



2026-2027 Colorado ACCESS Training for DACs

October 2026

Assessment Division

At a glance

Colorado policy overrides WIDA guidelines

Test window

January 11 to February 12, 2027

Who tests

All students coded NEP or LEP, in grades K to 12

Purpose of this training

This training is to support District Assessment Coordinators prepare their district for the annual administration of the ACCESS suite of assessments including WIDA ACCESS, WIDA ACCESS for Kindergarten, and Alternate ACCESS.

What this training covers

1

Overview, purpose, and key dates

2

Contacts and student participation

3

Test materials and accommodations

4

Security and testing conditions

5

Timing rules and test administration

6

WIDA AMS, codes, and demographics

7

Incidents and prohibited activities

8

Roles, material return, and results

Colorado policy comes first

When Colorado guidance is different from WIDA guidance, follow the Colorado guidance.

Use these documents together:

Colorado resource and training

The 2026-2027 Colorado WIDA ACCESS Assessment Resource and this Colorado training

WIDA DSAM

[WIDA ACCESS District and School Test Administration Manual](#) (WIDA login required)

WIDA TAM

[WIDA ACCESS Test Administrator Manual](#) (WIDA login required)

DACs give all staff the information from the Colorado resource that applies to each role. This includes charter school staff.

The ACCESS Suite of Assessments

WIDA ACCESS Online

Grades 1 to 12

- Online test
- Writing for grades 1 to 3 is on paper
- DRC scores all parts

WIDA ACCESS Paper

Grades 1 to 12

- **Accommodation only**
- Order the correct tier
- Listening and Speaking run in WIDA AMS
- Local scoring for Speaking

ACCESS for Kindergarten

Kindergarten

- Paper test
- One-on-one, interactive
- Local scoring

Alternate ACCESS

Grades K to 12

- Large print paper test
- One-on-one
- For students with an IEP written to the Colorado Extended Evidence Outcomes
- Local scoring

Why students take ACCESS

Who must test

- All students coded **NEP** (non English proficient) or **LEP** (limited English proficient)
- All assessments are administered in person, including students in virtual learning test in person

How educators use the results

- Make English language development scheduling decisions for each student
- Make [reclassification decisions](#)
- Make program-level instruction decisions

Laws that require ACCESS

- C.R.S. 22-24-106 (Senate Bill 109), ELP assessment
- C.R.S. 22-24-101 (House Bill 14-1298), English Language Proficiency Act
- Title VI of the Civil Rights Act (1964)
- Office for Civil Rights Memorandum (1970)
- [Every Student Succeeds Act](#), Title IA and Title IIIA

Test window: January 11 to February 12, 2027

Week 1

Starts Jan 11
Main testing

Week 2

Starts Jan 18
Main testing

Week 3

Starts Jan 25
Main testing

Week 4

Starts Feb 1
Main testing

Week 5

Starts Feb 8
Wrap-up testing

Start early

Schedule testing at the beginning of the test window.

Keep the last week free

Use week 5 for make-up sessions, school closures, and technology issues.

Check for conflicts

SACs check with all staff for assemblies, drills, and other district tests.

Make-up sessions must give students the same standard testing conditions as the first session.

Key dates: September to November 2026

Date	Event
September 3	DAC kickoff webinar
October 1	Colorado Test Administrator WIDA course and quiz window opens
October 5	Initial paper materials order window opens (Syncplicity/CDE)
October 6 and 7	Colorado DAC ACCESS training for DACs
October 15	Colorado DAC Q&A for independent ACCESS training
October 31	DEADLINE: initial paper materials order and DAC signed Security Agreement
November 2	CDE pulls the Student October Snapshot for WIDA AMS upload
November 5	CDE sends the DAC Verification of District Training form
November 23	WIDA AMS opens

Dates can change because of unexpected events. DEADLINE rows are in bold.

