

North Carolina State Specific

ACCESS for ELLs & WIDA Alternate ACCESS Test Training

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

November 26, 2024



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Presentation Outline

Building Common Language

Learning the language of ACCESS testing and processes

New for 2024–25

Everything you need to know that will impact this year's testing activities

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



BUILDING COMMON LANGUAGE



Terminology

- WIDA – Consortium of state 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
- 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



NEW FOR 2024–25



ACCESS Test Window Lengthened

- January 13, 2025–March 14, 2025
- Increased by 2 weeks
- One additional week at the beginning and one at the end of the test window
- Additional weeks will not impact the delivery of scores and score reports



Kindergarten ACCESS Field Test

- Select schools were chosen by WIDA to participate in the administration of Kindergarten ACCESS Field Test.
- The field test will take place across the consortia between January 21 and March 28, 2025, and will include:
 - 2,000 Kindergarten students
 - 2,000 1st Grade students
- Schools participating will administer the field test after the regular Kindergarten ACCESS test.



Data Validation



- Data validation for the 2024–25 testing cycle will be completed at the state level.
- District staff will work with NCDPI to manage specific data during the validation window.
- Additional data validation information will follow in the coming weeks.



New Alternate Screener

- The new Alternate Screener is set to be released later this year for use in the 2025–26 year.
- The specific date of release will be determined by WIDA later this year.
- Additional details will be forthcoming.



Revised ACCESS and Redesigned Kindergarten ACCESS

- During the 2025–26 assessment year, WIDA will implement a revised ACCESS test at grades 1–12 and a redesigned Kindergarten ACCESS test.
- Standard setting will be held in summer 2026 for these tests.
- Additional information will be forthcoming.



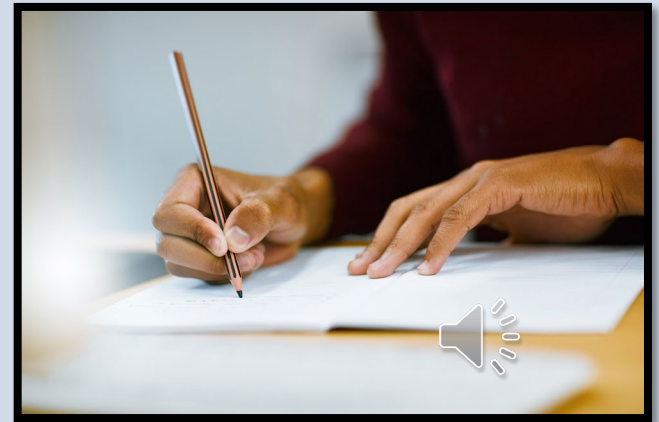
WIDA Alternate ACCESS Exit Criteria

- With the implementation of the new alternate assessment in the 2023–24 school year, a new exit criteria will be set for the WIDA Alternate ACCESS.
- It is anticipated the SBE will approve a new exit criteria effective with the 2024–25 school year in late spring of 2025.



Scratch Paper

- Effective with the 2024–25 school year, scratch paper may be used for any domain on the ACCESS for ELLs test.
- Scratch paper is considered a secure test material and must be collected at the conclusion of the test session.



PREPARING FOR ACCESS TESTING



Test Administrator Certification

- All test administrators are required to complete annual certification.
- Documentation (for each test administration certification) 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 form found in the *North Carolina Test Coordinator's Policies and Procedures Handbook*, Appendix D)

