



Washington Office of Superintendent of
PUBLIC INSTRUCTION

WIDA Quick Start Guide *2024–25*

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WIDA QUICK START GUIDE

2024–25

2024

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SECTION 1: OVERVIEW

Federal law requires states to measure the English language proficiency (ELP) of Multilingual Learners (MLs) receiving English language development (ELD) services in school. Washington uses the WIDA Consortium’s suite of assessments to meet this Every Student Succeeds Act (ESSA) requirement. These assessments are aligned to the WIDA ELD Standards Framework and measure the four language domains of reading, writing, speaking, and listening. This publication provides an overview of these assessments, outlines the management of these assessments, describes the technology utilized in these assessments, and concludes with resources to assist with the administration of these assessments.

For a complete guide to managing ELP assessments in Washington, refer to the [English Language Proficiency Assessments Manuel \(ELPAM\) for 2024 – 2025](#).

English Language Proficiency Screener Assessments

Students whose Home Language Survey (HLS) indicates a language other than English on their initial enrollment registration take the WIDA Screener to determine eligibility for ELD services. Students must be screened within ten days of initial enrollment in a Washington school.

Important Reminder About the WIDA Screener

While the WIDA Screener may also be used to gain insight into the progress MLs have made in ELP, the WIDA Screener may NOT be used to exit students from ELD services. The WIDA Screener may only be used to establish eligibility for ELD services and to make appropriate instructional decisions within the ELD program.

WIDA provides three different types of screeners that are administered based on grade level and student need.

WIDA Screener Online

The WIDA Screener is given to students in grades 1-12. It is an online assessment that measures English language proficiency in the four language domains of reading, writing, speaking, and listening. Associated materials can be printed on the WIDA Secure Portal.

WIDA Screener for Kindergarten

The WIDA Screener for Kindergarten is a paper-based assessment administered one-on-one to kindergarten students using kits that can either be printed on the WIDA Secure Portal or ordered online at the WIDA Store. Materials that are ordered online must be approved prior to payment by OSPI. This test measures English language proficiency in the four language domains of reading, writing, speaking, and listening, though this depends on the date of student enrollment.

- Before January 1 of the student’s kindergarten year, only the Listening and Speaking domains of the WIDA Kindergarten Screener are administered to determine ELD eligibility.
- After January 1 of a student’s kindergarten year, all four domains of the WIDA Kindergarten Screener are administered to determine ELD eligibility.

WIDA Screener Paper

The WIDA Screener is available as a paper assessment for grades 1–12. This option is only available for students needing this option as an accommodation. Paper versions of the WIDA Screener must be requested from OSPI. OSPI will approve and ship the screeners.

English Language Proficiency Annual Assessments

All MLs receiving ELD services must take the WIDA ACCESS for ELLs assessment, which is Washington’s annual ELP test. This assessment measures student proficiency in the four language domains of reading, writing, speaking, and listening, and it is administered between January and March each year. There are several types of WIDA ACCESS for ELLs assessments that offer different test delivery options, but all serve the same function of measuring the ELP of MLs and determining continued eligibility for ELD services.

WIDA ACCESS for ELLs Online

The WIDA ACCESS for ELLs Online is given to MLs in grades 1–12 who receive ELD services.

WIDA Kindergarten ACCESS for ELLs

The WIDA Kindergarten ACCESS for ELLs is a paper-based assessment that is administered one-on-one to MLs in kindergarten who receive ELD services.

WIDA ACCESS for ELLs Paper

The WIDA ACCESS for ELLs Paper is a paper-based assessment that is given to MLs in grades 1–12 who receive ELD services and require paper accommodations based on an IEP or 504.

WIDA Alternate ACCESS

The WIDA Alternate ACCESS is given to MLs with the most significant cognitive disabilities in grades K–12 who receive ELD services. Eligibility for this test is determined by a student’s IEP team.

Other ELP Assessments with Accommodations

For students needing specific accommodations for the annual ELP assessments, OSPI provides options depending on the specific student need. Eligibility for these accommodations is determined by a student’s IEP or 504 team, and district requests for these accommodations must be submitted to OSPI no later than September each year.

Students Who Are Blind and Visually Impaired

Students who are blind and visually impaired have access to accommodated tests depending on the type of WIDA ACCESS test they would take.

