

Updated Procedure for ACCESS 2.0 Student Transfer during the Testing Window

With the implementation of the new ACCESS for ELLs 2.0 testing, there are some procedural changes regarding the way student transfers are handled. The following describes how a transfer student may continue ACCESS testing that was begun in another district and/or school.

School districts are accountable to include any ELs who are enrolled in the district prior to the beginning of ACCESS testing window in the ACCESS testing. School districts are encouraged to test ELs who enroll after the beginning of the window unless the student has already completed the test in the sending district for that school year. This will establish/continue the student’s record of progress toward English proficiency.

In order to ensure the best testing experience for students and maintain the optimal validity of scores, it is recommended, if possible, that students transferring to a new district/school be assessed in the same modality that is used in the sending district.

| District-to-district transfer | | |
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| Test Modality in Sending District | Test Modality in Receiving District | District Actions |
| Online | Online | - Fax a completed Student Transfer Form to DRC. DRC will transfer the online record within 48 hours. |
| | Paper | - Contact the sending district to determine the extent of online testing. If the listening and reading portions were completed, obtain the resulting tier placement to guide your selection of paper materials. If listening and reading were not completed, administer all four domains using the paper form. - Prepare an unused test booklet of the proper grade cluster and tier by applying a District /School label and manually completing these fields on the test booklet cover. <ul style="list-style-type: none"> • State Student ID Number • Last Name • First Name • Date of Birth • Grade • Date of Testing • Accommodations (if any) • “Do Not Score This Section For This Student”- Mark the “ABS” option for the domains not used within the test booklet. |
| Paper | Online | - Students may not switch from paper to the online format. |
| | Paper | - Students who began testing with the paper format may continue testing on paper. Follow the instructions above that begin “Prepare an unused test booklet . . .”. - Sending districts will need to send incomplete test materials to DRC. Complete the box labeled “Do Not Score This Section For This Student”- Mark the “ABS” option for domains not used within the test booklet. |

| School to school transfer within a district | |
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| Test Modality in District | District Actions |
| Online | <ul style="list-style-type: none"> - District level Test Coordinators can update a student’s school in WIDA-AMS test set-up. See the WIDA guidance regarding the WIDA-AMS set up for transferring student between schools. - DRC Customer Services do not need to be contacted or receive a Student Transfer Form. |
| Paper | <ul style="list-style-type: none"> - Securely transport the partially completed test booklet to staff in the receiving school who are responsible for ACCESS testing. <p>Or</p> <ul style="list-style-type: none"> - The receiving school may continue administering the untested domains in a new test booklet following the instructions above that begin “Prepare an unused test booklet ...”. The sending school returns the student’s original test booklet to the vendor for scoring, marking the untested domains “ABS” in the “Do Not Score ...” box. |

Please contact DRC Customer Service at WIDA@datarecognitioncorp.com or 855-787-9615 for any questions. Additional info. about student transfer is also available on the ACCESS 2.0 Updates page on the WIDA website and under ACCESS 2.0 FAQs/Test Administration Procedures.