



Test Management: *Common Questions for Online ACCESS for ELLs Test Administration*

Below are a series of commonly asked questions about Online ACCESS for ELLs Test Administration on the day of testing.

How much time should be scheduled for each domain?

Overall, WIDA ACCESS for ELLs is not a timed test. The below timeframes are not maximums, but **recommendations** for the purpose of scheduling.

- **Listening:** Schedule 65 minutes. In-seat testing ranges from 20 to 50 minutes.
- **Reading:** Schedule 70 minutes. In-seat testing ranges from 40 to 55 minutes.
- **Writing:** Schedule 40 to 90 minutes. In-seat testing ranges from 25 to 75 minutes.
- **Speaking:** Schedule 50 minutes. In-seat testing ranges from 15 to 35 minutes.

Can tiers, grades, and domains be mixed for Online ACCESS for ELLs?

Tiers and grade clusters can be mixed for Online ACCESS for ELLs within certain parameters. It is recommended that younger students in grades 1-3 be tested within their grade clusters, as they will have different testing times than older students. For the Writing domain in grades 1-3, students will need to be tested according to grade cluster, tier, and domain. Students in grades 4-12 can be mixed with different grade clusters and tiers. No domains should be mixed when administering Online ACCESS for ELLs (e.g. a student should not be taking a Speaking test while another student is taking a Reading test).

Why does the student have an Invalid Username and Password?

A student can only receive an invalid username and password in the following circumstances:

1. The student's username or password is typed incorrectly.

2. The student is attempting to sign into the wrong Test Sign In location.

Ways to verify:

1. All usernames will start with the first initial, full or partial last name, and then a number. Check to see whether I's and L's and O's and 0's typed correctly. Usernames are not case-sensitive. All passwords should be 6 numbers.
2. Check the test ticket and then go back to the home menu to confirm the Test Sign In location selected matches the test ticket.

Why is the Next button gray?

A gray Next button indicates that the student has not answered the question that they are on. For example, if it is multiple choice, the student must select an answer to advance to the next question. For other types of questions like hot-spot or drag-and-drop, the student must complete the task before the Next button will highlight.

In some domains, especially Listening and Writing, there are long sections of spoken directions. The student must wait for those directions to finish before the Next button will highlight.

Also, check to see if the student is assigned the accommodation Manual Control of Item Audio. This accommodation will appear as "MC" on the test ticket. The student should have a yellow Play button in the test that must be selected for the audio to start. If the audio cannot start, the student cannot progress.

Why is the Record button gray?

A record button is gray once an audio response has been captured. The student has selected the Record button and has selected the Stop button or the time to record has expired. Responses cannot be re-recorded.

Is the test frozen? Why can't the student select an answer?

There are questions in the Listening and Reading domains that are technology-enhanced, including drag-and-drop and hot-spot questions along with the better-known multiple-choice questions. Drag-and-drop items will require a student to select an item on the screen and move it to the correct location. Hot spot items require a student to select a particular area within a picture. Test Administrators may state that the test is frozen, and the student cannot select the

Next button. If the mouse cursor can move, then the test is not frozen. The student should read the question carefully to see if the question is asking for an object to be moved or an area of a picture to be selected. All grade clusters have examples of technology enhanced items within the Test Practice that is available prior to the student taking the domain.

If a student is stating that the test is frozen during a Writing domain and they are not allowed to type the response, first check the mode of the Writing test. It is possible that the student was placed into a Handwriting (HW) registration. In this case, the test ticket will be labeled "HW" and the image of a test booklet writing page will appear on the screen instead of a text box.

If there is a text box, ask the student whether audio is still playing. Many writing prompts have multiple tabs to listen to prior to the text box activating. The student will not be able to type until all audio has finished playing.

How many questions are on the test?

There is not a set number of questions per domain. The Listening and Reading tests will vary in length as each test will adapt to the student until a tier is determined. The number of questions for tiered domains will vary based on tier and grade. Therefore, a Test Administrator may have students who are finishing at various times. Plan accordingly.

Can students skip test questions?

The ACCESS for ELLs and Screener Online tests are designed so that the student cannot progress forward in the test unless the student answers the question that they are on. Conversely, once a question is answered, a student cannot go back to a previous question, except when taking the Writing domain. Therefore, once a student finishes the domain, he or she has been presented all items available to answer.

Why is the student In Progress?

If a domain still shows In Progress for a student, this will indicate that the student did not formally submit the domain. The student may have reached the End Test screen but then paused or exited rather than submitting the test. **Test Administrators should verify the**

testing status of the student in WIDA AMS prior to releasing the student to ensure the student's status is Complete.

Why is the student starting over?

If a student pauses and exits the test and logs back in the same day or on an approved later date, the student will be prompted to select the green "Begin the Test" button. This is a default button and does not indicate that the student will need to start over. Once this button is selected, the student will start with the last question they were on when they paused and exited the test.

For more information regarding common questions about paper testing, refer to Knowledge Article "[Common Questions for Paper ACCESS for ELLs, Kindergarten ACCESS and WIDA Alternate ACCESS Test Administration.](#)"

For more information about Test Management, refer to the [WIDA AMS User Guide](#).

If you need further assistance, please contact DRC Customer Service at 855-787-9615 or wida@datarecognitioncorp.com.