

# English Language Proficiency (ELP) Assessments - User Management

## Overview of User Management in ELP Assessments

Managing ELP assessments requires a basic understanding of the roles and responsibilities of staff charged with ELP assessments. This document outlines required system access for users, user roles and responsibilities, and user training requirements.

## System Access for Users of ELP Assessments

Three different systems are required to effectively manage ELP assessments in Washington, and user access is dependent on user role. These three systems include the Office of Superintendent of Public Instruction's (OSPI) Educational Data System (EDS), WIDA'S WIDA Secure Portal, and the WIDA Assessment Management System (WIDA AMS)/Data Recognition Corporation (DRC) INSIGHT platform. Each system includes several applications that work together to support ELP assessment management.

## OSPI Systems for ELP Assessments

OSPI uses a single sign-in system called EDS, which provides access to key applications used in ELP assessment test administration. These include the Comprehensive Education Data and Research System (CEDARS), the Washington Assessment Management System (WAMS), and the Assessment Reporting Management System (ARMS).

To use any of these applications, EDS requires an account, a single login, and permissions as set by the District Data Security Manager (DDSM) in EDS to access allowed data.

## OSPI Applications Used in ELP Assessments

Application	Use
<a href="#">CEDARS</a>	CEDARS contains student data records, including assessment data. Student records are updated first within the district's local Student Information System (SIS), which is then merged with CEDARS. CEDARS then disperses this information to other related databases for various data uses.
WAMS	WAMS is used to manage the district contact information for assessment material shipments. It is also where students are registered for accommodated test forms in the Pre-Identification (Pre-ID) section of the application. Districts are responsible for ensuring contact information is accurate. Districts must also ensure that CEDARS is up to date so that data from CEDARS flows into WAMS and students can be accurately marked for needed accommodated test forms.



Application	Use
ARMS	ARMS is used to report test incidents for state response and processing. Additional documentation on ARMS includes District Security Reports, Medical Exemption Forms, Non-standard Accommodation Requests, and Test Material Variance Forms. The Test Incident Form is the most common report for ELP assessments.

## WIDA Portals for ELP Assessments

ELP assessments are managed through two non-OSPI portals: the WIDA Secure Portal and WIDA AMS/DRC INSIGHT. Each requires its own user account and both are needed to fully support ELP test administration.

### WIDA Portals Used in ELP Assessments

WIDA Portals	Use
<a href="#">WIDA Secure Portal</a>	<p>The WIDA Secure Portal houses the following resources, many of which are required to support test administration:</p> <ul style="list-style-type: none"> <li>• Training courses</li> <li>• Webinars</li> <li>• Test Administrator (TA) scripts and translated TA scripts</li> <li>• WIDA Test Coordinator Manual (WIDA TCM)</li> <li>• WIDA Test Administrator Manual (WIDA TAM)</li> <li>• WIDA Accessibility and Accommodations Manual (WIDA AAM)</li> </ul>
<a href="#">WIDA AMS/DRC INSIGHT</a>	<p>WIDA AMS/DRC INSIGHT is the user and test management component of the WIDA portals. This system is most often referred to as WIDA AMS and requires a username and password to access. WIDA AMS allows users to complete the following administrative tasks:</p> <ul style="list-style-type: none"> <li>• User Management</li> <li>• Student Management</li> <li>• Materials Management</li> <li>• Technology Management</li> <li>• Test Registrations Management</li> <li>• Test Monitoring Management</li> <li>• Scoring Management and Score Reports</li> <li>• Data Validation Management</li> <li>• Knowledge Articles available through WIDA AMS provide helpful information to assist with implementing the WIDA assessments.</li> </ul>

## User Roles and Responsibilities in ELP Assessments

There are four key user roles within ELP assessment test administration, and each role carries the permissions of the roles beneath them: the District Assessment Coordinator (DAC), the Technology Coordinator (TC), the School Coordinator (SC), and the Test Administrator (TA).

Each of these roles carries different responsibilities, though some roles might share responsibilities depending on district structure and staffing.

The DAC is responsible for assessment system security and assigns roles and permissions based on district and school need. Any request sent to OSPI for account access will be sent to the DAC for account creation and permission distribution.

If there is a change in DAC, the new DAC can contact OSPI for initial access to the WIDA portals.

