



## COLORADO SPECIFIC INFORMATION for the WIDA ACCESS Suite of Assessments (ACCESS for ELLs, Kindergarten ACCESS, Alternate ACCESS)

### WIDA ACCESS Administration Dates (2021–2022)

	Description	Start Date	End Date
Before Testing	Test Materials Ordering	Wed 10/20/21	Fri 11/5/21
	Test Setup	Wed 12/1/21	Wed 2/16/22
	Districts Receive Test Material		Thu 12/16/21
During Testing	Test Window	Mon 1/10/22	Fri 2/11/22
	Enrollment Testing Cutoff		Fri 2/4/22
	Additional Test Material Window	Thu 12/16/21	Fri 2/4/22
	Districts Ship Completed Test Materials to DRC <i>*If shipping on the deadline date, test materials must be scanned for pick up before the shipping vendor's last package pickup time for the day, or materials will be considered as a late return.</i>		Wed 2/16/22
	Districts Receive Electronic Reports		Mon 5/2/22

### Contact Information

STATE EDUCATION AGENCY Colorado Department of Education	WIDA Client Services	DRC Customer Support
villalobospavia_h@cde.state.co.us <a href="http://www.cde.state.co.us/assessment/index.asp">http://www.cde.state.co.us/assessment/index.asp</a>	866-276-7735 <a href="mailto:widahelp@wcer.wisc.edu">widahelp@wcer.wisc.edu</a>	855-787-9615 <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a>
Contact the state assessment office with questions related to state assessment policies, state delivered assessment trainings, and student test transfers.	Contact WIDA Client Services for questions related to WIDA.wisc.edu accounts and WIDA quizzes.	Contact DRC customer support for questions related to DRC Insight and WIDA AMS.

District Assessment Coordinators (DACs), School Assessment Coordinators (SACs), and Test Administrators (TAs) must adhere to the guidance and policy set forth in Colorado documents designed to support the administration of the WIDA ACCESS Suite of Assessments in addition to those contained in the ACCESS District and School Administration Manual and Test Administrator Manual (<https://portal.wida.us/get.aspx?id=2056>).



## Important Information about Online Accounts

Type of Account	Purpose	Who Has Access	How Login Information is Provided
<b>WIDA</b>	Assessment Training	DACs, EL Coordinators, SACs, and TAs	Created for TAs and SACs by DAC; DAC accounts created by WIDA or CDE. <a href="https://wida.wisc.edu/">https://wida.wisc.edu/</a>
<b>WIDA AMS Account</b>	To order WIDA ACCESS test materials, additional materials, print tickets, manage groups, etc.	DACs	Emailed by DRC to DAC
	Other permissions as assigned	Varies (assigned by DAC) could be DTC, SAC, and TA	Emailed by DRC after the DAC creates the account
<b>WIDA</b>	Self-Paced Professional Learning	All Colorado K–12 public school educators	Created by WIDA or DAC <a href="https://wida.wisc.edu/">https://wida.wisc.edu/</a>

### Identification of Students who are English Learners and Instructional Programming Support

For support with the 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](http://www.cde.state.co.us/cde_english/index.htm)

### Participation Requirements

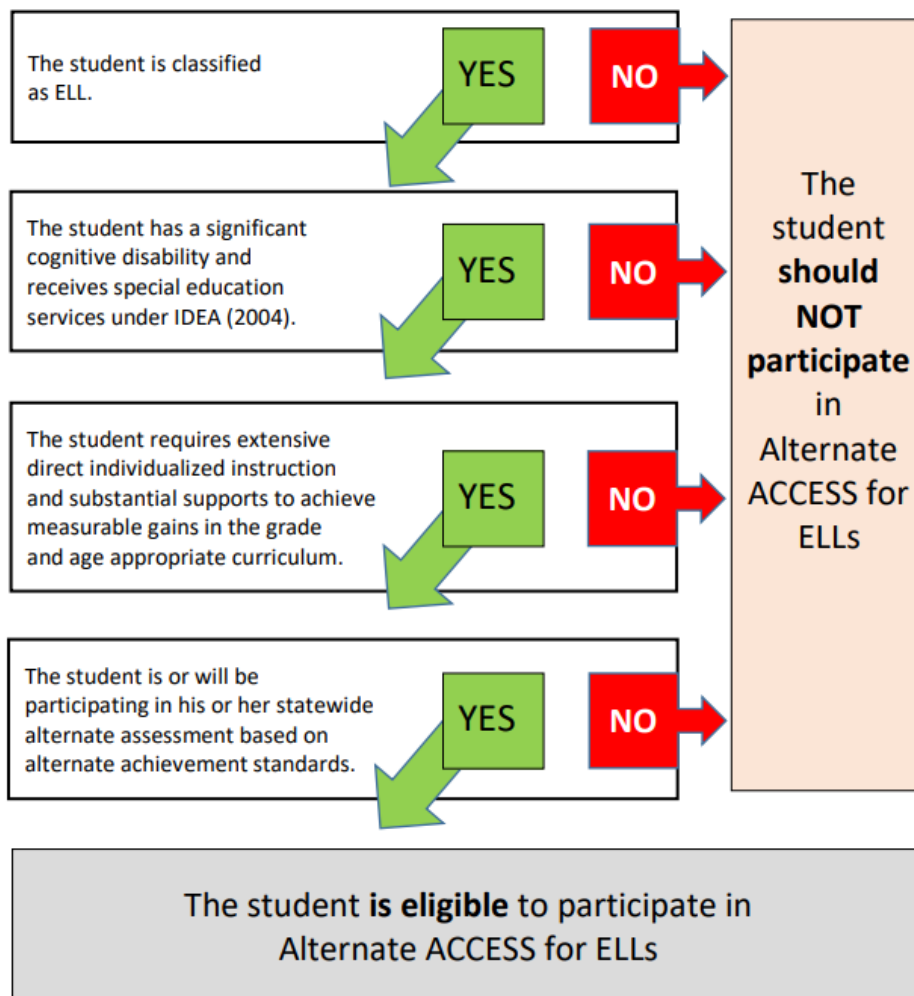
All English Learners (NEP and LEP), including students with disabilities, must participate in the state English language proficiency assessment.

