

Key Tasks to Manage a Year in English Language Proficiency (ELP) Assessments

Overview

Managing a year in ELP assessments involves several key tasks that correspond to distinct phases throughout the year. This publication is designed to assist with planning for the year in ELP assessments, both placement and annual, by outlining the key tasks associated with each phase.

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 Resources and Systems for ELP Assessments

Review resources for ELP assessment coordination in the [WIDA Secure Portal](#) and on the Office of Superintendent of Public Instruction (OSPI) [ELP Assessments website](#).

Review Systems for Managing ELP Assessments

Review district systems for test administration management. For a list of considerations when reviewing, revising, and developing systems, see this resource:

User Management

Update Users for the ELP Placement Assessments

Clean out user accounts and update users for the new school year in the WIDA Secure Portal and WIDA Assessment Management System (WIDA AMS). This may include inactivating old accounts and providing new accounts and permissions to new users.

Manage User Training for the ELP Placement Assessments

Ensure that users are trained in WIDA Screener assessments prior to the administration and scoring of WIDA Screener assessments. Users must complete the [Test Security Staff Assurance Report](#) before and after completing WIDA Screener test administration and scoring training. Verify that users have the correct permissions to administer and score screeners.



Student Management

Optional As Needed: Order WIDA Screener Materials

As needed, the following WIDA Screening materials can be ordered from the [WIDA Store](#): WIDA Screener for Kindergarten, WIDA Screener Paper, and WIDA Screener Large Print. Forward the Purchase Order (PO) to OSPI for processing: ELPAssessments@k12.wa.us.

Manage Notification of Screening

Ensure that there is communication between enrollment staff and screening staff so that students qualifying to screen are assessed within the first ten days of their first day of school attendance. Reference the Possible Eligible Not Reported (PENR) 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).

Administer WIDA Screeners

Administer the WIDA Screener to qualifying students within the first ten days of their first day of school attendance. Students qualify to screen when their Home Language Survey (HLS) indicates a potential need for services. Submit any potential screener issues to the Assessment Reporting Management System (ARMS) in the Education Data System (EDS) with OSPI.

Records Management

Enter Screener Data

Once screening is complete and a score report is produced, report the screener data in the SIS. This includes students who did and did not qualify for services based on their score report.

Review Student Records

Once the final data from the previous school year is loaded into the Limited English Proficiency (LEP) and Washington Assessment Management System (WAMS) applications on the Education Data System (EDS), districts should conduct a full review of student data to ensure accuracy for the ELP annual assessment.

Review Accommodations Information for the WIDA ACCESS Assessments

Review resources on accommodations for the WIDA ACCESS assessments. Communicate information with district Special Education and ML teams so that users are aware of accommodations information needed prior to the pre-identification deadline in December.

Send Family Notification Letters

By the end of September, letters notifying families of placement and/or transition must be sent. Refer to the Multilingual Education (MLE) website for more information: [Multilingual Family Communication Templates](#).

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

Plan and Conduct User Training

Plan for user training for the WIDA ACCESS. Complete user training for the WIDA ACCESS and track completion of user training, including completion of required OSPI Test Security Best Practices training and completion of the OSPI Test Security Staff Assurance Report. Update and adjust user permissions as needed once training is verified.

Test Administration Management

Draft Test Security Building Plan (TSBP)

Create the [TSBP](#) for WIDA ACCESS assessments that describe systems for test administration and test security.

Prepare Students for Test Administration

Have Test Administrators (TAs) preview [sample items](#) with students and practice using the DRC INSIGHT test delivery system.

Plan Test Administration Schedules

Organize test administration schedules following WIDA guidelines for testing groups found in the [WIDA District and School Test Coordinator Manual \(TCM\)](#).

Plan Test Material Management

Identify a location to store WIDA ACCESS materials and develop a plan to maintain chain of custody of test materials. Plan for tracking and monitoring test materials once they arrive in January.

Prepare Technology Systems for Test Administration

Ensure that technology used for testing is correctly installed and working. Ensure that the network used for testing is equipped to handle testing devices during test administration.

Student Management

Review and Enter Accommodations for the WIDA ACCESS

Review accommodations information for students prior to test administration. Prepare for entering accommodations for WIDA ACCESS in the Washington Assessment Management System (WAMS). Using either individual selection or bulk upload, enter accommodations for

students in WAMS. If the accommodations are WIDA ACCESS Braille or WIDA ACCESS Large Print, identify by the pre-identification deadline to ensure materials are ordered on time. If these accommodations are identified after the pre-identification deadline, materials must be ordered during the Additional Materials Ordering window.

Pre-Identify Mode of Administration

Identify students who will be using one of the following Modes of Administration for WIDA ACCESS: WIDA Alternate ACCESS, WIDA ACCESS Paper Tier A, or WIDA ACCESS Paper Tier B/C. Select these modes in WAMS.

