



NORTH CAROLINA STUDENT INFORMATION SYSTEM

WIDA-ACCESS Placement Test (WAPT) **User Guide**

Last Updated: 02/13/2015



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Introduction

The World-Class Instructional Design and Assessment Consortium, otherwise known as the WIDA Consortium, provides the English Language Development standards and assessments that serve as the North Carolina Essential Standards.

The WIDA ACCESS Placement Test, also referenced as the W-APT, is administered to all initially enrolled language minority students. This test functions as a screener that is used for the initial assessment and Language Instruction Educational Program (LIEP) placement of students who are identified as limited English proficient (LEP). The annual test, ACCESS for ELLs® (Assessing Comprehension and Communication in English State-to-State for English Language Learners), is designed to satisfy the Elementary and Secondary Education Act, No Child Left Behind, requirements for Title III.

Federal and state policies require that all K–12 students identified as having a home language other than English through the Home Language Survey process upon initial enrollment be assessed for limited English language proficiency. The state instrument for identification of limited English proficient (LEP) students is the WIDA Access Placement Test (W-APT). The identification and the subsequent placement of LEP students in LIEP services are guided at the state level by the NCDPI Curriculum & Instruction Division. All students identified as limited English proficient must be administered the ACCESS for ELLs during the annual English language proficiency testing window.

Purposes of the W-APT

The W-APT serves four major purposes:

- To identify students who are limited English proficiency (LEP);
- To reclassify students as LEP who previously exited LEP identification (first semester only);
- As an Instructional Update to assess the academic English language proficiency level of an LEP student without recent W-APT or ACCESS for ELLs results from the current or previous school year to determine the appropriate level of instructional support and/or eligibility for state test accommodations;
- To guide the assignment of students in grades 1 through 12 who are identified as LEP to one of the three tiers used for annual English language proficiency testing.

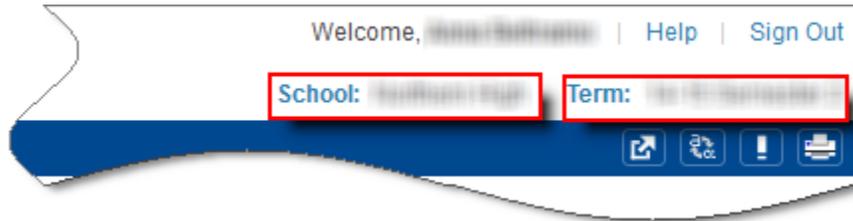
Contacts

For W-APT policy questions, email Michael Riles at michael.riles@dpi.nc.gov. Functionality related questions in PowerSchool should be directed to the [Home Base Support Center](#).

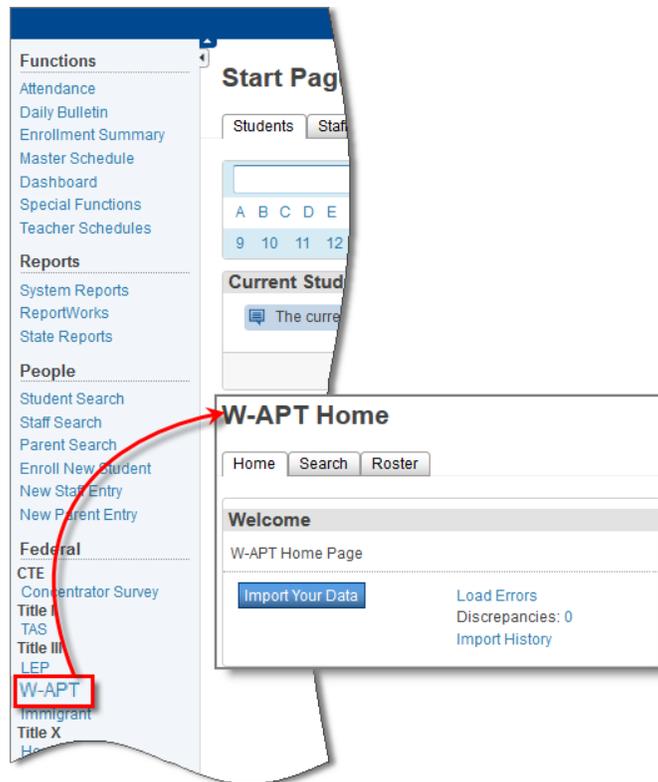
Accessing WAPT module

To access the WAPT module:

1. Access PowerSchool with your assigned credentials.
2. Select the appropriate **School** and **Term** values.



3. Under the **Federal** section, click **W-APT** link to access the **W-APT Home** screen.



Locating a Student

Important: Always search for a Student’s record first, before entering a new record.

On the **W-APT Home** screen, use the following steps to locate a student:

1. Click **Search** tab.
 - a. Under **Report Parameters**, use any filter combination from the drop-down menus to locate the Student’s record.
 - b. Click **Search**.

Matching Student records based on the filter selection are listed under **Results**.

The screenshot shows the 'W-APT Search' interface. At the top, there are tabs for 'Home', 'Search', and 'Roster'. The 'Search' tab is active. Below the tabs is the 'Report Parameters' section, which includes a dropdown for 'Enroll Status' (set to 'Active Students'), a 'Grade Span' dropdown (set to 'Kindergarten (1)'), a 'Test Date' field, a 'Test Administrator' field, a 'LEP Status' dropdown (set to 'Any'), and an 'Exception' dropdown (set to 'Any'). A 'Search' button is located at the bottom right of this section. Below the 'Report Parameters' is the 'Results' section, which contains buttons for 'Copy to clipboard', 'Save for Excel', 'Save to PDF', and 'Export All'. It also shows 'Showing 1 to 3 of 3 entries (filtered from 11 total entries)'. A table with the following columns is displayed: Edit/Details, Grade Span, Test Date, LEA Code, School Code, Test Administrator, Grade, First Name, Last Name, Student Number, DOB, and Exceptions. The table contains three rows of data.

