

North Carolina State Specific ACCESS for ELLs & WIDA Alternate ACCESS Test Training

*Office of Accountability and Testing
&
Office of Academic Standards*

December 1, 2023



Presenter

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Office of Accountability and Testing

Testing Policy and Operations



North Carolina Department of
PUBLIC INSTRUCTION

Collaborator

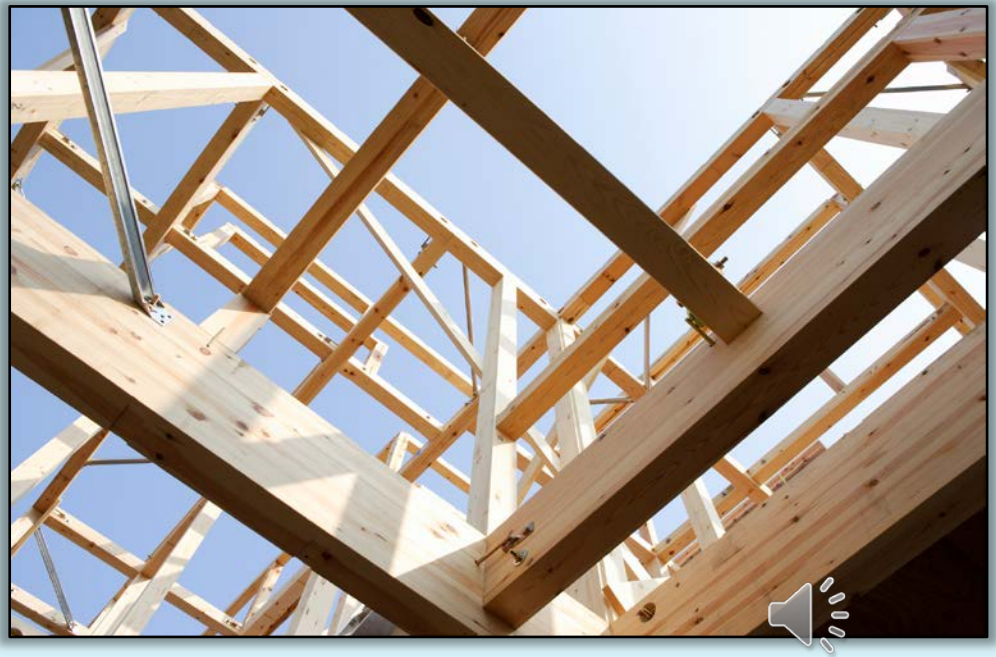
Susan Walz

Office of Academic Standards

ML/Title III



BUILDING BACKGROUND



Who are WIDA & DRC?



- **WIDA**-Consortium of 41 member entities; test publisher for the WIDA Screener, ACCESS for ELLs and WIDA Alternate ACCESS assessments
- **Data Recognition Corporation (DRC)**-Vendor partner who manages the testing operations, materials, and data for the screener and annual English language assessments



Learning the Language

- EL– English Learner
- ML-Multilingual Learner
- WIDA AMS – WIDA Assessment Management System
- PSU – Public School Unit
- TC – Test Coordinator
- RAC – Regional Accountability Coordinator
- ISR – Individual Student Report
- OTISS – Online Testing and Irregularity Submission System
- TAM-Test Administrator Manual
- SBE-State Board of Education
- TMA- Test Monitoring Application



Presentation Outline

Building Background

Learning the language of ACCESS testing and processes

New for 2023–24

Everything you need to know that will be different or new in this year's testing cycle

Before ACCESS Testing

Certification requirements, WIDA training courses, activities and information to assist in planning and preparing for the opening of the test window

During ACCESS Testing

Activities that are specific to test administrations and tasks that occur during the test window

After ACCESS Testing

Events and tasks that must be addressed after the test window closes

Questions & Resources

Who to contact when questions arise and helpful resources, including upcoming office hours



NEW FOR 2023–24



Redesigned Training Courses and New Test

- Redesigned Training Courses:
 - Online ACCESS for ELLs: Administration
 - Paper ACCESS for ELLs: Administration and Scoring
 - WIDA Alternate ACCESS
- Alternate ACCESS for ELLs is now **WIDA Alternate ACCESS**
- 2023–24 WIDA Alternate ACCESS score reports will be delayed due to standard setting
 - September (electronic)
 - October (printed)



WIDA AMS Updates & Registrations

- Workflows have been updated in the system
- Allow additional time to become familiar with the changes in WIDA AMS
- For more information: log into the WIDA Secure Portal and view [WIDA AMS and DRC INSIGHT Updates for 23-24](#)
- Registrations replace Test Sessions in WIDA AMS



Kindergarten ACCESS Pilot

- Kindergarten ACCESS Pilot will take place in spring 2024
- Interested schools should apply using the link in the [WIDA Kindergarten ACCESS Pilot flyer](#)
- Participation is a local decision and WIDA will determine who participates and notify schools
- The pilot will inform work and training resources for the field test of Kindergarten ACCESS in 2024–25



BEFORE ACCESS TESTING



Test Administrator-Certification

- North Carolina requires annual certification for all test administrators and all documentation must be provided to local leadership prior to administrations. Test administrators must:
 - Complete the WIDA training course(s) for each assessment administered; certificates are generated in the WIDA Secure Portal upon a user's successful completion of all components
 - Complete the North Carolina *Testing Security Protocol and Procedures for School Personnel Training* [video](#)
 - Complete a *Confidentiality and Test Security Agreement* (district or charter school test coordinator provides from the North Carolina Test Coordinators' Policies and Procedures Handbook, Appendix D)

