

English Language Proficiency (ELP) Assessments User Checklists

Overview

There are four primary users of English Language Proficiency (ELP) assessments, and each of the user roles have different roles and responsibilities. This publication outlines those four users and their corresponding roles and responsibilities within a year of ELP assessments.

District Assessment Coordinator (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 Assessment Management System (WIDA AMS). The DAC is the main point of contact for the Office of Superintendent of Public Instruction (OSPI).

The DAC may designate another user 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 other users to ensure that all tasks are completed by the established deadlines and that all testing protocols are followed.

Initiating (July–September)

This phase starts the school year and is primarily focused on preparing for a year in ELP assessments, screening students, and managing student records.

Preparation

- 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 ELP Assessments website.
- Review the [WIDA Webinars](#) available on the WIDA Secure Portal.
- Review district systems for managing ELP assessments.

User Management

- Clean out old user accounts from the WIDA Secure Portal and WIDA AMS by deactivating old users.
- Create accounts for district and school users according to district structure and need.
- Train users to administer and score WIDA Screeners:
 - Ensure users sign the [Test Security Staff Assurance Report](#) before and after completing WIDA Screener 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.
- Send family notification letters by the end of September.

Student Management

- Manage notifications of students qualifying to screen based on the Home Language Survey (HLS) to ensure that they are screened within the ten-day enrollment window.
 - Review the Possible Eligible Not Reported (PENR) list in the Limited English Proficiency (LEP) application to ensure that all eligible students are screened and entered in the district's local Student Information System (SIS).
- Oversee WIDA Screener test administration.
 - Order additional paper materials from the [WIDA Store](#) and forward purchase orders to OSPI for approval. These include WIDA Screener for Kindergarten, WIDA Screener Paper, and WIDA Screener Large Print.
 - Submit potential screener incidents in ARMS under the previous school year and note the date of the incident in the comments.

Records Management

- Ensure that student screener results are entered in the district's local SIS.
 - For students who qualify for English Language Development (ELD) services, ensure that students are correctly entered as ML.
 - Work with the district administrator of OSPI's Comprehensive Education Data Reporting and System (CEDARS) program to ensure that student records are successfully submitted to CEDARS.
- Review the accommodations information for the WIDA ACCESS assessments:
 - OSPI: [Guidelines for Statewide Accountability Assessments](#)
 - OSPI: [Guidelines on Tools, Supports and Accommodations for State Assessments - GTSA](#)
 - WIDA Secure Portal: [Accessibility and Accommodations Manual | WIDA Secure Portal](#)

Planning (October–December)

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 users for the ELP annual assessment.

User Management

- 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.
- Prepare for annual assessments by crafting testing schedules. Additional information to consider when crafting schedules for the WIDA ACCESS assessments can be found here: [WIDA District and School Test Coordinator Manual \(TCM\)](#).

Student Management

- Ensure demographic data for all identified MLs is accurate in the district SIS by the Pre-Identification deadline in December. Work with CEDARS district administrator to verify that the SIS accurately reports students receiving services and MLs.
- Identify students who will take a different Mode of Assessment (WIDA Alternate ACCESS, WIDA ACCESS Paper) 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. Apply accommodations in WAMS by the Pre-Identification deadline in December.
- 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.

Materials Management

- Prepare for materials by maintaining accurate student records and establishing systems for tracking materials.
- Prepare for technology requirements by ensuring each site meets the minimum technology requirements and that all devices are correctly configured.

Executing (January–March)

This phase covers the test administration window and includes Student Management, Materials Management, and Test Administration Management tasks.

Student Management

- Confirm all student test settings and accessibility features have been entered in WAMS.
 - Identify who will manage student test settings in WAMS and WIDA AMS.
- Manage accommodations updates in WAMS, monitor new students added by the nightly upload, establish systems with registrations to ensure avoidance of duplicated students with the nightly upload.

Materials Management

- Follow the TSBP to maintain a chain of custody for secure test materials that include:
 - 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 limit orders to one maximum.
 - Use the [Template for Preparing Additional ACCESS Materials Orders | WIDA Secure Portal](#) for tracking additional material needs.

Test Administration Management

- 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 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.

Monitoring and Controlling (April–May)

This phase covers the post-test administration window timeline, and includes Records Management tasks, which 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.

