



ACCESS for ELLs Continuing Administration for 2020-2021 DIRECTIONS



WIDA, in partnership with your State Education Agency (SEA), is making available a continuing ACCESS for ELLs 2020-2021 administration for students who were unable to test or to complete testing because of the COVID-19 pandemic.

The continuing test administration is available for students in Grades K-12 using Paper ACCESS or Grades 1-12 for Alternate ACCESS. Test administrators must complete and pass the Paper ACCESS training for the corresponding domains prior to testing students. Computer-based test administration is not available for this fall extended option.

The directions below provide key dates and the processes to follow for this continued test administration. Please contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com for assistance or questions.

KEY DATES

ACCESS for ELLs - Continuing Administration for 2020-2021	Dates
Additional Materials Ordering in WIDA AMS	8/26 - 9/15/21
Testing Window	9/1 – 9/30/21
Test Material Return Deadline* (postmarked)	10/1/21
Reporting - Online Posted to WIDA AMS <ul style="list-style-type: none"> • Individual Student Reports (ISRs) • District Student Response (DSR) Files • State Student Response (SSR) Files 	11/19/21
*Printed reports or report labels will not be provided	

**Tests must be postmarked by the 10/1/21 deadline in order to be received, scored, and reported by DRC. There will be no data validation opportunity, so please ensure student demographic information is accurate.*

ORDERING MATERIALS FOR FALL OPTION

ACCESS test materials can only be ordered through WIDA AMS/Additional Materials during the timeframe indicated in the Key Dates.

- Test Materials should be ordered following the normal Additional Order process.
- Districts should complete orders for their schools in WIDA AMS.
- Test material orders will be shipped via UPS to the district offices, unless otherwise coordinated and approved with WIDA and DRC. It is the district’s responsibility to distribute the test materials to the appropriate schools.
- All materials are packaged by district.
- DRC will ship exactly what is ordered. No overage will be sent.
- If you already have Paper ACCESS test materials located in your school or district, you may proceed with using them.



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List of Paper ACCESS Test Materials You May Need

- At each grade cluster, you may need to order the following [Paper ACCESS Tier B/C](#) materials, depending on which domains the students need to test:
 - Paper Tier B/C Listening, Reading, and Writing Test Booklet(s): 1 for every student
Note: this booklet also contains the score sheet for Speaking.
 - Paper Tier B/C Test Administrator's Script(s): 1 for every 8 students
 - Paper Tier B/C Listening and Speaking Tests CD(s): 1 for every 8 students
 - Paper Tiers A & B/C Speaking Test Booklet(s): 1 for every 8 students
 - DRC will provide the necessary test material return labels with each order.

List of Paper Alternate ACCESS Test Materials You May Need

- At each grade cluster, you may need to order the following [Alternate ACCESS](#) materials:
 - Alternate ACCESS for ELLs Student Response Booklet(s): 1 for every student
 - Alternate ACCESS for ELLs Listening, Reading, and Speaking Test(s): 1 for every 4 students
 - Alternate ACCESS for ELLs Test Administrator's Script(s): 1 for every 4 students
 - DRC will provide the necessary test material return labels with each order.

Label Guidance

- [District/School Labels](#)
 - The District/School Label that is used should be for the school where the student **would have tested in the 2020-2021 school year.**

Option 1: Using Previously Received District/School Labels

- If you still have District/School Labels from your ACCESS test materials received on February 9, 2021, you may use them.

Option 2: Ordering New or Additional District/School Labels

- If you need new or additional District/School Labels, contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com. If you have several schools that need labels, you may also email a District/School Labels spreadsheet to WIDA@datarecognitioncorp.com listing the schools and number of labels needed. (Refer to the District/School Label file layout provided by PED).

IMPORTANT: When using a District/School Label, you **MUST** bubble all of the student demographic information on the front and back of the test booklet. It is imperative that student's First Name, Last Name, District Code (on label), School Code (on label), State Student ID number, grade, and birthdate be bubbled and exactly match the demographic information provided in the spring or the student's report may not be accurate.

Option 3: New or Transferred Students

- In the event that you have a new or transfer student and you are unable to obtain District/School Labels from the student's previous district and school, you **MUST** bubble all of the student demographic information on the front and back of the test booklet and clearly write the district and school name where the student would have tested in the 2020-2021 school year in the indicated boxes on the back cover of the test booklet.
- It is imperative that student's First Name, Last Name, State Student ID number, grade, and birthdate be bubbled and the District and School name where the student would have tested



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in the 2020-2021 school year be written on the back cover of the test booklet in order for the test to be processed, scored, and reported.