The student's educational team (EL, and IEP or 504 as applicable), which must include the parents, determines whether the student will take ACCESS for ELLs or Kindergarten ACCESS with or without accommodations or, for a student with the most significant cognitive disability, meets the participation requirements for the alternate assessment. According to federal requirements, there must be evidence of alignment between a student's educational plan, instruction, and the accommodations provided on any of the state assessments, as well as any determinations for students to participate in Alternate ACCESS. Three participation options exist:

1. The student participates in ACCESS for ELLs or Kindergarten ACCESS without an accommodation.
2. The student participates in ACCESS for ELLs or Kindergarten ACCESS with an accommodation.
3. The student participates in Alternate ACCESS (for students with the most significant cognitive disabilities).

Note: It is not appropriate or ethical to give the Alternate ACCESS to students who do not qualify to take the alternate assessment.

### Alternate ACCESS for ELLs Participation Criteria Decision Tree



Check with your state education agency for your state's specific participation criteria for Alternate ACCESS for ELLs.

Alternate ACCESS for ELLs is a trademark of the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium.



## Test Forms

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- ACCESS for ELLs grades 1–12 (computer-based and paper-based)
- Kindergarten ACCESS (paper-based)
- Alternate ACCESS grades 1–12, for students with IEPs written to the Extended Evidence Outcomes who meet the qualification criteria as outlined in the Alternate Assessment Worksheet. (paper-based)

## Accommodations

Accommodations are practices and procedures that provide equitable access during instruction and assessment for students who have a documented need. Consistent with the procedures under the Individuals with Disabilities Education Act (IDEA)<sup>1</sup> decisions regarding how to assess students with disabilities are being made by each student’s IEP team and are documented in the student’s IEP or 504 plan<sup>2</sup>.

Accommodations selected for use on the WIDA ACCESS assessments must be used regularly with documented appropriateness and effectiveness for meeting the individual student’s need(s) to participate in the assessment, do not alter the construct being assessed, and allow meaningful interpretations of results and comparison of scores for students who need and receive accommodations and students who do not need and do not receive accommodations.

- Deaf or Hard of Hearing (DHH)
  - Colorado allows presentation and response of the Listening and Speaking in Pidgin Signed English (PSE), Signing Exact English (SEE), or Conceptually Accurate Signed English (CASE) to DHH students as deemed appropriate by their IEP team. **This accommodation requires paper testing.**
- Unique Accommodation Requests
  - Colorado requires a UAR for the use of Scribe on the Writing domain. (Speech-to-text will be considered a UAR Scribe for ACCESS for ELLs.) The UAR for the writing domain may be available for a limited number of students on an IEP or 504 with a neurological or physical disability which limits or prevents the student from accessing the writing domain. ACCESS for ELLs [UARs](#) are due via Syncplicity with email notification to Arti Sachdeva by December 1, 2021.
  - Colorado does not require a UAR for the use of Scribe on the Writing domain for the Alternate ACCESS assessment.

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<sup>1</sup> Individuals with Disabilities Education Act, 20 U.S.C. § 1400 (2004)

<sup>2</sup> U.S. Department of Education, Office for Civil Rights, Free Appropriate Public Education for Students With Disabilities: Requirements Under Section 504 of the Rehabilitation Act of 1973, Washington, D.C., 2010



## How are students uploaded/submitted for testing?

Data is pulled by CDE from the initial Student October snapshot in the Student Interchange and loaded into WIDA AMS on behalf of the district (pull is scheduled for close of business **11/05/2021**).

- Students eligible for WIDA ACCESS assessments must be indicated as NEP or LEP under Language Proficiency
- Indicate Alternate ACCESS students using the “Alternate Assessment Participation” field
- 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 all test sessions. WIDA AMS does not allow deleting of students; taking the student out of all test sessions will remove the student from the final data file.
- Students who are FEP, FELL or PHLOTE **do not** participate in WIDA ACCESS assessments. If these students test, results **will not** be provided. Do not manually add them.

A test must be submitted for every EL student enrolled in your district. For computer-based testing, this means that the student needs to have both a test registration and submission in the vendor system. For paper-based testing, this means returning a test book for scoring. This participation requirement also includes students who are NEP and LEP who waived services as well as students repeating a grade<sup>3</sup>.

## Remote/Online Learners

Districts completed Remote Learning Plans for 2021–2022 school year. The guiding document is available through the link below. As part of the plan, districts agreed to a series of instructional assurances, including assurance #7, below related to state assessments.

[100% Remote Learning Option \(K–12\) for the 2021–2022 School Year as a Result of COVID-19 Health Concerns](#)

- Instructional Assurance #7: The district will remain responsible for administering the state assessments to its students as required by state and federal law. The district must have a plan for how to meet that obligation for its remote students, while taking into consideration health and safety needs at the time of state testing, as well as respecting parental decision-making regarding state content assessments.

[http://www.cde.state.co.us/cdefinance/100percent\\_remote\\_learning\\_option\\_k12\\_covid\\_2122](http://www.cde.state.co.us/cdefinance/100percent_remote_learning_option_k12_covid_2122)

According to State (C.R.S. § 22-24-105) and Federal (20 U.S.C. § 6311(b)2(G)) laws, local education providers are responsible for providing the state-approved annual English language proficiency assessment to all English learners regardless of instructional model.