- WIDA ACCESS: For students taking the WIDA ACCESS test, OSPI contracts with ELPA21 to offer Braille (contracted and uncontracted) and Large Print options.
- WIDA Alternate ACCESS: For students taking the WIDA Alternate ACCESS test, OSPI ships supplemental materials that accompany the WIDA Alternate ACCESS Braille (contracted and uncontracted options). There is no Large Print option, as the WIDA Alternate ACCESS is already available in Large Print.

Students Who Are Deaf and Hard of Hearing

Students who are deaf and hard of hearing have access to accommodated tests through the option to receive ASL interpretation. Districts can also submit a domain exemption depending on student need.

WIDA Screener Versus WIDA ACCESS for ELLs

While WIDA provides both the WIDA Screener and the WIDA ACCESS for ELLs and both measure all four language domains of reading, writing, speaking, and listening, each assessment is utilized for different purposes. Refer to the table below for several key differences between these two assessments.

TOPIC	WIDA SCREENER ONLINE	WIDA ACCESS FOR ELLS
Test Administrator Training and Certification	<ul style="list-style-type: none"> • Screener Online Administration • Screener Paper Administration • Kindergarten Screener • Scoring Speaking Certification • Scoring Writing Certification 	<ul style="list-style-type: none"> • Kindergarten ACCESS • Online ACCESS for ELLs • Paper ACCESS for ELLs • Alternate ACCESS • Paper Speaking
Student Management	<ul style="list-style-type: none"> • Students are added into WIDA AMS individually or through Multiple Student Upload by a district or school. • Kindergarten students do not need to be added to WIDA AMS for the Kindergarten Screener. • The Screener profile in WIDA AMS is an online-specific profile. 	<ul style="list-style-type: none"> • OSPI submits a single file upload that adds students to WIDA AMS. Except for transfer students whose records transfer over, students must be added manually starting in January and assigned test sessions. • The ACCESS profile in WIDA AMS is the overall student profile, not online specific.
Test Management	<ul style="list-style-type: none"> • Test sessions are created by grade cluster, district, school. All four domains are in a single Screener test session. • Test sessions are only for grades 1–12. Kindergarten students take the Kindergarten Screener 	<ul style="list-style-type: none"> • Test sessions are created by domain, grade cluster, district, school. Grades 1–3 have three separate test sessions as writing is administered on paper. Grades 4–12 have four separate test sessions, one for each domain.
Test Tickets	Students use a single-ticket log in. Test recommended to be completed in one sitting.	Students use separate tickets for each domain with the same username but different passwords.
Writing Tests	<ul style="list-style-type: none"> • Kindergarten: Paper materials. • Grades 1–3: Booklets printed from WIDA Secure Portal. • Grades 4–12: Test online for writing. 	<ul style="list-style-type: none"> • Kindergarten: Paper materials. • Grades 1–3: Booklet sent by DRC. • Grades 4–12: Test online for writing. Handwriting booklet for IEP or 504 accommodations only.
Materials	<ul style="list-style-type: none"> • Materials for grades 1–12 are found and printed from the WIDA Secure Portal. 	<ul style="list-style-type: none"> • Materials will arrive based on CEDARS data finalized prior to the

	<ul style="list-style-type: none"> All materials are considered secure test items and test security must be followed. 	<p>state upload date in mid-December.</p> <ul style="list-style-type: none"> A 15% overage will be sent for any materials ordered over ten students for any grade cluster at a school. All materials are considered secure test items and test security must be followed.
Administration Format	<ul style="list-style-type: none"> Screener Online: Administered in group or one-on-one. Kindergarten Screener: Administered one-on-one. Paper Screener: Administered one-on-one. 	<ul style="list-style-type: none"> Online ACCESS: Administered by domain and usually in grade bands 1, 2–3, and 4–12. The writing for grades 1–3 must be done by grade, tier, domain. Kindergarten ACCESS: Administered one-on-one. Alternate ACCESS: Administered one-on-one. Paper ACCESS: Administered by grade, tier, domain in a group setting. Paper speaking is administered one-on-one.
Anticipated Administration Time	<ul style="list-style-type: none"> Listening, Reading, and Speaking domains take approximately 45 minutes. Writing domain takes approximately 25 minutes. 	<ul style="list-style-type: none"> Kindergarten ACCESS takes 60 minutes with 45-minute administration and 15-minute break. ACCESS (paper or online) is Listening for 65 minutes, Reading for 70 minutes, Writing for 40-90 minutes, and Speaking for 50 minutes. Alternate ACCESS: 30 minutes for each domain. <p>Note that these are recommended times, not required because the tests are not timed.</p>
Scoring	<ul style="list-style-type: none"> Grades 1–12: Listening and Reading are automatically scored. Writing and Speaking are scored locally in WIDA AMS through Screener Scoring. Kindergarten: Scored locally. Screener Paper: Scored locally. 	<ul style="list-style-type: none"> Grades 1–12: Listening and Reading are automatically scored. Writing and Speaking are scored centrally by DRC. Kindergarten: Scored locally. Alternate ACCESS: Scored locally. Paper ACCESS: Listening, Reading, and Writing are scored centrally by DRC. Speaking is scored locally.

