

# 2013-2014 WIDA Communications from OSA

## **June 19 - The WIDA Student Data File is Now Available!**

The 2014 WIDA Student Data File (SDF) is now available for download on the Secure Site. The WIDA SDF contains test results for every student who participated in the Spring 2014 WIDA ACCESS and Alternate ACCESS for ELLs and is an extremely useful tool for helping to determine whether or not a student should be exited as “Proficient” from Limited English Proficient (LEP) Eligibility status in the Michigan Student Data System (MSDS). The deadline to exit students as proficient in the Michigan Student Data System (MSDS) for the 2013/2014 school year is June 30, 2014 at 11:59 p.m. in the End of Year MSDS collection. Students not exited in MSDS by this date will be counted as LEP for assessment and accountability purposes for the 2014/2015 school year.

We highly recommend reviewing the following documents to assist in navigating to and understanding the WIDA SDF:

Exiting LEP/EL Students following the MDE Entrance and Exit Protocol using the WIDA Student Data File ([http://www.michigan.gov/documents/mde/Exiting\\_Students\\_Using\\_the\\_WIDA\\_Student\\_Data\\_File\\_458278\\_7.pdf?20140609085348](http://www.michigan.gov/documents/mde/Exiting_Students_Using_the_WIDA_Student_Data_File_458278_7.pdf?20140609085348)) – This document is intended to give WIDA Administrators a simple overview of how to find and download the WIDA Student Data File, what fields to focus on in order to consider exiting a student from LEP services, and what steps to take in MSDS to exit the student.

WIDA Student Data File Format

([http://www.michigan.gov/documents/mde/WIDA\\_Student\\_Data\\_File\\_Format\\_Michigan\\_458168\\_7.pdf?20140609085348](http://www.michigan.gov/documents/mde/WIDA_Student_Data_File_Format_Michigan_458168_7.pdf?20140609085348)) – This document is intended to give WIDA Administrators an overview of the file layout that Michigan uses to display WIDA results.

### **A reminder about reports:**

WIDA reports will be shipped to districts from MetriTech starting 6/19. Unlike previous ELPA reports, WIDA reports (apart from the WIDA Student Data File) will not be available on the Secure Site. Reports will be shipped with a guide that explains each report’s intended audience, type of information, and potential uses. A more comprehensive guide can also be found as a downloadable PDF at this link: <http://wida.us/get.aspx?id=25>. Districts that do not receive WIDA reports may contact MetriTech directly to have new reports shipped. MetriTech can be contacted by phone at 1-800-747-4868 (ask for WIDA Support) or via email at [help@metritech.com](mailto:help@metritech.com).

### **Contact Information**

Please call 1-877-560-8378, Option 4 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov) with any WIDA questions. For questions about MSDS, please contact the Center for Educational Performance (CEPI) at 1-517-335-0505 or at [cepi@michigan.gov](mailto:cepi@michigan.gov).

## **June 12 - In preparation for the 2014 WIDA results, we highly recommend reviewing the following documents:**

- Exiting LEP/EL Students following the MDE Entrance and Exit Protocol using the WIDA Student Data File ([http://www.michigan.gov/documents/mde/Exiting\\_Students\\_Using\\_the\\_WIDA\\_Student\\_Data\\_File\\_458278\\_7.pdf?20140609085348](http://www.michigan.gov/documents/mde/Exiting_Students_Using_the_WIDA_Student_Data_File_458278_7.pdf?20140609085348)) - This document is intended to give WIDA Administrators a simple overview of how to find and download the WIDA Student Data File, what fields to focus on in order to consider exiting a student from LEP services, and what steps to take in MSDS to exit the student.
- WIDA Student Data File Format ([http://www.michigan.gov/documents/mde/WIDA\\_Student\\_Data\\_File\\_Format\\_Michigan\\_458168\\_7.pdf?20140609085348](http://www.michigan.gov/documents/mde/WIDA_Student_Data_File_Format_Michigan_458168_7.pdf?20140609085348)) – This document is intended to give WIDA Administrators an overview of the file layout that Michigan uses to display WIDA results.

### **A reminder about reports:**

WIDA reports will be shipped to districts from MetriTech starting 6/19. Unlike previous ELPA reports, WIDA reports (apart from the WIDA Student Data File) will not be available on the Secure Site. Reports will be shipped with a guide that explains each report's intended audience, type of information, and potential uses. A more comprehensive guide can also be found as a downloadable PDF at this link: <http://wida.us/get.aspx?id=25>. Districts that do not receive WIDA reports may contact MetriTech directly to have new reports shipped. MetriTech can be contacted by phone at 1-800-747-4868 (ask for WIDA Support) or via email at [help@metritech.com](mailto:help@metritech.com).

**WIDA Student Data File update:**

The WIDA Student Data File will be available on the Secure Site the week of 6/16. A targeted notification will be sent directly to WIDA Coordinators and Principals as soon as the file is available.

**Contact Information**

Please call 1-877-560-8378, Option 4 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov) with any questions.

**June 2 - WIDA Student Data File Update**

In our communication last week, we used June 24<sup>th</sup> as a "worst case scenario" to have WIDA data to you for use in determining, among other things, which students will be exited from the program.

We have been able to secure a guarantee from our vendor that the data file will indeed be available earlier. The data will be available on the Secure Site the week of June 16<sup>th</sup>. At this point, June 19<sup>th</sup> would be the worst case latest release date. We will share updates in the following weeks as we receive them.

**Contact Information**

Please call 1-877-560-8378, Option 4 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov) with any questions.

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Manager, Assessment Administration & Reporting  
Office of Standards & Assessment  
Michigan Department of Education

**May 26 WIDA Student Data File Update**

The 2014 WIDA Student Data File (SDF) is expected to be available on the BAA Secure Site no later than June 24, 2014. A notification will be sent out as soon as the SDF is available. Districts must make preparations to review students' test scores in this file and then exit eligible students from LEP/EL services in MSDS by the exiting deadline of June 30, 2014. When exiting LEP/EL students, districts are required to adhere to the Michigan Department of Education's Entrance and Exit Protocol

([http://www.michigan.gov/documents/mde/Entrance\\_and\\_Exit\\_Protocol\\_10.30.12\\_402532\\_7.pdf?20140527134908](http://www.michigan.gov/documents/mde/Entrance_and_Exit_Protocol_10.30.12_402532_7.pdf?20140527134908)).

Please remember that WIDA results are only one criterion used to consider when making LEP/EL exiting decisions. More information regarding the SDF will be provided in the following weeks.

**Contact Information**

Please call 1-877-560-8378, Option 4 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov) with any questions.

**May 21 – Verification of Answer Documents and Students Not Tested**

**Verification of Answer Documents for WIDA Ends Today**

The Verification of Answer Documents (formerly Tested Roster) portion of the Accountable Students & Test Verification functionality is a tool that can be used to help schools verify that all answer documents were returned and are accounted for correctly. All answer document issues must be submitted **by 5:00 p.m. on Wednesday, May 21, 2014.**

**Verification of Students Not Tested for WIDA Ends May 28**

To meet federal reporting requirements and calculate assessment participation rates for Annual Measurable

Achievement Objectives (AMAOs), schools must provide reason why a student was not assessed in one or more domains. This year, participation will be displayed as a part of AMAO reporting for **informational purposes only**. Participation will NOT be included in AMAO for this year but will be for 2015.

The Not Tested screen on the Secure Site will display a list of English learner students who have been identified as enrolled in the school on March 20, 2014 and did not take one or more of the required domains. All Not Tested reasons will need to be submitted **by Wednesday, May 28, 2014 at 5:00 p.m.**

The “cheat sheet” for the Accountable Students & Test Verification process has been updated specifically for WIDA to help walk schools through the data and how to resolve issues. The “cheat sheet” can be found on the Announcement page of the Secure Site and can also be found at [http://michigan.gov/documents/mde/Accountable\\_Students\\_Directions\\_440818\\_7.pdf](http://michigan.gov/documents/mde/Accountable_Students_Directions_440818_7.pdf).

Note: The Verification of Enrollment and Verification of Demographics was available for WIDA April 23 – April 30. No additional student enrollment or demographic data will be pulled from MSDS for WIDA.

#### **May 15 - WIDA W-APT Pre-K Cycle Open**

The Pre-K Cycle for the W-APT is now open in the BAA Secure Site. This cycle is reserved for students who are enrolling in Kindergarten for the 2014-15 school year. Pre-K students need only be administered the Speaking and listening domains.

Scores for **any** student who has been administered the W-APT must be entered into the BAA Secure Site regardless of how well they score. Please note that entering W-APT scores into the BAA Secure Site does not automatically identify a student as an English Learner (EL). Designations for student demographics such as this are managed through the Michigan Student Data System (MSDS).

#### **Smarter Balanced Paper-Pencil Research Study Recruitment**

Smarter Balanced is recruiting schools to participate in a study designed to help determine comparability between the online test items and items on a traditional paper-pencil test form. Students in grades 3 and 6 are needed to participate in one assigned content area only. The approximate testing time is 90 minutes and students may test between May 5 and June 13, 2014. All testing materials will be shipped to schools. Please contact Jennifer Paul, [paulj@michigan.gov](mailto:paulj@michigan.gov), if your district would like to participate or if you have questions.

