



Illinois State Board of Education

ACCESS Correction and Scores

ACCESS Correction and Scores

2

- **ISBE opened the ACCESS Correction process on March 7, 2022.**
 - Demographic, Home School, and Grade details must reflect a student's status as of the last day of the ACCESS testing period.
 - Changes made to ACCESS correction data only affect the ACCESS Correction data; they do **not** update the student demographics information in SIS.
 - Updates to SIS student demographic, enrollment, and program indicator data (and enrollment exits) must also continue through the end of the school year.
 - If student demographic errors are identified in the ACCESS Correction file, revisions must be made both via the ACCESS Correction file and within SIS (via the Student Demographic/Enrollment batch file or the available online areas).
 - An ACCESS Correction record can only be **added** if the student has an EL record in your district for the 2022 school year.



ACCESS Correction and Scores

3

- **The following fields can be added or updated during the ACCESS Correction Window:**

- Student Tested
- Reason for Not Testing
- SAP ID
- Legal Last Name
- Legal First Name
- Legal Middle Name
- Birth Date
- Race Code
- Gender Code
- English Learner (EL)
- Homeless Indicator
- Migrant Indicator
- IDEA Services
- FRL/Low Income Indicator
- 21st Century Indicator
- Grade Level at Time of Testing
- Test Taken



ACCESS Correction and Scores

4

- **List of Not Tested Reasons**

- 01 - Medically Exempt
- 02 - Homebound Exempt
- 03 - In Jail/Locked Facility
- 04 - Out of State/Country
- 05 - Not Enrolled/Or Not EL at Time of Testing
- 07 - Transferred Out During Testing
- 08 - Transferred In During Testing
- 09 - Deceased
- 10 - Absent from Testing
- 15 - Refusal but Present to Test
- 20 - Obtained proficiency in a prior year or proficient based on screening tests
- 21 - Grade 12 Completion



ACCESS Correction and Scores

5

- ACCESS Assessment Correction – Search by student

The screenshot displays the Illinois State Board of Education (ISBE) SIS interface. On the left is a dark blue navigation sidebar with a hamburger menu icon at the top. The sidebar contains the following items: 'SIS', 'IBM SIS Test User' (with a dropdown arrow), 'Home' (with a house icon), 'Student' (with a person icon and a dropdown arrow), 'Assessment' (with a document icon and a dropdown arrow), 'Pre-ID' (with a dropdown arrow), 'Correction' (with a dropdown arrow), 'ACCESS' (highlighted with a red box), 'DLM-AA', and 'IAR'. The main content area has a dark blue header with the text 'ACCESS Correction Search Criteria' on the left and 'Assessment Year: 2022' on the right. Below the header, there are search criteria fields: 'SID' with an input box, followed by the text 'AND AT LEAST ONE BELOW', then 'Legal Last Name', 'Legal First Name', and 'Date of Birth (mm/dd/yyyy)', each with its own input box. A red box highlights the 'SID' field and the 'Date of Birth' field. At the bottom right of the main content area, there is a dark blue 'Search' button with white text, also highlighted with a red box. In the top right corner of the page, there are links for 'Helpful Resources' and 'Contact Technical Support'.

ACCESS Correction and Scores

6

- Correct student demographics data to reflect data at time of ACCESS testing - select 'Next'

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Assessment ▾

Pre-ID ▾

Correction ▾

ACCESS

DLM-AA

< Back To ACCESS Correction Search Criteria

ACCESS Correction Demographics

SID	123456789	Student SAP ID	<input type="text" value="12345"/>		
Legal Last Name	<input type="text" value="Test"/>	Legal First Name	<input type="text" value="Student"/>	Legal Middle Name	<input type="text"/>
Date of Birth <small>(mm/dd/yyyy)</small>	<input type="text" value="01/01/2016"/>	Test Taken	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: 0.9em; font-weight: normal; color: #333; text-decoration: none; width: 100%;" type="text" value="ACCESS"/>	Valid Grade When Testing	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: 0.9em; font-weight: normal; color: #333; text-decoration: none; width: 100%;" type="text" value="Kindergarten"/>

