Washington Office of Superintendent of
PUBLIC INSTRUCTION

WIDA Quick Start Guide: 2023-2024.

This manual provides District Test Coordinators with information on user roles and responsibilities, test administration activities, establishing access to OSPI and vendor systems, and resources. A brief description of each topic is included.

2023

WIDA QUICK START GUIDE

2023-2024

2023

Assessment Operations & Select Assessments

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SECTION I: WIDA TRANSITION DETAILS

The WIDA English Language Development Standards Framework and the WIDA suite of assessments have been used as Washington's English Language Proficiency assessment since August 2021. See details below about screening policy updates, accessing screener trainings, and WIDA professional learning and assessments.

WIDA Screener, WIDA Kindergarten Screener, Annual WIDA ACCESS, and WIDA Alt. ACCESS

First let's go over the different types of WIDA assessments and their purpose.

WIDA Screener is given to new incoming students in grades 1–12, whose Home Language Survey indicates that they may be eligible for English language development (ELD) services at school. The WIDA Screener is used to determine initial eligibility for ELD services. Like the WIDA ACCESS assessment, this is an online assessment that measures proficiency in the four language domains of reading, writing, listening, and speaking. This test is administered to potential multilingual learners within ten days of initial enrollment in a Washington school. Paper versions of WIDA Screener are available by request from ELPAssessments@k12.wa.us. The paper version of the screener is an accommodation and is only available for students needing the accommodation.

The WIDA Screener may also be used to gain insight into the progress multilingual learners have made in English proficiency. If a multilingual learner is eligible for ELD services, but has not tested for two years, the screener can be used to better understand the student's growth in those two years. However, a screener used for this purpose cannot be used as a tool to exit these students from program.

> **Note:** If a multilingual learner (ML) who is already eligible for ELD services takes the screener as a result of not testing on an ELP assessment for the last two years, the student cannot test out of ELD services on the screener. In this case, the screener can only be used to inform appropriate instruction decisions within the ELD program.

WIDA Kindergarten Screener is a paper-based assessment used to determine initial eligibility for ELD services for incoming kindergarten students. This test measures a student's English language proficiency across the four language domains of reading, speaking, writing, and listening. This test is administered to potential English learners upon initial enrollment in a Washington school. Until December 31 of a student's kindergarten year, only the Listening and Speaking domains of the Kindergarten Screener are administered to determine ELD eligibility. Starting on January 1 of a student's kindergarten year, a student must take all four domains of the test.

WIDA Online ACCESS is given annually in the spring to multilingual learners in grades 1 through 12. The WIDA Online ACCESS assessment is an online assessment given to all students who qualify for ELD services through the placement test. The annual assessment measures students' language proficiency, knowledge, and skills in reading, listening, writing, and speaking. Results from this test determine which students remain eligible to continue receiving ELD services.

WIDA Kindergarten ACCESS is a paper-based assessment given in a one-on-one test environment in the early spring to multilingual learners in kindergarten. The Kindergarten ACCESS test measures student's language proficiency, knowledge, and skills in reading, listening, writing, and speaking. Results from this test determine which students remain eligible to continue receiving ELD services.

WIDA Alternate ACCESS is used to assess the language proficiency for multilingual learners (MLs) with the most significant cognitive disabilities. This assessment is a paper-based assessment and measures the four language

domains of reading, writing, listening, and speaking. Eligibility for the Alternate ACCESS is determined by a student's IEP team. Students who are eligible for this test sit for the test annually.