### ELP Assessment User Roles and Responsibilities

User Role	User Responsibilities
<p>DAC: The DAC is responsible for the successful implementation of ELP assessments. With district-level permissions, the DAC creates district user accounts and assigns user permissions in the WIDA Secure Portal and WIDA AMS. The DAC is the main point of contact for OSPI.</p> <p>The DAC may designate an ELP Assessment Coordinator to manage tasks and responsibilities. This may be any staff member familiar with ML policies and the ML population.</p> <p>However, the DAC remains ultimately responsible for all state assessments and 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.</p>	<ul style="list-style-type: none"> <li>• <i>User Requirements:</i> Complete required training and view available resources.</li> <li>• <i>Communication:</i> Primary contact with OSPI and test vendors.</li> <li>• <i>User Management:</i> Manage district user accounts, manage user trainings, and enable user permissions once trainings are complete.</li> <li>• <i>Student Management:</i> Ensure demographics data for all identified MLs is accurate in the district SIS and identify WIDA Alternate ACCESS students in WAMS before established December deadline.</li> <li>• <i>Materials Management:</i> Oversee the management, security, and return of test materials.</li> <li>• <i>Test Administration Management:</i> Oversee the test administration of ELP assessments, test security and test monitoring.</li> <li>• <i>Records Management:</i> Oversee the pre-reporting and post-reporting data validation process, access and review data, and manage score results.</li> </ul>
<p>TC: DRC has a Technology Coordinator (TC) permissions level that districts can assign to a user to help support technology. This includes enabling devices for testing and receiving DRC communications with technology updates.</p> <p>Please note that the DAC cannot also be the TC, as the permission sets are incompatible.</p>	<ul style="list-style-type: none"> <li>• <i>User Requirements:</i> Review available resources for technology management.</li> <li>• <i>Technology Management:</i> Manage all technical and system set up for online testing, including Central Office Services-Service Device (COS-SD), student testing device set up, and managing bandwidth.</li> </ul>

User Role	User Responsibilities
<p>SC: The School Coordinator (SC) is responsible for overseeing the test administration of all state assessments at the building level, including ELP assessments.</p> <p>SCs work closely with the DAC to ensure successful test administration.</p>	<ul style="list-style-type: none"> <li>• <i>User Requirements:</i> Complete required training and view available resources.</li> <li>• <i>Communication:</i> Primary contact for DAC at the school site level.</li> <li>• <i>User Management:</i> May include training and managing users at the school level.</li> <li>• <i>Materials Management:</i> Manage secure test materials, including ensuring receipt and return of materials.</li> <li>• <i>Test Administration Management:</i> Oversee the school-level administration of WIDA assessments, including test scheduling, test security, and test monitoring.</li> </ul>
<p>TA: Test Administrators (TAs) are responsible for administering assessments to students. ELP TAs must be certified for any WIDA assessments they administer by completing the corresponding training courses in the WIDA Secure Portal and Test Security Best Practices Training.</p>	<ul style="list-style-type: none"> <li>• <i>User Requirements:</i> Complete required training and view available resources.</li> <li>• <i>Materials Management:</i> Maintain tracking, security, and return of all test materials.</li> <li>• <i>Test Administration Management:</i> Create and edit test sessions, print ticket session rosters, administer assessments, and track test completion.</li> </ul>

## User Requirements for ELP Assessments

All users of annual assessments must be staff members of a school district, ideally users with existing state certification in education. However, non-certificated users can administer assessments under the supervision of a certificated school district user. Student teachers, para-educators, and interns have a contractual relationship with the school district and may assist in the administration of the assessments, including proctoring. Volunteers may not administer or assist in the administration of any state tests, nor are they permitted to assist with handling secure test material. Volunteers may assist in the supervision of students who need a break or have completed testing and left the testing site.

## User Training Overview

All staff engaging in any aspect of ELP assessments, both placement and annual, must complete training annually. The type of training depends on whether the user is utilizing placement or annual assessments.

### Required User Training for ELP Placement Assessments

For placement assessments, users must be trained on the test administration courses located within the WIDA Secure Portal. This includes test administration and scoring courses.

WIDA assessment training course certifications obtained on or after July 1 are valid for the following school year. Users must complete screener training annually before administering and/or scoring assessments.

The WIDA Secure Portal's training courses are asynchronous and accessible via the WIDA Secure Portal through the Learning Management System (LMS). Users must have a user account in the WIDA Secure Portal to access and complete these courses, and course certification information is available in the user's account on the WIDA Secure Portal. All modules within a training course must be completed and associated quizzes passed with a score of eighty percent or higher to obtain the course certificate. Districts can use the Certification Report in the WIDA Secure Portal to verify completed trainings before assigning permissions to users.