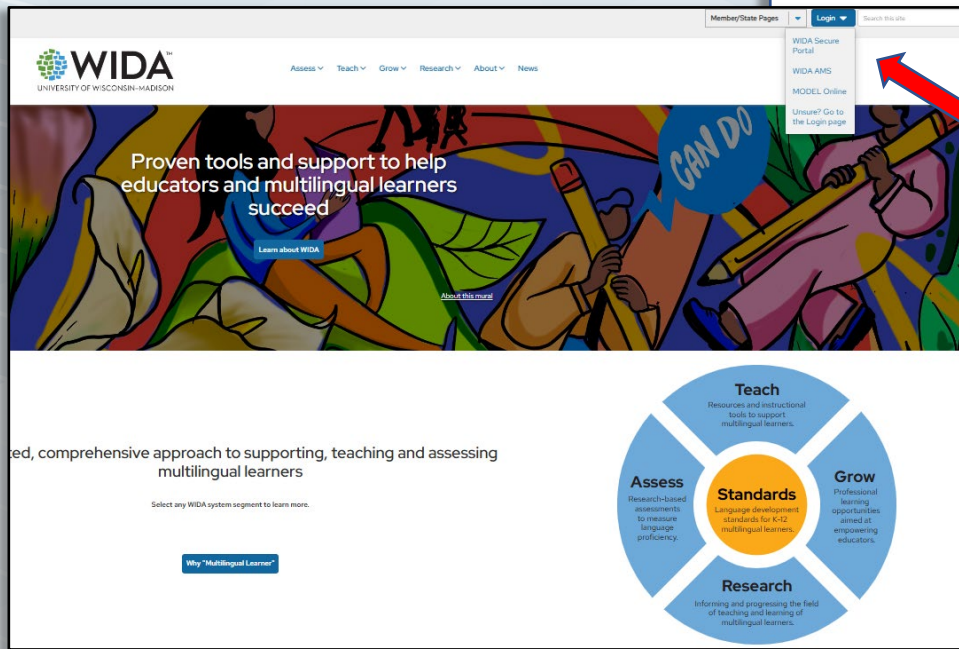
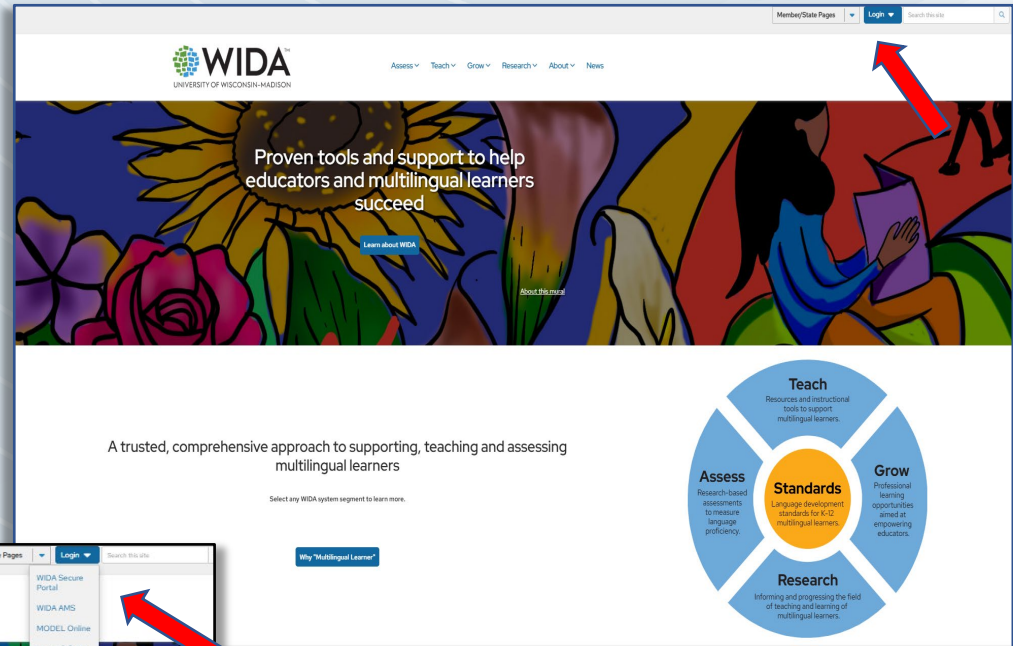


Support Staff Certification

- 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 who support 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](#)