Table 1: General Timeline of WIDA Testing Activity

Month	WIDA Kindergarten Screener	WIDA Screener	WIDA Alt. ACCESS	WIDA ACCESS (and Kindergarten ACCESS)
August	✓ Kindergarten Screener available ✓ Ensure TAs have completed TA training. ✓ tests are shipped to districts when ordered.	✓ Screener opens ✓ Ensure TAs have completed TA training. ✓ Front office staff should be trained in the intake process for potential ELs.		✓ Student records roll over to the next grade.
September October November	✓ Students who are potentially eligible for ELD services must be screened and determined eligible within 10 days.	✓ Students who are potentially eligible for ELD services must be screened and determined eligible within 10 days.	✓ IEP teams identify assessment routes for students and develop assessment accommodation plans. ✓ Begin identifying in WAMS students who will participate in the alternate ELP assessment. ✓ Trainings for TAs will be available in the WIDA Secure Portal. OSPI recommends training after December 1.	✓ Trainings for TAs will be available in the WIDA Secure Portal. OSPI recommends training after December 1. ✓ Ensure data in CEDARS is accurate. OSPI will send the Pre-ID file identifying testers and generating initial test materials sent to WIDA around December 10.
Dec			✓ Identify in WAMs students who will be participating in the alternate ELP assessment. (This file is pulled in **early December)**	✓ Plan for annual testing ✓ Ensure all TAs are trained or have a plan for training. ✓ Ensure data in CEDARS is accurate. OSPI will send the Pre-ID file identifying testers and generating initial test materials sent to WIDA around December 10.

Month	WIDA Kindergarten Screener	WIDA Screener	WIDA Alt. ACCESS	WIDA ACCESS (and Kindergarten ACCESS)
January February March			✓ Testing Window Opens Jan 29 and ends March 22. ✓ Return materials by April 4. ✓ Continue registering students through end of test window in WIDA AMS. ✓ Order Additional Materials from January 18 to March 15 through WIDA-AMS.	✓ Student Management and Test Setup available in WIDA AMS from January 4. ✓ Testing Window Opens Jan 29 and ends March 22. ✓ Enable testing permissions in WIDA AMS for TAs that have successfully completed their training in the WIDA Secure Portal. ✓ Continue registering students through end of test window. ✓ Monitor testing progress in WIDA AMS.
April			✓ Return materials by April 4.	✓ Return materials by April 4. ✓ Pre-Reporting Data Validation April 24-May 2.

Month	WIDA Kindergarten Screener	WIDA Screener	WIDA Alt. ACCESS	WIDA ACCESS
May			✓ Scores will be delayed in 2024 due to standard setting. Expect scores to be released in October.	✓ Scores will be reported in WIDA AMS (DRC) May 20. ✓
June		✓ Screener close TBD. ✓ Screener training is available for next year.		✓ Hard copies of reports arrive in districts June 10 and 11. ✓ Post-Reporting Data Validation will run June 10 to 24 ✓ Identify any errors (e.g., missing domains) in results early to OSPI.
July	✓ Test Administrators can begin completing training for screening the following school year.	✓ Test Administrators can begin completing training for screening the following school year.		

Screener Policy Updates and Screener Information

<u>Screening for Possibly Eligible Multilingual/English Learners Entering Kindergarten</u>

The WIDA Screener for Kindergarten will be used for all potentially eligible English learners entering kindergarten in 2023–24. The WIDA Screener for Kindergarten is designed to be developmentally sensitive and is given after May 1 of the spring prior to a student starting Kindergarten or within 10 days of initial enrollment. Given the developmental sensitivity of the screener, Washington State no screens students in Transitional Kindergarten (TK) at the beginning of the school year. TK students will complete the listening and speaking portions of the WIDA Screener for Kindergarten between May 1 and the end of their TK year.

Watch the WIDA Screener for Kindergarten introductory video to learn more about the WIDA Screener for Kindergarten.

<u>10–Day Screening Window</u>

School districts must assess potentially eligible pupils within ten days of registration or when a student begins attending school if students register when school is not in session. (RCW 28A.180.090)

<u>Scoring</u>
Test administrators score the Speaking and Writing portions of the WIDA Screener in the Screener Scoring application in WIDA AMS. All components of the WIDA Screener for Kindergarten are scored by the Test Administrator.

<u>Reporting Considerations</u>

The CEDARS Data Manual provides guidance on how to report students' screener results and ELD eligibility in File J starting on page 114. Refer to the CEDARS Data Manual for reporting requirements and/or contact Student Information for additional assistance: mailto:asksi@k12.wa.us.

Given there are multiple different scenarios that may be occurring within districts, the following table provides guidance for when to screen versus when to conduct formative and/or benchmark assessments when school resumes in Fall.

