Tracking COVID-19 ACCESS Non-Participants

Procedures Document

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OVERVIEW

Due to the extenuating circumstances surrounding COVID-19 and the administration of the 2020-2021 ACCESS for ELLs, the Idaho SDE has devised a procedure for districts to track various scenarios where a student is not able to take ACCESS due to the pandemic. In addition to the annual ACCESS Participation Rate Appeals, the following procedure should be used in WIDA AMS to indicate specific reasons why an English learner was not able to complete ACCESS during the 2020-2021 ACCESS test window (January 25, 2021 – March 19, 2021). Idaho Code 08.03.02. Subsection 111.06.(a. - n.) requires all English learners take the annual English language proficiency test (ACCESS).

COVID-19 Tracking Codes

COVID-19 Tracking Code	Description
COVID-REFU	Parent/Guardian refusal to test based on COVID-19 concerns
COVID-CLOS	Student unable to complete ACCESS due to a building closure due to COVID-19
COVID-OTHE	Student unable to complete ACCESS due to a COVID-19 related scenario other than COVID-REFU and COVID-CLOS

Note: The ACCESS Appeals window already allows districts to submit an appeal to remove students from a district's participation rate calculation when the student does not have any Idaho ACCESS score results because the student:
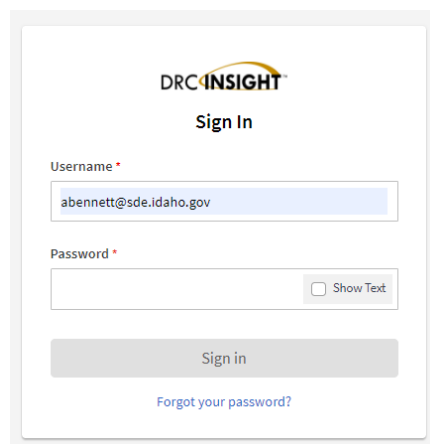
- *Tested but there was a late return of ACCESS test material;*
- *Had a valid ACCESS result in SY 2020-2021 from another WIDA state;*
- *Experienced a documented medical emergency;*
- *Had extenuating circumstances (e.g. death in the family, house fire, etc.);*
- *Had an incorrect EL identification; or*
- *Was subject to another data error (e.g. missing exit date)*

Tracking Procedure

Districts use WIDA AMS to indicate a student has not tested due to a COVID-19 related scenario. A DO NOT SCORE code **should not be used** to indicate an English learner (EL) has not taken ACCESS due to COVID-19.

Step One: Log into the WIDA Assessment Management System (AMS)

Navigate to WIDA AMS web portal: https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/WIDA and input your login credentials.

Step Two: Navigate to Student Management and Select Manage Students

Select "My Applications" at the top left-hand corner of WIDA AMS. Under the "Test Administration" header, select "Student Management". Next, select the "Manage Students" tab.
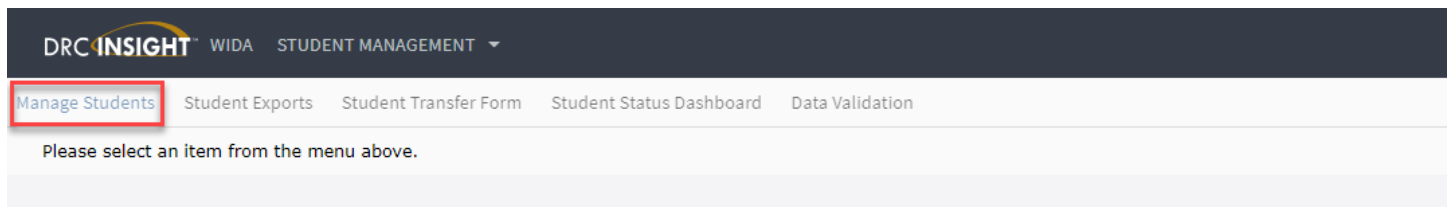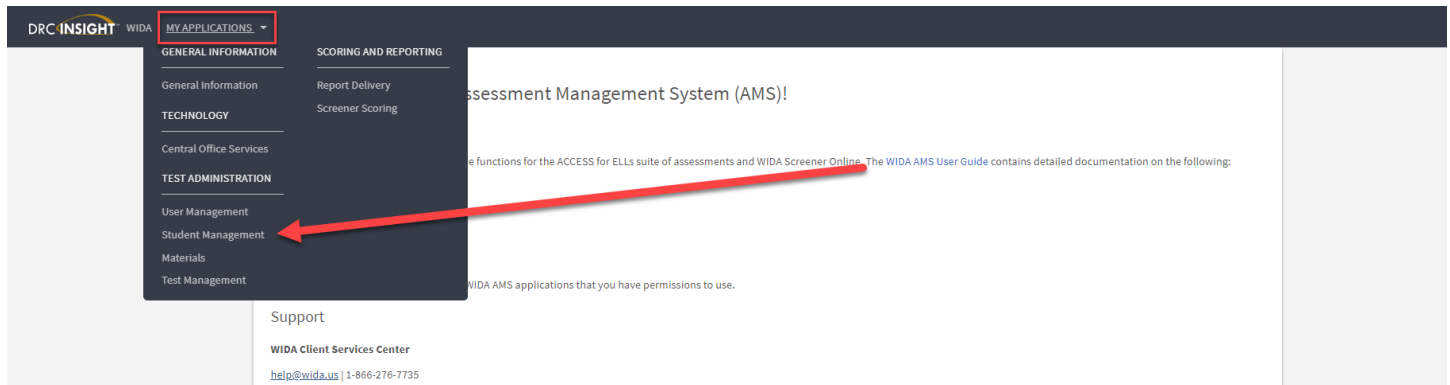
Step Three: Locate Student Using the Find Students Function