Verify Accuracy of ML Student Records

Ensure the accuracy of ML student records between the district SIS and OSPI's CEDARS lists by verifying that the SIS accurately reports student receiving ELD services. Demographic information, including names, grade levels, and school sites, should be accurate as well.

Executing (January–March)

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

Student Management

Review Student Management in WIDA AMS for Accuracy

When Student Management opens, districts can see student profiles created during the nightly upload and manage test registrations. Districts can also transfer students between schools and districts if needed. However, districts cannot edit students and accommodations should only be managed in WAMS. Remember that students are only added during the nightly upload, not moved, or deleted. In lieu of deleting a student who was erroneously added to WIDA AMS, districts can move the student into the district-Level Additional Materials Ordering site (DLAMO). This removes the student from visible test registrations at school sites. The student would still be visible in Student Management. Students who do not start an online test will not be moved forward for data validation, scoring, or reporting. In this task, verify that student profiles are accurate in demographics, accommodations, modes of administration, and Test Registrations.

Materials Management

Inventory and Distribute Materials

When materials are received in districts, use chain of custody procedures established in the TSBP to complete intake, inventory, distribution, and secure storage of materials.

Manage Ordering Additional Materials

It is recommended that districts complete an inventory of materials prior to placing an additional order, as there are overages given to districts and schools and it is best to complete one order instead of several little ones.

Test Administration Management

Manage Test Registrations in WIDA AMS

Establish systems to ensure that new students added in the nightly upload are tracked and their test status known. Include systems to prevent duplication of student profiles in WIDA AMS.

Proctor WIDA ACCESS Assessments

Proctor WIDA ACCESS assessments within the established testing schedules. Track completion of testing and ensure that the correct student takes the correct mode of administration. A few test management reminders include ensuring that labels are correctly bubbled in with a number two pencil and that labels are not added to test booklets until it is known for sure that students will test. Establish procedures to document who prints test tickets and ensure that the correct student received the correct test ticket.

Monitor Test Administration and Completion.

Use WIDA AMS reports to track test status and completion. Ensure staff and students adhere to test security policies and practices.

Report Test Incidents

Ensure that there is a process for reporting test incidents. If there is a test incident, gather all required information and submit a test incident report to ARMS for OSPI processing. Communicate responses once received to impacted users.

Return Materials

Ensure that all test materials are securely returned to a central location, inventoried, packed following WIDA instructions, and shipped back to DRC.

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

Pre-Reporting Data

Complete the Pre-Reporting Data Validation process by reviewing student test records and correcting any errors in WIDA AMS. These include errors in demographics (First Name, Last Name, Birthdate, Grade, State Student Identification [SSID]), accommodations, school/district location, and possible records issues such as duplicate records, split records, or missing scores. Student transfers can also be completed, and Do Not Score codes applied by OSPI following a test incident report in ARMS.

Review ELP Annual Assessment Score Reports

Review ELP Annual Assessment score reports when the files are posted in WIDA AMS. This includes identifying students who met state exit criteria, as these students will need to be coded correctly in the SIS at the end of the year. Score letters can be sent with score reports to families, as well, and score reports must be sent by the end of the school year.

Prepare for Post-Reporting Data Validation

Once score reports are released, review the data file to check for possible data corrections issues. This can include looking for missing scores that could indicate a split record, or any other possible issues with demographics, accommodations, and score reports.

Student Management

Optional As Needed: Order WIDA Screener Materials

As needed, the following WIDA Screening materials can be ordered from the [WIDA Store](#): WIDA Screener for Kindergarten, WIDA Screener Paper, and WIDA Screener Large Print. Forward the Purchase Order (PO) to OSPI for processing: ELPAssessments@k12.wa.us.

Administer WIDA Screeners

Administer the WIDA Screener to qualifying students within the first ten days of their first day of school attendance. Students qualify to screen when their Home Language Survey (HLS) indicates a potential need for services. Submit any potential screener issues to the Assessment Reporting Management System (ARMS) in the Education Data System (EDS) with OSPI.

Administer WIDA Screeners to Transitional Kindergarten (TK) Students

Starting May 1, administer the WIDA Screener for Kindergarten to TK students, Listening and Speaking only, and enter student scores into the SIS using the [guidance for score reporting](#).

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

Post-Reporting Data Validation

This task includes reviewing data for errors prior to the final data release. As with Pre-Reporting Data Validation, errors that can be corrected in WIDA AMS during this window include errors in demographics (First Name, Last Name, Birthdate, Grade, State Student Identification [SSID]), accommodations, school/district location, and possible records issues such as duplicate records, split records, or missing scores. Student transfers can also be completed, and Do Not Score codes applied by OSPI following a test incident report in ARMS.

Send Score Reports and Optional Letters to Families

Score reports must be sent to families by the end of the school year, either electronically or physically. Additionally, score letters can be sent, as well, although this is optional.

Close ML Records

It is vital that ML records are closed at the end of the year. This means closing the record for the last day of school and entering the correct exit code.