



WASHINGTON
COMPREHENSIVE ASSESSMENT PROGRAM



Quick Start User Guide

District Test Coordinators Guide

2018-19

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Prepared by the OSPI Assessment Analysts and Assessment Operations Teams

Available on the [WCAP Portal](http://wa.portal.airast.org): <http://wa.portal.airast.org>

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

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Section I: Quick Start

OVERVIEW

The intention of this quick start guide is to provide District Test Coordinators (DCs) with information in support of the DC role. It also will provide details on OSPI and vendor systems, including how to access them. Additionally, this document will detail out the available training resources for the various areas of state testing.

This manual is not comprehensive of all components of the assessment program.

ROLES AND RESPONSIBILITIES

The ability of the Washington Comprehensive Assessment Program (WCAP) to function effectively and fulfill the goals of schools, state, and federal agencies relies on a well-structured hierarchy of roles. The duties of the DC range from broad oversight of district testing to supporting the needs of individual students. This means that DCs must establish a system to balance these responsibilities, while remaining involved in each aspect of state testing. Moreover, ensuring there are trained staff to support you within the district and at the school level is fundamental to the position. The [Professional Standards and Security, Incident, and Reporting Guidelines](#) (PIRG) provides detailed information in support of each user role. **Table 1** below describes the different user roles and also gives a high level overview of the primary responsibilities.

Table 1

User Role	Description
District Test Coordinator (DC)	A DC provides general oversight for all administration activities, and duties range from a broad oversight of testing to the needs of individual students. DCs establish a system to balance responsibilities, and ensure that DAs, SCs, and TAs are trained regarding the state assessment administration, security policies, and procedures. For a detailed list of duties, see the PIRG.
District Administrator (DA)	DAs support the activities outlined by the DC. System and application permissions of a DA mirror that of a DC. The DC is responsible for outlining the activities that a DA will support, and for providing the necessary training. See the PIRG for a detailed list of DA duties.
School Test Coordinator (SC)	Under direction from the DC, SCs provide general oversight for all administration activities in their school and for all TAs. For more information on SC responsibilities and duties, see the PIRG.
Test Administrator (TA)	TAs administer tests, and DCs and SCs are required to ensure that TAs are trained prior to administering state assessments and have a clear understanding of testing protocols and security policies prior to administering any of the tests. See the PIRG for a detailed list of TA duties.

State Assessment Flowchart



This flowchart includes the 2018-19 assessments at the top, and circle of DC tasks throughout the year. The Fall administration includes Smarter Balanced and WA-AIM. The Spring administration includes WA-AIM, ELPA21, Smarter and WCAS. Consider your schedule for the following activities **1)** creating test security and building plans, **2)** administering practice and training tests and interims, **3)** verifying student Pre-ID and accessibility features, **4)** ordering necessary paper testing materials, **5)** implementing training for summative testing and security, **6)** submitting incidents and appeals during the summative administration, **7)** monitoring testing activity and verifying student completion rates, **8)** returning secure test materials, **9)** completing participation codes in TIDE, **10)** submitting reporting documents in ARMS, including DASR, **11)** reviewing preliminary score results, and **12)** reporting final results.

RESOURCES

Washington Comprehensive Assessment Program (WCAP) Portal

Additional test and administration resources can be found on the [WCAP Portal](#), under the Test Coordinator User Card, [Test Coordinator Resources folder](#). Updates for 2018-19 will be posted as they become available.

- **General Information subfolder—**
Achievement level descriptors, assessment blueprints, Test Administrator (TA) classroom resources, communication resources, data guidelines, forms and reports, and schedules.
- **User Guides and Manuals subfolder—**
TIDE User Guide, TA User Guide, AVA User Guide, AIR Ways User Guide, ORS User Guide, GTSA, PIRG, TCM, TAMs, TA Scripts, Translated Directions, and additional related documentation.
- **Modules subfolder—**
Training PowerPoints for DC and TA and Scoring information, CAT, TIDE, TDS, AVA, AIR Ways, and ORS modules. Please visit the Washington Assessment Management System (WAMS) for audio (mp4) files of training modules.
- **Monthly Assessment Webinars—Recorded Audio and** PowerPoint versions of these webinars are located in the Modules subfolder. Questions are collected during the broadcast and Q&A documents are posted with each webinar.
- The [WCAP Portal](#) also displays current announcements, but these should not replace the Washington Assessment Weekly (WAW) and webinars.

