

LWSD ELPA21 ANNUAL ASSESSMENT 2021-22 SCHOOL YEAR
LETTER OF UNDERSTANDING
BETWEEN
LAKE WASHINGTON SCHOOL DISTRICT NO. 414
AND
LAKE WASHINGTON EDUCATION ASSOCIATION

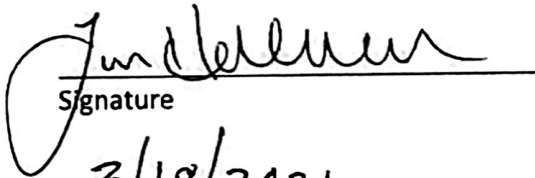
1. Every English Learner (EL) teacher regardless of whether they can test in person will communicate with families and building leadership to establish testing space configuration and time(s) for testing students at each site.
 - a. English Learner teachers will administer the language assessment to students accessing in-person instruction.
 - b. English learner teachers will invite students who are continuing in remote instruction to take the language assessment.
 - c. English Learner teachers will schedule testing appointments for students.
2. EL teachers who can test students in-person, per CDC guidelines, will administer the annual language assessment to students during the testing window.
 - a. The ELPA21 and/or the WIDA test administration training will be completed by the Test Administrator prior to test administration.
 - b. EL instruction may be paused to complete assessments if necessary. EL services should continue to be provided to the extent possible, prioritizing services for Newcomers and Long Term ELs.
 - c. EL teachers who administer the assessment will receive compensation for displaced planning if testing impacts planning time. Teachers will complete a timecard for this time and will be reimbursed at the timecard rate. Buildings will be provided with a budget number from Intervention Services.
 - d. If asked to test at an additional school site, the Test Administrator will receive compensation of up to three (3) hours at the timecard rate to collaborate with the other building to schedule testing. Buildings will be provided with a budget number from Intervention Services.
3. EL teachers who are not able to access students will continue with EL services and support the assigned Test Administrator with scheduling.
 - a. EL teachers who are not able to access will collaborate with the assigned Test Administrator to develop a testing schedule that aligns with the Test Administrator's schedule.
 - b. EL teachers who are not able to assess will work with their building administrator to identify the testing window and a secure testing location.
 - c. If asked to test at an additional school site, EL teachers will receive compensation of up to three (3) hours at the timecard rate for time spent collaborating with the other building to schedule testing. Buildings will be provided with a budget number from Intervention Services.
4. Each Test Administrator will work with building administrators to develop a testing plan which adheres to the requirements in the COVID Safety Plan.
 - a. EL teachers will work with their building administrators and COVID19 Supervisor to designate appropriate testing location(s) following the COVID Safety Plan.

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- b. If the building EL teacher is unable to complete in-person assessment, the building EL team will work with building administration to find an alternate approved Test Administrator to ensure testing is completed within the testing window.

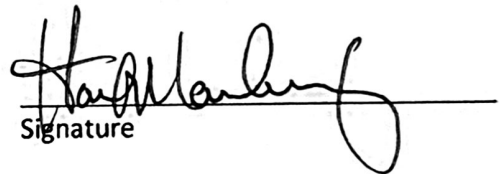
AGREED:

For the District


Signature

3/18/2021
Date

For the Association


Signature

3/18/2021
Date

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Annual Language Assessment Administration FAQ

How long will the ELPA21 take per student?

- Estimated times by grade band below. This does not include time for directions, tech support, etc.

Estimated testing time for ELPA21 for all four domains

| Kindergarten | Grade 1 | Grade Band 2-3 | Grade Band 4-5 |
|--------------|------------|----------------|----------------|
| 76 Minutes | 69 Minutes | 95 Minutes | 108 Minutes |

How should I administer the test sections?

- We recommend that the test be administered in one sitting, all 4 sections (Speaking, Listening, Reading, Writing) to limit contact with students.

I am the only EL teacher at my building. How can I complete the test efficiently?

- One option is to combine testing effort with another building. (Example: buildings with one EL teacher may work with another building to collaborate and support with each other's testing, as needed.)
- Another option is to identify and utilize additional staff to support with testing. Please remember that any staff involved in administration must complete the required training and register as an approved Test Administrator.

How many students may I test at one time?

- Per health and safety guidelines, the test must be administered in groups of 15 or fewer with proper distancing. If you have additional questions, please contact your building COVID-19 Supervisor.

Is there a way that I can administer the test while continuing to provide services?

- If you have multiple EL teachers: you can divide up the tasks of testing and providing services at your building.
- Another option could be to designate day(s) during the week that are used for testing and maintaining EL instructional schedule on the other days.
- Utilize other staff to support with testing, as needed or appropriate.