

2025-2026 WIDA ACCESS Assessments Overview

Office of English Language Proficiency



OKLAHOMA
Education

Topics Addressed in this Webinar

- Determining Whom to Assess
- Training and Certifications
- Material Ordering
- Student & Test Management in WIDA AMS
- Accessibility and Accommodations
- Testing Environment and Security
- Material Management
- Test Monitoring Application

ELP Annual Assessments (WIDA ACCESS) Timeline

| | |
|---|-----------------|
| WIDA AMS Test Setup | 12/2/25-3/20/26 |
| Districts Receive Test Materials | 1/5/26-1/6/26 |
| Test Window | 1/5/26-3/20/26 |
| Additional Test Material Ordering Window | 1/5/26-3/13/26 |
| Deadline for Shipping Materials | 3/27/26 |
| Pre-Reporting Data Validation in WIDA AMS | 4/8/26-5/5/26 |
| Districts Receive Preliminary Reports in WIDA AMS | 5/21/26 |
| Accountability Reporting Data Verification (DVR) Window | TBA |
| Districts Receive Preliminary Printed Reports | 6/8/26 |

Determining Whom to Assess

Determining Whom To Assess

- Review the **Accountability Reporting** application throughout the ELP assessment window. Go to the **English Learners** tab and the **Expected Assessment** column. Filter to **Y**.
- If a potential EL student with no EL history enrolls within the testing window **prior** to the **final ten instructional** days of the window, the student should be given the initial screening assessment.
- If the student qualifies as EL, they should then be given the appropriate annual ELP assessment prior to the close of the testing window. They will need to be manually entered into DRC test sessions and/or have additional materials ordered.

Determining Whom To Assess

- If the student enrolls within the **final ten instructional** days of the window, the district is only responsible for administering an initial screening assessment if there is an HLS with a language other than English.

EL Conflicts in Accountability Reporting

- LEAs should continuously check for EL conflicts in the Accountability Reporting application throughout the ELP annual assessment window.
- Generally, conflicts are caused when a district has yet to appropriately assign a newly enrolled student the English Learner (EL) status assigned in a previous district.
- A student who was previously classified as an English Learner must continue to receive EL-specific services and be annually assessed with the appropriate assessment until demonstrating English language proficiency regardless of future HLS responses.

EL Misidentification Appeals

- If a student is incorrectly generating an EL conflict, review the [EL Misidentification Appeals](#) process and contact our office to confirm the student is eligible.
- If the district has already discussed the current conflict with OELP staff and had the appeal approved, that conflict may be disregarded as it may take some time for Accountability to address it. Please ensure those students are removed from test sessions in WIDA AMS.
- If the district attempted to resolve the conflict without discussing the situation with OELP staff, please review the appeal's status in the Accountability Reporting application.

Administering Assessments to Ineligible Students

- Please verify that a student should be assessed and that they are assessed with the appropriate assessment.
- Administering assessments to ineligible students costs the state/taxpayers: Online ACCESS \$28.75, Paper ACCESS \$30.75, Kindergarten ACCESS \$30.75, Alternate ACCESS \$141.25, Braille ACCESS \$187.75.
- Beginning this school year, we will request a Corrective Action Plan for EACH student who completed all four domains of the assessment erroneously.

Questions



Training and Certifications

WIDA Secure Portal

- Contains training for Test Coordinators and Administrators
- Provides access to training certificates
- Offers state specific guidance on the state page

WIDA Certification

- WIDA certification is required every two years unless there have been significant changes made to a training or a new training is added.

WIDA Recertification Required

- Speaking for Grades 1-5: Scoring WIDA Screener and ACCESS Braille
- Speaking for Grades 6-12: Scoring WIDA Screener and ACCESS Braille
- Speaking for Grades 1-5: Scoring ACCESS Paper
- Speaking for Grades 6-12: Scoring ACCESS Paper
- Kindergarten ACCESS for ELLs: Administration and Scoring

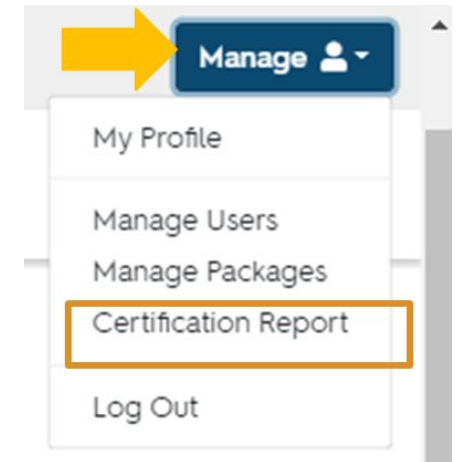
| WIDA Test(s) to be Administered | Certifications Required |
|-------------------------------------|--|
| WIDA ACCESS for Kindergarten | Kindergarten ACCESS for ELLs: Administration and Scoring |
| WIDA ACCESS Online (Grades 1-12) | WIDA ACCESS Online: Administration |
| WIDA ACCESS Paper (Grades 1-12) | WIDA ACCESS Paper: Administration Speaking for Grades 1-5: Scoring WIDA ACCESS Paper Speaking for Grades 6-12: Scoring WIDA ACCESS Paper |
| WIDA Alternate ACCESS (Grades K-12) | WIDA Alternate ACCESS: Administration and Scoring |
| WIDA ACCESS Braille | WIDA ACCESS Paper: Administration Speaking for Grades 1-5: Scoring WIDA Screener and WIDA ACCESS Braille Speaking for Grades 6-12: Scoring WIDA Screener and WIDA ACCESS Braille |

