Assessment Accommodations Verification

Beginning on January 2, 2014, Superintendents, County Test Coordinators, and other designees will be required to login to WOW to verify the Assessment Accommodations for students with IEPs, students with 504 plans, and for LEP students.

Instructions for Verification

To verify the assessment accommodations for students, log into WVEIS on the Web (WOW). Then,
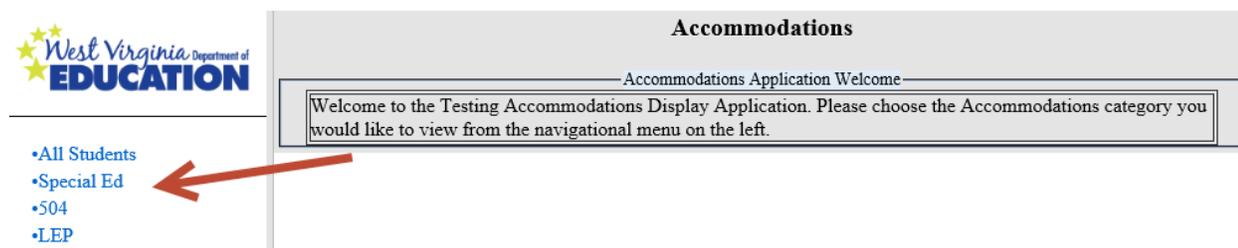
1. Select Menus
2. Find WVR West Virginia State Reporting
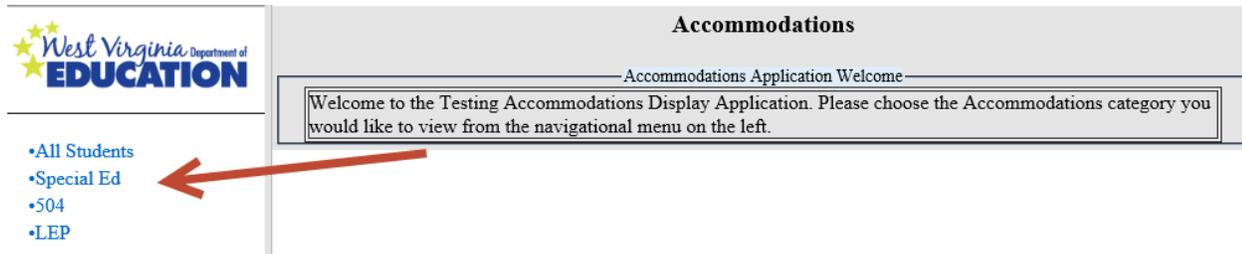3. Find WVR100 State Reporting

4. Select ACCM.14.

After selecting ACCM.14, you will find instructions on the main page that direct you to the menu on the left.

Select any of the categories to see the roster of students and their accommodations.

