



WIDA Assessment Management System (WIDA AMS)

User Guide Supplement

Data Validation

For use by LEAs completing Data Validation in WIDA AMS

Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

Direct: 1-855-787-9615
Website: <https://www.wida-ams.us>
Revision Date: January 31, 2017

COPYRIGHT

Copyright © 2017 Data Recognition Corporation

The following items in DRC INSIGHT are protected by copyright law:

- The User Guide.
- All text and titles on the software's entry and display, including the look and feel of the interaction of the windows, supporting menus, pop-up windows, and layout.

DRC INSIGHT Online Learning System is trademarked by Data Recognition Corporation.

Any individuals or corporations who violate these copyrights and trademarks will be prosecuted under both criminal and civil laws, and any resulting products will be required to be withdrawn from the marketplace.

The following are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries:

Internet Explorer
Microsoft
Windows
Windows Vista
Windows XP
Windows 7
Windows 8

The following are trademarks or registered trademarks of Apple Corporation in the United States and/or other countries:

Apple
Macintosh
Mac
OS X and macOS
iPad
iOS*
*iOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.
Safari

The following are trademarks or registered trademarks of Google Corporation in the United States and/or other countries.

Android
Chrome
Chromebook
Google Play

The following is a trademark or registered trademark of Mozilla Corporation in the United States and/or other countries.

Firefox

Linux is a registered trademark of Linus Torvalds.

Ubuntu and Canonical are registered trademarks of Canonical Ltd.

Gnome is a trademark of the Gnome Foundation.

■ **Data
Validation**

Introduction.....5
 Data Validation Windows and Reports5
 Data Validation Permissions6
Correcting a Student’s Record7
 Correcting a Student’s Record—Student Demographics.....9
 Correcting a Student’s Record—Student Accommodations 11
 Correcting a Student’s Record—Test Results12
Check for Duplicate Records14
Status Report.....15
Exporting Student Data Records.....16

Data Validation



■ Introduction

This document is a supplement to the *WIDA Assessment Management System (WIDA AMS) User Guide* available on the WIDA website. This supplement covers Data Validation and applies to the ACCESS for ELLs 2.0 suite of assessments.

.....
! Important: If you are administering Screener only, you DO NOT need to review this supplement.

The Data Validation process is designed to identify student demographic, accommodation, and test result records that could potentially contain errors and provide the opportunity for corrective action before reporting the ACCESS for ELLs 2.0 suite of assessments.

For example, if a District/School label was adhered to a booklet, but demographic information was not bubbled (or bubbled incorrectly), this information could be added or edited during Data Validation.

Each state has worked with DRC to select a Data Validation window or windows.

- Pre-reporting data validation occurs before initial reporting and impacts reports (both printed and posted in WIDA AMS) and data files.
- Post-reporting data validation occurs after reports and data files have been posted to WIDA AMS. Any changes made in post-reporting data validation result in delivery of new data files and new electronic (PDF) reports. Not all states have post-reporting data validation.

You may view your state's windows and dates on your state's WIDA web page at <https://www.wida.us/membership/states/>.

.....
! Important: You must validate the data for all students.

Reports are generated immediately following the close of Data Validation. Districts/schools WILL NOT have another opportunity to edit student data prior to reports being printed/posted to WIDA AMS.

□ Data Validation Windows and Reports

❑ Data Validation Permissions

Typically, Data Validation is completed by the District Test Coordinator. DRC automatically assigns the Data Validation permission (Correction Primary Window) to the District Test Coordinator, who may pass this permission on to school users. For more information about assigning permissions, see the topics *Editing a Single User's Permissions* and *Editing Multiple Users' Permissions* in the *WIDA Assessment Management System (WIDA AMS) User Guide*.

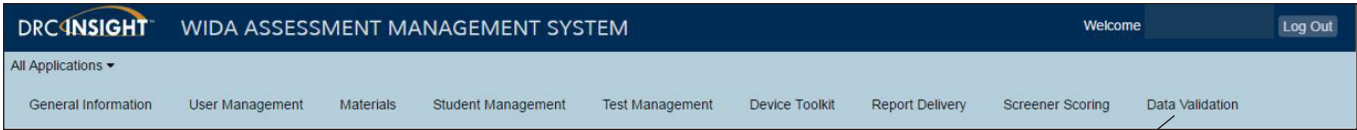
⚠ Important: To validate student data, you must review the data for ALL students and correct any errors you find (see “Correcting a Student’s Record” on page 7).