Edit/Details	Grade Span	Test Date	LEA Code	School Code	Test Administrator	Grade	First Name	Last Name	Student Number	DOB	Exceptions
View	Kindergarten (1)	12/01/2014	000	000	00000000	0	0000	0000	0000000000	08/11/2009	
View	Kindergarten (1)	01/12/2015	000	000	0000	0	0000	000000	0000000000	07/03/2009	
View	Kindergarten (1)	06/06/2009									

2. Under **Results**, use the **Show** drop-down menu to limit the number of records per page. Use the navigation options on the bottom right of the screen to view complete filtered list.

This screenshot shows a portion of the 'Results' table. The table has columns for 'View', 'Grade Span', 'Test Date', 'LEA Code', 'School Code', 'Test Administrator', 'Grade', 'First Name', 'Last Name', 'Student Number', 'DOB', and 'Exceptions'. The first three rows are visible. Below the table, there is a 'Show 10 entries' dropdown menu and a set of navigation buttons: 'First', 'Previous', '1', '2', 'Next', and 'Last'. The '1' and '2' buttons are highlighted.

View	Kindergarten (2)	12/01/2014	000	000	0000						
View	Kindergarten (2)	12/01/2014	000	000	0000	1	000	0000	00000000	02/23/2008	
View	Kindergarten (2)	12/01/2014	000	000	0000	1	000	0000	00000000	02/23/2008	

Extracting student records

The view function allows the user to see details of the student’s test administration (i.e., raw scores, proficiency level, LEP status, test date, and test administrator).

Copy to Clipboard

1. Click copy to clipboard.

Note: This function will only copy the records listed on the current screen. To export all records, increase the entries as stated in [Step 2](#) of the previous section or use the [Export All](#) function on page 5.

2. Click **OK** button to confirm copy function of filtered records.
3. Open Excel Worksheet and paste copied contents.

The screenshot illustrates the process of copying student records. It shows the 'Results' window with a table of data. A red arrow points to the 'Copy to clipboard' button. Another red arrow points to the 'OK' button in a dialog box that says 'Copied 10 rows to the clipboard'. A third red arrow points from the dialog box to an Excel spreadsheet titled 'Book1 - Microsoft Excel' which contains the copied data.

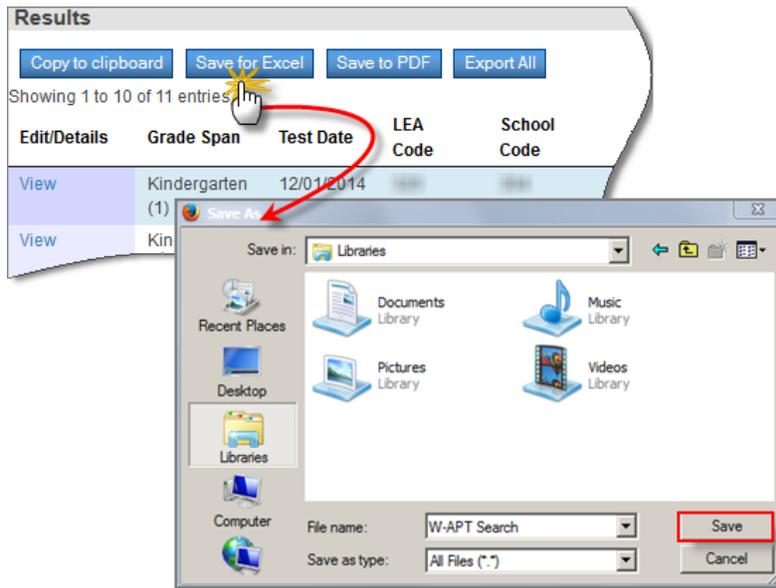
	A	B	C	D	E	F	G	H	I	J	K	L
	Edit/Details	Grade Span	Test Date	LEA Code	School Code	Test Administrator	Grade	First Name	Last Name	Student Number	DOB	Exceptions
1	View	Kindergarten (1)	12/1/2014	000	000	000000000	0	00000	00000	000000000	8/11/2009	
2	View	Kindergarten (1)	1/12/2015	000	000	000000000	0	00000	000000000	000000000	7/3/2009	
3	View	Kindergarten (1)	12/8/2014	000	000	000000000	0	00000	000000000	000000000	6/6/2009	
4	View	Kindergarten (2)	12/1/2014	000	000	000000000	1	00000	00000	000000000	2/23/2008	
5	View	Kindergarten (2)	12/1/2014	000	000	000000000	1	00000	00000	000000000	2/23/2008	
6	View	Kindergarten (2)	12/1/2014	000	000	000000000	1	00000	00000	000000000	2/23/2008	
7	View	Kindergarten (2)	12/1/2014	000	000	000000000	1	00000	00000	000000000	2/23/2008	
8	View	Kindergarten (2)	12/1/2014	000	000	000000000	1	00000	00000	000000000	2/23/2008	
9	View	Kindergarten (2)	12/1/2014	000	000	000000000	1	00000	00000	000000000	2/23/2008	
10	View	Kindergarten (2)	12/1/2014	000	000	000000000	1	00000	00000	000000000	2/23/2008	
11	View	Kindergarten (2)	12/1/2014	000	000	000000000	1	00000	00000	000000000	2/23/2008	

Save for Excel

1. Click **Save for Excel**.

Note: This function will only copy the records listed on the current screen. To export all records, increase the entries as stated in [Step 2](#) of the previous section or use the [Export All](#) function on page 5.