Training & Certifications

- Complete the ELP annual assessment training modules on the WIDA Secure Portal.
- Receive a passing score on the quiz.
- Only certified staff may administer the ACCESS assessments.
- Staff must be employed or contracted by the district.
- Emergency certified teachers may administer the test, but student/apprentice teachers may not.

Verifying Test Administrator Certifications

- From the WIDA Secure Portal home page, District Testing Coordinators can view the training status of their TAs by clicking on **Certification Report** under the **Manage** tab located in the top right-hand corner.
- Then select **Assessment Training** and hit submit.



Questions



Material Ordering

Initial Order of Materials

- Test Coordinators are responsible for ordering test materials.
- If students were marked correctly during WIDA Precode, they were automatically assigned to appropriate test sessions in WIDA AMS.
- Paper/pencil and associated test administration materials for students coded correctly during WIDA Precode were automatically ordered (Kindergarten ACCESS, Alternate ACCESS, ACCESS Paper).
- Districts will receive materials on **January 5-6, 2026**.

Additional Material Orders (AMOs)

- Additional Materials Orders (AMO) should NOT be placed at the site level in WIDA AMS.
- District coordinators should use the **District-level Additional Materials Orders Only** to place their AMOs.
- Additional materials ordering window is **January 5 - March 13, 2026**.
- Materials usually arrive 72 hours after they have been ordered.

Alternate ACCESS Additional Material Orders

- Beginning in the 2025–2026 school year, the Office of Accountability will pull testing accommodations for the WIDA ACCESS and Alternate ACCESS tests for **all K–12** dually identified English Learners directly from EdPlan.
- Ensure Alternate ACCESS is indicated correctly in EdPlan. If accommodations are not displaying in Accountability Reporting, email sesdata@sde.ok.gov for assistance.
- Place the Additional Materials Order.
- Email oelp@sde.ok.gov with the STNs (not names) of Alternate ACCESS test takers so that we can verify Alternate ACCESS has been entered in EdPlan through Accountability Reporting in order to verify and approve your order.
- This process is not required for paper/pencil, Braille, or large print.

Alternate ACCESS Additional Material Orders

- If unable to enter Alternate ACCESS in EdPlan, an **Accommodations DVR** must be submitted into **Accountability Reporting** with an upload of the student's IEP/504 Plan **highlighting** that the student will participate in alternate assessment.
- Once an Additional Materials Order and Accommodations DVR for the Alternate ACCESS test taker have been submitted, please email the student's STN (not name) to oelp@sde.ok.gov so that we can verify and approve the AMO.
- This process is not required for paper/pencil, Braille, or large print.
- Moving forward, OSDE will streamline all WIDA accommodation reporting through EdPlan.

Additional Materials Order in WIDA AMS

DRC INSIGHT WIDA MATERIALS

Materials | Accountability Form | **Additional Materials** | Material Ordering

Search Additional Materials

Additional Materials allows the user to order materials for paper tests after the initial material order is placed.

[+ Instructions](#)

* Indicates required fields

Administration: OK ACCESS - 2025-2026 *
District: ADA - OK62I019
School: District-Level Additional

Status: Submitted
Order #:

[Find Orders](#) [Add Order](#) [Export Orders](#)

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[Contact Us](#) [Term](#)

Questions



Student & Test Management in WIDA AMS

Student Management in WIDA AMS

- Students who are taking ACCESS Online that were coded EL during the WIDA Precode were automatically uploaded into WIDA AMS and will be placed in generic test sessions.
- EL students that enrolled after Nov 19, 2025, who take ACCESS Online will need to be manually uploaded by the district into WIDA AMS.
- Students who take paper-based assessments do not need to be uploaded into WIDA AMS as this requires an AMO.

Registration

To view or edit a registration, complete the following steps:

1. Click **Test Management** from the WIDA AMS **My Applications** menu bar.
2. Confirm or enter your site criteria in the upper right corner. Click **Save**.
3. Confirm or enter your **Registration Window** in the drop-down menu.
4. Select the **View Registration(s)** tab. Use the State Student ID, Student Name, or other filters to narrow the search results.
5. Click on the **Registration Name** to view the registration details.
6. Select the **Student List** tab to add new students to the registration.
7. An available **Student(s)** window will appear. Select the students who need to be registered to the existing registration. A user can filter by grade or by student name. Once selected, click **Add**.

