Part I: Protocols for Massachusetts Principals and/or Test Coordinators

1. Ordering Additional Test Materials
   Please conduct a complete inventory of test materials as soon as they arrive. Additional materials may be ordered from January 2 to 31 using WIDA AMS. Schools should attempt to limit themselves to one additional materials order.

2. Suggested Testing Times: ACCESS tests are untimed. Use the following guidance to assist in scheduling student test administrations.
   ✓ The online ACCESS tests for grades 1–12 must be completed in one session for each of the following areas:
     - Listening (up to 40 minutes),
     - Reading (up to 35 minutes),
     - Writing (45 to 65 minutes, depending on the student’s English proficiency), and
     - Speaking (up to 30 minutes).
   ✓ The paper-based ACCESS tests for grades 1–12 are designed to be completed in one session for each of the following areas:
     - Listening (up to 40 minutes),
     - Reading (up to 45 minutes), *(Note: Listening and Reading may be combined into one 100-minute session)*
     - Writing (35 to 65 minutes, depending on the student’s English proficiency), and
     - Speaking (up to 35 minutes).
   ✓ The Kindergarten test is individually administered in paper-based format in one test session of about 45 minutes.
   ✓ The Alternate ACCESS for ELLs test is individually administered in paper-based format in four 20-minute (estimated) test sessions, one each in Listening, Reading, Writing, and Speaking.

3. Students who transfer into and out of a school during testing: Instructions can be found online [http://www.doe.mass.edu/mcas/access/studenttransfer-instruct.html](http://www.doe.mass.edu/mcas/access/studenttransfer-instruct.html).

Part II: Providing Accurate Student Information

*Before Testing – Online* (See WIDA AMS User Guide for details)

✓ Information for each student reported as an EL in October 2019 SIMS will be preloaded in WIDA AMS for your school. Students who entered the school between the October SIMS submission and January 31, 2020, the last day for testing new students, will need to be manually entered into WIDA AMS. **To add individual students**, click on Student Management>Manage Students, select Add Student and complete the information in the Student Detail tab. The Demographics tab is not required. Select which accommodations the student will need, if any, in the Accommodations tab. The student must then be placed in a test session which will allow a test ticket to be printed for the student. Instructions can be found on pages 75 and 105 of the WIDA AMS User Guide.

✓ **To add multiple students**, download the pre-populated school or district File Layout at: Security Portal>Applications List>Drop Box Central>ACCESS Data 2020. Data fields A–K and M must be
completed. Fields AF–AU should be completed for students who require accommodations. All other fields can be left blank. Then, in WIDA AMS, go to Student Management>Manage Students>Upload Multiple Students. Instructions may be found on page 76 of the 2019-2020 WIDA AMS User Guide.

✔ If a student with a disability received one or more of the following accommodations in 2019, the same accommodations will be included in the test pre-ordered for the student by the Massachusetts Department of Elementary and Secondary Education (DESE) for 2020. These accommodations must be entered in WIDA AMS before testing: Manual control of item audio (MC); Repeat item audio (RA); or Extended Speaking test response time (ES). Other accommodations may either be entered before or after testing. Accommodations can be added either for individual students or in the multiple student upload of the Student File.

**Before Testing – Paper-Based (including Kindergarten and Alternate ACCESS)**

✔ For each student reported as an EL in October 2019 SIMS, you will receive a Pre-ID Label which should be affixed to the student’s test booklet and, if used, handwriting booklets for online Writing testing. Labels with incorrect information may be applied to the booklet, but student information must also be updated in WIDA AMS, since data in WIDA AMS will override the booklet. Please also update corrected student information in your district’s March SIMS. As with other test materials, Pre-ID Labels may not be transferred to another school or used for another student. Instructions can be found on page 71 of the WIDA AMS User Guide.

✔ If a student does not have a Pre-ID Label you must affix a District/School Label and complete the student demographic information on the front and back covers of the new test booklet. (Back cover instructions are shown on page 10.)

**After Testing – Online** (See WIDA AMS User Guide for details)

✔ If a student’s accommodation information was not entered prior to testing, or was entered incorrectly, it should be entered under Student Management>Manage Students, then click on Update Accommodations.

✔ If a student was not tested in one or more sections, see below.

**After Testing – Paper-Based (including Kindergarten and Alternate ACCESS)**

✔ Complete box 2 on the front cover of the student’s booklet (Date of Testing) with the date that each student completed testing.