2. At the **Save As** window, click **Save** to save in Excel format.

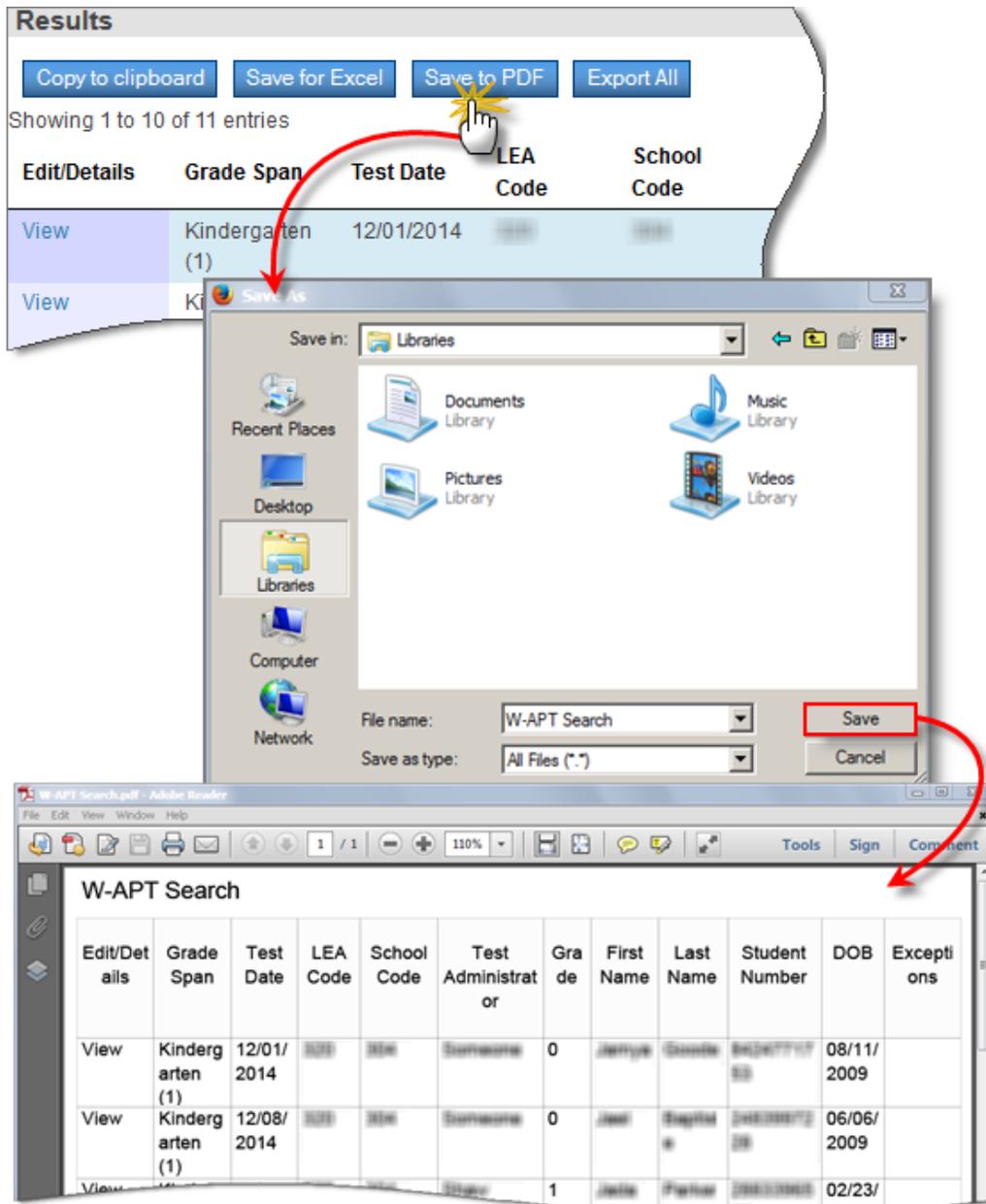


Save to PDF

1. Click **Save for PDF**.

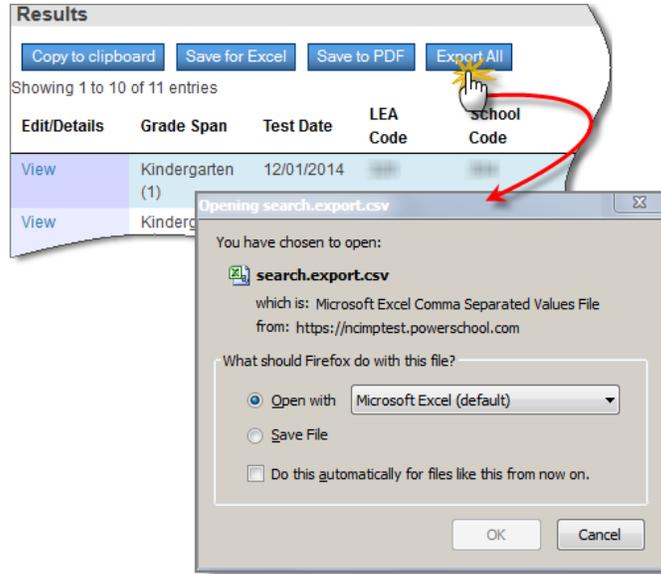
Note: This function will only copy the records listed on the current screen. To export all records, increase the entries as stated in [Step 2](#) of the previous section or use the [Export All](#) function on page 5.