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<sup>3</sup>Student coded as "SpEd/Transition" will not be loaded into WIDA AMS.



## Test Security

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- Review Colorado’s Security and Policy Supplement
- Read and complete Colorado Security Agreement
- When WIDA users first log in to WIDA, they click to agree to the terms of the Non-Disclosure and User Agreement ([NDUA](#))
- When users first log in to WIDA AMS they agree to a Security and Confidentiality Agreement for WIDA AMS
  - **Maintaining the security of test materials is everyone’s responsibility!** During your WIDA ACCESS test window, test materials must be locked up when not in use, a chain of custody needs to be kept, and test administrators need to be **actively proctoring** during test sessions. Test administrators should closely monitor to prevent student use of electronic devices (cell phones, smartwatches, Bluetooth headsets, etc.) during testing.
- Steps for addressing a testing irregularity or security breach
  - Test Administrator notifies School Assessment Coordinator immediately
  - School Assessment Coordinator notifies District Assessment Coordinator immediately
  - District Assessment Coordinator notifies CDE Assessment Division Immediately
    - District assessment coordinator fills out testing irregularity/security breach form and submits to CDE via Syncplicity
  - CDE notifies WIDA as appropriate
- Students must do their own work on WIDA ACCESS assessments. To help ensure this is the case test administrators need to be **actively proctoring**, do not allow students to have internet-connected devices, such as cell phones, smartwatches, or Bluetooth headsets, in the testing area.
- **Copied or plagiarized responses will result in a student’s score being invalidated.**

It is the DAC’s responsibility to ensure steps are in place to meet the security expectations set forth by the State of Colorado and WIDA. This includes (but is not limited to) the following:

Providing training that allows School Assessment Coordinators and Test Administrators to be prepared to:

- ✓ Administer the WIDA ACCESS tests, including administering tests with accommodations to students with IEPs and 504 plans, as necessary.
- ✓ Maintain the security and standardized administration of the assessment:
  - Use a chain of custody form
    - SACs must retain the chain of custody form in the school’s assessment files for three years
  - Do not leave materials unattended (includes test tickets, used scratch paper, etc.)
  - Keep testing materials in a secure area when not in use
  - Prepare a quiet secure testing environment
    - Post do not disturb signs
    - Limit timers, bells, announcements, etc.
    - Testing seating chart



- Keep cell phones, smartwatches, and other like devices out of the testing area<sup>4,5</sup>
- Prohibit visitors in the testing environment
- Ensure that students are not provided access to test questions before testing, provided any coaching or assistance from test administrators or other students, and do not engage in any form of cheating
- Actively proctor
- 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
- Account for all secure test materials at the end of the testing window

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.

Book pull requests will be honored at the discretion of CDE assessment. If a book pull is requested the booklet number is required.

Districts and schools can use the **Return Materials Receipt Report** to create a sign in/sign out process and document books assigned to each student.

<sup>4</sup> If a student uses a cell phone or other device to monitor a documented medical condition, the student may have the device in the testing environment. The cell phone or device must be placed so the Test Administrator and the student can see the device.

<sup>5</sup> If the school has a policy that prohibits the collection of cell phones, smartwatches, etc. verify students have stored cell phones in lockers, backpacks, or other designated areas before starting the assessment.





## **Annual Training Requirements**

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All district and school personnel involved in the administration of Colorado's state assessments must be familiar with test security protocols and as aligned with their responsibilities. Training is required on an annual basis for all district and school personnel involved in any aspect of Colorado's state assessments. Thorough training is one of the best ways districts can ensure successful assessment administrations and prevent misadministrations from occurring.

DACs must meet with School Assessment Coordinators (SACs) to ensure a training plan is in place for training Test Administrators, Technology Coordinators, and any other district or school staff handling secure materials.

Districts are required to collect signed documentation (Security Agreement) from all personnel who completed training, that they understand the policies and procedures set forth by the State of Colorado and the district.

District-developed trainings must be based on the live training, webinars, and PowerPoint slides provided by CDE and/or the assessment vendor (WIDA). Additional information should be included in trainings to provide district-specific policy information. CDE recommends that training is provided in a format that allows participants to ask questions and receive immediate feedback.

## **WIDA Non-disclosure and User Agreement**

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## WIDA Secure Portal Non-Disclosure and User Agreement

**IMPORTANT INSTRUCTIONS:** This document is for local school/district record keeping. Each school/district shall require that every individual involved in administering WIDA assessments sign a nondisclosure and user agreement (NDUA). This paper version of the agreement can be signed in cases where a user cannot sign the electronic NDUA in the training course in the WIDA Secure Portal, or in cases where the school/district decides a signed paper version is appropriate. Please do not return the signed copies of this agreement to DRC and/or WIDA. This document needs to be signed once per year.

### NON-DISCLOSURE and USER AGREEMENT (NDUA) for WIDA assessments and Use of the WIDA Secure Portal

The WIDA Secure Portal (that part of the WIDA website that is password protected starting at URL <https://portal.wida.us>) contains a combination of secure test materials, proprietary information, and copyrighted materials. As a user of the WIDA Secure Portal and/or WIDA test materials, you must agree to the conditions of this WIDA Non-Disclosure and User Agreement.

**WIDA ACCESS for ELLs.** The Board of Regents of the University of Wisconsin System (the "Regents"), on behalf of the WIDA Consortium ("WIDA") is the copyright owner of the secure, unpublished ACCESS for ELLs test (the "Test"), as defined in 37 C.F.R. § 202.20(b)(4). WIDA treats the Test as constituting valuable and proprietary trade secrets. WIDA maintains the Test as confidential and secure, and only provides access to the Test to individuals who are legally bound to maintain the confidentiality and security of the Test. Publicly posting, displaying or distributing in any medium WIDA test materials, in part or in whole, is strictly prohibited and may lead to legal sanctions.

