



## WIDA Assessment Management System (WIDA AMS) and other related technology assistance services

---

**WIDA AMS** login at [wida.wisc.edu/login](http://wida.wisc.edu/login)

**Data Recognition Corporation (DRC)** at [www.drccdirect.com/all/eca-portal-ui/welcome/WIDA](http://www.drccdirect.com/all/eca-portal-ui/welcome/WIDA) or call at 855-787-9615

**Central Office Service – Service Device (COS-SD) (formerly Testing Site Manager/TSM)** at [wida.wisc.edu/assess/technology](http://wida.wisc.edu/assess/technology)

**1. Is an account required for WIDA AMS?**

Yes, users need an account to access and perform tasks in WIDA AMS. WIDA AMS accounts are separate from accounts on the wida.us website.

**2. Are the WIDA AMS user accounts the same for both Online Screener and ACCESS for ELLs 2.0?**

Yes. However, additional permissions are required. If you do not have access to WIDA Screener in WIDA AMS, please contact your District Assessment Coordinator.

**3. Will students be pre-loaded into WIDA AMS?**

No, students will not be pre-loaded into WIDA AMS for the Online Screener. Students must be added to WIDA AMS by the District or School Test Coordinator (the decision on who does this is to be made locally) and placed into a test session to take WIDA Screener Online.

**4. Can Districts/schools export a multi-student data file?**

At present, WIDA has no functionality to export a multi-student data file. WIDA is contracting with Data Recognition Corporation (DRC) to adjust the programming within WIDA AMS to allow for this functionality. Until this functionality is available, districts/schools will collect and analyze data in the same manner as with W-APT.

**5. What Screener online reports are available to export from AMS?**

The only report available currently for export are individual student score reports as a pdf file.

Note – WIDA AMS does not generate reports for Screener paper.

**6. How do districts/schools add students to Screener through AMS?**

Adding Screener student users to WIDA AMS is the same process as it is for adding Students to ACCESS 2.0. If you need support on performing these action, log into WIDA AMS, open “Information about key functions of WIDA AMS” to view the 2 minute video tutorials.

**7. Can I remove a student from the WIDA AMS system?**

No

**8. Can I filter by school year for WIDA Screener in the AMS?**

No



**9. Does student data entered into Screener in WIDA AMS transfer to ACCESS for ELLs 2.0 within WIDA AMS?**

**No, student data entered under Screener in WIDA AMS does not transfer to the ACCESS file within WIDA AMS**

When adding a student to WIDA AMS there is a field for the student SASID. Note, the actual student SASID is not required for Screener. Information in the SASID field:

- does not have to be unique to that student
- does not require all ten spaces to be filled
- can be letters, numbers, or a combination

CDE will **not** review students under Screener in WIDA AMS. CDE makes the following suggestion populating the SASID field.

***School Year\_First Initial and last name of person administering the assessment\_schoolcode***

## WIDA Online Screener Technology

**1. What are the technology requirements for WIDA Screener Online?**

The WIDA Screener Online may be administered via Windows, Macintosh, Linux, Chrome, iOS, or Android devices. Specific system requirements for the WIDA Screener Online mirror those of ACCESS for ELLs 2.0. Please refer to the ACCESS for ELLs 2.0 technology webpage or the Technology User Guide for more information.

**2. Does each student need a laptop or computer? What about headsets?**

Each student needs a computer or tablet for all domains. Headphones are needed for the Listening, Reading, and Writing tests. A headset with microphone is needed for the Speaking test.

**3. Where can I find information on the type of headsets required?**

WIDA has created a Headset Specifications document to assist districts purchasing headsets by outlining recommended features. Specifications align with ACCESS for ELLs 2.0 specifications and can viewed after logging into WIDA Secure Portal.

**4. What does the COS-SD do?**

The Central Office Service-Service Device (COS-SD) a web-based, locally installed application that helps Technology Coordinators plan, configure and manage their testing environment. This requires you to download and install a software package on a local device.\*Testing Site Manager (TSM): Support for this software package ends on 8/15/2019. WIDA recommends that sites move to the COS-SD. This is the previous version of a web-based, locally installed application

**5. What are the primary functions of a COS configuration?**

It allows to logically group testing devices and COS SDs and it allows you to easily specify the settings for all of the devices in the configuration.

**6. On what devices can I install a COS-SD?**

A COS-SD can only be installed on supported Windows, Macs, and Linux computers, one per computer.

**7. What are the bandwidth requirements for test administration?**

For the full range of bandwidth requirements, please refer to DRC INSIGHT Online Learning System, Technology User Guide on page 28.

**8. What if a student is unable to log in to the test?**

- Ensure that the student is logging in to the INSIGHT test sign in, not the practice Items.
- Verify that the student is logging into the Screener (and not ACCESS for ELLs 2.0).
- Verify that the student is using the same username and password that appear on the student's test ticket, both on the printed version and as it appears in WIDA AMS.



**9. What does “Invalid Username or Password” mean?**

Students can receive this message in one of two ways: Either the student typed in the testing credentials incorrectly, or the student logged into the wrong Test Sign-In location. Go back to the main menu and attempt to log in again.