If you have questions or need assistance with the Data Validation process, please call **(855)–787–9615**, or email **WIDA@datarecognitioncorp.com**.

Note: Some states have elected to use a different process other than WIDA AMS to validate their data. For those situations, the instructions in this supplement are not applicable. To determine the Data Validation process used in your state, refer to your state’s *ACCESS for ELLs 2.0 Checklist*.

Correcting a Student's Record

This subsection describes the process of accessing and correcting a student's record.



1. To access and display a student's test record, open the **All Applications** menu bar and click **Data Validation**. The Data Validation page appears.

Data Validation

The Data Validation system allows the user to correct student demographics and reporting values after testing is completed.

* Indicates required fields

Administration: WI ACCESS for ELLs 2.0 - [v] * District: DRC Use Only - Sample D [v] School: ((All)) [v]

Grade: ((All)) [v]

Show Students

Edit Students Status Report

Instructions

Status: ((All)) [v]

Last Name: [] First Name: [] State Student ID: []

Find Students

Students								
District	School	School Name	Last Name	First Name	Grade	State Student ID	Status	Action
WI99999	99999	DRC Use Only - Sample School	StudentFourO	TestO	02	123587515687451	Completed	[]
WI99999	99999	DRC Use Only - Sample School	Student	Three	01	215897245844525	Not Completed	[]

2. 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).
3. Click **Show Students**. The Edit Students and Status Report tabs display.

Correcting a Student's Record (cont.)

- 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.

! Important:

- The Status column displays the status of the data validation for the student. You can filter the display using the Status column. The default status for all records is Not Completed. As you review and validate or add records, you can set the status to Complete (see page 10).

Note: Even if all of the data for a student is correct and no corrections are necessary, it is a good idea to mark the status as Complete to help track/organize your progress.

- By setting the status and filtering using **Not Completed**, you can see the amount of work remaining.
- The status does not affect DRC's acceptance of your data updates. At the close of the Data Validation Window, DRC will make any saved edits whether or not records are marked Complete. Any student records that have not been edited or saved will remain "as is" during reporting.

Data Validation

The Data Validation system allows the user to correct student demographics and reporting values after testing is completed.

* Indicates required fields

Administration: WI ACCESS for ELLs 2.0 - *

District: DRC Use Only - Sample D

School: (All)

Grade: (All)



Instructions


Status: (All)

Last Name:

First Name:

State Student ID:

Students									
District	School	School Name	Last Name	First Name	Grade	State Student ID	Status	Action	
WI99999	99999	DRC Use Only - Sample School	StudentFourO	TestO	02	123587515687451	Completed		
WI99999	99999	DRC Use Only - Sample School	Student	Three	01	215897245844525	Not Completed		

- Click the **View and 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.

Correcting a Student's Record—Student Demographics

- 6.** The demographic fields associated with reported test results for the student display in the Student Demographics tab.
- You can edit any field that is not grayed out.
 - Fields marked with a red asterisk (*), are required and must be filled in before a student record in Data Validation can be marked Complete.

Edit Student

+ Instructions

Student Demographics Student Accommodations Test Results

* Indicates required fields

	Reporting Value	Other Versions	
		Value	Source
First Name	Three *		
Last Name	Student *		
Middle Initial			
State Student ID	215897245844525 *		
District Student ID	111		
District	DRC Use Only - Sample District *		
School	DRC Use Only - Sample School *		
Birthdate	3/3/2003		
Enrolled Grade	01 *		
Gender	Female		
Ethnicity - Hispanic/Latino	No		
Race - American Indian/Alaskan Native	No		
Race - Asian	No		
Race - Black/African American	No		
Race - Pacific Islander/Hawaiian	No		
Race - White	No		
Native Language			
Date First Enrolled US School			
Length of Time in LEP/ELL Program			
Title III Status	No		
Migrant	No		
IEP Status	No		
504 Plan	No		
Primary Disability			
Secondary Disability			
LIEP Classification			
LIEP - Parental Refusal	No		
State Defined Optional Data			
District Defined Optional Data			
Alternate ACCESS for ELLs Tester	No		
Student Type			
Additional Field to be used by a State if needed			

! Important: Your state may prohibit you from editing demographics for students whose data was provided by the state via a Pre-ID file. If this is the case, the data will be grayed out and uneditable. You may still change the data for new students that you added to WIDA AMS, or for students for which a District/School Label was used. You may edit accommodations and Do Not Score codes for all students, either new or provided by the state.

