English Language Proficiency (ELP) Assessments - Student Management

Overview of Student Management ELP Assessments

Coordinating ELP assessments extends to student management, and this includes student information. Maintaining a basic understanding of student management helps ensure the confidentiality of student information and the accurate flow of student information through districts, the Office of Superintendent of Public Instruction (OSPI), and the WIDA Assessment Management System (WIDA AMS). This document discusses student information in ELP assessments, preparing for the pre-identification process for annual assessments, and managing school sites.

Student Information in ELP Assessments

ELP assessments rely on multiple systems and portals that contain student data, so it is essential to understand both data confidentiality and the flow of student information between multiple entities. This ensures that accurate information is reported confidentially and on time throughout all phases of the ELP assessments test administration cycle.

Student Information Confidentiality

Student information is legally protected as Personally Identifiable Information (PII), and strict safeguards must be in place to ensure its security. To protect student privacy, districts must use only State Student Identification Numbers (SSIDs) when communicating through non-secure channels and must never include names or other identifying details.

Additional information about student data and privacy can be found on OSPI's Student Information website.

Student Information Systems (SIS) and Data Flow

Generally, all student data input begins at the local level with district SIS programs. This student data then merges with OSPI's Educational Data System (EDS) program through the Comprehensive Education Data And Research Systems (CEDARS) in the CEDARS submission process and flows downstream to additional relevant applications in EDS. For ELP assessments, these applications include the Limited English Proficient (LEP) application and the Washington Assessment Management System (WAMS).

It is important that districts maintain accurate student information in district SIS programs and ensure successful CEDARS submissions to prevent downstream data issues that impact ELP assessments. Additional support for using CEDARS can be found on OSPI's website here.

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Student Information for ELP Placement Assessments

Student information for ELP placement assessments is primarily managed by districts. It must be manually entered by districts in WIDA AMS for screening and scoring. Districts then input the screener scores in CEDARS under File J, and that data then flows from CEDARS to the LEP and WAMS applications.

Student Information for ELP Annual Assessments

Student information for ELP annual assessments is primarily managed by OSPI. OSPI uses the CEDARS record to load student data into WIDA AMS in December, then initiates a records upload process that moves data from CEDARS to WIDA AMS on a nightly basis through the end of the test administration window for any new students.

Preparing for Pre-Identificaiton with ELP Assessments

OSPI reports all identified MLs to the WIDA Secure Portal testing vendor, Data Recognition Corporation (DRC) via the Pre-ID file in early December. This report completes the following test administration preparatory tasks:

- Populates student data and online test sessions in WIDA AMS for WIDA ACCESS test administration.

- Generates the Initial Materials Order (IMO), including WIDA ACCESS Paper materials and WIDA Alternate ACCESS materials.

- Generates Pre-ID labels, which are student-specific, and generates District/School labels.

- Generates return materials, including return shipping labels.

For this Pre-ID file to be the most accurate and current, it is critical that districts complete the following prior to the early December deadline:

- Accurately identify MLs in their Student Information Systems (SIS).

- Accurately identify MLs who have Individualized Education Programs (IEPs) in their SIS.

- Ensure that their SIS data is correctly loading into CEDARS and that there are no errors in CEDARS submissions.

- Correctly identify MLs taking the WIDA Alternate ACCESS assessment in WAMS.

WIDA Alternate ACCESS Pre-Identification Process

By early December, eligible multilingual learners with significant cognitive disabilities must be identified for the WIDA Alternate ACCESS assessment. This is done within WAMS, using the tool "Spring Alternate Assessment Registration" in the Pre-ID section within WAMS.

In mid-December, OSPI extracts this complete pre-ID roster for alternate assessments and uses it to submit an initial order to DRC, along with information for the general WIDA ACCESS assessment. This extract and process drives the materials shipments of the Alternate ACCESS test to districts.

Steps to Pre-Identify Students for the WIDA Alternate ACCESS

Follow the steps below to pre-identify a student for alternate assessment by the mid-December IMO deadline:

- Select the "Pre-ID" tab in the top green bar of WAMS.

- Select "Spring Alternate Assessment Registration" on the far-left menu.

- Use the radio button to select WIDA Alternate ACCESS.

- Students who are not already identified for English Language Development (ELD) and special education services in CEDARS will have a grayed-out radio dial. If a student is not currently indicated as in program for special education services and ML, they will not show in this tool. To prevent this, ensure that CEDARS data is accurate.

Students can only be pre-identified for WIDA Alternate ACCESS in WAMS. If students are not pre-identified by the December Pre-ID deadline, materials can be ordered later during the Additional Materials Order (AMO) window. Students should still be marked in this tool in WAMS after the initial December extract for the IMO, but it will not generate a materials order automatically and an AMO is required.

Because there will not be a pre-identification label generated for students who are not included in the IMO, a District/School Label will need to be used and the student's demographic information bubbled in, as the District/School Label will not reflect a specific student's information. The following demographic information is bubbled in this situation: District, School, Student First Name, Student Last Name, SSID, Grade, Test and Date.

School Site Management

Each August, OSPI sends DRC a site file listing all public schools authorized for annual ELP assessments. These sites are loaded into WIDA AMS to enable testing for enrolled students with valid SSIDs.

Any changes to school sites must be communicated with OSPI directly.

Other School Sites

There are a variety of considerations for other school sites that affect the effective management of ELP assessments.

Online Schools

Other school sites can include virtual schools, where students are enrolled under their resident public school district. Logistically, students attending virtual schools can test anywhere in the state using their login credentials and with trained proctors and a secure test environment. Therefore, secure communication between the resident district and the testing district is required to coordinate testing, and this communication might be outlined in an agreement between the resident district and the testing district. It is important to remember that the communication of test materials must be kept secure. This includes the following:

- Test tickets must be securely transmitted using encryption.

- Test materials shipped to the testing district must be shipped securely and with traceable tracking.

Private Schools

Private school participation in ELP annual assessments is dependent on the private school's participation in Title III funding and relationship with the local school district.

- For additional information about Title III Private School Participation, view the [ML Policies and Practices Guide 2024](#).

- For additional information about establishing partnerships between school districts and private schools for assessment purposes, often called Interlocal Agreements, view [this resource](#) with OSPI's assessment operations office.