

Returning WIDA ACCESS and WIDA Alternate ACCESS Test Materials

All ACCESS test materials must be shipped by **Thursday, March 26, 2026**

ACCESS materials are returned via UPS

- You must use the UPS return shipping labels, you received with your testing materials
- **Call UPS at 866-857-1501**, at least one day prior to the day you want your materials picked up
 - New this year: schedule UPS pickup online, see Return Materials Instruction Packet
- You must have at least one return shipping label with you when you call UPS, as they will ask you for a Tracking number
- Count the number of boxes to be shipped

Detailed instructions are in the Returning Test Materials section of the *WIDA District and School Test Coordinator Manual* starting on page 31 as well as in the Return Materials Instruction Packet that was included in the initial materials order

Secure Materials - **MUST Return to DRC**

- Complete list on back of this guide

Other Materials - **Securely Destroy**

- Unused Student Pre-ID, District/School and Do Not Process labels
- Student Test Tickets
- Scratch Paper

Other Materials - **Recycle**

- District and School Test Coordinator Manual
- Test Administrator Manual
- School box range sheets
- Online Grades 4-12 Test Administrator's Scripts
 - All other scripts must be returned to DRC

Send to REA Friday, March 28, 2025 – via Google Folder:

<https://tinyurl.com/4twxrdvc>

- Test Administrator Training Sign-in sheet
- Security Checklists (secure material tracking)
- Packing Lists
- Paper ACCESS Speaking Reliability documentation
- Test Session Attendance
- Test Administration Reports (TARs)
- Any opt-outs not already sent
- Why student(s) did not test or complete all testing
 - Spreadsheet, document, TARs, etc.

If unsure what to do with a material → contact your DAC

Secure Materials → All secure materials need to be returned to DRC

WIDA ACCESS for Kindergarten:

- all Kindergarten Test Administrator Scripts
- all Kindergarten Student Response Booklets
- all Kindergarten Score Sheets
- all Kindergarten Ancillary Material Kits (Storybook and Flashcards)

WIDA ACCESS Paper:

- all Paper ACCESS Test Administrator Scripts
- all Paper ACCESS Listening, Reading, and Writing Student Response Booklets
- all Paper ACCESS Listening and Speaking CDs
- all Paper ACCESS Speaking Test Booklets

WIDA ACCESS Online:

- all Online ACCESS Grades 1-3 Test Administrator Scripts
- all Online ACCESS Student Writing Response Booklets

WIDA Alternate ACCESS:

- all WIDA Alternate ACCESS Test Administrator Scripts
- all WIDA Alternate ACCESS Student Response Booklets
- all WIDA Alternate ACCESS Listening, Reading and Speaking Booklets

Special WIDA ACCESS materials:

- all Human Reader Accommodation Scripts
- all Low Vision Scripts
- all Large Print materials:
 - LP Paper ACCESS Test Administrator Scripts
 - LP Paper ACCESS Student Transcription Response Booklets
 - LP Paper ACCESS Test Booklets
 - LP Paper ACCESS Listening and Speaking CDs
- all Braille materials:
 - Braille Paper ACCESS Test Administrator Scripts
 - Braille Paper ACCESS Student Transcription Response Booklets
 - Braille Paper ACCESS Test Booklets
 - Braille Paper ACCESS Listening and Speaking CDs

All used and unused secure materials must be returned to DRC.

Note: Extra Pre-ID labels are considered a secure material, but they should be destroyed locally.