wida
for michigan

WIDA-ACCESS Placement Test (W-APT)
Frequently Asked Questions (FAQ)

Office of Standards & Assessment
Michigan Department of Education

MICHIGAN
Department of
Education

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Contact Information

Below is a quick table to help direct your questions appropriately so that you can get answers efficiently, but when in doubt please make OSA your first choice when calling with assessment related questions:

Office of Standards & Assessment
1-877-560-8378, Option 8
Questions pertaining to the following:

1. W-APT/ACCESS for ELLs testing window
2. Guidance for participation criteria on the Alternate ACCESS for ELLs
3. BAA Secure Site information
4. BAA processes such as Pre-ID, Accountable Students and Test Verification, etc.
5. Login information (usernames/passwords) for access to the secure WIDA materials Waivers
6. WIDA assessment professional development activities sponsored by OSA

Office of Field Services
517-373-6066
Questions pertaining to the following:

1. Entrance & Exit Protocol
2. Title III funding
3. Title III compliance and monitoring
4. WIDA standards professional development activities sponsored by OFS

WIDA Call Center
1-866-276-7735, OR
1-877-560-8378, Option 4
Questions pertaining to the following:

1. General WIDA information about standards and assessments

GENERAL QUESTIONS

1. What is WIDA?

WIDA (World-Class Instructional Design and Assessment) is a consortium of states dedicated to the design and implementation of high standards and equitable educational opportunities for English language learners. As of August 2013, the WIDA consortium consists of 34 states and territories plus Washington, D.C.

2. What is the W-APT?

W-APT stands for the WIDA-ACCESS Placement Test. This assessment tool, known as a "screener", should be used by educators to measure the English language proficiency of students who have recently arrived in the U.S. or in a particular district. It can help to determine whether or not a child is in need of English language instructional services. This assessment replaces the ELPA Initial Screening assessment.

3. How much does the W-APT cost?

Michigan school districts do not pay the Michigan Department of Education to administer the W-APT screening assessment.

4. Can Title III money be used for W-APT?

No. Title III money cannot be used for any activities related to the administration or scoring of the W-APT. This includes attending training for the assessment, or hiring substitute teachers to free up educators to administer the assessment. If you have further questions regarding how districts can use Title III money, please contact the Office of Field Services at 517-373-6066.

5. Is the W-APT a secure test?

Yes. Test administrators must be trained in its administration and agree to maintain the security of test questions. Test administrators must also complete OSA's Security Compliance form before handling testing material, districts must keep all completed Security Compliance forms on file at their district for a period of one year.

6. Who takes the W-APT?

Upon new enrollment, all students or parent/guardians must answer the Questions on the state required Home Language Survey (HLS). This is for the purpose of identifying those students in need of English learner (EL) services. The HLS asks two questions:

1. Is the student's native tongue a language other than English?; and
2. Is a language other than English spoken in the student's home environment?

If the answer to either question is yes, the student must be given the W-APT and scores must be entered into the BAA Secure Site, regardless of the district's decision to enter the student into EL services or not.

7. Does the HLS need to be completed every year?

Once the HLS has been completed during enrollment and if the student remains within the same school/district there is no need to complete it every year. However it is important to keep the HLS in the students' CA60 folder for future reference. *Keep in mind if a student moves to another district, it is important to notify the receiving district of the student's EL status.*

8. What do I do if I can't find or don't have access to a transfer student's HLS?

Our recommendation is to attempt to contact the student's sending district. If this approach doesn't provide you with the HLS, you can request the parents/guardians fill this out again. However the absence of duplicate request of this information from the parent/guardian does not change a student's EL status in MSDS, even if they don't answer 'No' to both questions on the new HLS. This means that if the sending school district has already identified the student as needing EL services in MSDS the receiving district must as well.

9. What do I do if I accidentally label a student as LEP in MSDS and then submit a Student Record Maintenance to correct the error; does this student still need to test?

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 in the Spring.

10. Can districts screen students using the W-APT during kindergarten roundup?

Yes, districts have the option to screen students using the W-APT during kindergarten roundup in the spring instead of waiting until the beginning of the following school year. This cycle is called the Pre-K cycle.