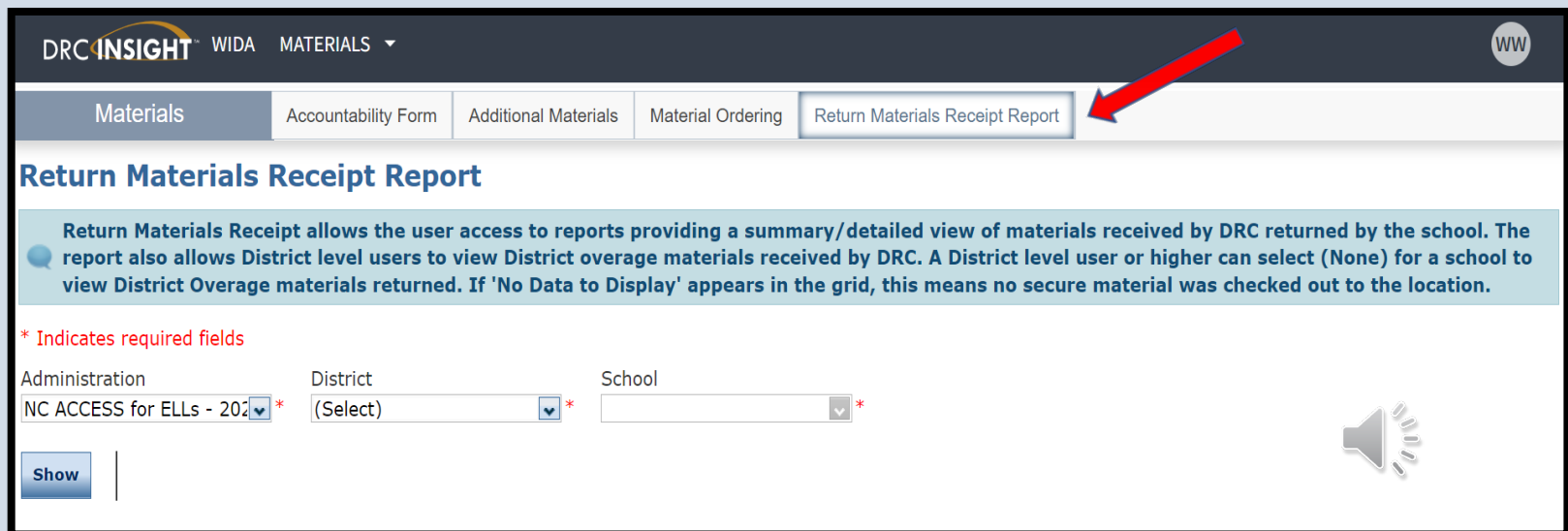


Pre-ID File

- In November, the Pre-ID file is extracted from PowerSchool and Infinite Campus 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 both SIS instances for each student, prior to the November Pre-ID deadline.
- On January 8, 2025, NCDPI will upload a 2nd PreID (will not result in additional materials). Any EL students enrolled in schools after January 8, will need to be entered into WIDA AMS manually. 

Initial Materials Shipments

- All initial paper materials are generated from the state Pre-ID file
- These materials begin arriving in January 2025
- 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

Testing Eligible Students

- Students enrolled and identified as EL between **January 13 and March 7, 2025**, 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.



