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Off Grade Screening

Can we screen students one grade below grade level like WIDA suggests?

No. In Washington all students must screen on grade level. Kindergarten students and students in Transitional Kindergarten should take the Kindergarten Screener. All other students should take the grade-level Online Screener for the grade they are enrolled in.

WIDA Secure Portal

What is on the WIDA Secure Portal?

The WIDA Secure Portal houses the TA training courses for all WIDA assessments. Educators can also access WIDA Webinars, Professional Learning courses, and Resources to support standards and assessment implementation.



Where do I find the Test Administration Manual (TAM)?

The TAM is located in the Resources section of each assessment training course along with other documents that may support test administration.

How do I get access to the WIDA Secure Portal?



Washington Office of Superintendent of
PUBLIC INSTRUCTION

The District Assessment Coordinator (DAC) in each district can create accounts for individuals in the district. You can also contact customer service at WIDA (help@wida.us) to have a basic account with access to professional learning courses set up. The DAC can assign permissions within the WIDA Secure Portal. To access the screener training, your account must be given permissions in the Secure Portal.

How do I assign permissions to the screener training?

If you are the DAC, your secure portal access should include a button called "Manage" on the right-hand side. Under "Manage" choose "manage users" and then search for the accounts you want to add permissions to.

How do I assign another person to have DAC privileges in the Secure Portal?

The DAC has the highest permission levels in the district. If a second person should have the same permissions as the DAC, the DAC can email ELPAssessments@k12.wa.us with the request. OSPI will make the adjustment.

Training

What trainings do I need to complete?

Test administrators need to complete test security training which is the same as the training for other state assessments. Also, educators are required to complete annual training for the grade level or grade band they will be administering. The training options include:

Test Administrators

Test administrators must complete any of the following trainings for the grade levels they will be testing and pass the associated quizzes with a score of 80 percent or higher.

For K screener – Take the K screener training including both writing and speaking scoring training.

For Grades 1-5:

Administration Only:

- WIDA Screener Online: Administration

Administration & Scoring:

- WIDA Screener Online: Administration
- Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener
- Writing for Grades 1-5: Scoring WIDA Screener.

For Grades 6-12

Administration Only:

- WIDA Screener Online: Administration

Administration & Scoring:

- WIDA Screener Online: Administration
- Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener
- Writing for Grades 6-12: Scoring WIDA Screener

In addition, TAs may wish to review the following modules to better understand the processes and systems around testing.

- Training Overview
- Accessibility Overview
- Test Scheduling
- Test Practice and Test Tickets
- Administering the Test
- After Testing

Test Coordinators: WIDA recommends the following trainings for test coordinators.

- Training Overview
- Ordering Materials
- Managing Test Materials
- Additional Materials Orders
- Accessibility Overview
- Assigning Accommodations
- Test Scheduling
- Test Practice and Test Tickets
- Administering the Test
- Monitoring Test Progress
- After Testing
- Data Validation

How do I access the test administrator training?

The trainings are located on the Secure Portal in the Assessment Training section. If you do not see this section available in your view, you have probably not been given access to it yet. Your DAC (or DAC designee) can provide access.

Where do I get materials to train my staff on the screener?

The WIDA system requires that all test administrators complete training on the WIDA Secure Portal. There are no training materials outside of the secure portal that are used for test administration training.

When can I do the training?

The screener trainings are asynchronous trainings that can be done in the secure portal at any time. Trainings must be completed after July 1 to count for the next school year.

How long does the screener training take?

TAs can be assigned to different components of training depending on what they will be administering. If they are only administering the screener and not scoring it, then the training will likely take under an hour. If they are administering and scoring, then it may take closer to 3 hours. Estimates for all three trainings for each grade or cluster of grades is approximately 3-5 hours.

WIDA AMS (DRC)

What is WIDA AMS and how is it different from the WIDA Secure Portal?

WIDA AMS is the testing platform for WIDA. This is where students take the online test. It is also where TAs input scores for the locally scored portions of the test. WIDA Secure Portal is where educators can find test administration trainings, professional learning modules and WIDA Webinars.

How do I upload students to WIDA AMS?

Students can be uploaded by individuals with school or district coordinator permissions in WIDA AMS.

1. Click **Student Management** from the WIDA AMS My Applications menu bar.
2. Confirm or enter your site criteria in the upper right corner. Click **Save**.
3. Confirm or enter your Academic Session.
4. Confirm or enter your Testing Program.
5. Click **Create Student**. The Details tab will display.

Additional support can be found in the "How do I add a student?" knowledge article under "DRC Customer Service" in WIDA AMS.