Reporting	<ul style="list-style-type: none"> • Screener reports are available on WIDA AMS. They can be printed within two hours of scoring. • Kindergarten Screener and Paper Screener are calculated on the WIDA Secure Portal. 	<ul style="list-style-type: none"> • Districts complete Data Validation after the test administration window ends. • Districts receive electronic and paper access to reports on a designated day.
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SECTION 2: TEST MANAGEMENT

Managing ELP assessments involves a variety of user roles and responsibilities. This section outlines those user roles and responsibilities and provides a timeline for test administration in the 2024–25 School Year.

ELP Assessment User Roles and Responsibilities

ELP assessment responsibilities vary depending on user role. Refer to the chart below for more information about the various roles users might assume to effectively administer ELP assessments.

User Role	Description
District Test Coordinator (DTC)	Also referred to as a District Assessment Coordinator (DAC), DTC users can add DTC, SC, and TA user accounts and assign permissions to DTC, SC, and TA user accounts. This is the highest permission level in a district.
School Coordinator (SC)	SC users can add SC and TA user accounts, assign permissions to SC and TA user accounts, and create and edit test sessions. This is the school-level coordinator for ELP assessments.
Test Administrator (TA)	TA users can create and edit test sessions, search for and add students to test sessions, and print test session rosters for student login on the Data Collection Platform. This is the user who administers ELP assessments to MLs.

Test Administration Timeline for 2024–25

Management of ELP assessments varies depending on the time of year. Refer to the timeline below for test administration guidance of ELP assessments.

MONTH	WIDA SCREENER	WIDA ACCESS FOR ELLS
August	WIDA Screener	WIDA ACCESS for ELLs
	<ul style="list-style-type: none"> ✓ Screener opens. ✓ TAs complete TA training. ✓ Office staff trained in intake process for potentially eligible students 	<ul style="list-style-type: none"> ✓ Student records roll up to the new school year.
	WIDA Kindergarten Screener	
<ul style="list-style-type: none"> ✓ Order kindergarten materials through WCEPS. 		

	WIDA Screener	WIDA ACCESS for ELLs
	✓ Potentially eligible students screened within ten days to determine qualification for ELD services.	✓ Ensure CEDARS data is accurate and that MLs are accurately identified in CEDARS.
September October November	WIDA Kindergarten Screener	WIDA Alternate ACCESS for ELLs
	✓ Continue screening as needed.	<ul style="list-style-type: none"> ✓ IEP teams determine accommodations. ✓ Students participating in WIDA Alternate ACCESS must be identified in WAMS. ✓ Students needing additional OSPI-facilitated accommodations must be identified using the OSPI-created Microsoft Form.
December	WIDA Screener	WIDA ACCESS for ELLs
	✓ Continue screening as needed.	<ul style="list-style-type: none"> ✓ Plan and deliver annual TA training. ✓ OSPI pulls Pre-ID file on December 11, 2024. All CEDARS updates must be complete by then.
	WIDA Kindergarten Screener	WIDA Alternate ACCESS for ELLs
	✓ Continue screening as needed.	✓ OSPI pulls Pre-ID file on December 11, 2024. All WAMS updates must be complete by then.
January February March	WIDA Screener	WIDA ACCESS for ELLs
	✓ Continue screening as needed.	<ul style="list-style-type: none"> ✓ Student Management and Test Setup available in WIDA AMS on January 3, 2025. ✓ Order additional materials from January 21, 2025–March 14, 2025. ✓ Enable testing permissions for TAs that have finished annual training. ✓ Continue registering students through the end of the testing window. ✓ Testing window opens January 27, 2025 and closes on March 21, 2025. ✓ Monitor testing progress in WIDA AMS. ✓ Return all paper/pencil materials by March 28, 2025.
April	WIDA Screener	WIDA ACCESS for ELLs

