

Please e-mail your building plan to Justine Palabrica by **September 13** for review and approval.

World Language Assessment 2025

Grades 7-12; \$10 fee

The World Language Assessment is a voluntary test of fluency in reading, writing, speaking and listening in a language other than English. Based on their level of proficiency, students can earn up to four high school credits and Seal of Biliteracy on their transcript and diploma.

School: _____

Administrator who will serve as School Coordinator: _____

Additional staff to receive communications about WLA: _____

SC Resources can be found on [Docushare](#)

1. Schedule:

- **POS Registration window: September 3 – October 25**
- Review the table below of your building's test dates
 - Depending on your registration numbers we may only need to use one day for testing
 - Rooms were confirmed in Spring 2023. Ensure your rooms have been reserved for the entire day

School	Date 1	Date 2	Room Reserved
Eisenhower	Thursday, December 5	Tuesday, December 10	EIS Library
Evergreen	Tuesday, November 19	Wednesday, December 4	EVG Library
Gateway	Thursday, December 5	Tuesday, December 10	GWY Library
Heatherwood	Wednesday, November 20	Thursday, December 12	HWD Library
North	Tuesday, December 3	Wednesday, December 11	NMS Library
Cascade	Tuesday, November 19	Wednesday, December 4	Upper East Gym
Everett	Thursday, November 21	Tuesday, December 3	B218 and EHS Library
Jackson	Wednesday, November 20	Wednesday, December 11	JHS Library and Portable 6
Sequoia	Tuesday, December 3		Room 108

1. **Training Plan.** Identify below, at least one on-site proctor (this can be the WLA school coordinator), who will be the on-site proctor in case of a last-minute need, and to provide bathroom breaks. The trainings below are required for those specified below.

Job Title	Name	Required Training Dates
WLA School Coordinator		11/04 @ 3:30pm
Onsite Proctor/s (WLA school coordinator, success coordinator, office staff, para)		11/04 @ 3:30pm

2. Test Security and Logistics

Activity	Person(s) Responsible
Numerous activities will need to be completed prior to the training date. The school coordinator is responsible for completing the activities on time. See checklist .	
Ensure office manager/treasurer send student registration forms to A&R each Friday.	
Ensure office manager/treasurer confirm testing roster with A&R prior to student testing.	
Report testing: scan paper tests and submit by end of testing day. ALTA exams: papertest@altalang.com ; Extempore: complete post-testing form	
Assist and oversee student oral phone interviews: Schedule and reserve location. ALTA phone interviews must be completed by December 20 .	
Receive student score reports and credit letters.	
Send home student score report and transcript letter within a week of receiving results from the district.	
File second copy of score report and transcript letter in student cum file within two weeks of receipt .	
Responsible for transcribing the credits in eSchoolPlus.	
Responsible for updating eSchoolPlus with proficiency status for student who have earned four credits by within two weeks of receipt .	
Responsible for running report from Cognos for students who qualify for a Seal of Biliteracy. (for high schools only)	
Responsible for sending list of eligible Seal of Biliteracy students to Academic office for congratulatory signed letter. (for high schools only)	
Responsible for distributing Seal of Biliteracy medals at or before commencement, and affixing seals to student diplomas. (for high schools only)	

3. Test Communication Plan. Please indicate your test communication plan. ***Please note: students must be fluent in ALL content areas of their requested language (Reading, Writing, Speaking, and Listening) before registering.***

Impacted Group	Communication(s)	Date(s)	Person Responsible
Students	<u>Registration window:</u> September 3 – October 25 Who should test (see above).		
Parents	Registration window. FAQ & flyer link in Newsletter.		
Teacher/Para Pros	FAQ and flyer. Who should test.		
Registrar	Student must complete student agreement before registration can be finalized.		
Custodians	Testing room location and noise consideration.		
Website Info	Updated calendar, include link to WLA assessment page. https://www.everettsd.org/Page/22317		

Building Plan completed by: _____
Your Name

If you have any questions, please contact Quiana Hennigan at x4057 or qhennigan@everettsd.org