✔ Complete the back cover of each student’s test booklet according to the instructions below; then **leave all other boxes blank on the back cover of the test booklet**.

**Test Booklet back cover instructions for completion:**

<table>
<thead>
<tr>
<th>Box Number and Description</th>
<th>Students with a Pre-ID</th>
<th>Students without a Pre-ID Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. District Name and School Name</td>
<td>Leave blank</td>
<td>Print the district name and school name</td>
</tr>
<tr>
<td>7. Grade Level</td>
<td>Leave blank</td>
<td>Print grade level and fill in the boxes</td>
</tr>
<tr>
<td>11. Birth Date</td>
<td>Leave blank</td>
<td>Print the birth date and fill in the boxes</td>
</tr>
<tr>
<td>17. State Student ID Number</td>
<td>Leave blank</td>
<td>Print the 10-digit SASID and fill in the boxes</td>
</tr>
<tr>
<td>22. School Use Only – Accommodations</td>
<td>Fill in the appropriate box to indicate the accommodations used (see the following page for instructions)</td>
<td></td>
</tr>
<tr>
<td>23. Do Not Score This Section for This Student</td>
<td>Fill in the appropriate box for each test section in which the student was not tested (for instructions, see pages 28 and 29 in the Test Administration Manual.)</td>
<td></td>
</tr>
</tbody>
</table>

*Instructions for Completing Box 22 (School Use Only – Accommodations):*
✓ Fill in the box corresponding to the accommodation used by a student with a disability, according to the details below.

Instructions for Completing Box 23 (Do Not Score This Section for This Student):
✓ If a student was not tested in one or more sections, indicate the reason (see below) by filling in the appropriate box.

Do Not Score This Section for This Student (Online or Paper-based test)
✓ If a student was not tested in one or more sections, indicate one of the following reasons by selecting the appropriate box under Student Management>Manage Students.
  o Absent (ABS): Student was absent for one or more sections of the test (including illness, other medical condition, or for any other reason) and did not participate in make-up testing prior to the end of the testing window.
  o Invalidate (INV): Student’s results should not be reported because of a testing irregularity. Do not fill in an INV box if a student’s booklet should be marked as void because it was assigned to a student by mistake; instead, affix a Do Not Process label.
  o Declined (DEC): Student refused to participate in one or more sections.
  o Deferred Special Education/504 (SPD): Student did not take one or more sections because the read-aloud or text-to-speech accommodation for the Reading assessment was listed in the IEP or 504 plan, but was unavailable for ACCESS; or the student was Deaf/Hard of hearing, or Blind/Visually impaired and could not participate in the Listening and Speaking test sections; or required an alternate assessment in kindergarten.

Test Accommodations
Test accommodations for Massachusetts students with disabilities are listed in the tables on the following pages. Information on the accommodations used by each EL student with a disability must be entered in WIDA AMS (for online testing) or on the back cover of the test booklet (for paper-based testing). Accommodations may only be provided to students whose IEP or 504 plan lists the accommodation.

Accommodations are listed in four categories: Test Presentation, Test Responses, Test Setting, and Timing/Scheduling. Each table below and on the following pages includes:
  • the ACCESS test section(s), if any, in which the accommodation is allowed;
  • accommodations that are specific to online ACCESS testing; and
  • accommodations that are specific to paper-based ACCESS testing and are comparable to those offered for online testing (where available).
## ACCESS Accommodations for Students with Disabilities: Test Presentation

<table>
<thead>
<tr>
<th>Test Presentation Accommodations</th>
<th>Online (Accommodation code)</th>
<th>Paper-Based (Accommodation code)</th>
<th>Test Domains</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Listening</td>
</tr>
<tr>
<td>Manual control of item audio (MC)*</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Student manually starts the pre-recorded audio embedded in certain test item prompts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repeat item audio (RA)*</td>
<td></td>
<td></td>
<td>Yes – repeat item only once</td>
</tr>
<tr>
<td>Student manually plays and repeats pre-recorded audio embedded in certain test item prompts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human reader for Listening response options (HR)</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Human reader for repeat of response options (RR)</td>
<td></td>
<td></td>
<td>Yes – repeat item only once</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Human reader for items (HI)</td>
<td>N/A</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Human reader for repeat of items (RI)</td>
<td>N/A</td>
<td></td>
<td>Yes – repeat item only once</td>
</tr>
<tr>
<td>Large print version of test (LP) (must be transcribed into test booklet by test administrator)</td>
<td>N/A</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Braille version of test (BR) (must be transcribed into test booklet by test administrator)</td>
<td>N/A</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Interpreter signs test directions in ASL or another sign system (SD)</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