2. At the **Save As** window, click **Save** to save in PDF format.



Export All

1. Click **Export All**.
2. Select the appropriate radio button to export and access filtered Student records from PowerSchool

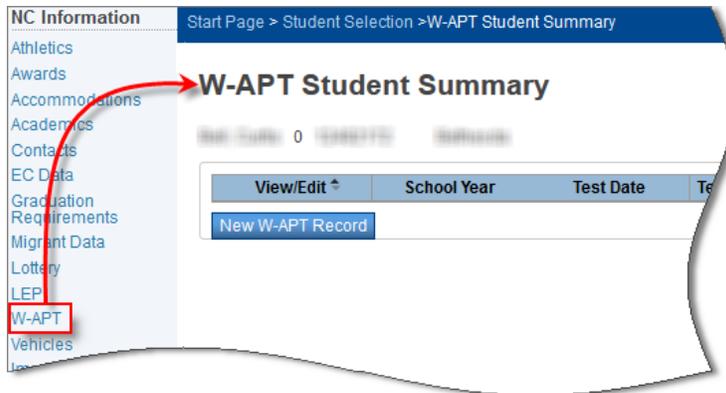


Entering Individual W-APT Test Scores

Use the steps below to enter W-APT test score in a student record:

Navigation: Start Page → Select Student → **NC Information** section

1. At the Start Page, click **Student** tab and locate the student to be added. For additional information on using various search options, refer to the **Student Selections (QRD)** (located under http://www.nc-sis.org/student_information.html).
2. Under the **NC Information** section, click **W-APT** link.



3. Click **New W-APT Record** button to access the **W-APT Data Entry** screen.

The screenshot shows the 'W-APT Data Entry' form. It includes sections for 'Test Demographics' (Grade Span, Test Administered In, Classification, Test Date, School, Test Administrator, Gender, Race, Home Language), 'Composite Proficiency Level (CPL)' (CPL, Adjusted CPL, LEP Status, LEP Tier), and 'Immigrant' (Student Born Outside U.S., Country of Birth, Student between 3 and 21 Years old?, DOB, First Year in U.S. Schools, First Full School Year OUT of U.S. Schools, School Year Returned to U.S. Schools, Number of Years in US Schools, Immigrant Status).



Scores

Complete the following required fields:

- **Grade Span:** Select the appropriate grade span from the drop-down menu.

Note: Grade span must be entered first followed by test administered in order to get the appropriate test domains to appear to enter raw scores.

- **Test Administered in:** Select the appropriate Term. This field's values change based on the selection made in the **Grade Span** field.
- **Classification:**
 - Initial: Student has never been administered the W-APT because the student is:
 - New to NC (No Status)
 - Refused initial identification test (Historical ONLY)
 - Listed as NOM only.
 - Instructional Update: Student has LEP Status of "Current" but no LEP assessment results for more than 1 school year. A more current assessment for instructional placement is desired. Test results are for instructional placement ONLY and DO NOT change the LEP status from "Current." Appropriate documentation to support administering the W-APT as an Instructional Update should be retained at the LEA/charter.
 - Reclassification: Student has LEP Status of "Never" or "Exited." LEP team reviews student work/progress and determines that low achievement is the result of language proficiency, not solely other issues. Reclassification can only occur July 1 – December 31. Appropriate documentation to support administering the W-APT as an Instructional Update should be retained at the LEA/charter.

Important: You cannot manually change the Classification. The system does it automatically based on the student ID number.

Scores

W-APT Classification and LEP Status Information

The table below shows student’s eligibility to take the W-APT assessment and the impact of the W-APT Results (Never, Current) on the student’s LEP identification.

	LEP Status				No Status	
	Never	Exited	Current	Refused	No Previous Record	NOMS
Can take W-APT?	Y as Reclassification	Y as Reclassification	Y as Instructional Update	Y as Initial	Y as Initial	Y as Initial
W-APT Result = "Never"	Never <i>(Not LEP)</i>	Exited <i>Former LEP</i>	LEP	Never <i>(Not LEP)</i>	Never <i>(Not LEP)</i>	Never <i>(Not LEP)</i>
W-APT Result = "Current"	LEP	LEP	LEP	LEP	LEP	LEP

- **Test Date:** The date the student was administered the W-APT assessment.
- **Test Administrator:** Individual administering W-APT to student.
- **Home Language:** The language normally used by the individual or normally used by the parents of the child or youth. Trained school personnel must research this information to determine and document the student’s actual home language at the time of entry into U.S. schools.
 - Speaking Raw: Test domains that vary based upon the grade span and test administered in fields.
 - Listening Raw: Test domains that vary based upon the grade span and test administered in fields.
 - Reading: Test domains that vary based upon the grade span and test administered in fields.
 - Writing: Test domains that vary based upon the grade span and test administered in fields.
- **Student Born Outside U.S?:** Indicates whether the student was born outside of the continental United States and/or the Commonwealth of Puerto Rico.
- **First Year in U.S?:** The first school year that the student enrolled in a school within the United States.
- **Immigrant:** If a student meets these criteria and is not limited English proficient, adjust his/her immigrant status using the Immigrant function.

