

Subject: ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Test Window Closing and Student Completion Check for Indiana Department of Education

To: Indiana Corporation Test Coordinators
From: DRC Customer Support
Date: February 12, 2018

RE: ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Test Window Closing and Student Completion Check

The testing window for ACCESS for ELLs 2.0 and Alternate ACCESS for Indiana will end on **Friday, February 23, 2018**. *Districts and schools should ensure that all students scheduled to test online have done so by this date.*

To help monitor completion, the following report in [WIDA AMS](#) can be generated:

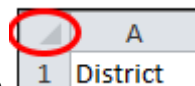
1. Log in to [WIDA AMS](#)
2. Click on **Report Delivery > Status Reports**
3. Select the Administration and District (Select the School, if applicable)
4. Click on the **Daily Cumulative Student Status Report**

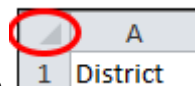
This report is an Excel document that allows a district or school to sort by Testing Status and isolate the students who are Completed, In Progress, or Not Started by each domain. This report is in real time.

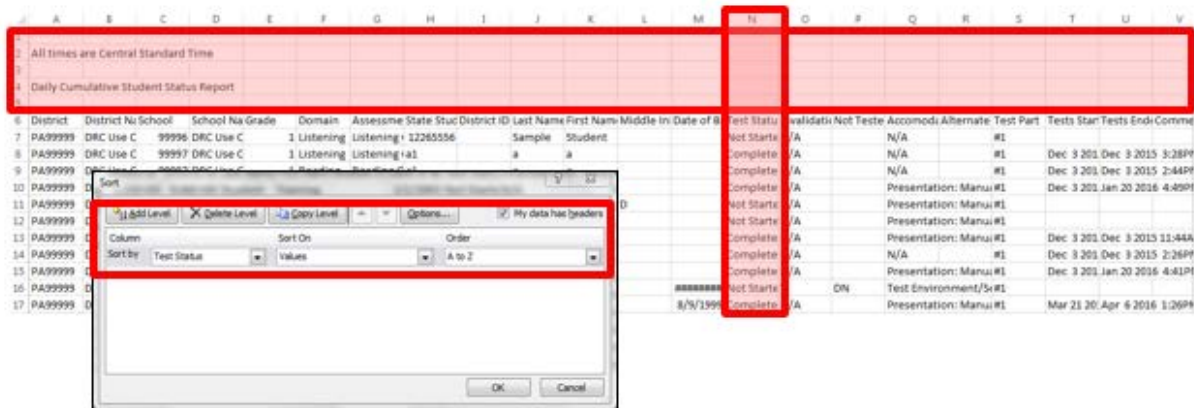
SORTING:

When you open the report with Excel, the best way to organize the data is the following:

1. Highlight rows 1-5, right click, and select **Delete**.



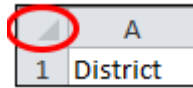
2. Highlight the entire document by pressing the  between 1 and A.
3. Select **Data** from the top menu, select **Sort** and select **Column N** or **Test Status**.
4. Select **OK**.



FILTERING:

You can also use the filtering options available in Excel to easily narrow in on specific schools, domains, or test status. To filter:

1. Highlight rows 1-5, right click, and select **Delete**.



2. Highlight the entire document by pressing the **Filter** button between 1 and A.
3. Select **Data** from the top menu, select **Filter**.
4. A drop-down menu will appear at each header column. Select the drop-down you would like to filter and check the appropriate boxes (*This example shows filtering by Test Status*).
5. Click **OK**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	District	District	School	School	Grade	Domain	Assess	State S	District	Last Na	Test S	Test S	Test S	Test S
2	PA99999	DRC Use C	99996	DRC Use C	1	Listening	Listening i	12265556		Sample				
3	PA99999	DRC Use C	99997	DRC Use C	1	Listening	Listening i	a1		a				
4	PA99999	DRC Use C	99997	DRC Use C	1	Reading	Reading G	a1		a				
5	PA99999	DRC Use C	99997	DRC Use C	1	Speaking	Speaking i	a1		a				
6	PA99999	DRC Use C	99997	DRC Use C	4	Writing	Writing Gr	2.21E+09	2.21E+09	Adams				
7	PA99999	DRC Use C	99997	DRC Use C	7	Listening	Listening i	PA123456777		Sample				
8	PA99999	DRC Use C	99998	DRC Use C	1	Listening	Listening i	a2		a				
9	PA99999	DRC Use C	99998	DRC Use C	1	Reading	Reading G	a2		a				
10	PA99999	DRC Use C	99998	DRC Use C	1	Speaking	Speaking i	a2		a				
11	PA99999	DRC Use C	99998	DRC Use C	1	Listening	Listening i	1.23E+08		Sample				
12	PA99999	DRC Use C	99998	DRC Use C	1	Listening	Listening i	1.11E+09		Sample				
13	PA99999	DRC Use C	99998	DRC Use C	2	Reading	Reading G	11111		sample				
14	PA99999	DRC Use C	99998	DRC Use C	2	Listening	Listening i	91111119		Sample				
15	PA99999	DRC Use C	99998	DRC Use C	2	Reading	Reading G	91111119		Sample				
16	PA99999	DRC Use C	99998	DRC Use C	3	Reading	Reading G	sample		schrod				
17	PA99999	DRC Use C	99998	DRC Use C	5	Listening	Listening i	45365		Johnso				
18	PA99999	DRC Use C	99998	DRC Use C	5	Listening	Listening i	50505		Sample				
19	PA99999	DRC Use C	99998	DRC Use C	5	Reading	Reading G	50505		Sample				
20	PA99999	DRC Use C	99998	DRC Use C	7	Writing	Writing Gr	99999999		Sample				
21	PA99999	DRC Use C	99998	DRC Use C	7	Reading	Reading G	8675309		Sample				

This report 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 test sessions and are no longer enrolled or completed the paper version of ACCESS for ELLs 2.0.

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