#### **May 14 - The Verification of Answer Documents (formerly Tested Roster) and Verification of Not Tested (formerly Not Tested) for Spring 2014**

The Verification of Answer Documents (formerly Tested Roster) and Verification of Not Tested (formerly Not Tested) for Spring 2014 WIDA are now available on the Secure Site. These two verification processes are new for the English learner assessment. All answer documents issues must be submitted from the **Verification of Answer Documents section by 5:00 p.m., May 21, 2014**. All Not Tested reasons must be submitted from the **Verification of Not Tested section by 5:00 p.m., May 28, 2014**.

The Verification of Enrollment and Verification of Demographics was available for WIDA April 23 – April 30. No additional student enrollment or demographic data will be pulled from MSDS for WIDA.

#### **Verification of Answer Documents**

The Verification of Answer Documents portion of the Accountable Students & Test Verification functionality is a tool that can be used to help schools verify that all answer documents were returned and are accounted for correctly. All answer document issues must be submitted **by 5:00 p.m. on Wednesday, May 21, 2014**.

#### **Verification of Students Not Tested**

To meet federal reporting requirements and calculate assessment participation rates for Annual Measurable Achievement Objectives (AMAOs), schools must provide reason why a student was not assessed in one or more

domains. This year, participation will be displayed as a part of AMAO reporting for informational purposes only. Participation will NOT be included in AMAO for this year but will be for 2015.

The Not Tested screen on the Secure Site will display a list of English learner students who have been identified as enrolled in the school on March 20, 2014 and did not take one or more of the required domains. All Not Tested reasons will need to be submitted **by Wednesday, May 28, 2014 at 5:00 p.m.**

The “cheat sheet” for the Accountable Students & Test Verification process has been updated specifically for WIDA to help walk schools through the data and how to resolve issues. The “cheat sheet” can be found on the Announcement page of the Secure Site and can also be found at [http://michigan.gov/documents/mde/Accountable\\_Students\\_Directions\\_440818\\_7.pdf](http://michigan.gov/documents/mde/Accountable_Students_Directions_440818_7.pdf).

If you need assistance or have additional questions, please email us at [baa@michigan.gov](mailto:baa@michigan.gov), or call us at 877-560-8378, and press option 2.

#### **May 5 - WIDA W-APT Pre-K Cycle Open**

The Pre-K Cycle for the W-APT is now open in the BAA Secure Site. This cycle is reserved for students who are enrolling in Kindergarten for the 2014-15 school year. Pre-K students need only be administered the speaking and listening domains. Scores for **any** student who has been administered the W-APT must be entered into the BAA Secure Site regardless of how well they score. Please note that entering W-APT scores into the BAA Secure Site does not automatically identify a student as an English Learner (EL). Designations for student demographics such as this are managed through the Michigan Student Data System (MSDS).

#### **Smarter Balanced Paper-Pencil Research Study Recruitment**

Smarter Balanced is recruiting schools to participate in a study designed to help determine comparability between the online test items and items on a traditional paper-pencil test form. Students in grades 3 and 6 are needed to participate in one assigned content area only. The approximate testing time is 90 minutes and students may test between May 5 and June 13, 2014. All testing materials will be shipped to schools. Please contact Jennifer Paul, [paulj@michigan.gov](mailto:paulj@michigan.gov), if your district would like to participate or if you have questions.

#### **April 23 – Accountable Students & Test Verification**

Accountable Students & Test Verification for the Spring 2014 test period (MME and MI-Access) on the Secure Site is now available. This functionality includes Verification of Enrollment for Accountability Purposes, Verification of Student Demographics (formerly Expected to Test), Verification of Answer Documents (formerly Tested Roster), and Verification of Not Tested (formerly Students Not Tested).

The Accountable Students list for Spring WIDA is also available at this time. The Verification of Answer Documents and Verification of Not Tested for WIDA will be available May 14 – May 21, 2014.

Changes to student enrollment and/or student demographic from February 13 – March 20, 2014 must be made in the Michigan Student Data System (MSDS) **no later than 5:00 p.m. on Wednesday, April 30, 2014**. When submitting a correction to the Spring 2014 MSDS General Collection, please use the student count date of February 12, 2014 for the “As Of Date.”

**This is the last opportunity to update MSDS information for grade 11, 12 and WIDA K-12 students for assessment and accountability purposes. This is also the only opportunity to submit answer document issues and Not Tested reasons for the MME and MI-Access before spring assessment reporting and accountability calculations. Answer document issues for WIDA will be May 14 – May 21, 2014 and Not Tested will be May 14 – May 28, 2014. Appeals, adjustments to student data, and answer document issues will not be accepted beyond these date windows.**

#### **Verification of Enrollment for Accountability Purposes**

The Spring 2014 (MME and MI-Access) Verification of Enrollment for Accountability Purposes displays grade 11 and 12

students from the MSDS enrolled on March 20, 2014 that have not been previously included in accountability calculations. The Accountable Students for WIDA will display all grade K-12 students that have been identified in an English language program (LEP) in the MSDS and were not exited as proficient prior to the current school year. Students indicated as enrolled by Verification of Enrollment for Accountability Purposes display are those that will be included in the school and district accountability calculations for the 2013-2014 school year. Updates to student enrollment and district exit dates for students will need to be submitted in the MSDS and certified by **5:00 p.m. on Wednesday, April 30, 2014**, with an "As Of Date" on or before March 20, 2014.

### **Verification of Student Demographics**

The Verification of Student Demographics includes students that tested and their demographic information from the MSDS. Data elements that can only be corrected in MSDS and will impact assessment reporting and accountability include: grade level, economically disadvantaged, gender, homeless, limited English proficient, migrant status, ethnicity, and special education.

Updates to student demographics require the district's MSDS authorized user to submit a Student Record Maintenance (SRM) file to update the student's MSDS record. The Secure Site will be updated hourly with new information from the MSDS. To be used in spring 2014 assessment reporting and accountability calculations, all MSDS updates need to be certified by **5:00 p.m. on Wednesday, April 30, 2014** with an "As Of Date" on or before March 20, 2014.

### **April 14 - Spring MME, MI-Access and WIDA Accountable Students & Test Verification**

Accountable Students & Test Verification for Spring 2014 MME and MI-Access will be available on the Secure Site April 23 – April 30, 2014. This process gives schools an opportunity to check student enrollment and exit records, demographic data, verify answer documents received and submit a reason a student did not test.

The Accountable Students portion for Spring 2014 WIDA will also be available April 23 – April 30, 2014. The Verification of Answer Documents and Verification of Not Tested screens for WIDA will be available May 14 – May 21, 2014.

These functions are very important to ensure accurate accountability calculations and assessment reporting. The Division of Accountability Services (previously the Bureau of Assessment and Accountability) will NOT accept appeals or issues for things that could have been fixed or reported during this process.

Below are some steps that you can do now to prepare for this process.

- Identify and provide this information to the district person who submits the count day data to the Michigan Student Data System (MSDS) now. This is usually the district pupil accounting person. Remember, just because it is in your student data system does not mean it is in MSDS.
- Assessment and accountability reporting will be taken from the student enrollment and demographic data from the Fall 2013 MSDS General Collection, Spring 2014 MSDS General Collection and Student Record Maintenance (SRM) submitted with an "as of date" on or before Thursday, March 20, 2014. This information comes from the district so you have the ability to check it now and make sure it is accurate. If you find an error in the MSDS, an SRM file can be submitted now to fix the student data. Remember, if it was an error in the spring 2014 MSDS General Collection, use the date of the collection (February 12, 2014) for the "as of date".
- Districts can start submitting SRM files now to update student enrollment, exits, and other demographic changes that occurred from the February 13 - March 20, 2014 for assessment and accountability purposes.
- Ask teachers to provide a list of students who did not take one of the required MME or MI-Access days/content area assessments and the reason why. This will allow you to quickly identify which tests were not taken versus which ones may be missing. This information will also be needed to submit a reason why a student did not take one of the required tests. The Not Tested reason is used for accountability review for possible exemptions and for other federal reporting.
- Make sure students that are receiving English learner services are identified in a LEP program in MSDS to ensure the WIDA test is not invalidated. Since all students that test must be pre-identified to obtain a

barcode number, the Pre-ID Student Report can be used now to help identify those students that tested.

- Students can be exited from an LEP program in MSDS as proficient; however, this will NOT eliminate the student from accountability calculations or the requirement of administering the WIDA to the student for this school year.
- Make sure students that took the MI-Access are identified in MSDS in a special education program to ensure the MI-Access test is not invalidated. Since all students that test must be pre-identified to obtain a barcode label, the Pre-ID Student Report can be used now to help identify those students that tested.
- A “cheat sheet” is available on the Announcement page of the Secure Site now and can also be located at [http://michigan.gov/documents/mde/Accountable\\_Students\\_Directions\\_440818\\_7.pdf](http://michigan.gov/documents/mde/Accountable_Students_Directions_440818_7.pdf). Make sure everyone who has a part in reviewing the student data, updating/correcting student data and reviewing and submitting answer document issues knows how to access the “cheat sheet”.

#### **April 7 - Spring MME, MI-Access and WIDA Accountable Students & Test Verification**

Accountable Students & Test Verification for Spring 2014 MME and MI-Access will be available on the Secure Site April 23 – April 30, 2014. This process gives schools an opportunity to check student enrollment and exit records, demographic data, verify answer documents received and submit a reason a student did not test.

The Accountable Students portion for Spring 2014 WIDA will also be available April 23 – April 30, 2014. The Verification of Answer Documents and Verification of Not Tested screens for WIDA will be available May 14 – May 21, 2014.

These functions are very important to ensure accurate accountability calculations and assessment reporting. The Division of Accountability Services (previously the Bureau of Assessment and Accountability) will NOT accept appeals or issues for things that could have been fixed or reported during this process.

