WIDA ACCESS MILESTONES: 2024-2025

Task/Event	Date(s)
Before Testing	
WIDA ACCESS Pretest Workshop The 2024-2025 WIDA ACCESS Pretest Workshop will be available in Moodle. Corporation Test Coordinators (CTCs) and WIDA Test Coordinators (WTCs) must complete the Pretest Workshop by Friday, December 13. CTCs will be assigned to the course in Moodle. WTCs and other staff can access the Pretest Workshop in Moodle using the Access Code: WIDA2025PTW. Training completion by CTCs will be monitored.	Monday, November 4, 2024
WIDA ACCESS Accommodations Overview Training This training video will be available to view via YouTube. Test administrators (TAs) who will administer WIDA ACCESS assessments to students with test accommodations must review this training prior to test administration. CTCs or WTCs must monitor completion of this training by TAs.	Monday, November 4, 2024
Data Exchange: Deadline for Pre-ID Data Corporations and schools must ensure that student data is up to date and accurate in their student information system (SIS) and Indiana IEP for all identified English learners (ELs). The Pre-ID file is submitted to Data Recognition Corporation (DRC) in mid-November to populate student and test registration data for WIDA ACCESS in WIDA AMS..	Wednesday, November 6, 2024
WIDA AMS Test Setup Available for Registrations Test setup opens for the ACCESS 2024-2025 test administration in WIDA AMS. Identified ELs not included on the Pre-ID file can be added and registered for ACCESS Online testing. Existing students' demographic data and test registrations can be edited, as needed.	Tuesday, December 3, 2024
Initial Materials Orders Arrive Initial materials arrive in corporations. Initial materials are populated based on Pre-ID data.	Tuesday, January 7, 2025
Additional Materials Ordering (AMO) Window Opens AMOs can be submitted in WIDA AMS. AMOs should be placed at the district level. A single, consolidated AMO should be placed if multiple schools within the corporation need additional materials. Inventory initial materials prior to placing an AMO. Overage materials included with initial orders should be used, if available.	Tuesday, January 7, 2025

Note: Dates are subject to change. Monitor Office of Student Assessment listservs for changes, as applicable.

WIDA ACCESS MILESTONES: 2024-2025

Task/Event	Date(s)
During Testing	
WIDA ACCESS Annual Test Window All identified ELs must participate in the appropriate ACCESS assessment during the test window.	Monday, January 13, through Friday, February 28, 2025
AMO Window Closes This is the last day to place an AMO in WIDA AMS.	Friday, February 21, 2025
After Testing	
Return of Secure Test Materials Deadline All used and unused secure test materials must be returned. Test booklets containing student responses returned after this date will not be included in data validation or initial reporting.	Wednesday, March 5, 2025
Pre-Reporting Data Validation Schools make real-time data corrections in WIDA AMS for individual students. Not participating in this process may result in missing test scores or split reporting for impacted students in initial reporting.	Monday, March 24, through Monday, April 7, 2024
Initial Results Release in WIDA AMS Electronic reports and data files are available in WIDA AMS. Data corrections made during pre-reporting data validation are reflected in initial reporting.	Monday, April 28, 2025
Initial Results Release - Printed Reports Printed reports arrive in corporations. Printed reports match the initial electronic reports in WIDA AMS.	Thursday, May 15, 2025
Post-Reporting Data Validation The Indiana Department of Education (IDOE) identifies and corrects remaining data discrepancies. Schools can report data discrepancies identified in initial reporting and Do Not Score codes marked in error to IDOE.	Monday, May 12, through Friday, May 23, 2025
Final Results Release in WIDA AMS Data discrepancies corrected during post-reporting data validation will result in the delivery of new electronic reports and data files in WIDA AMS for impacted corporations, schools, and students.	Thursday, June 12, 2025

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WIDA OFFICE HOURS: 2024-2025

WIDA Office Hours are held on Wednesdays from 3 to 4 p.m. ET.	
2024 Office Hours Dates and Topics	**2025 Office Hours Dates and Topics**
July 31: Beginning of the year reminders, updates for 2024-2025	**January 8**: Pre-testing Q&A, secure test materials orders and tracking
August 28: EL identification and placement timeline, training requirements	**January 29**: ACCESS testing window check-in
September 25: Monitoring training course completion, DEX-LM reporting	**February 12**: Open Office Hours Q&A
October 23: Data Exchange and accommodations reporting reminders	**February 26**: End of testing window reminders, returning secure test materials
November 20: Pre-ID file status, Pretest Workshop and Accommodations Overview	**March 26**: Pre-reporting data validation information and reminders
December 18: Verifying student information and test registrations in WIDA AMS	**April 23**: Initial results release, post-reporting data validation
	May 21: Final results release, end-of-year reminders, lessons learned

Note: Dates are subject to change. Monitor Office of Student Assessment listservs for changes, as applicable.