WIDA Roles and Responsibilities

District Test Coordinator/School Test Coordinator

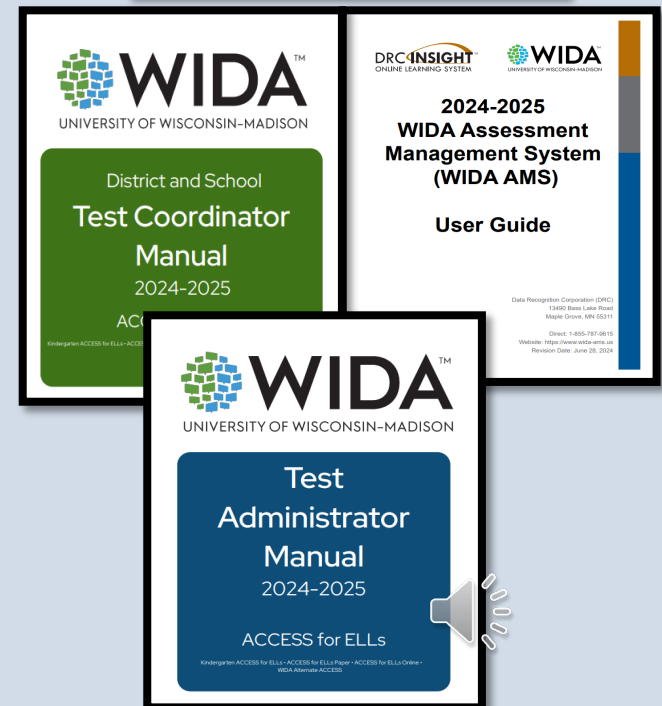
- Responsible for overall logistics of all test administrations at the district and/or school level

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

The screenshot shows the WIDA website homepage. At the top, there are links for 'Resource Library', 'Recursos en español', and 'WIDA Store'. On the right, there are links for 'Members/States', a 'Login' button, and a search bar. The WIDA logo is in the center, with navigation links for 'Assess', 'Teach', 'Grow', 'About', and 'Memberships and Programs'. A red arrow points from the 'Members/States' dropdown menu to the 'North Carolina' link in the breadcrumb trail below the logo. Another red arrow points from the 'North Carolina' link in the breadcrumb trail to the 'North Carolina' page header in the next screenshot.

The screenshot shows the WIDA North Carolina page. The header includes the WIDA logo and navigation links for 'Assess', 'Teach', 'Grow', 'Research', 'About', and 'News'. The main heading is 'North Carolina', with a breadcrumb trail: 'About < WIDA Consortium < North Carolina'. A red arrow points from the 'North Carolina' link in the breadcrumb trail to the 'North Carolina' page header in the previous screenshot. Another red arrow points from the 'Assessments' section to the 'Requirements and Resources' section in the next screenshot.

The screenshot shows the 'Requirements and Resources' section of the WIDA North Carolina page. It includes a link to the 'ACCESS for ELLs Checklist' and 'Identification and Placement Guidance'. Below this is the 'Standards and Instructional Support' section, which includes links to the 'NCDPI ML/Title III Website' and the 'ELD Standards Resource Hub'. The 'Professional Learning' section lists '24-25 WIDA Workshops for Educators'. The 'WIDA Secure Portal' section provides contact information for training materials and test administration procedures. A red arrow points from the 'Assessments' section in the previous screenshot to the 'Requirements and Resources' section.

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

SBE policy ACCT-021 states, 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.

Any EL student enrolled between the beginning of the test window (January 13, 2025, and March 7, 2025), are required to be tested in the current year test window. Students enrolled after March 7, 2025, are not required to be tested in the current year test window.



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 WIDA AMS 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 WIDA AMS
- 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- PowerSchool

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

The image displays three screenshots from the PowerSchool SIS interface, illustrating the navigation path to the Expect ACCESS Test report.

Screenshot 1: PowerSchool SIS Main Menu
The left sidebar shows the **Reports** section. A red arrow points to **sqlReports** under the **Reports** category.

Screenshot 2: Report List
The **Report** list shows various report categories. A red arrow points to **English Learners (EL)**.