Below are some steps that you can do now to prepare for this process.

- Identify and provide this information to the district person who submits the count day data to the Michigan Student Data System (MSDS) now. This is usually the district pupil accounting person. Remember, just because it is in your student data system does not mean it is in MSDS.
- Assessment and accountability reporting will be taken from the student enrollment and demographic data from the Fall 2013 MSDS General Collection, Spring 2014 MSDS General Collection and Student Record Maintenance (SRM) submitted with an “as of date” on or before Thursday, March 20, 2014. This information comes from the district so you have the ability to check it now and make sure it is accurate. If you find an error in the MSDS, an SRM file can be submitted now to fix the student data. Remember, if it was an error in the spring 2014 MSDS General Collection, use the date of the collection (February 12, 2014) for the “as of date”.
- Districts can start submitting SRM files now to update student enrollment, exits, and other demographic changes that occurred from the February 13 - March 20, 2014 for assessment and accountability purposes.
- Ask teachers to provide a list of students who did not take one of the required MME or MI-Access days/content area assessments and the reason why. This will allow you to quickly identify which tests were not taken versus which ones may be missing. This information will also be needed to submit a reason why a student did not take one of the required tests. The Not Tested reason is used for accountability review for possible exemptions and for other federal reporting.
- Make sure students that are receiving English learner services are identified in a LEP program in MSDS to ensure the WIDA test is not invalidated. Since all students that test must be pre-identified to obtain a barcode number, the Pre-ID Student Report can be used now to help identify those students that tested.
- Students can be exited from an LEP program in MSDS as proficient; however, this will NOT eliminate the student from accountability calculations or the requirement of administering the WIDA to the student for this school year.
- Make sure students that took the MI-Access are identified in MSDS in a special education program to ensure

the MI-Access test is not invalidated. Since all students that test must be pre-identified to obtain a barcode label, the Pre-ID Student Report can be used now to help identify those students that tested.

A “cheat sheet” is available on the Announcement page of the Secure Site now and can also be located at [http://michigan.gov/documents/mde/Accountable\\_Students\\_Directions\\_440818\\_7.pdf](http://michigan.gov/documents/mde/Accountable_Students_Directions_440818_7.pdf). Make sure everyone who has a part in reviewing the student data, updating/correcting student data and reviewing and submitting answer document issues knows how to access the “cheat sheet”.

### **March 27 - WIDA ACCESS and Alternate ACCESS for ELLs Announcements**

The WIDA ACCESS and Alternate ACCESS for ELLs Spring 2014 testing window will close Friday, March 28, 2014. All testing materials should be shipped to the scoring contractor, MetriTech, by Friday, April 4, 2014. Please refer to your Test Administration Manuals for end of testing procedures.

### **March 25 - ACCESS for ELLs and Alternate ACCESS for ELLs Testing Window Ends March 28<sup>th</sup>!**

#### **Here is Your Final Week of Testing Checklist**

- Review the “After Testing Is Completed” section of your Test Administration Manual and ensure that all directions for packing and shipping materials are followed.
- **DO NOT USE** labels that have been printed from the BAA Secure Site. Student test booklets may not be scored if this occurs. **ONLY USE** labels that were shipped with your initial material order shipment from MetriTech.
- Ensure all necessary information is bubbled on student test booklets. Please refer to the [WIDA Communications from OSA](#) document for information on what may need to be bubbled in on test booklets with and without labels.
- Ensure that newly enrolled students have been identified as Limited English Proficient (LEP) in MSDS by **April 30, 2014**.
- Make sure to return ALL testing materials by **April 4, 2014**.
- Please take time to fill out the Office of Standards & Assessment’s (OSA) survey to provide us with information on how we can improve future year’s WIDA administrations: <https://www.surveymonkey.com/s/DK7RMG6>

Please let us know if you have any questions and we look forward to hearing from you in this year’s survey!

### **March 24 - WIDA ACCESS and Alternate ACCESS for ELLs Announcements**

The WIDA ACCESS and Alternate ACCESS for ELLs Spring 2014 testing window will close Friday, March 28, 2014. All testing materials should be shipped to the scoring contractor, MetriTech, by Friday, April 4, 2014. Please refer to your Test Administration Manuals for end of testing procedures.

### **March 19 - The WIDA ACCESS and Alternate ACCESS for ELLs Testing Window Closes March 28, 2014**

#### **What do I do if I no longer have extra WIDA materials to test new students that arrive in my district between now and the end of the testing window?**

These students can be marked as “late enrollment” during the WIDA Accountable Students and Test Verification Window. The dates for the WIDA Accountable Students and Test Verification window will be announced in the coming weeks.

#### **Important Reminders:**

- All WIDA ACCESS and Alternate ACCESS materials need to be shipped back to MetriTech on or before Friday, April 4<sup>th</sup>. Materials returned after the deadline will not be scored.
- Student Test Booklets must have a barcode label. If no barcode label was provided, demographic information must be bubbled on the test booklets. Please refer to the Special Instructions for Students that did not Receive a Barcode Label ([http://www.michigan.gov/documents/mde/WIDA\\_Special\\_Instructions\\_for\\_Barcode\\_Labels\\_13114\\_446594\\_7.doc](http://www.michigan.gov/documents/mde/WIDA_Special_Instructions_for_Barcode_Labels_13114_446594_7.doc)) for information on completing demographic information. **DO NOT USE ANY NON-WIDA BARCODE LABEL**

## WIDA Survey

The Office of Standards and Assessment (OSA) would like your feedback regarding WIDA. Please take a moment to complete the WIDA Assessment Feedback Survey (<https://www.surveymonkey.com/s/DK7RMG6>). Your feedback is extremely valuable in helping us improve communications, process, and protocol for future WIDA assessment administrations.

## **March 10 - Additional Material Order Window Ends March 14, 2014**

### What do I really need to bubble in on the back of the test booklet?

#### Booklets with Labels

- ☐ **Accommodations:** Please ensure that all accommodations used for any domain of the assessment are marked appropriately.
- ☐ **Do Not Score This Section For This Student: ONLY** use these fields for students who may have experienced a misadministration, prohibited behavior, have been absent from school preventing them from finishing the assessment, or have unenrolled and did not complete all domains (completed 1 or more domains but not all). It is unnecessary to mark the SPD field for any student for whom our office has granted an exemption.

#### Booklets without Labels

- ☐ Priority fields:
  - o Student's Last Name
  - o First Name
  - o MI
  - o District Name
  - o School Name
  - o State Name Abbreviation
  - o District Number
  - o School Number
  - o Birth Date
  - o Grade Level
  - o Gender
  - o State Student ID Number
  - o State Defined Optional Data
  - o Accommodations
  - o Do Not Score This Section For This Student

### What language codes do I use for the test booklets I have to fill out manually?

Please use the codes below to indicate students' primary language on test booklets that did not come pre-labeled.

Language Name	Language Code
Albanian	1
Arabic	2
Bengali	3
Chaldean	4

Chinese	5
English	6
Hmong	7
Japanese	8
Other	9
Serbo-Croatian	10
Spanish	11
Vietnamese	12

### Students Who have Unenrolled

There are a few scenarios in which you will handle test booklets differently:

1. Student has officially unenrolled from the district and did not complete any domains of the test: Mark DO NOT SCORE on the front cover of the test booklet and place with nonscoreable materials.
2. Student has officially unenrolled from the district but has completed 1 or more domains but not all domains: Bubble in the appropriate domains in the ABS (Absent) field under the Do Not Score section of the test booklet.

### Reporting Misadministration or Prohibited Behavior

If you have a misadministration, prohibited behavior, or any unethical testing circumstance to report during WIDA testing, please use the following link to file an Incident

Report: <https://baameap.wufoo.com/forms/sp9va4s1jzklng/>. When completing an Incident Report, please include as much information as possible about the incident. A representative from the Office of Standards and Assessment will follow up on any reported incidents with guidance and protocol for handling the incident(s).

### Students Who Have Recently Tested on the WIDA ACCESS for ELLs in Other States

There are often students transferring in from other states who utilize WIDA ACCESS. These students may have recently taken the WIDA ACCESS or Alternate ACCESS in that state during this school year. Due to MDE's inability to verify student information, students identified as EL who have enrolled in Michigan schools during the WIDA ACCESS testing window, must retake the assessment here in Michigan.

### W-APT (Screener) Reminders

Please be sure that when you enter students W-APT scores into the Secure Site that you ignore the current performance levels generated by the system. These are currently calculating incorrectly. You should calculate the performance levels by hand or by using the W-APT Score Calculator found at: <http://www.wida.us/assessment/w-apt/ScoreCalculator.aspx>

### WIDA PODER and PUEDE Field Test Opportunity

PODER and PUEDE are standards-based Spanish language development assessments that can be used to assess the Spanish language proficiency and development of native or non-native speakers. The field test will take place April 16, 2014 – May 27, 2014. Please contact Jennifer Paul at [paulj@michigan.gov](mailto:paulj@michigan.gov) for more information on this opportunity for your district.

## **February 11 - WIDA ACCESS 2.0 Field Test Opportunity and New Incentives**

Districts who are interested in field testing the ACCESS 2.0, the online assessment which will replace the WIDA ACCESS, have the following new incentive opportunity:

- WIDA will pay for substitutes (maximum amount to be discussed with WIDA, dependent on number of students participating) to help offset the cost of having regular classroom teachers administering the ACCESS 2.0 field test.