WIDA Contacts and Resources

IDOE Office of Student Assessment
- Phone: 317-232-9050
- Email: INassessments@doe.in.gov
- IDOE WIDA Web Page

WIDA Client Services Center
- Phone: 866-787-9615
- Email: help@wida.us
- WIDA Secure Portal

DRC Customer Service
- Phone: 855-787-9615
- Email: wida@datarecognitioncorp.com
- WIDA AMS

Webinar Title and Description	Date of Live Webinar (Live webinars are held from 2 to 3 p.m. ET.)
DRC Technical Enhancements for 2024-2025 Provides information on WIDA AMS and DRC INSIGHT technical enhancements.	Tuesday, May 21, 2024
WIDA Screener for Kindergarten Provides an overview of WIDA Screener for Kindergarten training, test administration, and scoring.	Tuesday, July 23, 2024
WIDA Screener Online and Paper Provides an overview of WIDA Screener Online and Paper training, test administration, and scoring.	Tuesday, August 6, 2024
Understanding 2023-2024 WIDA Alternate ACCESS Score Reports Provides an overview of Alternate ACCESS scores and reports, how to use the results, and reporting resources.	Tuesday, August 27, 2024
Welcome Back: What's New in 2024? Introduces new features of WIDA AMS, WIDA training, and the WIDA website for the 2024-2025 school year.	Tuesday, September 10, 2024
ACCESS for New Test Administrators Provides information for new test administrators preparing to administer WIDA ACCESS assessments.	Thursday, September 12, 2024
ACCESS for New District Test Coordinators Provides information on how to create user accounts, monitor training completion, and use WIDA AMS.	Tuesday, September 17, 2024
Ordering Materials in WIDA AMS Provides an overview of ordering ACCESS test materials and monitoring order status.	Tuesday, September 24, 2024
ACCESS Software Updates and Tech Readiness Checklist Provides an overview of system requirements, the Technology Readiness Checklist, and DRC INSIGHT updates	Tuesday, October 1, 2024
ACCESS Technology Installations Part 1 Provides instruction on how to configure Central Office Services (COS) and installation of COS Service Devices.	Tuesday, October 8, 2024
ACCESS Technology Installations Part 2 Provides instruction on how to install DRC INSIGHT on varying student devices/operating systems.	Thursday, October 10, 2024

Webinar Title and Description	Date of Live Webinar (Live webinars are held from 2 to 3 p.m. ET.)
ACCESS Technology Support and Online Preparedness Provides technology coordinators information to communicate on troubleshooting and reporting technical issues.	Tuesday, November 5, 2024
Kindergarten ACCESS for New Test Administrators Provides an overview of Kindergarten ACCESS including scheduling, test administration, and training resources.	Tuesday, November 12, 2024
Managing Students Information for ACCESS Testing Provides an overview about student demographic information and accommodations for online administration.	Thursday, November 14, 2024
WIDA Alternate ACCESS for New Test Administrators Provides an overview of Alternate ACCESS including scheduling, test administration, and training resources.	Tuesday, November 19, 2024
Managing ACCESS Registrations in WIDA AMS Provides information on creating and managing test sessions/registrations and printing test tickets.	Tuesday, December 3, 2024
Managing Test Materials in WIDA AMS Provides information on paper materials inventory, additional materials ordering, and secure materials protocol.	Thursday, December 5, 2024
ACCESS Technology Troubleshooting Provides an overview of various error messages and common troubleshooting solutions.	Thursday, December 12, 2024
Returning ACCESS Test Materials Provides an overview of the secure materials return process.	Tuesday, January 21, 2025
Monitoring Completion for Test Coordinators Provides information about student status reports and online testing statistics.	Thursday, January 23, 2025
ACCESS Data Validation Provides information on validating and correcting student data in WIDA AMS prior to initial reporting.	Tuesday, March 4, 2025
Interpreting ACCESS Score Reports Provides information on how to interpret score report data and review general data corrections.	Tuesday, March 11, 2025

Webinar recordings are available in the WIDA Secure Portal within one week of the live session.