

English Language Proficiency Assessments Administrative User Checklists

District Assessment Coordinator

The District Assessment Coordinator (DAC) is responsible for the successful implementation of English Language Proficiency (ELP) assessments. With district-level permissions, the DAC creates district user accounts and assigns user permissions in the WIDA Secure Portal and WIDA Assessment Management System (WIDA AMS). The DAC is the main point of contact for the Office of Superintendent of Public Instruction (OSPI) and communicates information from OSPI to district users.

The DAC may designate an ELP Assessment Coordinator to manage tasks and responsibilities. This may be any staff member familiar with Multilingual Learners (ML) policies and the ML population. However, as the DAC remains ultimately responsible for all state assessments, the DAC must work closely with the ELP Assessment Coordinator to ensure that all tasks are completed by the established deadlines and that all testing protocols are followed.

The DAC Checklist follows a school year organized by the five phases of the test administration cycle:

1. *Initiating*: This phase covers the beginning of the new school year, which opens in July and is primarily focused on administering screeners and ensuring accurate student data. This phase includes User Management and Student Management tasks.
2. *Planning*: This phase leads to the Pre-Identification deadline in December and includes accommodations decisions, reviewing student data for accuracy before materials are ordered, scheduling testing, and training Test Administrators (TAs). This phase includes User Management and Student Management tasks.
3. *Executing*: This phase covers the test administration window, which opens in January and closes in March. This phase includes Student Management, Materials Management, and Test Administration Management tasks.
4. *Monitoring and Controlling*: This phase covers the post-test administration window timeline, and includes Records Management tasks. These include managing the Pre-Reporting Data Validation window and the Post-Reporting Data Validation window, managing score reports and inputting student data, and returning to screeners as the school year closes.
5. *Closing*: This phase includes tasks needed to close out the school year and prepare for a new test administration cycle in the new school year.



DAC Checklist

Timeline	Topic	Responsibilities
July August September	Initiating	<i>Trainings</i> ☐ Review OSPI DAC Training on the WCAP Portal. ☐ Log into the WIDA Secure Portal and review the following recommended trainings for DACS: ☐ WIDA Screener Online ☐ WIDA ACCESS Online ☐ Review the ELP Assessment Resources on the OSPI ELPA website. ☐ Review the WIDA Webinars available on the WIDA Secure Portal. <i>User Management</i> ☐ Create accounts for district and school users according to district structure and need: ☐ WIDA Secure Portal: Training and Resources. ☐ WIDA AMS: Test Administration and Score Reports ☐ Train users to to administer and score WIDA Screeners: ☐ Ensure users sign the Test Security Staff Assurance Report before and after completing WIDA Screening test administration. ☐ Track user training completion of the required WIDA Screener administration and scoring courses in the WIDA Secure Portal using the Certification Report in the WIDA Secure Portal. ☐ Once user completion of training requirements is verified, enable testing and scoring permissions in WIDA AMS. ☐ Clean out old user accounts from the WIDA Secure Portal and WIDA AMS by deactivating inactive users. <i>Student Management</i> ☐ Review the accommodations information for the WIDA ACCESS assessments: ☐ OSPI: Guidelines for Statewide Accountability Assessments ☐ OSPI: 2025-26 Guidelines on Tools, Supports, and Accommodations ☐ WIDA Secure Portal: Accessibility and Accommodations Manual WIDA Secure Portal ☐ Oversee WIDA Screener test administration. ☐ Order additional kindergarten screener materials and WIDA Screener Paper materials through OSPI. ☐ Submit potential screener incidents in ARMS.