Key dates: December 2026 to February 2027

Date	Event
December 1	DEADLINE: DHH/VIB preclusion and UAR (scribe) submissions
December 15 to 17	Districts receive test materials
January 5	Additional test material ordering window opens
January 7	DEADLINE: Test Administrator WIDA course and quiz
January 8	DEADLINE: Verification of District Training form
January 11	Test window opens
January 31	Enrollment cutoff for new students
February 5	Last day to order additional test materials
February 12	Last day of the test window

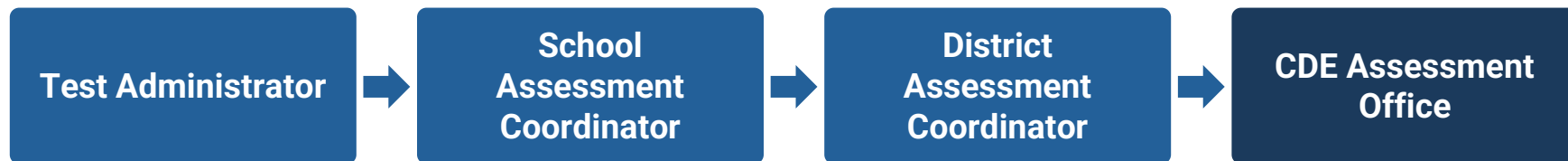
Dates can change because of unexpected events. DEADLINE rows are in bold.

Key dates: February to May 2027

Date	Event
February 17	DEADLINE: ship completed test materials to DRC (postmark)
February 19	Last day to make updates in WIDA AMS
March 2	Materials return status check
March 5	CDE sends the Post-Test Compliance form and uploads tests that went beyond time
March 12	DEADLINE: Post-Test Compliance Report
March 15	Student Biographical Data (SBD) review opens
March 24	Student Biographical Data (SBD) review closes
April 28	Reports and data files available in WIDA AMS
May 10 and 11	Printed reports and data files arrive in districts

Dates can change because of unexpected events. DEADLINE rows are in bold.

Who to contact



DACs contact CDE about state policy and state training.

WIDA Client Services

help@wida.us

- Questions about the TA certification quizzes
- Reset a forgotten password on the WIDA login page

Data Recognition Corporation (DRC)

WIDA@datarecognitioncorp.com

- WIDA AMS, technology setup, and DRC INSIGHT
- Accounts are only for district and school employees

Which students take ACCESS

Test these students

- Students coded **NEP** or **LEP**, including students with disabilities
- NEP or LEP students whose parent opted out of an LIEP program

Tell families about this rule when you review the refusal of services letter.

Do not test these students

- Students coded **FEP**, **FELL**, or **PHLOTE**
- CDE gives no results for them
- Do not add them to WIDA AMS by hand

- CDE pulls the ACCESS data file from the **Student October Snapshot on November 2, 2026**, and loads it into WIDA AMS for the district.
- Mark Alternate ACCESS students in the **Alternate Assessment Participation** field.
- Colorado law allows parent excusal only for ELA, math, science, and social studies. It does not apply to ACCESS.

Three participation options

1

WIDA ACCESS or ACCESS for Kindergarten
without accommodations

2

WIDA ACCESS or ACCESS for Kindergarten
with accommodations (IEP or 504 Plan)

3

Alternate ACCESS
for students with the most significant cognitive disabilities and an IEP written to the EEOs

The educational team (general education, ML, and IEP or 504 team) and the family make this decision. It is not appropriate or ethical to give Alternate ACCESS to a student who does not qualify. IEPs that indicate that a student should not participate in assessments are not in compliance with State and Federal law.

Alternate ACCESS participation decision tree

1. Is the student identified as a Multilingual learner (ML)?

No

Do not give an English language proficiency test.

2. Does the student have the most significant cognitive disabilities, as Colorado defines them?

No

Use the grade-level WIDA ACCESS test.

3. Does the student need extensive, direct, individual instruction and large support to make gains in grade-level curriculum?

No

Use the grade-level WIDA ACCESS test.

4. Does or will the student take the state alternate content test (extended evidence outcomes)?

No

Use the grade-level WIDA ACCESS test.

Yes to all 4 questions: the student takes WIDA Alternate ACCESS.

Colorado rule

A student with a primary disability of SLD, DD, SED, or SLI is **not** eligible for Alternate ACCESS.

SLD: Specific Learning Disability. DD: Developmental Delay. SED: Serious Emotional Disability. SLI: Speech or Language Impairment.

Test materials: initial order

CDE orders initial materials from the Pre-ID file. The Data Respondent must complete the [Student October Snapshot](#).

The initial order includes:

- Writing booklets for WIDA ACCESS Online, grades 1 to 3
- ACCESS for Kindergarten
- Alternate ACCESS (mark it in Student Interchange)
- Pre-ID labels for all students

Accommodated paper forms (braille, large print, or mainstream paper per IEP or 504): the DAC orders them in Syncplicity by **October 31, 2026**. Ask Heather Villalobos Pavia for the order form.