- **Pre-ID Labels**
 - If you **have** 2020-2021 Pre-ID Labels for the students that will be tested (left from the spring window), please use them.
 - Pre-ID Labels will not be able to be ordered.
 - If you **do not have** a Pre-ID Label for a student, you must use a District/School Label **AND** bubble all of the student demographic information on the front and back of the test booklet so the student's test can be processed and scored.
- **Do Not Process Labels**
 - If you have Do Not Process Labels, you may use them.
 - If you need additional Do Not Process Labels, those can be ordered through WIDA AMS/Additional Material Ordering.

TEST ADMINISTRATION

- Paper ACCESS and Alternate ACCESS testing will only be allowed. No Online testing will be available.
- Test administrators must complete and pass the Paper ACCESS training for the corresponding domains prior to testing students. If administering Alternate ACCESS, that training must be completed.
- In the WIDA Secure Portal, navigate to the Paper-Based Grades 1-12 tile for the Paper ACCESS training course. Navigate to the Alternate ACCESS tile for the Alternate ACCESS for ELLs training course.
- All training materials, including the Test Administration Manual (TAM) can be found on the WIDA Secure Portal.
- Follow all regular test administration instructions.

RETURNING TEST MATERIALS

It is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled in each student booklet.

IMPORTANT: It is imperative that student demographic information, particularly, Student First Name, Last Name, District Code (on label), School Code (on label), State Student ID number, grade, and birthdate, exactly match the demographic information provided in the spring or the student's report may not be accurate.

Please refer to your state's ACCESS for ELLs checklist 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.

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- Complete labeling or bubbling if needed.
- **During Administration**
 - Distribute the test booklets, as applicable, to the correct students.
 - Verify that students have been given their assigned booklet.
- **Immediately Following Administration**
 - Collect all material from all students.
 - Review student test booklets once more for any errors or discrepancies in student information.
 - 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 a Test Coordinator or store the booklets in a secure area until they can be handed over to a Test Coordinator.

Failure to address incorrect, missing, or incomplete booklet information and labels may impact the ability to report the student score.

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.**

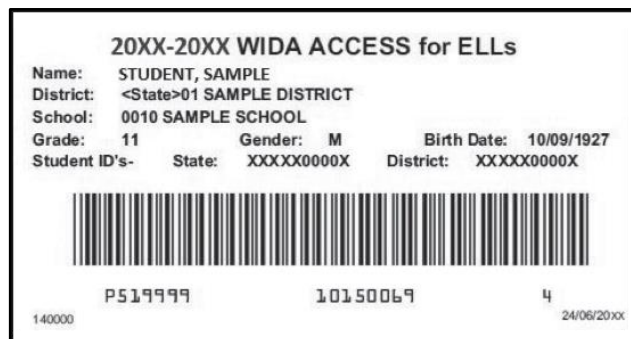


Figure 1. Sample Pre-ID Label

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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. 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.

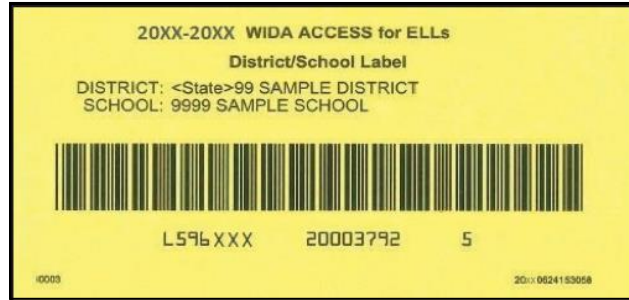


Figure 2. Sample District/School Label

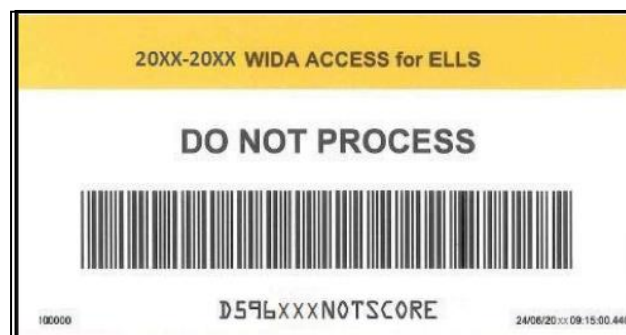
Do Not Process Labels (White with Orange Stripe)

