

Guiding Questions for Managing English Language Proficiency (ELP) Assessments

Overview

Managing a year in English Language Proficiency (ELP) assessments includes planning and managing systems to ensure a successful test administration cycle. This resource supports the development of systems to support test administration by providing guiding questions to consider when planning for a year in ELP assessments. The questions are aligned to the phases of the test administration cycle.

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.

User Management

This topic includes the management of users and user training.

Guiding Questions to Create Systems for a Year in ELP Assessments

- Who creates and updates user access and permissions in the WIDA Secure Portal and the WIDA Assessment Management System (WIDA AMS)?
- Who verifies completion of user training and enables Educator Scoring for those who finished Scoring training?
- What system is in place to ensure that all users are trained before they administer and score the WIDA Screener?

Student Management

This topic includes the management of student identification, screening, and information.

Guiding Questions to Create Systems for a Year in ELP Assessments

- Who enrolls students and enters the results of the Home Language Survey (HLS) in the district's local Student Information System (SIS)?
- Who reports newly enrolled students who qualify to screen?
- What system is in place to ensure that all newly enrolled students qualified to screen are screened and that their Multilingual Learner (ML) record is created in the SIS?
- What system is in place to ensure that all newly enrolled students with previous ML records are accurately identified in the SIS?



- Who will administer screeners and score responses?
- Who will enter screener results into the SIS and create the ML record in the SIS?
- Who reviews the previous year's score reports and enters exits and graduations?

Records Management

This topic includes the management of student records.

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- Who will review student data to ensure that there are successful ML entries, successful submissions to the Comprehensive Education Data and Research System (CEDARS), and that there are no students on the Limited English Proficiency (LEP) application's Possible Eligible Not Reported (PENR) list in the Education Data System (EDS) with OSPI?
- Who will send out family notification letters?
- Who manages student cumulative files?

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

This topic includes the management of users and user training.

Guiding Questions to Create Systems for a Year in ELP Assessments

- Who will provide annual OSPI Test Security Best Practices user training for users and ensure that Test Security Staff Assurance Reports are completed?
- Who will track completed trainings?
- What systems are in place to ensure that all users complete OSPI Test Security Best Practices and WIDA Secure Portal training?

Test Administration Management

This topic includes the management of test administration and preparing for test administration in the winter.

Guiding Questions to Create Systems for a Year in ELP Assessments

- Who will write the Test Security Building Plan (TSBP)?
- Who will develop and implement strategies to communicate the importance of preparing for the test, essential test information, and a positive test environment?
- Who will be the points of contact during the test administration cycle?
- Who will draft the testing schedules?

Student Management

This topic includes the management of student information and data.

Guiding Questions to Create Systems for a Year in ELP Assessments

- Who will review student records for accuracy prior to the December Pre-Identification deadline?
- Who will ensure that the district's local SIS is successfully reporting ML records to CEDARS?
- What systems are in place to ensure that accommodations needs are communicated and ready for input in Washington Assessment Management System (WAMS)?
- How are Modes of Administration selected for students?
- Who will select the Mode of Administration needs in WAMS?
- Who will enter accommodations in WAMS?
- What systems are in place to ensure that users know accommodations needs for students and implement them accurately?
- Who arranges the testing opportunities of students who are enrolled but placed elsewhere?
- Who submits Medical Emergency Exemptions, Non-Standard Accommodations Requests, and Modified Test Schedules in the Assessment Reporting Management System (ARMS)?

Materials Management

This topic includes the management of secure test materials.

Guiding Questions to Create Systems for a Year in ELP Assessments

- What systems are in place to manage materials and document the security and movement of materials?
- What secure locations have been identified for the materials?
- Who will receive materials at the shipping location and secure them for inventory and distribution?
- What procedures are in place for the inventory of materials?
- What procedures are in place for checking what is needed to place an additional materials order?
- Who is the Technology Coordinator (TC)?
- What information does the TC need to prepare the testing devices for annual testing?

Executing (January–March)

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

Student Management

This topic includes the management of students and student information.

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- Who will access Student Management in WIDA AMS to review student profiles and test registrations once it opens?
- Who will ensure that accommodations are accurate in student profiles prior to the start of test administration?
- Who will ensure that modes of administration are accurate prior to the start of test administration?
- What systems are in place to ensure that newly identified MLs are successfully submitted to CEDARS so that their profiles can be created in Student Management?
- What systems are in place to prevent the duplication of student profiles in WIDA AMS when there are student transfers between schools and/or districts?

Materials Management

This topic includes the management of secure test materials.

Guiding Questions to Create Systems for a Year in ELP Assessments

- What systems are in place to inventory test materials, document destination and student assigned, and ensure that they are kept secure at all times?
- Who will be responsible for managing test materials?
- Who will ensure that test booklets are correctly labeled and bubbled?
- Who will manage ordering additional materials?

Test Administration Management

This topic includes the management of test administration tasks, including managing test administration and completion.

Guiding Questions to Create Systems for a Year in ELP Assessments

- Who will print test tickets, get them to TAs, and ensure that they are kept secure at all times?
- What systems are in place to ensure that the right student gets the right test ticket?
- What systems are in place to manage reporting test incidents?
- Who will submit test incidents and communicate results?
- What systems are in place to monitor test completion?
- Who will be the district contact for technology issues?
- Who will submit state reporting documentation at the end of test administration?

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

This topic includes the management of student records.

Guiding Questions to Create Systems for a Year in ELP Assessments

- What systems are in place to support Pre-Reporting Data Validation? This can include ensuring accuracy of ML records and conditions that enable cross-referencing records with test administration records in WIDA AMS to ensure accurate test administration data prior to score reporting.
- Who is responsible for Pre-Reporting Data Validation and how will that user know that it has been completed?
- Who will check the test completion lists in WIDA AMS and identify errors prior to the opening of Pre-Reporting Data Validation?
- Who will make changes in WIDA AMS during the Pre-Reporting Data Validation window?
- When score reports are posted in May, who will review the score reports for another round of error identification and preparation for data corrections during Post-Reporting Data Validation?

Test Administration Management

This topic includes the management of test administration, including screeners.

- Who will manage screening Transitional Kindergarten (TK) students after screening opens on May 1?
- Who will ensure that any new enrollments who qualify to screen are screened by the end of the school year?
- Who will enter the screener results in the district's SIS?

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

This topic includes the management of students and student information.

Guiding Questions to Create Systems for a Year in ELP Assessments

- Who is responsible for managing the Post-Reporting Data Validation process?
- Who will input data corrections into WIDA AMS during the Post-Reporting Data Validation window? This can include ensuring accuracy of ML records and conditions that enable cross-referencing records with test administration records in WIDA AMS to ensure accurate test administration data prior to score reporting.
- How will that person know that Post-Reporting Data Validation is complete?
- Who will send score reports to families by the end of the school year?
- Who will manage student record updates in the SIS, including exiting students with the appropriate codes?

Test Administration Management

This topic includes the management of test administration, including screeners.

Guiding Questions to Create Systems for a Year in ELP Assessments

- Who will wrap up screening activities by June 30 for the school year?