Order Human Reader scripts through CDE.

NEW

ACCESS Paper test materials do not include CDs.

Streaming audio in WIDA AMS is now the default.

District WIDA AMS users have streaming audio permission. DACs give this permission to Paper TAs who completed the course and passed the quiz.

Additional materials orders

**January 5 to
February 5, 2027**

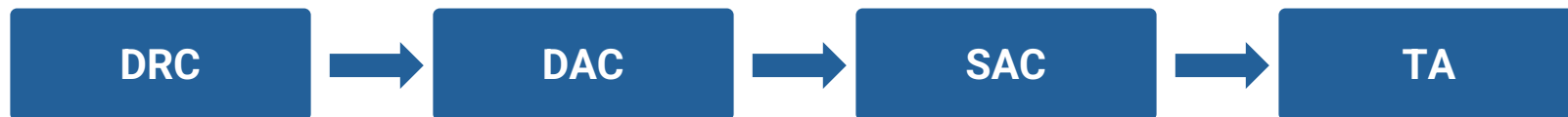
Additional order window

Materials are secure

Sign for them when they arrive and at each handoff. Store materials and Pre-ID labels in a locked place.

- The DAC collects school orders and places them **once a week**.
- Use district and school overage before you order.
- Over-ordering causes loss of ordering permission. After that, CDE places all orders.
- Order in WIDA AMS on the **Additional Materials** tab, through **District-Level Additional Orders Only Site - WWW**. Do not use a school site.
- Make a plan to receive initial and additional orders.

Chain of custody for secure materials



Materials go out this way and come back the same way: TA to SAC to DAC to DRC.

Sign at each handoff

Sign when materials arrive and when they move from district to school and from SAC to TA.

Hand out and collect daily

The SAC gives materials to TAs and collects them on each day of testing.

Lock them up

Use one central locked room. Do not keep materials in classrooms or take them off site.

Track in WIDA AMS

Use the Return Materials Receipt Report to sign materials in and out and to record each booklet.

Accommodations: who qualifies

**Only students with an IEP or 504 Plan get accommodations.
If other students use accommodations, their test is invalid.**

Accommodations must:

- Be in regular use, with documented results
- Not change what the test measures
- Allow fair comparison of scores

Turn on these before testing starts:

- Repeat Item Audio
- Extended Speaking Response Time

Set district rules for who can update accommodations in WIDA AMS.

NEW

Manual control of item audio is no longer an accommodation.

All online students now control the Play button.

All students must see the [Sample Items](#).
Best practice: 1 to 2 weeks before testing.

Unique accommodation request and domain preclusions

UAR: Scribe for Writing

- Colorado requires a UAR to use a scribe on ACCESS 1-12 Writing.
- Speech-to-text counts as a scribe.
- Only for IEP or 504 students with a neurological or physical disability that blocks writing.
- Alternate ACCESS Writing does not need a UAR.

Deaf or hard of hearing

- In-Person Human Reader allows speech reading.
- MCE, SEE, and CASE are allowed.
- Students with profound hearing loss who do not use these may qualify for a Listening or Speaking preclusion.

Vision impaired or blind

- Braille forms are available
- Large print and magnification are available
- Visual description is available
- Select students may qualify for preclusion from select domains.

Send UARs in Syncplicity and email Arti Sachdeva. See the [CDE accommodation resources](#).

[Preclusion training slide deck](#).

UARs and Preclusion forms due December 1, 2026.

Your school security plan

1

Train all staff on security rules, prohibited activities, and breaches

2

Keep people without permission out of the testing room

3

Write down the chain of custody

4

Prevents early or late access to questions, coaching, and cheating

5

Use a seating chart with space for active proctoring

6

Use one central locked room to store materials

7

Train Technology Coordinators and TAs

8

Plan for interruptions, such as a fire drill

Everyone who helps with testing signs the [Colorado ACCESS Security Agreement](#). Users accept the WIDA NDU and the WIDA AMS Security and Confidentiality Agreement at first login.

Secure scripts and the Test Monitoring Application

Test Administrator scripts

- Not secure: ACCESS Online, grades 4 to 12

Secure (check out, check in, return to DRC):

- ACCESS Online, grade 1 and grades 2 to 3
- ACCESS for Kindergarten
- Alternate ACCESS

Test Monitoring Application (TMA)

- On by default for grades 9 to 12
- CDE recommends it for all online tests
- Shows start time, pauses, and tool use
- Use it together with active proctoring. It does not replace a proctor.