How do I get a temporary ID for students who do not yet have an SSID?

The temporary ID process is not being used for the WIDA system. Districts can add a student for screening with a district identification number. When the student is assigned an SSID, the district can change the record in WIDA AMS to reflect the correct SSID number.

How do we find out about the secure browser or other technology requirements for WIDA testing?

DRC has a Technology Coordinator permissions level. This permissions level is also used in communications from DRC to districts about technology updates. If you do not have anyone from your district assigned to the Technology Coordinator role in WIDA AMS, identifying someone for this role would be beneficial. Please note that the DAC cannot also be the Technology Coordinator as one role seems to cancel out the permissions for the other. There are also materials in the WIDA Secure Portal for technology coordinators (Download Library).

How do I get access to administer the WIDA Screener?

DACs will enable testing and scoring permissions in WIDA AMS for those who complete training in the WIDA Secure Portal. DACs can get a list of completed training from the WIDA Secure Portal and then enable testing and scoring permissions in WIDA AMS as appropriate.

How do I test a student if the school is not showing up in DRC?

For the screener, you can test a student in your district using the Special Situations school and then move the student to the correct school once WIDA AMS is updated. The Special Situations school in WIDA AMS can be used to test kids who are not yet assigned to a school or whose school is not yet populating in DRC.

Scoring Speaking tests with 0:00

When I was scoring, the speaking items they showed up as 000. How do I access those to score them?

The WIDA Screener requires that something be recorded for each speaking item. When you are scoring Speaking, the first audio file should activate and show the length of the recording in seconds. The other audio files will be disabled with a length of 0:00 seconds until the first audio file is scored. If all files show a length of 0:00, this is a sign of an unreliable internet connection and the responses did not fully buffer into your individual scoring session. Exit out of the scoring tab without saving and wait for several minutes and then try again when the responses show available to score. If students' recordings are longer, the system will sometimes have difficulty buffering the responses and give you 000 instead of the actual recording. Giving the system a little more time should fix this problem.

Students Experiencing Technical Difficulties

What do I do if my students are experiencing technical difficulties with the test?

If you experience technical difficulties during testing, pause the test and contact OSPI or DRC. If your student has an interruption during the speaking test, pause the test without stopping the recording. Because the Screener is a single ticket log in, no one domain can be taken again in isolation.

If you have any questions about a student retaking a Screener please email the ELPAssessments@k12.wa.us account with an explanation of the situation you experienced and the SSID of the test to be reset or re-opened.

If you encounter any technical difficulties with WIDA AMS or DRC INSIGHT, please call DRC Customer Service at 855-787-9615 or wida@datarecognitioncorp.com

Unlocking WIDA Screener Scoring

Our TA made a mistake in scoring. How do we unlock the scoring so we can fix it?

All WIDA screener tests require some level of local scoring. OSPI will not approve requests for re-opening student tests due to a TA's desire to re-score a domain or concern that the initial scores were too low or too high.

If you have concerns that a student's skills may not be represented in the test scores, please consider other local assessment options that can help you determine the best placement for students and contact the Multilingual Education Office for resources and support in how to best determine appropriate services.

If you have any questions about re-opening Screener Scoring for Writing or Speaking due to technical issues or errors, please submit the request via ARMS with an explanation of the situation. If you do not have access to ARMS, please contact your district assessment coordinator.

Paper Materials

How do districts order paper materials for Kindergarten Screening?

The WIDA Store has developed a process for ordering materials for Kindergarten Screener. Only district level staff can order materials for WIDA Kindergarten Screener. The process is outlined below.

- Districts will place their order directly online through the [WIDA Store](#).
 - Kindergarten Screener items are located under the MODEL/Screener Assessment heading in the green Shop Products bar
- Answer "no" to the tax exempt question.
- Select "Purchase Order" as their payment method at checkout and submit the order. This is essentially a quote. Districts won't be sending a PO.
- Districts will receive an order confirmation email.
- Districts must forward the order confirmation email to ELPAssessments@k12.wa.us for approval.
- The state will forward the order confirmation to the WIDA Store upon approval. OSPI will review orders on Tuesdays each week in August, September, April and May and then monthly in other months.
- The WIDA store will process the order and send the invoice to OSPI.

Where can I get the grade 1-3 writing booklet?

OSPI will send districts a stash of writing booklets for grades 1-3. The stash is intended to offset some of the cost of printing. However, it is likely that districts will need to print booklets from the WIDA Secure Portal once the stash is exhausted.

How do I get a paper screener test for my student with a paper test accommodation?

OSPI will house paper screener tests for students in grades 1-12. Please contact ELPAssessments@k12.wa.us if you are needing a paper test.

