Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

December 15, 2016

Happy Holidays!

The Spotlight will resume January 5, 2017

W-APT Cycle II is Open

Cycle II of the WIDA ACCESS Placement Test (W-APT) opened Monday, December 5, 2016. The W-APT is the assessment that **MUST** be administered to any newly enrolling students who have one "yes" to either of the two Home Language Survey (HLS) questions (language spoken at home or the student's native language). As outlined in the Entrance and Exit Protocol, schools should include the HLS questions in their enrollment process for parents/guardians of newly enrolling students to complete.

All scores of students who were administered the W-APT must be entered into the Secure Site. Educators are also reminded that they must keep a hard copy of the student's W-APT scores in the student's permanent record file or CA-60, as well as enter scores in the Secure Site regardless of entrance into English Learner (EL) services or not. Directions for entering W-APT scores in the Secure Site can be found in the Pre-Identification of State Assessments document on the Secure Site Training web page (www.michigan. gov/securesitetraining) under **Pre-Identification/Student Search**. For questions pertaining to the Secure Site please contact the Call Center (select Option 3), or send an e-mail to baa@michigan.gov.

Key: supports and accommodations information

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Educators should be sure to review the MDE Common EL Entrance and Exit Protocol to ensure correct procedures are being followed for identifying students as English Learners (ELs). This document can be found on the MDE WIDA web page (www.michigan.gov/wida) under **General Information**. Please call the Special Populations Unit at 517-373-6066 with any questions related to the MDE Common EL Entrance and Exit Protocol.

WIDA Initial Material Order and Pre-ID Window Open

The Michigan Department of Education (MDE) has pre-identified, in the Secure Site, English learner (EL) students (grades K-12) for Spring 2017 WIDA ACCESS for ELLs testing using the Fall 2016 MSDS General Collection and Student Record Maintenance (SRM) files submitted through December 6, 2016.

This one-time pull is done for pre-identification purposes for students taking the summative WIDA ACCESS for ELLs. The Pre-ID Student Report is available to schools in the Secure Site (www.michigan.gov/baa-secure). It will be the responsibility of the district and/or school to update the Pre-ID Student Report by unassigning students who exit the district, and adding students who enroll or are newly identified as EL directly on the Secure Site.

All students identified by any district in an LEP program in MSDS are expected to take the WIDA ACCESS for ELLs or the Alternate ACCESS for ELLs.

The Initial Material Order screen to order WIDA Braille (contracted and uncontracted) and enlarged print is also available through **December 28, 2016**. All other material quantities will be based on pre-identification for those students taking a paper/pencil test. **It is**

IMPORTANT to make sure your pre-identification is accurate to ensure you receive the appropriate paper/pencil materials. Detailed instructions for pre-identification and material orders are available on the Secure Site Training web page (www.michigan.gov/securesitetraining).

WIDA Test Exceptions

The window for WIDA Test Exceptions is open now and runs through **January 26, 2017** in the Secure Site. This window is a period of time in which educators may request a waiver from the Spring 2017 WIDA ACCESS for ELLs 2.0 or the Alternate ACCESS for ELLs for some students with specific disabilities. All test exceptions must be applied for on an annual basis and approvals do not carry over from year-to-year.

For more information on WIDA Test Exceptions please refer to the WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Test Exceptions and False LEP Guidance document found on the MDE WIDA web page (www.michigan.gov/wida). Directions for submitting WIDA Test Exceptions can be found on the Secure Site Training web page (www.mi.gov/securesitetraining) under the **Miscellaneous** section. For questions about how to submit WIDA Exceptions, please contact the Call Center (select Option 3) or email baa@michigan.gov.

WIDA Guidance on Pre-ID, Initial Material Order, and Tier Selection

The assessment window for the WIDA ACCESS for ELLs 2.0 (Michigan's annual summative assessment for English Learners) opens **February 6, 2017** and ends **March 24, 2017**. In addition to this assessment,

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there also exists the opportunity for students with significant cognitive disabilities to take the WIDA Alternate ACCESS for ELLs.