Colorado version of the script:

- Grades 4 to 12: available now
- Grades 1 to 3: mid-November
- Tells TAs when to give time warnings

Set up the testing room

1:15

TA to students
grades 1 to 3 (L, R, W)

1:22*

TA to students
grades 4 to 12 (L, R, W)

1:5

TA to students
all grades (S)

- Use a quiet, well-lit room at a comfortable temperature.
- Never test in a room where other students are working, receiving instruction.
- Late students cannot join a session that already started.
- No phones or other electronic devices. *Exception: a device that monitors a documented medical condition. Put it where the TA and student can see it.*
- TAs can use a phone only to contact the SAC or technical support.
- Post [Do Not Disturb](#) and [No Devices](#) signs. Limit bells and announcements.

*Colorado differs from WIDA

Review online sample items
[Sample Items](#)

Colorado testing times (minutes)

Grade cluster	Listening	Reading	Speaking	Writing
1	55	55	55	55
2 to 3	55	55	55	55
4 to 5	55	75	55	75
6 to 8	55	75	55	75
9 to 12	55	75	55	75

Colorado overrides WIDA

DACs and SACs tell all TAs.

Extended time

Students with extended time in an IEP or 504 Plan can get 15 more minutes.

WIDA AMS has no field for extended time. SACs track it locally and build it into the schedule.

[Time and a half guidance](#)

WIDA session time and Colorado testing time

WIDA times: session time

- Estimates for scheduling and planning (WIDA TAM, p. 60)
- Include time to seat students, hand out materials, and read directions
- Use them to plan rooms, staff, and sessions

Colorado times: testing time

- The maximum time a student spends testing in one domain
- Starts at Begin The Test. Ends at the Sign In screen.
- Use them to monitor each student

Why Colorado set time limits

Key message: Support students with practice, not by removing the clock.

Fair and valid scores

Every student tests under the same conditions. Scores are valid and comparable across schools and districts.

Back to learning, more secure

Students and TAs go back to class sooner. Shorter sessions mean fewer security risks.

Ready for content tests

CMAS, PSAT, and SAT have fixed times. Timed ACCESS gives students practice under the same conditions.

Keep time and keep students on track

- The online test has **no built-in clock**. Track time by hand for online and paper tests.
- Time starts when the student selects **Begin The Test**. The test returns to the **Sign In** screen at the end.
- Give students a bathroom break before testing.
- Students press Pause only when you tell them. Write down the time they pause and the time they continue.
- Coordinators run Student Status Reports in WIDA AMS often.

Say at: 15 minutes left

"You have 15 minutes left. Make sure you save enough time for the other parts."

Say at: 5 minutes left

"You have 5 minutes left to finish your test."

Say at: Student presses Pause

"Please do not press Pause unless I tell you."

Monitor testing time in WIDA AMS

- 1 Log in to WIDA AMS.
- 2 Select Reporting, then Student Status.
- 3 Select the WIDA ACCESS 2026-2027 registration window.
- 4 Read the Time Span column: minutes from test start to test end.
It includes paused time.
- 5 Add a Timing Note column.
Write the reason for any over-time test when it happens.
- 6 Store the report securely. It contains student PII. Do not email it.

Report times are in
Central Time
Not Mountain Time

Finish the test and handle problems

Writing domain

- When students finish, they raise a hand and click **Next**.
- Check that each student is back on the **Sign In** screen before they leave.

Incomplete online tests

- Submit in WIDA AMS: Test Management, **End Incomplete Test**.
- The DAC decides who has this permission.
- **You cannot reopen the test after you submit it.**

Technical issues

- Write down the date and time the issue started and stopped.
- Write down slow loading, even without exact times.
- Write down any delay to later that day or another day.

One domain, one session

- Students finish each domain in one session.

*Rare cases: if an IEP or 504 Plan calls for more sessions, SACs submit the request to the DAC. The DAC can approve **2 sessions**.

*Interruptions (illness, fire alarm, appointment): write down the time. Finish the session as soon as possible.