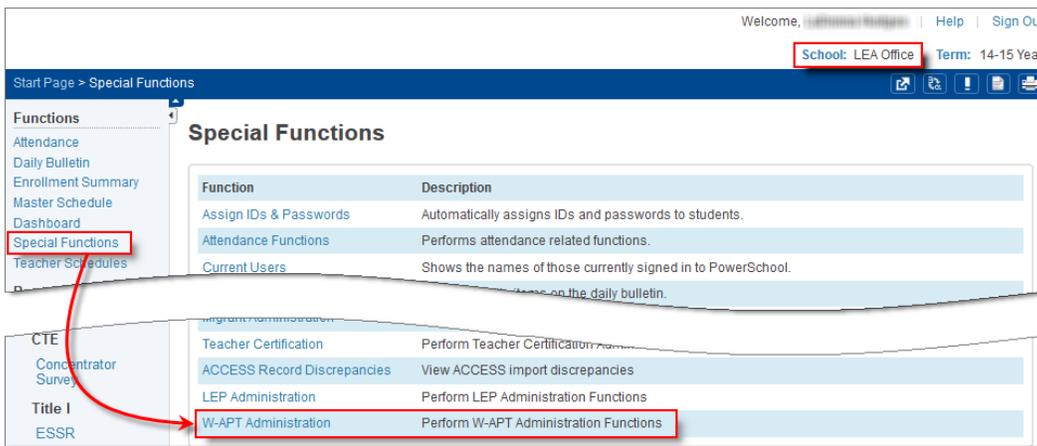
4. Click **Submit**.

Bulk Upload W-APT Test Scores

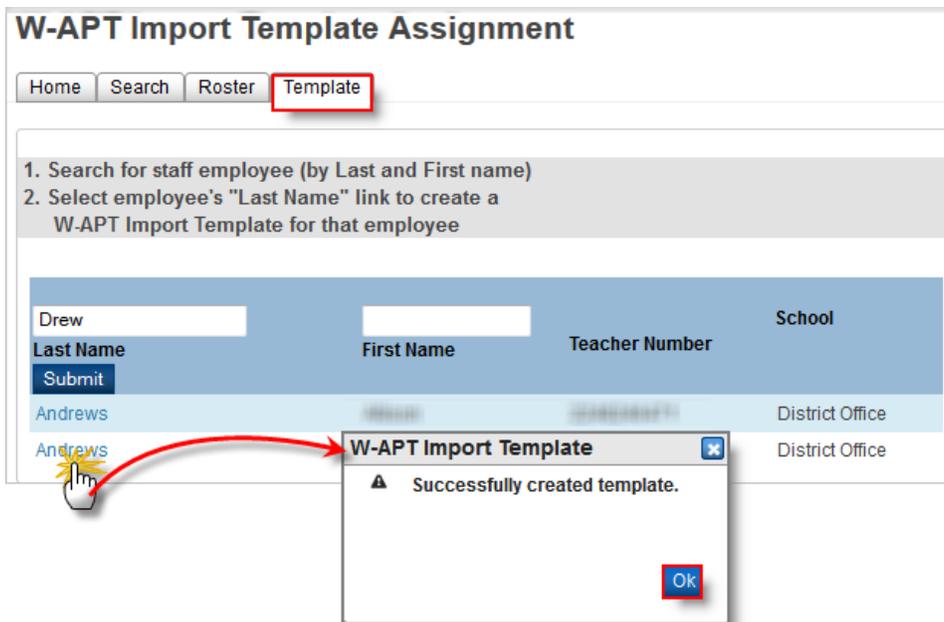
In order to perform a bulk upload, you must first import the Template at the LEA level for a staff member. A template assignment only has to be completed once per user.

Use the steps below to import the Template at the LEA level for a staff:

Navigation: Start Page → Set **school** to your LEA selection → **Functions** section → **Special Function** → **North Carolina Special Functions** section → **W-APT Administration**



1. At the **W-APT Import Template Assignment** screen, click **Template** tab.
 - a. Enter the Staff's first and/or last name to locate the staff record.
 - b. Click the last name of the appropriate staff.
 - c. Press **OK** at the confirmation window indicating successful template creation.



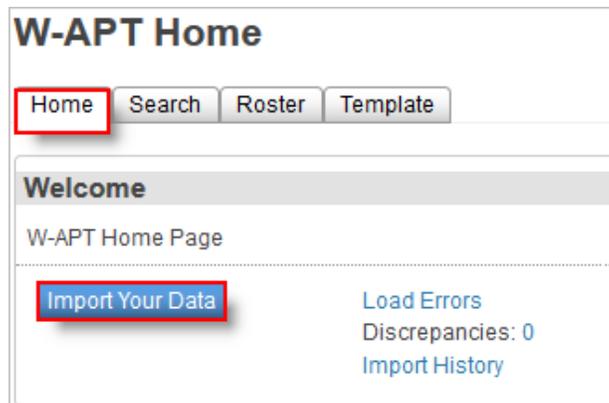
Note: Only associate a Staff to a template once before proceeding to Step 2.