In consideration for my participation in the online training course (the "WIDA Training Course"), for my role as a Test Coordinator or Test Administrator for the school district of:

\_\_\_\_\_ (print district) in \_\_\_\_\_ (print state)

I, \_\_\_\_\_ (print name)

agree as follows:

1. The Test is confidential, proprietary information and material of the Regents.
2. The WIDA Training Course contains confidential and proprietary information from the Test.
3. I shall not disclose or reproduce any Test information or Test forms I receive, including Test items, except for the sole purpose of carrying out my role as a Test Coordinator or Test Administrator.



4. The Test must be kept secure and confidential, since disclosure of the Test could adversely affect the validity of the Test items, Test results, intellectual property value of the Test, and/or WIDA's financial standing. I shall keep all Test materials secure and confidential at all times in accordance with any instructions that I receive from the WIDA Training Course, the WIDA Test Administration Manuals, or WIDA Test Administration Instructions provided by my district coordinator.
5. I shall follow all test security requirements prescribed by WIDA and my employer and shall immediately report any incidents concerning the security and/or misuse of the Test that I witness or otherwise experience, whether verified or not.

**WIDA Screener.** The following WIDA Screener materials are available to educators under a limited license- Test Administration Manual, Student Response Booklets, and Test Administrator Scripts. These WIDA Screener materials are available for download from the WIDA website and may be printed and used only for internal school district or school system use in accordance with state and district language screening policies. These WIDA Screener materials are also available for purchase from the WIDA Store.

WIDA Screener Test Booklets, Speaking Test audio files, and Listening Test audio files, which are only available for purchase from the WIDA Store (or through your state department of education in some states), may not be copied or modified and shall only be used/ distributed for internal school district or school system use in accordance with state and district language screening policies. Posting online, displaying or distributing in any medium the WIDA Screener materials, in part or in whole, is strictly prohibited. Use of the WIDA Screener test materials may be subject to additional limitations as specified in the individual test components, on the WIDA Screener training website, or on the WIDA Store website.

**WIDA Secure Portal Materials.** The materials provided to WIDA Secure Portal users are for the purpose of understanding and implementing WIDA Standards, WIDA Assessments, and WIDA Professional Learning. The Regents own the copyrights to these materials. **NO CONTENT FROM THE WIDA SECURE PORTAL SHOULD BE COPIED AND STORED ON EXTERNAL SERVERS.**

**User Accounts and Passwords.** WIDA Secure Portal user accounts are assigned to individuals only and may not be shared with multiple users. As a registered user of the WIDA Secure Portal, you agree to keep your user account name and password confidential. The WIDA Secure Portal NDA is an annual requirement for each Test cycle that begins on July 1 of one calendar year and ends on June 30 of the following calendar year.

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Signature

Date

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District Coordinator

Date

Please sign and return this agreement to your district coordinator. Do not return this document or signed copies of this document to DRC. Direct any questions regarding its terms to the WIDA Client Services Center ([help@wida.us](mailto:help@wida.us)).



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## WIDA-AMS User Agreement

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### User Agreement



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#### Security and Confidentiality Agreement for WIDA AMS

ACCESS for ELLs is a secure, published test, as defined by U.S. copyright law. Only individuals that are under an ACCESS for ELLs test administrator obligation of nondisclosure with the WIDA Consortium shall access and administer the ACCESS for ELLs test. ACCESS for ELLs shall only be used in accordance with WIDA Consortium test administrator instructions and your state and local educational agencies' secure test policies. Direct any questions to the WIDA Client Services at [help@wida.us](mailto:help@wida.us).

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#### Who can administer WIDA ACCESS assessments?

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- Test Administrators must be employed by the school or district.
  - Preferably, Test Administrators will be licensed teachers, licensed administrators, and instructional support paraprofessionals, 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, relatives, or household members nor be in the testing environment during testing.
  - For Kindergarten ACCESS or Alternate ACCESS, the Test Administrator needs to be able to model clear standard pronunciation of the English phonemes that may impact student responses.
  - Test Administrators administering the Alternate ACCESS must hold a State of Colorado educator license.
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## What are the training requirements for WIDA ACCESS Test Administrators?

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Test Administrators must:

- Be trained annually.
- Complete the requirements of the district or school's annual WIDA ACCESS training.
- Participate in WIDA's online training modules and pass the applicable quiz (quizzes).
- Read instructions in the Test Administrator Manual and familiarize themselves with test administration procedures before administering the test to students.
- Be trained on specific accommodations if administering assessments in which students are provided accommodations.
- Submit to their SAC a signed Security Agreement

Note: Student teachers may not serve as Test Administrators who oversee administering WIDA ACCESS assessments. However, they may serve as proctors who assist the Test Administrators.

Refer to the State Assessment Training Requirements at [http://www.cde.state.co.us/assessment/annual\\_trng\\_requirements](http://www.cde.state.co.us/assessment/annual_trng_requirements).

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## Scheduling

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Administering Kindergarten ACCESS usually takes about 45 minutes. However, due to the adaptive nature of the test, high proficiency students will likely take longer and beginning proficiency students might need significantly less time

Alternate ACCESS is administered in four testing sessions, one for each domain. Each domain test takes about 20 minutes. However, due to the adaptive nature of the test and the unique abilities and behaviors of your students, actual test times can vary widely.