Districts participating in this opportunity are also eligible for the TRIG grant. Additional information about TRIG can be found on the [TRIG website](#). Please contact Jennifer Paul at [paulj@michigan.gov](mailto:paulj@michigan.gov) for more information about this field test opportunity.

### **WIDA Materials for Private Non-Public Schools**

Districts may have received WIDA ACCESS and Alternate ACCESS for ELLs testing materials for students who attend private non-public schools. Under Title III rules, districts are obligated to annually meet with private non-public schools and offer language services to students who may be eligible. As a part of this conversation, summative English language proficiency assessments should have been discussed as well. Please contact your Title III and EL testing coordinator to determine what your assessment processes are for your district. Please contact the Office of Field Services at 517-373-6066 for questions regarding offering services to private-non-public students.

### **WIDA Language Codes for Box 6 on Student Test Booklets**

Please use the codes below to indicate students' primary language on test booklets that did not come pre-labeled.

<b>Language Name</b>	<b>Language Code</b>
Albanian	1
Arabic	2
Bengali	3
Chaldean	4
Chinese	5
English	6
Hmong	7
Japanese	8
Other	9
Serbo-Croatian	10
Spanish	11
Vietnamese	12

### **WIDA Additional Material Orders**

Additional materials can be placed through MetriTech. You should have received instructions in your initial material order shipment on ordering procedures. Please note that additional material orders should only be

placed for the following scenarios:

-You have a newly enrolled student(s) (after January 14) and you do not have sufficient material overage in order to test the student(s).

-You have a student whose IEP team has decided that the WIDA Alternate ACCESS is the appropriate assessment but you only have the general WIDA ACCESS for ELLs materials.

-You have a student for whom you had ordered the WIDA Alternate ACCESS whose IEP team has now determined that the general WIDA ACCESS for ELLs is appropriate but you do not have sufficient material overage in order to test the student.

**February 10 - Important Announcements:**

**Did you receive materials for students attending a private non-public school?**

Your district may have received WIDA ACCESS and Alternate ACCESS for ELLs testing materials for students who attend private non-public schools. Under Title III rules, districts are obligated to annually meet with private non-public schools and offer language services to students who may be eligible. As a part of this conversation, summative English language proficiency assessments should have been discussed as well. Please contact your Title III and EL testing coordinator to determine what your assessment processes are for your district. Please contact the Office of Field Services at 517-373-6066.

**What language codes do I use for the test booklets I have to fill out manually?**

Please use the codes below to indicate students' primary language on test booklets that did not come pre-labeled.

Language Name	Language Code
Albanian	1
Arabic	2
Bengali	3
Chaldean	4
Chinese	5
English	6
Hmong	7
Japanese	8
Other	9
Serbo-Croatian	10
Spanish	11
Vietnamese	12

**Need more WIDA Assessment materials?**

Additional materials can be placed through MetriTech once you have received your initial material order on February 3rd or 4th. You will receive instructions in your initial material order shipment on ordering procedures.

Please note that additional material orders should only be placed for the following scenarios:

- You have a newly enrolled student(s) (after January 14) and you do not have sufficient material coverage in order to test the student(s).
- You have a student whose IEP team has decided that the WIDA Alternate ACCESS is the appropriate assessment but you only have the general WIDA ACCESS for ELLs materials.
- You have a student for whom you had ordered the WIDA Alternate ACCESS whose IEP team has now determined that the general WIDA ACCESS for ELLs is appropriate but you do not have sufficient material coverage in order to test the student.

### **Required Certification for Anyone Administering the WIDA ACCESS or Alternate ACCESS for ELLs**

View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the World-Class Instructional Design and Assessment Assessing Comprehension and Communication in English State-to-State for English Language Learners (WIDA ACCESS) or Alternate ACCESS for ELLs. There are **NO** substitutes for these modules (in-district professional development, other videos, etc.). Test administrators must achieve an 80% on each quiz associated with the modules in order to receive their certificate of completion and approval for administration. Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the WIDA ACCESS for ELLs, then this required module can be waived.

### **English Learner (EL) Student Identification in Michigan Student Data System (MSDS)**

All students who are scheduled to take the WIDA ACCESS for ELLs or Alternate ACCESS for ELLs **MUST** be identified as needing EL services in MSDS by April 30<sup>th</sup>. Any student who has taken these assessments and is not identified in this manner will have their scores invalidated. Please contact your district's student information system manager or the Center for Educational Performance and Information (CEPI) at (517) 335-0505 if you have questions pertaining to MSDS.

Additionally, ALL students who have been identified in MSDS as needing EL services, at any point this year, **MUST** take the WIDA ACCESS or Alternate ACCESS for ELLs.

### **Your Current Assessment Coordinator Checklist:**

- View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the WIDA ACCESS or Alternate ACCESS for ELLs. Test administrators must achieve an 80% on each quiz associated with the modules in order to receive their certificate of completion and approval for administration. Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the WIDA ACCESS for ELLs, then this required module can be waived.
- Identify students who may need accommodations for the WIDA ACCESS or Alternate ACCESS for ELLs. Refer to the [Assessment Accommodations Summary Table](#) and [related Frequently Asked Questions](#) document for more information.
- [Assess students.](#)
- Take inventory of initial materials received. If additional materials are needed during the testing window, they may be ordered directly from MetriTech via fax, phone, or email. Instructions on how to order additional materials will be included in the initial material shipment.
- Ensure that standard enrollment protocol is followed for any students entering the district during the Spring WIDA testing window. Students should be screened with the WIDA ACCESS Placement Test (W-APT), if necessary based on Home Language Survey responses, and then the WIDA ACCESS or Alternate ACCESS

administered if the student is found eligible for EL services.

- Work with student information system manager in your district to ensure all students who are scheduled to take the WIDA ACCESS or Alternate ACCESS for ELLs are identified as needing EL services in MSDS. This must be completed by April 30<sup>th</sup>.

**Please let our office know if you have any questions.**

### **February 3, 2014 -Important Announcements**

#### **Need more WIDA Assessment materials?**

Additional materials can be placed through MetriTech once you have received your initial material order on February 3rd or 4th. You will receive instructions in your initial material order shipment on ordering procedures. Please note that additional material orders should only be placed for the following scenarios:

- You have a newly enrolled student(s) (after January 14) and you do not have sufficient material coverage in order to test the student(s).
- You have a student whose IEP team has decided that the WIDA Alternate ACCESS is the appropriate assessment but you only have the general WIDA ACCESS for ELLs materials.
- You have a student for whom you had ordered the WIDA Alternate ACCESS whose IEP team has now determined that the general WIDA ACCESS for ELLs is appropriate but you do not have sufficient material coverage in order to test the student.

#### **Required Certification for Anyone Administering the WIDA ACCESS or Alternate ACCESS for ELLs**

View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the World-Class Instructional Design and Assessment Assessing Comprehension and Communication in English State-to-State for English Language Learners (WIDA ACCESS) or Alternate ACCESS for ELLs. There are **NO** substitutes for these modules (in-district professional development, other videos, etc.). Test administrators must achieve an 80% on each quiz associated with the modules in order to receive their certificate of completion and approval for administration. Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the WIDA ACCESS for ELLs, then this required module can be waived.

#### **English Learner (EL) Student Identification in Michigan Student Data System (MSDS)**

All students who are scheduled to take the WIDA ACCESS for ELLs or Alternate ACCESS for ELLs **MUST** be identified as needing EL services in MSDS by April 30<sup>th</sup>. Any student who has taken these assessments and is not identified in this manner will have their scores invalidated. Please contact your district's student information system manager or the Center for Educational Performance and Information (CEPI) at (517) 335-0505 if you have questions pertaining to MSDS.

Additionally, ALL students who have been identified in MSDS as needing EL services, at any point this year, **MUST** take the WIDA ACCESS or Alternate ACCESS for ELLs.

#### **Your Current Assessment Coordinator Checklist:**

- View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the WIDA ACCESS or Alternate ACCESS for ELLs. Test administrators must achieve an 80% on each quiz associated with the modules in order to receive their certificate of completion and approval for administration. Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the WIDA ACCESS for ELLs, then this required module can be waived.

- Create assessment calendar/schedule for students and classrooms.
- Identify students who may need accommodations for the WIDA ACCESS or Alternate ACCESS for ELLs. Refer to the [Assessment Accommodations Summary Table](#) and [related Frequently Asked Questions](#) document for more information.
- Prepare for assessment materials to arrive at the district the **week of February 3<sup>rd</sup>** by alerting appropriate staff of expected shipments.
- Take inventory of initial materials during the **week of February 3<sup>rd</sup>**. If additional materials are needing during the testing window, they may be ordered directly from MetriTech via fax, phone, or email. Instructions on how to order additional materials will be included in the initial material shipment.
- Ensure that standard enrollment protocol is followed for any students entering the district during the Spring WIDA testing window. Students should be screened with the WIDA ACCESS Placement Test (W-APT), if necessary based on Home Language Survey responses, and then the WIDA ACCESS or Alternate ACCESS administered if the student is found eligible for EL services.
- Work with student information system manager in your district to ensure all students who are scheduled to take the WIDA ACCESS or Alternate ACCESS for ELLs are identified as needing EL services in MSDS. This must be completed by April 30<sup>th</sup>.

**Please let our office know if you have any questions at: 1-877-560-8378, Option 4 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov).**

#### **January 22 - WIDA ACCESS for ELLs Material Update**

##### **Initial Materials**

Initial materials for the Spring 2014 WIDA ACCESS for ELLs will arrive in districts the week of February 3<sup>rd</sup>. Materials will be coming directly from MetriTech (WIDA materials and scoring contractor). These materials were automatically ordered for districts based on Pre-ID information. Districts will receive a 10% overage of materials to accommodate any students who were added after the January 14<sup>th</sup> Pre-ID deadline.