Bulk Upload W-APT Test Scores

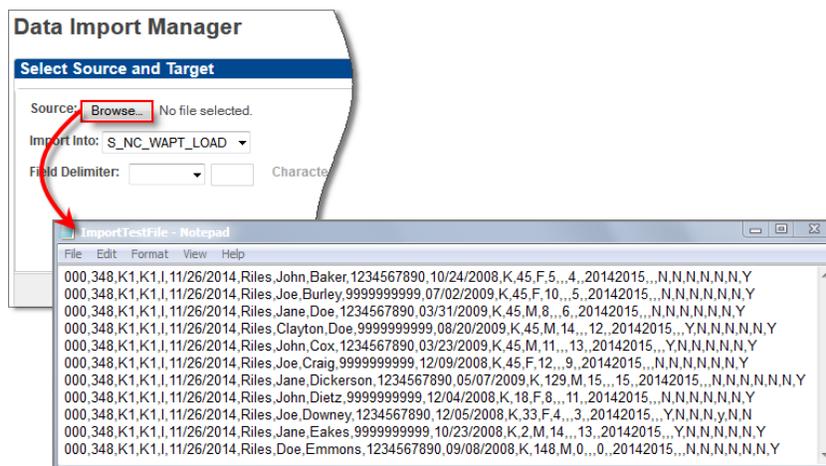
Note: The following message is displayed if you attempt to associate a template for a user with a previously created template.



2. Navigate back to the **W-APT Home** screen.
3. Click **Home** tab, followed by **Import Your Data** button.

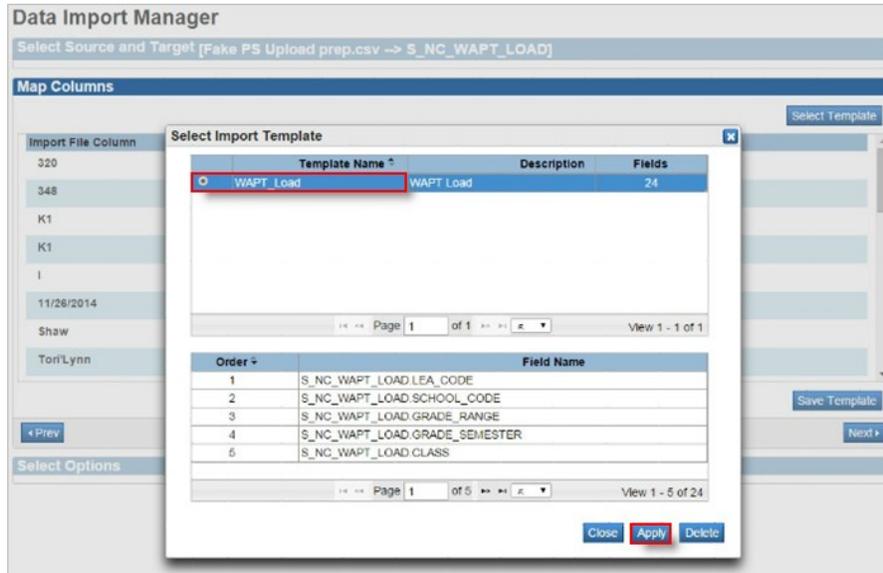


- a. At the **Source** field, locate and attach the file containing student information and scores. Refer to the [WAPT Bulk Load File Layout](#) on page 19 for file layout details.



- b. Import Into: Defaults to "S_NC_WAPT_LOAD".
- c. Select "Comma" from the **Field Delimiter** drop-down menu.

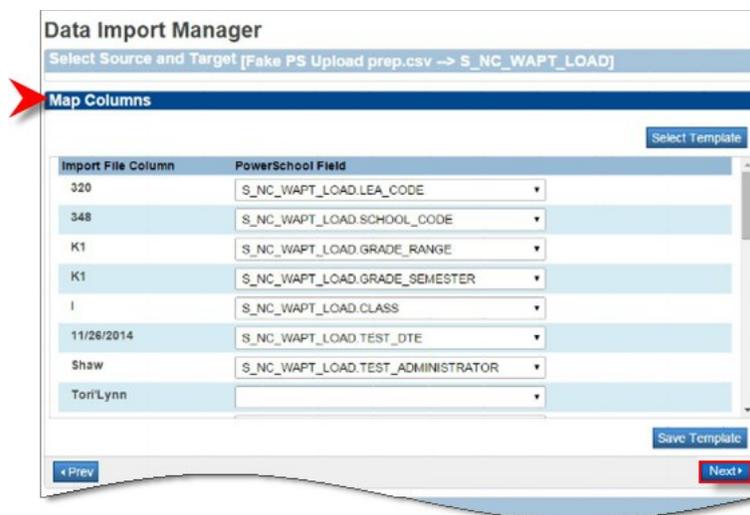
- d. Character Set: Defaults to "Windows Ansi".
 - e. Click **Next**.
4. On the **Select Import Template** window, select the **WAPT_Load** radio button.



- a. Click **Apply**.
- b. Click **Next** on the main screen.

5. At the **Map Columns** section, click **Next**.

Note: Do no adjust or modify the fields in the template.



6. Configure the **Select Options** section based on the uploaded file layout.

a. Click **Import**.