October November December	Planning	<i>User Management</i> ❑ Provide annual required WIDA ACCESS training for users: ❑ OSPI Training: Test Security Best Practices. ❑ OSPI Form: Test Security Staff Assurance Report. ❑ WIDA Secure Portal trainings. ❑ Develop test administration and test security plans and document in the Test Security Building Plan (TSBP). Work with school sites to develop their TSBPs. ❑ Work with users to develop and implement strategies to communicate the importance of preparing for the test, essential test information, and a positive test environment. ❑ Identify and communicate points of contact during the test administration cycle. <i>Student Management</i> ❑ Ensure demographic data for all identified Multilingual Learners (MLs) is accurate in the district Student Information Systems (SIS) prior to the established December deadline. Work with CEDARS district administrator to verify that the SIS accurately reports students receiving services and MLs. ❑ Check current enrollment. ❑ Check the PENR. ❑ Identify students who will take the WIDA Alternate ACCESS in the Washington Assessment Management System (WAMS) by the established December deadline. ❑ Work with users to determine accommodations and ensure documentation in IEPs/504 plans. ❑ Identify, document, and communicate student test settings and accommodations with users. ❑ Coordinate with school sites to establish test opportunities for students who are enrolled but are placed elsewhere. ❑ Submit any Medical Emergency Exemptions, Non-Standard Accommodations Requests, and Modified Test Schedules in ARMS. <i>Materials Management</i> ❑ Prepare for materials by maintaining accurate student records and establishing systems for tracking materials. ❑ Prepare for annual assessments by crafting testing schedules. Use the WIDA Secure Portal resource, ACCESS Online Test Schedule Examples WIDA Secure Portal, for support. ❑ Prepare for technology requirements by ensuring each site meets the minimum technology requirements and that all devices are correctly configured.
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January February March	Executing	<i>Student Management</i> ❑ Confirm all student test settings and accessibility features have been entered in WIDA AMS. ❑ Identify who will manage student test settings. ❑ Manage accommodations updates in Student Management, monitor new students added by the nightly upload, establish systems with registrations to ensure avoidance of duplicated students with the nightly upload. <i>Materials Management</i> ❑ Follow the TSBP to maintain a chain of custody for secure test materials that includes: ❑ A process for materials receipt and inventory of materials shipment. ❑ Identify the location for the secure storage of materials until delivery to schools. ❑ Include a check in and check out process for materials. Use Secure Materials Tracking Report (SMTR) to track materials. ❑ Include a system to track and return materials. Use Returning ACCESS Materials to DRC WIDA Secure Portal to support materials return. ❑ Include a system to ensure that all materials are correctly filled out. Use Using District-School Labels on ACCESS Student Booklets WIDA Secure Portal to confirm use. ❑ Establish a system to order additional materials that limits orders to one maximum. ❑ Use the Template for Preparing Additional ACCESS Materials Orders WIDA Secure Portal for tracking additional material needs. <i>Test Administration Management</i> ❑ Identify who will print test tickets. ❑ Establish a process for reporting test incidents. ❑ Monitor the test administration process: ❑ Track student progress for test completion. ❑ Watch for student response alerts. ❑ Communicate with the Technology Coordinator about any technical issues. ❑ Monitor test security during the test administration window. ❑ Ensure staff adhere to test security policies and practices. ❑ Submit all required state reporting documentation through ARMS.
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April May	Monitoring and Controlling	<i>Records Management</i> ❑ Oversee the Pre-Reporting Data Validation process. ❑ Preview the WIDA Secure Portal resource, WIDA AMS User Guide Supplement for Data Validation WIDA Secure Portal, for support. ❑ Review completion list and identify any errors prior to the opening of the Data Validation window. ❑ Correct all identified errors in the Data Validation window. ❑ Reach out to OSPI with any questions. ❑ Oversee the Post-Reporting Data Validation process. ❑ Review score file to identify any errors prior to the opening of the Data Validation window. ❑ Correct all identified errors in the Data Validation window. ❑ Reach out to OSPI with any questions. ❑ Access, review, and share test results. <i>Screening</i> ❑ May 1: Screen TK students.
June	Closing	❑ Manage Family Notification Letters. ❑ Manage updates to the SIS. ❑ Exit all students with appropriate codes. ❑ Close screening activities and return any borrowed WIDA Screener Paper materials to OSPI.

Technology Coordinator

The Technology Coordinator (TC) is responsible for managing the technology that contributes to the successful implementation of English Language Proficiency (ELP) assessments. With technology coordinator permissions, the TC manages

