

DESE Pre-Code Process – WIDA ACCESS

9/28 – 10/29

Responsibility: Generally the person working with Core Data and the SIS in the district

To register students for the WIDA ACCESS, your district will need to create a file of students testing to upload to DESE. Districts will complete the pre-code file and submit it to DESE by 10/29. Participating in the pre-code process will populate students into WIDA AMS and allow DRC to create labels for students using physical test materials.

Take the following steps to complete the pre-code process:

Step One

The District Test Coordinator or EL Coordinator should determine which students are ELs and need to take ACCESS. All **current** ELs take the ACCESS assessment. This includes any students marked as LEP_RCV in MOSIS. Former ELs (coded MY1, MY2, AY3, AY4) do **NOT** take ACCESS.

Step Two

Get the file layout for the ACCESS Assessment. The layout can be found at <https://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2020-2021> >2020-2021 Assessment Pre-code>WIDA ACCESS

Step Three

Using your student information system (SIS), populate the file with students taking the assessment. The yellow fields are required and the blue fields are optional.

Step Four

Once all your students are in the file, save the file as either a .csv or .txt format.

Step Five

Login to Web Applications and select the MOSIS Data Collection link. On the Welcome To MOSIS Data Collection page, locate the link for the WIDA ACCESS Pre-code.

Step Six

Click on the link that says “Run A Trial” and upload your file of students.

Step Seven

Once the file is uploaded, click on the “Errors and Warnings” link to resolve any issues with the file. If there are no issues, or once the error link shows zero (0), the “Certify” button should become active.

Step Eight

Click on the certify button and assure the data is correct.

Follow Up – At any point after certification, prior to the close of the window on 10/29, districts may verify and update their data.

To ensure you have student counts correct, please review the Assessment Pre-Code Aggregation Report.

Records	Edits	Reports
Assessments	Congratulations! Your submission has no violations.	2018 Assessment Pre-Code Aggregation Report (PDF) 2018 Assessment Pre-Code Aggregation Report with Charts (PDF)

In the bottom left of the report, student counts by grade can be found. Please verify these numbers with the District Test Coordinator or EL Coordinator prior to the close of the window.

studentGradeLevel	Count	% Total
PK	0	0.0%
K	155	12.3%
KA	0	0.0%
KP	0	0.0%
01	142	11.3%
02	134	10.7%
03	166	13.2%
04	152	12.1%
05	136	10.8%
06	44	3.5%
07	67	5.3%
08	64	5.1%
09	57	4.5%
10	56	4.5%
11	44	3.5%
12	41	3.3%
	0	0.0%

For more information about precoding, please contact the office of Data System Management at 573-751-3573 or dsm@dese.mo.gov.