In preparation for both of these assessments, the Pre-ID Student Report is now available to schools in the MDE Secure Site (www.michigan.gov/baa-secure). At this time districts must be prepared to do the following:

- identify tiers (A, B, or C) for students taking the paper/pencil assessment

- identify students who will be taking the Alternate ACCESS for ELLs (Tier T)

- identify whether or not a grade 4-12 online test taker will need a paper/pencil book for the writing domain (available **only** for students identified as recent arrivals in U.S. schools 12 months or less, or for students with a need identified in their IEP/504 plan necessitating a paper/pencil booklet for the Writing domain)

- identify which students may need accommodations that are only available on the paper/pencil assessment

When attempting to determine if the A, B, or C tier is appropriate for students, educators should refer to guidance found in Tier Placement Protocol (https://www.wida.us/get.aspx?id=288).

Educators should refer to the 2017 WIDA Alternate ACCESS for ELLs Guidance document for procedures to determine if the Alternate ACCESS for ELLs is appropriate for certain students.

WIDA Training and Preparation

Because materials on the wida.us site as well as the Test Administrator Manual that will be shipped to schools are not Michigan specific, educators should review the Michigan ACCESS for ELLs 2.0 Checklist (www.wida.us/membership/checklists/MI-checklist.pdf) and follow the outlined tasks. A Michigan-specific Test Administrator Manual will be available online in January.

Test Administrators and Coordinators who are administering the **online** WIDA ACCESS for ELLs 2.0 and were certified for the Spring 2016 WIDA ACCESS for ELLs assessment are not required to recertify. However, because WIDA is offering quizzes associated with the online trainings this year, even educators who were certified last year may find benefit in reviewing these resources.

Educators administering the Kindergarten and paper/pencil form of the WIDA ACCESS for ELLs 2.0 are **required** to recertify.

All **new** Test Administrators and Coordinators (for online testing and paper/pencil) must complete the online training modules available through the secure portal on wida.us and pass the associated quizzes with a score of at least 80%. Educators in both roles do not need to review the following chapters within each of the corresponding modules because they are **not** relevant to Michigan:

- Ordering Materials: **Module may be skipped**

- Test Scheduling: **Chapters 13, 14, 15, 16, 17 may be skipped**

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As a reminder, please note that Michigan educators do **NOT** conduct these activities in the WIDA Assessment Management System (AMS):

- Pre-ID students for testing

- order initial materials

- add new students directly into AMS

- create new WIDA AMS users directly in AMS

- update student demographics

- conduct data validation

New WIDA Test Coordinator and Test Administrator Accounts

With the exception of Technology Coordinators and educators who administered the Spring 2016 WIDA ACCESS for ELLs 2.0, **new** educators who are administering the Spring 2017 WIDA ACCESS for ELLs 2.0 will **not** have access to the online testing management site, the WIDA Assessment Management System (AMS), until the beginning of January. This does not impact training and preparation for the assessment as training modules can be completed through a separate online system on the WIDA website (www.wida.us).

WIDA AMS Accounts

Accounts for the WIDA Assessment Management System (AMS) will be generated based on roles assigned in the MDE Secure Site. Educators coordinating and administering the WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs

assessments will need a WIDA AMS account in order to complete the following testing activities as appropriate:

- manage online testing sessions

- print test tickets

- order additional materials

- monitor completion of testing

- add/assign accommodations

- view score reports

For more information on setting up Secure Site accounts, please refer to the Assigning Roles in Secure Site for AMS and eDIRECT document found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Security** section. Coordinators and test administrators can expect to receive access to WIDA AMS the week of **January 9th, 2017**.

MME Day Spring 2017 Video Archive

If you were not able to view the MME Day Spring 2017 live webcast on December 6, 2016, the video archive can be accessed directly by going to MME Day Spring 2017 Briefing on MI Streamnet (https://mistreamnet.org). The MME Day Recorded Webcast Link and Powerpoints are also found on the MME web page (www.michigan.gov/mme) under **What's New**. The videos are organized into separate presentations, which can be downloaded for training and viewing purposes. For more information about the archived videos, send an email to baa@michigan.gov, with MME Day 2017 in the subject line.

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Initial Material Orders for Spring 2017

There are two important steps to initial material orders:

1. verify on the Initial Material Order screen that both the shipping address and the coordinator's name are correct

2. verify or enter the number of materials needed for administering the assessment.

When verifying, if the address and/or coordinator name on the Initial Material Order page is incorrect, it must be corrected in the Educational Entity Master (EEM) by the authorized district EEM user (usually the district pupil accounting person) by **5:00 PM** on **February 14, 2017**.

Instructions for Initial Material Orders can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on Initial Material Orders under the **Material Ordering** section.