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TC Checklist

Timeline	Topic	Responsibilities
August September October	Preparation	<i>Technology Coordinator Trainings</i> ❑ Review the OSPI Training: Test Security Best Practices. ❑ Complete the OSPI Form: Test Security Staff Assurance Report. ❑ Review the following resources in the WIDA Secure Portal: ❑ Supported System Requirements for WIDA ACCESS and WIDA Screener WIDA Secure Portal ❑ Introduction to DRC INSIGHT Technology for WIDA Assessments WIDA Secure Portal ❑ DRC Insight Technology User Guide WIDA Secure Portal ❑ WIDA AMS User Guide WIDA Secure Portal ❑ Review the WIDA Webinars available on the WIDA Secure Portal.
November December January	Before Annual Testing	<i>Planning</i> ❑ Assess district readiness by reviewing the Site Technology Readiness Checklist for Deploying WIDA Online Assessments WIDA Secure Portal. ❑ Ensure devices used for the administration of online tests meet the minimum system requirements and are appropriately configured for DRC INSIGHT. <i>Install and Deploy Test Software</i> ❑ Manage all technical and system set up for online testing, including Central Office Services-Service Device (COS-SD) and student testing device set up. ❑ Configure the devices, software, and networks used for online testing. Review WIDA ACCESS Headset Specifications WIDA Secure Portal to prepare. ❑ Ensure that all non-approved features and software are blocked.

November December January (Continued)	Before Annual Testing	❑ Confirm test software and testing devices are working correctly prior to testing. <i>Manage Network Capacity</i> ❑ Conduct network diagnostics for the DRC INSIGHT platform. ❑ Confirm network capacity, or bandwidth, is sufficient to support the anticipated number of students testing concurrently. Use Network Evaluation and Troubleshooting WIDA Secure Portal to support this work.
January February March	During Annual Testing	❑ Provide general oversight of technology needed for online testing activities. ❑ Ensure test administrators know how to access the test platform and how to perform basic troubleshooting steps. ❑ Monitor technical problems (connectivity issues) to apply resolution and communicate information to the DAC and SC. ❑ Assist in in troubleshooting any system, technical, or infrastructure issue that arises.
March April May June	After Annual Testing	❑ Review technical or infrastructure issues that arose during testing and plan corrective action accordingly for future administrations.

School Coordinator

The School Coordinator (SC) is responsible for overseeing the test administration of all state assessments at the building level, including English Language Proficiency (ELP) assessments. SCs work closely with the District Assessment Coordinator (DAC) to ensure successful test administration and are the main point of contact for the DAC at the school level. SCs are expected to share assessment information with school users throughout the school year.

SC Checklist

Timeline	Topic	Responsibilities
August September October	Preparation	<i>Training</i> ❑ Log into the WIDA Secure Portal and review the following recommended trainings for SCs: ❑ WIDA Screener Online ❑ WIDA ACCESS Online ❑ Review the ELP Assessment Resources on the OSPI ELPA website. ❑ Review the WIDA Webinars available on the WIDA Secure Portal. ❑ Provide general oversight of school level test administration activities under the direction of the DAC.
November December January	Before Annual Testing	<i>Test Administration Management</i> ❑ In coordination with the DAC, create the Test Security Building Plan. ❑ In coordination with the DAC, create the building schedule. This should include: ❑ Plans for adequate secure testing locations and plan to inspect testing locations. ❑ Plans to ensure staff supervision. ❑ Plans for ensuring the correct students take the correct test with the correct test materials. ❑ Plans for ensuring students have the correct accommodations. ❑ Plan for students to review practice tests and DRC INSIGHT. ❑ Plans for students who finish early or need additional time. ❑ Plan for monitoring test progress and completion of tests. ❑ Plans to ensure security of test materials during distribution, use, and return.

Timeline	Topic	Responsibilities
November December January (Continued)	Before Annual Testing	❑ Coordinate with TCs and DACs to ensure testing devices are ready. <i>User Management</i> ❑ Work with DC to ensure all TAs are trained, have reviewed resources, and have access to WIDA AMS. <i>Student Management</i> ❑ Enter and/or verify student accommodations in WIDA AMS, monitor student progress, and ensure that all students receive and participate in testing with the appropriate test supports.
January February March	During Annual Testing	❑ Monitor test administration at the school level, including test processes, locations, and hallways to ensure that security procedures and proper administration protocols are followed. ❑ Monitor test completion at the school level. ❑ Monitor test security at the school level, including ❑ Submit the appropriate reporting documents to the DAC.
March April May June	After Annual Testing	<i>Materials</i> ❑ Collect and process all ancillary materials according to the TSBP. ❑ Verify that test booklets have been bubbled and labeled correctly. ❑ Return all secure test materials to the DAC according to the TSBP. <i>Documentation</i> ❑ Collect signed Test Security Staff Assurance Report (after testing) from all users who participated in test administration. ❑ Document accommodations used during testing. ❑ Document and submit test incidents for review by the DAC.