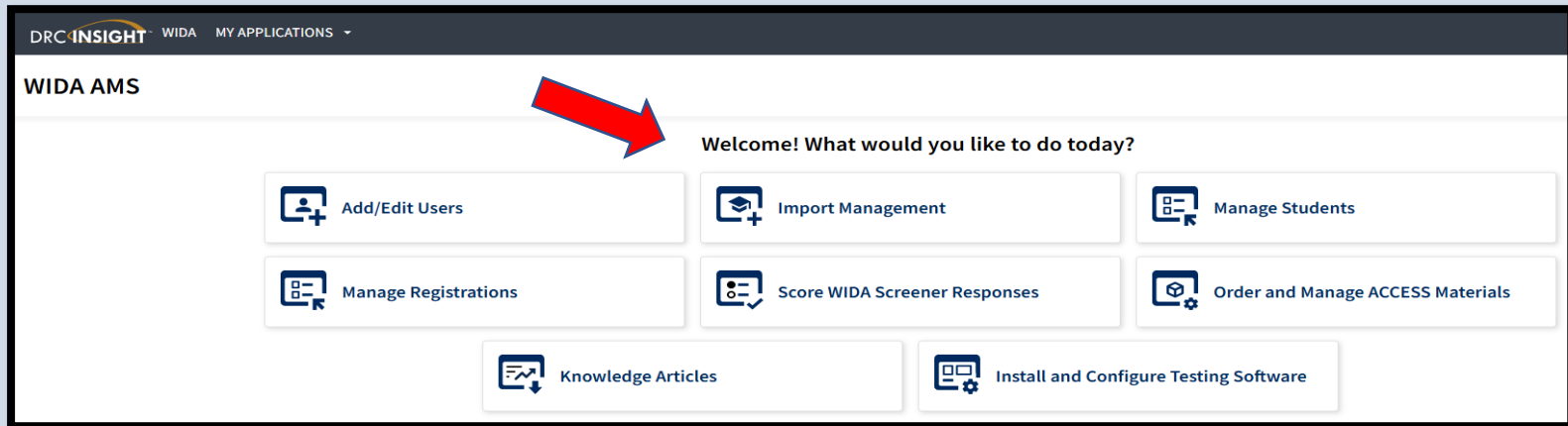
Screenshot 3: English Learners (EL) Report List
The **English Learners (EL)** report list shows various reports. A red arrow points to **Expect ACCESS Test**.

Expect ACCESS Test Report- Infinite Campus

- Additional information on where the Expect ACCESS Test report will be housed and how to access the report in Infinite Campus will be shared soon.
- This information will be shared through:
 - TNN and cross promoted to EL Coordinators
 - ML/Title III's [ML Data in Infinite Campus slides](#)



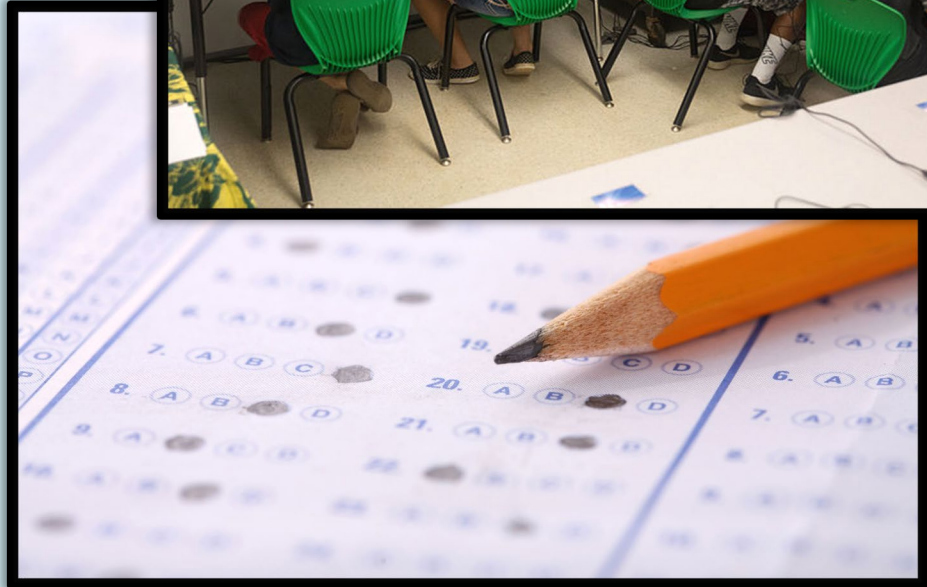
Preparing for Testing in WIDA AMS



- Some of the testing tasks completed in this platform include:
 - Printing Test Tickets
 - Accessing score reports
 - Creating registrations
 - Managing central office services
 - Tracking and accounting for test materials
 - Marking *Do Not Score* codes
- [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:

