The following items in DRC INSIGHT are protected by copyright law:

- The User Guide
- All text and titles on the software’s entry and display, including the look and feel of the interaction of the windows, supporting menus, pop-up windows, and layout

DRC INSIGHT Online Learning System and DRC eDIRECT are trademarked by Data Recognition Corporation.

Any individuals or corporations who violate these copyrights and trademarks will be prosecuted under both criminal and civil laws, and any resulting products will be required to be withdrawn from the marketplace.

The following are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries:

- Internet Explorer
- Microsoft
- Windows
- Windows Vista
- Windows XP
- Windows 7
- Windows 8

The following are trademarks or registered trademarks of Apple Corporation in the United States and/or other countries:

- Apple
- Macintosh
- Mac
- OS X
- iPad
- iOS*
- *iOS is a trademark or registered trademark of Cisco in the United States and other countries and is used under license.
- Safari

The following are trademarks or registered trademarks of Google Corporation in the United States and/or other countries:

- Android
- Chrome
- Chromebook
- Google Play

The following is a trademark or registered trademark of Mozilla Corporation in the United States and/or other countries:

- Firefox

Linux is a registered trademark of Linus Torvalds.
Ubuntu and Canonical are registered trademarks of Canonical Ltd.
Gnome is a trademark of the Gnome Foundation.
Contents

Submit Incomplete Domain

Introduction .............................................................................................................. 5
Why a Submit Incomplete Domain Process? ...................................................... 5
Notes ..................................................................................................................... 5
Permission Information ....................................................................................... 5

Submitting an Incomplete Domain through Test Management ................. 6
Submitting an Incomplete Domain through Student Management ............. 9
Submit Incomplete Domain
This document is a supplement to the *WIDA Assessment Management System (WIDA AMS)* User Guide available on the WIDA website. This supplement, which describes the Submit Incomplete Domain process (and functionality), applies to both Screener and ACCESS for ELLs 2.0.

For WIDA testing, in order to begin the Speaking and Writing domains, a student must first complete the Listening and Reading domains. But, there are several reasons why a student may not be able to complete one or more assessment domains. For example, a student may have a disability that prevents him or her from being able to test in a required domain.

The WIDA AMS Submit Incomplete Domain process allows a WIDA AMS user to “force submit” an unfinished (incomplete) domain or domains. As a result, the student is able to continue testing in the next domain.

⚠️ **Important:** Regardless of whether the Submit Incomplete Domain process is used, a student who does not start a domain (answers no questions beyond the practice items), will be considered non-attempted and will not receive a composite score.

The Submit Incomplete Domain process also meets the needs of states who impose testing time limits and must force submit domain tests for students who could not finish within the allotted time.

The following are some important items to remember about the Submit Incomplete Domain process.

- Speaking or Writing domains may be force submitted, but it is not required. At the close of the testing window, DRC runs a process to force submit any domains that are started but not completed.

- The Submit Incomplete Domain process is limited to tests that have a status of *Not Started* or *In Progress*. Tests with a status of *Complete* cannot be force submitted.

- In WIDA AMS there are two ways to force submit an incomplete domain: through Test Management (see page 6) or through Student Management (see page 9).

⚠️ **Important:** Exercise extreme caution when performing the Submit Incomplete Domain process. A force submit action cannot be easily undone and may result in a student having to retest. If you use the Submit Incomplete Domain process in error, please contact DRC Customer Service at WIDA@datarecognitioncorp.com or at 1-855-787-9615.

The WIDA AMS permission to access the Submit Incomplete Domain functionality—*Test Tickets–End Incomplete Test*—is assigned to SEAs only, or to both SEAs and LEAs, depending on your state.
Submit Incomplete Domain

**Submitting an Incomplete Domain through Test Management**

1. To submit an incomplete domain through Test Management, open the WIDA All Applications menu bar, click **Test Management**, and select **Manage Test Sessions** from the Test Management menu.

2. When the Test Sessions page displays, use the various drop-down menus and fields to enter search criteria to help locate the student’s test session and click **Show Sessions**.

3. When the Session Detail grid displays, select the student’s test session and click the **Edit/Print Ticket Status** icon in the Action column.
**Submitting an Incomplete Domain through Test Management (cont.)**

4a. The Testing Status page displays. To end tests one by one, select a test and click the **End Incomplete Test** icon ( )) from the Action column.

4b. When the Submit dialog box displays, click **End Incomplete Test** to end the test or **Cancel** to cancel the process.
Submitting an Incomplete Domain through Test Management (cont.)

4c. To end multiple tests at once, select multiple students and click the End Incomplete Selected Tests button.

4d. When the Submit dialog box displays, click End Incomplete Test to end the test or Cancel to cancel the process.
1. To submit an incomplete domain through Student Management, open the WIDA All Applications menu bar, click Student Management, and select Manage Students from the Student Management menu.

2. When the Manage Students page displays, use the various drop-down menus and fields to enter search criteria to help locate the student and click Find Students.

3. When the Students grid displays, select the student and click the View/Edit icon in the Action column.
4. The Edit Student page displays. Select the Test Sessions tab and click the End Incomplete Test icon ( seeduing icon) from the Action column to end the domain test.

5. When the Submit dialog box displays, click End Incomplete Test to end the test or Cancel to cancel the process.
Notes