

Two deadlines related to WIDA ACCESS testing are rapidly approaching.

WIDA ACCESS is the yearly English Language Proficiency Assessment (ELP) given to all English Learners (EL) in the state. Information about ACCESS can be found at <https://dese.mo.gov/sites/default/files/asmt-ell-guide-to-elp-assessments-1920.pdf>.

### **ACCES Pre-Coding Due by October 31, 2019**

Districts should participate in the pre-code process run through DESE. The pre-code process works in the same way as pre-coding for other state assessments.

The deadline for pre-coding for the ACCESS assessment is Thursday, October 31. The pre-code file your district submits to DESE should include all English Learner (EL) students in grades K-12. Do not include former ELs that are either in monitored status (MY1 or MY2) or beyond (AY3 or AY4). These former EL students DO NOT take the ACCESS assessment.

There are some training pieces and a training module from WIDA providing instructions on how districts may upload a pre-code file directly to WIDA. Missouri is NOT participating in this process. Missouri districts submit a pre-code file to the state and the state submits one file to the vendor.

For more information on the pre-code process, please visit <https://dese.mo.gov/data-system-management/core-datamosis/timelines#assessprecode>. If you have questions about the pre-code process, please contact the office of Data System Management at 573-522-3207 or [dsm@dese.mo.gov](mailto:dsm@dese.mo.gov).

### **Student Count/Ordering Window Due by Nov 7, 2019**

In addition to participating in pre-coding, districts **must also** participate in the Student Count/Ordering Window process.

Completion of this task consists of filling in the number of students at each grade span/delivery method who are taking the assessment. Ordering is done in WIDA-AMS by going to Materials>Materials Ordering.

Ordering needs to be done on a school by school basis. An example of the ordering page can be seen at <https://dese.mo.gov/sites/default/files/asmt-ell-ordering-onepage-1920.pdf>.

There are five sections to the ordering page: Kindergarten, 1st Grade, Paper, Alternate, and Online. Customized

- The Kindergarten, 1st Grade, Paper, Alternate, and Online sections are for students in grades 1-3 take the writing section in a paper book – however they should only be included in the online section numbers.
- The Paper section should only be used for those students who have an IEP requiring paper or those whose lack of exposure to technology is a hindrance to the student.
- The Alternate section should be used only for students taking the Alt ACCESS (the 1% population of severely cognitively disabled students).
- The Customized section is for students requiring Large Print or Braille.
- The Paper and Customized sections are broken down between Tier A and Tier B/C. Tier A is for students with very limited English language ability (the bottom 10% of students).

WIDA provides a training video on this process -

[https://portal.wida.us/Resources/Assessment/ACCESS/Online/Ordering-Materials-Module/presentation\\_html5.html](https://portal.wida.us/Resources/Assessment/ACCESS/Online/Ordering-Materials-Module/presentation_html5.html).  
View sections 1-9 of this tutorial.

The process is also explained on pages 51 through 56 of the WIDA AMS User Guide - <https://portal.wida.us/GetResource/2319>.