	✓ Continue screening as needed.	✓ Pre-Reporting Data Validation runs from April 23, 2025–May 1, 2025.
May	WIDA Screener	WIDA ACCESS for ELLs
	✓ Continue screening as needed.	✓ Reports available on WIDA AMS on May 19, 2025
June	WIDA Screener	WIDA ACCESS for ELLs
	✓ Screener closes.	<ul style="list-style-type: none"> ✓ Printed reports arrive on June 10-11, 2025. ✓ Post-Reporting Data Validation runs from June 12-26, 2025. Identify errors early. ✓ Identify any tests with missing domains and report to OSPI.
July	WIDA Screener	WIDA ACCESS for ELLs
	✓ TAs can begin training for screening for the upcoming school year.	

SECTION 3: TECHNOLOGY

The management of ELP assessment in Washington involves using a variety of login-specific portals, both within Washington through OSPI and within the WIDA Consortium and through their test vendor, Data Recognition Corporation (DRC) INSIGHT. Users have different levels of access depending on their user role within districts. This section outlines the portals OSPI utilizes to manage ELP assessments, the portals WIDA and their test vendor DRC utilize, and the responsibilities of a district’s technology coordinator (TC).

OSPI Portals

OSPI manages the Education Data System (EDS) website, which houses various applications that support the administration and management of ELP assessments. These include the Comprehensive Education Data and Research System (CEDARS), the Washington Assessment Management System (WAMS), and the Assessment Reporting Management System (ARMS).

Educational Data System (EDS)

EDS is a centralized suite of web-based applications involving Washington educational data. It is used by state agencies, educational service districts (ESDs), local education agencies (LEAs), schools, teachers, teaching certificate applicants, non-profit organizations, and businesses for a variety of purposes relating to education.

EDS is home to applications such as CEDARS, WAMS, and ARMS, all of which are utilized in the ELP assessment management process. To use any of these applications, you must have an EDS account, as it uses a single sign-on system to provide access to allowed data.

Comprehensive Education Data and Research System (CEDARS)

CEDARS contains student data records, including assessment data. Student records are updated first within the district's local Student Information System (SIS). This information is then merged with CEDARS. CEDARS then disperses this information to other necessary locations for student information and records management.

Washington Assessment Management System (WAMS)

WAMS is used to manage contact information for districts to receive ELP assessment-related material. It is also where students are pre-identified for receiving services, the registration for alternate testing locations, and the registration for alternate assessments. Districts are responsible for keeping DAC information accurate on WAMS.

Assessment Reporting Management System (ARMS)

ARMS is used to report test incidents and complete reports for state testing. These might include the District Administration and Security Report, the Medical Exemption form, the School Site Administration and Security Report, the Test Incident Report, and the Test Material Variance Report.

ELP assessments most often use the Test Incident Report. This ARMS-based form is used for any situation that requires an ELP assessment to be regenerated in the system, as well as to request screener scoring be unlocked, to report behaviors inconsistent with testing expectations, and other situations that are required to be reported to OSPI.

WIDA Portals

Management of ELP assessments is split between two non-OSPI portals. Both have different functions, and separate accounts are needed for both.

WIDA Secure Portal

The WIDA Secure Portal is where users complete required test administrator and test scorer trainings, track training history, and access testing resources and professional learning resources. Accessing the WIDA Secure Portal requires a username and password.

Data Recognition Corporation (DRC) INSIGHT and WIDA Assessment Management System (WIDA AMS)

DRC INSIGHT is the user and test management component of the WIDA suite of assessments, which are maintained by WIDA's test vendor Data Recognition Corporation (DRC). This system is most often referred to as the WIDA Assessment Management System (WIDA AMS). Access to WIDA AMS is separate from the WIDA Secure Portal and users must be created separate from the WIDA Secure Portal.

WIDA AMS allows users to perform administrative tasks such as user management, materials management, student management, test management, and reporting. Materials can be ordered, student responses scored, student reports found, users managed, data collected, and program tools utilized. Additionally, Knowledge Articles provide helpful information to assist with implementing the WIDA suite of assessments.

