WIDA AMS Pre-Reporting Data Validation for ELP Assessments

OKLAHOMA
Education

ACCESS Pre-Reporting Data Validation

- When: Wednesday 4/8/26 through Tuesday 5/5/26
- Who: District staff perform data validation
- Where: Changes are made in WIDA AMS
- Why: Allows districts to identify student demographic, accommodation, and test result records that contain errors and provides opportunity for corrections before reporting

Why is Data Validation Important?

- Failure to complete data validation could result in final student score reports containing errors, and/or students with split test records not receiving an Overall score.
- **Districts WILL NOT have another opportunity to edit student data prior to reports being printed/posted to WIDA AMS.**

Data Validation steps

1. Log in to WIDA AMS.
2. Click **My Applications > Student Export/Transfers/Validation > Data Validation.**
3. Select an administration from the Administration drop-down menu (required) and a district (required) from the District menu. You also can select a school (optional) and grade (optional).

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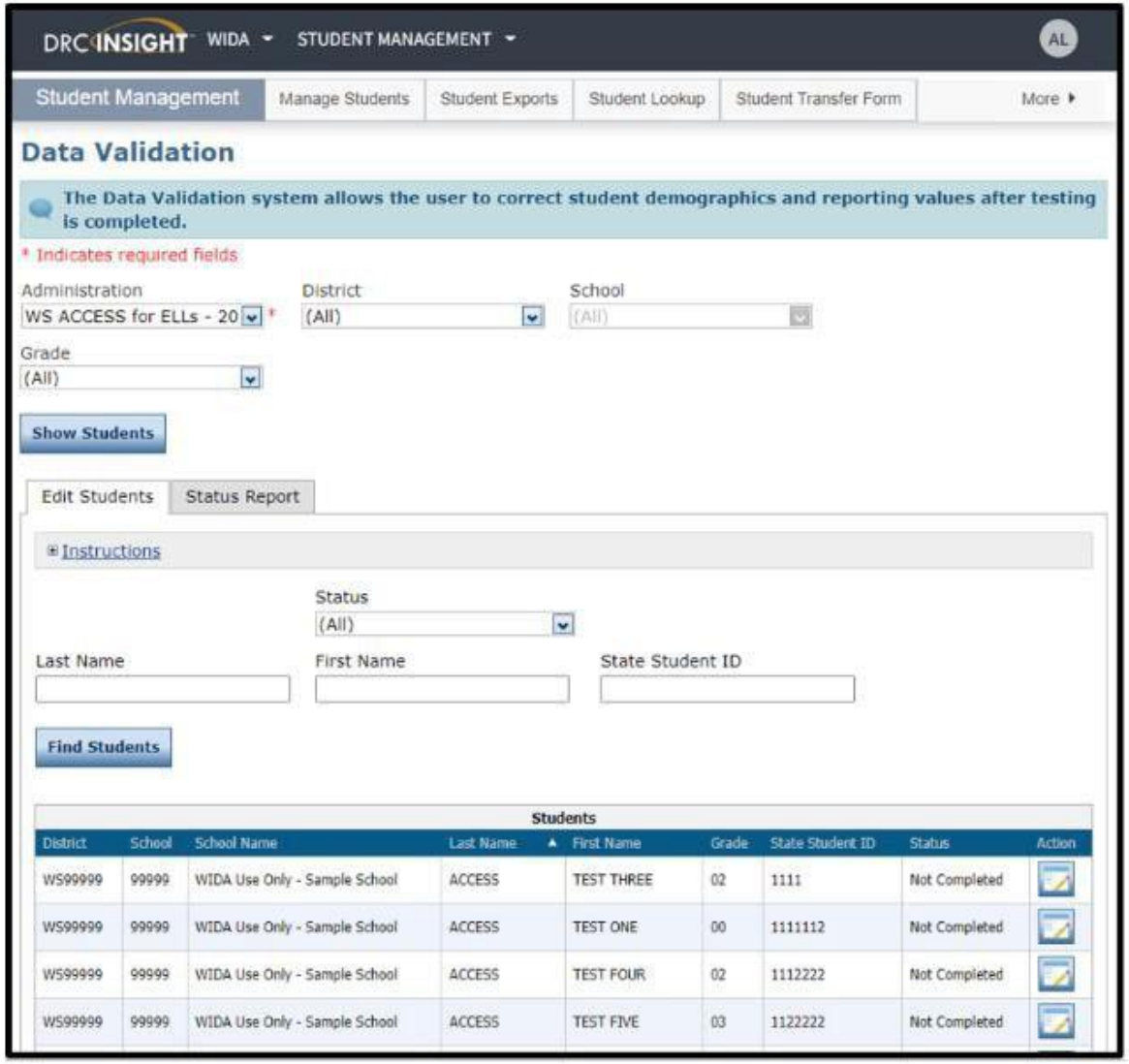
Data Validation Steps