## ACCESS Accommodations for Students with Disabilities: Test Responses

<table>
<thead>
<tr>
<th>Test Response Accommodations</th>
<th>Online (Accommodation code)</th>
<th>Paper-Based (Accommodation code)</th>
<th>Test Domains</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Listening</td>
</tr>
<tr>
<td>Scribed response (SR)</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Word processor or similar keyboarding device to respond to test items (WD) (must be transcribed by test administrator)</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Student responds using a recording device, which is played back and transcribed by student (RD)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## ACCESS Accommodations for Students with Disabilities: Test Setting
Test Setting Accommodations

<table>
<thead>
<tr>
<th>Online (Accommodation code)</th>
<th>Paper-Based (Accommodation code)</th>
<th>Test Domains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test may be administered by school personnel in a non-school setting, with DESE approval (NS)</td>
<td></td>
<td>Listening</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

ACCESS Accommodations for Students with Disabilities: Timing and Scheduling Accommodations

<table>
<thead>
<tr>
<th>Online (Accommodation code)</th>
<th>Paper-Based (Accommodation code)</th>
<th>Test Domains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Speaking test response time (ES)*</td>
<td></td>
<td>Listening</td>
</tr>
<tr>
<td>Student may have until the end of school day to complete the online Speaking test</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*The accommodations for manual control of item audio (MC), repeat item audio (RA), and extended Speaking test response time (ES) will be pre-ordered for online test administration in order to be activated at the time of testing. Students will not receive accommodated test forms if accommodations are not selected prior to printing test tickets. Instructions in the WIDA AMS User Guide for adding accommodations for single students can be found on page 69, and for multiple students on page 76.

Please see your member/state page for contacts, testing dates and deadlines.

RETURN MATERIALS INSTRUCTIONS –

Depending on state, district, and school policy, not all Test Administrators will be responsible for initially labeling and/or bubbling booklets. However, it is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled in each student booklet. Please refer to your state’s ACCESS for ELLs checklist for more information on who is responsible for each task related to materials management in your state.

To ensure all booklets have the detailed and necessary information needed to score, all Test Administrators must adhere to the following:

- **Prior to Administration**
  - Review labels and/or bubbled information to ensure all student information is accurate.
  - Complete labeling or bubbling if needed.

- **During Administration**
  - Distribute the test booklets, as applicable, to the correct students.
  - Verify that students have been given their assigned booklet.

- **Immediately Following Administration**
  - Collect all material from all students.
  - Review student test booklets once more for any errors or discrepancies in student information.
  - Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
  - Ensure all booklets are in proper condition to be returned, with no loose or damaged pages.
Return test materials to a Test Coordinator or store the booklets in a secure area until they can be handed over to a Test Coordinator.

Failure to address incorrect, missing, or incomplete booklet information and labels may result in late reporting or no student score. In addition, the WIDA Consortium’s national research agenda relies on complete and accurate student demographic data to inform the field and benefit English language learners.

**Test Materials**

Depending on the type of ACCESS for ELLs assessment you are administering, you need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Part 1 of the Test Administration Manual or Section 3 of the District and School Test Coordinator Manual for a full list of the materials you can expect to receive prior to test administration.

**Test Booklet Labels**

Three types of labels may be affixed onto a student test booklet: Pre-ID, District/School, or Do Not Process.

Any Booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information. Failure to adhere a label with student information will result in booklets being processed as unused and no score will be assigned.

**Pre-ID Labels (White)**

Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to complete the demographic pages on the front and back cover of the test booklet. Please note that booklets with a Pre-ID Label must still have the date of testing bubbled in on the front cover.

![Figure 1. Sample Pre-ID Label](image)
District/School Labels (Yellow)

District/School Labels only contain the district- and school-specific information. If a student who needs to test does not receive a Pre-ID Label, a District/School Label must be affixed and the demographic pages on the front and back cover of the test booklet must be completed, following the directions in the next subsection, Completing the Demographic Information. The label contains a barcode that indicates the test booklet should be processed and scored for the student whose information is bubbled on the demographics page.

![Figure 2. Sample District/School Label](image)

Do Not Process Labels (White with Orange Stripe)

The Do Not Process Label contains a barcode that indicates the test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or should not be processed. Test booklets that have a Do Not Process Label will be processed as blank even if there are student responses inside.