In the screenshot below, you can see that the user has selected "All Students" on the left. By selecting the "All Students" tab, students within each of the three categories (i.e. Special Ed, 504, and LEP) will be displayed. The "Category" column indicates the accommodations category that is applicable to the student.
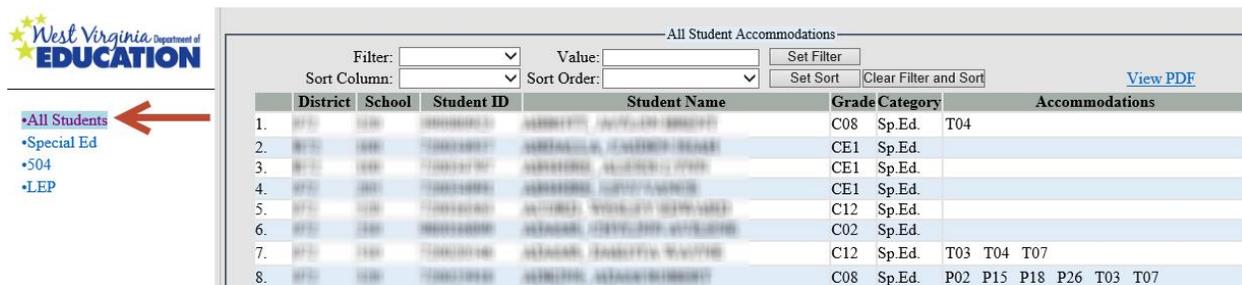
For students with assessment accommodations, the specific accommodations will be displayed in the Accommodations column. If no accommodations are displayed for a student and the area is blank, it means that no accommodations have been designated for the student in his/her IEP. For details about the accommodation(s) listed, hover over the accommodation with the mouse cursor to have the detail displayed in a popup.
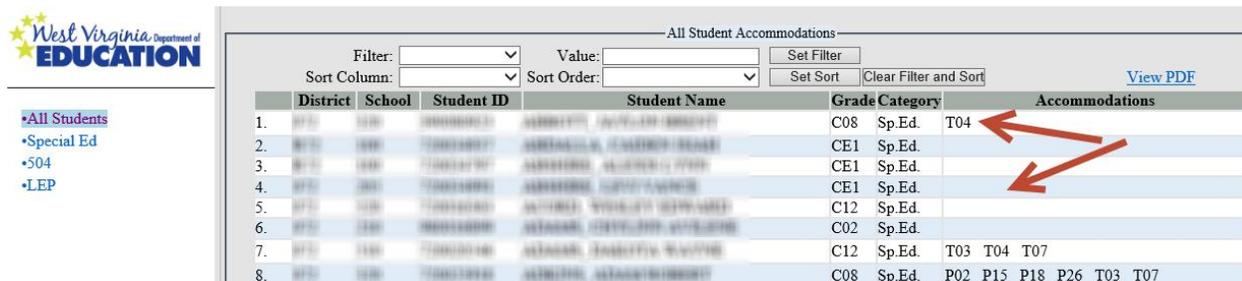
How to Filter

There are times when it is necessary (or quicker) to see only a select group of students that meet a certain criteria or answer a specific question. For example, you may want to see students whose Last Name begins with the letter R.

1. Click on the group of students on the left that is applicable. In this example, the "All Students" category has been selected.
2. Go to the Filter box near the top of the page and click on the arrow to select "Last Name".
3. Next, **type in** the letter R in the "Value" box that is to the right of the Filter box.
4. Finally, click on "Set Filter" to have only students whose last name begins with R displayed.

To filter for a specific grade, you will need to select "Grade" in the filter box, and then type in the appropriate value in the "Value" box. Use the table below for the actual values you'll type in.

Grade level	Value to type into the "Value" box
Kindergarten	C0K
First Grade	C01
Second Grade	C02
Third Grade	C03
Fourth Grade	C04
Fifth Grade	C05
Sixth Grade	C06
Seventh Grade	C07
Eighth Grade	C08
Ninth Grade	C09
Tenth Grade	C10
Eleventh Grade	C11
Twelfth Grade	C12

How to Sort

The sort feature is helpful when you'd like to see the information displayed in a different manner than the default display, which is ordered by last name from A to Z. You may wish to see the information sorted by school. To sort by school:

1. Click on the group of students on the left that is applicable. In this example, the "All Students" category has been selected.
2. Go to the Sort box near the top of the page and click on the arrow to select "School".
3. Next, select Ascending in the "Sort Order" box to have the schools returned from smallest to largest number.
4. Finally, click on "Set Sort" to have the information sorted by School.

Additional notes

Larger counties' data requires additional time to load. This process may take up to one minute.

By clicking on the "View PDF" link, you can view and print the student roster.

The information displayed can also be selected, copied, and pasted into an Excel document.

If you have questions, concerns, or issues with the assessment accommodations, please Melissa Gholson via email at mgholson@access.k12.wv.us or by phone at 304-558-2546.

For questions about the verification process, please contact Carla Howe, Data Governance Manager, at chowe@access.k12.wv.us or by phone at 304-558-7881.