Correcting a Student's Record—Student Demographics (cont.)

7. When you have made your corrections, click the appropriate button(s) at the bottom of the page.

Student Demographics Corrections			
	Reporting Value	Other Versions	
		Value	Source
First Name	Three		
Last Name	Student		
Middle Initial			
State Student ID	215897245844525		
District Student ID	111		
District	DRC Use Only - Sample District		
School	DRC Use Only - Sample School		
Birthdate	2/3/2003		
Enrolled Grade	01		
Gender	Female		
Ethnicity - Hispanic/Latino	No		
Race - American Indian/Alaskan Native	No		
Race - Asian	No		
Race - Black/African American	No		
Race - Pacific Islander/Hawaiian	No		
Race - White	No		
Native Language			
Date First Enrolled US School			
Length of Time in LEP/ELL Program			
Title III Status	No		
Migrant	No		
IEP Status	No		
504 Plan	No		
Primary Disability			
Secondary Disability			
LIEP Classification			
LIEP - Parental Refusal	No		
State Defined Optional Data			
District Defined Optional Data			
Alternate ACCESS for ELLs Testor	No		
Student Type			
Additional Field to be used by a State if needed			

Save Complete Back to Student List

Save Button

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 all saved edits will be submitted to the reporting database. You can edit saved records multiple times before the end of the Data Validation window, but to update the information in the reporting database, you must click Save.

Note: The status of the student record—Completed or Not Completed—does not change when you click Save.

Complete Button

Click **Complete** to save your changes and update the status of the student record from Not Completed to Completed. You can use the Complete button to help track the records that do not need further review.

Note: If necessary, you can continue to edit and save records marked as Completed until the end of the Data Validation window. And, when the Data Validation window closes, all of your saved changes are applied regardless of whether Complete was clicked.

Back to Student List Button

Click **Back to Student List** to return to the previous Edit Student search results.

Notes:

- If you click **Back to Student List** without clicking **Save** or **Complete**, your changes are lost.
- Corrected student records are removed from the Student List if changes were made that no longer satisfy the criteria of the Edit Student filter options.

Correcting a Student's Record—Student Accommodations

8. Select the **Student Accommodations** tab to see a record of the accommodations for which the student is assigned.

Edit Student

Instructions

Student Demographics | **Student Accommodations** | Test Results

Accommodations						
Type	Accommodation	Listening	Speaking	Writing	Reading	
Online	Manual control of item audio (MC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Online	Repeat item audio (RA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Online	Extended speaking test response time (ES)		<input type="checkbox"/>			
Presentation	Large Print (LP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presentation	Braille (BR)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Presentation	Interpreter signs test directions in ASL (SD)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Presentation	Human reader for response options (HR)	<input type="checkbox"/>				
Presentation	Human reader for repeat of response options (RR)	<input type="checkbox"/>				
Presentation	Human reader for items (HI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Presentation	Human reader for repeat of items (RI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Response	Scribe (SR)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Response	Word processor or similar keyboarding device to respond to test items (WD)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

16 Item(s) Displayed

Save Complete Back to Student List

9. 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.

Note: All of the fields can be edited and none are required.

! Important: Keep the following items in mind regarding accommodations:

- Check the accommodation for each domain in which it was provided to the student.
- Use caution when adjusting the following accommodations:

Presentation: Manual Control of Item Audio (MC)

Presentation: Repeat Item Audio (RA)

Test Environment Setting: Extended Speaking Response Time (ES)

Note: These online accommodations are delivered by DRC INSIGHT. If any of these accommodations were marked in Student Management prior to testing, they were available to the student during testing.

Correcting a Student's Record—Test Results

10. Select the **Test Results** tab to see a record of the test results for the student.

Edit Student

[Instructions](#)

Student Demographics |
 Student Accommodations |
 Test Results

Test Results				
Domain	Alternate ACCESS	Testing Mode	Grade Cluster	Do Not Score Code
LISTENING		Online	1	Absent (ABS) <input type="button" value="v"/>
Speaking		Online	1	Absent (ABS) <input type="button" value="v"/>
Writing		Online	1	Absent (ABS) <input type="button" value="v"/>

|
 |

The table below describes the column heading values for the Test Results tab.

