



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Washington Comprehensive
Assessment Program

Quick Start Guide for WIDA

2021–2022

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.

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Revision Log

Changes to this document made after August 23, 2021 will be noted in the table below.

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Section I: WIDA Transition Details

The WIDA English Language Development Standards Framework and the WIDA suite of assessments will be used beginning in August 2021, replacing ELPA21 as Washington’s English Language Proficiency assessment. 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.

The **WIDA Screener** is given to new incoming students in grades 1–12, and students provisionally qualified as multilingual learners (MLs) for 2020–2021 in grades 1–12, who retain their provisional status due to not having tested on an ELP screener or annual assessment to make an initial eligibility determination. The WIDA Screener is used to determine initial eligibility for English language development (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 upon initial enrollment in a Washington school.

The WIDA Screener may also be used to gain insight into the gains in English proficiency multilingual learners have made. If a multilingual learner was eligible for ELD services, but has not tested for two years, the screener can be used to help clarify the student’s growth in those two years. The screener 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.

The **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.

The **WIDA ACCESS** is given annually in the spring to multilingual learners in Kindergarten through grade 12. The WIDA 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.

The **WIDA Alt. (Alternative) 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 Alt 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
August	<ul style="list-style-type: none"> ✓ Kindergarten Screener opens ✓ Ensure TAs have completed TA training. ✓ Paper tests are shipped to districts. 	<ul style="list-style-type: none"> ✓ Screener opens ✓ Ensure TAs have completed TA training. ✓ Front office staff should be trained in the intake process for potential ELs. 		<ul style="list-style-type: none"> ✓ Student records roll over to the next grade.
September October November	<ul style="list-style-type: none"> ✓ Students who are potentially eligible for ELD services must be screened and determined eligible within 30 days (through December 2021) and within 10 days from January 2022 	<ul style="list-style-type: none"> ✓ Students who are potentially eligible for ELD services must be screened and determined eligible within 30 days (through December 2021) and within 10 days from January 2022 	<ul style="list-style-type: none"> ✓ IEP teams identify assessment routes for students and develop assessment accommodation plans. ✓ Trainings for TAs will be available in the WIDA Secure Portal at the end of November. 	<ul style="list-style-type: none"> ✓ Trainings for TAs will be available in the WIDA Secure Portal at the end of November.
Dec			<ul style="list-style-type: none"> ✓ Identify in WAMs students who will be participating in the alt ELP assessment. ✓ Pre-ID file identifying testers and generating initial test materials sent to WIDA on December 14. 	<ul style="list-style-type: none"> ✓ Plan for annual testing ✓ Ensure all TAs are trained. ✓ Pre-ID file identifying testers and generating initial test materials sent to WIDA on December 14.
January February March			<ul style="list-style-type: none"> ✓ Testing Window Opens Jan 31 and ends March 25. ✓ Return materials by March 29. ✓ Continue registering students through end of test window. 	<ul style="list-style-type: none"> ✓ Testing Window Opens Jan 31 and ends March 25. ✓ Return materials by March 29. ✓ 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.

Month	WIDA Kindergarten Screener	WIDA Screener	WIDA Alt. ACCESS	WIDA ACCESS
April				
May			✓ Scores will be reported in WIDA AMS (DRC) TBD.	✓ Scores will be reported in WIDA AMS (DRC) TBD.
June		<ul style="list-style-type: none"> ✓ Screener close TBD. ✓ Screener training is available for next year. 		<ul style="list-style-type: none"> ✓ Hard copies of reports arrive in districts TBD.
July				

Screener Policy Updates and Screener Information

Screening for Possibly Eligible Multilingual/English Learners Entering Kindergarten

The [WIDA Screener for Kindergarten](#) will be used for all possible [eligible English learners](#) entering kindergarten in 2021–22. The WIDA Screener for Kindergarten is designed to be developmentally sensitive and is given no earlier than 30–60 days before the first day of school. Given the developmental sensitivity of the screener, Washington State no longer permits screening of entering kindergarten students before July 1st.

Watch the [WIDA Screener for Kindergarten introductory video](#) to learn more about the WIDA Screener for Kindergarten.

