



To: Missouri District Test Coordinators

From: DRC Customer Support

Date: March 26, 2021

RE: 20-21 ACCESS for ELLs and Alternate ACCESS for ELLs Test Window Closing

The testing window for ACCESS for ELLs and Alternate ACCESS for ELLs ends on **Friday, April 2, 2021**. Districts and schools should ensure that all students scheduled to test have done so by this date.

You can monitor the completion of testing in [WIDA AMS](#) in two different ways.

1.) Generate a **Daily Cumulative Student Status Report** which displays all students in a test session, regardless of whether they have started the test session. It shows the test status for each student, including start and submit times, the ticket status, and the assigned accommodations. This report is displayed in real-time and can be generated at the **district level**.

To generate this report:

- Log into **WIDA AMS**.
- Click **My Applications > Report Delivery > Status Reports**.
- Select the Administration and District (select school if applicable).
- Click on **Daily Cumulative Student Status Report**.

2.) View the **Student Status Dashboard** which displays student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, content area, and assessment (or any combination of these). The Dashboard data is displayed in real-time and can be viewed at the **school level** only.

To view the Dashboard:

- Log into **WIDA AMS**.
- Click **My Applications > Student Management > Student Status Dashboard**.
- In the Site Selection open text field, type in the name of the School or the School Code.
- Click *WIDA ACCESS for ELLs - 596904 - EWD904*. This is the 2020-2021 administration.
- Four graphs are displayed. These graphs can also be condensed into a linear view of the count.

Status = a doughnut chart showing student status counts by Complete or Not Started.

Grade = a bar chart showing Complete or Not Started student counts by grade.

Domain = a bar chart showing Complete or Not Started student counts by domain.

Assessment = a bar chart showing Completed or Not Started student counts by assessment.



- Further down in the view, you will see the Student Search Results table. This table shows the students at that school and their testing status by domain. This table can be exported into a CSV.

The **Daily Cumulative Student Status Report** and the **Student Status Dashboard** can be compared to your school roster to ensure that all students have completed their online tests. Tests that have a status of *In Progress* or *Completed* at the close of your testing window will be included in final scoring and reporting. Tests that have a status of *Not Started* will not be included; however, these could represent students that were initially set up in the test sessions and are no longer enrolled or completed the paper version of ACCESS.

Please contact **DRC Customer Support** with any questions at WIDA@DataRecognitionCorp.com or call **1-855-787-9615**.

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