Table: Test Results Validations Column Headings

Column Head	Description
Domain	The domain for which the student was tested
Alternate ACCESS	Indicates whether the listed test result is for Alternate ACCESS for ELLs (Yes) or ACCESS for ELLs 2.0 (blank)
Testing Mode	Indicates whether the test result comes from a paper or online record
Grade Cluster	The grade cluster of the online test or the paper test booklet used
Do Not Score Code	See the table on the following page

Correcting a Student’s Record—Test Results (cont.)

Edit Student

Instructions

Student Demographics | Student Accommodations | **Test Results**

Test Results				
Domain	Alternate ACCESS	Testing Mode	Grade Cluster	Do Not Score Code
LISTENING		Online	1	Absent (ABS)
Speaking		Online	1	Absent (ABS)
Writing		Online	1	Invalidate (INV)

Save | Complete | Back to Student List

11. On the Test Results tab, you can only change 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 during 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.

See the table below for a description of the Do Not Score codes.

Note: Please refer to your state policy for potential Do Not Score cases that are not covered in the code descriptions below.

Table: Do Not Score Codes

Code	Description
ABS	Absent (ABS) indicates the student was absent for a domain of the test.
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. For example, this code can be used if a student becomes ill during the test, or if a student engages in inappropriate testing practices.
DEC	Declined (DEC) indicates a student refused to test. This annual state assessment is NOT an optional activity. It is a required activity. A student cannot opt out of the state’s annual assessment. This indicator is used only when a student refuses to participate even after the test administrator has made several attempts to engage the student in the assessment.
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.

Check for Duplicate Records

! **Important:** 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 an example of possible duplicate student records, see the image below).

The records for **Student First Student Last** and **Aaron Robertson** are examples of possible duplicate records.

Students				
Last Name	First Name	Grade	State Student ID	Status
StudentLast	StudentFirst	00	1111811111	Not Completed
StudentLast	StudentFirst	00	1111911111	Not Completed
Testing	WFT	00	1215645	Not Completed
LOne	Student	00	123123123123333	Not Completed
Robertson	Aaron	01	12341000	Completed
Robertson	Aaron	00	12341234132444	Not Completed
Robertson	Aaronagain	00	12341234134	Not Completed

These student records have slightly different state student IDs. It is possible that one state student ID was entered incorrectly and that these records are for the same student.

When a student has more than one testing record (for example, the student tests Listening, Reading, and Speaking online, but responds to Writing on paper—the handwriting option for online ACCESS for ELLs 2.0), DRC attempts to match and join the student records.

- If the district number, school number, state student ID, first 6 characters of last name, first 6 characters of first name, and grade 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 appear as two records in WIDA AMS.

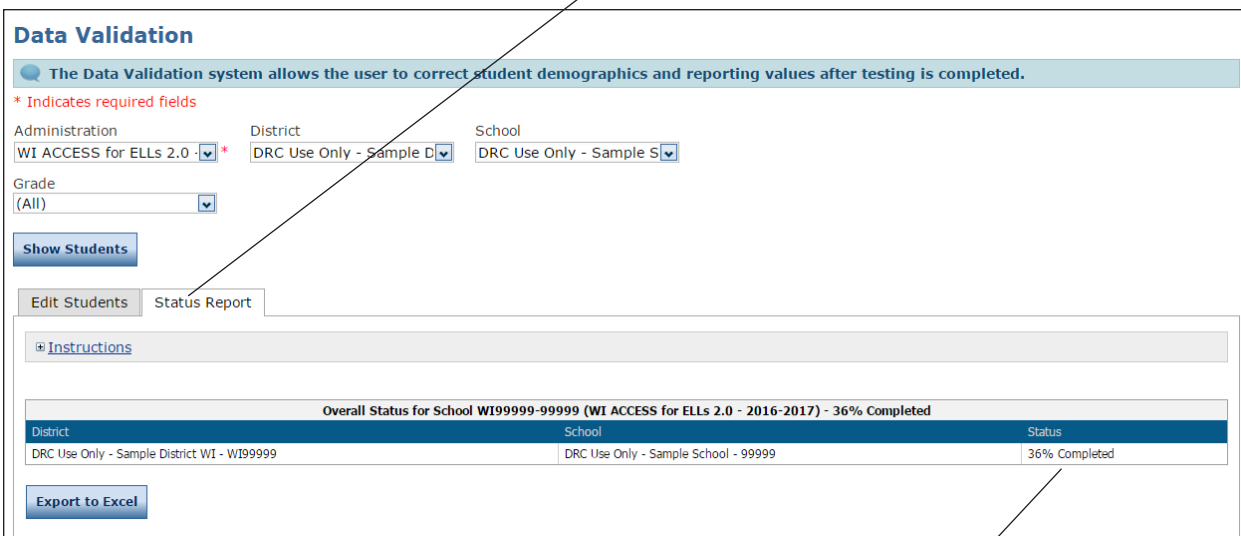
To fix this problem and ensure that the student receives a single, complete score, update the records with the correct information so that the state student ID, student last name, student first name, date of birth, and grade match exactly from record to record. Please make sure to save your changes. After the Data Validation window closes, DRC will join the records.