**10. What should I do if the test engine displays an error message?**

Please refer to page 18 of the Technology User Guide Part V for a list of the most common error messages and how to solve them. If the error is not listed or if you are having difficulty implementing the solution, please contact DRC Customer Support.

## WIDA Screener Administrator Certification and Preparation/Training

**1. How do administrators become certified to administer the WIDA Screener?**

District Test Coordinators and Test Administrators should complete the appropriate online and/or paper training course(s), which include new web-based training modules for WIDA Screener. The WIDA Screener training modules can be found by logging in and selecting the “My Account & Secure Portal” button at the top right corner of the screen.

**2. What training or certification is required for educators who will be responsible for scoring the Speaking and Writing domains of the WIDA Screener?**

WIDA Screener Online Training	WIDA Screener Paper Training
Complete training modules at <a href="http://wida.wisc.edu/assess/screener/online">wida.wisc.edu/assess/screener/online</a>	Complete training modules at <a href="http://wida.wisc.edu/assess/screener/paper">wida.wisc.edu/assess/screener/paper</a>
WIDA Screener Online Certification	WIDA Screener Paper Certification
Writing Grades 1-5 <b>and/or</b> 6-12 Quiz Speaking Grade 1-5 and/or 6-12 Quiz *	Writing Grades 1-5 <b>and/or</b> 6-12 Quiz Speaking Grade 1-5 and/or 6-12 Quiz*

**\*If already certified to administer ACCESS for ELLs 2.0 Paper Speaking test, it is not necessary to retake the quizzes (ACCESS and Screener use the same speaking certification quizzes).**

Technology Coordinators (for the online screener) should be familiar with the applicable steps on the Technology Readiness Checklist for WIDA Online Assessments at [wida.wisc.edu/assess/technology](http://wida.wisc.edu/assess/technology). Note: the dates on the checklist are intended for ACCESS for ELLs 2.0 readiness preparation.

**3. Do Administrators/Scorers of WIDA Screener have to take the training annually?**

Districts/schools make this decision locally. WIDA does recommend an annual refresher on WIDA Screener materials.

**4. Do certified W-APT administrators need to take training for the WIDA Screener (online and paper)?**

Yes, certified W-APT administrators will need to review the training and take the appropriate certification quizzes.

**5. Do certified ACCESS for ELLs 2.0 administrators need to take training and quizzes for the WIDA Screener? Administrators:**

WIDA and CDE recommend that anyone responsible for administering the WIDA Screener be familiar with the subjects covered in the training.

**Scorers:**

Anyone who will be responsible for scoring the Writing and Speaking domains must pass the appropriate quizzes.



**6. How are training and certification monitored?**

- **District/school Assessment** can monitor administrators' certification progress in the **Account Management & Training Status** tile on the WIDA website at [wida.wisc.edu/login](http://wida.wisc.edu/login).
- **Test Administrators** can (if required by district/school) print their quiz certification document.

**7. How much time will it take to complete the WIDA Screener administration training and certification?**

The time required to train and become certified to administer the different versions of WIDA Screener vary:

- Test Administrators who have already certified for the ACCESS for ELLs 2.0 assessment will find extensive similarities with the WIDA Screener, thus decreasing their training requirements.
- Administrators/Scorers who have already taken and passed the relevant speaking quizzes need not take them again.

WIDA Screener Online Certifications	WIDA Screener Paper Certifications
<ul style="list-style-type: none"><li>• ½-hour for Test Administrators</li><li>• 1-2 hours for Speaker Scoring Series *</li><li>• 1-2 hours for Writing Scoring Series</li></ul>	<ul style="list-style-type: none"><li>• ¾ - 1hour for Test Administrators</li><li>• 1-2 Hours for Speaker Scoring Series</li><li>• 1-2 hours for Writing Scoring Series</li></ul>

**\*If already certified to administer the ACCESS for ELLs 2.0 Paper Speaking test, it is not necessary to retake the quizzes (ACCESS and Screener use the same speaking certification quizzes).**

**8. Are there any sample prompts or practice items?**

**Online Screener:**

Yes, the DRC website hosts Practice Items and Interactive Sample Items for the Public at [wbte.drccdirect.com/WIDA/portals/wida](http://wbte.drccdirect.com/WIDA/portals/wida) which allow test administrators, educators, students, and their families to review and familiarize themselves with online test items.

**Paper Screener:**

Yes, the WIDA website hosts Sample Items (Preparing Students for ACCESS for ELLs) at the bottom of the ACCESS for ELLs 2.0 page at [wida.wisc.edu/assess/access](http://wida.wisc.edu/assess/access) which may be used as WIDA Screener Paper Sample Items. Please note that at this time, only Speaking and Listening Sample Items are available.

## WIDA Screener Support

As Colorado transitions to WIDA Screener for grades 1-12, screener support and training will be provided by the Office of Culturally and Linguistically Diverse Education (CLDE). Please visit the CLDE WIDA Screener Assessment page at [www.cde.state.co.us/cde\\_english/english-language-proficiency-assessment](http://www.cde.state.co.us/cde_english/english-language-proficiency-assessment) for details related to the WIDA Screener assessment or CLDE contact information.