- Approvals from the Office of Accountability and Testing for students who have had limited experience with technology
- 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

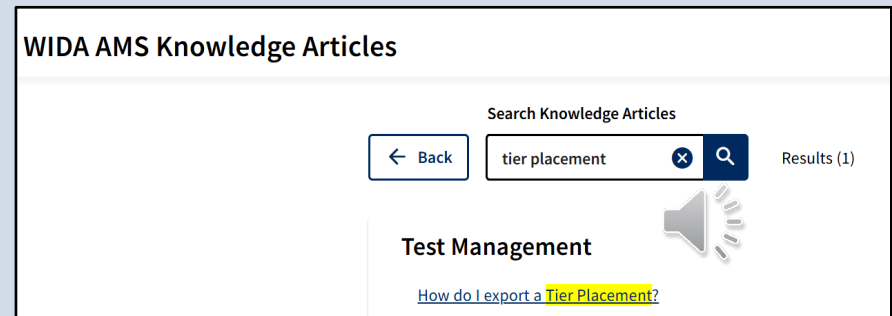
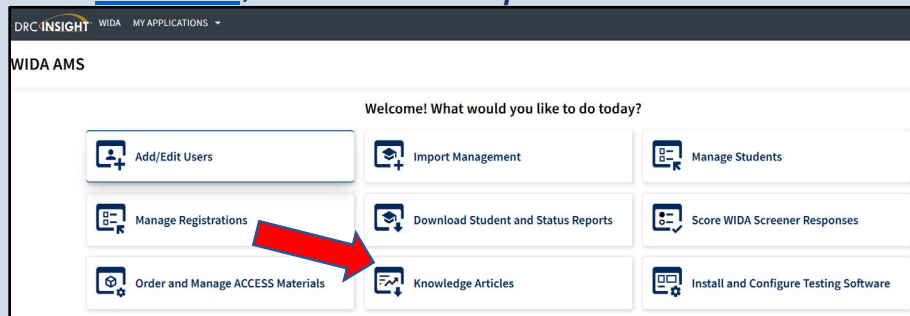
ACCESS for ELLs Online **only**: A tier report is used after Listening and Reading are administered to determine paper Writing tier placement

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

For additional details on exporting a Tier Report, go to [DRC's Knowledge Base articles](#), *How do I export a Tier Placement*.



WIDA Alternate ACCESS

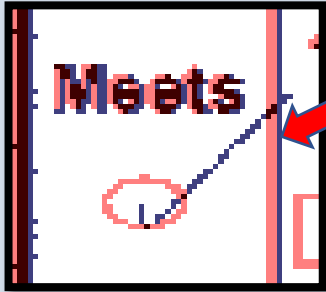
- Designed only for students with the most significant cognitive disabilities (and are eligible to participate in the NCEXTEND1 assessments)
- Participation is indicated in a student's current IEP
- Administered to students in a one-on-one setting in four test sessions (1 for each domain)
- Designed 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

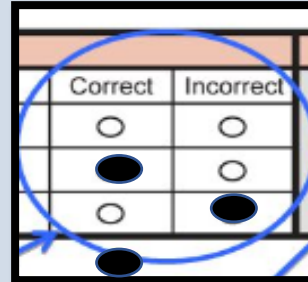
WIDA Alternate ACCESS Grade-Level Clusters			
Grades K-2	Grades 3-5	Grades 6-8	Grades 9-12



Important Reminders



This check mark will not be scored




Correctly bubbled answers will receive scores

- Train test administrators to bubble in answers for paper tests (**#2 pencil only**) If ink is used, books **will not** be scored.
- [Best Practices for Hand Bubbling ACCESS Test Booklets](#) may be used to train staff who will bubble or check booklets.
- Train test administrators to verify test tickets information matches each student prior to beginning a test session
- WIDA's recommendations for the number of students in test sessions (*ACCESS for ELLs Test Administrator Manual*) if you have questions or concerns, please work with your RAC
- 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 ACCESS

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

Alternate ACCESS Accommodations Checklist

[Accommodations Checklists](#)

Checklist for IEP teams to prepare for administration of Alternate ACCESS

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

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	<input type="checkbox"/>	Speaking	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>
- Extended Speaking test response time (ES)**

Listening	<input type="checkbox"/>	Speaking	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>
- Extended testing of a test domain over multiple days (EM).** Provide written evidence of need to state education agency.