Test	Timed?	Split Session*
WIDA ACCESS 1-12	Yes	DAC approves, max 2
ACCESS for K	No. Use "go on" and "stop" in the script	DAC approves, max 2
Alternate ACCESS	No. Use "go on" and "stop" in the script	No DAC approval, max 2

Tests that go beyond the time limit

2026-2027 (this year)

- CDE uploads a list of all over-time test sessions to Syncplicity on March 5, 2027.
- No action with CDE is required.
- Use the list to learn which sites need additional training and support

Starting in 2027-2028

- Districts get scores, but the scores are not in accountability.
- Exception: an acceptable reason, such as illness, an appointment, or a technical issue.
- Without a reasonable explanation, the student needs more redesignation evidence and does not qualify for Seal of Biliteracy proficiency.
- Documentation: a Timing Note column on the Student Status Report is enough. Write the reason when it happens.

CDE assessment monitoring

Virtual
before testing

On site
during testing

Virtual
after testing

CDE selects the districts and the type of monitoring.

Colorado School Law 22-7-1006.3 (1)(e)

CDE reviews and updates administration and security policies to keep assessments reliable.

U.S. Department of Education Peer Review

States must monitor test administration so that all districts and schools follow the same procedures.

Who can be a Test Administrator

These staff can administer WIDA tests:

- Licensed teachers and administrators
- Instructional support paraprofessionals
- Substitute teachers with a teaching certificate
- School psychologists and social workers
- School librarians and counselors
- Speech pathologists

Extra rules

- Kindergarten and Alternate: the TA models clear, standard English sounds.
- Alternate: the TA holds a Colorado educator license. Best practice: the TA knows the student.

Student teachers cannot be TAs. They can be proctors who help the TA.

Test Administrator training requirements

- | | |
|--|---|
| ✓ Complete the annual district or school ACCESS training | ✓ Complete the WIDA course(s) and certification: Oct 1, 2026, to Jan 7, 2027 |
| ✓ Give a signed Security Agreement to the SAC | ✓ Read the WIDA ACCESS Test Administrator Manual |
| ✓ Use the correct script and follow Colorado timing and accommodation rules | ✓ Get training for each accommodation you give |
| ✓ Actively proctor the full session. Submit online tests when students finish. | ✓ Kindergarten and Alternate: use a #2 pencil and fill each circle completely |

Check certification: SACs and DACs check each TA in the WIDA Secure Portal or the Certification Report before the January 8, 2027, Verification of District Training deadline.

WIDA training modules for Colorado TAs

WIDA module	What Colorado TAs do
1. Introduction	Complete all of Module 1. Download the Interactive Checklist.
2. Planning & Logistics	Skip Ordering Materials and Ordering Additional Materials. Complete Managing Secure Materials, Returning Materials, and Tracking Site Completion Status.
3. Your Students, School & District	Complete Pep Talks, Test Demo, and Test Practice, and Assigning Accommodations. Review the Colorado Accommodations Crosswalk.
4. Administering the Test	Complete all sections. WIDA ACCESS is timed in Colorado.
5. Test Scores	Skip Data Validation (Colorado uses SBD). Complete Generating Score Reports and Advocacy and Communication.
Kindergarten, Alternate, Paper	Complete the matching course and quiz.

Websites and software

WIDA Secure Portal

portal.wida.us, managed by WIDA

- Learn about test content
- Take training courses and quizzes

WIDA AMS

wida-ams.us, managed by DRC

- Order materials and print test tickets
- View and update accommodations
- Make translated student reports
- Tasks need the correct permissions

DRC INSIGHT

Student testing app

- Students take the online test here
- Install it on each testing device
- Technology staff usually set it up
- See CDE's [District Technology Coordinator](#) webpage for support

WIDA AMS rosters and test sessions

- All K - 12 NEP or LEP students are in WIDA AMS and get a Pre-ID label.
- DRC puts all grade 1 to 12 students into test sessions.
- The district removes paper testers from sessions. This stops duplicate testing.
- Review rosters and labels. Only students with a language classification of NEP or LEP test.
- **You cannot delete test registrations in WIDA AMS.**

Remove a student from sessions when	Code
The student tests on paper (standard print, large print, braille, or Alternate)	None
A Student Interchange data error placed a non-NEP or non-LEP student in WIDA AMS	RNT 11
The student moved out of the district	RNT 03

Before testing: inform families and prepare

Tell families (C.R.S. 22-7-1013(7)(a))

Each year, send to parents and post online:

- The state and local tests you give
- Which law requires each test, or if it is local
- A calendar with estimated test hours per day by grade
- The purpose of each test and how you use the results

WIDA has family flyers in many languages.