11. Who can administer the W-APT?

There are three sets of criteria that administrators of the W-APT must meet.

    1. Educators must fall into one of the following categories in order to administer the W-APT:

- Educators who are district employees – must hold current State of Michigan teaching certificate, or
- Educators who are not district employees (retired teachers) – must hold current State of Michigan teaching certificate, or
- Paraprofessionals – must not be funded by Title III funds
- Substitutes

All of the above personnel must be trained and/or monitored in order to administer the assessment.

2. Training

Educators who will be administering the W-APT must have an understanding of content in the following areas:

- General W-APT structure (domains, adaptivity, grade level clusters, scoring, etc.)
- Have reviewed the writing rubrics and practiced scoring writing responses
- Have reviewed the speaking rubrics and practiced scoring speaking responses using the samples available on WIDA's website.

It is recommended that training be conducted and materials reviewed in a group format within districts. This helps to establish inter-rater reliability between all educators who will be administering the W-APT. Districts should make attempts to ensure that all students are administered the assessment and all are scored in a similar fashion which helps to establish a fair and reliable assessment for all students.

- WIDA offers recorded webinar trainings below to allow educators to review and prepare for W-APT screener test administration. Log in to WIDA's website at www.wida.us, select the W-APT screener test app, scroll down to the W-APT Webinars section and review the following webinars to prepare to administer the W-APT:

  - W-APT General Overview Webinar (9 minutes)
  - W-APT Speaking & Writing Tests Webinar (16 minutes)
  - W-APT Kindergarten Test Webinar (19 minutes)

12. Who should enter the W-APT scores into the BAA Secure Site?

It is recommended that one person at the district level or in each building be identified as the sole person responsible for entering scores into the BAA Secure Site. This helps keep district processes efficient. This person must have access to the BAA Secure Site. Please contact the BAA with questions about gaining proper access.

3. Monitoring

If districts choose to include paraprofessionals and substitutes in the administration of the W-APT, districts must make sure that these educators are monitored during the actual assessment. Monitoring is defined as intermittent observations of the test administration by a certified teacher.

13. How many times will a student take the W-APT?

Ideally, a student will only take the W-APT one time. There are a few circumstances where a student may take the W-APT screener again, such as when being screened to possibly re-enter EL services. For students who have left and returned to the country, it is possible that a district may want to rescreen the students. Districts should take into consideration time away from usage of the English language for academic purposes as well as the consideration that language learning skills often atrophy, or decline, when students do not use them.

14. Can the W-APT be administered in groups?

Although there is guidance within the W-APT test administration manuals indicating that the W-APT can be administered in small groups for the Listening, Reading, and Writing domains, it is OSA's strong recommendation that the W-APT be administered as it was intended, as an individual administration for all domains (Listening, Reading, Writing, and Speaking). The W-APT is an adaptive assessment and a group administration removes this major benefit of the assessment. Additionally, for the majority of newcomers, lengthening the time of the assessment is unnecessary and will not provide districts with additional information about a student's linguistic abilities.

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16. Who scores the W-APT?

The W-APT is scored immediately by the test administrator once the assessment has been completed. Note: No part of the W-APT is sent away for scoring.

17. What is the W-APT calculator?

The W-APT Score Calculator is a tool found at www.wida.us to save test administrators the time of manually converting raw scores and calculating the adjusted composite proficiency level (CPL) scores. With the click of a button, it calculates Speaking, Reading, Writing and Listening proficiency scores, along with the CPL score and a grade-adjusted CPL score. Using the calculator will also generate a basic printable score report. Unfortunately, it cannot be applied to Kindergarten scores at this time. Please note that scores are not saved in the calculator and scores must still be entered into the BAA Secure Site.

Note: The BAA Secure Site will be updated soon to incorporate the functionality of the W-APT calculator.

18. Is the W-APT a secure test?

Yes. Test administrators must be trained in its administration and agree to maintain the security of test questions. Test administrators must also complete OSAs Security Compliance form before handling testing material, districts must keep all completed Security Compliance forms on file at their district for a period of one year. Do not return to the testing contractor. Once tests are downloaded and printed, they should be kept as secure as any other state assessments, and be administered following standard security procedures.