### ELP Placement Assessments – Required Training in WIDA Secure Portal

Grade and Purpose	Training	Time
Kindergarten: Administration and Scoring	<a href="#">WIDA Screener for Kindergarten: Administration and Scoring   WIDA Secure Portal</a>	3 hours
WIDA Screener Online Grades 1 – 5: Administration and Scoring	<a href="#">WIDA Screener Online: Administration   WIDA Secure Portal</a> <a href="#">Writing for Grades 1-5: Scoring WIDA Screener   WIDA Secure Portal</a> <a href="#">Speaking for Grades 1-5: Scoring WIDA Screener and WIDA ACCESS Braille   WIDA Secure Portal</a>	2 hours 2 hours 2 hours
WIDA Paper Screener Grades 1 – 5: Administration and Scoring	<a href="#">WIDA Screener Paper: Administration   WIDA Secure Portal</a> <a href="#">Speaking for Grades 1-5: Scoring WIDA ACCESS Paper   WIDA Secure Portal</a> <a href="#">Writing for Grades 1-5: Scoring WIDA Screener   WIDA Secure Portal</a>	1 hour 2 hours 2 hours
WIDA Screener Online Grades 6 -12: Administration and Scoring	<a href="#">WIDA Screener Online: Administration   WIDA Secure Portal</a> <a href="#">Writing for Grades 6-12: Scoring WIDA Screener   WIDA Secure Portal</a> <a href="#">Speaking for Grades 6-12: Scoring WIDA Screener and WIDA ACCESS Braille   WIDA Secure Portal</a>	2 hours 2 hours 2 hours
WIDA Paper Screener Grades 6-12: Administration and Scoring	<a href="#">WIDA Screener Paper: Administration   WIDA Secure Portal</a> <a href="#">Speaking for Grades 6-12: Scoring WIDA Screener and WIDA ACCESS Braille   WIDA Secure Portal</a> <a href="#">Writing for Grades 6-12: Scoring WIDA Screener   WIDA Secure Portal</a>	1 hour 2 hours 2 hours
WIDA Alternate Screener: Administration and Scoring	<a href="#">WIDA Alternate Screener: Administration and Scoring   WIDA Secure Portal</a>	1 hour

## Required User Training for ELP Annual Assessments

All users associated with ELP annual assessments must complete training requirements with both OSPI and within the WIDA Secure Portal.

For OSPI training requirements, all users must complete the OSPI Test Security Best Practices training, located within the [WCAP portal](#). This includes all individuals who are in the testing environment during testing and who interact with secure test materials in any manner. Additionally, all staff directly involved in test administration complete and sign the [Test Security Staff Assurance Report](#) both after training and after test administration is complete. For staff with limited access to students or secure materials there is a *Limited Access Security Assurance Report*.

For WIDA Secure Portal training, all staff involved with the administration of ELP assessments must complete the corresponding training in the WIDA Secure Portal. This includes not only those administering assessments but also any staff who interact with the assessments in any capacity. Additionally, some assessments require localized scoring, and users who will score assessments must additionally complete scoring training. Users must complete training annually and before administering assessments.

### ELP Annual Assessments – Required Training in WIDA Secure Portal

Grade and Purpose	Training	Time
Kindergarten: Administration and Scoring	<a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring   WIDA Secure Portal</a>	2 hours
WIDA ACCESS Online Administration Grades 1-12	<a href="#">Online ACCESS for ELLs: Administration   WIDA Secure Portal</a>	2 hours
WIDA ACCESS Paper Administration and Scoring Grades 1-5	<a href="#">Paper ACCESS for ELLs: Administration   WIDA Secure Portal</a> <a href="#">Speaking for Grades 1-5: Scoring WIDA ACCESS Paper   WIDA Secure Portal</a>	2 hours 2 hours
WIDA ACCESS Paper Administration and Scoring Grades 6-12	<a href="#">Paper ACCESS for ELLs: Administration   WIDA Secure Portal</a> <a href="#">Speaking for Grades 6-12: Scoring WIDA ACCESS Paper   WIDA Secure Portal</a>	2 hours 2 hours
WIDA Alternate ACCESS: Administration and Scoring Grades K-12	<a href="#">Alternate ACCESS: Administration and Scoring   WIDA Secure Portal</a>	1 hour