Unregistered Student Export

- Unregistered Student Export is a new feature this year.
- It helps DTCs/TAs identify students who are not registered in test sessions for all four domains, or all three domains for students in grades 1-3 who handwrite their Writing responses.
- The export can help districts find students who may need to be registered for additional domains.

Editing Student Testing Sessions

Registration Window*

OK ACCESS - 2025-2026 ...

Registration

View Registration(s)

New Student

Create Registration

Registered Students

Print All Tickets

Unregistered Student Export

Update Test Monitoring

Change Assessment

Export Details

Filter Panel

Clear

State Student ID

Student Name

Domain

Select

Registration Name

Assessments

No data to display

< > 0 of 0 page(s) | Items per page: 10 Total 0 items

Editing Student Test Sessions

DRCINSIGHT™ WIDA TEST MANAGEMENT

Hayes Es

View Registration(s) → Corn 11.13.2025

Corn 11.13.2025

Edit Registration

Cancel Registration

Done

District: Ada - OK62I019
School: Hayes Es - 110
Test Monitoring: None
Registration Window: OK ACCESS - 2025-2026
Assessment Window: 01-05-2026 - 03-20-2026

Details

Student(s) List

✕

Remove Student(s)

Add Student(s)

Regroup Student(s)

Copy Registration

Filter Panel

Clear

Search

| | STUDENT NAME ↑ | STATUS ⇅ | STATE STUDENT ID ⇅ | GRADE ⇅ | DATE OF BIRTH ⇅ | GENDER ⇅ |
|--------------------------|----------------|-------------|--------------------|---------|-----------------|-------------|
| <input type="checkbox"/> | Corn, Janna | Not Started | 1000000000 | 01 | | unspecified |
| | | | | | | |

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1 ▾ of 1 page(s)

Items per page:

10 ▾

Total 1 items

Removing Students from Testing Sessions

- To remove **Not Started** students from a registration, on that same **Student List** tab, select the currently registered students to be removed and then click **Remove Student(s)**. Only students in a **Not Started** status can be removed from a registration.
- Notes: A registration must have at least one student. If all students should be removed from the registration, click **Cancel Registration** to delete the registration. All students must be in a **Not Started** status for them to be removed.
- If you do not see the student available to be placed into the registration, this will usually indicate that the student is not added into WIDA AMS or is already enrolled in a registration of the same domain and grade cluster. Search for the student under the **Registered Students** tab to confirm the student's enrollment in registrations for the given administration.

Removing Students from Testing Sessions

DRCINSIGHT WIDA TEST MANAGEMENT Hayes Es

View Registration(s) → Corn 11.13.2025

Corn 11.13.2025

District: Ada - OK621019
School: Hayes Es - 110
Test Monitoring: None
Registration Window: OK ACCESS - 2025-2026
Assessment Window: 01-05-2026 - 03-20-2026

Edit Registration Cancel Registration Done

Details Student(s) List

Remove Student(s)

Add Student(s)

Regroup Student(s)

Copy Registration


Filter Panel

Search

| | STUDENT NAME ↑ | STATUS ↕ | STATE STUDENT ID ↕ | GRADE ↕ | DATE OF BIRTH ↕ | GENDER ↕ |
|--------------------------|----------------|-------------|--------------------|---------|-----------------|-------------|
| <input type="checkbox"/> | Corn, Janna | Not Started | 1000000000 | 01 | | unspecified |

< > 1 of 1 page(s) Items per page: 10 Total 1 items

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Printing Test Tickets

To print test tickets for students in a registration, complete the following steps:

1. Click **Test Management** from the WIDA AMS **My Applications** menu bar.
2. Confirm or enter your site criteria in the upper right corner. Click **Save**.
3. Confirm or enter your **Registration Window** in the drop-down menu.
4. Select the **View Registrations(s)** tab.
5. Apply one or more filter criteria such as State Student ID, Student Name, Domain, Registration Name, and/or Assessments to refine your search. Or, to print the test tickets for multiple registrations, leave the filters blank.
6. Select the checkbox next to the registration(s) and click **Print All Tickets**.

Printing Test Tickets

DRCINSIGHTWIDA TEST MANAGEMENT

Hayes Es

Registration Window*

OK ACCESS - 2025-2026 ...

Registration

View Registration(s)

New Student

Create Registration

Registered Students

Print All Tickets

Unregistered Student Export

Update Test Monitoring

Change Assessment

Export Details

Filter Panel

Clear

State Student ID

Student Name

Domain

Select

Registration Name

Assessments

| REGISTRATION NAME | ASSESSMENTS | DOMAIN | STATUS | STUDENTS | ASSESSMENT WINDOW |
|---|----------------|-----------|-------------|----------|-------------------|
| <input checked="" type="checkbox"/> Corn 11.13.2025 | Listening Gr 1 | Listening | Not Started | 1 | 01-05-2026 |
| <input type="checkbox"/> Corn 11.13.2025 | Reading Gr 1 | Reading | Not Started | 1 | 01-05-2026 |
| <input type="checkbox"/> Corn 11.13.2025 | Speaking Gr 1 | Speaking | Not Started | 1 | 01-05-2026 |