SAT

Initial material orders for SAT Standard Test Booklets will be based on the number of students pre-identified on the Secure Site by **5:00 PM** on **February 14, 2017**. Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the Secure Site. The SAT Standard Test Booklets, can only be adjusted by pre-identifying additional students and unassigning students from the testing.

WorkKeys

Initial material orders for Standard Time, Regular Print WorkKey materials will be based on the number of students pre-identified on the Secure Site by **5:00 PM**

on **February 14, 2017**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM** on **February 14**. The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing.

PSAT 8/9 and PSAT 10

Initial material orders for PSAT 8/9 and PSAT 10 Standard Test Booklets will be based on the number of students pre-identified on the Secure Site by **5:00 PM** on **February 14, 2017**. Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent, based on the pre-identification, can be viewed on the Initial Material Orders page on the Secure Site. The PSAT 8/9 and PSAT 10 Standard Test Booklets can only be adjusted by pre-identifying additional students and unassigning students from the testing.

M-STEP

Initial material orders for Standard Test Booklets for M-STEP materials will be based on the number of students pre-identified on the Secure Site by **5:00 PM, February 14, 2107**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM** on **February 14**.

 IMPORTANT NOTE: If you enter an order for accommodated materials for M-STEP and save it, the number of Standard Test Booklets will also save and

will **NOT** continue to update based on the Pre-ID. You can adjust the number of Standard Test Booklets for M-STEP directly on the initial material order page, if needed, up through **5:00 PM** on **February 14, 2017**.

MI-ACCESS Functional Independence (FI)

Initial material orders of standard test materials for MI-ACCESS FI will be based on the number of students pre-identified on the Secure Site by **5:00 PM, February 14, 2017**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM** on **February 14**.

IMPORTANT NOTE: If you enter an order for accommodated materials for MI-ACCESS FI and save it, the number of Standard Test Booklets will also save and will **NOT** continue to update based on the Pre-ID. You can adjust the number of Standard Test Booklets for M-STEP directly on the initial material order page, if needed, up through **5:00 PM** on **February 14, 2017**.

MI-ACCESS Supported Independence (SI) and Participation (P)

Since the MI-Access SI and P will be administered one on one to students and their responses entered into the Online Answer Document by the school, separate materials are not needed for each student. On the Initial Material Order page, schools will need to enter the number of assessment administrators by **5:00 PM** on **February 14, 2017**.

New Shipping Destination Option for MI-Access

New this year: A district level user of the Secure Site can select a shipping destination of district or school. This option is only available to the whole district. For example, if school is selected, each school in the district will receive the MI-Access materials directly at the school. If district is selected, MI-Access materials for all schools in the district will be shipped to the district office for distribution. The shipping destination will default to District—meaning all initial materials will be sent to the district unless it is changed.

Materials shipped directly to the schools can be returned by the schools. This allows materials to be shipped directly after testing is completed, which can help to facilitate scoring and reporting results.

Pre-Identification for SAT, PSAT, WorkKeys, M-STEP, and MI-Access (Grades 3–8 and HS)

On **January 9, 2017**, the Division of Accountability Services (DAS) will pre-identify, in the Secure Site, students using the Fall 2016 MSDS General Collection and Student Record Maintenance (SRM) files submitted through **January 6, 2017** for the following state assessments in the Secure Site. SRMs are not required, but will be used if they are submitted.

- All students in grades 3-8 will be pre-identified for M-STEP. Students will be pre-identified as online testers unless they are enrolled in a school with an approved online waiver. Students in approved paper/pencil schools will be pre-identified for paper/pencil testing.

  ◆ Individual students in online schools that require a paper/pencil test, may be reassigned for paper/pencil testing. Please refer to the document Pre-Identification of State Assessments under the **Pre-Identification/ Student Search** section of the Secure Site Training web page (www.michigan.gov/securesitetraining).

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- Schools will be expected to move students from M-STEP to MI-Access FI, SI, or P as appropriate.

- All students in grades 9 and 10 in established PSAT test centers will be pre-identified for PSAT 8/9 or PSAT 10.

- All students in grade 11 and required students in grade 12 will be pre-identified for SAT (if in established SAT test centers), Workkeys (if in established WorkKeys test centers), and M-STEP. Students who are eligible to test but not required will not be Pre-ID by DAS and will be the responsibility of the school.