Table 2: Guidance for Administer the Screener for Fall 2023

Student Group	Assessment Requirements	Format	Deadlines
Incoming Kindergarten Students	WIDA Kindergarten Screener (December 31 and before: Listening and Speaking only. January 1 and after: all domains).	Paper	Within 10 calendar days after school entry
Incoming Transitional Kindergarten Students	Provisionally identify students for ELD services and provide services. Test on Listening and Speaking domains of the WIDA Kindergarten Screener after May 1 and before the end of the school year.		
NEW Incoming students in grades 1–12	WIDA Online Screener	Online	Within 10 calendar days after school entry

Continuing ML students in grades 1–12 (who were not assessed on an ELP assessment within the past two years)	No assessment required. Districts may choose to use WIDA MODEL, WIDA Screener (students scoring proficient may NOT exit services*) or a local formative assessment to inform instructional decisions.		In a timely manner to inform instructional decisions.
ML students transferring in state in grades K–12	No assessment required. Districts can contact the previous district to obtain screener scores or review Student Records Request or the LEP app information in EDS to confirm ELD eligibility. District Contacts		In a timely manner to ensure appropriate placement in services
ML students transferring from out of state in grades K–12	WIDA Screener unless 1. they have WIDA ACCESS results indicating ELD eligibility within the previous 12 months. (eligible for program without screening) 2. they have WIDA ACCESS results from any point in time indicating they are ineligible for ELD services based on Washington exit criteria.	Online	Within 10 calendar days after school entry

*Please note: Students who take the screener as already identified English learners cannot exit the ELD program through a proficient score on the screener. They will have to take the annual assessment to exit program.

SECTION II: QUICK START

Overview

This *Quick Start Guide* for WIDA provides District Test Coordinators (DTCs), also referred to as the DAC or DC, throughout the state testing program with WIDA information needed for their role. It provides details on the OSPI and vendor systems and how to access them, the required and recommended WIDA staff training resources, and WIDA contact information.

WIDA is used for Both Screener and Annual ELP Assessments

The WIDA Screener is managed in WIDA's Assessment Management System (WIDA AMS) as a separate test administration from the WIDA ACCESS and WIDA Alternate ACCESS annual administration. Student records for the screener are managed completely independently from student records for the annual assessments. Instructions on creating student records for the WIDA Screener are located in the WIDA AMS User Guide's which can be found under General Information on the Documents tab in WIDA AMS. Districts will be responsible for entering all student records for screening directly to WIDA AMS, and students' screener results and placement statuses will continue to be reported by districts to OSPI in CEDARS file J. Please note, Kindergarten Screener is not administered through WIDA AMS and no WIDA AMS screener record should be generated for Kindergarten students. Kindergarten screener results must be reported to CEDARS.

Roles and Responsibilities

For WIDA the duties of the DTC can range from broad oversight of the WIDA program to ensuring staff training, as well as supporting the needs of individual students.

Table 3: User Roles in DRC INSIGHT

DRC Insight (WIDA AMS) System User Role	Description
District Test Coordinator (DTC)	DTC users can add DTC, SC and TA user accounts and assign permissions to DTC, SC and TA user accounts.
School Coordinator (SC)	SC users can add SC and TA user accounts, assign permissions to SC and TA user accounts, and create and edit test sessions.
Test Administrator (TA)	TA users can create and edit test sessions, search for and add students to test sessions, and print test sessions rosters for use with student login on the Data Collection Platform.

2023-2024 WIDA ADMINISTRATION FLOWCHART

This flowchart includes the 2023-2024 WIDA assessments.

August	Action Items
- Screener testing begins (Grade 1-12) - Kindergarten test materials can be ordered through WCEPS - Student records rollover to the next grade - Kindergarten screening continues	- Ensure TAs administering the Screener have completed all required training in the WIDA Secure Portal since July 1. - DTCs will enable testing permissions in the WIDA AMS for TAs that have successfully completed their training in the WIDA Secure Portal. - Train front office staff in the intake process for potential MLs.
September, October, November	**Action Items**
Continue Screening for new students	- Students must be screened and eligible students placed in EL services within 10 days of school entry. - IEP teams will need to identify assessment routes for students and develop assessment accommodation plans.
December	**Action Items**
Pre-ID file identifying testers and generating initial test materials pulled from CEDARS and sent to DRC in early December	- Begin planning for annual testing and ensure that all TAs are trained. - Identify in WAMs students who will be participating in the alt ELP assessment.
January, February, March	**Action Items**
Testing Window opens January 31 and ends March 25.	- DTCs will enable testing permissions in WIDA AMS for TAs who have successfully completed their training in the WIDA Secure Portal. - Continue registering students for testing through end of test window. - Return all paper/pencil materials no later than one week after the window closes.