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1 of 1 page(s)

Items per page: 10

Total 3 items

Tier Placement Report

To generate a tier placement, complete the following steps:

1. Click **Test Management** from the WIDA AMS **My Applications** menu bar.
2. Confirm or enter your site criteria in the upper right corner. Click **Save**.
3. Confirm or enter your **Registration Window** in the drop-down menu.
4. Select the **View Registration(s)** tab.
5. Apply one or more filter criteria such as State Student ID, Student Name, Domain, Registration Name, and/or Assessments to refine your search. Or, to view the tier placement of multiple registrations, leave the filters blank.
6. Select the checkboxes next to the registration(s) and click **Export Details**. The resulting .csv file will contain columns for Writing Tiers and Speaking Tiers, providing you with the necessary tier placement details for one or more registrations.

Notes: If a .csv file does not appear, confirm the file is not in a downloads folder on your local device.

Tier Placement Report

DRCINSIGHTWIDA TEST MANAGEMENT

Hayes Es

Registration

Registration Window*
OK ACCESS - 2025-2026 ...

View Registration(s)New StudentCreate RegistrationRegistered Students

Print All TicketsUnregistered Student ExportUpdate Test MonitoringChange AssessmentExport Details

Filter Panel

Clear

State Student ID

Student Name

Domain

Registration Name

Assessments

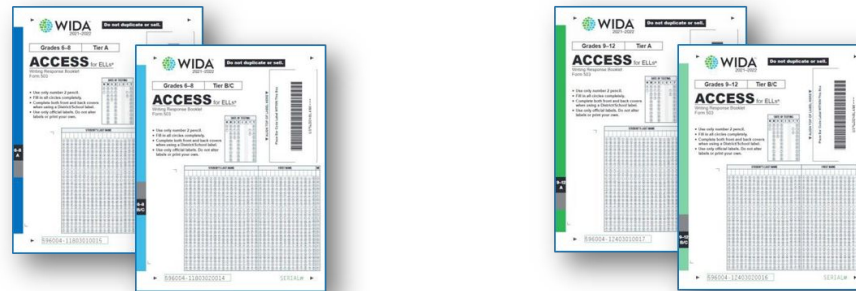
| REGISTRATION NAME | ASSESSMENTS | DOMAIN | STATUS | STUDENTS | ASSESSME WINDOW |
|---|----------------|-----------|-------------|----------|-----------------|
| <input checked="" type="checkbox"/> Corn 11.13.2025 | Listening Gr 1 | Listening | Not Started | 1 | 01-05-2026 |
| <input type="checkbox"/> Corn 11.13.2025 | Reading Gr 1 | Reading | Not Started | 1 | 01-05-2026 |
| <input type="checkbox"/> Corn 11.13.2025 | Speaking Gr 1 | Speaking | Not Started | 1 | 01-05-2026 |

< > 1 of 1 page(s) Items per page: 10 Total 3 items

| F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
|-------------------|-----------|------------------|------------|-----------|-------------------|--------------------|-----|------------------|-------|-----------|----------|--------------|---------------|-------------|
| Registration Name | Domain | Assessment Name | Begin Date | End Date | Student Last Name | Student First Name | DOB | State Student Id | Grade | User Name | Password | Writing Tier | Speaking Tier | Status |
| Generic Grade 4-5 | Listening | Listening Gr 4-5 | 6/1/2023 | 6/27/2024 | Sample | Student | | 123456789 | 4 | ssample1 | 796153 | A | Pre-A | Completed |
| Generic Grade 4-5 | Reading | Reading Gr 4-5 | 6/1/2023 | 6/27/2024 | Sample | Student | | 123456789 | 4 | ssample1 | 796153 | A | Pre-A | Completed |
| Generic Grade 4-5 | Speaking | Speaking Gr 4-5 | 6/1/2023 | 6/27/2024 | Sample | Student | | 123456789 | 4 | ssample1 | 796153 | A | Pre-A | Not Started |
| Generic Grade 4-5 | Writing | Writing Gr 4-5 | 6/1/2023 | 6/27/2024 | Sample | Student | | 123456789 | 4 | ssample1 | 796153 | A | Pre-A | Not Started |

Handwriting Sessions for 4th-12th Grade

- Students who will handwrite their Writing response rather than using a keyboard need to be placed in Handwriting Response (HW) test session in WIDA AMS.
- The DRC Knowledge Article, “[What is the difference between keyboarding and Handwriting \(HW\) registrations](#)”? contains instructions for adding students to HW sessions.



School-to-School Transfers (same district)

- **If student has not started ACCESS Online:**
 - Remove the student from any test sessions at their former site.
 - Manually add the student to their new site like a new student.
 - Add the student to test sessions at their new site.
- **If student has started but not completed all domains:**
 - Add the student to their new site like a new student.
 - Add the student to test sessions for any domain(s) not completed.
- **If student has completed ACCESS:**
 - A completed ACCESS assessment is non-transferrable.

