SUBMITTING INCOMPLETE WIDA ACCESS 2.0 ONLINE TESTS

The issue: In an instance when individual students are not able to complete the WIDA ACCESS for ELLs 2.0 Listening or Reading Test that they are on (such as a deaf student who is unable to take the Listening Domain) but wish to take the remainder of the exam, an ability to manually force a submission of the tests is in the development process. This is a manual process that DRC will implement on February 4, 2016.

The process: This process implementation requires that, once other avenues of test completion have been negated, a state or district will provide DRC with student ticket-specific information via a form called **Submitting Incomplete ACCESS 2.0 Tests** posted on WIDA AMS

The steps are:

1. Locate the 'Submitting Incomplete ACCESS 2.0 Tests' form on WIDA AMS

2. Complete the form; either download, print, complete and scan or complete electronically and attach to the email address WIDAIncompleteTest@datarecognitioncorp.com for submission

3. The information required will include: State 2 character abbreviation, Student ID, Student Username and Password (ID, UN, PW all found on test ticket/roster)

4. Attach the form to an email and submit to WIDAIncompleteTest@datarecognitioncorp.com

5. Between 1/22 and 2/3 the information will place the incomplete test in a queue

6. When the submission process is implemented on February 4, the test will be auto-completed. The process will 'automatically' provide next questions for each ticket from the actual item bank just as if a student were sitting at the monitor answering each next question incorrectly.

7. When the test has been forced to completion, the submitter of the student information will receive notice the process is complete from WIDAIncompleteTest@datarecognitioncorp.com

8. The TA may now provide the student with a Test Ticket for the next domain(s)

9. This process will run daily following February 4th, and although a submission is not immediate, it will be completed within two business days.

QUESTIONS & ANSWERS

Can I call Customer Service with the student information?
No, the process as outlined is your assurance the process will be implemented and the student data is secure.

I have a student who can't even begin a Listening or Reading Domain test. How does this work for them?
A student or proctor will need to log in, and execute 'Begin Test' and then 'Pause Exit' in order for the ticket to show up to be used with this process. No questions need be answered.

How is student data being safeguarded?
The information is sent to a dedicated, secure email address. The Test Ticket information is matched to the individual student based on the ID, Username and Password

February 4 is close to or beyond our testing window; can we extend the time to accommodate students?
Yes, the SEA can request that extension as might be required.

What happens if any of the information requested is missing?
The information needs to be fully provided for the system to locate the right student. If something is missing, DRC will interact with the document sender to request it.