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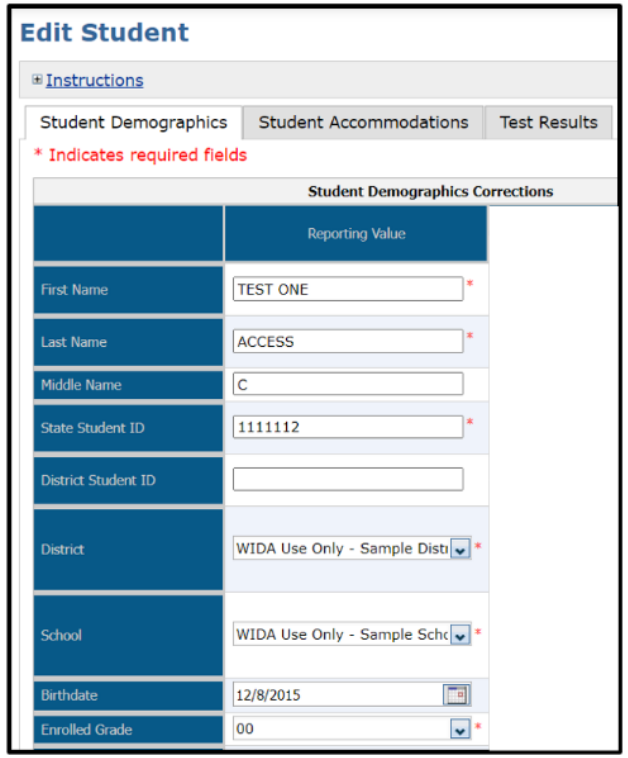
Data Validation Steps

4. Click **Show Students**. The Edit Students and Status Report tabs appear.
5. Select any additional filtering options from the Edit Students tab—Status, Last Name, First Name, State Student ID—and click **Find Students** to display your search results. You can sort the student information in the search results using the categories in the blue header row.
6. Click the **View/Edit Student** icon in the Action column next to each student's record to display the Student Demographics, Student Accommodations, and Test Results tabs for that student.

Demographics

7. The demographic fields associated with reported test results for the student will display in the Student Demographics tab.

Note: For students with duplicate records in WIDA AMS, you must complete the **Birthdate** field for both records even if they are blank. WIDA AMS does not recognize blank fields as a match. If there are students with mismatching data, the student's birthdate is used as the final matching criterion to merge the records.



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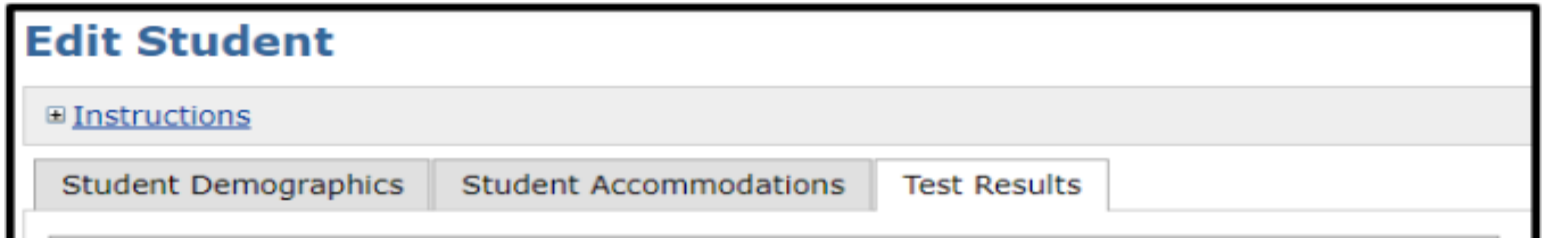
Editing Student Demographic Information