District-to-District Transfers

- **If student has not started ACCESS Online:**

- The student should complete ACCESS in the receiving district.
- Incoming district will need to add student in WIDA AMS and/or order materials if applicable.

- **If student has completed at least one ACCESS Online domain:**

- The outgoing district will need to complete the student transfer form.
- DRC will transfer the student record. The receiving district must put the student into test sessions.

- Refer to pg.65 of the [WIDA AMS User Guide](#) in the WIDA Secure Portal.

Student Transfer Form

DRCINSIGHTWIDA STUDENT MANAGEMENT

Hayes Es

Student Management

Academic Session: 2025 - 2026

Create StudentUpdate AccommodationsTransfer StudentsExport Students

Latest Student Export: [Export File 2025-11-13T14:24:46.372Z](#)

Filters

Reset

Testing Program*

ACCESS

Name or State Student ID

Grade(s)

Accommodations

Student Name ↑

State Student ID ↕

Date of Birth ↕

Grade ↕

✓

Corn, Janna

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1 of 1 page(s)

Items per page: 25

Total 1 items

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Status Reports

DRC INSIGHT™ WIDA REPORT DELIVERY ▾

Report Delivery

On-Demand Reports

Online Testing Statistics

Screener Data Export

Status Reports

Test Results

Status Reports

Status Reports display various reports that track testing activity for a test administration and particular district and/or school.

* Indicates required fields

Administration







District

School

OK ACCESS for ELLs - 202 ▾ *

(All) ▾

(All) ▾

| Reports | | |
|---|---|---|
| Title | Description | Action |
| Daily Cumulative Student Status Report | Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field. |  |
| Daily Student Status Report | Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student. |  |
| Daily Excessive Logins Report | Displays information about students with unusual login activity. Shows the number of times the student logged in, as well the cumulative result of all attempted logins by the student. |  |
| Daily State Summary of Test Times Report | Displays the duration in which students completed the test. This report shows district-wide data for each grade and content area. |  |
| Weekly District Report | Displays the number of tests started and ended at a district level for each week of testing. |  |
| Daily District Report of Testing Status by School | Displays the number of tests started and ended for a district and school, or a grade and subject level. |  |

Status Reports

- Users need to go to **Reporting Services-->Operational Dashboard-->Student Status** to get this information.
- Users can also find Test Status and Test Volume in the dashboard.

Questions



Accessibility and Accommodations

Accommodations on ELP Assessments

- Intended only for students with disabilities as documented in an IEP or 504 Plan.
- Does the student use an accommodation in the classroom?
- Does the accommodation address the student's need?
- Is the accommodation appropriate for ELP testing?
- We do not want to provide an accommodation that the student does not use on a regular basis in the classroom.
- Individual Student Checklist for accommodations on the different WIDA assessments can be found at the end of [WIDA's Accessibility and Accommodations Manual](#).

Accommodations: WIDA ACCESS Online

WIDA
UNIVERSITY OF WISCONSIN-MADISON

Completed by: _____ Date: _____
Student: _____ ID number: _____
District/School: _____ Grade: _____
Team Members: _____

Accommodations:

- 1. Extended Speaking test response time (ES).** Pre-select in WIDA AMS.
Listening ☐ (not applicable) Speaking ☐
Reading ☐ (not applicable) Writing ☐ (not applicable)
- 2. Extended testing of a test domain over multiple days (EM).** Provide written request and evidence of need to state education agency.
Listening ☐ Speaking ☐
Reading ☐ Writing ☐
- 3. In-person human reader (IR).** Read item text, graphics labels, and answer choices exactly as they appear.
Listening ☐ Speaking ☐
Reading ☐ (not applicable) Writing ☐
- 4. Repeat in-person human reader (RP).** Read item text, graphics labels, and answer choices exactly as they appear and repeat once at student request.
Listening ☐ Speaking ☐
Reading ☐ (not applicable) Writing ☐
- 5. Interpreter signs directions in ASL (SD).** Sign administration instructions, test directions, and practice items. Do not sign scored items.
Listening ☐ Speaking ☐
Reading ☐ Writing ☐
- 6. Manual control of item audio (MC).** Pre-select in WIDA AMS.
Listening ☐ Speaking ☐
Reading ☐ (not applicable) Writing ☐
- 7. Repeat item audio (RA).** Pre-select in WIDA AMS.
Listening ☐ Speaking ☐
Reading ☐ (not applicable) Writing ☐

Accommodations in WIDA AMS

DRC INSIGHT™

WIDA

STUDENT MANAGEMENT

Hayes Es

Student Management

Academic Session: 2025 - 2026

Create Student

Update Accommodations

Transfer Students

Export Students

Latest Student Export: [Export File 2026 \(2025-11-13T14:24:46.372Z\)](#)

Filters

Reset

Testing Program*

ACCESS

Name or State Student ID

Grade(s)

Accommodations

| <input type="checkbox"/> | Student Name ↑ | State Student ID ↕ | Date of Birth ↕ | Grade ↕ |
|--------------------------|-----------------------------|--------------------|-----------------|---------|
| <input type="checkbox"/> | Corn, Janna | 1000000000 | | 01 |