19. Can private schools administer the W-APT?

Yes. Michigan's private schools can administer the W-APT. Additionally, in many cases, private schools have agreements with the local public schools for EL related services.

20. How do I get the W-APT?

The W-APT can be downloaded from www.wida.us/assessment/w-apt/. You must have a WIDA Login (go to page 7 for instructions on obtaining an account) to access the W-APT materials. Please contact the WIDA help desk at 1-877-560-8378, Option 4 for information on accessing materials.

NEW STUDENTS

21. How much time do I have to screen possible EL students?

Possible EL students must be screened in the first 30 days (school days) of the school year. Any possible EL student that enrolls after the first 30 days must be screened within two weeks of enrollment.

22. Do I need to administer the W-APT to exchange students?

Any student a district enrolls and is receiving state and federal funding is held to all statewide assessment and accountability processes. Exchange students are required to be assessed by any assessments for which they qualify. Districts should enroll these students using the same enrollment processes (HLS, W-APT administration, etc.) that are used with all other students.

23. If a student moves in from another district but already has W-APT scores do they need to be screened again?

If a student has moved in from another district in Michigan and already has W-APT scores, they do not need to be re-screened. However, a district could choose to rescreen the student if the student is not already enrolled in EL services and there is an indication that the student does need additional instructional supports.

24. If a student moves from another state, do they need to be screened here?

The following scenarios for student entrance and guidance for each scenario is provided below:

1. Student has a current (1-year or less from the time of enrollment) W-APT score only – W-APT does not need to re-administered unless the district has an indication based on observations, time out of country, etc. that the student may qualify for services when their prior score did not qualify them.

2. Student has a historical (More than 1-year has passed since the time of enrollment) W-APT score only - W-APT may need to re-administered. The district has an indication based on observations, time out of country, time away from intensive usage of academic English, etc. that the student may qualify for services when their prior score did not qualify them. It's also possible that the student's language abilities have improved significantly and may not be in need of EL services.

3. Student has a W-APT score and an ACCESS for ELLs or Alternate ACCESS for ELLs score – W-APT would most likely not be re-administered. A district should take into consideration the student's W-APT and ACCESS scores, observations, time out of country, and time away from intensive usage of academic English in order to make a determination about the possibility of rescreening and/or entering a student into EL services.

IDENTIFICATION

25. Which grade level cluster of the W-APT do I use?

Please use the following chart to determine which grade level cluster of W-APT should be used. For first semester students, students should not be screened at a grade level where they have yet to receive sufficient instruction.

Cycle I – August 15 – December 1												
Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12
Test to be used	K	K	1-2	1-2	3-5	3-5	3-5	6-8	6-8	6-8	9-12	9-12	9-12
Cycle II – December 1 – August 14												
Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12
Test to be used	K	1-2	1-2	3-5	3-5	3-5	6-8	6-8	6-8	9-12	9-12	9-12	9-12

26. How does the screening process work?

For the purposes of screening, there are three groups of students to consider:

- 1st semester Kindergarten students
- 2nd semester Kindergarten students/1st semester 1st graders
- 2nd semester 1st graders through 12th graders

1st semester Kindergarten students

Because most 1st semester Kindergarten students cannot read or write you will screen them on the listening and speaking sections only using the Kindergarten W-APT.

2nd semester Kindergarten students/1st semester 1st graders

Kindergartners who enroll on or after December 1, should be administered all domains of the Kindergarten W-APT (listening, reading, writing, and speaking).

2nd semester 1st graders through 12th graders

Use the on-grade level W-APT form for students.

27. My district has identified at least one student as being an EL. How do we go about giving services?

If you aren't sure about what services you need to provide or how to provide them, please contact the Office of Field Services at 517-373-6066.

ACCOMMODATIONS

28. Can students have accommodations on the W-APT?

Yes. Students can use any of the universal accommodations found in the Accommodation Summary Table under WIDA. Please contact the Office of Standards & Assessment at 1-877-560-8378, Option 7 if you have further questions about possible accommodations for the W-APT.