Listening	<input type="checkbox"/>	Speaking	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>
- In-person human reader (IR).** Read item text, graphics labels, and answer choices exactly as they appear.

Listening	<input type="checkbox"/>	Speaking	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>
- Repeat In-person human reader (RP).** Read item text, graphics labels, and answer choices exactly as they appear and repeat once at student request.

Listening	<input type="checkbox"/>	Speaking	<input type="checkbox"/>
Reading	<input type="checkbox"/>	Writing	<input type="checkbox"/>



2024-2025

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

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.

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

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, one log in instances for test sessions.
- Preventing students from using internet-connected devices such as: cell phones, smartwatches, or Bluetooth headsets to answer any of the test questions.
- It is a local decision to use the Test Monitoring Application (TMA) to observe student test sessions.



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.



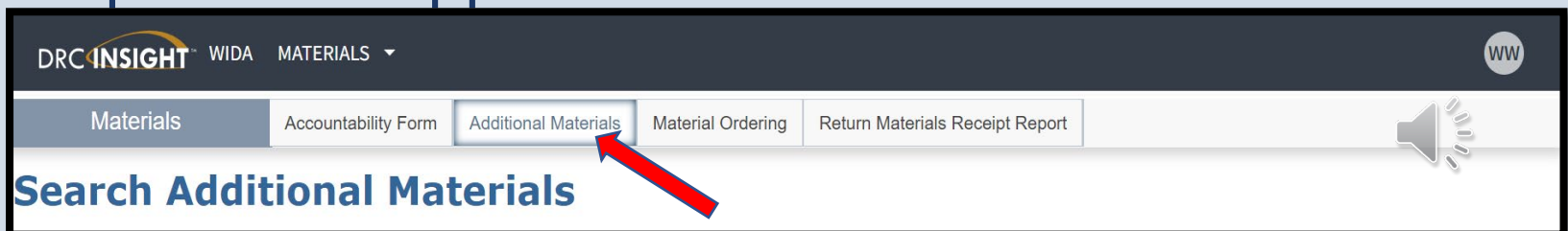
Remote Testing

- 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 SIS 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; **NO INK** on test books. Please refer to [*Best Practices for Hand Bubbling ACCESS Test Booklets*](#).
- 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 3/21/25
 - 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 (3/21/25), 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)

12/20/24 - 3/14/25	WIDA AMS Test Setup Available for Registrations
1/6/25 - 1/7/25	Districts Receive Test Materials
1/13/25 - 3/14/25	Test Window
1/6/25 - 3/7/25	Additional Test Material Ordering Window in WIDA AMS
3/21/25	Deadline for Shipping Completed Test Materials to DRC (Postmark date)
5/12/25	Districts Receive Reports and Data - Posted in WIDA AMS
5/30/25 - 6/2/25	Districts Receive Print Reports
7/8/25	Updated ACCESS and Alternate ACCESS Data - Posted in WIDA AMS



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)

DRC INSIGHT WIDA MATERIALS

Materials Accountability Form Additional Materials Material Ordering Return Materials Receipt Report

Accountability Form

The Accountability Form allows the user to enter the quantity of paper test materials returned to DRC as well as to record reasons if a be returned. The form is pre-populated with quantities and materials from the initial shipment only. Materials ordered after your initial shipment (i.e. additional materials) will not be reflected on the Accountability Form. Please refer to the Return Material Receipt Report inventory of all materials shipped to the district and schools.