Technology Coordinators

Technology Coordinators are responsible for ensuring the technology involved in the implementation of ELP assessments is successful. Technology Coordinators can find useful resources on the [WIDA Secure Portal](#) and [DRC INSIGHT website](#). WIDA also offers [webinars](#) throughout the year to prepare Technology Coordinators for the technology tasks associated with successfully implementing the WIDA suite of assessments.

SECTION 4: RESOURCES

Between OSPI and WIDA, there are a variety of available resources that can provide additional information to support the management of ELP assessments. This section reviews the resources offered within OSPI and WIDA and provides an overview of associated OSPI program contacts.

OSPI Support

OSPI provides several opportunities for support with the management of ELP assessments.

OSPI Website

The OSPI website has a section on ELP assessments that includes an overview of ELP assessments, a preview of ELP Screeners, a look at ELP Annual Assessments, an overview of ELP Alternate Assessments, and a section on ELP Professional Development. The website includes a wealth of resource links as well as contact information to reach OSPI's ELP assessment team.

OSPI ELP Assessment Office Hour

The OSPI ELP assessment team hosts a weekly office hour that provides information on WIDA testing policies and procedures. An informal gathering of other district leaders and including representatives from the OSPI Multilingual Education team and the DRC team, visitors can ask questions and connect with others to seek advice and solve problems related to ELP assessments. These Zoom at Noon sessions are typically hosted on Mondays at noon.

Washington Assessment Weekly (WAW)

This OSPI-produced publication communicates new and updated state assessment and policy information while also providing upcoming assessment reminders. The Assessment Operations office distributes this newsletter via email to all DACs and District Administrators (DAs) listed in EDS. DACs are encouraged to establish an internal process for sharing information with other school and district staff as the information pertains to their responsibilities.

Monthly Assessment Update Webinars

OSPI presents monthly assessment webinars that cover a variety of important updates and information, including information about ELP assessments. Register for these monthly assessment update webinars on the Washington Comprehensive Assessment Portal (WCAP).

OSPI Publications

OSPI's ELP assessment team produces and updates a variety of supporting publications to assist districts in the management of ELP assessments. These publications are posted on the OSPI ELP assessment website and updated each year.

WIDA Support

The WIDA Secure Portal houses a variety of resources for the management of WIDA assessments. Access to these resources is dependent on user role and permissions. Generally, from the portal home page, the following options are available:

- Assessment Training: Assessment training courses and related resources
- Professional Learning: On-demand, self-paced courses
- Webinars: Upcoming and recorded webinars on timely assessment topics
- Resources: All resources are tagged so you can easily filter to find the secure resources that accompany your assessment training or professional learning course.

Contact List

Use the chart below to contact support at OSPI, WIDA, or DRC.

Department	Contact Information	Description
Assessment Data and Student Information	<ul style="list-style-type: none"> • assessmentanalysts@k12.wa.us • 360-725-6109 	✓ Student data issues
English Language Proficiency Assessments	<ul style="list-style-type: none"> • sharon.coward@k12.wa.us • ELPAssessments@k12.wa.us • 564-669-4777 	<ul style="list-style-type: none"> ✓ WIDA policy, training, and reports for screener and annual assessments ✓ Access and permissions to WIDA Secure Portal and WIDA AMS ✓ Screener paper requests ✓ Braille and large print questions
Assessment Operations	<ul style="list-style-type: none"> • assessment@k12.wa.us • 360-725-6348 • Hotline: 800-725-4311, #3 	✓ General questions
Multilingual Education Program	<ul style="list-style-type: none"> • MultilingualEd@k12.wa.us • virginia.morales@k12.wa.us • 360-764-6201 	✓ Program policy issues
OSPI Customer Support	<ul style="list-style-type: none"> • customersupport@k12.wa.us • 800-725-4311 	<ul style="list-style-type: none"> ✓ CEDARS/EDS issues ✓ Contact DDSM for Account Permissions
WIDA Customer Support	<ul style="list-style-type: none"> • help@wida.us • 866-276-7735 	✓ Testing system and technical assistance
DRC INSIGHT Support	<ul style="list-style-type: none"> • WIDA@datarecognitioncorp.com • 855-787-9615 	✓ WIDA AMS processes and issues

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