April/May	Action Items
• Data Validation • Scores will be reported in DRC INSIGHT at the end of May in a typical year. This first year scores will be delayed to accommodate the need to establish exit criterial	• Return Materials (Deadline April 4) • Complete Pre-reporting data validation • Review scores in WIDA AMS
June	**Action Items**
• Screener closes at the end of June • Screener training is available for next year. • Hard copies of reports will be in districts mid-June in a typical year. • Post Reporting Data Validation	• Review results of annual ELP testing • Complete post reporting data validation • Identify any tests will missing domains and report to OSPI

RESOURCES

OSPI Website

The English Language Proficiency Assessments page on the OSPI website provides information on ELP assessments, and you can sign up for ELP Assessment Updates. https://www.k12.wa.us/student-success/testing/state-testing/english-language-proficiency-assessments

WIDA Secure Portal

The WIDA Secure Portal houses a variety of resources. From the portal home page you can, depending on your role/permission, access the following:

- **Assessment Trainings** (assessment training courses and related resources).
- **Professional Learning** (on-demand, self-paced courses.
- **Webinars** (upcoming and recorded webinars on timely assessment topics
- **Resources** (filter for documents and secure resources).
  - All resources are tagged so you can easily filter to find the secure resources that accompany your assessment training or professional learning course.

See the Get Familiar with the Redesigned WIDA Secure Portal Webinar for more information.

Monthly Assessment Update Webinars

Register for Monthly Assessment Update Webinars for WIDA information and updates.

Washington Assessment Weekly (WAW)

This publication communicates new and updated state assessment and policy information, while also providing upcoming testing reminders. The Assessment Operations office distributes this newsletter via email to all DTCs listed in EDS. DTCs are encouraged to establish an internal process for sharing information with other school and district staff, as the information pertains to their responsibilities.

Lunch with Leslie (WIDA Q & A)

OSPI offers an informal, opportunity each week to get updates on WIDA testing policies and procedures and to connect with other district leaders to seek advice and solve problems. These Lunch with Leslie sessions are typically hosted on Mondays at noon. Links to these sessions can be found in the right-hand callout box on the ELP Assessment page.

ESTABLISHING ACCESS TO OSPI SYSTEMS AND APPLICATIONS

Education Data System (EDS)

The Education Data System (EDS) is a centralized suite of web-based applications involving Washington educational data. It is used by state agencies, educational service districts (ESDs), local education agencies (LEAs), schools, teachers, teaching certificate applicants, non-profit organizations, and businesses for a variety of purposes relating to education.

EDS uses a single sign on system to provide access to allowed data. Accounts may be created by individuals or District Data Security Managers (DDSM). Roles applied to an EDS account give the user of that account access to the allowed data for that organization. DTCs new to their role should contact their DDSM to create or update their EDS account. The addition of a role to a user's account may only be performed by an authorized DDSM. EDS is the home for the following applications. To use the links for the applications described below, you need to have an account and be logged in to the application.

Assessment Reporting Management System (ARMS)

This is the location where SCs, DAs, and the DTCs complete reports for state testing. Reports forwarded to the state are required to be submitted by the DTC as identified in WAMS Profiles. Forms and reports available in ARMS include:

- ☐ District Administration and Security Report
- ☐ Medical Exemption
- ☐ School Site Administration & Security Report
- ☐ Test Incident Report
- ☐ Test Material Variance Report

The Test Incident Report form should be used for any situation that requires a WIDA assessment be regenerated in the system. This report is also used to request screener scoring be unlocked, report behaviors inconsistent with testing expectations, and other situations that are required to be reported to the state.

WIDA Pre-ID Process

WIDA ACCESS and Alt-ACCESS pre-ID process involves an initial file pulled from CEDARS to identify students as expected to test. This file will also generate initial hard copy materials for shipment to districts. Students who will test on the Alternate ACCESS must be identified in WAMS through the pre-registration process. After the initial file is submitted to DRC, all students who must test on the WIDA ACCESS, but are not indicated as such on the initial file, must be manually uploaded by the district into WIDA-AMS.