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1 of 1 page(s)

Items per page: 25

Total 1 items

Accommodations in WIDA AMS

Update Accommodations

Update Action

☒ Assign Accommodations

☐ Remove Accommodations

Search Accommodations

1 Students selected.

| Accommodations | ACCESS - Listening | ACCESS - Reading | ACCESS - Speaking | ACCESS - Writing |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| BR - Braille | <input type="checkbox"/> | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| ES - Extended speaking test response time | N/A | N/A | <input type="checkbox"/> | N/A |
| EM - Extended testing of a test domain over multiple days | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR - In-Person Human Reader | <input type="checkbox"/> | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| RP - Repeat In-Person Human Reader | <input type="checkbox"/> | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| SD - Student Directed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Cancel

Update

Accessibility & Accommodations Manual



WIDA ACCESS

WIDA ACCESS for Kindergarten • WIDA ACCESS Paper
WIDA ACCESS Online • WIDA Alternate ACCESS

WIDA Screener

WIDA Screener for Kindergarten • WIDA Screener Paper
WIDA Screener Online • WIDA Alternate Screener

Accessibility and Accommodations Manual

2025–2026

Braille (BR)



Materials must be ordered.

This accommodation is available for:

☒ **WIDA ACCESS Paper**

In these domains:

- ☒ **Listening**
- ☒ **Reading**
- ☒ **Speaking**
- ☒ **Writing**

Alternate ACCESS

- Ensure the parent has provided the required consent for alternate assessment in accordance with 70 O.S. §13-114.6.
- **The Criteria Checklist for Assessing Students with Disabilities on Alternate Assessments**

Deafness or Hard of Hearing

- Students who are deaf or hard of hearing, including those who primarily use American Sign Language (ASL) for communication, may participate in Reading and Writing tests with few or no accommodations.
- In-Person Human Reader accommodation might be appropriate during the Listening test for students who use speech reading as part of their communication system.
- Students who are deaf or hard of hearing are not required to take the paper format, but WIDA recommends it.

Blindness or Visual Impairment

- ELs with low vision can often participate fully in online testing using a large display and the magnification tool built into the test platform.
- If the IEP team determines the paper-format test is a better option for the student, assistive technologies such as a CCTV or document camera can enlarge the test content beyond the standard size booklet.
- Large print format is also available.
- Students proficient in Braille can participate in the Listening, Reading, and Writing test in Braille format. WIDA now offers a Braille Speaking test.

Domain-Specific Testing Exemptions

- State and federal laws require all ELs to participate in the annual ELP assessment including students with IEPs and 504 Plans. No disability exempts a student from this requirement. However, when all appropriate universal tools and design and accommodations have been offered and the student's disability remains a barrier to assessing a particular language domain, the student may be exempted from that individual domain test if documented in the IEP or 504 Plan.
- Please have the Special Education Teacher of Record and the EL District Coordinator complete the [ELP Assessment Domain Exemption Request Form](#) and attach the student's IEP or 504 Plan **highlighting** language regarding domain exemption(s).
- Upload these documents into a **Student Assessment ELP** DVR in the Accountability Reporting application on Single Sign On.

Domain-Specific Testing Exemptions

- Once submitted, please see the comments in the DVR to verify the OELP's approval or denial.
- The LEA should use the SPD code for the approved domain exemption.
- Please note that if a student is participating in the reading and writing portions of the OSTP/OAAP, it is unlikely that they will be approved for exemptions in these domains on the ACCESS assessments.

Accommodations Not Allowed

- Bilingual word-to-word dictionaries
- A test administrator reading aloud any part of the Reading test
- Providing test items in a language other than English
- Allowing responses in a language other than English
- Student responds to test questions in a language other than English
- Instructions may be translated but no test items may be translated.
- Translated instructions are available in the WIDA Secure Portal under Resources, including the ASL videos that are new this year.

Attemptedness Criteria

Minimum Attemptedness Criteria

WIDA ACCESS for Kindergarten

| Domain | Minimum Attemptedness Criteria |
|-------------|--|
| All domains | A student response is recorded for one scored item. Score reports reflect the scores marked by test administrators in the Score Sheets. No student responses are evaluated by DRC. |

WIDA ACCESS Paper

| Domain | Minimum Attemptedness Criteria |
|-----------|--|
| Listening | A student response is recorded for one scored item. |
| Reading | A student response is recorded for one scored item. |
| Speaking | One task has been scored on the score sheet. |
| Writing | A mark is made in the response space for a scored item in the booklet. |

WIDA ACCESS Online

| Domain | Minimum Attemptedness Criteria |
|-----------|--|
| Listening | A student response is recorded for one scored item. |
| Reading | A student response is recorded for one scored item. |
| Speaking | The Record button was clicked and audio captured for one task. |
| Writing | A visible keystroke (not a space or a line return) was captured. or A mark is made in the response space for a scored (not practice) item in the booklet. |

WIDA Alternate ACCESS

| Domain | Minimum Attemptedness Criteria |
|-------------|---|
| All domains | A student response or non-response is recorded for one scored item. Score reports reflect the scores marked by test administrators in test booklets. No student responses are evaluated by DRC. |

Unique Circumstances

- Short-term barrier
- Broken Arm
- Recovering from illness or injury
- **ELP Assessment Unique Accommodation Request Form**

Emergency Medical Exemption Request

- A request for an Annual ELP Assessment Emergency Medical Exemption must be submitted through **Accountability Reporting**.
- Create a DVR under **Student Assessment ELP**.
- Medical documentation must be uploaded or the request will be denied.
- Requests are submitted during the WIDA ACCESS Window.
- Please send an email to OELP@sde.ok.gov, so we can approve or deny the request and notify you.