New information and upcoming changes are communicated through the:

WASHINGTON ASSESSMENT WEEKLY (WAW)

This publication is used to communicate state assessment and policy information. It is distributed by the Assessment Operations office to all DCs and District Administrators (DAs). DCs are encouraged to establish an internal process

for sharing information with other school and district staff, as the information pertains to 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. 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:

WASHINGTON ASSESSMENT MANAGEMENT SYSTEM (WAMS)

The **Profile** tab collects DCs, DAs, and Program Coordinators' contact information and shipping address for the delivery of secure testing materials and reporting documents. Please be sure to keep the information in this tab up to date as any changes in staffing these roles occur.

The **Assessment Operations** tab allows users to lookup school codes and contains the Test Materials, Pre-ID, and File Downloads tabs.

The **Pre-ID** tab is used to identify students receiving services and registration of alternate testing locations. In addition at the beginning of the 2018-2019 school year, there will be several pages under this tab to use for sending students to testing platforms until the Comprehensive Education Data and Research System (CEDARS) goes live. The instructions for using

these pages can be found on the pages in WAMS. These pages and processes are:

- Under **Nightly File Extracts** you can [Send a Student to TIDE](#) and [check the list of students](#) queued to be sent via this app. You can also search [SSID Issuance](#).
- Under **TIDE Pre-ID** you can use a [template to upload records](#) into TIDE. And indicate when you [switch to CEDARS](#) submissions.
- Under [Send Student to TS GOLD](#), you can complete student transfers in the GOLD platform via WAMS submissions.

The **File Downloads** tab is used to communicate pre-ID files, score results, training audio files, and other misc. resources.

The **Data Review** tab is used to review student enrollment for the spring test administration and the expected assessments students are to participate in.

CAA/CIA DATABASE

Also known as the Graduation database or Grad database. You can use this to track a High School student's progress towards graduation requirements. For more information:

- Click [graduation requirements](#)
- Click [graduation cut scores](#)
- Click [graduation toolkit](#)

REPORT CARD PREVIEW

Report Card Preview gives district level staff access to preliminary and unsuppressed data not intended for the public report card site. State-level data is available when [Report Card](#) is loaded.

GRADUATION ALTERNATIVES

The Graduation Alternatives application in EDS allows districts to submit and receive approval on certain waivers used for graduation alternatives.

WASHINGTON QUERY

Washington Query allows district level staff to view and sort student test scores and demographic data for their district. Demographic data can be disaggregated and summary reports

can be downloaded and printed. Student Individual Score Reports (ISRs) can be viewed and printed in Query.

ASSESSMENT REPORTING MANAGEMENT SYSTEM (ARMS)

This is the location where districts will complete reports for state testing. Forms and reports available in ARMS:

- District Administration and Security Report
- Medical Exemption
- Modified Test Schedule
- Test Incident Report
- Test Material Variance Report
- Test Question Ambiguity Report
- School Site Administration & Security Report

Washington State Report Card

The [Washington State Report Card](#) is the OSPI public-facing reporting site. It is updated annually (usually mid to late August) and provides parents, educators, policymakers, researchers and other stakeholders in Washington State with information about K–12 public schools. It includes demographic information about students at the school, district, and state levels and data about student achievement on statewide assessments. It also provides information about teachers, administrators, and other school staff.

In order to protect student privacy, aggregate data that could be used to identify an individual student must be withheld. For more information on suppression, please review the [Suppression Overview](#) document.

- For additional information, review the [Frequently Asked Questions](#) link, which is located on the bottom of the [Report Card](#) screen.

District and school personnel contact the DC directly with questions regarding district level data. If DCs or trained DAs have questions, please contact the OSPI Assessment Analysts: 360-725-6109, assessmentanalysts@k12.wa.us.

Secure File Transfer Protocol (Sftp)

Student information is confidential, and therefore any documentation containing student information must be delivered securely. This requires a secure system for districts to pass files to or receive information from the state.

It is important that you contact OSPI to request an account before setting up this software. In order to configure the software you will need specific account information and a password. Passwords can only be obtained from OSPI.

- For general information and set-up instructions, download the user guide from WAMS > Assessment Operations > File Downloads > 2019 Administration > 1. WCAS - Smarter > SFTP Resources.

ESTABLISHING ACCESS TO EDIRECT FOR WA-AIM

eDIRECT is the user and test management component of the WA-AIM Data Collection Platform, which is maintained by our WA-AIM vendor Data Recognition Corporation (DRC) . In order to access the Data Collection Platform, all DC, SC, or TA users must be added in eDIRECT.

