



New Hampshire

Department of Education

2021 ACCESS for ELLs® Assessment Guidance: Maintaining Student Data in the Time of COVID-19.

Districts and schools must inform parents about the statewide assessments their student is required to complete and provide parents with a schedule of the assessments prior to administration. The NHDOE recommends that communication with parents includes the importance of annual testing for students as well as the district/school plan for mitigating risk during in-person testing.

New Hampshire's RSA 193-C does permit a parent or legal guardian to exempt their student from participating in any of the state required statewide assessments. If a parent chooses to exempt their student from any statewide assessment it is required that an exemption form provided by the school district is signed by the parent or legal guardian. Example template exemption forms are available on the DOE website > [Office of Academics & Assessment](#) in [English](#) and [Spanish](#).

In addition, the New Hampshire Department of Education (NH DOE) has developed a process to categorize and document students that have a parent/legal guardian assessment exemption for the 2021 ACCESS testing citing a reason relevant to COVID-19 (e.g., health reason, quarantine circumstances or concerns about potential exposure).

For Online Students:

Please follow the directions below. The whole process should take about 1 minute per student.

Step 1: Log on to [WIDA DRC](#) accounts management portal.

Step 2: From the top menu choose: "My Products" > "My Applications" > "Student Management"

DRC INSIGHT WIDA MY APPLICATIONS WP

GENERAL INFORMATION SCORING AND REPORTING

General Information Report Delivery

TECHNOLOGY Screener Scoring

Central Office Services

TEST ADMINISTRATION

User Management

Student Management

Materials

Test Management

Welcome to the WIDA Client Services Center (AMS)!

WIDA AMS is the interface for the following:

- User Management
- Materials Management
- Student Management
- Test Management
- Reporting
- Screener Scoring

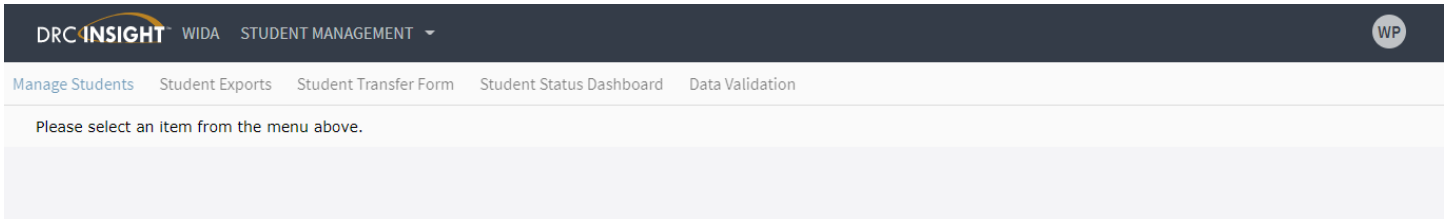
Click on "My Applications" to display the WIDA AMS applications that you have permissions to use.