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



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Label Placement

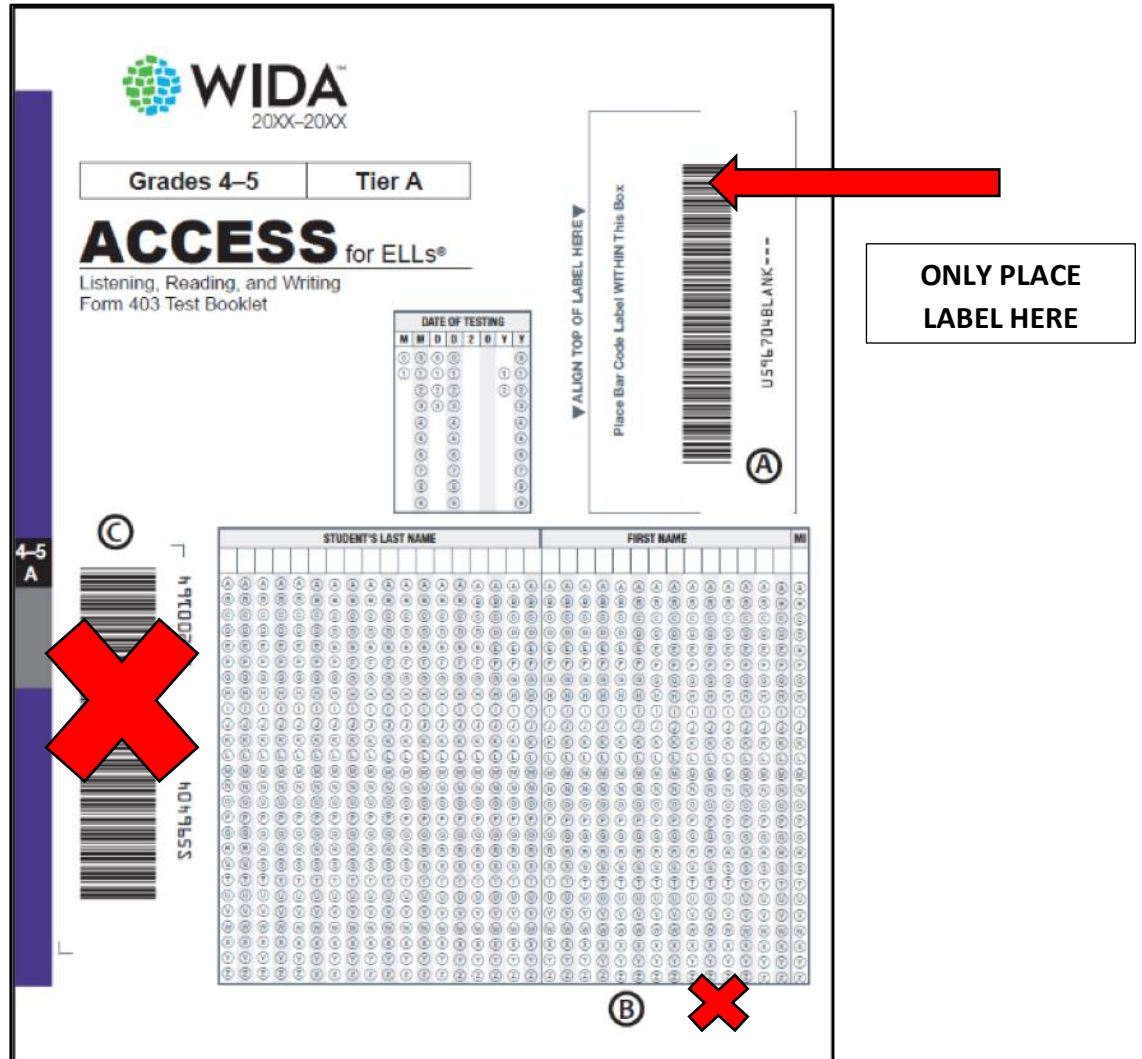


Figure 4. Test Booklet Cover Showing Where to Affix Labels

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 the entire student name, complete back cover, and begin testing.
- 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)**.



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Preparing Test Materials for Return

IMPORTANT: 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 information 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. Refer to the District and School Test Coordinator Manual or the Test Administration Manual for more information about completing the demographic information.

IMPORTANT: Make sure the student's grade is the grade the student was in during the 2020-2021 school year. Also confirm that the State Student ID Number and birthdate are accurate. These fields are important for ensuring accurate student results.

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.

Common Error 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.
4. Place an orange Do Not Process Label on the damaged booklet.



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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.
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.

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, late, or no reporting of scores for the affected students.</p>



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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 Test Coordinator 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 is 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>



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Issue	Solution
Student mistakenly completes domains in multiple booklets	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.
Student mistakenly responds in another student's test booklet	Please contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com for direction.
Alternate ACCESS for ELLs materials have been physically modified to fit the needs of the student	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 dissembled 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.