**Untimed does not mean unlimited testing time; using WIDA time estimates STOP testing when a reasonable amount of time has been spent testing.**

<b>Colorado Average ACCESS for ELLS Testing Time Spring 2021</b>	
<b>Assessment (online)</b>	<b>Minutes</b>
Listening Gr 1	34
Listening Gr 2-3	35
Listening Gr 4-5	37
Listening Gr 6-8	39
Listening Gr 9-12	38
Reading Gr 1	22
Reading Gr 2-3	29
Reading Gr 4-5	36
Reading Gr 6-8	36
Reading Gr 9-12	44
Speaking Gr 1	27
Speaking Gr 2-3	29
Speaking Gr 4-5	31
Speaking Gr 6-8	34
Speaking Gr 9-12	33
Writing Gr 4-5	32
Writing Gr 4-5 HW	40
Writing Gr 6-8	37
Writing Gr 6-8 HW	*
Writing Gr 9-12	35
Writing Gr 9-12 HW	*

\*Not enough data

## ONLINE

These timing estimates are provided for scheduling and planning purposes. They include time for tasks like seating students, distributing, and collecting test materials, and going over test directions.

See the Test Administrator Manual for details of in-seat testing time (pp. 53-55).

Domain	Administration	Description	Timing	Scoring
Listening	Group administration <sup>6</sup>	Test administrator reads a brief, scripted introduction as students log in to the online test platform, where they view test items and mark responses.	65 minutes	Centrally scored
Reading		Test administrator reads a brief, scripted introduction as students log in to the online test platform, where they view test items and mark responses.	60 minutes	
Writing		For students in grades 1–3, test administrator reads a script while students view test items and handwrite responses in paper test booklets.  For students in grades 4–12, test administrator reads a brief, scripted introduction as students log in to the online test platform, where they view test items. Students either type responses in the online test platform or handwrite responses in paper test booklets.	70–90 minutes	
Speaking	No more than 5 students <sup>7</sup>	Test administrator reads a scripted introduction as students log in to the online test platform, where they view test items and record their spoken responses	50 minutes	
<b>ACTIVE proctoring needs to take place during administration of all domains.</b>				

<sup>6</sup> As fits within state/local health department guidance and district/school policy regarding appropriate social distancing procedures.

<sup>7</sup> As fits within state/local health department guidance and district/school policy regarding appropriate social distancing procedures.



## PAPER

These timing estimates are provided for scheduling and planning purposes. They include time for tasks like seating students, distributing, and collecting test materials, and going over test directions.

See the Test Administrator Manual for details of in-seat testing time (pp. 35-36).

Domain	Administration	Description	Timing	Scoring
Listening	Group administration <sup>8</sup>	The test administrator plays a CD* and the students mark responses in a paper test booklet	60 minutes	Centrally scored
Reading		Students read passages and mark responses in a paper test booklet.	70 minutes	
Writing		Students handwrite responses in a paper test booklet.	Grade 1, Tier A: 40 minutes Grades 2–12, Tier A: 75 minutes Grades 1–12, Tier B/C: 80 minutes	
Speaking	Individual administration	The test administrator plays a CD* and the student responds verbally. The test administrator marks scores in a paper test booklet.	45 minutes	Locally scored by the test administrator

**ACTIVE proctoring needs to take place during administration of all domains.**

<sup>8</sup> As fits within state/local health department guidance and district/school policy regarding appropriate social distancing procedures.





## Overview of Protocols

### 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. Grades 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 16, 2021 – February 4, 2021.

**Additional materials orders need to be placed at through the “District-Level Additional Materials”** Additional materials orders placed at the school level **will not** be processed.

Reference page 50 of the [WIDA AMS User Guide](#) for further support.

**Note** – if you are an online testing school and you order a paper test as an additional material, be sure to also order the Speaking test booklet (this is the book that has the pictures to accompany the Speaking CD). Also, if you are a completely online site and you need to order a paper material, check to see if you have district/school labels for that site. You may also need to order a sheet of district/school labels.

### Student Transfers

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

Only for use with for students who started online testing New district; **do not** create account for the new student(s) while waiting for the transfer of their completed test session(s). Making an account will delay the transfer process.

The new district emails CDE and the former district – sample email below.

**To:** Heather Villalobos Pavia; Former District DAC

**Subject line:** STUDENT TRANSFER REQUEST

**Body of email:**

I uploaded a student transfer request to CDE Assessment Syncplicity. The student was formerly in \_\_\_ district, \_\_\_ school, and in \_\_\_ grade. The last three digits of the student’s SASID are: \_\_\_.

\*Former district DAC must reply all to confirm the student is no longer theirs. If the information in the email alone is not enough to confirm the transfer, the former district DAC must call the new district DAC.

DAC email addresses and phone numbers are found at <http://www.cde.state.co.us/assessment/dac>.



## Providing Accurate Student Information (WIDA ACCESS Suite of Assessments)

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### ***Before Testing***

- Students are placed into DRC generated sessions, these are students who were reported and NEP or LEP in grades K–12 in the Student Interchange. Per local decision, the generated sessions are used, or other sessions are created.
- 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
  - 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
- Paper-based testing, paper materials within Computer-based testing as applicable: write the student's first and last name on the front of the book.
- Review roster and labels – make sure only NEP and LEP students are participating in WIDA ACCESS testing
- Print off test tickets

### ***During Testing***

- **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.
- **If a student is new and your district participates in SBD**, apply a district school label, bubble all information on the front cover of the student's booklet and the SASID, Date of Birth and Grade on the back cover and then complete the rest of the information during SBD.
- **If a student is new and your district does not participate in SBD (or you prefer working in WIDA AMS over SBD)**, bubble all information on the front cover of the student's booklet and the SASID, Date of Birth and Grade on the back cover and then complete the rest of the information in WIDA AMS.