##### **Additional Materials**

After taking inventory of initial materials during the week of February 3<sup>rd</sup>, districts may still need additional materials during the testing window. Additional materials may be ordered directly from MetriTech via fax, phone, or email. Instructions on how to order additional materials will be included in the initial material shipment. Additional order materials **MUST** only be used to order materials for any students who enrolled in the district after January 14<sup>th</sup>, 2014.

##### **Barcode Labels**

All students pre-identified to take the Spring 2014 WIDA ACCESS for ELLs by January 14<sup>th</sup> will receive barcode labels with the initial materials. Students identified after January 14<sup>th</sup> will not receive barcode labels. For students that do not receive barcode labels, demographic information **MUST** be hand-bubbled on the student test booklets. Instructions on how to hand-bubble demographic information on the student test booklets will be included in the initial material shipment.

##### **Testing Window**

The Spring 2014 WIDA ACCESS and Alternate ACCESS for ELLs testing window is **February 10th to March 28th**.

##### **Training/Professional Development**

We have confirmed a date with WIDA to host the Michigan Department of Education sponsored WIDA Alternate ACCESS for ELLs training. This rescheduled event will be held on **Friday, January 31<sup>st</sup>, 2014 from 8:30 - 3:00** at the Michigan

Department of Education, Hannah Building, in downtown Lansing. Interested participants should contact Cristina Rodriguez at [rodriguezcc@michigan.gov](mailto:rodriguezcc@michigan.gov).

Open Q/A sessions with OSA staff are available throughout the remainder of January and February. Please check the Professional Development Plan and Calendar on the [www.michigan.gov/wida](http://www.michigan.gov/wida) website for more information.

### **WIDA Targeted Communications**

Beginning this month, more specific information regarding WIDA will be emailed to individuals listed in the Education Entity Master (EEM) as WIDA or ELPA Coordinators. Please contact your district's EEM specialist to add/update contact information in EEM if necessary.

### **Contact Information**

Please call 1-877-560-8378, Option 4 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov) with any questions.

### **WIDA Focus: January 22 - Important Announcements:**

#### **English Learner (EL) Student Identification in Michigan Student Data System (MSDS)**

All students who are scheduled to take the World-Class Instructional Design and Assessment Assessing Comprehension and Communication in English State-to-State for English Language Learners (WIDA ACCESS for ELLs) or Alternate ACCESS for ELLs **MUST** be identified as needing EL services in MSDS by April 30<sup>th</sup>. Any student who has taken these assessments and is not identified in this manner will have their scores invalidated. Please contact your district's student information system manager or the Center for Educational Performance and Information (CEPI) at (517) 335-0505 if you have questions pertaining to MSDS.

Additionally, ALL students who have been identified in MSDS as needing EL services, at any point this year, **MUST** take the WIDA ACCESS or Alternate ACCESS for ELLs.

#### **Initial Materials**

Initial materials for the Spring 2014 WIDA ACCESS for ELLs will arrive in districts the week of February 3<sup>rd</sup>. Materials will be coming directly from MetriTech (WIDA materials and scoring contractor). These materials were automatically ordered for districts based on Pre-ID information. Districts will receive a 10% overage of materials to accommodate any students who were added after the January 14<sup>th</sup> Pre-ID deadline.

#### **Additional Materials**

After taking inventory of initial materials during the week of February 3<sup>rd</sup>, districts may still need additional materials during the testing window. Additional materials may be ordered directly from MetriTech via fax, phone, or email. Instructions on how to order additional materials will be included in the initial material shipment. Additional order materials **MUST** only be used to order materials for any students who enrolled in the district after January 14<sup>th</sup>, 2014.

#### **Barcode Labels**

All students pre-identified to take the Spring 2014 WIDA ACCESS for ELLs by January 14<sup>th</sup> will receive barcode labels with the initial materials. Students identified after January 14<sup>th</sup> will not receive barcode labels. For students that do not receive barcode labels, demographic information **MUST** be hand-bubbled on the student test booklets. Instructions on how to hand-bubble demographic information on the student test booklets will be included in the initial material shipment.

#### **Testing Window**

The Spring 2014 WIDA ACCESS and Alternate ACCESS for ELLs testing window is **February 10th to March 28th**.

#### **New WIDA Assessment Documents:**

Available January 21 at [www.michigan.gov/wida](http://www.michigan.gov/wida) – WIDA ACCESS and Alternate ACCESS for ELLs Frequently Asked Questions (FAQ) – Includes information on who can administer the assessment, who should test, etc.

**Your Current Assessment Coordinator Checklist:**

- View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the WIDA ACCESS or Alternate ACCESS for ELLs. Test administrators must achieve an 80% on each quiz associated with the modules in order to receive their certificate of completion and approval for administration. Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the WIDA ACCESS for ELLs, then this required module can be waived.
- Create assessment calendar/schedule for students and classrooms.
- Identify students who may need accommodations for the WIDA ACCESS or Alternate ACCESS for ELLs. Refer to the [Assessment Accommodations Summary Table](#) and [related Frequently Asked Questions](#) document for more information.
- Prepare for assessment materials to arrive at the district the **week of February 3<sup>rd</sup>** by alerting appropriate staff of expected shipments.
- Take inventory of initial materials during the **week of February 3<sup>rd</sup>**. If additional materials are needed during the testing window, they may be ordered directly from MetriTech via fax, phone, or email. Instructions on how to order additional materials will be included in the initial material shipment.
- Ensure that standard enrollment protocol is followed for any students entering the district during the Spring WIDA testing window. Students should be screened with the WIDA ACCESS Placement Test (W-APT), if necessary based on Home Language Survey responses, and then the WIDA ACCESS or Alternate ACCESS administered if the student is found eligible for EL services.
- Work with student information system manager in your district to ensure all students who are scheduled to take the WIDA ACCESS or Alternate ACCESS for ELLs are identified as needing EL services in MSDS. This must be completed by April 30<sup>th</sup>.

**Training/Professional Development:**

We have confirmed a date with WIDA to host the Michigan Department of Education sponsored WIDA Alternate ACCESS for ELLs training. This rescheduled event will be held on **Friday, January 31<sup>st</sup>, 2014** from **8:30 - 3:00** at the Michigan Department of Education, Hannah Building, in downtown Lansing. Interested participants should contact Cristina Rodriguez at [rodriguezcm@michigan.gov](mailto:rodriguezcm@michigan.gov).

Open Q/A sessions with OSA staff are available throughout the remainder of January and February. Please check the Professional Development Plan and Calendar on the [www.michigan.gov/wida](http://www.michigan.gov/wida) website for more information.

**Contact Information:**

Please call 1-877-560-8378, Option 4 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov) with any questions.

**1) January 14 - WIDA ACCESS for ELLs Material Update**

- **Initial Materials** – Initial materials for the Spring 2014 WIDA ACCESS for ELLs will arrive in districts the week of February 3<sup>rd</sup>. Materials will be coming directly from MetriTech (WIDA materials and scoring contractor). These materials were automatically ordered for districts based on Pre-ID information. Districts will receive a 10% overage of materials to accommodate any students who were added after the January 14<sup>th</sup> Pre-ID deadline.
- **Additional Materials** – After taking inventory of initial materials during the week of February 3<sup>rd</sup>, districts may still need additional materials during the testing window. Additional materials may be ordered directly from

MetriTech via fax, phone, or email. Instructions on how to order additional materials will be included in the initial material shipment.

- **Barcode Labels** – All students pre-identified to take the Spring 2014 WIDA ACCESS for ELLs by January 14<sup>th</sup> will receive barcode labels with the initial materials. Students identified after January 14<sup>th</sup> will not receive barcode labels. For students that do not receive barcode labels, demographic information must be hand-bubbled on the student test booklets. Instructions on how to hand-bubble demographic information on the student test booklets will be included in the initial material shipment.
- **Testing Window** - The Spring 2014 WIDA ACCESS for ELLs testing window is **February 10th to March 28th**.

## 2) WIDA ACCESS for ELLs Online Field Test Opportunity

The ACCESS for ELLs is field testing reading items in an online format this spring. Districts participating in this opportunity may use this to qualify for the Technology Readiness Infrastructure Grant. Interested districts may go to <http://assets.wceruw.org/implementation/fieldtest.aspx#faqs> for additional information on the field test. Interested districts should contact Jennifer Paul at [paulj@michigan.gov](mailto:paulj@michigan.gov) for more information or to confirm their participation.

### January 7

Greetings WIDA Assessment Coordinators,

This is the first communication directed specifically to WIDA Assessment Coordinators and will be designed to provide you with more detailed information about WIDA than what can be provided in the weekly Thursday BAA e-mails. You are receiving this e-mail because you are listed as an WIDA/ELPA Assessment Coordinator in the Educational Entity Master (EEM).

#### **Important Announcement:**

Due to recent School Closings, the Spring WIDA Assessment Pre-Identification of Students and Initial Material Orders Window has been Extended until **Tuesday, January 14<sup>th</sup>**.

#### **New WIDA Assessment Documents:**

- Available the week of January 13 at [www.michigan.gov/wida](http://www.michigan.gov/wida) – WIDA ACCESS and Alternate ACCESS for ELLs Frequently Asked Questions (FAQ) – Includes information on who can administer the assessment, who should test, etc.