OSPI provides DC accounts to DRC, DRC creates user accounts for DCs, and DCs create accounts for SCs and TAs. The eDirect system allows users access links to program tools, access to the data collection system, and provides information for the Washington Access to Instruction and Measurement (WA-AIM) program. To access program content, authorized personnel need to login to the secure website with their email address and password.

Once logged into eDIRECT, TAs (proctors) will be able to access the Data Collection Platform where WA-AIM assessments are documented and submitted.

ESTABLISHING ACCESS TO TS GOLD FOR WAKIDS

TS Gold is the online platform that educators use to administer and deliver the WaKIDS assessment to kindergarten students.

The DDSM will establish access for teachers and administrators to Teaching Strategies GOLD. The DDSM can manage users from the ADMINISTRATION tab in TS Gold. From the Manage Users screen they can Add New Administrators, assign access levels, lookup login history, and change or reset passwords. New users will receive an email with a username and password from the email address Implementation@TeachingStrategies.com which they will use to log into the system.

ESTABLISHING ACCESS TO AIR SYSTEMS

American Institutes for Research (AIR) is the online test vendor for our ELA, Math, Science, and English Language Proficiency exams. AIR has multiple applications that support these assessments.

User Guides and Manuals are available for each AIR application system on the [WCAP portal](#). For access to AIR systems, work with your DDSM to make sure your DC role is properly updated within EDS. Your DC role within EDS permits access to the AIR systems. If your EDS role is correct, but you still do not have the access you will need to contact the Assessment Analysts. OSPI manages the DC and DA user roles only. It is the DC/DAs responsibility to manage and maintain user roles for district/school personnel. Technical support for AIR systems is available through the WA helpdesk.

Test Information Distribution Engine (TIDE)

TIDE is used to manage student information and user accounts for all of Washington's state assessments.

OSPI sends CEDARS enrolled students to TIDE on a nightly basis. Students must have a record in

TIDE in order to participate in state assessments. The only way a student can have a record in TIDE is if a record with a valid, unique State Student Identifier (SSID) is sent from CEDARS to TIDE. For the ELPA21 Screener assessment only, students may have a temporary ID created in TIDE, so they can be assessed prior to receiving their SSID.

- For more information, refer to the [TIDE User Guide](#) and [TIDE Module](#).

DCs will manage users (your staff) and student records in TIDE. Designating this role in TIDE will also delegate access to:

Online Reporting System (ORS)

ORS contains two major features: score reports, and reports and files. Score reports provide score data for each state test. Score report data can be compared between individual students and the school, district, and state overall scores. Reports and files provide summary statistics of students who tested in a selected subject and grade level. You can download student data files containing test scores and demographic information. ORS also provides information about performance on claims, targets, strands, domains, and interim assessment blocks.

- For more information, refer to the [ORS User Guide](#) and [ORS Module](#).

Test Delivery System (TDS)

TDS, which uses both a TA interface and a student interface, is where TAs will securely administer:

- Training tests – allows students to become familiar with item types, tools, and navigation of the online test system.
- Practice tests – mirrors the summative format and illustrate the range of test questions.
- Interim assessments – flexible, periodic tests, Interim Comprehensive Assessments (ICA) mirror the summative Smarter Balanced assessment, while Interim Assessment Blocks (IAB) give a more limited set of items specific to a certain claim in either ELA or Math.
- Summative assessments – the required assessment used for federal accountability

and graduation purposes. (Smarter Balanced ELA and Math, Washington Comprehensive Assessment of Science, and ELPA21 Annual.)

- ELPA21 Screener – the English language proficiency test used for placement in a district’s English Language Development program.
- For additional information, refer to the [TA User Guide](#), the [TA Interface Module](#), and the [Student Interface Module](#).

Assessment Viewing Application (AVA)

AVA is a component of TDS that allows users to view the Smarter Balanced (ELA and Math) interim assessments for administrative or instructional purposes. It provides users access to actual interim assessments before students are tested, and provides a greater understanding of the content being assessed and the time needed to complete an interim assessment. For additional information, refer to the [AVA User Guide](#) and [AVA Module](#).

AIR Ways

This system provides detailed information on student assessment performance reports for the Smarter Balanced (ELA and Math) interim assessments. AIR Ways provides data reports based on score data and performance level data. Score Data reports provide a quantitative measurement of student assessment performance. Performance Level Data provide qualitative measurements of student proficiency in relation to a particular standard or set of standards.