Reminder - 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



**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.
  - **Apply a label** to the correct book
    - Pre-ID
    - Or
    - If the student does not have a Pre-ID label apply a District-School and bubble all the information on the front cover of the student’s booklet and the SASID, Date of Birth and Grade on the back cover. Bubbling the grade is important, the system defaults to the lowest tier grade, and if that does not match the student record the student will not receive an overall composite score.
      - Enter all remaining student information into WIDA AMS or complete during SBD
  - **Books must have a label to be processed for scoring**

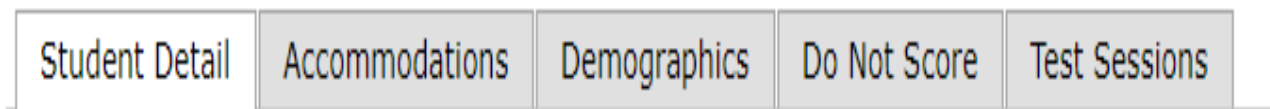
Check that there are no stray (student applied) marks in the accommodations section. This is the only area of the bubbling that overrides the label. Marks in the accommodation section on the back of the book override the label because there is no accommodation information in the label.

**Demographic and Accommodation Fields are updated through WIDA AMS**

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WIDA AMS User Guide, Student Management section page 55.

**Student Detail Tab (applies to new students)**



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. For students in grades 1–3 if the grade in WIDA AMS does not match the grade bubbled on the book 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 (applies to all students who have an IEP or 504)**

Student Detail	Accommodations	Demographics	Do Not Score	Test Sessions	
<b>Accommodations</b>					
Accommodation	Listening	Speaking	Writing	Field Test	Reading

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. Accommodations that must be marked before testing begins are Manual Control of Item Audio, Repeat Item Audio, and Extended Speaking Response Time. Use the “Preparing Students for ACCESS for ELLs Online” document to activate practice tests with accommodations (<https://wida.wisc.edu/sites/default/files/resource/Preparing-Students-ACCESS-ELLs-Online.pdf>).

All other accommodations can be marked before or after administration.

Districts should set guidelines on who is allowed to update accommodations and Do Not Score (DNS) codes; to ensure accommodations and DNS codes are not inadvertently marked.

**Demographics Tab (applies to new student or student who need demographics updated)**

Student Detail	Accommodations	Demographics	Do Not Score	Test Sessions
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Field Name	Directions
Ethnicity and Race	Select all that apply
Native Language	Enter the 3 letter CDE home language code <a href="#">found here</a>
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 the drop-down menu
Secondary Disability	Select correct disability from the drop-down menu
LIEP Classification	Leave blank, collected in State Defined Optional Data
<b>State Defined Optional Data</b>	<b>In position 1 of the 10-character string</b> enter one digit that corresponds to the student’s language proficiency status
10-character string used to provide values for the following:	<b>In positions 2 and 3 of the 10-character string</b> enter two digits that correspond to the student’s Language of Instruction program
<ul style="list-style-type: none"> <li>• Language Proficiency Status</li> <li>• Language Instruction Program</li> <li>• Continuous in School</li> <li>• Continuous in District</li> <li>• Free or Reduced Lunch</li> </ul>	<ul style="list-style-type: none"> <li>• 1: NEP</li> <li>• 2: LEP</li> <li>• 01: English as a Second Language (ESL) or English Language Development (ELD)</li> <li>• 02: Dual Language or Two-way Immersion</li> <li>• 03: Transitional Bilingual Education or Early-Exit Bilingual Education</li> <li>• 04: Content Classes with integrated ESL Support</li> <li>• 05: Newcomer programs</li> </ul>



<p>Entering this information is <b>not</b> optional (the information we collect here is optional across WIDA)</p>	<ul style="list-style-type: none"> <li>• 97: Other</li> <li>• 98: Not in a Language Instruction Program, Parent Choice</li> </ul>
	<p><b>In position 4 of the 10-character string</b> enter one digit that corresponds to the student’s Continuously Enrolled in School (since October 1<sup>st</sup>) status</p> <ul style="list-style-type: none"> <li>• 1: yes</li> <li>• 0: no</li> </ul>
	<p><b>In position 5 of the 10-character string</b> enter one digit that corresponds to the student’s Continuously Enrolled in District (since October 1<sup>st</sup>) status</p> <ul style="list-style-type: none"> <li>• 1: yes</li> <li>• 0: no</li> </ul>
	<p><b>In positions 6 and 7 of the 10-character string</b> enter two digits that correspond to the student’s Free and Reduced Lunch status:</p> <ul style="list-style-type: none"> <li>• 00: Not Eligible</li> <li>• 01: Free Lunch Eligible</li> <li>• 02: Reduced Lunch Eligible</li> </ul> <p>Leave positions 8, 9 and 10 of the 10-character string blank.</p>
<p><b>District Defined <i>Optional</i> Data</b> 10-character string used to provide values for the following:</p> <ul style="list-style-type: none"> <li>• Title 1</li> <li>• Homeless</li> <li>• Expelled</li> <li>• Gifted and Talented</li> </ul> <p>Entering this information is <b>not</b> optional (the information we collect here is optional across WIDA)</p>	<p><b>In position 1 of the 10-character string</b> enter one digit that corresponds to the student’s Title 1 status</p> <ul style="list-style-type: none"> <li>• 1: yes</li> <li>• 0: no</li> </ul>
	<p><b>In position 2 of the 10-character string</b> enter one digit that corresponds to the student’s Homeless status</p> <ul style="list-style-type: none"> <li>• 3: yes, and in custody of parent/guardian</li> <li>• 4: yes, and not in custody of parent/guardian</li> <li>• 0: no</li> </ul>
	<p><b>In position 3 of the 10-character string</b> enter one digit that corresponds to the student’s Expelled status</p> <ul style="list-style-type: none"> <li>• 1: yes</li> <li>• 0: no</li> </ul>
	<p><b>In position 4 of the 10-character string</b> enter one digit that corresponds to the student’s Gifted status</p> <ul style="list-style-type: none"> <li>• 1: yes</li> <li>• 0: no</li> </ul> <p>Leave positions 5–10 of the 10-character string blank</p>

WIDA ACCESS - SBD information: file layout: [https://www.cde.state.co.us/datapipeline/per\\_access-ell](https://www.cde.state.co.us/datapipeline/per_access-ell)



**Do Not Score Tabs (only applies when a Do Not Score code is appropriate)**

Do not use Do Not Score codes for students who should not participate in WIDA ACCESS (only students who are NEP or LEP participate in WIDA ACCESS assessments). Removing ineligible testers from test sessions will remove the record from your final file.