#### **Your Current Assessment Coordinator Checklist:**

- By **January 14** review the Pre-ID list in the BAA Secure Site (for more information on pre-id instructions. Please refer to the [WIDA Pre-ID, Tier and IMO Information](#) for further instructions.
  - Update Tier (A, B, or C) information for students if necessary. The Office of Standards & Assessment has pre-assigned students to Tiers; however the Tier decision is ultimately in each district's hands. Please refer to the link above for more information on Tier definitions.
  - Update Tier to Tier T for students who need to take the Alternate ACCESS. Assignment to this separate assessment for ELs who are also students with disabilities will **NOT** occur automatically. Please review the [WIDA Alternate ACCESS for ELLs Guidance](#) document with appropriate personnel in your district (teachers, IEP Team, etc.).
  - Add newly enrolled students who are receiving EL services.
  - Remove unenrolled students.
  - Order Enlarged Print or braille for students needing those formats. No additional material ordering is necessary for this assessment.

\*There are **NO** tiers for Kindergarten.

- View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the ACCESS or Alternate ACCESS for ELLs. Test administrators must achieve an 80% on each quiz associated with the modules in order to receive their certificate of completion and approval for administration.

Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the ACCESS for ELLs, then this required module can be waived.

- Create assessment calendar/schedule for students and classrooms.
- Prepare for assessment materials to arrive at the district the **week of February 3<sup>rd</sup>** by alerting appropriate staff of expected shipments.

#### Upcoming Tasks/Announcements:

- Exemptions – Exemptions are still available on a very limited basis. Districts must first review appropriate Alternate ACCESS material ([WIDA Alternate ACCESS for ELLs Guidance](#)) to first determine the appropriateness of the Alternate ACCESS for ELLs. Please read and follow the information outlined in this document. OSA believes that the vast majority of students for whom you may have previously requested exemptions can be assessed with the Alternate ACCESS for ELLs.
- Additional Material Orders – With the initial shipment of materials you receive in early February, you will receive an overage of 10%. However, it's possible that you may still need materials. You may place additional material orders through MetriTech (the material fulfillment/scanning/scoring contractor) after you receive your initial shipment. Instructions regarding how to place additional material orders will be available in the coming weeks.
- Materials Without Barcode Labels – **NO** barcode labels can be printed or used from the BAA Secure Site for the ACCESS or Alternate ACCESS for ELLs assessments. MetriTech will **NOT** provide barcode labels for students that are pre-identified after January 14<sup>th</sup>. **ALL** student information must be hand-entered for students that are pre-identified after January 14<sup>th</sup>. You will receive additional instructions regarding this in your initial material order shipment.

#### Training/Professional Development:

- The Alternate ACCESS for ELLs training that was scheduled to occur January 7<sup>th</sup> is in the process of being rescheduled. District personnel should still plan to view the associated online training modules through WIDA's training site.
- If you are a new assessment coordinator or principal be sure to check out these documents to help get you started:
  - [WIDA New Assessment Coordinator Primer](#)
  - [WIDA New Principal Primer](#)

#### Contact Information:

Please call 1-877-560-8378, Option 4 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov) with any questions.

#### **January 7 - Due to recent School Closings, the Spring 2014 MME, WIDA and MI-Access Assessment Pre-Identification of Students and Initial Material Orders Window has been Extended until Tuesday, January 14<sup>th</sup>**

To ensure all student records are correct and that you will receive pre-printed barcode labels for the administration of the Spring 2014 Michigan Merit Examination (MME) and WIDA ACCESS for ELLs, the Secure Site has been populated with pre-identified student records using the following criteria:

**MME:** Students are pre-identified based on enrollment in grade 11 (or based on enrollment in grade 12 without a prior valid MME score).

**WIDA ACCESS for ELLs:** Students will be pre-identified based on being identified as "LEP Eligible" in fall 2013 MSDS, or identified as "Historical LEP" (students not exited for proficiency but also not re-reported as LEP Eligible).

Administrators must review, and update if necessary, each student's tier designation. Students needing to take the WIDA Alternate ACCESS for ELLs must review the WIDA Pre-ID, Tier, and IMO Information document found at: [www.michigan.gov/wida](http://www.michigan.gov/wida).

Please note:

- Testing materials must be ordered for the all spring assessments via the secure site.\* If you do not submit an order, you will not receive testing materials.
- The Pre-ID Student Report for WIDA ACCESS for ELLs displays tier information for each student.
- Students pre-ID by 5:00 p.m. on Tuesday, January 14, 2014 for MME, WIDA ACCESS for ELLs, and MI-Access will receive pre-printed barcode labels.
- Schools will still need to pre-ID and then print barcode labels locally from the Secure Site for MME and MI-Access students that are not pre-ID by Tuesday, January 14, 2014.
- Students who are not pre-ID by Tuesday, January 14, 2014 **for both WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs ONLY**, will need to have their demographic information bubbled in on the test by the administrator.
- **MI-Access:** For grade 11 students who will take the MI-Access spring assessment, districts will need to log into the Secure Site ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) and move these students from the MME Spring 2014 test cycle to the MI-Access Spring 2014 test cycle.

### **Initial Material Orders (IMOs)**

IMOs for MME, WIDA, and the high school MI-Access assessments can be placed now through **Tuesday, January 14, 2014 at 5:00 p.m.**

\*NOTE about WIDA - IMOs for WIDA only need to be placed for students that need Enlarged Print or Braille. All other orders for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs will be placed automatically based on Pre-ID information. Once the Pre-ID window closes on Tuesday, January 14, 2014, all orders will need to be placed directly with MetriTech (WIDA's material vendor) once initial materials are received in the districts the week of February 3<sup>rd</sup>. MetriTech's phone number is 1-800-747-4868.

Instructions for completing any of the pre-identification processes and/or entering Initial Material Orders can be found in the *Secure Site Procedure and User Manual* accessed at: <http://qa.mdoe.state.mi.us/BAASecure/pdfs/SecureSiteUserManual.pdf>.

### **WIDA ACCESS for ELLs Online Field Test Opportunity**

The ACCESS for ELLs is field testing reading items in an online format this spring. Districts participating in this opportunity may use this to qualify for the Technology Readiness Infrastructure Grant. Interested districts may go to <http://assets.wceruw.org/implementation/fieldtest.aspx#faq> for more information on the field test. Interested districts should contact Jennifer Paul at [paulj@michigan.gov](mailto:paulj@michigan.gov) for more information or to confirm their participation.

### **December 19 – WIDA Alternate ACCESS for ELLs Training Opportunity**

The Office of Standards & Assessment is sponsoring a WIDA Alternate ACCESS for ELLs training on January 7, 2014 from 8:30 – 2:30 at the State of Michigan Library in downtown Lansing, Michigan. Registration for this event provided by a WIDA trainer will be made on a priority and first-come-first-serve basis. ISD/RESA personnel will be given registration priority. We are also additionally requesting that districts only send 1 person as their designated representative. To register for this event please send an e-mail to Cristina Rodriguez at [rodriguez@c@michigan.gov](mailto:rodriguez@c@michigan.gov).

#### **1.) WIDA ACCESS for ELLs Online Field Test Opportunity**

The ACCESS for ELLs is field testing reading items in an online format this spring. Districts participating in this opportunity may use this to qualify for the Technology Readiness Infrastructure Grant. Interested districts may go to <http://assets.wceruw.org/implementation/fieldtest.aspx#faq> for more information on the field test. Interested districts should contact Jennifer Paul at [paulj@michigan.gov](mailto:paulj@michigan.gov) for more information or to confirm their participation.

## 2.) Spring 2014 MME, WIDA and MI-Access Assessment **Pre-Identification of Students and Initial Material Orders Window Closes January 10th**

To ensure all student records are correct and that you will receive pre-printed barcode labels for the administration of the Spring 2014 Michigan Merit Examination (MME) and WIDA ACCESS for ELLs, the Secure Site has been populated with pre-identified student records using the following criteria:

**MME:** Students are pre-identified based on enrollment in grade 11 (or based on enrollment in grade 12 without a prior valid MME score).

**WIDA ACCESS for ELLs:** Students will be pre-identified based on being identified as "LEP Eligible" in fall 2013 MSDS, or identified as "Historical LEP" (students not exited for proficiency but also not re-reported as LEP Eligible).

Administrators must review, and update if necessary, each student's tier designation. Students needing to take the WIDA Alternate ACCESS for ELLs must review the WIDA Pre-ID, Tier, and IMO Information document found at: [www.michigan.gov/wida](http://www.michigan.gov/wida).

Please note:

- Testing materials must be ordered for the all spring assessments via the secure site.\* If you do not submit an order, you will not receive testing materials.
- The Pre-ID Student Report for WIDA ACCESS for ELLs displays tier information for each student.
- Students pre-ID by 5:00 p.m. on Friday, January 10, 2014 for MME, WIDA ACCESS for ELLs, and MI-Access will receive pre-printed barcode labels.
- Schools will still need to pre-ID and then print barcode labels locally from the Secure Site for MME and MI-Access students that are not pre-ID by Friday, January 10, 2014.
- Students who are not pre-ID by Friday, January 10, 2014 **for both WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs ONLY**, will need to have their demographic information bubbled in on the test by the administrator.
- **MI-Access:** For grade 11 students who will take the MI-Access spring assessment, districts will need to log into the Secure Site ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) and move these students from the MME Spring 2014 test cycle to the MI-Access Spring 2014 test cycle.