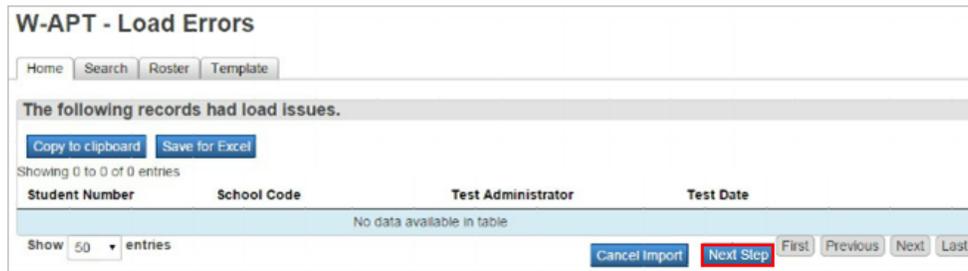
Note: The import process duration may vary based on the number of rows in the file.

The **Imported** section displays the import results of each row in the uploaded file. If the result shows:

- Success: Click **Next Step**.
- Failed: Click **Download Failed Records** to download and rectify errors. Repeat the upload process as detailed under [Step 3](#) on page 14.

Row #	Result
1	Insert
2	Insert
3	Insert
4	Insert
5	Insert
6	Insert
7	Insert
8	Insert
9	Insert
10	Insert
11	Insert

7. At the **W-APT – Load Error** screen, click **Next Step**.

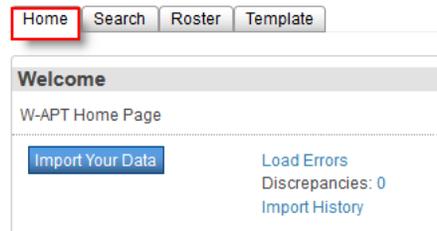


Note: Discrepancies will be listed under the **Discrepancies** tab.



8. Click **Finish** to return to **W-APT Home** screen.

W-APT Home



Note: To complete the Bulk Upload process, you must click **Finish**. Throughout the process, continue to click **Next** until you get the **Finish**.

Reports

The roster tab affords LEA users the ability to have a comprehensive view of W-APT test administered within the district in the current school year.

Use the steps below to import the Template at the LEA level for a staff:

Navigation: Start Page → Set **School** to your LEA selection → **Functions** section → **Special Function** → **North Carolina Special Functions** section → **W-APT Administration**

W-APT Roster

Home Search **Roster** Template

Copy to clipboard Save for Excel Save to PDF Export All

Grade Level: Select a grade level

Showing 1 to 10 of 345 entries

School Code	Student Number	Last Name	First Name	Home Language	Grade Span	Test Administered In	Classification	Test Date	Test Administrator	LEP Status	LEP Tier	Immigrant	Years In U.S. Schools
100	000000000	LOPEZ	YVON	Spanish	Grades 6-8	1st semester Grade 9	Reclassification	12/01/2014	L. Lopez	Current	C	0	4
100	000000000	LOPEZ	YVON	Spanish	Grades 1-2	1st semester Grade 3	Initial	09/08/2014	S. Lopez	Current	C	0	4
100	000000000	LOPEZ	YVON	Spanish	Grades 9-12	1st semester Grade 12	Initial	08/19/2014	L. Lopez	Current	B	0	4
100	000000000	LOPEZ	YVON	Spanish	Grades 9-12	1st semester Grade 12	Initial	09/05/2014	A. Lopez	Current	-	0	1

1. At the **W-APT Home** screen, click **Roster** tab.
2. Use the **Grade Level** drop-down menu to select the appropriate grade. Matching student records are listed based on the grade level selection.



WAPT Bulk Load File Layout

The W-APT Bulk Load file allows users to manage W-APT test administrations using a third-party application and mass load the scores into the PowerSchool system. A comma- or tab-delimited file must be created using the format available below.

File Data Element Name	Comment
LEA Code	i.e. 780
School Code	i.e. 300 (School which the student is registered)
Grade Span	Kindergarten (1) = "K1" Kindergarten (2) = "K2" Grades 1-2 = "1-2" Grades 3-5 = "3-5" Grades 6-8 = "6-8" Grades 9-12 = "912"
Grade Semester	1st semester K = "K1" 2nd semester K = "K2" 1st semester Grade 1 = "011" 2nd semester Grade 1 = "012" 1st semester Grade 2 = "021" 2nd semester Grade 2 = "022" 1st semester Grade 3 = "031" 2nd semester Grade 3 = "032" 1st semester Grade 4 = "041" 2nd semester Grade 4 = "042" 1st semester Grade 5 = "051" 2nd semester Grade 5 = "052" 1st semester Grade 6 = "061" 2nd semester Grade 6 = "062" 1st semester Grade 7 = "071" 2nd semester Grade 7 = "072" 1st semester Grade 8 = "081" 2nd semester Grade 8 = "082" 1st semester Grade 9 = "091" 2nd semester Grade 9 = "092" 1st semester Grade 10 = "101" 2nd semester Grade 10 = "102" 1st semester Grade 11 = "111" 2nd semester Grade 11 = "112" 1st semester Grade 12 = "121" 2nd semester Grade 12 = "122"
Classification	i.e. I, R (Initial, Reclassification, Instructional Update)
Test Date	MM/DD/YYYY
Test Admin	
Student First Name	
Student Last Name	
Student ID	Left pad id with 0 to 9 characters (i.e. 008000888)
DOB	MM/DD/YYYY



File Data Element Name	Comment
Grade	K , 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
Home Language	
Gender	i.e. F, M
Speaking Raw	From score sheet.
Writing Raw	From score sheet. Required for Kindergarten-second semester.
Writing PL	From score sheet. Required for non-Kindergarten Grades Spans.
Listening Raw	From score sheet.
Reading Raw	From score sheet. Required for all but Kindergarten-first semester.
First School Year in U.S. Schools	i.e. 20082009
Returned School Year to U.S. Schools	i.e. 20082009
School Year left from U.S. Schools	i.e. 20082009
Born Outside U.S.	i.e. Y, N
Hispanic	Y or N, one of the ethnicity/race fields is required to be Y
American Indian	Y or N, one of the ethnicity/race fields is required to be Y
Asian	Y or N, one of the ethnicity/race fields is required to be Y
Black	Y or N, one of the ethnicity/race fields is required to be Y
Pacific Islander	Y or N, one of the ethnicity/race fields is required to be Y
White	Y or N, one of the ethnicity/race fields is required to be Y

Security

CFDC is **confidential** and should be kept secure at ALL times. Reports, both electronic and in print, should be handled in a secure fashion.