Status Report

This topic describes the process of displaying a data validation status report to help determine the progress of data validation within a district or school.



1. To display a data validation status report, open the **All Applications** menu bar and click **Data Validation**. The Data Validation page appears.
2. 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).
3. Click **Show Students**. The Edit Students and Status Report tabs display. Select the **Status Report** tab.



The following statuses display in the Status column:

Status	Description
Completed	All students within the school/district are set to Complete
% Completed	Indicates the percentage of students that are set to Complete
Not Started	No students within the school/district are set to Complete
Not Needed	No students within the school/district participated in testing

Note: Districts that assign school users to complete data validation should emphasize the importance of marking students Complete as they are reviewed. This allows the district to know when the school's work is done.

Exporting Student Data Records

From WIDA AMS you can export student data validation information in spreadsheet format (.csv). By selecting **Export All to CSV** you can export all of the student data for a group of students in a single spreadsheet file.

Note: To actually make changes to the student data, you must edit the individual student records in WIDA AMS. You *cannot* make changes by editing and attempting to upload the spreadsheet file that you exported from WIDA AMS.


The screenshot displays the WIDA Assessment Management System interface for Data Validation. The top navigation bar includes 'All Applications' and 'Data Validation'. The main content area features a header explaining the system's purpose: 'The Data Validation system allows the user to correct student demographics and reporting values after testing is completed.' Below this, there are filter sections for Administration (WI ACCESS for ELLs 2.0), District (DRC Use Only - Sample Di), and School (DRC Use Only - Sample Sc). A Grade filter is set to '(All)'. A 'Show Students' button is located below the filters. The interface then shows tabs for 'Edit Students' and 'Status Report'. Under the 'Edit Students' tab, there are instructions and a 'Status' dropdown menu. Below these are input fields for 'Last Name', 'First Name', and 'State Student ID', followed by a 'Find Students' button. A table of students is displayed with the following data:

District	School	School Name	Last Name	First Name	Grade	State Stu
WI99999	99999	DRC Use Only - Sample School	StudentFourO	TestO	02	12358751
WI99999	99999	DRC Use Only - Sample School	Student	Three	01	21589724
WI99999	99999	DRC Use Only - Sample School	StudentTwoO	TestO	02	24872456
WI99999	99999	DRC Use Only - Sample School	adJksdflieoikdjhflieoshikahwihgkdsf	skdjflieoshjgldroshgieo	03	25467485
WI99999	99999	DRC Use Only - Sample School	Student	Test	01	26842358
WI99999	99999	DRC Use Only - Sample School	StudentSeven	Test	01	45875213
WI99999	99999	DRC Use Only - Sample School	StudentFive	Test	01	52478746
WI99999	99999	DRC Use Only - Sample School	Roster	checkDistrictID	02	56421343
WI99999	99999	DRC Use Only - Sample School	roster	ValidateDistrictID	02	56780707
WI99999	99999	DRC Use Only - Sample School	StudentSix	Test	01	75424599

At the bottom of the table, there is a pagination control showing 'Page 1 of 2 (11 items)' and buttons for 'Export to Excel' and 'Export All to CSV'.

1. To export student data to a spreadsheet file, open the **All Applications** menu bar and click **Data Validation**. The Data Validation page appears.
2. Select an administration from the Administration drop-down menu (required) and a district from the District menu (required). You also can select a school (optional).
3. Click **Show Students**. The Edit Students and Status Reports tabs display. Select any filtering options from the drop-down menus and click **Find Students**.
4. Click **Export to Excel** to export just the data displayed in the student chart in comma-separated value (.csv) format. Click **Export All to CSV** to export the data displayed in the student chart plus additional demographic and accommodation information.

Notes



Data Recognition Corporation (DRC)
13490 Bass Lake Road
Maple Grove, MN 55311

Direct: 1-855-787-9615
Website: <https://wida-ams.us>
Revision Date: January 31, 2017