ESTABLISHING ACCESS TO DRC INSIGHT, WIDA AMS, AND WIDA SECURE PORTAL

DRC INSIGHT (WIDA AMS)

DRC INSIGHT is the user and test management component of the WIDA Screener, WIDA ACCESS, WIDA Alt-ACCESS, which are maintained by our WIDA vendor Data Recognition Corporation (DRC). This system is also referred to in WIDA documentation and guides as the WIDA Assessment Management System (AMS). In order to access the WIDA AMS, all DTC, SC, or TA users must be added in DRC INSIGHT.

OSPI provides a list of DTC names and emails to DRC based on the district Profile tab in WAMS. DRC uses this information to create user accounts for DTCs, and DTCs create accounts for SCs and TAs. The DRC INSIGHT system allows users to perform administrative tasks such as user management, materials management, student management, test management, and reporting. To access content, authorized personnel need to login to the secure website with their email address and password.

WIDA Secure Portal

The WIDA Secure Portal is where users will complete trainings, track training history, access testing resources and professional learning resources.

The WIDA Secure Portal houses the asynchronous trainings required to administer the WIDA screeners and annual WIDA ACCESS assessments. Here are the steps to get a WIDA Secure Portal account:

1. DTCs can create accounts within the WIDA Secure Portal using the "Manage Users" option on the "Manage" dropdown menu or email help@wida.us with a spreadsheet that includes the district, first and last name, and email.

2. You will receive an email from WIDA Client Services Center informing you that an account has been set up.

3. Go to Login webpage.

4. Select WIDA Secure Portal and Login.

DTCs will have to activate the assessment trainings for individual account holders before they can be access trainings

WIDA AMS

The WIDA Assessment Management System (AMS) is where users can place material orders, manage testing and students, locally score the WIDA Screener Online, check test administration status and student test results

1. To access WIDA AMS, enter the URL https://www.wida-ams.us/default.aspx in a supported browser. The WIDA AMS landing page appears, containing some of the most used applications. A full list of applications can be found under the My Applications dropdown menu.

2. Log in to WIDA AMS. Enter your username and password in the dialog box, and then click Sign In. The WIDA AMS landing page appears, containing some of the most used applications. A full list of applications can be found under the My Applications dropdown menu. Please note, if you also have access to WA-AIM, then you will need to select the WIDA button before the landing page appears.

3. The first time you log in to WIDA AMS, you must check the Accept Security Agreement checkbox and

click Confirm Accept to continue.

4. When the WIDA AMS landing page appears, click My Applications to display a menu bar containing the WIDA AMS functions that you have permission to use.

For additional information see the WIDA AMS User Guide.

INFORMATION FOR TECHNOLOGY COORDINATORS

In the WIDA Secure Portal Technology Coordinators will find a number of materials to help prepare the technology required for administering ACCESS for ELLs Online and WIDA Screener Online testing seasons. These documents are found under General Information (in the All Applications dropdown).

Preparing for Testing

- 2023–2024 QA Webinar Schedule for Technology Coordinators
- ACCESS for ELLs and Screener Headset Specifications
- Technology Troubleshooting Tips 2021–22
- Technology Readiness Checklist for WIDA Online Assessments
- Online Testing Network and Troubleshooting Evaluation
- Supported System Requirements for ACCESS for ELLs and Screener, June 2021-October 2021
- Chrome OS Device Support 2021–22
- Pre-Testing: Software Updates and Tech Readiness Checklist Webinar: (October 3, 2023. 11:00-noon)
  https://uwmadison.webex.com/uwmadison/j.php?MTID=mcb4f522065ef992e7b4180025cb4297d
- Pre-Testing: Technology Installations Part 1 Webinar (October 10, 202311:00 – noon)
  https://uwmadison.webex.com/uwmadison/j.php?MTID=m519e47aeefc1310b9d2c57c14009eff6
- Pre-Testing: Technology Installations Part 2 (October 12, 2023 11:00-noon)
  https://uwmadison.webex.com/uwmadison/j.php?MTID=mcee9a9f8dd066db8a1541bd6838a9d30