Emergency Medical Exemption Request

- This status covers situations where an unforeseen medical emergency absolutely prevents the student from being available for testing during the state testing window. It requires a letter (submitted through AR on SSO) from the District Test Coordinator explaining the circumstances of the emergency, as well as required documentation of the cause for the exemption. Please refer to the Oklahoma Administrative Code (OAC 210:10-13-23): [OAC 210-10-13-23 Medical Exemptions](#)
- Please email OELP@sde.ok.gov so that the request can be reviewed.

Questions



Test Environment & Security

Testing Irregularity Report

- To standardize the collection of Annual ELP testing irregularities, our office requires that districts report any assessment issues using the [2025-26 ACCESS Testing Irregularity Report - Google Forms](#)
- Submit if any of the following situations occur:
 - Technology outages or network errors
 - Unexpected interruptions (e.g., fire alarm, student sickness, etc.)
 - Issues that require a new testing ticket to be generated
 - Student was wrongly tested
 - Issues that require a new paper assessment
 - Instances of cheating
 - Student cell phone usage
 - Any other event that would call into question the validity of student, site, and/or district-level ELP assessment data

Tips For Avoiding Test Irregularities

- Ensure that a student participating in the Alternate ACCESS assessment has been removed from any automatically assigned test sessions.
- Prior to testing, ensure students have access to and are using eyeglasses, contacts, hearing aids, or any other assistive device they may need to perform their best on the ELP annual assessment.
- Ensure computers are configured correctly and that students can hear the sample Listening test items before they begin the scored items.
- Check all student demographic information, including their first, last, and middle names, on their test tickets and/or Pre-ID labels for paper-based testing.
- If the student is participating in ACCESS Online, check both their test tickets and the identifying demographic information listed on the screen after the student has logged in before they begin testing.

Test Security

- Ensure all district staff have reviewed and signed the [WIDA Assessment Security Checklists](#).
- A key responsibility of all testing staff is to ensure students are actively monitored during testing and doing their own work. To help ensure this is the case, WIDA recommends that you do not allow students to take any internet-connected devices, such as cell phones, smartwatches, or Bluetooth headsets, into the testing room.
- Have students leave personal devices, including headsets and earbuds, outside the testing room.
- The use of unapproved devices or plagiarized responses will result in a student's score being invalidated, and the district will be required to submit a Corrective Action Plan for each incident.

Contingency Plans for Technology Challenges: Pre-Testing Preparations

a. Technology Readiness Check

- Use WIDA's [Technology Readiness Checklist](#) in the WIDA Secure Portal before testing.
- Confirm all devices meet minimum system requirements (e.g., headsets, browsers, secure browser setup).
- Test network capacity with sample student logins and practice tests.

b. Backup Equipment

- Keep extra laptops, headsets, and mice available in case of hardware failures.
- Ensure spare devices are configured with the secure browser and tested.

c. Documentation & Contact Lists

- Maintain a current list of IT support contacts and WIDA Help Desk info.
- Provide proctors with a quick-reference sheet of troubleshooting steps.

Contingency Plans for Technology Challenges: During Testing

a. Real-Time IT Support

- Assign IT staff to be on-site or on-call during test sessions.
- Proctors should be trained to recognize common issues (e.g., freezing, sound failure) and escalate quickly.

b. Student Monitoring Tools

- Use the DRC INSIGHT Portal to monitor student test progress in real time.
- Identify and address disconnections, test freezes, or login issues promptly.

c. Immediate Response Protocols

- **If a device fails during testing:**
 - Log the issue in the testing irregularity report.
 - Move the student to a backup device, ensuring their progress is saved.
- **If a student is logged out or disconnected:**
 - Allow the student to log back in using their credentials.
 - Confirm resumption from the correct point in the test.

Contingency Plans for Technology Challenges: Post-Incident Follow-Up

a. Incident Reporting

- Document all testing irregularities in accordance with district/state policy.
- Report serious or unresolved issues to WIDA and the Oklahoma State Department of Education.

b. Student Retesting (if necessary)

- Coordinate with school/district test coordinators to determine whether a retest is needed based on WIDA guidance.

c. System Improvements

- Debrief with IT and test coordinators to analyze root causes.
- Update contingency plans based on observed issues and solutions.

