

Strategies for a Successful WA-AIM Testing Season

The Washington Access to Instruction & Measurement (WA-AIM) has a 4-month window for testing, so it can feel like there is always tomorrow to get it done. The 2025 testing season was a good reminder that sometimes the deadline comes faster than we think. Below are some strategies districts have shared as useful and effective for keeping WA-AIM on track and avoiding the impact of last-minute technology, personnel, or weather disruptions.

Strategy 1: Train everyone together

WA-AIM training for test administrators is required every year. Districts report having a lot of success with establishing one or two days for all Test Administrators (TAs) to come together to complete training. This approach allows districts to review local timelines, where to send questions, find resources, and record completion of training.

Resources:

- [WA-AIM Training Website](#)
 - Trainings for TAs (WA-AIM + DRC INSIGHT): between 75 and 90 minutes
 - Test Coordinators: an additional 15 to 20 minutes

Strategy 2: Create a Timeline

Districts that create timelines for testing can monitor progress throughout the testing window. Some key points to include on the timeline are:

- 1. Date by which WA-AIM training must be completed.**
- 2. Date by which TAs must confirm they have access to student records in DRC.**
INSIGHT. This requires TAs to enter DRC INSIGHT, select Registrations for each of their sites, and then compare the list of "Existing Students" with the district list of students they are expected to test. TAs would then be responsible for:
 - a. Confirming with the district office that all their students are accessible in DRC INSIGHT.
 - b. Identifying students to add to DRC INSIGHT for testing.
 - c. Identifying students who have been misidentified for WA-AIM testing.
- 3. Date by which students must be registered for forms in all tested content areas.**
This requires that TAs log into DRC INSIGHT and register students for the appropriate testing forms in the Registration section of the testing platform. Once this step is complete, the District Assessment Coordinator (DAC) can monitor as TAs and students move through testing.



4. **Date by which all Student Performance Data must be entered.** This process requires the TA to log into DRC INSIGHT and input scores for students after testing on paper is completed. TAs must enter scores for five items (one form) for each standard on which a student is tested.
5. **Other possible benchmarks:**
 - a. **Date by which Student Characteristics Survey (SCS) is complete.** Student must be registered for at least one form before the SCS can be accessed. SCS must be completed before other forms.
 - b. **Date by which testing must be started/ended.** This is an offline activity, so to monitor this, a district may want to create a check-off process/star chart at the school building.
 - c. **Date by which IEPs must reflect the testing pathway for students taking WA-AIM.** OSPI recommends this date be by spring the year before testing to catch all IEP teams regardless of time of year they meet.

Strategy 3: Actively Monitor Progress

DACs can use the Student Status Report (under Report Delivery, On-Demand Reports) in DRC INSIGHT to monitor progress on the following steps:

1. Student Registration: does a student have five forms per standard assigned to them?
2. Student Characteristics Survey completion
3. Forms Completion: scoring data entered

Other components of WA-AIM testing can be monitored outside of DRC INSIGHT. Examples include creating a spreadsheet, MS Form, star chart, thermometer chart, etc.

Strategy 4: Have regular check-ins between Assessment and Special Education staff

DACs are ultimately responsible for ensuring test security, training, etc. for all assessments at the district. However, in many districts, WA-AIM is run through the Special Education divisions. It is critical to have a smooth testing window that Assessment and Special Education staff are sharing information, progress, and questions regularly beginning in the fall and running through the test window.

Regularly scheduled check-ins may include topics like:

1. October–November: Progress on identifying students in WAMS and baseline data
 - a. Are any students not appearing in WAMS to identify?
 - b. Are any CEDARS issues impacting student's availability in WAMS?
 - c. Are any IEPs without a testing pathway identified?

- d. Encourage TAs to complete baseline data collection to help identify appropriate Access Points for spring testing on each standard and establish a baseline for Engagement Rubric testers.
 - e. Who will do what to resolve any issues?
- 2. December–January: Training and Scheduling
 - a. When will district-led training be done for TAs?
 - b. How will it be monitored/tracked?
 - c. Who will be testing which kids?
 - o Do any out-of-district personnel need access in DRC INSIGHT?
 - d. Who will be observers on which tests?
 - e. What training do observers need? Who will do it?
 - f. What deadlines will the district put in place for WA-AIM testing to support progress throughout the window?
- 3. January–February: Student Management
 - a. Confirm that all students who will test are available in DRC INSIGHT. Students are first visible in INSIGHT when the test window opens.
 - b. Identify any missing or misidentified students in DRC INSIGHT.
 - c. Identify IEP teams that have not yet determined a testing pathway and establish a deadline before March.
- 4. March–April
 - a. Monitor testing in DRC INSIGHT and through local processes.
 - b. Identify staff to check in with.
 - c. Draft and send reminders of deadlines for testing.
- 5. Anytime or all the time
 - a. Provide training on the GTSA and IEP Guidelines for WA-AIM Identification.

