



To: Indiana District Assessment Coordinators
From: DRC Customer Support
Date: January 7, 2019
RE: ACCESS for ELLs and Alternate ACCESS for ELLs Test Window Opening

The testing window for ACCESS for ELLs and Alternate ACCESS for ELLs begins on **Monday, January 14, 2019.**

Prior to testing, please ensure that all students' demographic data and accommodations are correct in [WIDA AMS](#). To do this, click on **Student Management > Manage Students** and either edit students individually or bulk upload this information. For students testing on paper, verify that their Pre-ID student labels are correct. Incorrect Pre-ID labels may still be used, but you must update the students' demographic data in WIDA AMS.

Online testers must also be placed into test sessions within WIDA AMS Test Management. Students submitted via the Pre-ID file process were automatically placed into generic test sessions by grade and domain. You may keep these sessions or revise them to group students according to your local needs. **Students who were not uploaded via the Pre-ID process must be added to WIDA AMS and placed in test sessions.**

To check the test sessions, follow the below directions to generate a report showing the students in test sessions.

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**.

For detailed information on the above processes, please refer to the WIDA Assessment Management System (WIDA AMS) User Guide which is located on WIDA AMS under All Applications > General Information > and Documents tab.

Your students must complete their tests before the testing window ends on **Friday, March 1, 2019**.

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