NEW for fall 2018: the Teacher Hand Scoring System (THSS) is now embedded in AIR Ways. THSS is used to score item responses from the interim tests that require human scoring. When students complete an interim assessment the hand-scored items are sent to the THSS part of AIR Ways where the TA will view student responses to items and enter scores or condition codes.

- For more information, refer to the [AIR Ways User Guide](#) and [AIR Ways Module](#).

Section II: Training Resource Overview

The below table lists the available training materials for individual systems or content and the location the resource can be found in. The rightmost column also includes if the material is required or optional for new DCs.

Training and Overview Table

Topic/System	Material	Location	Overview	Required
General Training	New DC & DA Training Module	WCAP Portal	General information to assist in training and preparation for state testing.	Optional
	ARMS Training Module			Required
	DC Training PowerPoint			Required
	TA Training PowerPoint			Optional
	Definitions and Acronyms			Optional
	Proctoring Practice & Training Tests			Optional
	TA Certification			Optional
Policy and Security	TCM	WCAP Portal	Details testing policy and security information.	Required
	PIRG			Required
Summative Test Design	ELA Blueprints	WCAP Portal	Describes the content of the assessments; describes the two parts of the summative assessment	Optional
	Math Blueprints			Optional
	CAT Module			Optional
	PT Module			Optional
Graduation	Graduation Toolkits	OSPI Web Site	Grad requirements for each class; alternative options.	Required
	Graduation Alternatives			Required

Interim Testing Table

Topic/System	Material	Location	Overview	Required
Interim Test Design	ELA Blueprints	WCAP Portal	Describes the content of the interim assessments.	Optional
	Math Blueprints			Optional
THSS	ELA Interim Scoring Module	WCAP Portal for PPTX	Information to assist in the hand scoring process of interim assessments.	Optional
	Math Training/Overview	WAMS for audio		Optional
	THSS Exemplar Materials	THSS Exemplar materials available within TIDE		Required
AVA	AVA User Guide	WCAP Portal for PPTX	Training on using AVA to view interim assessments.	Required
	AVA Module	WAMS for audio		Required
AIR Ways	AIR Ways User Guide	WCAP Portal for PPTX	Training on using AIR Ways to view assessment performance reports.	Required
	AIR Ways Module	WAMS for audio		Required

Summative Test Table

Topic/System	Material	Location	Overview	Required
Test Security & Building Plan	Test Security and Building Plan Template	WCAP Portal	Plan for addressing security concerns during testing.	Required
Student Data	SRMAAG SSID User Guide/Policy	WCAP Portal OSPI Website	Support documents detailing pre-ID, TIDE student records, participation codes, use of SSIDs.	Required
TIDE	TIDE User Guide TIDE Module	WCAP Portal for PPTX WAMS for audio	Training on using TIDE for material orders, student settings, user roles, submitting appeals.	Required Optional
Accessibility Features	GTSA Calculator/Device Policy	WCAP Portal	Details the available tools, supports and accommodations and their limitations.	Required
Pre-ID	WAMS Pre-ID WAMS Test Materials	EDS > WAMS	Identify students for testing and accommodated forms.	Required
Dates and Schedules	State Testing Timeline Additional Order Schedules AIR System Downtimes Important Dates	OSPI Website WCAP Portal	Dates for test window, material shipment, scores, events, system downtimes.	Required Optional Optional Optional

Test Administration Table

Topic/System	Material	Location	Overview	Required
TDS	TA User Guide TA/Student Interface Module New Features in TDS	WCAP Portal	Training on using and working within the system for online testing.	Required Optional Optional
Test Administration	TAM TA Script of Student Directions	WCAP Portal	Guidelines on administering assessments; verbatim script read during test sessions.	Required
Post Admin	Test Material Processing	WCAP Portal	How to return paper materials.	Required

Scores and Reporting Table

Topic/System	Material	Location	Overview	Required
ORS	ORS User Guide ORS Module	WCAP Portal for PPTX WAMS for audio	Training on using ORS to view score reports.	Required Optional
Scoring	Understanding SBA Scores Scoring/Reporting Factsheet Scale Scores	WCAP Portal OSPI Web Site EDS	Information on how to view scores; how the assessments are scored; what ranges scores fall within, & the graduation cut score.	Optional
State Report Card	Suppression Overview Report Card Preview	OSPI Web Site EDS	Information to better understand the state report card.	Optional Required

Section III: Customer Support

The following Assessment contacts, mailboxes, and phone numbers are listed for DCs and trained DAs.