  - Schools will be expected to move students from M-STEP to MI-Access FI, P or SI as appropriate

This is a **one-time pull for pre-identification purposes** for students taking the SAT, PSAT, WorkKeys, and M-STEP. The Pre-ID Student Report will be available to schools on the Secure Site (www. michigan.gov/baa-secure) at **8:00 AM, January 9, 2017**. It is the responsibility of the district and/or school to update the Pre-ID Student Report by unassigning students who will not be testing and adding new students directly on the Secure Site.

All initial standard materials for SAT, PSAT, WorkKeys, M-STEP, and MI-ACCESS—as well as barcode labels printed by the contractor—will be based on the students pre-identified on the Secure Site by **February 14, 2017** at **5:00 PM**.

Schools will need to print barcode labels from the Secure Site for students pre-identified after the deadlines above. All answer documents are required to have a barcode label for scoring.

To ensure you get the appropriate number of assessment materials, it is **IMPORTANT** to make sure your pre-identification is accurate.

Options and instructions for pre-identification of students can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on Pre-Identification of State Assessments under the **Pre-Identification/Student Search** section.

Michigan Merit Exam (MME)
When pre-identifying new students to the Michigan Merit Exam (MME), students must be pre-identified to each of the three components (SAT, WorkKeys, and M-STEP Science and Social Studies) separately. Once the student is pre-identified to one of the components, you can use the **Mass Update Assessments** page to easily copy them over to the other two components. This only applies to students added by the school or district on the Secure Site. DAS has already done this for students who were pre-identified by DAS. Instructions specific to this task for MME can be found on the Secure Site Training web page (www.michigan. gov/securesitetraining) by clicking on Mass Update Assessments-Copying Students from One MME Component to other MME Components under the **Pre-Identification/Student Search** section.

Pre-Identification for MI-Access
The MI-Access is an alternate assessment for special education students only and is based on a student's IEP. Since DAS cannot determine which students will test using MI-Access Functional Independence (FI), Participation (P), or Supported Independence (SI), all students will be pre-identified to M-STEP by DAS during our initial Pre-ID. It will be the district and/or

(Continued on next page)

schools responsibility to move students from M-STEP to the appropriate MI-Access assessment in the Secure Site. This can be done for a group of students at the same time using the Mass Update Assessments function found under the Student Assessments menu on the Secure Site. Instructions specific to this task for MI-Access can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on Mass Update Assessments-Copying Students to MI-Access Assessments under the **Pre-Identification/Student Search** section.

All initial standard materials and barcode labels printed by the contractor for MI-Access Functional Independence (FI) paper/pencil will be based on the students pre-identified on the Secure Site and identified as paper/pencil by **February 14, 2017** at **5:00 PM**.

NOTE: Students being assessed with MI-Access assessments must be in a special education program in the Michigan Student Data System (MSDS) by June 21, 2017 in order to receive a valid score.

Online Sessions

Student taking the M-STEP and MI-ACCESS FI online may be put into Online Sessions starting **January 9, 2017**. This can be done on the Secure Site up through **February 27, 2017**. Students pre-identified after February 27—or who were not put into an online testing session by February 27—can be put into online sessions in eDIRECT. Instructions can be found on the Secure Site Training web page (www.michigan. gov/securesitetraining) by clicking on Online Sessions under the **Pre-Identification/Student Search** section.

New this year: Students in sessions can be copied into other sessions as a group and you can filter by **Reporting Codes** (previously known as Class/Group Codes), if using them, to create sessions.

Unassigning Students from Assessments

Please note: Students that are unassigned from testing on the Secure Site are **NOT** removed from accountability calculations, only from testing. To ensure a student is removed from accountability calculations, the student must be exited in MSDS in the Spring 2017 MSDS General Collections or an SRM collection.

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Spotlight

on Student Assessment and Accountability

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 customer service line at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Clarification Regarding the Exciting Changes to the Accommodation Request Process

On December 1, 2016, the College Board announced a simplified process for requesting accommodations, making it easier for eligible students to receive the support they need on College Board assessments. Beginning January 1, 2017, the vast majority of students who are approved for and using testing accommodations at their school through a current IEP or 504 Plan will have those same accommodations **automatically approved** for taking the SAT, PSAT 10, and PSAT 8/9.

What will be different?

From the SSD coordinator's perspective, SSD Online will be relatively the same. Coordinators will still be required to enter student demographics and information about the student's disability and the accommodations being requested.

Under the new process, most requests will be processed through the school verification process allowing the SSD Coordinator to provide the

answers to the following when submitting most requests for students:

- Is the requested accommodation(s) in the student's plan?