Under the "Administration" field, select "ID ACCESS for ELLs – 2020-2021". Enter student information into the appropriate fields: Last Name, First Name, State Student ID, or Grade. Select the blue "Find Students" button.
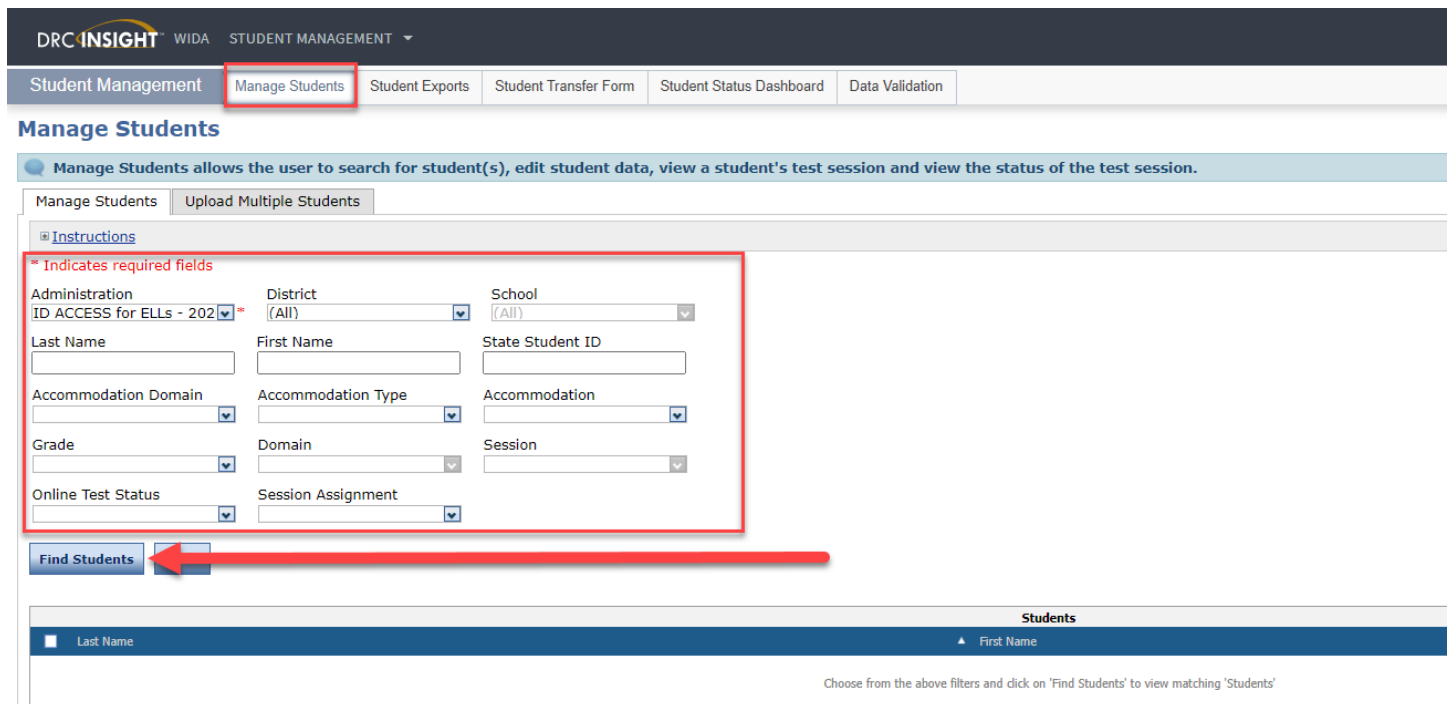
Step Four: Select the "View/Edit" Icon to Edit a Student's Demographic Information

After selecting the blue "Find Students" button, the desired student should appear under the "Students" table. Find the desired student from the list. Next, on the right-hand side of the screen under the "Action" column, select the "View/Edit" graphic.

Step Five: Enter the COVID-19 Tracking Code Under the Student's "Demographics" Tab

Once the "View/Edit" icon is selected, an "Edit Student" widow will open. Select the "Demographics" tab and scroll to the bottom of the window. Under the "**State Defined Optional Data**" field, enter in one of the defined State COVID-19 Tracking Codes (COVID-REFU, COVID-CLOS, COVID-OTHE). After inputting the appropriate code into the "State Defined Optional Data" field, select "Save".

IMPORTANT: When a student has not attempted any of the four language domains of ACCESS due to a COVID-19 related scenario, do not apply DO NOT SCORE codes for any ACCESS language domains under the DO NOT SCORE code tab.

Step Six (Optional): Collect/Document Evidence for ACCESS Participation Appeals Submission

It is recommended to collect and document evidence to support a district's decision to apply a COVID-19 Tracking Code within WIDA AMS. Districts will still be required to submit an ACCESS Appeal for each student who has not completed all sections of ACCESS during the ACCESS Appeals window.