10–Day Screening Window Extended to 30–Days through December 2021

An extension to the rule which increased the window for required screening of potential multilingual/English learners from 10–days to 30–days has been provided. This extension will continue through 12/31/2021, allowing districts to screen students identified on a provisional status, as well as incoming new students, within 30 days of on site attendance, when school resumes in the fall.

Considerations for Fall 2021

Due to the instructional challenges for multilingual/English learners arising from the pandemic school closures, there is a need for districts to discriminate among the various situations which may or may not require administration of the screener. It is vital, however, that previously qualified students are never exited from services based upon the results of the WIDA Screener.

Students who were provisionally qualified for 2020–2021 as a multilingual/English learner and who tested via the spring annual ELPA21, or who test with the WIDA Screener and demonstrate proficiency, are considered the same as any student who is screened but does not qualify. Report these students to CEDARS in Element J09, Exit Code Reason O: Student tested but did not qualify. 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 Fall 2021.

Table 2: Guidance for Administer the Screener for Fall 2021

Student Group	Assessment Requirements	Format	Deadlines
Incoming Kindergartners	WIDA Kindergarten Screener	Paper	Due 30 calendar days after school entry
NEW Incoming students in grades 1–12	WIDA Screener	Online	Due 30 calendar days after school entry
Students provisionally qualified as ELs for 2020–2021 in grades 1–12 (who were not assessed on an ELP assessment within the past two years)	WIDA Screener	Online	Due 30 calendar days after return to in person schooling
Continuing EL 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 ensure appropriate placement in EL services.		In a timely manner to ensure appropriate placement in services
EL students transferring in state 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 local formative assessment to ensure appropriate placement in EL services.		In a timely manner to ensure appropriate placement in services
EL students transferring from out of state in grades 1–12	WIDA Screener (unless they have an ELPA21 Screener or annual test from out of state within the past two years indicating program eligibility or from any point in time indicating they are ineligible for ELD services.)	Online	Due 30 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 Replacing ELPA21 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 Alt-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](#) “Student Management Menu” section. 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.

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 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.

2021–22 WIDA Administration Flowchart

This flowchart includes the 2021–2022 WIDA assessments.

August <ul style="list-style-type: none">• Screener testing begins• Kindergarten test kits are shipped to districts• Student records rollover to the next grade	Action Items: <ul style="list-style-type: none">• Ensure TAs administering the Screener have completed all required training in the WIDA Secure Portal.• DTCs will enable testing permissions in 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 <ul style="list-style-type: none">• Trainings for TAs available	Action Items: <ul style="list-style-type: none">• Students must be screened and eligible students placed in EL services within 30 days of school entry.• IEP teams will need to identify assessment routes for students and develop assessment accommodation plans.
December <ul style="list-style-type: none">• Pre-ID file identifying testers and generating initial test materials sent to WIDA on December 14.	Action Items: <ul style="list-style-type: none">• Begin planning for annual testing and ensuring that all TAs are trained.• Identify in WAMs students who will be participating in the alt ELP assessment.
January, February, March <ul style="list-style-type: none">• Testing Window Opens Jan 31 and ends March 25.	Action Items: <ul style="list-style-type: none">• DTCs will enable testing permissions in WIDA AMS for TAs that 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 by March 29.
May <ul style="list-style-type: none">• 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 criteria.	
June <ul style="list-style-type: none">• 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. This first year scores will be delayed to accommodate the need to establish exit criteria.	

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 is being redesigned and will be available in September 1, 2021. From the portal home page you may, depending on your role/permission, have the option to select:

- **Assessment Trainings** to find assessment training courses and related resources.
- **Professional Learning** to find on demand courses.
- **Webinars** to find upcoming and recorded webinars on topics like “Pre-Testing: Ordering Materials in WIDA AMS.”
- **Resources** to find and filter 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.

What’s Not Changing?

- Your WIDA Secure Portal account information will remain the same, as will the way you login to your account.
- Your assessment training and certification history will be moved over to the new system and can be accessed by you and your test coordinator.
- The courses and resources you see will be determined by your account permissions and settings.

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.