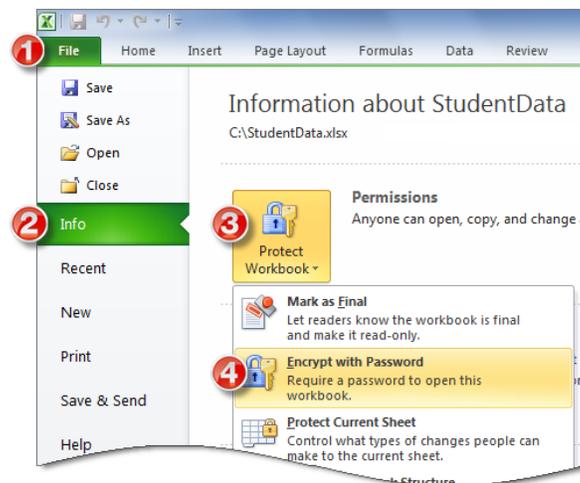
- **Printed Documents** should be hand delivered or sent via secure post. Delivery to appropriate person must be confirmed.
- **Electronic Excel Files with student identifiers** must be password protected.

Important: The steps to password protect the excel spreadsheet may vary based on the Microsoft Office Excel version you are using. Refer to <https://support.office.com> for instructions specific to the Microsoft Office Excel version you are using.

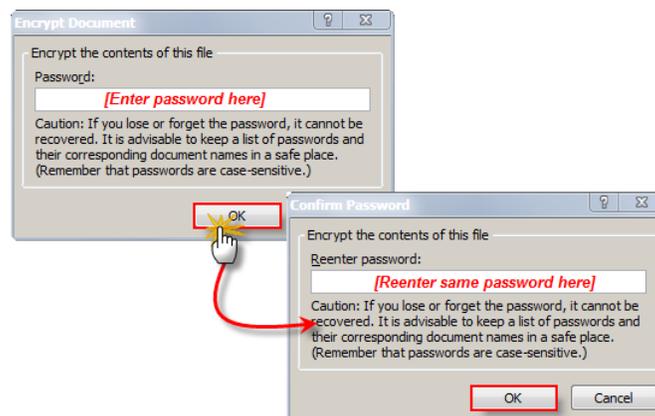
The steps below use MS Excel 2010 to password protect an excel spreadsheet.

1. From within the spreadsheet, navigate to:

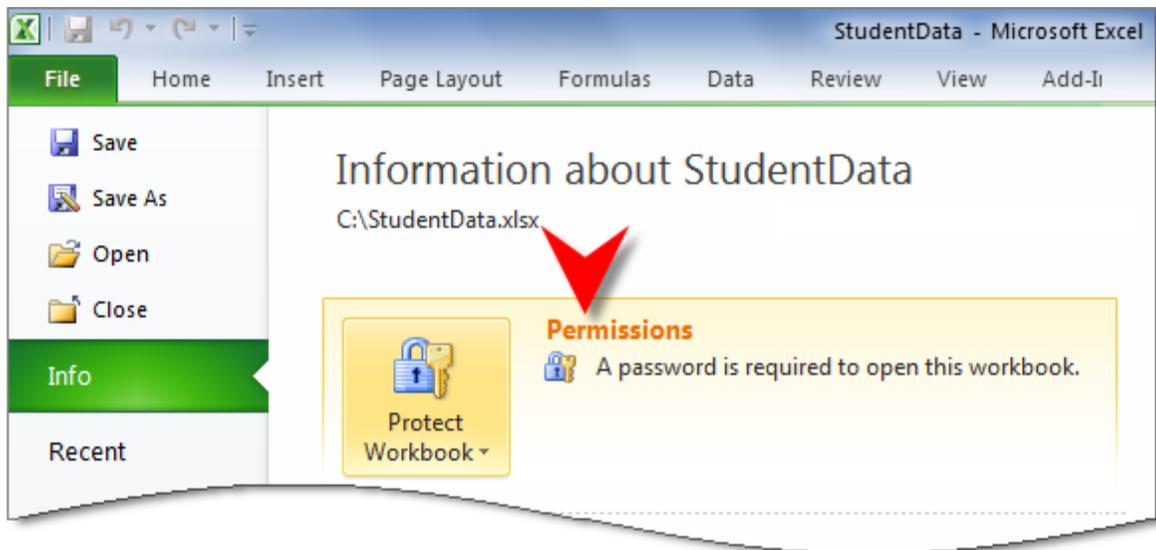
Navigation: File tab > Info menu > Permissions > Encrypt with Password.



- a. Enter and reenter password as directed. Click OK.



Permissions now indicate that a password is required to open this file.



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