OSPI is providing these strategies to help district staff better understand WA-AIM testing and support staff in creating systems around testing that support a successful testing window. Any questions about WA-AIM testing can be directed to OSPI at wa.aim@k12.wa.us.

Appendix A: Timeline Examples

Table 1: Timeline Example

Time	Activity	Who does it?	Who monitors?
October–February	Establish Baseline Data Points	TA	SC/DAC
November	Pre-Registration (WAMS)	DAC	SC
January	Conduct district training for TAs.	TAs	SC/DAC
January 26	WA-AIM Spring Window opens (Student records in DRC INSIGHT)	TAs	X
February 1	Ensure TAs are trained	SC/DAC	DAC
February 15	Confirm Student Records in DRC	TA/SC	DAC
February–March	Identify Items & Forms for testing	TA	SC
March 15	Register students for forms in DRC	TAs	DAC/Sped
March–April 15	Complete testing offline	TAs	SC
April 1	Complete SCS in DRC INSIGHT	TAs	DAC
April 20	All performance data entered	TAs	DAC
April 22	Identify errors and omissions	Sped/SC	DAC
April 27	Complete testing for all those identified in errors and omissions	TA	DAC/Sped
May 1 at 5:00 pm	Celebrate being finished; testing window closes at 5:00 pm.	All	X

Table 2: Timeline Example

Time of year	Category	Task	Resource
March (previous year) to October	Identifying testing pathways	IEP teams identify assessment pathways for all students with IEPs. District teams review and confirm adherence to guidelines.	Guidelines for Statewide Accountability Assessments
August	Planning	District leadership establishes local deadlines for WA-AIM tasks.	This document and district calendars
October to January	Pre-testing	Establish baseline data. Identify access points. Review videos on DRC Forms.	Preview Forms Preview Items Creating Baseline and Instructional Forms
November to December	Identifying students in WAMS	School staff confirm WA-AIM testers. District staff identify testers in WAMS. District staff troubleshoot CEDARS errors if students are not in WAMS.	Pre-identification in WAMS
December to January	Training	Test administrator training. OSPI recommends completing training as a district. Sign Test Assurance Forms.	WA-AIM Trainings
Late January through February	Preparing to test	Confirm that all student records are in DRC INSIGHT. Confirm all teacher accounts are active in the correct school. Ensure students taking the Engagement Rubric are identified as ER testers in DRC.	DRC INSIGHT User Guide is located in the DRC Platform under General Information.
February to mid-March	Registration	Assign Final Forms to students in DRC INSIGHT. Complete Student Characteristic Survey.	Creating Final Forms Completing Student Characteristic Survey Registration: Final Forms ER Forms
February and March	Testing	Use printed final forms to test students 1:1.	
By April 24	Data Entry	Enter data in the Student Performance Data section of DRC INSIGHT. NOTE: Data entry is part of testing and must be completed before the window closes.	Complete a Standard Assessment Complete Engagement Rubric Form

Appendix B: Offline task tracking examples:

Table 3: Percent of Completed Forms (ready to input performance data)

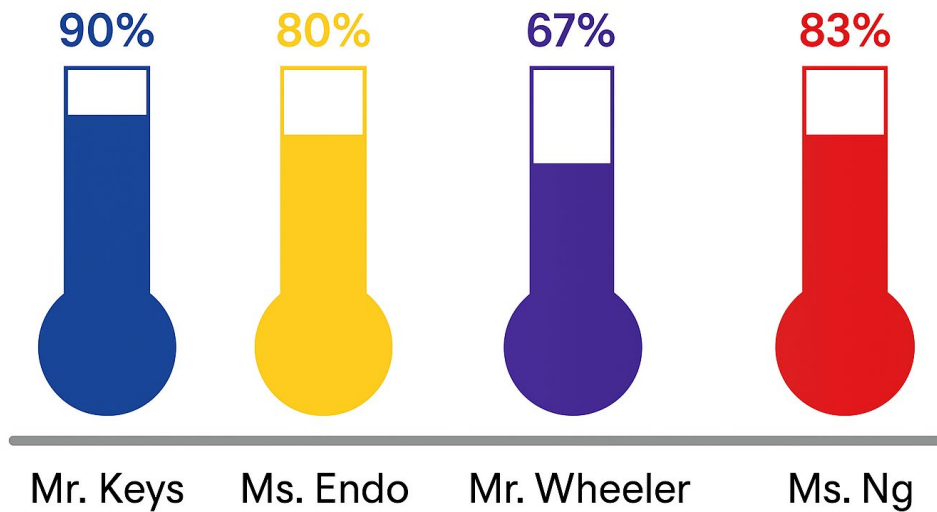


Table 4: General WA-AIM Task Tracking

Staff	Observer Identified	Training Complete	DRC Login works	Test Pathway in IEP	All students visible in DRC
LaDoux		★	★	★	
Suzuki	★	★			
Jones					
Garcia					