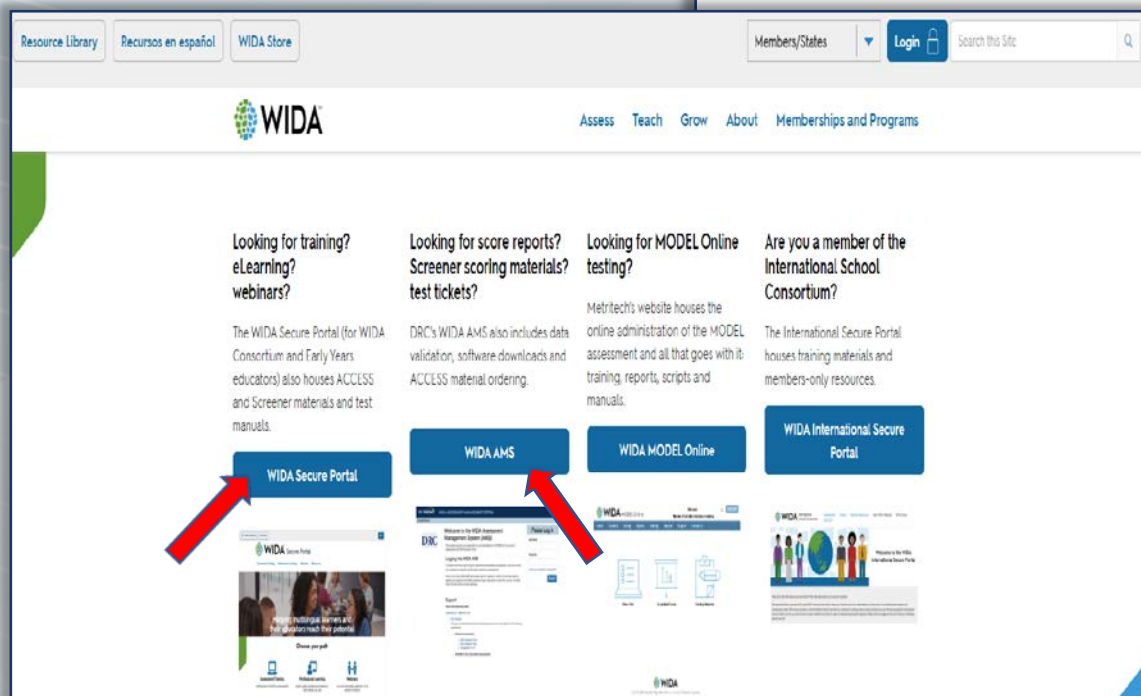


Support Staff-Certification

- Individuals who support testing are encouraged to complete training and be familiar with testing resources. *These individuals may act as back-up test administrators in emergency situations.*
- All individuals involved with testing should watch the North Carolina *Testing Security Protocol and Procedures for School Personnel Training video* and complete a *Confidentiality and Test Security Agreement*



WIDA Secure Portal & WIDA AMS




<https://wida.wisc.edu/>

Training Courses & Resources



- Located in the WIDA Secure Portal
- Courses available include:
 - Kindergarten ACCESS
 - ACCESS for ELLs (Online)
 - ACCESS for ELLs (Paper)
 - WIDA Alternate ACCESS






WIDA Secure Portal

[Assessment Training](#) [Professional Learning](#) [Webinars](#) [Resources](#) [My Certifications](#)




Assessment Training

Get trained on WIDA Assessments



Professional Learning

High-quality professional learning, right where you are



Webinars

Live and recorded webinars on a variety of topics



ASSESSMENT

Online ACCESS for ELLs: Administration

The purpose of this course is to help test administrators and coordinators successfully prepare for and administer the ACCESS for ELLs Online assessment.

[Course Details](#) [Course Resources](#)



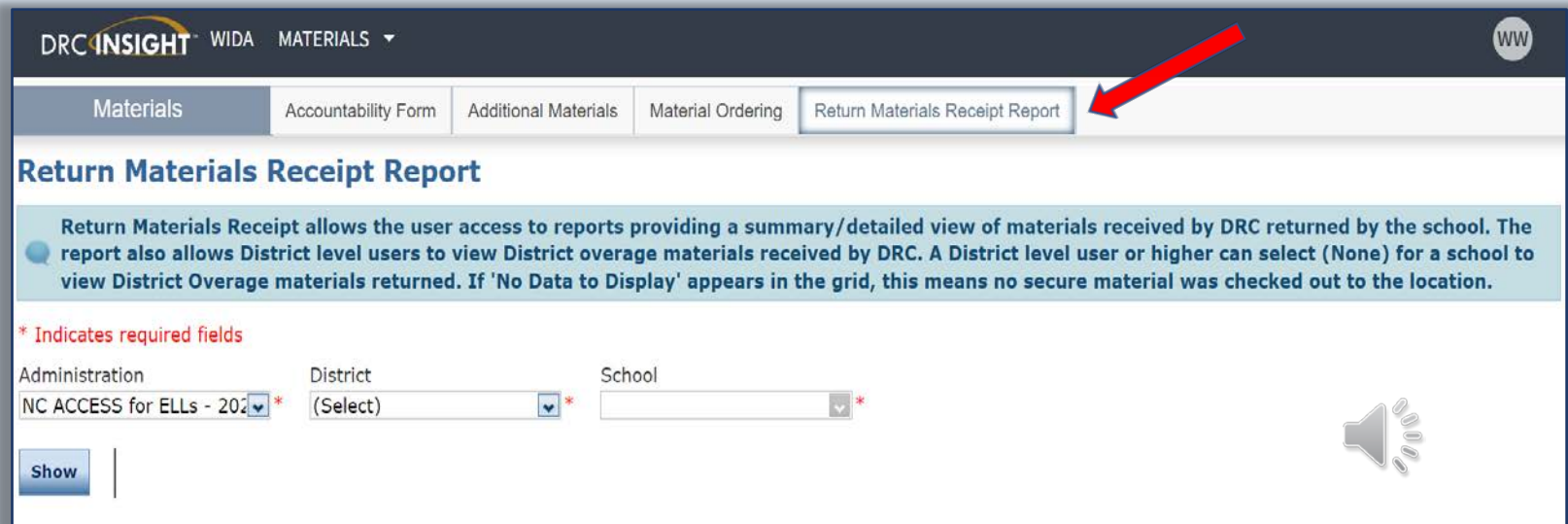
Pre-ID File

- In November, the Pre-ID file is extracted from PowerSchool by NCDPI and sent to DRC
- This file captures all currently enrolled EL students for each PSU and is used to create Pre-ID labels, place students in appropriate registrations, and order paper materials
- Schools with students participating in the WIDA Alternate ACCESS were required to designate **Tier T** in PowerSchool for these students, prior to the November Pre-ID deadline.



Initial Materials Shipments

- All initial paper materials are generated from the state Pre-ID file
- These materials begin arriving on January 5, 2024
- A complete list of materials comes with shipments including barcodes; receive and verify materials and barcodes immediately
- Report discrepancies to DRC Customer Service promptly
- PSUs should establish a local procedure for tracking all secure materials from receipt to return.



DRC INSIGHT WIDA MATERIALS

Materials Accountability Form Additional Materials Material Ordering Return Materials Receipt Report

Return Materials Receipt Report

Return Materials Receipt allows the user access to reports providing a summary/detailed view of materials received by DRC returned by the school. The report also allows District level users to view District overage materials received by DRC. A District level user or higher can select (None) for a school to view District Overage materials returned. If 'No Data to Display' appears in the grid, this means no secure material was checked out to the location.

