



# Training Plan

You have many different opportunities throughout the year to learn about the W-APT as well as the summative ACCESS for ELLs. Please refer to the OSA Professional Development schedule in this document and mark your calendars for events! You might also find it helpful to develop your own district/school professional development plan to review materials together. The more you do together, the better your school will be!

## W-APT Training

All educators who will be administering the W-APT MUST be trained on how to administer the assessment. If you have not attended a training session offered by the Office of Standards & Assessment or your ISD/RESA you will need to watch WIDA's pre-recorded webinars. Please refer to the W-APT FAQ document found at [www.michigan.gov/elpa](http://www.michigan.gov/elpa) to review requirements for who may proctor the W-APT.

In order to watch them, you will need to have your WIDA W-APT login. This login gives you access to download the W-APT screening materials, but additionally provides users with access to a variety of pre-recorded webinars. If you don't have your W-APT login information, check with your district coordinator first and then with Jason Kolb ([kolbj1@michigan.gov](mailto:kolbj1@michigan.gov)) or Cristina Rodriguez ([rodriguez@c@michigan.gov](mailto:rodriguez@c@michigan.gov)) with the Office of Standards & Assessment.

Once you've logged into your account, go to the ASSESSMENT tab at the top of the page. Then click on W-APT. On the right hand side of the screen you should now see many different resources. You must watch the following webinars from this list to prepare for administering the W-APT:

- 2013-14 Kindergarten W-APT Webinar\* (27 minutes)**
- 2013-14 Grades 1-12 W-APT Webinar (37 minutes)**
- W-APT General Overview Webinar (9 minutes)**
- W-APT Speaking & Writing Tests Webinar (16 minutes)**

\*If you will not be administering the Kindergarten W-APT, you do not need to watch these webinars.

Helpful Tips for W-APT Preparation and Training:

- Take time individually and as a group of test administrators to review the Scored Student Writing Samples document on WIDA's website. This will provide you with additional practice in order to make your scoring practices reliable.
- If you create your ACCESS for ELLs training account (see ACCESS for ELLs Assessment Training section), you can review the Sound Files for Speaking Quiz page which provides sample speaking items which would allow you to practice scoring Speaking items.
- Review speaking samples as close as possible to the actual date of administration.

## ACCESS for ELLs Assessment Training

All educators who will be administering the ACCESS for ELLs MUST go through WIDA's certification process and online modules and pass each quiz with an 80% or higher. Please refer to the ACCESS and Alternate ACCESS for ELLs FAQ document found at [www.michigan.gov/elpa](http://www.michigan.gov/elpa) for more information on who can proctor these assessments.

In order to view training materials for the WIDA ACCESS for ELLs test, each teacher who will be administering the ACCESS for ELLs will need to create an individual account. To do so follow these directions:

1. Log on to [www.wida.us](http://www.wida.us)
2. Enter "michigan" as your username
3. Enter "mitten" as your password
4. Follow the Test Administrator Training Account Creator directions on the screen

Once your account has been created and you have logged into your individual ACCESS training account you should go to ACCESS for ELLs – Training Course and Quizzes.

There are three modules you will need to watch which are each followed by a short quiz:

**-Group Test Administration Module** (approximately 20 minutes) + quiz (10 minutes)

**-Speaking Test Administration Module** (approximately 45 minutes) + quiz (15 minutes)

**-Kindergarten Test Administration Module** (approximately 45 minutes) + quiz (15 minutes)

Helpful tips for ACCESS for ELLs Assessment Training:

- Follow course sequence.
- Take the corresponding quiz after reading each section.
- You may complete the training in more than one sitting, but it is advisable to stop after a particular module, rather than in the middle.
- Print documents for future reference.
- Review speaking samples as close as possible to the actual date of administration.

## Alternate ACCESS for ELLs Training

All educators who will be administering the Alternate ACCESS for ELLs **MUST** go through WIDA's certification process and online modules.

In order to view training materials for the WIDA Alternate ACCESS for ELLs test, each teacher who will be administering the Alternate ACCESS for ELLs will need to create an individual account. To do so follow the directions included in the ACCESS for ELLs Training section. Once you've logged into the site, you will need to review the following:

- Alternate ACCESS for ELLs Test Administration Tutorial (21 minutes)**
- Alternate ACCESS Test Administration Manual**
- Alternate ACCESS for ELLs Sample Items**
- Alternate ACCESS for ELLs test administration quiz (must pass with 80% or above)**

Helpful Tips for Preparing for Alternate ACCESS:

- Review the WIDA Alternate ACCESS for ELLs Guidance document available at [www.michigan.gov/elpa](http://www.michigan.gov/elpa). This is also a helpful document to have on hand for IEP meetings.

Office of Standards and Assessment  
**2013-2014 WIDA Professional Development Schedule\***

<b>November</b>			
5	HOW TO ADMINISTER THE W-APT AND USE THE NEW SECURE SITE	9:00-11:00 & 1:00-3:00	Duplicate Sessions - WebEx
6	HOW TO ADMINISTER THE W-APT AND USE THE NEW SECURE SITE	9:00-11:00 & 1:00-3:00	Duplicate Sessions - WebEx
<b>December</b>			
4	WIDA ACCESS FOR ELLs TRAINING	9:00-11:00	SOM Library-Lk MI Rm-Lansing
5	WIDA ACCESS FOR ELLs TRAINING	8:30-11:30	SOM Library-Lk MI Rm-Lansing
9	WIDA ACCESS FOR ELLs TRAINING	9:00-11:00	SOM Library-Lk MI Rm-Lansing
10	WIDA ACCESS FOR ELLs TRAINING	8:30-11:30	SOM Library-Lk MI Rm-Lansing
16	WIDA ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx
17	WIDA ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx
19	WIDA ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx
<b>January</b>			
7	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
9	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
13	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
14	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
15	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
21	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
28	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
29	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
<b>February</b>			
11	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
12	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx
18	WIDA OPEN QUESTION & ANSWER SESSION	10:00-11:00	WebEx

\*Dates Subject to change, please email Cristina Rodriguez at [rodriguez@michigan.gov](mailto:rodriguez@michigan.gov) to confirm dates

Office of Standards and Assessment  
**2013-2014 WIDA Professional Development  
Event Descriptions**

**How to Administer the WIDA W-APT and Use the New Secure Site:**

This WebEx is geared for district and school assessment coordinators as well as test administrators. Topics covered will include: General WIDA – ACCESS Placement Test (W-APT) structure, review of speaking and writing rubrics, administration dos and don'ts, and basic review of entrance processes for ELs. The WebEx will also spend time walking participants briefly through how to enter scores into the BAA Secure Site.

**WIDA ACCESS for ELLs training:**

This in-person training is geared for district and school assessment coordinators. Topics covered will include: General summative WIDA ACCESS for ELLs structure, review of speaking and writing rubrics, and administration dos and don'ts.

**WIDA Open Question & Answer Session:**

These open Q/A sessions with Jennifer Paul, EL Assessment Coordinator and Jason Kolb, WIDA Analyst, will provide an open time for districts and schools to ask any questions or review any assessment materials. The most beneficial way to use these sessions is to watch the related WIDA discussed later in this document.