ACCESS Correction and Scores

7

- Correct student ACCESS indicators – select ‘Next’

The screenshot shows the 'ACCESS Correction Indicators' form in the SIS system. The form is for student SID: 123456789, with a legal last name of 'Test' and a legal first name of 'Student'. The form contains several sections with radio buttons and dropdown menus. A red box highlights the 'Student Tested' section, which includes the 'Reason For Not Testing' dropdown. Other sections include 'Gender' (set to Female), 'Homeless' (set to No), 'English Learner (EL)' (set to No), and 'Free or Reduced Price Lunch (FRL) / Low Income' (set to No). A 'Next' button is located at the bottom right of the form.

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support

< Back To ACCESS Correction Search Criteria

ACCESS Correction Indicators

SID: 123456789
Legal Last Name: Test Legal First Name: Student Legal Middle Name:

Student Tested	<input type="radio"/> Yes <input checked="" type="radio"/> No	Reason For Not Testing	<input type="text"/>
Gender	<input type="text" value="Female"/>	Race/Ethnicity	<input type="text" value="White"/>
Homeless	<input checked="" type="radio"/> Yes <input type="radio"/> No	Migrant	
English Learner (EL)	<input checked="" type="radio"/> Yes <input type="radio"/> No	IDEA Services (IEP)	
Free or Reduced Price Lunch (FRL) / Low Income	<input checked="" type="radio"/> Yes <input type="radio"/> No	21st Century Community Learning Centers	

ACCESS Correction and Scores

8

- Review all data. Select 'change,' if needed – select 'Submit'

The screenshot shows the 'ACCESS Correction Review' page in the SIS system. The left sidebar contains navigation options: Home, Student, Assessment (Pre-ID, Correction, ACCESS, DLM-AA, IAR, SAT/PSAT), Unassigned, Adjusted Cohort, Teacher, Early Childhood Transition, and Log Out. The main content area displays student information and test details with 'Change' buttons for each section. A 'Submit' button is located at the bottom right.

ACCESS Correction Review

- If you need to correct any information, press CHANGE button in the appropriate section.
- If you are ready to submit your request, press SUBMIT button.

Student ID (SID)	123456789	Student SAP ID	12345
Legal Last Name	Test	Legal First Name	Student
Legal Middle Name		Date of Birth	01/01/2016
Test Taken	ACCESS	Valid Grade When Testing	Kindergarten
Student Tested	Yes	Reason For Not Testing	
Gender	Female	Race	White
Homeless	Yes	English Learner (EL)	Yes
IDEA Services (IEP)	No	Free or Reduced Price Lunch (FRL) / Low Income	Yes
Migrant	No	21st Century Community Learning Centers	No

ACCESS Correction and Scores

- ACCESS Assessment Correction – Details Report

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with 'Reports' highlighted. The main content area shows a list of reports under the 'Bilingual' category. The 'ACCESS Assessment Correction' report is highlighted, and its 'Details' link is circled.

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details
Unassigned Test Results		Details

ACCESS Correction and Scores

- ACCESS Correction – Detail Report - Criteria Page

Illinois State Board of Education

Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Assessment ▾

Adjusted Cohort

Teacher

Early Childhood Transition

Prenatal

Reports

Batch File Processing ▾

District Data Verification ▾

Seal of Biliteracy Application

< Back To Reports

ACCESS Assessment Correction

School Year: 2022 ▾

School: All Schools ▾

Grade: All Grades ▾

Student Tested or Did Not Test: All ▾

Race/Ethnicity: All Races ▾

Gender: All Male Female Non-Binary

Homeless Indicator: Both Yes No

Migrant Indicator: Both Yes No

IDEA Services: Both Yes No

FRL/Low Income Indicator: Both Yes No

21st Century Indicator: Both Yes No

Sort By: Grade ▾

PDF ▾ **Create Report**



ACCESS Correction and Scores

- ACCESS Assessment Correction – Detail Report

2022 ACCESS Assessment Correction Report (Detail)

Assessment Home District: 12345678901 ISBE Test District

Selection Criteria: None Sorted By: grade at testing

Columns	A Race Codes	D Migrant Indicator	G 21st Century Indicator
	B Gender Codes	E IDEA Services	H Grade
	C Homeless Indicator	F FRL/Low Income Indicator	I Reason for not testing