Department	E-Mail	Phone	Description
Assessment Data and Other Student Information	assessmentanalysts@k12.wa.us	360-725-6109	<ul style="list-style-type: none"> ▪ Student data issues ▪ CAA/CIA Database ▪ TIDE (data flow) ▪ WAMS/QUERY/Report Card/Report Card Preview
Assessment Graduation Alternatives	Graduation.alternatives@k12.wa.us LAA@k12.wa.us lesley.klenk@k12.wa.us	360-725-6393 360-725-6223	<ul style="list-style-type: none"> ▪ LDC/LAA procedures and policy ▪ Grades comparison ▪ LDA/LDC ▪ College Admission AP/IB tests ▪ Assessment Waivers
Assessment Development	Director: anton.jackson@k12.wa.us	360-725-6291	<ul style="list-style-type: none"> ▪ Smarter Balanced and WCAS
	ELA Specialist: shelley.odell@k12.wa.us	360-725-6113	<ul style="list-style-type: none"> ▪ Smarter Balanced English language arts/literacy (ELA) ▪ Summative and interim assessments ▪ Digital library
	Math Specialist: kristin.boline@k12.wa.us	360-725-6437	<ul style="list-style-type: none"> ▪ Smarter Balanced Math ▪ Summative and interim assessments ▪ Digital library
	Science Lead: dawn.cope@k12.wa.us science@k12.wa.us	360-725-4989	<ul style="list-style-type: none"> ▪ Washington Comprehensive Assessment of Science (WCAS)
Assessment Operations	assessment@k12.wa.us	800-725-4311, press option 3 360-725-6348	<ul style="list-style-type: none"> ▪ Administration procedures, questions, policy, issues (Smarter Balanced , WCAS, ELPA21) ▪ Parent Requests to View & Score Appeals ▪ WCAP Portal ▪ WAMS ▪ ARMS ▪ AIR Systems: TIDE, TDS, ORS
	kimberly.derousie@k12.wa.us	360-725-6353 (W) 360-870-4860 (C)	<ul style="list-style-type: none"> ▪ Assessment communications issues ▪ Medical Exemptions ▪ Modified Testing Schedule Requests ▪ Testing Incidents and Security
Bilingual Migrant Education	terrie.beckman@k12.wa.us	360-725-6147	<ul style="list-style-type: none"> ▪ Policy issues
ELPA21	ELPA21@k12.wa.us Leslie.Huff@k12.wa.us	360-725-6338	<ul style="list-style-type: none"> ▪ ELPA21 Policy, Training, & Reports for annual/screener
	assessment@k12.wa.us kimberly.derousie@k12.wa.us	360-725-6348 (W) 360-870-4860 (C)	<ul style="list-style-type: none"> ▪ Test operations, irregularities, security, scoring alerts, WAMS, contact Information
Graduation Requirements	gradreq@k12.wa.us	360-725-6032	<ul style="list-style-type: none"> ▪ Graduation Requirements ▪ State policy/education laws
OSPI Customer Support	customersupport@k12.wa.us	800-725-4311	<ul style="list-style-type: none"> ▪ CEDARS/EDS Issues ▪ Contact DDSM for Account Permissions
OSPI-Developed Assessments	Arts: anne.banks@k12.wa.us	360-725-4966	<ul style="list-style-type: none"> ▪ OSPI Developed Arts performance Assessments
	Educational Technology: dennis.small@k12.wa.us	360-725-6384	<ul style="list-style-type: none"> ▪ OSPI-Developed Assessments for Educational Technology
	Health & Fitness: ken.turner@k12.wa.us	360-725-4977	<ul style="list-style-type: none"> ▪ OSPI-Developed Assessments for Health & Fitness
	Social Studies: carol.coe@k12.wa.us	360-725-6351	<ul style="list-style-type: none"> ▪ OSPI-Developed Assessments for Social Studies
Special Education	speced@k12.wa.us	360-725-6075	<ul style="list-style-type: none"> ▪ State & federal laws regarding provisions of special education services, including IDEA
Transcripts	information@k12.wa.us		<ul style="list-style-type: none"> ▪ Transcripts
WA-AIM	wa.aim@k12.wa.us toni.wheeler@k12.wa.us	360-725-6089	<ul style="list-style-type: none"> ▪ Alternate Assessment for students with significant cognitive challenges
WaKIDS	wakids@k12.wa.us amber.havens@k12.wa.us	360-725-6180	<ul style="list-style-type: none"> ▪ Washington Kindergarten Inventory of Developing Skills– ▪ Policy issues

Section IV: Revision Log

Updates to the user guide after August 1, 2018 are noted below.

Page	Section	Description of Revision	Date of Revision