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"/>	<input type="text"/>

**ABS:** Indicates the student was absent for a domain of the test but was present for at least one other domain. Fill in the appropriate boxes for the domain the student did not take. Students should be tested on any missing domains if they return to school during the available State test window. This code should only be used if the student is not present to complete the test during the entire test window.

**INV:** Indicates that even though a student may have completed some or all the test items, the testing was not valid, and no score should be reported for that domain. For example, this code can be used when there are inappropriate testing practices or there is a test administrator error. Do not use this to indicate students who were redesignated before the testing window, those students should be removed from the test session which will remove them from your data files.

**DEC:** Indicates a student refused to test after their test session has been started. A student cannot opt-out of the English language proficiency assessment.<sup>9</sup> 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 Colorado, typically this is when a student is present during testing and was presented the test but refused to participate.)*

**SPD:** In Colorado, this code is used for all WIDA ACCESS assessments when a student withdrew from the district during the testing window after starting the assessment and did not enroll in another Colorado district (student transferred out of state).

Do Not Score codes are test domain specific and do not cross tests (e.g., a Do Not Score Code applied to Reading does not carry over to Listening). **NOTE** – Do not score codes **DO cross** from online to paper/paper to online. A Do Not Score code applied in WIDA AMS carries over to paper testing and vice-versa.

<sup>9</sup> Colorado Revised Statutes, 22-7-1013(8)(a-c) only allows for parental excusal from state assessments in the instructional areas of English language arts, mathematics, science, and social studies.



## Materials Management

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Depending on the 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 all books have a label, and that correct and complete information is bubbled when using a District/School label.** Each district's DAC established who is responsible for each task related to materials management.

To ensure all booklets have the detailed and necessary information needed for scoring adhere to the following:

- **Prior to Administration**
  - Review roster to ensure only NEP and LEP students are participating in WIDA ACCESS testing (if a student should not test, remove the student from test sessions)
  - Review labels to ensure all student information is accurate
  - Print/distribute test tickets
  - Distribute the applicable secure test materials (i.e., test booklets, test tickets, scripts, etc.) to the correct test administrators
- **Administration**
  - Distribute and collect the applicable secure test materials (i.e., test booklets, test tickets, scripts, etc.) to/from the correct test administrators
  - Store securely when not in use
  - **Verify** that students have been given the correct test ticket or their assigned booklet
- **Following Administration**
  - Shred test tickets
  - Review student test booklets once more for any errors or discrepancies in student information
  - Complete labeling and bubbling
  - 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

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Depending on which WIDA ACCESS assessment you are administering, you need different 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 before 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.**

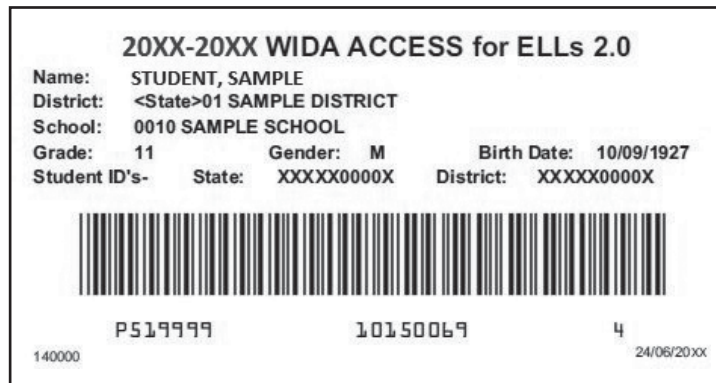


Figure 1. Sample Pre-ID Label

### *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.

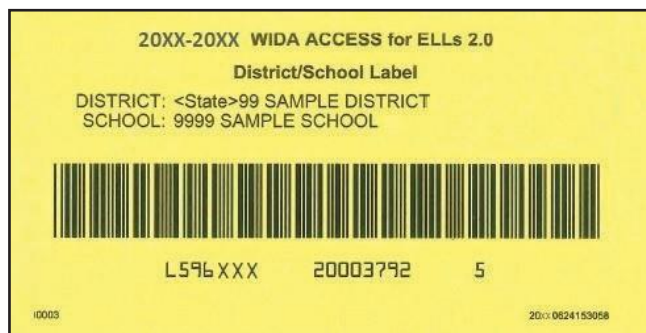


Figure 2. Sample District/School Label

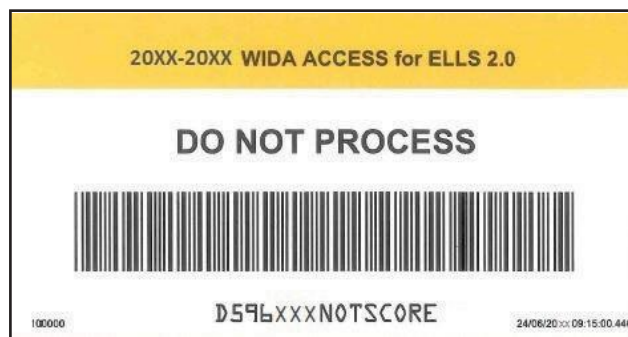


***Do Not Process Labels (White with Orange Stripe)***

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.