Records Management

- Prepare for 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 test completion list in WIDA AMS and identify any errors prior to the opening of the Data Validation window.
 - Reach out to OSPI with any questions.
- Oversee the Pre-Reporting Data Validation process when the window opens in April.

- Review the posted file for any errors in data. This includes demographic information, accommodations information, test record information.
- Correct all identified errors in WIDA AMS.
- Reach out to OSPI with any questions.
- When score reports are posted in WIDA AMS, access and review the records.
 - Communicate information to district regarding score results and exits.
 - Review the file to identify any potential data corrections issues that will need to be addressed in the Post-Reporting Data Validation window in June.

Screening

- Continue screening any new enrollments.
- Starting May 1 through the end of the school year, screen Transitional Kindergarten (TK) students. Enter student data into the district SIS using the [coding guidance](#).

Closing (June)

This phase includes tasks needed to close out the school year and prepare for a new test administration cycle in the new school year.

Records Management

- Prepare for the Post-Reporting Data Validation process.
 - Preview the WIDA Secure Portal resource, [WIDA AMS User Guide Supplement for Data Validation | WIDA Secure Portal](#), for support.
 - Review test completion list in WIDA AMS and identify any errors prior to the opening of the Data Validation window.
 - Reach out to OSPI with any questions.
- Oversee the Post-Reporting Data Validation process when the window opens in June.
 - Review the posted file for any errors in data. This includes demographic information, accommodations information, test record information.
 - Correct all identified errors in WIDA AMS.
 - Reach out to OSPI with any questions.
- Send score reports and, optionally, score letters to families.
- Manage student record updates to the SIS.
- Exit all students with appropriate codes.

Test Administration Management

- Close screening activities by June 30.

Technology Coordinator (TC)

The TC is responsible for managing the technology that contributes to the successful implementation of English Language Proficiency (ELP) assessments. The TC must work closely with the District Assessment Coordinator (DAC) to ensure that all tasks are completed by the established deadlines and be available to support test administration throughout the year.

Initiating (July – September)

This phase starts the school year and is primarily focused on preparing for a year in ELP assessments, screening students, and managing student records.

Training

- Review the training from the Office of Superintendent of Public Instruction (OSPI): [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.

Planning (October–December)

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 users for the ELP annual assessment.

Planning

- 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 Data Recognition Corporation (DRC) INSIGHT.

Install and Deploy Test Software

- 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.

- Confirm test software and testing devices are working correctly prior to testing.
- 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.
- Confirm test software and testing devices are working correctly prior to testing.

Manage Network Capacity

- Conduct network diagnostics for the Data Recognition Corporation (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.

Executing (January–March)

This phase covers the test administration window and includes Student Management, Materials Management, and Test Administration Management tasks.

Test Administration Management

- 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 School Coordinator (SC).
- Assist in in troubleshooting any system, technical, or infrastructure issue that arises.

Monitoring and Controlling (April–May)

This phase covers the post-test administration window timeline and includes Records Management tasks.

- Review technical or infrastructure issues that arose during testing and plan corrective action accordingly for future administrations.

Closing (June)

This phase includes tasks needed to close out the school year and prepare for a new test administration cycle in the new school year.

- Review technical or infrastructure issues that arose during testing and plan corrective action accordingly for future administrations.

School Coordinator (SC)

The 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 provide general oversight of school-level test administration activities under the direction of the DAC.

Initiating (July–September)

This phase starts the school year and is primarily focused on preparing for a year in ELP assessments, screening students, and managing student records.

Training

- 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 ELP assessments website at the Office of Superintendent of Public Instruction (OSPI).
- Review the [WIDA Webinars](#) available on the WIDA Secure Portal.

Planning (October–December)

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 users for the ELP annual assessment.

Test Administration Management

- In coordination with the DAC, create the Test Security Building Plan (TSBP).
- 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 Data Recognition Corporation (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.
- Coordinate with Technology Coordinators (TCs) and DACs to ensure testing devices are ready.

User Management

- Work with DC to ensure all Test Administrators (TAs) are trained, have reviewed resources, and have access to the WIDA Assessment Management System (WIDA AMS).