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 DTC complete reports for state testing. Reports forwarded to the state are required to be submitted by the DTC as identified in WAMS Profile. 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

WIDA Pre-ID Process

WIDA ACCESS and Alt-ACCESS pre-ID will involve 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. Subsequent activities to identify students between the initial pull and the end of the testing windows are still under discussion, and specific dates, details on identifying students for annual ELP assessments, and instructions for ordering additional materials will be communicated out by OSPI as those details are finalized with WIDA for the 2021–2022 school year.

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 test resources and professional learning resources.

The WIDA Secure Portal houses the asynchronous training required to administer the WIDA screeners and annual WIDA ACCESS assessment for multilingual/ELs. Here are the steps to get a WIDA Secure Portal account:

1. Email help@wida.us and ask to set up a WIDA Secure Portal account. You must use your district email address. DTCs can create accounts within the WIDA Secure Portal using the Account Creator button 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 screener and annual trainings for individual account holders before they can be accessed.

WIDA AMS

The WIDA Assessment Management System (AMS) is where users can activate and deactivate user accounts, 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 Welcome to the WIDA Assessment Management System page appears, containing helpful information about documentation and support resources.
2. From the Welcome to the WIDA Assessment Management System page, log in to WIDA AMS. Enter your username and password in the dialog box, and then click Sign In.
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 Welcome to the WIDA Assessment Management System page reappears, 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 for the 2021–22 testing season. These documents are found in the Downloads Library.

Preparing for Testing

- 2020–2021 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

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 2021-22

Month	Webinar Event	Description	Audience
September 2021 Click Here for Webinar	Welcome Back: What's New in 2021? Tuesday, Sept. 14 th , 11 - 12 p.m.*	Introduce new items in WIDA AMS, in the WIDA training process, and on the WIDA website	TAs, DTCs, Technology Coordinators
September 2021 Click Here to Join Webinar	Pre-Testing: Software Updates & Technology Readiness Checklist Thursday, Sept. 23 rd , 11 - 12 p.m.*	Overview of COS layout • Walk-through system requirements • Introduce the Technology Readiness Checklist • Updates to DRC INSIGHT	Technology Coordinators
October 2021 Click Here to Join Webinar	Pre-Testing: Technology Installations Tuesday, Oct. 5 th , 11 -12:30 p.m.*	Installs of the COS INSIGHT and DTK on varying devices • Information on updated system requirements	Technology Coordinators
November 2021 Click Here to Join Webinar	Pre-Testing: Technology Coordinator Support for Test Administrators Tuesday, Nov. 9 th , 11 - 12 p.m.*	Information for communicating with DTCs and TAs	Technology Coordinators
January 2022 Click Here to Join Webinar	During Testing: Technology Troubleshooting Thursday, Jan. 6 th , 11 - 12 p.m.*	Overview of error messages • Common troubleshooting solutions	Technology Coordinators

* 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*

*Users must have access to the WIDA Secure Portal

Section IV: WIDA Customer Support

Table 5 provides WIDA assessment contact information for DTCs.

Table 5: Assessment Contacts for DTCs

Department	Contact Information	Description
Assessment Data and Student Information	Email: assessmentanalysts@k12.wa.us Phone: 360-725-6109	<ul style="list-style-type: none"> ▪ Student data issues
English Language Proficiency Assessments	ELP Assessment Coordinator Email: Leslie.Huff@k12.wa.us elpassessments@k12.wa.us Phone: 360-725-6338	<ul style="list-style-type: none"> ▪ WIDA policy, training, & reports for annual/screener, access & permissions to WIDA Secure Portal and WIDA AMS
Assessment Operations	Assessment Operations Specialist Email: assessment@k12.wa.us Hotline: 800-725-4311, Option 3 Phone: 360-725-6348	<ul style="list-style-type: none"> • General questions
Bilingual Migrant Education	Bilingual Education Program Supervisor Email: veronica.morales@k12.wa.us Phone: 360-764-6201	<ul style="list-style-type: none"> ▪ Policy issues
OSPI Customer Support	Email: customersupport@k12.wa.us Phone: 800-725-4311	<ul style="list-style-type: none"> ▪ CEDARS/EDS Issues ▪ Contact DDSM for Account Permissions
WIDA Customer Support	Email: help@wida.us Phone: 866-276-7735	<ul style="list-style-type: none"> ▪ Testing system and technical assistance