- District staff may edit the following student demographic information:



  - Accommodations
  - Demographics
    - Ethnicity, race, IEP or 504
  - Test Results (Do Not Score codes)

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Data Validation Steps

8. When you have made your corrections, click the appropriate button at the bottom of the page.
    - Click **Save** to retain any changes you made on the page for future reference. When the Data Validation window closes, the system will lock and saved edits will be submitted to the reporting database. (The Status of the student record does not change as a result of clicking **Save**.)
    - Click **Complete** to update the Status of the student record.

Accommodations

9. Click the Student Accommodations tab to see a record of the accommodations assigned to the student.
10. You can add or remove accommodations for the student for each domain by selecting or removing the appropriate check marks. **Accommodations should only be removed if the accommodation was not used by the student during the test.**

Do Not Score Codes

- Do Not Score codes will be populated if they were marked on the student's test booklet or entered in WIDA AMS Test Setup.

  Note: Use caution when adjusting Do Not Score codes—adding or removing these codes incorrectly may result in a student's test score being incorrectly suppressed or reported.

Do Not Score Codes

The Do Not Score codes are the following:

- **ABS:** Absent (ABS) indicates the student was absent for a domain of the test. **Please note that OK does not recognize this code, and this will be considered Did Not Assess (DNA) if the student was enrolled beyond the 20 instructional day No Longer Enrolled period.**

- **DEC:** Declined (DEC) indicates a student refused to test. This annual state assessment is not optional, it is required. **Please note that OK does not recognize this code, and this will be considered Did Not Assess (DNA).**

Do Not Score Codes

The Do Not Score codes are the following:

- **SPD:** Deferred Special Education/504 (SPD) indicates that an IEP or 504 team determined that the student should defer participation from one or more of the domains of this test. **Please note that this code requires approval from OELP. For online administrations, the code will be entered by our office. For paper administrations, the LEA is responsible for bubbling the code for all domains in which it is applicable.**

- **INV:** Invalidate (INV) indicates that even though a student may have completed some or all of the test items, the testing was not valid, and no score should be reported for that domain. **Please note that this code is entered by OELP.**

Checking for Duplicates

- During the validation process it is critical that you check for duplicate records.
- To check for duplicate records, from the Data Validation window select a District, School, and Grade, and click **Show Students**.
- Each student should display only once (for examples of duplicate student records, see the image below).

Duplicate Records

Students

District	School	School Name	Last Name ▲	First Name	Grade	State Student ID	Status	Action
WS99999	99999	WIDA Use Only - Sample School	NAVARROROJAS	SOPHIA	03	9999999999	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	ROJAS	SOPHIA	03	9999999999	Not Completed	

Students

District	School	School Name	Last Name ▲	First Name	Grade	State Student ID	Status	Action
WS99999	99999	WIDA Use Only - Sample School	KIM	LEE	03	9999999999	Not Completed	
WS99999	99999	WIDA Use Only - Sample School	LEE	KIM	03	9999999999	Not Completed	

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Duplicate Records

- When a student has more than one testing record (for example, the students tested in Listening, Reading, and Speaking online but responds to Writing on paper), DRC attempts to match and join the student records.

- If the district, school, first 6 characters of the student's first and last name, grade, and state student ID match, DRC joins the records before displaying them in Data Validation.

- If there is a discrepancy between the records (for example, the state ID is bubbled incorrectly on the Writing booklet), DRC cannot join them, and they will appear as two records in WIDA AMS.

Duplicate Records

- To fix this problem and ensure that the student receives a single, complete score, update the records with the correct information so that **the following matches exactly from record to record**:
  - State Student ID
  - Student Last Name
  - Student First Name
  - **Birthdate**

Resources

- You can a view the WIDA ACCESS Data Validation | WIDA Secure Portal by accessing the webinar in the WIDA Secure Portal.

Questions About Data Validation?

If you have questions, please reach out to

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