* Indicates required fields

Administration District School

NC ACCESS for ELLs - 2024* (Select)*

Show

Test Window

- **January 22, 2024–March 8, 2024**
- Students enrolled and identified between **January 22 and March 1, 2024** are required to have the appropriate annual English language proficiency test administered.
- Enrollment data is collected on the first and last day of the test window; students who withdraw during the test window will not count against school participation
- The absence of a score for an eligible student will count against progress



WIDA Roles and Responsibilities

District Test Coordinator/School Test Coordinator

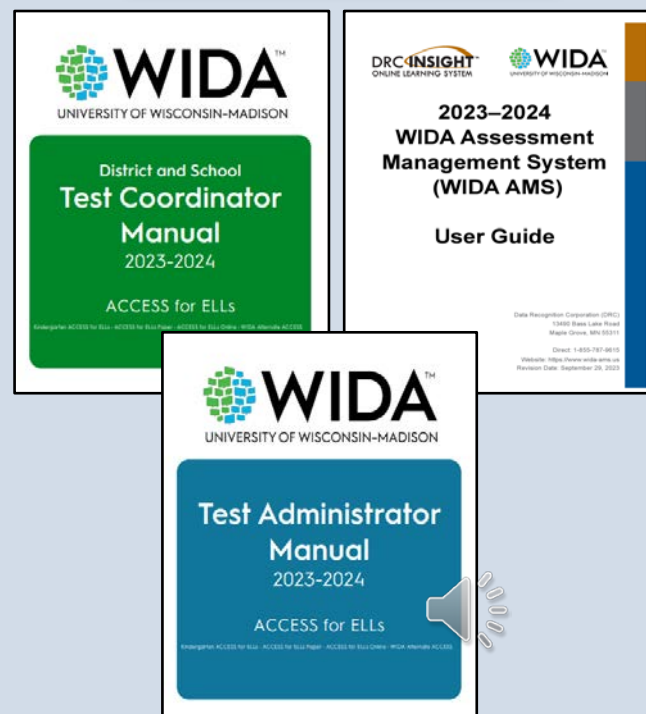
- Responsible for overall logistics of all test administrations at the district and/or school level

Test Administrator

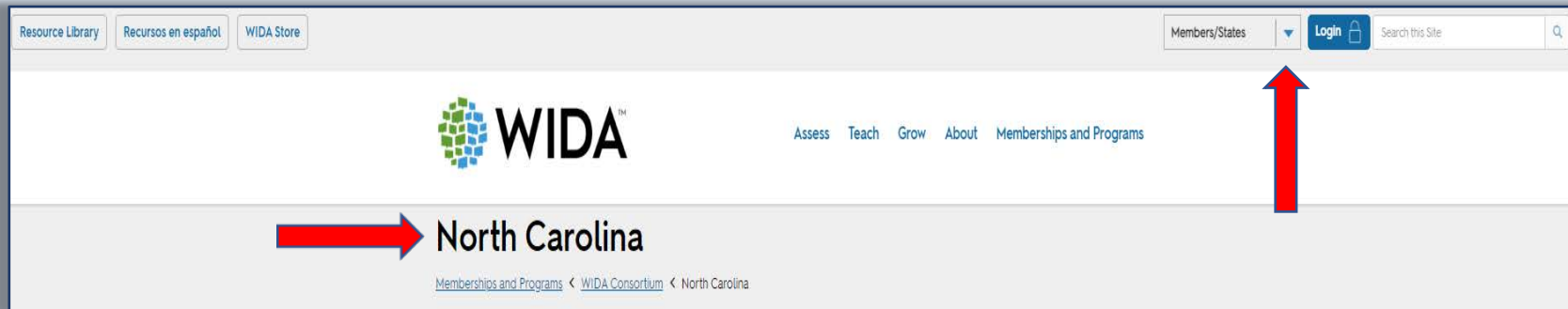
- Responsible for presenting the test to students and monitoring testing

District Technology Coordinator/School Technology Coordinator

- Responsible for successful installation, deployment, and configuration of the online testing software
- Assists in troubleshooting and solving technology issue during the testing window



Test Preparation Resources



Resource Library Recursos en español WIDA Store

Members/States **Login** Search this Site

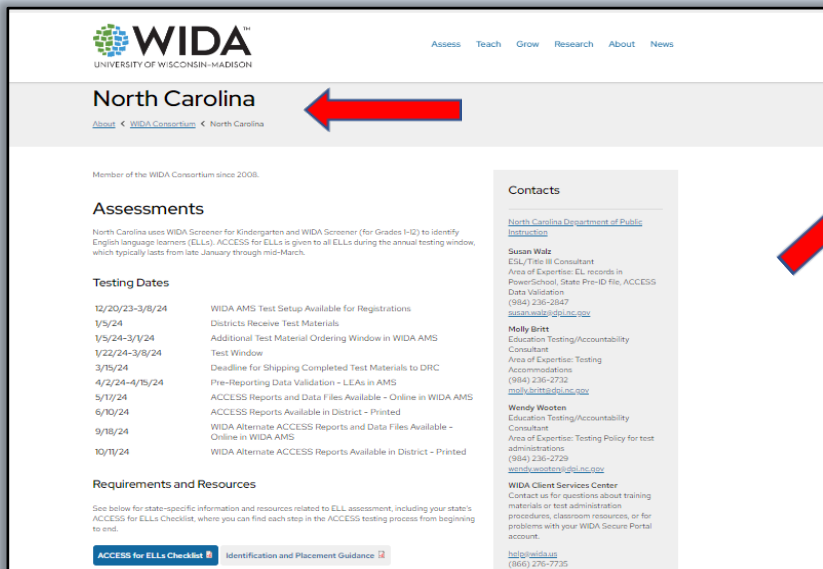
WIDA™

Assess Teach Grow About Memberships and Programs

North Carolina

Memberships and Programs < WIDA Consortium < North Carolina

Red arrows point from the 'Members/States' dropdown and the 'North Carolina' breadcrumb link.



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North Carolina

About < WIDA Consortium < North Carolina

Member of the WIDA Consortium since 2008.

Assessments

North Carolina uses WIDA Screener for Kindergarten and WIDA Screener (for Grades 1-12) to identify English language learners (ELLs). ACCESS for ELLs is given to all ELLs during the annual testing window, which typically lasts from late January through mid-March.

Testing Dates

Date	Event
12/20/23-3/8/24	WIDA AMS Test Setup Available for Registrations
1/3/24	Districts Receive Test Materials
1/3/24-3/1/24	Additional Test Material Ordering Window in WIDA AMS
1/22/24-3/8/24	Test Window
3/15/24	Deadline for Shipping Completed Test Materials to DRC
4/2/24-4/15/24	Pre-Reporting Data Validation - LEAs in AMS
5/1/24	ACCESS Reports and Data Files Available - Online in WIDA AMS
6/10/24	ACCESS Reports Available in District - Printed
9/18/24	WIDA Alternate ACCESS Reports and Data Files Available - Online in WIDA AMS
10/17/24	WIDA Alternate ACCESS Reports Available in District - Printed

Requirements and Resources

See below for state-specific information and resources related to ELL assessment, including your state's ACCESS for ELLs Checklist, where you can find each step in the ACCESS testing process from beginning to end.