Contingency Plans for Technology Challenges: Communication Plan & Practice & Training

- Inform school staff and families about what to expect if technology issues occur.
- Reassure students that interruptions are manageable and won't penalize their results.
- Conduct mock testing with students to familiarize them with the interface and reduce anxiety ([Preparing for ACCESS](#) and [WIDA Alternate ACCESS](#)).
- Train staff on basic troubleshooting, test security, and contingency steps.

Questions



Material Management

Receiving Materials

- All materials are shipped securely and must be signed for upon delivery.
- Save your boxes and the enclosed shipping labels.
- Use the boxes to return materials when you finish testing. If a box is damaged or if your used materials don't fit into the original boxes, use boxes of similar size.
- All materials in the suite of WIDA assessments are considered secure test materials.
- It is important to take the appropriate measures to maintain security and confidentiality of all test materials for both initial and annual assessments.
- Test materials should be in a secure and locked location.

Labeling Test Booklets

- **Pre-ID Label:** apply label to box marked A and bubble the date of testing and begin testing
- **District School Label:** used if No Pre-ID label. Apply District/School label (yellow) to the box marked A and complete all demographic information
- **Do Not Process:** book will not be scored and will be put in warehouse. Label goes on box marked A

The image shows a WIDA ACCESS Writing Test Booklet label form. At the top, it features the WIDA logo and the text "Do not duplicate". Below this, there are fields for "Grade 1" and "Tier B/C". The main title is "WIDA ACCESS™ Writing Test Booklet 20XX-20XX". To the right of the title, there is a section for "DATE OF TESTING" with a grid for month, day, and year. Below the date grid, there are instructions: "Use only number 2 pencil.", "Fill in all circles completely.", "Apply labels to test booklet in the designated location. Use only official labels. Do not alter labels or print your own.", and "Complete both front and back covers when using a District/School label." To the right of these instructions, there is a section for "Place booklet label here." with a barcode and the text "U59L461BLANK...". Below the instructions, there is a large grid for "STUDENT'S LAST NAME" and "FIRST NAME". A yellow box labeled "1 B/C" is on the left side. A green callout bubble points to the "Place booklet label here." section with the text "Place booklet label here." Another green callout bubble points to the student information grid with the text "Do not cover the security barcode!".

Bubbling in Student Information

EXAMPLE: Correctly indicating a test date of February 16, 2026.

| DATE OF TESTING | | | | | | | | | |
|----------------------------------|-----------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| M | M | D | D | 2 | 0 | Y | Y | | |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

EXAMPLE: Correctly indicating a student has been in an ELL program for the past 8 months (0 complete years).

| LENGTH OF TIME IN LEP/ELL PROGRAM | |
|-----------------------------------|-----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |

- No Pre ID-Label
- Front and back covers
- #2 pencil (**no pens**)
- Affix a School/District Information Label
- Accommodations *must* be documented manually without the Pre-ID label.
- **Incorrect or missing student information on a test booklet can result in late or missing student scores!**

Marking Test Booklets

- Please see [WIDA's Test Administrator Manual](#) p. 14-23 for instructions on marking test booklets.
- Please follow the instructions on pages 22-23 for filling out the ICQ.

Returning Materials

- All secure test materials must be returned by the deadline (**3/27/26**).
- Return Materials Receipt Report has been replaced by the Secure Materials Tracking Report. The Secure Materials Tracking Report is located in AMS under Reporting Services-->Published Reports.
- Return grades 1-3 Writing Test Booklets as early as possible.
- LEAs do not have to wait until the end of the test window to return paper materials to DRC.
- If materials are returned late, you will not receive reports or data files during our reporting date.
- Late materials will not have a data validation window.

Returning Materials

- Reports for late materials will not be issued until the Late Returns Report date after testing.
- Refer to pg. 33-34 of the District/School Test Coordinator Manual.

Materials to Return, Keep and Destroy

Return

- All test booklets (collected in plastic bags)
- All ACCESS Paper Test Administrator Scripts
- ACCESS Online Test Administrator Scripts for grade 1 and grades 2–3
- Listening and Speaking Test CDs
- All large print, braille, Kindergarten ACCESS, and Alternate ACCESS test materials

Keep

- Packing List
- Security Checklist

Discard/Destroy

- District and School Test Coordinator Manual
- Test Administrator Manual
- Grades 4–12 Online Test Administrator Script
- School box range sheet
- Securely destroy unused booklet labels
- Any pre-id labels that were not used

Questions



Test Monitoring Application (TMA)

Test Monitoring Application (TMA)

- The TMA in WIDA AMS allows Test Monitors to monitor student testing activity throughout the duration of a test using a secure dashboard.
- You can reference Test Monitoring on page 72 of the [WIDA AMS User Guide](#) for more information.
- Use of the TMA is **optional**, and is set to “None” by default, so the district or school test coordinator must change the setting to “Required” for the test session to enable it. This is done in WIDA AMS under **Test Management > Manage Test Sessions**.

Questions



Thank you for supporting Oklahoma's English Learners!

Office of English Language
Proficiency Oklahoma State
Department of Education

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