Reasons For Not Testing:

01 - Medically Exempt	06 - Not In Valid Grade	15 - Refusal but Present to Test
02 - Homebound Exempt	07 - Transferred Out During Testing	19 - Reserved for Internal Use
03 - In Jail/Locked Facility	08 - Transferred In During Testing	20 - Obtained Proficiency in a Prior Year or Proficient Based on Screening Tests
04 - Out of State/Country	09 - Deceased	21 - Grade 12 Completion
05 - Not Enrolled/Not LEP at Time of Testing	10 - Absent	

* Race Codes definitions can be found on the Student Information System web site.

Student ID	Student Name	Birth Date	Test Name	A	B	C	D	E	F	G	H	I	SIS Home School
123456789	Test, Student	10/30/2015	ACCESS	11	M	Y	Y	N	Y	N	15		123456789012345
123456789	Test, Student2	12/01/2015	ACCESS	16	F	N	N	N	Y	N	15		123456789012345
123456789	Test, Student3	03/13/2016	ACCESS	16	F	Y	N	N	Y	N	15		123456789012345



ACCESS Correction and Scores

12

- Refer to SIS Key Dates on the SIS webpage for the following deadlines:
 - ACCESS Preliminary Scores posted in SIS
 - Last Day of ACCESS Preliminary Data Review
 - ACCESS Online Posting of Final Scores
- Verify students are not missing ACCESS Scores.
 - Run an ACCESS Scores Summary Report located under Reports in the Bilingual section.
 - Make report criteria selections.
 - Review Result Codes.
- ACCESS Last Day of Corrections for the Purpose of Accountability and School Report Card for SY 2022 is August 26 , 2022



ACCESS Correction and Scores

13

- ACCESS Score – Summary Report

The screenshot shows the SIS Reports interface. The left sidebar contains a navigation menu with 'Reports' highlighted. The main content area shows a list of reports under the 'Bilingual' category. The 'ACCESS Score' report is highlighted, and its 'Summary' link is circled.

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details

ACCESS Correction and Scores

14

- ACCESS Score – Summary Report - Criteria Page

The screenshot displays the 'ACCESS Score' report criteria page. The left sidebar includes a navigation menu with 'Reports' highlighted. The main content area features a 'Back To Reports' link and a 'Create Report' button. The criteria are as follows:

Criteria	Selected Value
School Year	2022
School	All Schools
Grade	All Grades
Race/Ethnicity	All Races
Gender	All
Title III Indicator	Both
Migrant Indicator	Both
IEP SpecEd Indicator	Both
IEP Immigrant Indicator	Both
504 Accommodation Indicator	Both

ACCESS Correction and Scores

15

- ACCESS Score – Summary Report

2022 ACCESS Scores Summary	
SIS Home District: 12345678901 ISBE Test District	
Grade: All	Total
Total Students:	6315
SIS Grade Level: Kindergarten	1014
SIS Grade Level: 1 - Grade 1	1139
SIS Grade Level: 2 - Grade 2	1067
SIS Grade Level: 3 - Grade 3	988
SIS Grade Level: 4 - Grade 4	595
SIS Grade Level: 5 - Grade 5	421
SIS Grade Level: 6 - Grade 6	360
SIS Grade Level: 7 - Grade 7	351
SIS Grade Level: 8 - Grade 8	380
Result Codes: 1	30
Result Codes: 3	1
Result Codes: 4	1
Result Codes: 5	82
Result Codes: 5 1	1
Result Codes: None	6203

- Possible Result Codes

- 1 = Missing Scores
- 2 = Missing EL Data
- 3 = No Action Required By School District. This Error Will Be Corrected By Vendor.
- 4 = Grade levels in Columns A and B are not the same. This item should be reviewed to ensure that the student was tested in the correct grade.
- 5 = Alternate ACCESS Test Score



ACCESS Correction and Scores

16

- Identify EL Students with Missing ACCESS Scores.
 - Run an ACCESS Score Detail Report located under Reports in the Bilingual section.
 - Make report criteria selections.
 - Sort by Error.



