

# Spotlight

## on Student Assessment and Accountability

October 12, 2017

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### Reporting WIDA Screener and Kindergarten W-APT Scores

Please remember, educators must enter WIDA Screener and Kindergarten WIDA ACCESS Placement Test (W-APT) scores into the OEAA Secure Site. This ensures a record of the student's screening is retained and is accessible to receiving districts in the event of a student transfer. This prevents the student from having to be rescreened.

For recently arrived English Learners (students in U.S. schools 12 months or less), the WIDA screener information is used as one possible validation point for students to receive exemptions from the English language arts portions of other state assessments (M-STEP, SAT, ACT WorkKeys).

As a reminder, scores for the Kindergarten W-APT are raw scores only. Kindergarten students do not receive proficiency level scores on a scale of 1-6, as students in grades 1-12 do on the WIDA Screener. Directions for downloading PDFs of the reports (no downloadable data file) from WIDA AMS are found in the [WIDA AMS User Guide](#) located on the [WIDA website](#) ([www.wida.us](http://www.wida.us)) under **Assessment** → **WIDA AMS**. These reports can be used for:

- entering screener scores into the OEAA Secure Site
- placement in the student's CA60 or permanent record files

Directions for entering these scores can be found by reviewing the [WIDA Screener and W-APT Score Entry](#) directions on the [OEAA Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)).



## 2018 WIDA Important Dates

The [Spring 2018 List of Important Dates](#) is available on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida). This list includes important dates and activities for the summative WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs assessments, as well as a list specific to the WIDA Screener and Kindergarten W-APT.

## Preparing Students for the WIDA ACCESS for ELLs 2.0

A number of resources are available on [WIDA's website](http://www.wida.us) (www.wida.us) to help educators and students become familiar with the WIDA ACCESS for ELLs 2.0 testing experience for both online and paper/pencil. These resources include:

- Student Handouts
- Online Speaking Guidance documents for educators
- Online Test Demo
- Interactive Sample Items for online testing
- Online Test Practice
- Paper-Based Sample Items
- Practice Speaking Questions for paper/pencil

Educators are strongly encouraged to review these resources with students.



**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

### Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

### Requesting Off-site Testing

Most schools participating in the state-provided test administrations in April 2018 will use their schools as the test location. However, if your school is a virtual school or if you want to administer the PSAT 8/9, PSAT 10, or SAT on the same day and don't have enough room in your school, you can request an off-site testing location. Schools using off-site testing for SAT will receive a test center code for each location.

These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. Here's how to request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.
2. Download and save the College Board Off-site Testing Plan spreadsheet that will be available no later than **October 26, 2017**.
3. Fill in the required cells in the **Questions** tab of the spreadsheet. Some required information includes name and address of the proposed testing location, off-site supervisor information, details on how materials will be kept secure during transport, and how the

site will meet seating and setup requirements. Use the **Instructions** tab in the spreadsheet for guidance.

4. Fill out the **Questions** tab for every off-site location your school needs by copying and pasting the **Questions** worksheet into a new tab.
5. Return the completed spreadsheet no later than midnight ET **December 15, 2017**.
6. The College Board will work with test supervisors requesting off-site testing locations to ensure the location meets the requirements. If necessary, they will contact test supervisors to make recommendations to improve security and will partner with the College Board to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.
7. Once approved, an email will be sent to the submitter communicating the approval, along with more information about administering at the off-site location. The SAT-specific test center code will be sent separately at a later date.

A few things to note about off-site testing:

- A Test Supervisor must be identified in the Educational Entity Master (EEM) at the AI (Attending Institution). Additionally, a unique off-site Test Supervisor must be identified for each off-site test location in the testing plan. A single person may oversee all

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assessments administered at an off-site location or a different off-site Test Supervisor may be identified for each assessment. While contact information for the off-site supervisors will not be captured or reflected in the EEM, the College Board will store this administration-specific information locally. All communications will be sent to the Test Supervisor at the AI, who should disseminate information as necessary.

- Pre-identification will be completed by the AI, not each off-site location. It is the responsibility of the off-site Test Supervisors to be aware of which students are testing at each location.
- Test materials will also be shipped to the AI location. The Test Supervisor at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site Test Supervisor at each testing location.

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Information on ACT WorkKeys® provided by the ACT®.

## Upcoming Manage Participation Process

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME). Schools are required to administer all three components: the ACT WorkKeys, the SAT, and the M-STEP science and social studies assessments.

The first step in the ACT WorkKeys assessment is to indicate your school's participation status and to select the preferred materials receipt dates during the Manage Participation process. An email from ACT will be sent the **week of October 30, 2017** to the WorkKeys Test Coordinator as designated in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)). The email will contain instructions on how to complete the Manage Participation process (previously referred to as the "establishment" process). If the WorkKeys Test Coordinator does not receive this

email by **November 6, 2017**, please contact ACT at the web page or phone number listed below.

The Manage Participation process will begin on **November 6, 2017**. All schools must confirm they are participating to receive test materials and administer the WorkKeys assessment.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244 between 9:30 AM and 6:00 PM ET
  - ♦ standard time: ext. 2800
  - ♦ accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

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## Important Dates

### Coming Next Week . . .

#### Wednesday, October 18, 2017, 10:00-11:00 AM:

- Technology Coordinator Training for spring assessments including **M-STEP, MI-Access, and Early Literacy and Mathematics**

Click [here to join](#) or look under **What's New** on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)), [MI-Access web page](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)), and the [Early Literacy and Mathematics web page](#) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath))

### October 2017

#### Now – October 27, 2017:

- **M-STEP Report Surveys:** Based on your role, please complete one of the following surveys by selecting the appropriate link and proceeding with the survey. You can also access the links on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **What's New**:
- [M-STEP Reports Survey 2017: Michigan's Dynamic Score Reporting Site](#) (for educators reviewing reports at a whole-school or district level)
- [M-STEP Reports Survey 2017: Michigan's Dynamic Score Reporting Site Classroom Teacher Survey](#) (for educators working in classrooms)

#### October 23 – November 21, 2017:

- **M-STEP, MI-Access FI, and WIDA Online Testing Waiver request window**

### November 2017

#### November 6 – 30, 2017:

- **ACT WorkKeys** Manage Participation window

#### November 15 – 16, 2017, 8:00 AM to 4:00 PM

- **WIDA 2-day workshop: Leading Schools for Language Learner Achievement** – REGISTRATION IS CLOSED

### December 2017

#### December 15, 2017, 9:00 AM to 12:00 PM

- **WIDA workshop: WIDA ACCESS Online Test Administration** – [To REGISTER](#) (<https://baameap.wufoo.com/forms/fall-2017-wida-registration/>)

#### December 15, 2017, 1:00 to 4:00 PM

- **WIDA workshop: WIDA ACCESS Paper/Pencil Test Administration** – [To REGISTER](#) (<https://baameap.wufoo.com/forms/fall-2017-wida-registration/>)

#### December 15, 2017

- Deadline to submit off-site testing plans for **SAT, PSAT 10, and PSAT 8/9**

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## Recently Asked Questions . . .

### What do I do if I have students who were not assessed with the WIDA Screener in the first 30 days?

Districts are federally required to make a decision about whether or not a student is an English Learner and should be receiving EL services within that time period. If districts are unable to make those determinations in a timely manner, they are out of compliance. This has potential negative consequences for students who are missing time receiving services and may negatively impact districts if they are monitored by a state or federal agency.

Districts concerned they are out of compliance must make all efforts to screen students and make determinations as quickly as possible.



#### Have Questions?

Email [BAA@michigan.gov](mailto:BAA@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

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