ACCESS for ELLs Checklist Identification and Placement Guidance

Contacts

North Carolina Department of Public Instruction

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ESL/TITLE III Consultant
Area of Expertise: EL records in PowerSchool, State Pre-ID File, ACCESS Data Validation
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WIDA Client Services Center
Contact us for questions about training materials or test administration procedures, classroom resources, or for problems with your WIDA Secure Portal account.
help@wida.us
(866) 276-7735

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Standards and Instructional Support

[NCDPI ESL/Title III Website](#)
[ELD Standards Resource Hub](#)

Professional Learning

- 22-23 WIDA Workshops for Educators
- ML/Title III Timeline

The NCDPI ESL/Title III Team is dedicated to growing the success of multilingual learners (MLs) by sustaining statewide implementation of the ELD Standards, ensuring program compliance, and coordinating efforts, resources, and professional learning to build stakeholder capacity.

Area of Expertise: Testing Policy for test administrations
(984) 236-2729
wendy.wooten@dpi.nc.gov

WIDA Client Services Center
Contact us for questions about training materials or test administration procedures, classroom resources, or for problems with your WIDA Secure Portal account.
help@wida.us
(866) 276-7735

Logging In

WIDA Secure Portal
Use the WIDA Secure Portal to access test training manuals and resources, as well as Online Professional Learning modules.

- To obtain a new login, contact your District Test Coordinator.
- New District Test Coordinators should contact their Regional Accountability Coordinator (RAC) to create an account. If RAC is unknown, contact Wendy Wooten at wendy.wooten@dpi.nc.gov for assistance.
- For assistance with your account.

Do I Have to Administer ACCESS for ELLs and WIDA Alternate ACCESS?

According to SBE policy ACCT-021, all students identified as ELs “shall participate in the state assessment program adopted by the SBE” using either the standard test administration or the standard test administration with accommodations beginning with their first year in a U.S. school. This includes ACCESS or WIDA Alternate ACCESS testing.

- **In the first year**, the requirement is for participation and for reporting (e.g., NC School Report Card), not the accountability model;
- **for year two**, ELs’ test scores will be included in the growth analysis for the accountability model; and
- **for year three** and beyond, ELs’ test scores will be included in growth and the achievement indicator of the accountability model.



Ensuring All Eligible Students Are Tested

Expect ACCESS Test

Copy CSV TAB Print PDF

District Number School Number State Student ID Last Name First Name Student Middle Name Birth Date Enrolled Date Withdrawn Date Grade

InPREID Withdrawn Alternate ACCESS Search:

Count	District Number	School Number	State Student ID	Last Name	First Name	Student Middle Name	Birth Date	Enrolled Date	Withdrawn Date	Grade	InPREID	Withdrawn	Alternate ACCESS
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- Verify ELs expected to participate in ACCESS testing
- Verify ELs in WIDAAMS enrolled after PreID file was created; and
- Track students who withdraw prior to the close of the testing window

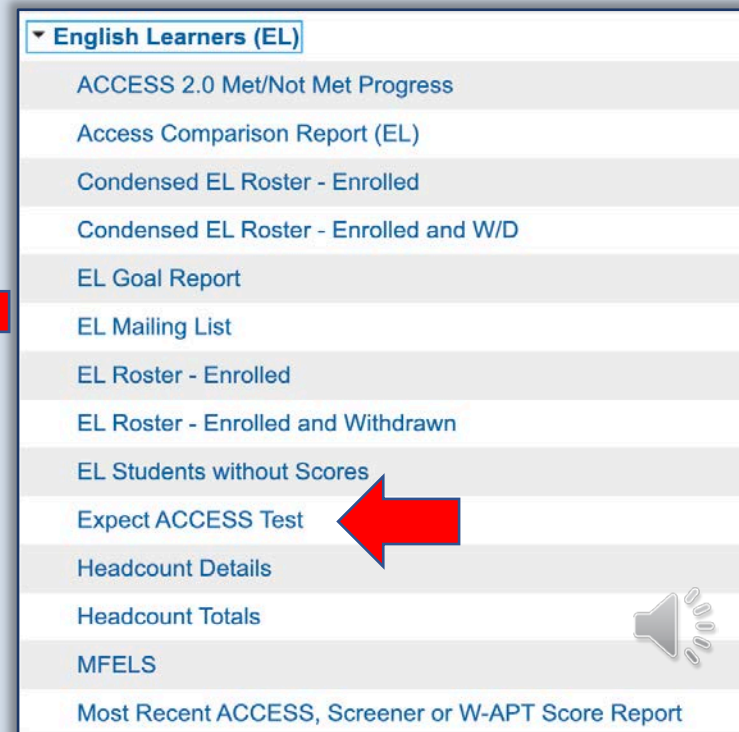
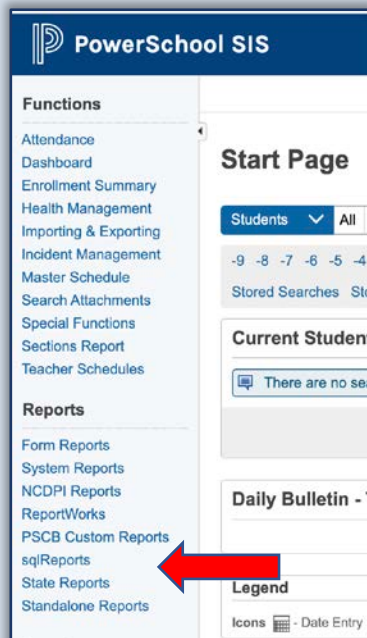
Filter by any category:

- In PreID File – “Yes” or “Not in PreID file”
 - Students not in your PreID file need to be added manually to WIDAAMS
- Find a list of students expected to take WIDA Alternate ACCESS – or find student missing from the WIDA Alternate ACCESS roster