- [What Is WIDA ACCESS?](#)
- [What Is WIDA Alternate ACCESS?](#)

General preparation

- Pick a secure location and decide who has access
- Start your chain of custody rules
- Count all test materials
- Check that **only** IEP or 504 students have accommodations
- Print test tickets after you remove paper testers
- Write the student first and last name on each booklet

On test day

- Make sure the TA has the correct secure materials: booklets, tickets, scripts. See TAM Part 2.
- Paper, Kindergarten, and Alternate TAs use #2 pencils.
- Keep a record of the booklet number for each student.
- **Scratch paper:** not allowed by Colorado for Speaking. Allowed by request for Listening, Reading, and Writing. Collect it and destroy it securely.
- Only students with a language classification of NEP or LEP test. Do not add other students.

Check the test ticket

- The student says their name and grade. Then check the name on the screen.
- **Wrong ticket used:** call DRC at **1-855-787-9615** to transfer the test.
- Wrong grade or tier: the DAC calls CDE or uploads to Syncplicity.

Do not email student PII.

Test transfers and demographics

Test transfers

- Use **Transfer Request** in WIDA AMS when a student started testing in another district.
- Only for online tests with at least one finished domain.
- Transfer only after the student attends the new school. Registration alone is not enough.

New student, paper test, no Pre-ID label

- Apply a District/School label.
- Bubble all front cover fields, and SASID, date of birth, and grade on the back.
- Finish the rest in SBD, or in WIDA AMS if your district does not use SBD.

Online or paper: incomplete or wrong demographics can mean no scores.

WIDA AMS Student Management fields

Field	What to enter
Ethnicity and Race	Select all that apply
Native Language	The 3-letter CDE home language code
Date First Enrolled U.S. School	The first enrolled date
Length of Time in LEP/EL Program	Leave blank
Title III Status, Migrant, IEP Status, 504 Plan	Mark if yes
Primary and Secondary Disability	Select the correct disability from the list
LIEP Classification	Leave blank. Colorado collects it in State Defined Optional Data.
State and District Defined Optional Data	Required in Colorado. See the next two slides.

State Defined Optional Data (required in Colorado)

Position	Meaning	Values
1	Language proficiency	1 = NEP, 2 = LEP
2 and 3	Language instruction program	01 ESL or ELD; 02 Dual language; 03 Transitional bilingual; 04 Content with ESL support; 05 Newcomer; 97 Other; 98 Not in LIEP, parent choice
4	In school since October 1	1 = yes, 0 = no
5	In district since October 1	1 = yes, 0 = no
6 and 7	Free or reduced lunch	00 = not eligible, 01 = free, 02 = reduced
8 to 10	Not used	Leave blank

Example

2011101

LEP (2), ESL or ELD (01), in school (1), in district (1), free lunch (01)

District Defined Optional Data (required in Colorado)

Position	Meaning	Values
1	Title I	1 = yes, 0 = no
2	Homeless	3 = yes, with parent or guardian; 4 = yes, not with parent or guardian; 0 = no
3	Expelled	1 = yes, 0 = no
4	Gifted and talented	1 = yes, 0 = no
5 NEW	South Asian	1 = yes, 0 = no
6 NEW	Middle Eastern or North African	1 = yes, 0 = no
7 to 10	Not used	Leave blank

Example

100000

Title I (1), not homeless (0),
not expelled (0), not gifted (0),
not South Asian (0), not
Middle Eastern or North
African (0)

SBD file layout

Reason Not Tested (RNT) codes

Code	Use when the student
00 Absent	Was absent for all domains, for all 5 weeks, and no other code applies
03 Withdrew	Moved before testing started
04 Student Refusal	Refused all domains when given the chance to test
07 Medical Exemption	Could not test due to a documented, serious medical condition or emergency
10 Did Not Attend	Was not absent but did not attend a scheduled session for any domain
11 Data Error	Is not NEP or LEP because of a fall data pipeline error

Apply it

WIDA AMS, Student Management, **Details** tab. Scroll to the bottom. Enter the 2 digits.

Watch for

Codes **10** and **11** work differently from CMAS. CMAS codes not on this list do not apply to ACCESS.

WIDA Do Not Score codes

INV: Invalid

The student did some or all items, but the testing was not valid. CDE reports no score for that domain.

