

ELP Assessments Office Hour

Key Topics Schedule

Overview and Format

OSPI's ELP Assessments Office Hour, hosted virtually every Monday at noon, is an opportunity for districts to learn more about ELP assessments in an informal and informational format.

Districts can also ask the following staff any questions pertaining to ELP assessments:

- *English Language Proficiency Assessment Coordinator:* Sharon Coward
- *Assistant Director, Multilingual Education:* Virginia Morales
- *Data Recognition Corporation (DRC) partner:* Andrew Lenn
- *Director, Assessment Operations and Select Assessments:* Christopher Hanczrik
- *Program Specialist/Assessment Specialist:* Jenna Sheets

In the 2025-26 school year, attendees can expect the following structure for the ELP assessment office hour:

- *Introduction:* Overview of reminders, key monthly tasks, and upcoming dates.
- *Key Topic:* Focused time dedicated to a key topic following the schedule listed below.
- *Question and Answer:* Open office hour for questions and answers.

Open to all users, attendees are encouraged to participate, ask questions, and/or share their district's strategies or processes.

ELP Assessment Office Hour runs from August to June. Please note that on holiday weekends where Monday is a non-work day, office hour is rescheduled for that Tuesday.

The key topic schedule listed below is subject to change. Ideas for additional key topics can be sent to the ELP Assessments inbox at ELPAssessments@k12.wa.us or shared during our office hours.



Key Topics Schedule for the 2025 – 2026 School Year

Date	Topic	Description
<i>Monday, January 5</i>	Student Management	<ul style="list-style-type: none"> • Student Management review • Accommodations • Test Registrations and Test Sessions
<i>Monday, January 12</i>	User Management	<ul style="list-style-type: none"> • Test Administrator reminders • Mass assigning permissions • Test readiness
<i>Tuesday, January 20</i>	Materials Management	<ul style="list-style-type: none"> • Inventory • Ordering Additional Materials • Labeling and Bubbling
<i>Monday, January 26</i>	Test Administration Management	<ul style="list-style-type: none"> • Test Security Reminders • Labeling and Bubbling • Test Administration: Monitoring Completion
<i>Monday, February 2</i>	Test Administration Management	<ul style="list-style-type: none"> • Test Security Reminders • Labeling and Bubbling • Monitoring Completion
<i>Monday, February 9</i>	Test Administration Management	<ul style="list-style-type: none"> • Test Security Reminders • Labeling and Bubbling • Monitoring Completion
<i>Tuesday, February 17</i>	Test Administration Management	<ul style="list-style-type: none"> • Test Security Reminders • Labeling and Bubbling • Monitoring Completion
<i>Monday, February 23</i>	Test Administration Management	<ul style="list-style-type: none"> • Test Security Reminders • Labeling and Bubbling • Monitoring Completion
<i>Monday, March 2</i>	Materials Management	<ul style="list-style-type: none"> • Materials Inventory • Materials Return • Missing Materials Report Process
<i>Monday, March 9</i>	Materials Management	<ul style="list-style-type: none"> • Materials Inventory • Materials Return • Missing Materials Report Process
<i>Monday, March 16</i>	Data Validation	<ul style="list-style-type: none"> • Pre-Reporting Data Validation: Process, Codes, Duplicate Records
<i>Monday, March 23</i>	Data Validation	<ul style="list-style-type: none"> • Pre-Reporting Data Validation: Process, Codes, Duplicate Records
<i>Monday, March 30</i>	Data Validation	<ul style="list-style-type: none"> • Pre-Reporting Data Validation: Process, Codes, Duplicate Records
<i>Monday, April 6</i>	Post-Test Administration	<ul style="list-style-type: none"> • Key Tasks • Screening • Ordering materials

<i>Monday, April 13</i>	Post-Test Administration	<ul style="list-style-type: none"> • Key Tasks • Screening • Ordering materials
<i>Monday, April 20</i>	Post-Test Administration	<ul style="list-style-type: none"> • Key Tasks • Screening • Ordering materials
<i>Monday, April 27</i>	Post-Test Administration	<ul style="list-style-type: none"> • Key Tasks • Screening • Ordering materials
<i>Monday, May 4</i>	Score Reports	<ul style="list-style-type: none"> • Score Report Dates • Exit Criteria • Understanding ISRs
<i>Monday, May 11</i>	Score Reports	<ul style="list-style-type: none"> • Score Report Dates • Exit Criteria • Understanding ISRs
<i>Monday, May 18</i>	Score Reports	<ul style="list-style-type: none"> • Score Report Dates • Exit Criteria • Understanding ISRs
<i>Tuesday, May 26</i>	Score Reports	<ul style="list-style-type: none"> • Score Report Dates • Exit Criteria • Understanding ISRs
<i>Monday, June 1</i>	Preparing for 26-27 SY	<ul style="list-style-type: none"> • Reflections on the year. • Creating a plan for next year.
<i>Monday, June 8</i>	Preparing for 26-27 SY	<ul style="list-style-type: none"> • Reflections on the year. • Creating a plan for next year.
<i>Monday, June 15</i>	Preparing for 26-27 SY	<ul style="list-style-type: none"> • Reflections on the year. • Creating a plan for next year.
<i>Monday, June 22</i>	Preparing for 26-27 SY	<ul style="list-style-type: none"> • Reflections on the year. • Creating a plan for next year.
<i>Monday, June 29</i>	Preparing for 26-27 SY	<ul style="list-style-type: none"> • Reflections on the year. • Creating a plan for next year.