A Do Not Process Label is not the same as Do Not Score Code (field on booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with a Do Not Score Code marked on the booklet cover must be processed in order to receive a report without scores in the domain(s) marked.

**There is no need to place a Do Not Process Label on test booklets that haven’t been used.**

![Figure 3. Sample Do Not Process Label](image)
Label Placement

Figure 4. Test Booklet Cover Showing Where to Affix Labels

Please follow these steps:

- If using a Pre-ID Label, apply label to box marked \( \text{A} \) and begin testing.
- If no Pre-ID Label, apply District/School Label to the box marked \( \text{A} \) and bubble the entire student name, complete back cover, and begin testing.
- If a USED test booklet should not be processed, apply a DO NOT PROCESS Label to box marked \( \text{A} \) and return to DRC.
- **DO NOT** apply any labels to areas marked \( \text{B} \) or \( \text{C} \).
Prepping Test Materials for Return

Remember, any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information. Failure to adhere a label with student test information will result in booklets being processed as unused and no score will be assigned.

Use the following steps when preparing all test booklets for return.

1. Ensure all booklets that contain student responses have a Pre-ID or District/School Label in the box located in the upper right-hand corner on the front of the test booklet. There should not be a label anywhere else on the booklet besides this space. If a test booklet does not have a label with a barcode, the student will not receive a score.
2. Ensure all booklets with a yellow District/School Label have complete demographic pages on the front and back cover of the test booklet.
   a. Use a number 2 pencil.
   b. Make sure the student name on the front of the booklet has been bubbled correctly.
   c. Make sure the date of testing has been filled in.
   d. Make sure the information on the back of the booklet has been bubbled correctly using the Completing Demographic Information section of this manual.
   e. Make sure the correct grade has been bubbled.
3. If a booklet is unused, there is no need to place any labels on the booklet. Placing a Pre-ID or District/School Label on an unused booklet will cause it to be processed and scored. Do Not Process Labels should be reserved for booklets that are used but should NOT be processed and scored.
4. Remove any staples, paper clips, or sticky notes from test booklets.
5. If there is student scratch paper, securely destroy it on site. Any final student responses written on scratch paper must be transcribed into a student response booklet and appropriately labeled.

Use the following procedures when returning large print and Braille test booklets:

1. Verify that student responses have been transcribed into a standard test booklet.
2. Verify that a student Pre-ID label has been applied to the standard test booklet or that demographic information has been bubbled if a District-School Label was used.
3. Return with the rest of the test materials when testing is complete. No special sorting is needed.
4. Large print test booklets may be folded and shipped with the other materials in a standard sized box.

Common Error and Unique Situations when Preparing Materials for Return

The following information describes common situations that occur when preparing materials for return.

If a booklet is damaged, it should be transcribed. Booklets with significant tearing or water damage cannot be scanned by DRC but must be returned. If in doubt about the extent of the damage and whether a new booklet is needed, contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com.
Follow these procedures for damaged booklets.

1. Transcribe the student’s responses into a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
2. Apply a yellow District/School Label to the new test booklet.
3. Complete student demographic information on the new test booklet using the Completing Demographic Information section of this manual.
4. Place an orange Do Not Process Label on the damaged booklet.
5. Return both the damaged booklet and the transcribed booklet to the Test Coordinator.

If a booklet is soiled by bodily fluids (e.g., blood, vomit), it should be transcribed; however, these should not be returned to DRC. Follow these procedures for soiled booklets.

1. Transcribe student responses to a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
2. Apply a yellow District/School Label to the new test booklet.
3. Complete student demographic information on the new test booklet using the Completing Demographic Information section of this manual.
4. Document the security barcode of the soiled booklet and notify the Test Coordinator.
5. Document the soiled booklet in the Materials Accountability Form in WIDA AMS.
6. Securely destroy the soiled booklet.