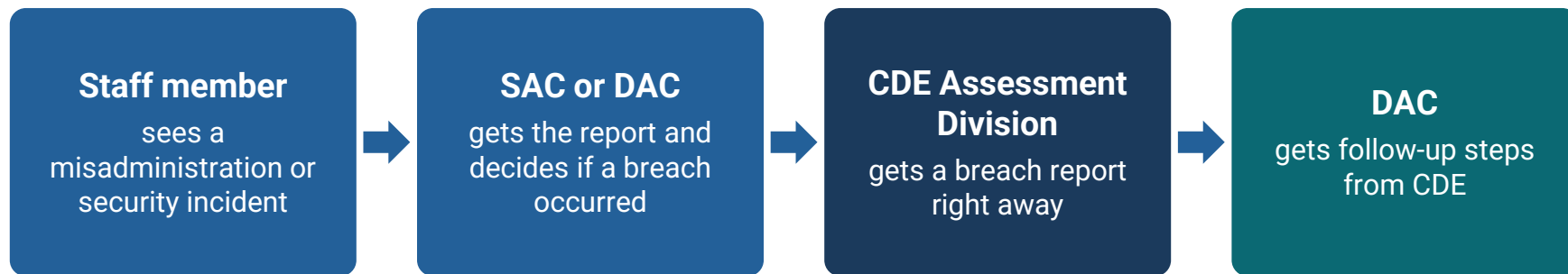
Examples: improper testing practice or a TA error.

The DAC reports the incident and uploads the [CDE Invalidation request form](#) to Syncplicity.

Not used in Colorado

- ABS
- DEC
- SPD

Report testing incidents



Testing Irregularity or Security Breach Report

Fill it in completely and send it to the Assessment Division with the [online form \(Appendix E\)](#). It asks for incident dates, the school, TA training dates, test format, what happened, and the proposed solution.

Plagiarism and AI-generated responses

Plagiarism

- The response matches a website.
- **State policy: CDE invalidates the domain.**

Artificial intelligence (AI)

- The response is very different from thousands of others, sounds read from a text, or uses words above grade level.
- **The DAC investigates. CDE may invalidate the domain.**

Send Appendix E and the [Appendix F report](#) within **10 calendar days**. Suspected students need more redesignation evidence, will not be added to Data Pipeline, and may not be used for the Seal of Biliteracy.

Prohibited activities: key examples

Activity	Prohibited for educators	Prohibited for students
Have a phone or other prohibited device in the test environment	No	Yes*
Use a phone or device in the test room (TAs can call the SAC or tech support)	Yes	Yes
Coach students: cues, hints, paraphrasing, or defining test words	Yes	Yes
Explain or translate scoreable items	Yes	Yes
Give accommodations to students without an IEP or 504 Plan	Yes	No
Leave students or test materials unattended, or tell students to finish early	Yes	No
Record paper Speaking, Kindergarten, or Alternate answers to score later	Yes	No
Copy, photograph, share, or discuss test content	Yes	Yes

*allowable by IEP/504 e.g. medical monitoring

Roles: DAC and SAC

District Assessment Coordinator

- Appointed by the superintendent; the CDE point person
- Meets all deadlines and attends all training
- Reviews UARs and preclusions before December 1
- Makes WIDA AMS and Portal accounts
- Writes the district security plan; reports breaches
- Monitors student timing data via the student status report
- Returns materials by February 17, 2027
- Applies RNT codes and requests DNS codes

School Assessment Coordinator

- Trains and oversees TAs; collects Security Agreements
- Writes the school security plan
- Runs the chain of custody and locked storage
- Makes the schedule, including make-ups
- Stops bells and announcements during testing
- Keeps a list of students and their accommodations
- Reviews rosters and sessions in WIDA AMS
- Monitors student timing data via the student status report

Ends Incomplete Tests: responsibility determined locally

Roles: data and technology

District Technology Coordinator

- Sets up devices and testing sites early
- Removes software that blocks testing or shows secure content
- Supports DACs, SACs, and TAs

Sensitive Data role

- Checks demographic data
- Keeps only NEP or LEP students in registrations
- Checks school and district codes
- Assigns accommodations and RNT codes with the SAC or DAC

Data Respondent

- Completes the Student October Snapshot
- Keeps NEP and LEP data current
- CDE pulls the ACCESS file on November 2, 2026

Booklet labels

20XX-20XX WIDA ACCESS for ELLs 2.0

Name: STUDENT, SAMPLE
District: <State>01 SAMPLE DISTRICT
School: 0010 SAMPLE SCHOOL
Grade: 11 Gender: M Birth Date: 10/09/1927
Student ID's- State: XXXXX0000X District: XXXXX0000X



P519999 10150069 4
140000 24/06/20XX

Pre-ID label (white)

Has the student data printed. Still bubble the test date on the front cover.