Who to Test

Can we accept WIDA scores from other states?

If a student has not been enrolled in a Washington State public school in the past 12 months and meets the identification criteria on the home language survey, the student must take the WIDA Screener to determine eligibility for ELD services. The exception to this rule is a student who enrolls in a Washington State public school with WIDA ACCESS scores. WIDA ACCESS scores from out-of-state can be used in lieu of screening under the following conditions:

- If a student met the current Washington State WIDA Exit Criteria at any point on the annual WIDA ACCESS, then the student is ineligible for ELD services.
- If a student has WIDA ACCESS scores from within the previous 12 months and did not meet the Washington State Exit Criteria, the student is eligible for services.

If the student has not taken the WIDA ACCESS in the last 12 months and has not met the current exit criteria based on a previous ACCESS score, then the student must be screened using the WIDA Screener. Washington State does not accept WIDA Screener scores from out of state.

All WIDA scores must reflect the requirements for the grade level the student was enrolled in when the student completed the test. Regardless of how eligibility is determined, the student must be identified for services within 10 school days of attending a Washington public school. If out-of-state scores are not available within 10 days, the school will need to administer a WIDA screener assessment to determine eligibility.

If a student who previously transitioned (exited) from the TBIP program returns to Washington after having lived outside the United States in a non-English-speaking country for twelve or more months, the district can administer the WIDA Screener to determine if there has been a loss of English language proficiency. The student can re-qualify for TBIP services based on the new placement test results.

Do we test all kindergarten students on the screener?

No. Only students whose response to questions 2 or 3 on the Home Language Survey includes a language other than English are eligible to take the screener.

Transitional Kindergarten

Do we screen kids in TK?

The following procedure should be used to screen TK students, given that the WIDA K Screener is not appropriate for TK:

1) **Home Language Survey** – Require completion and submission of the Home Language Survey for all TK students and use the information from questions 2 and 3 to determine possible eligibility.

2) **Provisional Qualification** – Based on the Home Language Survey information, record all TK students who are possibly eligible based on the Home Language Survey as provisionally-qualified English learners without a screener score, using their date of enrollment as their Initial Placement Test Date.

3) **Spring ELP Screening** – Beginning May 1, all potentially eligible TK students must be given the WIDA Kindergarten Screener prior to the end of their TK year, in alignment with guidance on early kindergarten screening. This screening is required for students enrolled in TK in order to fulfill the requirement for annual English language proficiency assessment. This will also determine their eligibility for ELD services the following school year upon entering kindergarten.

Eligibility Criteria

What are the scores a student must achieve to be considered ineligible for ELD services?

Grade Level	Minimum Domain Score	Minimum Composite Score
Kindergarten (through December 31 and TK students in May and June)	5 (listening and speaking)	5 oral language
Kindergarten (beginning January 1) and Grade 1	4 (all domains)	4.5 (overall)
Grades 2 through 12	4 (all domains)	5 (overall)

CEDARS

How do we get scores into CEDARS?

Similar to previous years, districts will input scores from the screener into CEDARS via their Student Information System. However, the kindergarten screener scores are not available electronically to complete a bulk upload. These scores will need to be input locally as individual scores.

Updated: September 7, 2023

Updated CEDARS Reporting Requirements:

<https://www.ospi.k12.wa.us/sites/default/files/public/elpa21/pubdocs/CEDARSReportingforWIDAScreener.pdf>

Testing Window

What is the testing window for screener?

RCW requires students to be identified for ELD services and begin receiving services within 10 days of enrolling and attending school.

Kindergarten Screening

Can we screen kindergarten students in speaking and listening only?

Yes. From the beginning of the school year until December 31, kindergarten students should only take the Listening and Speaking domains of the WIDA Kindergarten Screener. From January 1 to the end of their Kindergarten year, students will take all four domains.

What test do we use for our TK students?

The Kindergarten Screener is for all potentially eligible TK and Kindergarten students who need to be screened. However, TK students complete the screener between May 1 and the end of their TK year. TK students will only complete the listening and speaking portions of the screener. Their eligibility criteria is the same as Kindergarten students completing only Listening and Speaking.

Where is the Score Calculator for Kindergarten Screener?

The calculator can be found here: <https://wida.wisc.edu/assess/screener/kindergarten/calculator>

How do I input Kindergarten Screener Scores in WIDA AMS?

The Kindergarten Screener is not administered through WIDA AMS, so there is no way to include the kindergarten screener scores in that platform. Scores must be reported in your local SIS and CEDARS.

How many Kindergarten students can we test together?

The Kindergarten Screener is administered individually, so there should be only one student testing at a time.