The following table outlines common errors and situations that may occur during and after testing. In addition to these guidelines, please follow any additional steps outlined in your state’s ACCESS for ELLs checklist.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No student label on booklet</strong></td>
<td>Obtain a label from your Test Coordinator and ensure it is correctly affixed to the front of the student test booklet. Bubble in student demographic information as needed. Every used student booklet <strong>must</strong> have a Pre-ID or District/School Label or it will not be processed for scoring.</td>
</tr>
<tr>
<td><strong>District/School Label, but demographic information not bubbled</strong></td>
<td>Use a number 2 pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact the Test Coordinator. If a District/School Label is used, the demographic pages on the front and back cover of the test booklet must be completed. You must fill in this information accurately; errors may result in incorrect, late, or no reporting of scores for the affected students.</td>
</tr>
<tr>
<td>Issue</td>
<td>Solution</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| Pre-ID Label crossed out | Note: You cannot edit the Pre-ID Label by writing on it.  
If the barcode is crossed out, obtain a yellow District/School label and place it over the Pre-ID label. Use a number two pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact your Test Coordinator.  
If the barcode has no marks on it and it can be scanned, contact your Test Coordinator for information to be corrected in WIDA AMS Student Management. For detailed information on editing Pre-ID data in WIDA AMS, please review the WIDA AMS User Guide. |
| Pre-ID Label applied and demographic information bubbled (except for date of testing, accommodations, and Do Not Score codes) | The demographic information embedded in the Pre-ID Label supersedes student information bubbled on the booklet.  
- If the Pre-ID Label is incorrect, you may still use the label. Please contact the Test Coordinator for information to be corrected in the WIDA AMS Student Management.  
- If the information on the Pre-ID Label is correct, return document as is. |
| Do Not Process Label placed incorrectly | The Do Not Process Label should be applied in the box on the upper right-hand corner of the front of the test booklet. If a Pre-ID or District/School Label is already in that box, apply the Do Not Process Label directly over the top of it.  
If a Do Not Process Label has been placed on a booklet that should be scored, affix a Pre-ID or District/School Label over the incorrect Do Not Process Label, and bubble in demographic information as applicable.  
NOTE: Do Not Process is not the same as Do Not Score (field 23 of booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with Do Not Score marked in field 23 must be processed to receive a report without scores in the domain(s) marked. |
<table>
<thead>
<tr>
<th>Issue</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student mistakenly completes domains in multiple booklets</td>
<td>Transcribe responses as necessary to create single test booklet for the student. (See the Accessibility and Accommodations Supplement for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/School Label. If a District/School Label is affixed, complete all student demographic information. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution; keep a copy for your records.</td>
</tr>
<tr>
<td>Student mistakenly responds in another student’s test booklet</td>
<td>Please contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> for direction.</td>
</tr>
<tr>
<td>Student mistakenly completes domains using another student’s test ticket (online administration only)</td>
<td>Please contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> for direction.</td>
</tr>
<tr>
<td>Alternate ACCESS for ELLs materials have been physically modified to fit the needs of the student</td>
<td>Alternate ACCESS for ELLs allows for adaptation of the Listening, Reading and Speaking Test Booklet as needed to meet the communication needs of students in this population. As such, this booklet may be disassembled or cut apart. It is important that all assessment materials be accounted for, thus WIDA recommends the pieces be kept in a large manila envelope labeled with the student's name and with the bar code from the back of the book securely affixed to the envelope. The bar code is critical in ensuring the Listening, Reading and Speaking Test Booklet is accounted for.</td>
</tr>
<tr>
<td>Issue</td>
<td>Solution</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Student mistakenly completes domains in multiple booklets</td>
<td>Transcribe responses as necessary to create single test booklet for the student. (See the Accessibility and Accommodations Supplement for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/School Label. If a District/School Label is affixed, complete all student demographic information. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution; keep a copy for your records.</td>
</tr>
<tr>
<td>Student mistakenly responds in another student’s test booklet</td>
<td>Please contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> for direction.</td>
</tr>
<tr>
<td>Student mistakenly completes domains using another student’s test ticket (online administration only)</td>
<td>Please contact DRC Customer Service at 855-787-9615 or <a href="mailto:WIDA@datarecognitioncorp.com">WIDA@datarecognitioncorp.com</a> for direction.</td>
</tr>
<tr>
<td>Alternate ACCESS for ELLs materials have been physically modified to fit the needs of the student</td>
<td>Alternate ACCESS for ELLs allows for adaptation of the Listening, Reading and Speaking Test Booklet as needed to meet the communication needs of students in this population. As such, this booklet may be disassembled or cut apart. It is important that all assessment materials be accounted for, thus WIDA recommends the pieces be kept in a large manila envelope labeled with the student's name and with the bar code from the back of the book securely affixed to the envelope. The bar code is critical in ensuring the Listening, Reading and Speaking Test Booklet is accounted for.</td>
</tr>
</tbody>
</table>