



Idaho Department  
of Education

# ACCESS for ELLs: Concluding the ELPA Test Window

ELPA Webinar Series 2024-2025

February 26, 2025



# Agenda

## ACCESS for ELLs Online – Progress Monitoring

- Student Status Dashboard

## ACCESS for ELLs Test Materials

- Student Response Booklets
- Returning Test materials

## ACCESS for ELLs – Participation Rate Appeals

- Evidence to support an ACCESS Participation Rate Appeal

## Open Discussion

# 2024-2025 Important Dates

- **ELPA (ACCESS For ELLs) Test Window**
  - January 27 – March 7, 2025
- **Test Materials Return to DRC**
  - March 14, 2025
- **LEA Pre-Reporting Data Validation**
  - March 27 – April 3, 2025
- **ACCESS for ELLs Score Reports Available in WIDA AMS**
  - May 7, 2025
- **ACCESS for ELLs Score Reports Delivered to Districts**
  - May 16, 2025 – May 19, 2025
- **ACCESS Participation Rate Appeals Window**
  - May 23, 2025 – June 5, 2025

# **ACCESS for ELLs Online Progress Monitoring**

# WIDA AMS Reporting Services

- Districts are encouraged to review the “Student Status” functionality under Reporting Services to ensure testing has been completed for each student.
  - “Completed” / “In-Progress” / “Not Started”

**1** The Student Status report displays all students with an online registration. This report will provide the test status for each registered student, along with other related testing information, including student demographics, accommodations, and test start and end dates/times. This data is most accurate during an active testing window and refreshes every 15 minutes.

**2** **Student Status**  
The Student Status report displays all students in a registration, regardless of whether they have started the test session or not. It shows the test status for each student, including start and submit times, the ticket status, assigned accommodations, and excessive logins.

**3**

District T1 Number	District Name	School T2 Number	School Name	Grade T3	Domain T7	Assessment	State T6 Student ID	District Student ID	Last Name T4	First Name T5	Middle Initial	Date of Birth	Test Status	Do Not Score	Accommodations
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Listening	Listening Gr 9-12							Completed		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Reading	Reading Gr 9-12							Completed		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Speaking	Speaking Gr 9-12							Not Started		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Writing	Writing Gr 9-12							Completed		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Listening	Listening Gr 9-12							Completed		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Reading	Reading Gr 9-12							Completed		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Speaking	Speaking Gr 9-12							Not Started		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Writing	Writing Gr 9-12							In Progress		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Listening	Listening Gr 9-12							Completed		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Reading	Reading Gr 9-12							Completed		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Speaking	Speaking Gr 9-12							Completed		
ID058	ABERDEEN DISTRICT	0036	ABERDEEN HIGH SCHOOL		Writing	Writing Gr 9-12							Completed		

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# Return Materials – Alert

**All ACCESS for ELLs test materials must be returned to DRC by March 14, 2025**

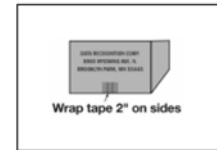
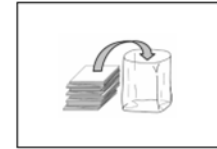
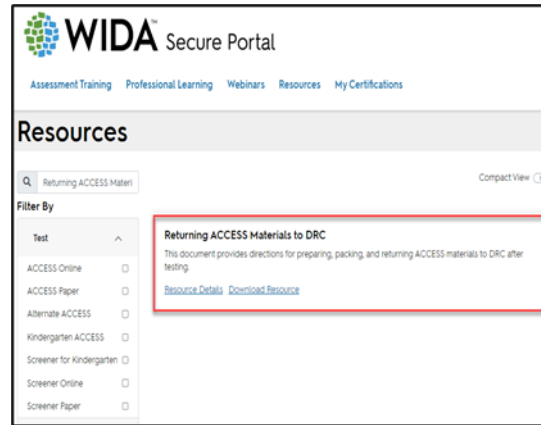


**Failure to return test materials will delay reporting and can impact future district EL funding**

# Returning Materials

Review Return Materials Tip Sheet 2024-2025 for detailed instructions on how to return materials