- Has the student used the accommodation(s) for school testing?

If the answer is "yes" to both questions, eligible students can be approved to receive most accommodations on the SAT, PSAT 10, or PSAT 8/9. Any exceptions will continue to be processed through a document review process.

Additionally, ELL students taking the state-provided PSAT 8/9, PSAT 10, and SAT during the school day in Michigan, will have access to testing instructions in Spanish, Arabic, Haitian Creole, Mandarin, Portuguese, Polish, Russian, and Vietnamese and will be able to use approved word-to-word bilingual glossaries. The assessment results, when these supports are used, will now be college- and scholarship-reportable and do not require an accommodation request in SSD online.

What do I do now?

We recommend that you still request accommodations now for your students. As we transition to these new processes, if you are required to submit additional documentation, we encourage you to submit the IEP or 504 first, as this may be sufficient.

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Spotlight on Student Assessment and Accountability

Notification of Attending Institution (AI) Codes and Test Center (TC) Numbers

During the week of January 2, 2017 the test center supervisor and the district assessment coordinator will receive an email with each school's Attending Institution (AI) code and Test Center (TC) number.

AI Codes

The AI code is used to connect your student's scores to your school. The same AI code will be used for students taking the SAT, PSAT 10, and PSAT 8/9, and will most likely be the same AI code you used last year. This code is a 6-digit number and can be found here (https://collegereadiness.collegeboard.org/k-12-school-code-search).

TC Numbers

The TC numbers are used only for the SAT and are unique to an administration; therefore, this TC number will **only** be used for the state-provided SAT in April. The TC number indicates the location where the student is testing, so schools administering the SAT at an off-site location will receive a unique TC number for each site. The TC number is a 5-digit number.

We know there was confusion last year regarding these numbers, so we have tried to improve how we refer to each in the manuals. As much as possible, the manuals will refer specifically to the AI code, 6-digit AI code, test center number, or the 5-digit test center number. Please save the email that you will receive for administering assessments this spring as students will need to record them on their answer sheets and test center supervisors will use them on SAT School Day forms and material shipments. If you lose these numbers, please call the Michigan Educator Hotline number or email michiganadministratorsupport@collegeboard.org.

Off-Site Testing Plan Notification

We are continuously reviewing off-site testing plans as they are submitted and final plans are due by December 15, 2016. The template for the off-site plan can be found on the College Board Michigan website (www.collegeboard.org/Michigan). If you have submitted an off-site testing plan and it has been approved, you will soon be getting an email with confirmation. If you do not receive an email, your plan is still in review and we will notify you as soon as approval has been granted. Test Center Supervisors supporting off-site locations and included on the Testing Plan will receive a communication prior to test day with the test center information specific to their off-site location.

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Important Dates

Approaching Deadlines!

December 16, 2016 at 5:00 PM:

- Deadline to enter Cycle I W-APT scores in Secure Site for **WIDA**

December 28, 2016:

- **WIDA** Pre-ID and Initial Material Order window CLOSES

December 2016

Online and Paper Pencil Testing

Now – February 27, 2017:

- Off-site Test Administration request window for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments**, and **WIDA**—to submit the online request form, click on this link (https://baameap.wufoo.com/forms/z1lu5n0l1dvl7kx/)

January 2017

Paper/Pencil Testing

January 9 – February 3, 2017:

- Alternate Material Delivery Request Window for **M-STEP** and **MI-Access**

January 9 – February 14, 2017:

- Initial Material Order window for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Pre-ID for material order counts for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Pre-ID for printed barcode labels for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Accommodated material ordering for **M-STEP** and **MI-Access (FI only)**

January 16 – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**

January 30 – March 17, 2017:

- **WIDA** Additional Materials Order Window in WIDA AMS

January 23, 2017:

- Districts receive **WIDA** test materials

Online Testing

January 9 – February 27, 2017:

- Online Test Session setup in Secure Site for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

January 9 – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

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Now – January 26, 2017:

- **WIDA** Test Exceptions window

February 2017

MSTC

February 14 – 16, 2017:

- Michigan School Testing Conference (MSTC) – for information and registration, go to the MSTC online registration site (https://miemonline. gomiem.org/miem/MSTC).

Have Questions?

Email BAA@michigan.gov for assessment questions.
Email MDE-Accountability@michigan.gov for accountability questions.

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