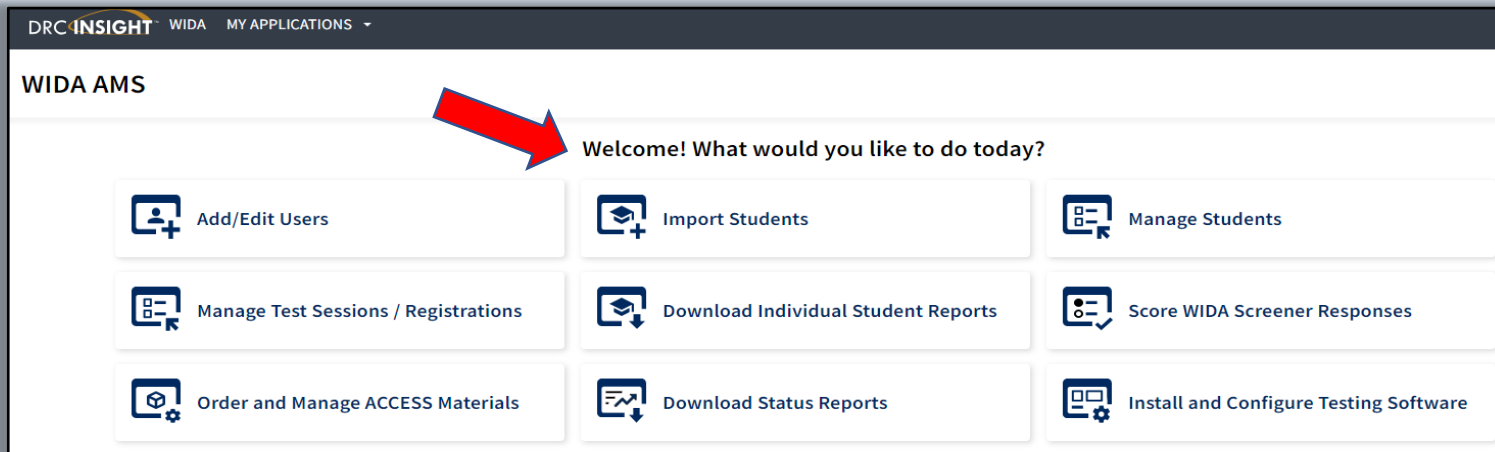


Expect ACCESS Test Report

All students identified as EL in PowerSchool will appear in the Expect ACCESS Test sql report in PowerSchool



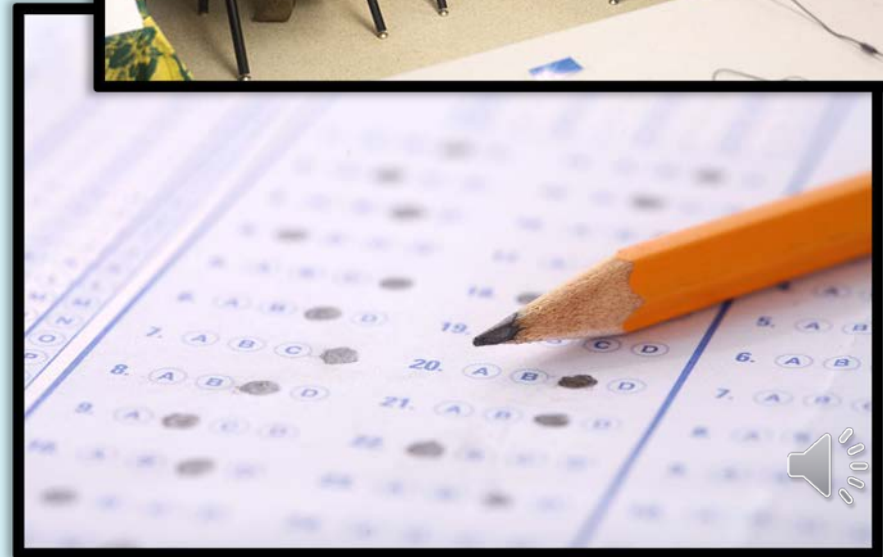
Preparing for Testing in WIDA AMS



- Some of the testing tasks completed in this platform include:
 - Printing Test Tickets
 - Marking *Do Not Score* codes
 - Accessing score reports
 - Creating registrations (previously test sessions)
 - Managing central office services
 - Tracking materials within your district
- [WIDA AMS User Guide](#)



DURING ACCESS TESTING



Testing Overview

- Each test assesses the four language domains: Listening, Reading, Writing, and Speaking
- Listening and Reading domains present students with items that require them to make selections from limited items
- Speaking and Writing domains present students with open-ended tasks and they generate unique responses
- Kindergarten and WIDA Alternate ACCESS provide students multiple opportunities to respond to each test item and multiple points for test administrators to stop testing when a student reaches the extent of his/her current language abilities

Kindergarten ACCESS for ELLs	ACCESS for ELLs Paper	Grade 1	Grade 2	Grade 3	Grades 4-5	Grades 6-8	Grades 9-12
			Grades 2-3				
	ACCESS for ELLs Online	Grade 1	Grades 2-3		Grades 4-5	Grades 6-8	Grades 9-12
	WIDA Alternate ACCESS	Grades K-2		Grades 3-5		Grades 6-8	Grades 9-12

Kindergarten ACCESS for ELLs

- Paper-based
- Administered individually
- Designed to take an average of 45 minutes (students with higher language ability may take longer)
- Test administrators should prepare for administrations and be familiar with the expectations for scoring student responses (rubric examples in Appendix, *ACCESS for ELLs Test Administrator Manual*)

Material
Test Administrator Script
Student Response Booklet
Student Storybook
Activity Board
Cards



Testing Mode & Expectations

- The testing mode for ACCESS for ELLs (grades 1–12) is online. *Grades 1–3 Writing is handwritten (paper booklet)

Exceptions:

- Approved technology hardship through the Office of Accountability and Testing
- Students with documented disabilities in a current IEP or Section 504 Plan that dictate a paper format for accessibility
- Students testing online in grades 4–12 who may need the Writing domain **only** administered in a paper format



ACCESS for ELLs (Online)

- Computer or tablet with DRC INSIGHT secure test browser installed
- Headset with working microphone (Speaking) and at least headphones for the remaining domains
- Bluetooth headsets and headphones are not permitted
- WIDA recommends administering Listening followed by Reading
- Test tickets are used for access to each domain test (secure material)



Material
Student Test Roster
Student Test Ticket
Test Administrator Script <ul style="list-style-type: none">• Grade 1• Grades 2-3• Grades 4-12
Writing Test Booklet <ul style="list-style-type: none">• Grade 1, Tier A• Grade 1, Tier B/C• Grades 2-3, Tier A• Grades 2-3, Tier B/C
Writing Response Booklet <ul style="list-style-type: none">• Grades 4-5, Tier A• Grades 4-5, Tier B/C• Grades 6-8, Tier A• Grades 6-8, Tier B/C• Grades 9-12, Tier A• Grades 9-12, Tier B/C

ACCESS Online Tier Report in WIDA AMS

Sessions | Status Summary

[Instructions](#)

Session Detail

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input checked="" type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	DRC Speaking Gr 2-3	Speaking Gr 2-3	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 45 Writing	Writing Gr 45	Not Started	1/4/2016	3/7/2016	
<input type="checkbox"/>	DRC Use Only - Sample District ME	DRC Use Only - Sample School	Grade 68 Writing	Writing Gr 68	Not Started	1/4/2016	3/7/2016	

A red arrow points to the 'View/Print Tier Placement' button in the Action column of the second row.