ACCESS Correction and Scores

17

- ACCESS Score – Details Report

The screenshot shows the SIS Reports interface. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted), Batch File Processing, and District Data Verification. The main content area is titled 'Reports' and includes a search bar and a list of report categories: Student, Assessment, Attendance, Bilingual (highlighted), EL Screener, EL, ACCESS WIDA DRC Site File and Testing Waiver, ACCESS Pre-Id, ACCESS Assessment Correction, ACCESS Score (highlighted), Student EL History, Former EL Students Report, and Student ACCESS Scores History. The 'ACCESS Score' row has 'Summary' and 'Details' links, with the 'Details' link circled in red.

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details

ACCESS Correction and Scores

18

- ACCESS Score - Detail Report – Criteria Page
 - *select to Sort By 'Error'

The screenshot displays the SIS ACCESS Score Detail Report Criteria Page. The page includes a navigation menu on the left with options like Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, Seal of Biliteracy Application, and Log Out. The main content area shows filters for School Year (2022), School (All Schools), Grade (All Grades), Race/Ethnicity (All Races), Gender (All), Title III Indicator (Both), Migrant Indicator (Both), IEP SpecEd Indicator (Both), IEP Immigrant Indicator (Both), and 504 Accommodation Indicator (Both). The 'Sort By' dropdown is highlighted with a red box and set to 'Error'. A 'Create Report' button is also highlighted with a red box.



ACCESS Correction and Scores

20

- Resolving Unassigned Test Results
 - Run an Unassigned Test Results Detail Report in the Bilingual section of Reports.
 - The test results for the students listed on this report could not be automatically matched to a student in the ACCESS Correction file.
 - Steps for Assigning Student Test Results:
 - Step 1: Add or update the unassigned student records found on this report to the ACCESS Correction data; this can be done via an online ACCESS Correction or through the corresponding batch file process (Student must have an EL record in SIS for the current School Year).
 - Step 2: Overnight, the unassigned test results will be linked to the students' ACCESS Correction data.
 - Step 3: Verify the update using the ACCESS Scores Report and the Unassigned Test Results Report the next morning.



ACCESS Correction and Scores

21

- Unassigned ACCESS Test Results – Details Report

The screenshot shows the SIS (State Information System) interface for the Illinois State Board of Education. The top navigation bar includes the logo and name of the board, along with links for 'Helpful Resources' and 'Contact Technical Support'. A dark blue sidebar on the left contains a menu with options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, and District Data Verification. The main content area displays a list of reports under the 'Bilingual' category (also highlighted with a red box). The reports list includes items like 'EL Screener', 'EL', 'ACCESS WIDA DRC Site File and Testing Waiver', 'ACCESS Pre-Id', 'ACCESS Assessment Correction', 'ACCESS Score', 'Student EL History', 'Former EL Students Report', 'Student ACCESS Scores History', 'Unassigned Test Results' (highlighted with a red box), 'eGMS EL Program Placement and Services', and 'eGMS Ceiling Calculator Funding Allocations'. Each report entry has 'Summary' and 'Details' links.

Report Name	Summary	Details
EL Screener	Summary	Details
EL	Summary	Details
ACCESS WIDA DRC Site File and Testing Waiver		Details
ACCESS Pre-Id	Summary	Details
ACCESS Assessment Correction	Summary	Details
ACCESS Score	Summary	Details
Student EL History	Summary	Details
Former EL Students Report		Details
Student ACCESS Scores History		Details
Unassigned Test Results		Details
eGMS EL Program Placement and Services	Summary	Details
eGMS Ceiling Calculator Funding Allocations	Summary	Details

ACCESS Correction and Scores

22

- Unassigned ACCESS Test Results – Detail Report – Criteria Page

The screenshot displays the SIS (State Information System) interface for the Illinois State Board of Education. The top navigation bar includes the ISBE logo and the text "Illinois State Board of Education". On the right side of the top bar, there are links for "Helpful Resources" and "Contact Technical Support".