- <https://portal.wida.us/resource/detail/9a6855cd-30ca-eb11-a2df-0050568beee8>



# Returning Materials

## Student Response Booklets

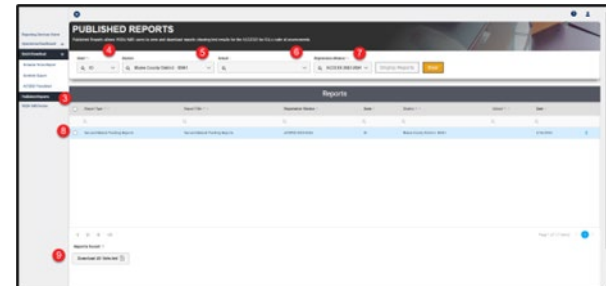
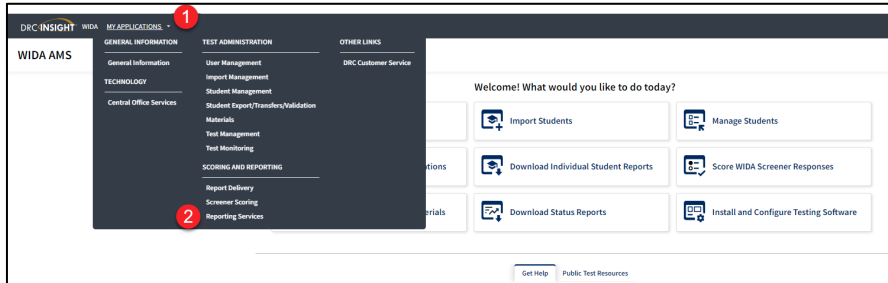
- **Inventory all material** using the Materials Packing List, School Security Checklist, or Secure Materials Tracking Report
- Record the **test date** on the front of the response booklet
  - All responses must be recorded using a #2 pencil
  - Fill in all necessary response bubbles entirely
- **Affix labels** to each student response booklets
  - Each booklet requires a label for scoring and reporting



# Returning Materials

## Secure Material Tracking Report

- **Secure Material Tracking Report**
  - Review materials that were shipped to your district
  - Track materials as they are checked-in / returned to DRC
  
- **How to view report in WIDA AMS**
  - My Applications > Reporting Services > ACCESS 2024 – 2025 > Display Reports Secure Materials Tracking Report

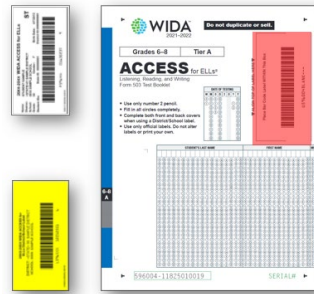


# Returning Materials

## Pre-ID & District/School Labels

- Pre-ID Label – apply label to student response booklet and bubble the date of testing
  - Created from WIDA AMs Pre-ID File upload
  - No need to bubble student demographic information
- District/School Label – child does not have a Pre-ID label or changed schools. Apply District/School label (yellow) and complete all demographic information on back
  - Contact ELPA Coordinator if you do not have district/school label for a specific school

\* All student response booklets must have either a Pre-ID or District/School label for student to receive a score.



# Returning Materials

## DO NOT PROCESS Label

### DO NOT PROCESS – Student responses will not be scored

- Use a DO NOT PROCESS label:
  - If a student used two student response booklets. Submit one to be scored, and affix a DO NOT PROCESS label to the other.
  - If the student booklet is ripped or defective, use the DO NOT PROCESS label
  
- DO NOT PROCESS label is not the same as a DO NOT SCORE code.
  - Soiled booklets are **not** returned
    - Must be identified within WIDA AMS using the Accountability Form



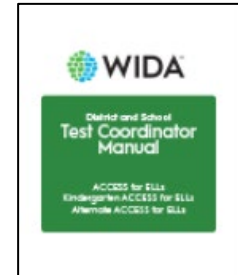
# Returning Materials Language Codes

- **Language codes are found on the ELPA webpage**
  - Files > District Test Coordinators Resources > During Testing > ACCESS Language Codes
- **Most common language codes:**

Language	Language Code
Spanish	399
Swahili	410
Somali	396
Russian	361
Kinyarwanda	225

# Returning Materials

- Do not affix a DO NOT PROCESS label to unused materials
- Use UPS Shipping Labels included in the district's initial materials order to return materials
  - Contact DRC and request return shipping labels if you do not have return labels
  - If you do not have a regular UPS pickup, call UPS at **(866) 857-1501** to arrange return shipping
- Reference District & School Test Coordinator Manual pp. 24-27 for full details on preparing ACCESS for ELLs test materials for return



# Returning Materials Return, Keep, or Destroy?

Instructions on what to return, keep, and destroy, if different than below, are detailed in the ACCESS for ELLs Checklist on your member/state page of the WIDA website.