### **Initial Material Orders (IMOs)**

IMOs for MME, WIDA, and the high school MI-Access assessments can be placed now through **Friday, January 10, 2014 at 5:00 p.m.**

\*NOTE about WIDA - IMOs for WIDA only need to be placed for students that need Enlarged Print or Braille. All other orders for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs will be placed automatically based on Pre-ID information. Once the Pre-ID window closes on Friday, January 10, 2014, all orders will need to be placed directly with MetriTech (WIDA's material vendor).

Instructions for completing any of the pre-identification processes and/or entering Initial Material Orders can be found in the *Secure Site Procedure and User Manual* accessed at: <http://qa.mdoe.state.mi.us/BAASecure/pdfs/SecureSiteUserManual.pdf>.

### **December 12 - WIDA ACCESS for ELLs Pre-ID and IMO**

An issue with the Secure Site was preventing users from saving ACCESS for ELLs tier updates (A,B,C,T). Districts are

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encouraged to recheck their tier assignments for all students in the event that updates were made.

#### ACCESS for ELLs 2.0

The ACCESS for ELLs is field testing Reading items in an online format this spring. Districts participating in this opportunity may use this to qualify for the Technology Readiness Infrastructure Grant. Interested districts may go to <http://assets.wceruw.org/implementation/fieldtest.aspx#faqs> for more information on the field test. Interested districts should contact Jennifer Paul at [paulj@michigan.gov](mailto:paulj@michigan.gov) for more information or to confirm their participation.

#### **November 14 - Revised W-APT Memo Now Available**

In a collaborative effort with project partners, WIDA has posted a revised version of the W-APT screener assessment. The revisions mainly consisted of copy editing corrections and *did not affect the test format or any test administration procedures*. The files have been posted on the WIDA website and are accessible with the district W-APT login. This current release is labeled Version 3, October 2013. Districts and schools may continue to use any already printed copies of the W-APT, as *no test items have changed*. Students who have already been screened with the W-APT *do not need to be rescreened* with the revised version. Please contact the WIDA help desk with any questions about these changes at 866-276-7735 or [help@wida.us](mailto:help@wida.us).

#### **Updated WIDA Professional Development Plan and Calendar**

An updated WIDA Professional Development Plan and Calendar has been posted to [www.michigan.gov/elpa](http://www.michigan.gov/elpa) in the “What’s New” section. The document provides training information for the W-APT, WIDA ACCESS for ELLs, and WIDA Alternate ACCESS for ELLs as well a full schedule of WIDA professional development sessions.

#### **November 7 - Preparing for the WIDA ACCESS for ELLs – Tier Selection**

As the Pre-ID window for the WIDA ACCESS for ELLs approaches, it’s time to think about tiers. Although WIDA already uses specific grade-level clusters to group students, there are also three tiers (Tier A, Tier B, and Tier C) within each grade-level cluster for the WIDA ACCESS for ELLs. While the tiers overlap, each tier assesses a different range of language proficiency. Therefore, to ensure the best possible testing experience for each student and the most meaningful results, it is necessary to place each student into the tier that best matches his or her proficiency level. All students will be pre-assigned a tier designation by MDE based on W-APT scores or prior ELPA scores, if applicable. Students with no previous assessment history will be defaulted to Tier B. Though MDE will be pre-assigning a tier designation to students, teachers and administrators must review the pre-assigned tiers in the Secure Site and update as necessary during the Pre-ID window. Please review WIDA’s tier definitions and criteria for tier selection on WIDA’s website at [http://www.wida.us/assessment/access/tier\\_criteria.aspx](http://www.wida.us/assessment/access/tier_criteria.aspx). The WIDA ACCESS for ELLs Pre-ID window opens December 2<sup>nd</sup> and closes on January 10<sup>th</sup>. The WIDA ACCESS for ELLs testing window opens on February 10<sup>th</sup> and closes on March 28<sup>th</sup>. Specific instructions on how to review and change student tier designation in the Secure Site will be provided prior to the opening of the Pre-ID window.

#### **Preparing for the WIDA ACCESS for ELLs – Determining the use of WIDA Alternative ACCESS for ELLs**

Along with reviewing tier designation for students taking the WIDA ACCESS for ELLs, it’s time to think about the WIDA Alternate ACCESS for ELLs. The Alternate ACCESS for ELLs is an individually administered paper and pencil test that is intended only for ELs in grades 1 – 12 who have, or function as if they have, significant cognitive disabilities severe enough to prevent meaningful participation in the WIDA ACCESS for ELLs assessment. The Alternate ACCESS for ELLs is administered during the same testing window as the general WIDA ACCESS for ELLs. IEP Teams must consider the following general participation criteria to decide whether the Alternate ACCESS for ELLs test would be an appropriate assessment for their student:

1. The student has been classified as EL.
2. The student has, or functions as if they have, a cognitive disability and is eligible for special education services under IDEA.
3. The student is working towards alternate achievement standards aligned with Michigan’s academic standards, and is participating in Michigan’s alternate accountability assessment, MI-Access.

For a more comprehensive overview of the Alternate ACCESS for ELLs, please visit:

[http://www.michigan.gov/documents/mde/WIDA\\_Alternate\\_ACCESS\\_for\\_ELLs\\_434258\\_7.pdf?20131104124226](http://www.michigan.gov/documents/mde/WIDA_Alternate_ACCESS_for_ELLs_434258_7.pdf?20131104124226)

Designating students to take the Alternate ACCESS for ELLs in the Secure Site will occur during the ACCESS for ELLs Pre-ID window. Specific instructions on how to designate students in the Secure Site will be provided prior to the opening of the Pre-ID window.

**Upcoming WIDA Professional Development Events:**

**December**

4*	WIDA ACCESS FOR ELLs TRAINING	9:00-11:00	SOM Library-Lk MI Rm-Lansing
5*	WIDA ACCESS & ALTERNATE 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 & ALTERNATE ACCESS FOR ELLs TRAINING	8:30-11:30	SOM Library-Lk MI Rm-Lansing
16	WIDA ACCESS & ALTERNATE ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx
17	WIDA ACCESS & ALTERNATE ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx
19	WIDA ACCESS & ALTERNATE ACCESS FOR ELLs TRAINING	9:00-11:00	WebEx

**January**

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

**February**

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

**October 17 - Invitation to World Class Instructional Design and Assessment (WIDA) Coordinators to Participate in a 'How to Administer the W-APT and Use the New BAA Secure Site' WebEx**

The Office of Standards and Assessment (OSA) would like to extend an invitation to WIDA Coordinators to participate in a "How to Administer the W-APT and Use the New BAA Secure Site WebEx."

The purpose of this WebEx is to instruct Michigan's educators on how to administer the new WIDA W-APT assessment and to teach the basics on how to use the new BAA Secure Site. The W-APT is the screening tool used to aid districts in identifying students who are non-native English speakers who may also be in need of English learner (EL) services.

The WebEx will be divided into four **duplicate** sessions:

***Tuesday, November 5, 2013***

Session 1: 9:00–11:00 a.m.

Session 2: 1:00–3:00 p.m.

***Wednesday, November 6, 2013***

Session 1: 9:00–11:00 a.m.

Session 2: 1:00–3:00 p.m.

To confirm your participation, we are requesting that you respond via email to Cristina Rodriguez at [rodriguez@chickadee.org](mailto:rodriguez@chickadee.org). Please identify which session you would like to take part in (*remember, all 4 sessions are identical so you only need to confirm for 1 of the 4*). Upon receipt of your selection, instructions will be sent on how to gain access to the WebEx. Space is limited so be sure to **confirm by Monday, November 4, 2013**.

**September 26 - WIDA Coordinators: Invitation to Participate in a 'How to Administer the W-APT and Use the New BAA Secure Site' WebEx**

The Office of Standards and Assessment (OSA) would like to extend an invitation to WIDA Coordinators to participate in a '**How to Administer the W-APT and Use the New BAA Secure Site**' WebEx. The purpose of this WebEx is to instruct Michigan's educators on how to administer the new WIDA W-APT assessment and to teach the basics on how to use the new BAA Secure Site. The W-APT is the screening tool used to aid districts in identifying students who are non-native English speakers who may also be in need of English learner (EL) services.

The WebEx will be divided into *four duplicate sessions*:

Wednesday, October 2, 2013

- Session 1: 9:00–11:00 a.m.
- Session 2: 1:00–3:00 p.m.

Thursday, October 3, 2013

- Session 1: 9:00–11:00 a.m.
- Session 2: 1:00–3:00 p.m.

To confirm your participation, we are requesting that you respond via email to Cristina Rodriguez at [rodriguez@chickadee.org](mailto:rodriguez@chickadee.org). Please identify which session you would like to take part in and, upon receipt of your selection, instructions will be sent on how to gain access to the WebEx. Space is limited so be sure to confirm by **Monday, September 30, 2013**.

**September 12 - W-APT Score Entry now available in Secure Site**

The W-APT Score Entry function is now available in the Secure Site. Though functionality is still somewhat limited, users can now enter W-APT scores for all W-APT domains. Here are the steps to enter W-APT scores:

1. Search for your student using the Student Search function found under the Student Information tab.
2. Click on the student's name found in the search results.
3. On the Student Summary page, click on the Add Test Cycle function in the Assessments Scheduled section. This will bring up the Student Demographics page.
4. On the Student Demographics page, use the Test Cycle dropdown menu to select "Aug-Dec (2013) W-APT". You will also need to complete any fields marked in red with an asterisk. Click Save at the bottom of the page.

5. The Student Demographics page will now reappear. Scroll down to the ELL Placement Test section of the page. Here you can enter the Assessment Date and scores for each W-APT domain. Once complete, click Save. Do not pay attention to the Listening Admin dropdown menu or the Performance Levels field found in ELL Placement Test section of the Student Demographics page.