Support

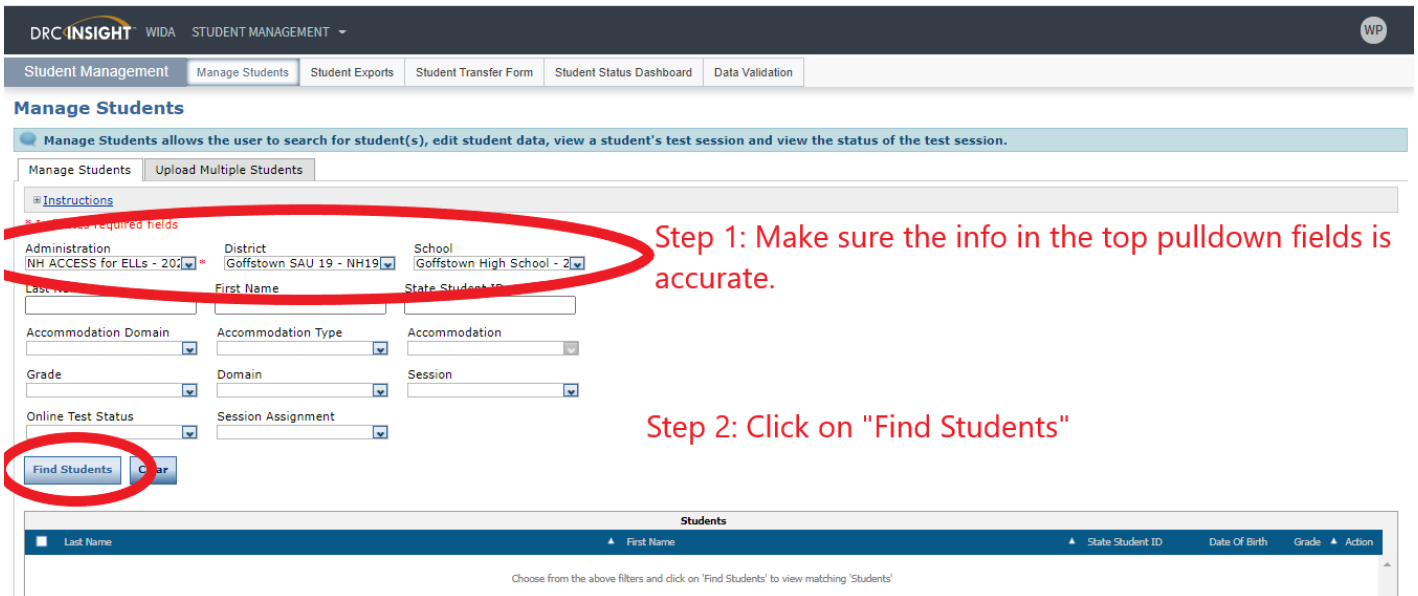
WIDA Client Services Center

help@wida.us | 1-866-276-7735

Step 3: Click on “Manage Students” in the top menu.



Step 4: Follow the directions below.



STEP 5: Find the student you would like to add the code for in your list of students and click on "Action" in the far right column.

The screenshot shows the 'STUDENT MANAGEMENT' section of the DRC INSIGHT system. At the top, there are dropdown menus for 'Online Test Status' and 'Session Assignment', along with 'Find Students' and 'Clear' buttons. Below this is a table titled 'Students' with columns: Last Name, First Name, State Student ID, Date Of Birth, Grade, and Action. The first row contains the data: Sample, Student, 123456, (blank), 07. A red arrow points to the 'Action' icon in the rightmost column of this row.

STEP 6: Follow the directions below.

The screenshot shows the 'Edit Student' form. At the top, there are fields for 'Last Name' (Sample), 'First Name' (Student), 'Middle Initial' (blank), and 'State Student ID' (123456). Below these are tabs for 'Student Detail', 'Accommodations', 'Demographics', 'Do Not Score', and 'Test Sessions'. A red arrow points to the 'Demographics' tab. The 'Demographics' section contains several fields: 'LIEP Classification', 'LIEP - Parental Refusal', 'State Defined Optional Data', 'District Defined Optional Data', 'Alternate ACCESS for ELLs Tester', 'Student Type', and 'Additional Field to be used by a State if needed'. The 'Additional Field to be used by a State if needed' field contains the text 'COVID' and is circled in red. A red arrow points to the 'Save' button at the bottom left. Text instructions are overlaid on the form: 'Step 1: Click on the Demographics tab.', 'Step 2: In the "Additional Field to be used by a State if needed" data field, type in the code: COVID.', and 'Step 3: Click Save to finalize.'

STEP 7: Follow the directions below.

DRC INSIC Edit Student WP

Grade

Online Test S

Find Student

Last Name Andrews
 Jeong
 Keever

Instructions

* Indicates required fields

Last Name * First Name David * Middle Initial State Student ID *

Student Detail | Accommodations | Demographics | **Do Not Score** | Test Sessions

Listening Gr 6-8 Reading Gr 6-8 Speaking Gr 6-8 Writing Gr 6-8

Do Not Score Declined (DEC) Declined (DEC) Declined (DEC)

Step 1: Click on Do Not Score tab

Step 2: Choose code "Decline (DEC)" from the pull down menu of options for all four test domains above.

- Absent (ABS)
- Invalidate (INV)
- Declined (DEC)
- Deferred Special Education/504 (SPD)

Action

For Paper Students (Paper ACCESS, K ACCESS, Alternate ACCESS)

If a student is testing in Kindergarten, Alternate, or Paper ACCESS, the student will not be in online test sessions and therefore a Do Not Score Code cannot be added in WIDA AMS in the student profile (Student Management).

For a paper tested student to appear on the SSR with a COVID-19 indication, the test booklet will need to be labeled as follows:

STEP 1: In box 18 labeled, “State Defined Optional,” please enter code: 19.

The image shows a section of a form titled "STATE DEFINED OPTIONAL" with a box labeled "18" containing the code "19". Below the box is a grid of radio buttons for selecting a code. The grid has 10 columns and 10 rows. The first column has radio buttons labeled A through J. The second column has radio buttons labeled 1 through 0. The third column has radio buttons labeled 1 through 0. The fourth column has radio buttons labeled 1 through 0. The fifth column has radio buttons labeled 1 through 0. The sixth column has radio buttons labeled 1 through 0. The seventh column has radio buttons labeled 1 through 0. The eighth column has radio buttons labeled 1 through 0. The ninth column has radio buttons labeled 1 through 0. The tenth column has radio buttons labeled 1 through 0. There are two black dots in the grid: one in the first row, second column (A1) and one in the first row, tenth column (J1).

STEP 2: In box 23 labeled, “Do Not Score...,” please enter code “DEC” for all four test domains.

The image shows a section of a form titled "Do Not Score This Section For This" with a box labeled "23". Below the box is a table with four rows and four columns of radio buttons. The rows are labeled ABS, INV, DEC, and SPD. The columns are labeled L, M, N, and O. A red arrow points to the DEC row, which has all four radio buttons selected (filled in).

	L	M	N	O
ABS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
INV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DEC	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
SPD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>