

How to Administer the Washington Access to Instruction and Measurement (WA-AIM) Test

Pre-Testing

Step 1: Identify students to take WA-AIM

1. Individualized Education Program (IEP) teams must select a testing pathway in the annual IEP meeting.
2. District Special Education or Assessment teams pre-register the identified student in Washington Assessment System Management System (WAMS). See [WAMS training](#).
 - a. WAMS is an application in the state Educational Data System (EDS). The data person in your district and your assessment coordinator can help with this step.
 - b. Once identified in WAMS, the student's record will populate in DRC INSIGHT in 24–48 hours. No student records will be visible in DRC INSIGHT for the current testing year until mid-to-late January.
 - c. This is generally done in the fall to ensure smooth testing, but WAMS is open throughout the school year, so students who arrive in the winter or spring can still be pre-registered.

Step 2: Identify Access Points and Establish Baselines

1. Educators should review the access points associated with each standard (See [WA-AIM Performance Tasks](#)).
2. For each student taking the WA-AIM, the educator will choose the access point (Less, Intermediate, or More) that best reflects the student's knowledge, skills, and abilities in relation to each standard.

One way to identify the appropriate access point for each student is to create a baseline or instructional form in DRC INSIGHT.

- a. Log into DRC INSIGHT. In the **My Applications** menu select **Item and Form Management**.
- b. Select **Create** and then choose the **Baseline or Instructional form** option. This option allows you to select items from multiple access points for each standard, and the student's results are not submitted to DRC.
- c. Click on the **Items** tab.
- d. Select a content area and use the filter options to narrow your search.



- e. Choose items that will help you determine what access point will be most appropriate for your student. Generally, this means selecting items at more than one access point for each standard.
- f. Click **Add** next to each item you want to add to your form.
- g. Choose **Create Form** and name your form so you can recognize it in the future. For example, "Grade 5 Math Baseline" and select **Baseline** or **Instructional**.
- h. You can reorder items if you like using the reorder option.
- i. **Save** your form. Note: You will need to click the save button to avoid losing the form permanently. Creating the form does not save it.
- j. Use the **View/Print** button to create a PDF of your form and print when needed.

Resources

- [INSIGHT Item and Form Management Creating Baseline and Instructional Forms](#) (the video runs 7 minutes, 30 seconds)
- This is generally done between November and early February.

Note: DRC INSIGHT user accounts are created by district assessment coordinators. Any test administrator or school test coordinator who needs access to DRC INSIGHT for WA-AIM testing can get access through their district assessment coordinator.

Testing

Step 3: Identify Items and Forms

1. In the DRC portal, go to **Item and Form Management**.
2. Review the items and forms available at the different access points and select one form or five items for each standard in each content area tested.
3. Print the selected forms.
 - a. **Items:** These are single questions that can be combined with other items to create a five-item form. Each item is reviewed to ensure it is appropriately aligned to the standard, but some standards will have requirements that are met across multiple items. When a Test Administrator (TA) selects items for testing, it is important to ensure that the five items aligned to the standard meet the requirements for that standard. For example, if a specific standard requires both an adding and subtracting item, then the TA will need to ensure that they select Items that cover both adding and subtracting when creating a form.
 - b. **Public Forms:** These are a collection of five items that assess the same standard at the same access point. If a TA is selecting Public/Pre-Built Forms for testing, then the TA would select one form for each standard. These pre-built forms have already been reviewed to ensure they meet the requirements for the standard and do not violate any noted restrictions.

Once access points have been identified for students (Step 2), educators can identify items and forms for final testing. These are sometimes referred to as Performance Tasks or testlets. Once one access point for each standard has been selected for administration, the educator will administer a Performance Task form associated with that access point level.

- a. Each standard will require the use of one form (testlet). Forms (testlets) can be selected or created within the INSIGHT system. Each form must contain five items that meet all requirements found under the relevant access point. Each standard must contain items only from one access point. Content areas can have different access points, but each standard can only have one.
- b. For each access point educators will select a pre-built form (testlet) containing five items that fully meet the requirements of the access points OR create a form (testlet) by selecting five unique items from the item library housed in the test delivery platform, INSIGHT. If creating forms, educators must review the form for each standard to ensure the included items meet all requirements and do not violate any restrictions for the specific standard.
- c. Allowable adaptations/accommodations are listed for each standard and/or access point within the [Performance Task documents](#) posted on the OSPI website under WA-AIM.

Note: To test students, forms need to be printed. You can do this from **Item and Form Management** using the **View/Print** option.

Step 4: Assign Forms to Students (Registration)

1. In the DRC INSIGHT portal, go to **Registration**, select your site (top right side of the screen) and then go to the **Existing Students** tab.
2. Choose a student-based name for the registration, for example, "BHarris-ELA." Doing this instead of using the auto-generated teacher-based name makes the form easier to locate in future steps.
3. Choose a student. Select the student from the list of existing students.
4. Choose five forms per content area. The system will not allow you to choose two pre-built forms that assess the same standard. If you are creating forms, you will need to create the form in **Item and Form Management** first and then register the student for the form.
5. When this process is complete, the forms will be assigned to the student and a Student Characteristics Survey (SCS) will be generated for the student.

Step 5a: Test Students

Note: 5a or 5b can be done first, but both must be done before Step 6.

1. Using forms printed from Step 3, test the student in a one-on-one setting with an observer present for all items and forms administration.

Step 5b: Complete the Student Characteristic Survey (SCS)

Note: 5a or 5b can be done first, but both must be done before Step 6.

1. Go to **Student Performance Data** in the **All Applications** menu in DRC INSIGHT.
2. Under **Not Started** forms, find the SCS for the student you are testing.
3. Click **Begin Test** (right side).
4. Complete all questions in the SCS.
5. Click **Complete** (right side).

Step 6: Input Student Performance Data

1. Go to **Student Performance Data** in the **All Applications** menu in DRC INSIGHT.
2. Under **Not Started** forms, select the forms for the student.
3. Click **Begin Test** and use the scores from step 5a and any additional information requested to complete the scoring for each item/form the student tested on.

Additional WA-AIM Resources

- Additional WA-AIM Resources can be found on the [OSPI WA-AIM webpage](#).
- The Test Administrator Manual, [Access Point Frameworks, and Performance Tasks](#) (by grade level) can be found on the linked page.
- Information about scoring, including parent letter templates, scale score ranges, and a WA-AIM Score Interpretation Guide can be found on the [WA-AIM Scoring and Reporting](#) page. This page also includes Achievement Level Descriptors for each content area assessed with WA-AIM. OSPI has a [Frequently Asked Questions](#) page dedicated to commonly asked WA-AIM questions.
- The [WA-AIM Trainings](#) page provides links to Test Coordinator and Test Administrator training modules for WAMS, DRC-INSIGHT, and WA-AIM general test administration.