Setting Up Testing Software

- Tech Bulletin: MacOS All-in-One Device Installation
- Tech Bulletin: Windows All-in-One Device Installation
- Tech Bulletin: Extended Retries

Additional Resources

- Technology User Guide (TUG)
- Coordinating Testing in WIDA AMS
- WIDA AMS User Guide

WIDA Technology Coordinator Q&A Webinar Schedule 2023-24

Month	Webinar Event	Description	Audience
October 2023 Click Here to Join Webinar	**Pre-Testing: Software Updates and Tech Readiness Checklist** Oct. 3rd, 11 - 12 p.m.*	This webinar provides an overview of the COS layout and updates to DRC INSIGHT. It also provides a walk-through of system requirements and the Technology Readiness checklist.	TAs, DTCs, Technology Coordinators
October 2023 Click Here to Join Webinar	**Pre-Testing: Technology Installations Part 1** Oct 10th, 11 - 12 p.m.*	This webinar provides instruction on how to configure a Central Office Services Configuration and installation of Central Office Service Devices if needed.	Technology Coordinators
October 2023 Click Here to Join Webinar	**Pre-Testing: Technology Installations Part 2** Oct. 12th, 11 -12:30 p.m.*	This webinar provides instruction on how to install DRC INSIGHT and registration on varying student devices (Windows, Macs, Chromebooks, iPads).	Technology Coordinators

a* Webinar schedule shown above is in **Pacific Time**. Webinar recordings will be posted in the WIDA website's Secure Portal within a week after completion. Participants can join each webinar 30 minutes prior to starting time.

SECTION III: TRAINING RESOURCE OVERVIEW

Table 4 lists available training materials for individual applications or content and the location where the resource can be found. The materials column includes the name of the material and specifies if the material is required or optional for new DTCs.

Table 4: WIDA Materials Overview

Topic/System	Material	Overview	Location
General Training	WIDA Security Training (Coming Soon)	Security information to supplement WIDA training with specific Washington security guidelines for state testing.	OSPI website
Form Submittal Process Training	ARMS Training Module	Information on OSPI form submittal process.	WCAP Portal
Accessibility Features	WIDA Accommodations Manual	This manual guides the selection of universal tools, and accommodations for individual multilingual learners in order to produce valid assessment results.	WIDA Secure Portal*

Dates and Schedules	State Testing Timeline	The timelines provide information on the state testing calendar for the upcoming school year.	OSPI website
Pre-ID	WAMS Pre-ID	Identify students for alternate assessments.	EDS > WAMS
General Information	Welcome to WIDA Training	This resource walks users through getting started with WIDA.	WIDA Secure Portal*
Test Administration	Test Administration Manual*	This manual is the reference document for test administration processes and procedures.	WIDA Secure Portal*

SECTION IV: WIDA CUSTOMER SUPPORT

Table 5 provides WIDA assessment contact information fort DTCs.

Table 5: Assessment Contacts for DTC

Department	Contact Information	Description
Assessment Data and Student Information	Email: assessmentanalysts@k12.wa.us Phone: 360–725–6109	▪ Student data issues
English Language Proficiency Assessments	ELP Assessment Coordinator Email: Leslie.Huff@k12.wa.us or elpassessments@k12.wa.us Phone: 360–725–6338	▪ WIDA policy, training, & reports for annual/screener, ▪ Access & permissions to WIDA Secure Portal ▪ DAC access to WIDA AMS, ▪ Screener Paper requests ▪ Braille and large print questions
Assessment Operations	Assessment Operations Specialist Email: assessment@k12.wa.us Hotline: 800–725–4311, Option 3 Phone: 360–725–6348	▪ General questions
Bilingual Migrant Education	multilingual Education Program Supervisor Email: virginia.morales@k12.wa.us Phone: 360–764–6201	▪ Program policy issues
OSPI Customer Support	Email: customersupport@k12.wa.us Phone: 800–725–4311	▪ CEDARS/EDS Issues ▪ Contact DDSM for Account Permissions
WIDA Customer Support	Email: help@wida.us	▪ Testing system and technical assistance

	Phone: 866–276–7735	

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