The left sidebar contains a menu with the following items: "SIS", "IBM SIS Test User", "Home", "Student", "Assessment", "Adjusted Cohort", "Teacher", "Early Childhood Transition", "Prenatal", "Reports", and "Batch File Processing".

The main content area is titled "Unassigned Test Results Report" and includes a "Back To Reports" link. The report text states: "This report contains records of Test Results that have **not** been assigned to students. Follow the directions below for a Test Results record with accurate and complete data. **If a Test Results record displays inaccurate or missing data**, the system will not be able to match and assign the results to the student's assessment record, call the ISBE Helpdesk at 217-558-3600 for technical support."

The report provides two sets of instructions:

- Steps for Assigning ACCESS and Alternate ACCESS Test Results to an Assessment Record**
 1. If a student has an unassigned ACCESS or Alternate ACCESS record on this report and all the data listed on the Test Results record is accurate and complete, verify the student has a current School Year Enrollment record in ISBE SIS and the student's EL Program Indicator is set to Yes. If necessary, either add a current School Year Enrollment record, or update the EL Program Indicator to Yes via the Demographics and Enrollment batch process.
 2. The system will process, match, and assign accurate and complete Test Results records to students' Assessment records overnight.
- Steps for Verifying Assignment of Test Results**
 1. Once the assigning process is completed, rerun the Unassigned Test Results report to verify the Test Results records were matched and assigned successfully.
 2. If the process was not successful, call the ISBE Helpdesk at 217-558-3600 for technical support

At the bottom of the report, there is a "PDF" dropdown menu and a "Create Report" button, both of which are highlighted with a red border.

ACCESS Correction and Scores

- Unassigned ACCESS Test Results Detail Report

**Unassigned Test Results
for
School District: 12-345-6789-01-**

Note: The Unassigned Test Results Report contains Assessment records that have not been assigned to students.

* Test names followed by an asterisk are writing assessment test.

This report contains records of Test Results that have **not** been assigned to students. Follow the directions below for a Test Results record with accurate and complete data.

If a Test Results record displays inaccurate or missing data, the system will not be able to match and assign the results to the student's assessment record, call the ISBE Helpdesk at 217-558-3600 for technical support.

Steps for Assigning ACCESS and Alternate ACCESS Test Results to an Assessment Record

1. If a student has an unassigned ACCESS and Alternate ACCESS record with Error Code 1, verify the student has a current School Year Enrollment record in ISBE SIS and the student's EL Program Indicator is set to Yes. If necessary, either add a current School Year Enrollment record, or update the EL Program Indicator to Yes via the Demographics and Enrollment batch process. Then, either add or update the student's Assessment record via the Assessment link online or via the ACCESS Assessment Correction batch process.
2. The system will process, match, and assign accurate and complete Test Results records to students' Assessment records overnight.

Error

- 1 - Student is not identified as EL=YES in SIS and does not have an Assessment Correction record
- 2 - Student does not have an enrollment for the School Year
- 3 - Student not found - SID does not exist

Student ID	Student Name	Birth Date	Grade	Test	SIS Home School	Testing School	Error Code
You have no unassigned test results for your school district.							

Total Students:

ACCESS Correction and Scores

24

- Steps to Find Missing ACCESS Scores
 - Verify the administration in the WIDA Consortium Assessment Management System
 - Check that test sessions were completed (online administration)
 - Check that paper materials were returned to Data Recognition Corporation (DRC).
 - Test booklet numbers (if you have such information) can be used by DRC or ISBE to search for the ACCESS test results.
 - Check the Unassigned Records Report in SIS
 - Check for missing enrollment information in SIS
 - Check for missing EL information in SIS
 - Check whether results were assigned to another student
 - A duplicate ACCESS test record exists for another student
 - An EL student whom you know did not test has scores
 - Students that transferred may have results reported to another district; search with the Individual Student Reports tool in SIS
 - Ask DRC to check the scans of the test booklets that were used (booklet number required).

