



World-Class Instructional Design and Assessment  
Wisconsin Center for Education Research (WCER)  
University of Wisconsin-Madison  
1025 West Johnson Street, MD #23  
Madison, WI 53706

To: State Education Agency Representatives

From: WIDA Assessment Team and State Relations

Date: January 22, 2016

Re: REVISED: ACCESS for ELLs 2.0 Student Transfer Process

In response to feedback from SEAs, WIDA and DRC have revised the Student Transfer Process chart and form. There is an additional way to transfer a student test booklet that is specific to the ACCESS for ELLs 2.0 paper test, as outlined below.

In order to ensure the best testing experience for students and maintain the optimal validity of scores, WIDA recommends, if possible, that students transferring to a new school and/or district be assessed in the same modality that was used in the sending school.

Please review the table below and encourage educators to contact DRC Customer Service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 855-787-9615 if they have questions about these processes.

The chart and transfer form are also available on the [ACCESS 2.0 Updates](#) page on the WIDA website and under [ACCESS 2.0 FAQs](#)/Test Administration Procedures.

866.276.7735 • [www.wida.us](http://www.wida.us) • [info@wida.us](mailto:info@wida.us)

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ACCESS for ELLs 2.0 Student Transfer Process



Transfer Mode Using Same Modality	Student Status (Testing Minimum)	District Actions	DRC Actions	Student Required to Retake Domain(s)?
Online to Online	One+ Domain Complete	<ol style="list-style-type: none"> <li>The sending district completes Student Transfer Form and faxes to DRC Customer Service in order to transfer online student record from the sending district to the receiving district.</li> <li>The receiving district will need to enter new student into new or pre-created test sessions.</li> </ol>	DRC will transfer the student record to the receiving district in WIDA AMS within 48 hours of receipt of the Form and email recipient.	No
Paper to Paper	One+ Domain Complete	<ol style="list-style-type: none"> <li>The sending district will securely transfer the partially completed test booklet to the receiving district.</li> <li>The receiving district will place a District/School Label on booklet and complete the demographic information.</li> </ol>	No Action needed	N/A
		<p style="text-align: center;"><i>ADDITIONAL OPTION:</i></p> <ol style="list-style-type: none"> <li><i>The sending district will complete and fax the Student Transfer Form to DRC Customer Service and return the partially completed test booklet (must have Pre-ID or District/School label attached) with all test materials.</i></li> <li><i>The receiving district will follow the same procedures noted above with Student Transfer Form, return of partially completed test booklet in the receiving district to DRC, and will affix a District/School Label on booklet and complete the demographic information.</i></li> </ol>	<i>DRC will transfer the student record to the receiving district in WIDA AMS within 48 hours of receipt of Accountability Form and email recipient.</i>	No

Updated 1/21/16

NOTE: School-to-school transfers within a district are not covered above as District level Test Coordinators can update a student’s school in WIDA AMS Test Set-up. DRC Customer Service does not need to be contacted or receive a Student Transfer Form.



ACCESS for ELLs 2.0 Student Transfer Process



Transfer Mode Using Different Modality	Student Status ( <i>Testing Minimum</i> )	District Actions	DRC Actions	Student Required to Retake Domain(s)?
Online to Paper	Two+ Domains Complete	<ol style="list-style-type: none"> <li>1. The sending district completes Student Transfer Form and faxes it to DRC Customer Service. Student must complete Listening and Reading to generate the Tier Placement Report in WIDA AMS. The sending district notifies the receiving district of Writing and Speaking Tiers.</li> <li>2. The receiving district will use overage or order Additional Materials to administer the remaining domains, return partially completed test booklet to DRC, and will affix a District/School Label on booklet and complete the demographic information.</li> </ol>	DRC will transfer the student record from the online district to the paper district by the end of the testing window.	No
Online to Paper	One Domain Complete	<ol style="list-style-type: none"> <li>1. The sending district completes Student Transfer Form and faxes it to DRC Customer Service.</li> <li>2. The receiving district will use overage or order Additional Materials and determine the appropriate tier placement to administer the test, return partially completed test booklet to DRC, and will affix a District/School Label on booklet and complete the demographic information.</li> </ol>	DRC will remove the completed test record for the one online domain that was completed.	Yes, would need to retake the one domain that was originally completed online.
Paper to Online	One+ Domain Complete	Not possible; follow instructions for Paper to Paper process.	No Action needed	No

Updated 1/21/16

NOTE: School-to-school transfers within a district are not covered above as District level Test Coordinators can update a student’s school in WIDA AMS Test Set-up. DRC Customer Service does not need to be contacted or receive a Student Transfer Form.