



**TO:** Missouri District Test Coordinator  
**From:** DRC Customer Service  
**Date:** April 27, 2021

**RE:** Pre-Reporting Data Validation Window

The Pre-Reporting Data Validation Window for ACCESS for ELLs and Alternate ACCESS for ELLs opens on **Tuesday, May 4, 2021** and closes **Tuesday, May 11, 2021**.

The Data Validation process is designed to identify student demographic, accommodation, and test result records that could potentially contain errors, as well as provide the opportunity for corrective action before reporting.

Reports are generated following the close of your Data Validation Window. After the close of your Data Validation Window, districts and schools WILL NOT have another opportunity to edit student data prior to final reports being printed or posted to [WIDA AMS](#).

Test Coordinators will need to reference the *WIDA AMS User Guide Supplement for Data Validation* located in the Download Library of the [WIDA Secure Portal](#). You can also view the tutorial by accessing either the *Online Grades 1-12* or *Paper-Based Grades 1-12* option within the *ACCESS for ELLs Training Courses* located in the **My Account & Secure Portal** section of the WIDA Secure Portal.

**A summary of the Data Validation steps is provided below.**

1. Log in to [WIDA AMS](#).
2. Click **My Applications > Student Management > Data Validation**.
3. Select an administration from the Administration drop-down menu (required) and a district (required) from the District menu. You also can select a school (optional) and grade (optional).
4. Click **Show Students**. The Edit Students and Status Report tabs appear.
5. Select any additional filtering options from the Edit Students tab—Status, Last Name, First Name, State Student ID—and click **Find Students** to display your search results. You can sort the student information in the search results using the categories in the blue header row.
6. Click the **View/Edit Student** icon in the Action column next to each student's record to display the Student Demographics, Student Accommodations, and Test Results tabs for that student.

**Important:**

- The Status column displays the status of the data validation for the student. You can filter the display using the Status column. The default status for all records is Not Completed. As you review and validate or add records, you can set the status to Complete.

- The status does not affect DRC's acceptance of your data updates. At the close of the Data Validation window, DRC will mark complete any records that are saved before the close of the window.
- Your state may prohibit you from editing demographics for certain students. If this is the case, the data will be grayed out. You may edit accommodations and Do Not Score codes for all students.

## DEMOGRAPHICS

7. The demographic fields associated with reported test results for the student will display in the Student Demographics tab.

8. When you have made your corrections, click the appropriate button at the bottom of the page. Click **Save** to retain any changes you made on the page for future reference. When the Data Validation window closes, the system will lock and saved edits will be submitted to the reporting database. (The Status of the student record does not change as a result of clicking Save.)

9. Click **Complete** to update the Status of the student record.

## ACCOMMODATIONS

10. Click the Student Accommodations tab to see a record of the accommodations for which the student is assigned.

11. Please add/remove accommodations used by the student for each domain by selecting or removing the appropriate check marks. Accommodations should only be removed if the accommodation was not used by the student during the test.

## TEST RESULTS

12. Click the Test Results tab to see a record of the test results for the student. The Test Results Tab displays the following:

- **Domain:** The domain for which the student was tested.
- **Alternate ACCESS:** Indicates Yes or No for Alternate ACCESS administration.
- **Testing Mode:** Indicates a paper or online record.
- **Grade:** The grade cluster of the online test or the paper test booklet used.

13. On the Test Results tab, users can only change the Do Not Score codes. Do Not Score codes will be populated if they were marked on the student's test booklet or entered in WIDA AMS Test Setup.

Note: Use caution when adjusting Do Not Score codes—adding or removing these codes incorrectly may result in a student's test score being incorrectly suppressed or reported. The Do Not Score codes are as follows:

- **ABS:** Absent (ABS) indicates the student was absent for a domain of the test.
- **DEC:** Declined (DEC) indicates a student refused to test. This annual state assessment is not optional; it is required.
- **SPD:** Deferred Special Education/504 (SPD) indicates that an IEP or 504 team determined that the student should defer participation from one or more of the domains of this test.
- **INV:** Invalidate (INV) indicates that even though a student may have completed some or all of the test items, the testing was not valid, and no score should be reported for that domain.

## CHECKING FOR DUPLICATES

14. During the validation process it is critical that you check for duplicate records. To check for duplicate records, from the Data Validation window select a District, School, and Grade, and click **Show Students**. Each student should display only once.

When a student has more than one testing record (for example, the students test Listening, Reading, and Speaking online, but respond to Writing on paper), DRC attempts to match and join the student records.

If the district, school, first 6 characters of the student's first and last name, grade, and state student ID match, DRC joins the records before displaying them in Data Validation.

If there is a discrepancy between the records (for example, the state ID is bubbled incorrectly on the Writing booklet), DRC cannot join them and they will appear as two records in WIDA AMS.

To fix this problem and ensure that the student receives a single, complete score, update the records with the correct information so that the following **matches exactly from record to record**:

- State Student ID
- Student Last Name
- Student First Name
- Birth Date
- Grade

## CHECKING FOR STUDENTS AT THE \_DISTRICT-LEVEL ADDITIONAL ORDERS ONLY SITE

In WIDA AMS, every district has a "school" called the \_District-Level Additional Orders Only Site with the school code WWW. This school was established to allow additional materials to be ordered at the district level (rather than school-by-school). In some cases, administrators may have added and tested a student at this site in WIDA AMS.

15. During Data Validation, it is imperative that you check for students assigned to the site. Under the school filter, select the \_District-Level Additional Orders Only Site and leave the grade set to All. Click Show Students. No records should display. If records do display, the students need to be moved to their real school. Click on the action icon, adjust the school using the drop-down, and click Save.

### **Please note the following:**

- LEAs are able to export the data validation file from WIDA AMS. LEAs aren't able to re-load the data file exported from WIDA AMS; however, LEAs can review student records in either Excel or CSV file to locate errors. Then, identified errors need to be corrected directly in WIDA AMS.
- **Export to Excel** will only pull 500 students and shows just the data in the student chart.
- **Export All to CSV** pulls every student, domain, demographic, accommodation, and Do Not Score (DNS) code. Please use the 2nd button, Export All to CSV, if more than 500 English learners are in your LEA.

Please make sure to save your changes. After the Data Validation window closes, DRC will join the records.

Please contact **DRC Customer Support** with any questions at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or **1-855-787-9615**.

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