ACCESS for ELLs Online **only**: A tier report is used after Listening and Reading are administered to determine paper Writing tier placement – the icon below the red arrow

Tier Placement

*Writing: A, B/C (2 options)

*Grades 1–3 receive appropriate paper Writing booklets based on tier placement

Pre-A speaking tiers require a 1:1 testing session



WIDA Alternate ACCESS

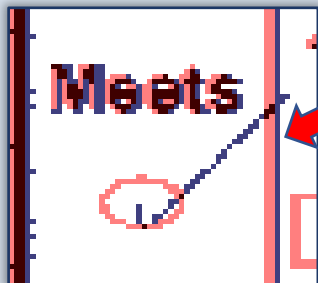
- Designed only for students with the most significant cognitive disabilities (and are eligible to participate in *Extend1* content assessments)
- Participation is indicated in a student's current IEP
- Administered to students in a one-on-one setting in four test sessions (1 for each domain)
- Designed to provide flexibility
- Test booklets can be adapted (***Student Response Booklets cannot be adapted***)
- Test administrators should prepare for administrations and be familiar with the expectations for scoring student responses (rubric examples in Appendix, *ACCESS for ELLs Test Administrator Manual*)

Material
Test Administrator Script
Test Booklet
Student Response Booklet

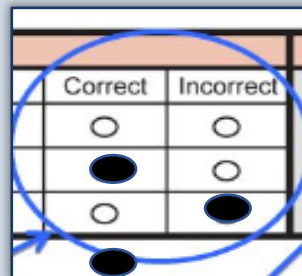
WIDA Alternate ACCESS Grade-Level Clusters			
Grades K-2	Grades 3-5	Grades 6-8	Grades 9-12

Important Reminders

- Train test administrators to bubble in answers for paper tests (**#2 pencil only**)



This check mark will not be scored




Correctly bubbled answers will receive scores

- Train test administrators to verify test tickets information matches each student prior to beginning a test session
- Scratch Paper - NC allows scratch paper for the Writing domain **only**; all used scratch paper must be securely destroyed (by designated PSU staff) upon test completion
- Use WIDA's recommendations for the number of students in test sessions (*ACCESS for ELLs Test Administrator Manual*)
- Students should complete the test practice items on a day **prior to** beginning test sessions



Accommodations

- Accommodations are available only to ELs with disabilities when they are **documented** on a **current** IEP or Section 504 Plan
- Reminders:
 - extended test time (ET) within the school day is an administrative consideration and not an accommodation. Extended testing within a school day can be provided to any student who may need it.
 - *Human Reader Accommodation Script* (rare use) substitutes for the Listening and Speaking CD and must be ordered through DRC Customer Service 

Accommodation Resources

1

Accommodations Checklists

Checklists for tracking the accommodations a student receives on ACCESS and Screener assessments.

Note: These resources are housed in the main WIDA website. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#)

2

ACCESS Paper Accommodations Checklist

[Accommodations Checklists](#)

A checklist for tracking the accommodations a student receives for AC

[Resource Details](#) [View Resource](#) [Download Now](#)

Alternate ACCESS Accommodations Checklist

[Accommodations Checklists](#)

Checklist for IEP teams to prepare for administration of Alternate ACC

3

Accommodations: ACCESS for ELLs Paper

Completed by: _____ Date: _____
Student: _____ Student ID: _____
District/School: _____ Grade: _____
Team Members: _____

Accommodations:

- Braille (BR).** Grades 1-12; order materials in advance.
Listening ☐ Speaking ☐ (not available)
Reading ☐ Writing ☐
- Extended Speaking test response time (ES)**
Listening ☐ (not available) Speaking ☐ (not available)
Reading ☐ (not available) Writing ☐ (not available)
- Extended testing of a test domain over multiple days (EM).** Provide written evidence of need to state education agency.
Listening ☐ Speaking ☐
Reading ☐ Writing ☐
- In-person human reader (IR).** Read item text, graphics labels, and answer as they appear.
Listening ☐ Speaking ☐
Reading ☐ (not available) Writing ☐
- Repeat in-person human reader (RP).** Read item text, graphics labels, and choices exactly as they appear and repeat once at student request.
Listening ☐ Speaking ☐



2023-2024

Accessibility & Accommodations Manual

ACCESS for ELLs

Kindergarten ACCESS for ELLs • ACCESS for ELLs Paper
ACCESS for ELLs Online • WIDA Alternate ACCESS

WIDA Screener

WIDA Screener for Kindergarten • WIDA Screener Paper • WIDA Screener Online

North Carolina State Specific Guidance for WIDA ASSESSMENTS



Accommodations Checklists are found in the *WIDA Accessibility & Accommodations Manual* and outlined in Appendix B, *North Carolina State Specific Guidance for WIDA Assessments*

Attemptedness Criteria


If there is **NOT** a *Do Not Score* code marked for a student, the following information in the table applies.

Assessment	Domain	Minimum Attemptedness Criteria
Kindergarten ACCESS for ELLs	All domains	A student response is recorded for one scored item. Score reports reflect the scores marked in test booklets. No student responses are evaluated by DRC.
ACCESS for ELLs Paper	Listening	A student response is recorded for one scored item.
	Reading	A student response is recorded for one scored item.
	Speaking	One task has been scored on the score sheet.
	Writing	A mark is made in the response space for a scored (not practice) item in the booklet.
ACCESS for ELLs Online	Listening	A student response is recorded for one scored item.
	Reading	A student response is recorded for one scored item.
	Speaking	The Record button was clicked and audio captured for one task.
	Writing	A visible keystroke (not a space or a line return) was captured. or A mark is made in the response space for a scored (not practice) item in the booklet.
WIDA Alternate ACCESS	All domains	A student response or non-response is recorded for one scored item. Score reports reflect the scores marked in test booklets. No student responses are evaluated by DRC.



Do Not Score Codes

Code	Do Not Score Circumstance
ABS	The student was absent and did not take a particular domain test.
INV	A particular domain test was invalid according to state or district policy. For example, this code might be used due to student illness or inappropriate testing practices.
DEC	The student declined to take or complete a particular domain test. ACCESS for ELLs is a required annual assessment, and students cannot opt out. Use this code only after several unsuccessful attempts to engage the student in the assessment.
SPD	The student's IEP or 504 team has determined that the student should not participate in a particular domain test due to the student's special education needs.

- Applying a *Do Not Score Code* indicates a student should not receive a domain score.
- Use of these codes causes a designation of “NA” to be reported on the *Individual Student Report* and the *State Student Response (SSR)* file. 

Submitting an Incomplete Domain Test

- Only used in rare circumstances; when a test session needs to be ended and a student cannot complete the domain
- A student who does not start a domain (no questions answered) is considered non-attempted
- Students do not receive a domain proficiency level and will not receive an overall composite score if the domain is non-attempted or if the session is ended using the *Submit Incomplete Domain Process*
- District/charter school TCs should work with the RAC if you have questions about this process



Transcribing Student Responses



Individuals who provide transcription must:

- Be trained locally for the test administration and complete *Testing Security Protocol and Procedures for School Personnel* training video and sign a *Confidentiality and Test Security Agreement*
- Sign WIDA's non-disclosure and user agreement
- Be proficient in written English
- Be able to decode the student's handwriting



Active Monitoring



What is it?