SCORES & REPORTS

29. Do I still need to enter W-APT scores into the BAA Secure Site?

Yes, upon the completion of assessing a student, scores should be entered into the BAA Secure Site. Districts should keep results in the students' cumulative folder. Additionally, it is strongly recommended that districts share the results with the parents and teachers of the student. Districts are required to share information about EL services with parents. W-APT results should also be kept for monitoring purposes.

30. Will I be able to download W-APT results and reports from the BAA Secure Site?

Yes. However, this functionality has not yet been activated in the BAA Secure Site. Please check with the BAA for the most up-to-date information around accessing this portion of the BAA Secure Site.

WIDA W-APT ACCOUNTS

31. I am a new district test administrator/test coordinator and I need a login for the WIDA website. What do I do?

Send an email to baa@michigan.gov that includes your name, title, district, and your daytime district phone number.

32. I am a district test administrator/test coordinator. What does my W-APT account give me access to?

Your W-APT account gives you access to all of the W-APT materials. You can download and print materials from the WIDA website www.wida.us.

33. I have my username and password, but the system still does not allow me to log in. What do I do?

Make sure you are logging into the correct website www.wida.us. If it does not work, contact WIDA Help by sending an email to help@wida.us or call at 1-866-276-7735 to request assistance.

BAA SECURE SITE ACCOUNTS

34. How do I get access to the BAA Secure Site?

There are two methods to gain access to the BAA Secure Site.

NOTE: Users will need to know their MEIS ID, MEIS login and password to access the BAA Secure Site. A user can go to cepi.state.mi.us/meis/login.aspx/ to access their MEIS login, MEIS ID, reset their password or create a MEIS account if they do not already have one. If you had a MEIS account previously, please do not open a new account – use the self-help features available at cepi.state.mi.us/MEIS/Login.aspx or get help- desk assistance to re-activate your existing account.

1. Users can log in to the BAA Secure Site with their MEIS login and password. If they do not already have access to the site, the "Request Access" link will display and allow the user to request access to the BAA Secure Site.

2. A user can contact the designated district administrator directly to request access to the BAA Secure Site. The district administrator will log into the BAA Secure Site and click on "Security-Manage User Profiles" under the Admin Functions menu and create access for the user. The user will need to provide the district administrator with their MEIS ID (starts with an "A") in order for the district administrator to create access in the BAA Secure Site. The user will get an email at the email address listed in the MEIS system (again, please make sure it is up-to-date), confirming access has been granted.

Note: Each district will need to establish one or more District Administrators for the BAA Secure Site. The District Administrator will then be responsible for establishing all other needed users accounts/profiles for the district and for schools within the district. The process for establishing a new District Administrator is to complete the District Administrator User ID form at the

BAA Secure Site (the form will be near the bottom of the Announcements page after secure login). This form is ONLY for District Authorized Users and must be signed by the District Superintendent. Do not complete this form unless you want the individual listed to have full access, including establishing/removing district and school users. The designated district administrator will receive an email from the system indicating that a request to access the site has been made. The email will go to the email address on the MEIS profile (please make sure it is up-to-date). The district administrator will then log in to the BAA Secure Site and go to the "Security-Manage System Requests" under the Admin Functions menu to review and approve/deny access. The user will get an email at the email address listed in the MEIS system (again, please make sure it is up-to-date), confirming the request was accepted or denied.

If a user already has access to the BAA Secure Site and would like to request additional access, they will go to the "Request Access" link under the Security menu after logging into the BAA Secure Site.

TRAINING

35. Do I need to attend a live training?

No. However, districts and educators need to ensure that they are taking full advantage of webinars offered by OSA and the pre-recorded videos on WIDA's website.

Also be sure to have a comprehensive grasp of the following topics:

– General W-APT structure (domains, adaptivity, grade level clusters, scoring, etc.)
– Writing rubrics and practice scoring writing
– Speaking rubrics and practice scoring speaking responses using the samples available on WIDA's website.

36. How do I find out what OSA WebEx's are available?

For information on OSA's assessment offerings throughout the year, please visit the OSA website at www.michigan.gov/wida and look for the WIDA Professional Development Calendar.

Updated August 25, 2014. Please check the BAA website frequently during the 2014/15 school year for updated materials.