Return	Keep	Discard/Destroy
<p>All test booklets (collected in plastic bags)</p> <p>All ACCESS for ELLs Paper Test Administrator Scripts</p> <p>ACCESS for ELLs Online Test Administrator Scripts for grade 1 and grades 2-3</p> <p>Listening and Speaking Test CDs</p> <p>All large print, braille, Kindergarten ACCESS for ELLs, and Alternate ACCESS for ELs test materials</p>	<p>Packing List</p> <p>Security Checklist</p>	<p>District and School Test Coordinator Manual (this document)</p> <p>Test Administrator Manual</p> <p>Grades 4-12 Online Test Administrator Script</p> <p>School box range sheet</p> <p>Unused booklet labels*</p>

\*Unused Pre-ID labels are secure test materials and should be securely destroyed

# Test Material Accountability WIDA AMS Accountability Form

- Record the number of each secure test material returned to DRC using the **Accountability Form**
  - WIDA AMS > Materials > Accountability Form > ID ACCESS for ELLs 2024-2025 > Show
- Report any material discrepancy
  - Accountability Form - WIDA AMS
    - Bottom of Accountability Form
  - Test Incident Log

**DRC INSIGHT** | 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 to materials shipment (i.e. additional materials) will not be reflected on the Accountability Form. Please refer to the instructions for more information.

\* Indicates required fields

Administration: ID ACCESS for ELLs - 2021-2022 | District: | School: |

Show

Enter Counts | Summary | Status Report

Reference the Instructional Text below for the reasons for any return material discrepancies.

Instructions

Secure Test Materials	Inventory Used	Returned to DRC
Online Grade 1 Test Administrator Script(s) - Version 1	2	
Online Grade 1 Test Administrator Script(s) - Version 2		
Online Grade 2 Test Administrator Script(s) - Version 1	7	
Online Grade 2 Test Administrator Script(s) - Version 2		
Online Grade 2 Test Administrator Script(s) - Version 3		
Online Grade 1 Test A, Writing Test Booklet(s) - Version 1	19	
Online Grade 1 Test A, Writing Test Booklet(s) - Version 2		
Online Grade 1 Test A, Writing Test Booklet(s) - Version 3		
Online Grade 1 Test EOC, Writing Test Booklet(s) - Version 1	6	
Online Grade 1 Test EOC, Writing Test Booklet(s) - Version 2		
Online Grade 1 Test EOC, Writing Test Booklet(s) - Version 3		
Online Grade 2 Test A, Writing Test Booklet(s) - Version 1	24	
Online Grade 2 Test A, Writing Test Booklet(s) - Version 2		
Online Grade 2 Test A, Writing Test Booklet(s) - Version 3		
Online Grade 2 Test EOC, Writing Test Booklet(s) - Version 1	21	
Online Grade 2 Test EOC, Writing Test Booklet(s) - Version 2		
Online Grade 2 Test EOC, Writing Test Booklet(s) - Version 3		
Online Grade 4.5 Test A, Writing Response Booklet(s)		
Online Grade 4.5 Test EOC, Writing Response Booklet(s)		
Miscellaneous/Accessory Materials (MCO)	2	

Record reasons for discrepancies here:

Complete

# ACCESS For ELLs Participation Rate Appeals



# Participation Rate Appeals Recording Evidence

Documentation for justifying an ACCESS Participation Rate Appeal should be collected and retained

- Parent correspondence
- Health provider documentation
- Attendance/Enrollment information for justification for ELs who did not complete or only partially completed ACCESS for ELLs during the 2024-2025

ACCESS Participation Rate Appeal must be submitted between **May 23, 2025 – June 5, 2025**



# Next ELPA Webinar



## **ACCESS for ELLs: District Data Validation & Submitting an ACCESS Appeal**

Thursday, February March 20, 2025

<https://idahosde.zoom.us/meeting/register/tJYkdOGgqz0rHNLE-PiupEMmphIH8YFfEC9j>



### ELPA: District Data Validation and Submitting an ACCESS Appeals

**Thu Mar 20th 12:00pm - 1:00pm (MDT)**

The webinar reviews the district's responsibilities during the LEA Data Validation window. The webinar also reviews the process for submitting an ACCESS Participation Appeal. In addition, the webinar

# Questions & Open Discussion

<https://forms.office.com/r/MzK1Zte8Tx>

## Questions & Open Discussion Reminder:

- Do not discuss student personal identifiable information (PII)
- Be respectful
- Use the “Chat” function or microphone to speak



Presentation Feedback