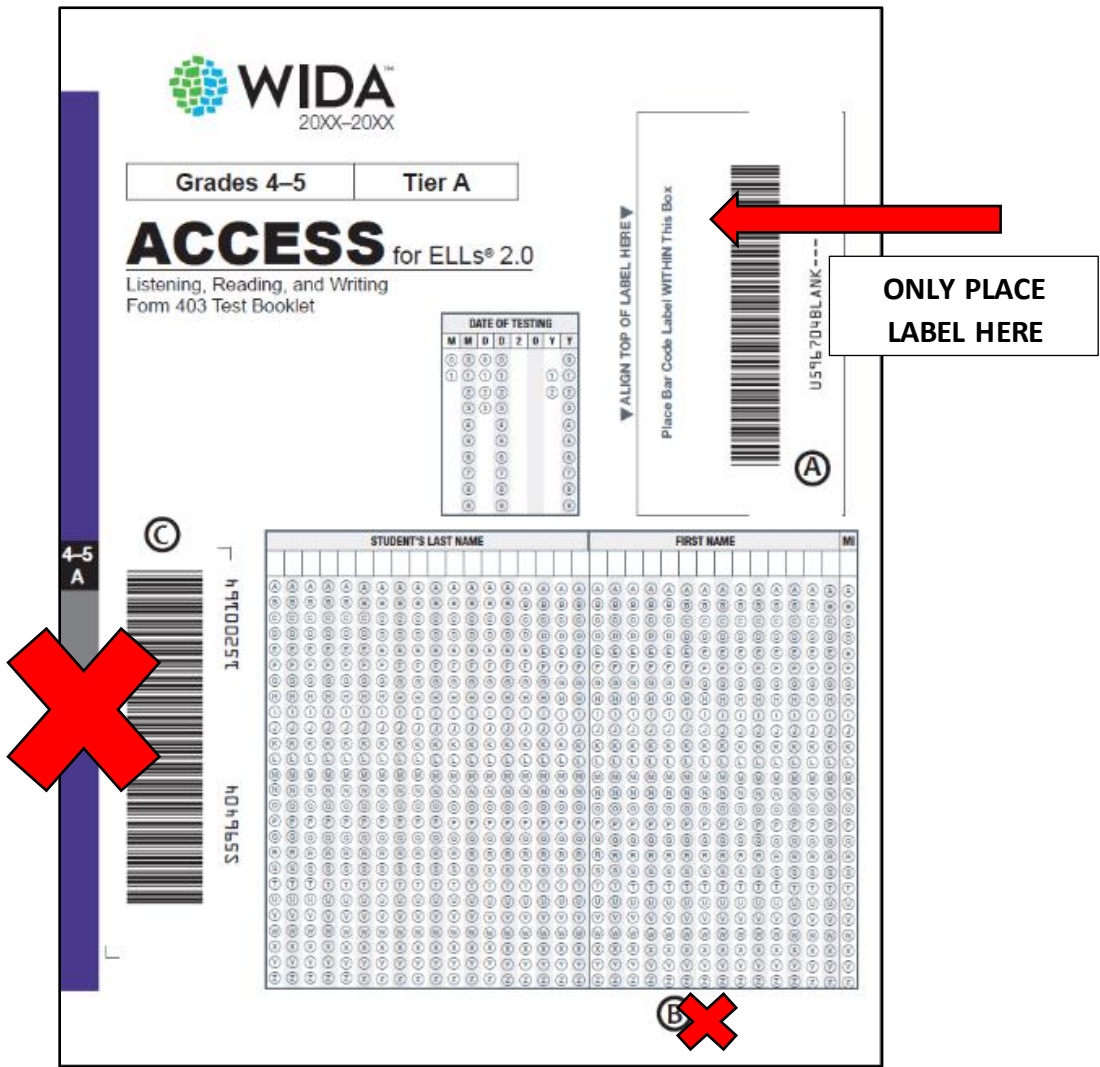
A Do Not Process Label is not the same as Do Not Score Code (field on booklet cover). A Do Not Process Label prevents any processing, and the student will not receive a report. Students with a Do Not Score Code marked on the booklet cover must be processed to receive a report without scores in the domain(s)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

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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's 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

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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](mailto: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.

Issue	Solution
<p><b>No student label on a booklet</b></p>	<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 booklet that needs scored <b>must</b> have a Pre-ID or District/School Label or it will not be processed for scoring.</p>
<p><b>District/School Label, but demographic information not bubbled</b></p>	<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><b>Pre-ID Label crossed out</b></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><b>Pre-ID Label applied, and demographic information bubbled (except for the date of testing, accommodations, and Do Not Score codes)</b></p>	<p><b>The demographic information embedded in the Pre-ID Label supersedes student information bubbled on the booklet.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the information on the Pre-ID Label is correct, return the document as is.</li> </ul>
<p><b>Do Not Process Label placed incorrectly</b></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 <b>not</b> 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><b>Student mistakenly completes domains in multiple booklets</b></p>	<p>Transcribe responses as necessary to create a 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 before returning to DRC. Document the issue and resolution; keep a copy for your records.</p>
<p><b>Student mistakenly responds in another student's test booklet</b></p>	<p>Please contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> for direction.</p>
<p><b>Student mistakenly completes domains using another student's test ticket (online administration only)</b></p>	<p>Please contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> for direction.</p>
<p><b>Alternate ACCESS materials have been physically modified to fit the needs of the student</b></p>	<p>Alternate ACCESS 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. All assessment materials must be accounted for. Thus, WIDA recommends the pieces be kept in a large manila envelope labeled with the student's name and 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>