- Ensuring a trained test administrator is present in the testing room for the entire test session(s).
- Checking student work, during testing, to ensure students are completing their own work without assistance.
- Reducing and eliminating the opportunity for instances of plagiarism.
- Preventing students from using internet-connected devices such as: cell phones, smartwatches, or Bluetooth headsets to answer any of the test questions.
- Using the Test Monitoring Application (TMA) to observe student test sessions (local decision).



Student Plagiarism

- An irregularity that arises when the test publisher finds a high degree of match between a student's response (Speaking/Writing) and online content
- A vendor company works with DRC to apply a security monitoring program, screening student responses for these matches
- The test publisher provides the student's response and the matching web address for the web content when an instance of plagiarism is flagged
- Monitor student log ins and collect access codes once used
- These instances are usually reported after the test window has closed, due to the time necessary to match student responses to online content
- Incidents of student plagiarism require a full OTISS investigation supplied through the district or charter school test coordinator and must be submitted within 5 days of receiving the flagged plagiarism report
- The RAC will supply the district or charter school TC with the file (through secure transmission) to complete an investigation



Student Alerts

- An irregularity that arises when the scoring vendor raters read or listen to a student response that is of concern (student talks of harming self or others)
- The scoring vendor returns these instances to NCDPI
- Files are shared securely with the RAC
- The RAC will supply the district or charter school TC these file (through secure transmission)
- Once the student alert has been provided to the district or charter school TC, an OTISS irregularity must be submitted (within 5 days)
- Most student alerts do not require a full investigation
- If an investigation is necessary, the RAC will notify the district or charter school TC



Proctors

Proctor use is a local decision

If utilized, proctors:

- must be informed of duties and trained using the *North Carolina Proctor's Training video* and provided a copy of the *North Carolina Proctor's Guide* to review.
- are considered a best testing practice, particularly for larger testing groups.



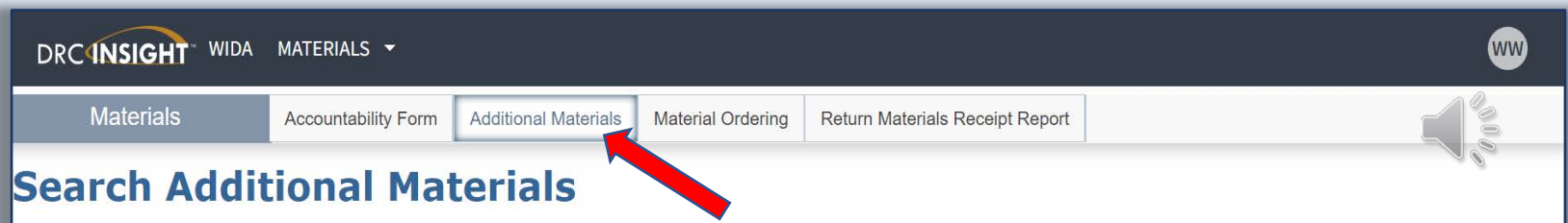
Remote Testing

- WIDA does not endorse or recognize test scores from WIDA assessments that have been obtained through remote administration.
- IP addresses are monitored for the purpose of security and maintaining school-based administrations of these tests.



Ordering Additional Materials

- Any requests for additional materials must be provided to the district or charter TC
- District or charter TC sends an email to the RAC explaining the need and quantities of materials
- After RAC approval, additional material order placed in WIDA AMS by district or charter TC
- DRC provides NCDPI with a daily list of additional material orders to approve (daily)
- RACs confirm this list of additional material orders from DRC and approval provided by NCDPI for expedited shipped




AFTER ACCESS TESTING



Completing Student Data

- Paper materials must contain accurate information and must match a student's PowerSchool demographics for school, preferred first and last name, birthdate, grade level, and PowerSchool ID (see *North Carolina State Specific Guidance for WIDA Assessments* for complete directions)
- North Carolina does not collect gender in student demographic information
- Use **only No. 2** pencils when bubbling paper materials
- Designate a trained staff member to check all bubbled booklets before boxing/shipping materials

Complete for District/School Labels Only	Complete for Pre-ID and District/School Labels, If Applicable
<ul style="list-style-type: none">• District Name• School Name• State Name Abbreviation• Birth Date• Grade Level• State Student ID Number (i.e., PowerSchool Student Number)	<ul style="list-style-type: none">• Do Not Score This Section for This Student (if applicable) 

Returning Paper Materials

- Return materials deadline is 3/15/24 *Materials that are not returned on or before this deadline will not be scored and reported on time
- Materials should be returned in the recommended order
- Materials may be returned throughout the testing window; PSUs do not need to complete all tests prior to beginning return shipments
- A local system of tracking all materials should be established, accounting for materials checked out, checked in, and then returned to the vendor



Materials Late Returns

- When PSUs do not meet the deadline for material return (3/15/24), WIDA offers an opportunity for the materials to be processed and scored in a late return window
- Printed ISRs are not provided for test materials returned during the late return window (only electronic ISRs will be available)

12/20/23-3/8/24	WIDA AMS Test Setup Available for Registrations
1/5/24	Districts Receive Test Materials
1/5/24-3/1/24	Additional Test Material Ordering Window in WIDA AMS
1/22/24-3/8/24	Test Window
3/15/24	Deadline for Shipping Completed Test Materials to DRC
4/2/24-4/15/24	Pre-Reporting Data Validation - LEAs in AMS
5/17/24	ACCESS Reports and Data Files Available - Online in WIDA AMS
6/10/24	ACCESS Reports Available in District - Printed
9/18/24	WIDA Alternate ACCESS Reports and Data Files Available - Online in WIDA AMS
10/11/24	WIDA Alternate ACCESS Reports Available in District - Printed



Accounting For Secure Materials

Security Checklists and WIDA AMS resources

- The *Security Checklist* (shipped with materials) lists every barcode associated with each test material assigned to a PSU
- Develop a local procedure for secure storage and check in/out
- Utilize the Secure Material Tracking Report (SMTR)

The image displays two screenshots of the DRC INSIGHT WIDA MATERIALS interface. The left screenshot shows the 'Accountability Form' tab selected, with a red arrow pointing to it. The right screenshot shows the 'Return Materials Receipt Report' tab selected, with a red arrow pointing to it. Both screenshots show a navigation bar with tabs: Materials, Accountability Form, Additional Materials, Material Ordering, and Return Materials Receipt Report. The left screenshot also shows a 'Show' button at the bottom. The right screenshot shows a 'Show' button and a speaker icon at the bottom right.