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District/School Label

DISTRICT: <State>99 SAMPLE DISTRICT
SCHOOL: 9999 SAMPLE SCHOOL



L596XXX 20003792 5
10000 20: 0024153058

District/School label (yellow)

Has district and school data only. Bubble all student data on the front and key student data on the back.

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DO NOT PROCESS



100000 D596XXXNOTSCORE 24/06/20XX 09:15:00.440

Do Not Process (orange stripe)

For used booklets that must not be scored, such as damaged ones. Never use it on an unused booklet.

Prepare test materials for return

1

Put a Pre-ID or District/School label in the box at the upper right of the front cover. Put no label anywhere else.

2

For yellow labels, bubble the full name, test date, back cover data, and grade with a #2 pencil.

3

Do not label unused booklets. A label makes DRC score the booklet.

4

Remove staples, paper clips, and sticky notes.

5

Check the accommodations area for stray marks. Marks there override the label.

6

Destroy scratch paper securely on site.

Ship by
**February 17,
2027**

Postmark date

Large print, braille, damaged, and soiled booklets

Large print and braille

- Transcribe answers into a standard booklet
- Label the standard booklet
- Return all with other materials; no special sorting
- Fold large print booklets to fit a standard box

Damaged

- Transcribe answers into a new booklet
- Apply a yellow label and bubble demographics
- Put an orange Do Not Process label on the damaged booklet
- Return both booklets to the Test Coordinator

Soiled (blood, vomit)

- Transcribe answers into a new booklet with a yellow label
- Record the security barcode; tell the Test Coordinator
- Record it in the Materials Accountability Form in WIDA AMS
- Destroy it per local biohazard rules. Do not return it.

Post-Test Compliance Report

March 5, 2027

CDE emails the DocuSign form

March 12, 2027

DEADLINE to submit

The form collects:

- Totals of students tested, by test and domain
- Number of Irregularity or Security Breach Reports
- Number of tests by domain with plagiarism or AI reports
- **NEW:** number of tests that went beyond the allowed time
- Late and missing materials
- Date of the final return to DRC
- DAC and superintendent names, emails, and signatures

Results and reports

April 28, 2027

Reports and data files in WIDA
AMS

May 10 and 11, 2027

Printed reports arrive in districts

- Share Individual Student Reports (ISRs) with parents or guardians as soon as possible.
- ISRs are confidential. Follow state and federal privacy law and local board policy.
- Report shells are available in 46 more languages.
- Use PDF ISRs for parents who need large print.
- School staff share and explain results to each family, as state law requires.
- Find guides in the [WIDA Resource Library](#).
- Share family handouts: [ACCESS: Understanding Your Child's Scores](#), [WIDA Alternate ACCESS: Understanding Your Child's Scores](#), and [WIDA ACCESS Parent Letters](#).

Prepare students for ACCESS

Students do not study for ACCESS. They show their language skills as well as they can.

Practice the platform

Use the [Preparing Students for ACCESS Online](#) guide, the Test Demo, and Sample Items.

Practice the tools

Show students how to use the highlighter and line guide.

Practice test routines

Teach students to follow directions and fill in forms correctly.

Resources and questions

Accommodations

- [CDE accommodation resources](#)
- [Colorado Accommodations Crosswalk](#)
- [WIDA Accessibility and Accommodations Manual](#)
- [Emergency Accommodation Form](#)

Systems

- [WIDA Secure Portal](#)
- [WIDA AMS login](#)

Forms and signs

- [Irregularity or Security Breach Report](#)
- [Plagiarism and AI Response Report](#)
- [Do Not Disturb sign](#)
- [No Devices sign](#)

Questions?

DACs: contact Heather Villalobos Pavia at villalobospavia_h@cde.state.co.us

CDE contacts by topic

Topic	Contact	Email
ACCESS logistics and administration	Heather Villalobos Pavia	villalobospavia_h@cde.state.co.us
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Security Agreement ACCESS Suite of Assessments DAC 2026-2027



[Security Agreement ACCESS Suite
of Assessments DAC 2026-2027](#)