English Language Proficiency (ELP) Annual Assessment Test Administration

Introduction to ELP Annual Assessment Test Administration

Managing the test administration of ELP Annual Assessments involves several key tasks throughout the school year that correspond to distinct phases in the test administration cycle. This resource is designed to assist with planning for the year in ELP Annual Assessments.

Calendar of ELP Annual Assessment Test Administration

Phase	Month	Key Task
Initiating	*July August September*	**Review ELP Assessments:** *Review ELP Assessments in Washington and the resources available with OSPI and WIDA.* • ELPA Guidance - Introduction. • ELPA Guidance – Resources. • ELP Assessment User Checklist - Administrative Users. • ELP Assessment User Checklist – Test Administrators. **Process Data from the Previous School Year:** *Once the final data from the previous school year is loaded into the Limited English Proficiency (LEP) and Washington Assessment Management System (WAMS) applications in the Office of Superintendent of Public Instruction's (OSPI) Education Data System (EDS), students should be correctly exited in the district's local Student Information System (SIS).* • CEDARS Reporting Guidance
Planning	*October November December*	**Data Awareness for Pre-Identification (Pre-ID) Deadline:** *All Multilingual Learner (ML) data should be reviewed for accuracy prior to the December Pre-ID deadline.* • ELPA Guidance - Student Management **User Management and Training:** *Clean user accounts and manage user training for the ELP Annual Assessment.* • ELPA Guidance User Management **Accommodations Assignments:** *Review accommodations information for assignment prior to test administration. For students needing accommodated test forms, the deadline to Pre-ID students for the WIDA Alternate ACCESS and the WIDA Paper ACCESS is December. Domain exemptions, in the new 2025-26 Pre-ID process, must be entered by late April.* • Guidelines for Statewide Accountability Assessments • Guidelines on Tools, Supports and Accommodations for State Assessments - GTSA • WAMS Pre-ID Steps

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Executing	*January February March*	**Preparing Students for WIDA ACCESS:** *Have students and Test Administrators (TAs) preview available sample items and practice using the DRC INSIGHT test delivery system using the following resources:* • *Preparing Students for ACCESS Online* • *ACCESS Online Sample Item Scripting* • *WIDA - DRC INSIGHT* **Test Administration of ELP Annual Assessments:** *These tasks can include user management, student management, materials management, and test administration management.* • ELP Annual Assessment Guidance
Monitoring and Controlling	*April May*	**Pre-Reporting Data Validation:** *This task includes reviewing data for errors prior to score reports.* • ELP Annual Assessment Guidance **Review ELP Annual Assessment Score Reports:** *This task requires reviewing score reports for potential errors to be addressed in Post-Reporting Data Validation.*
Closing	*June*	**Post-Reporting Data Validation:** *This task includes reviewing data for errors prior to final data release.* • ELP Annual Assessment Guidance