Student Management

- Verify student accommodations in WIDA AMS, monitor student progress, and ensure that all students participate in testing with the appropriate test supports.

Executing (January–March)

This phase covers the test administration window and includes Student Management, Materials Management, and Test Administration Management tasks.

Test Administration Management

- 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.
- Submit the appropriate reporting documents to the DAC.

Monitoring and Controlling (April–May)

This phase covers the post-test administration window timeline and includes Records Management tasks.

Materials Management

- 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.

Test Administration Management

- 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.

Closing (June)

This phase includes tasks needed to close out the school year and prepare for a new test administration cycle in the new school year.

- Close out any remaining screening activities.
- Close out any outstanding reports and documentation.

Test Administrator (TA)

The TA is responsible for administering the ELP annual assessments to students. TAs work with the School Coordinator (SC), who oversees test administration of assessments at the building level and works with the District Assessment Coordinator (DAC).

Initiating (July–September)

This phase starts the school year and is primarily focused on preparing for a year in ELP assessments, screening students, and managing student records.

- No TA tasks for WIDA ACCESS.

Planning (October–December)

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 users for the ELP annual assessment.

Training

- Complete annual required WIDA ACCESS training for users:
 - OSPI Training: [Test Security Best Practices](#).
 - OSPI Form: [Test Security Staff Assurance Report](#).
- [WIDA Secure Portal](#) WIDA ACCESS trainings for each test administering and/or scoring.
- Review the following resources:
 - [WIDA ACCESS Test Administrator Manual \(TAM\)](#).
 - [ELP Assessment Resources](#) on the OSPI ELPA website.

Preparation

- Log into WIDA Assessment Management System (WIDA AMS) and preview the interface.
- Review the following resources provided by the SC or DAC:
 - Plan to provide students with the opportunity to utilize the [practice tests](#) and [test demos](#).
 - Plan to keep test materials secure and maintain test security.
 - Review the building Test Security and Building Plan (TSBP).
 - School testing schedule and plan.
- Prepare testing location, to include:
 - Remove or cover items that may provide aid to students during testing. If in doubt, black it out.
 - Identify a location to keep non-approved electronics and bags during testing.
 - Place an Unauthorized Electronic Device Sign (English, Spanish) in the testing location for student reference.
 - Place a Testing-Do Not Disturb sign (English, Spanish) outside the testing location.
- Plan to provide students with a positive test environment.

Preparing the Test Environment

- Create and edit test sessions.
- Print ticket session rosters.
- Maintain tracking, security, and return of all test materials.
- Ensure each student receives their documented test settings and accessibility features by reviewing the student information for each student in test sessions prior to testing.
- Follow the established process for setting up testing devices by opening the secure browser, preparing headsets, adjusting the volume, and verifying that devices are charged.
- Know the point of contact for support during testing.

Executing (January–March)

This phase covers the test administration window and includes Student Management, Materials Management, and Test Administration Management tasks.

Test Administration Management

- Verify the correct student is taking the correct test before giving the student the test ticket. Verify the test ticket is correct before the student logs in.
- Provide all required accessibility features. Students should not be allowed to test without their approved accommodations.
- Provide students with assigned testing materials using the district-approved method for tracking materials distributed to students.
- Administer the assessment, reading the TA script word for word. Directions must be read exactly as they are written.
- Actively monitor students throughout the testing session to ensure they are engaged with the test, working independently, maintaining the security of test content, and not accessing non-approved electronic devices or materials.
- Ensure that there is always at least one trained TA in the test location until all students have returned test materials and the test session has been closed.
- Maintain test security by keeping all test materials secure and ensuring that students do not have access to unauthorized electronic devices throughout testing.

Monitoring and Controlling (April–May)

This phase covers the post-test administration window timeline and includes Records Management tasks.

Test Administration Management

- Report all potential test security incidents to the SC.
- Document any student absences and accessibility features and submit to the SC at the end of each test session.

- Collect and inventory test materials for the session being administered at the end of the session and immediately notify the SC of any discrepancies. Return all used and unused test materials to the SC immediately at the end of each test session.
- Sign the second page of the Test Security Staff Assurance Form.

Closing (June)

This phase includes tasks needed to close out the school year and prepare for a new test administration cycle in the new school year.

- No TA tasks for WIDA ACCESS.