic information embedded in the Pre-ID Label supersedes student information bubbled on the booklet.</p> <ul style="list-style-type: none"> • If the Pre-ID Label is incorrect, you may still use the label. Please contact the DAC or SAC for information to be corrected in the WIDA AMS Student Management. • If the information on the Pre-ID Label is correct, return document as is.
<p>Do Not Process Label placed incorrectly</p>	<p>The Do Not Process Label should be applied in the box on the upper right-hand corner of the front of the test booklet. If a Pre-ID or District/ School Label is already in that box, apply the Do Not Process Label directly over the top of it.</p> <p>If a Do Not Process Label has been placed on a booklet that should be scored, affix a Pre-ID or District/School Label over the incorrect Do Not Process Label, and bubble in demographic information as applicable.</p> <p>NOTE: Do Not Process is not the same as Do Not Score (field 23 of booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with Do Not Score marked in field 23 must be processed to receive a report without scores in the domain(s) marked.</p>

Issue	Solution
<p>Student mistakenly completes domains in multiple booklets</p>	<p>Transcribe responses as necessary to create single test booklet for the student. (See the Accessibility and Accommodations Supplement for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/ School Label. If a District/School Label is affixed, complete all student demographic information. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution; keep a copy for your records.</p>
<p>Student mistakenly responds in another student's test booklet</p>	<p>Please contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com for direction.</p>
<p>Student mistakenly completes domains using another student's test ticket (online administration only)</p>	<p>Please contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com for direction.</p>
<p>Alternate ACCESS for ELLs materials have been physically modified to fit the needs of the student</p>	<p>Alternate ACCESS for ELLs allows for adaptation of the Listening, Reading and Speaking Test Booklet as needed to meet the communication needs of students in this population. As such, this booklet may be disassembled or cut apart. It is important that all assessment materials be accounted for, thus WIDA recommends the pieces be kept in a large manila envelope labeled with the student's name and with the bar code from the back of the book securely affixed to the envelope. The bar code is critical in ensuring the Listening, Reading and Speaking Test Booklet is accounted for.</p>