[Secure Material Tracking Report FAQ](#)

Missing Material Reports

- DRC begins sending **Missing Materials Reports** 4–5 weeks after our state testing window has closed
- These reports are shared with RACs (to facilitate the return of outstanding materials)
- Secure materials that are not returned by the close of the testing cycle, must be accounted for using an accountability form in WIDA AMS and must also have an OTISS irregularity filed for “Missing Materials”



Data Validation & Corrections

April 2nd through April 15th, 2024

Pre-reporting Data Validation
Window for PSUs

Designate staff to check manually entered records in WIDA AMS match PowerSchool demographics

- Preferred first and last name
- Date of Birth
- Correct school and grade
- Correct test cluster
- Check your calendars – organize plans now for your data validation, as this may occur during spring break
- PSUs are still expected to complete data validation during this time frame and our data validation window cannot be extended

North Carolina Data Validation Training information will be forthcoming



Alternate Composite Score Calculation (ACCESS for ELLs)

- Calculated by the Annual Testing Program for three domains
- Students must have a documented disability in a current IEP or Section 504 Plan that prevents participation in one domain on the ACCESS for ELLs assessment
- Schools must accurately code the SPD code for these instances to receive this special calculation (see *North Carolina State Specific Guidance for WIDA Assessments*)

SPD (Deferred Special Education/504) indicates an IEP team or Section 504 committee determined the student is unable to participate in one or more of the domains of this test; if so, fill in the appropriate bubble(s). This code also applies to why a response was not provided by the student, including the following reasons:

- student has physical disabilities, such as a visual impairment or hearing impairment preventing the student from being able to access one or more domain(s)
- student has significant cognitive disabilities (**not for use in North Carolina**)

Note: If any of these bubbles are filled in, the test books must be returned with the other test books to be scored.

Exit Criteria

- **ACCESS for ELLs:** students reaching an overall composite score of 4.8 or above
- **WIDA Alternate ACCESS:** students who earn an overall composite score of P1 or higher for two consecutive years



Score Reports Availability

May 17, 2024	<p>Electronic Score Reports available in WIDA AMS</p> <p>Directions for printing score reports are available in the <u>WIDA AMS User Guide</u></p>
June 10, 2024	<p>PSUs receive Score Reports – paper copies</p> <p>DRC ships 1 printed ISR to the designated ship-to-site address for every student taking:</p> <ul style="list-style-type: none">• Kindergarten ACCESS for ELLs• ACCESS for ELLs (paper)• ACCESS for ELLs (online)

2023–24 WIDA Alternate ACCESS score reports will be delayed
September (electronic) October (printed)



Requirements for Score Reports

- As required by [16 NCAC 06D.0307](#)
 - LEAs shall report scores resulting from the administration of districtwide and state-mandated tests to students and parents or guardians along with available score interpretation information within thirty (30) days from generation of the score at the LEA level or receipt of the score and interpretive documentation from the NCDPI.
- Parent letters and resources are in the WIDA Secure Portal
- Score reports can be provided in different languages (WIDA AMS)
- If a Braille score report is needed for a parent, contact Wendy Wooten wendy.wooten@dpi.nc.gov to make this request

ACCESS for ELLs Parent Letters

These letters, in 47 languages, are meant to accompany score reports for parents and guardians.

Note: These resources are housed in the main WIDA website. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#) 

ACCESS for ELLs Parent Score Report Guides

Send these flyers home with students along with the ACCESS for ELLs Individual Student Report. The flyer explains each piece of score information included in the report. Use this guide to help parents understand what scores mean and how they are used.

Note: These resources are housed in the main WIDA website. The "View Resource" link below will open in a new tab.

[Resource Details](#) [View Resource](#) 



Post Reporting Scoring Appeals

Scoring Appeals placed after scores have been received in the PSUs

- NCDPI will disperse the vendor-determined number of data corrections across the SBE regions
- Valid appeals will be reviewed on a case-by-case basis
- NCDPI *will not* investigate discrepant scoring appeals for any domain

Additional information will be shared during data validation training



Questions & Resources



Who do I contact if I have a question?

Test Administration Questions

School-level staff



District-level staff



Regional staff
(Regional Accountability Office)



NCDPI consultants

Student Data Questions

Student data in PowerSchool
or WIDAAMS



susan.walz@dpi.nc.gov



Office Hours

January

- Friday, 5th 12:00–1:00
- Monday, 15th 12:00–1:00
- Tuesday, 30th 12:00–1:00

February

- Thursday, 15th 12:00–1:00



[Office Hours Link](#) – No registration is required



NCDPI Resources

The screenshot shows the NCDPI website with the header 'North Carolina Department of PUBLIC INSTRUCTION'. The main navigation bar includes links for Home, Educators, Students & Families, Districts & Schools, Data & Reports, News, and About DPI. The breadcrumb trail reads: NC DPI » Districts & Schools » Testing and School Accountability » Testing Policy and Operations » Testing Students Identified as English Learners. The main heading is 'Testing Students Identified as English Learners'. Below it, a link for 'Policies and Procedures' points to the 'North Carolina WIDA Webpage', which provides specific policies and procedures for identification, instructional supports, and administration of WIDA assessments. A sidebar on the right lists 'Testing Policy and Operations' with sub-links: '1.0 Percent Participation', 'Assessment Briefs', 'Individual Student Reports (ISR)', and 'Testing Accommodations'.

[NCDPI: Testing Students Identified as English Learners](#)

The screenshot shows the NCDPI website with the header 'North Carolina Department of PUBLIC INSTRUCTION'. The main navigation bar includes links for Home, Educators, Students & Families, Districts & Schools, Data & Reports, News, and About DPI. The breadcrumb trail reads: NC DPI » Districts & Schools » Classroom Resources » Academic Standards » Programs and Initiatives » ML/Title III. The main heading is 'ML/Title III'. Below it, a note states: 'Please note: The terms on this page may alternate between "English Learner" (EL) and "Multilingual Learner" (ML). As of March 21, 2022, NCDPI shifted to using "English Learner" for policy and legislation purposes and "Multilingual Learner" for all other purposes. See this letter for more details.' Below the note is the link 'NCDPI Multilingual Learner/Title III Team'. A sidebar on the right lists 'Programs and Initiatives' with sub-links: 'Character Education', 'Dual Language Immersion', 'Global Education', 'NC Council on the Holocaust', and 'NC Healthy Schools'.

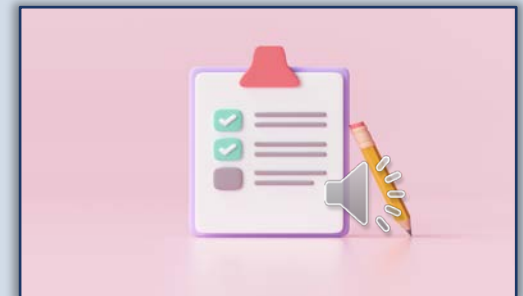
[NCDPI: ML/Title III](#)



Prepare for School-Based Sessions

This presentation is:

- designed to aid district-level staff in preparations for testing and planning local training
- not designed to be “all inclusive” for the preparation activities for ACCESS testing
- a place to launch district-level conversations for addressing the many tasks that ACCESS testing requires



Thank you for your time!

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