* Indicates required fields

Administration District School
NC ACCESS for ELLs - 2022-2023* (All) (All)

Show

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
(Select) * * *

Show

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

Data Validation for the 2024–25 testing cycle will be a state level activity.

During the data validation window, district test coordinators will work with NCDPI to manage:

- Do Not Score Codes
- Accommodation changes in a student record
- Any other data validation issues detected by the state in the PSU's data

Additional details about the Data Validation window and process 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.

Score Reports Availability

May 12, 2025	<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>
May 30–June 2, 2025	<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)• WIDA Alternate ACCESS



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 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 identifications and
data in the SIS or WIDA AMS



susan.walz@dpi.nc.gov



Office Hours

January

- Friday, 10th 12:00–1:00
- Friday, 17th 12:00–1:00
- Friday, 31st 12:00–1:00

February

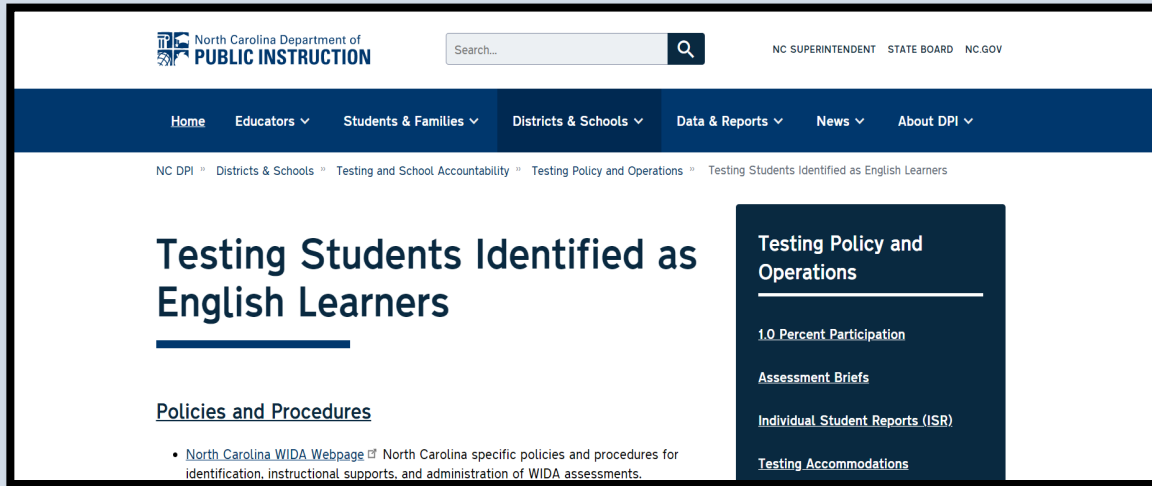
- Friday, 28th 12:00–1:00



[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 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 is a link for "Policies and Procedures" with a bullet point: "North Carolina WIDA Webpage" which states: "North Carolina specific policies and procedures for identification, instructional supports, and administration of WIDA assessments." A sidebar on the right lists: "Testing Policy and Operations", "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 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 is a note: "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 text "NCDPI Multilingual Learner/Title III Team". A sidebar on the right lists: "Programs and Initiatives", "Character Education", "Dual Language Immersion", "Global Education", "NC Council on the Holocaust", and "NC Healthy Schools".

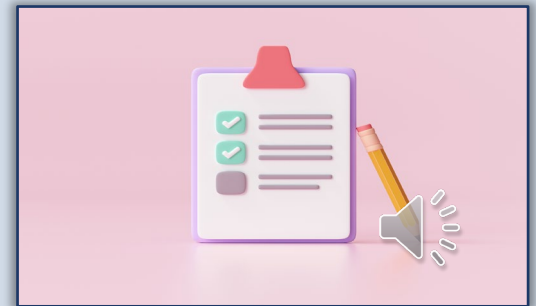
[NCDPI: ML/Title III](#)



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



The Offices of Accountability and Testing & Academic Standards thank you for your time!



Clipart/Graphic Citations:

- PowerPoint (stock images)
- WIDA graphics