**\*Important\*** The Secure Site is not currently calculating overall W-APT scores or generating reports. Use the W-APT Scoring Sheets or Calculator to calculate overall scores until this functionality becomes available in the Secure Site.

If you have any questions about the Secure Site, please contact [baa@michigan.gov](mailto:baa@michigan.gov).

### **September 2 - Remaining ELPA Initial Screening Materials**

Due to the replacement of the ELPA Initial Screening with the WIDA Access Placement Test (W-APT) this fall, schools/districts may now securely destroy all used and unused ELPA Initial Screening materials. Please **DO NOT** return materials to MDE. If you have any questions or concerns, please contact the BAA at 877-560-8378, option 7.

### **August 29, 2013 – WIDA Updates WIDA Call Center vs. BAA Hotline**

WIDA offers the services of a call center to aid districts in answering questions about standards and assessments. However, many questions will still need to be answered by staff in the Office of Standards & Assessment (OSA) and the Office of Field Services (OFS) at the Michigan Department of Education (MDE). Below is a quick guide to help direct your questions appropriately so that you can get answers efficiently. When in doubt, please make OSA your first choice when calling about assessment related questions.

#### **Office of Standards & Assessment**

**1-877-560-8378, Option 7**

#### **Questions pertaining to the following:**

- W-APT/ACCESS for ELLs testing window
- Guidance for participation criteria on the Alternate ACCESS for ELLs
- BAA Secure Site information
- BAA processes such as Pre-ID, Tested Roster, etc.
- Login information (usernames/passwords) for access to the secure WIDA materials
- Waivers
- WIDA assessment professional development activities sponsored by OSA

#### **Office of Field Services**

**517-373-6066**

#### **Questions pertaining to the following:**

- Entrance & Exit Protocol
- Title III funding
- Title III compliance and monitoring
- WIDA standards professional development activities sponsored by OFS

#### **WIDA Call Center**

**1-877-560-8378, Option 5**

**OR**

**1-866-276-7735**

- Questions pertaining to general WIDA information about standards and assessments

### **WIDA Professional Development (PD) Calendar Updates**

A revised 2013-2014 WIDA PD calendar has been posted

here: [http://www.michigan.gov/documents/mde/WIDAProfessionalDevelopmentCalendar13-14-jp\\_432179\\_7.pdf](http://www.michigan.gov/documents/mde/WIDAProfessionalDevelopmentCalendar13-14-jp_432179_7.pdf). This revised calendar contains a newly-added WebEx training entitled "New Principal's EL Assessment Crash Course." This WebEx is geared towards new principals or any principals needing to brush up on their understanding of identification

and assessment of ELs, the basics of Michigan's transition to WIDA and the WIDA assessments, and how to structure internal processes and procedures to make assessment-related activities efficient.

A revised 2013-2014 WIDA PD calendar has been posted here:

[http://www.michigan.gov/documents/mde/WIDAProfessionalDevelopmentCalendar13-14-1p\\_432179\\_7.pdf?20130828103718](http://www.michigan.gov/documents/mde/WIDAProfessionalDevelopmentCalendar13-14-1p_432179_7.pdf?20130828103718).

This revised calendar contains a newly-added WebEx training entitled "New Principal's EL Assessment Crash Course". This WebEx is geared towards new principals or any principals needing to brush up on their understanding of identification and assessment of ELs, the basics of Michigan's transition to WIDA and the WIDA assessments, and how to structure internal processes and procedures to make assessment-related activities efficient.

#### **W-APT FAQ Document Coming Soon**

A comprehensive list of W-APT FAQs will be available early next week under the "What's New?" section at: [www.michigan.gov/elpa](http://www.michigan.gov/elpa).

#### **WIDA ACCESS for ELLs Testing Window Update**

The testing window for the WIDA ACCESS for ELLs will be as follows:

Monday, February 10<sup>th</sup>, 2014 – First day of testing

Friday, March 28<sup>th</sup>, 2014 – Last day of testing

As a reminder, the WIDA ACCESS for ELLs is replacing the Spring ELPA as the summative EL assessment given annually to monitor student's progress in acquiring academic English.

#### **August 19, 2013 - WIDA ACCESS Placement Test (W-APT) WebEx**

The Office of Standards and Assessment (OSA) would like to extend an invitation to participate in a "How to Administer the W-APT and Use the New BAA Secure Site WebEx." The purpose of this WebEx is to instruct Michigan's educators on how to administer the new WIDA W-APT assessment and to teach the basics on how to use the new BAA Secure Site. The W-APT is the screening tool used to aid districts in identifying students who are non-native English speakers who may also be in need of English learner (EL) services.

The WebEx will be divided into four **duplicate** sessions:

Monday, September 9, 2013

Session 1: 9:00–11:00 a.m.

Session 2: 1:00–3:00 p.m.

Tuesday, September 10, 2013

Session 1: 9:00–11:00 a.m.

Session 2: 1:00–3:00 p.m.

To confirm your participation, we are requesting that you respond via email to Cristina Rodriguez at [rodriguezcm@michigan.gov](mailto:rodriguezcm@michigan.gov). Please identify which session you would like to take part in and upon receipt of your selection, instructions will be sent on how to gain access to the WebEx. Space is limited so be sure to **confirm by Friday, September 6, 2013.**

#### **August 5, 2013 - Michigan Joins the World Class Instructional Design and Assessment (WIDA) Consortium**

The Michigan Department of Education has just joined the World Class Instructional Design and Assessment (WIDA) Consortium, making it the 32<sup>nd</sup> State Educational Agency (SEA) to do so since the consortium was created in 2003. WIDA is a consortium of states dedicated to the design and implementation of high standards and equitable educational opportunities for English learners (ELs). Joining the WIDA Consortium means that Michigan will be implementing the WIDA English Language Development (ELD) Standards for instruction, using the WIDA ACCESS Placement Test (W-APT) to aid in the identification of ELs, and using the ACCESS for ELLs<sup>®</sup> for the summative assessment of its ELs. The Michigan State Board of Education unanimously approved the adoption of the WIDA ELD standards during the November 2012 State Board meeting. The adoption of these standards and linked assessment system will provide districts and the state with many benefits such as greater capacity for enhanced assessment quality, access to broad professional development activities, continued opportunities for Michigan stakeholder input and involvement in

research driven by WIDA for improving instruction and assessment for ELs, which will contribute to their academic success.

The Office of Field Services (OFS) and the Office of Standards & Assessment (OSA) are involved as members of several WIDA consortium committees. As a full participating member, Michigan will have greater input into consortium decisions, including choosing directions for new research in the field of English as a second language acquisition. For more information about upcoming standards training, please contact Shereen Tabrizi - OFS at: 517-373-6066 For more information about upcoming assessment training, please contact Jennifer Paul - OSA at: 517-335-3967 For more information about WIDA, please go to [www.wida.us](http://www.wida.us).

#### **WIDA-ACCESS Placement Test (W-APT) Login Information**

On Thursday, August 1, 2013, the individuals listed as your district's ELPA Coordinator and District Assessment Coordinator in EEM should have received two separate emails from WIDA containing login credentials for the WIDA website ([www.wida.us](http://www.wida.us)). One email contained the username and the other email contained the password. It is critical that your district received these emails in order to begin downloading and using the W-APT. The secure W-APT section of the WIDA website contains several materials that you are strongly advised to review prior to administering the W-APT in your district:

- W-APT Recorded Webinar Trainings
- W-APT Download and Printing Instructions
- W-APT Test Administration Manuals for Kindergarten and Grades 1-12
- W-APT Scored Student Writing Sample Booklet

**If you did not receive these e-mails from WIDA, please check your spam or junk mail folders and/or check with a technology coordinator to be certain that your system is not blocking messages from [help@wida.us](mailto:help@wida.us) or [widahelp@wcer.wisc.edu](mailto:widahelp@wcer.wisc.edu).**

If you have any questions, concerns or difficulty accessing the materials on the WIDA website, please contact the WIDA Help Desk at 866-276-7735 or email [help@wida.us](mailto:help@wida.us).

If your district did not receive login information, please contact Jason Kolb at [kolbj1@michigan.gov](mailto:kolbj1@michigan.gov) or Cristina Rodriguez at [rodriguezcc@michigan.gov](mailto:rodriguezcc@michigan.gov) with the Office of Standards and Assessment.

#### **W-APT Secure Site Score Entry Webinar Postponed**

The W-APT Secure Site Score Entry Webinar scheduled for Friday, August 9, 2013, has been postponed until further notice. The W-APT score entry function in the Secure Site is currently unavailable, but is anticipated to become available in mid-to-late August. This, however, should not prevent your district from beginning to use the W-APT. Until the W-APT score entry function becomes available in the Secure Site, it is strongly recommended that you use the W-APT Score Calculator and keep a running record of your students' scores. When the Secure Site score entry function does become available, your district will be expected to enter the W-APT scores of your students.

The W-APT Calculator can be found at [www.wida.us/assessment/w-apt/ScoreCalculator.aspx](http://www.wida.us/assessment/w-apt/ScoreCalculator.aspx). To use the W-APT calculator, simply choose the student's grade, enter the raw scores by domain and press "calculate."

If you have any questions, concerns or difficulty accessing the W-APT Calculator on the WIDA website, please contact the WIDA Help Desk at 866-276-7735 or email [help@wida.us](mailto:help@wida.us).

If you have any questions about the Secure Site, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).