

## Accountable Students & Test Verification Spring 2015 WIDA

The Accountable Students & Test Verification is the process to verify the school's enrollment, student demographics, verify scanned answer documents and report students that did not test. This function was formerly known on the old Secure Site as Expected to Test, Tested Roster and Students Not Tested.

Currently only the Verification of Enrollment for Accountability Purposes is available for Spring 2015 WIDA. The other functions will be available at a later date and will be announced by email.

### ***Getting Started***

Select Accountable Students & Test Verification from the Student Information menu on the Secure Site. Select the ISD, District, School and the *Spring 2015 WIDA* Test Period from the drop down menus and click the Search button. If you change the school, you will need to click the Search button each time to display the correct Task List for the school.

There are multiple ways available to review the data and identify discrepancies.

1. A user can click on the first link under each heading.
  - a. The screen displays possible discrepancies to be reviewed to determine if there is student data that needs to be corrected or answer document discrepancies to be reported or appealed.
  - b. If "Mark this section reviewed" is selected before leaving the screen, a green check mark will be placed on the task list for the function. This does NOT prevent additional access to the screen or to submit any issues during the review period. This is not used by the state and is for the user only.
  - c. Click the Next button at the bottom right of the screen and you will be directed to the next screen (link from the task list) without going back to the Task List.
2. A user can click on each individual link from the Task List and jump around to each function.
3. A user can go to the complete list at the end of the section (Accountable Students and Answer Documents Received) and review the complete list and use the column filters.

**NOTE:** A user should always review the complete list for accuracy even when using the links provided to identify discrepancies. All possible issues cannot be identified systematically using the available links.

This review process is important; this is the last opportunity to submit MSDS changes for assessment and accountability reporting and also the last opportunity to resolve issues with answer documents that can affect scoring. Accountability will NOT accept appeals for issues that should have been resolved during this review period.

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

For Spring 2015 WIDA, students and their demographic information are listed based on 1) the school's enrollment and the Primary Education Providing Entity (PEPE) in the Michigan Student Data System (MSDS) on March 27, 2015 and 2) students who were identified in MSDS being in an LEP program in MSDS and not exited as proficient by the end of the previous school year.

Since the student data is being pulled from MSDS, you will need assistance from your district MSDS person (usually student pupil accounting person) to verify and resolve discrepancies.

### **Unresolved UICs Link**

When clicking on this link, students that have an unresolved UIC in the Secure Site will be listed.

To resolve a UIC in the Secure Site:

- a. Verify the student's name, DOB and gender are correct and match between MSDS and the Secure Site.
  - i. If the student information is incorrect in MSDS, the district MSDS person will need to submit an SRM to correct it in MSDS.
  - ii. If the information is correct in MSDS but incorrect on the Secure Site, email the student's UIC in the Secure Site and the correct UIC to [baa@michigan.gov](mailto:baa@michigan.gov). Do not include the student's UIC and full name, just the portion of the name or DOB that needs to be corrected.
- b. If the UIC number in the Secure Site is incorrect;
  - i. Does the student have two UIC numbers assigned to them in MSDS? The district MSDS person can verify in MSDS if the student has more than one UIC number assigned to them and if so, they can submit a link request in MSDS. Once the UICs have been linked in MSDS, this should resolve it on the Secure Site.
  - ii. If the UIC number in the Secure Site is incorrect and belongs to a different student, please email the incorrect UIC and correct UIC for the student to [baa@michigan.gov](mailto:baa@michigan.gov). Do not include the student's name in the email.

### **Accountable Students and Demographics Link**

When clicking on this link you will receive a list of students that were identified by a district in an LEP program and not exited as proficient prior to the beginning of this school year and were expected to take the Spring 2015 WIDA assessment. Students that were assessed with the WIDA and are not identified as LEP in MSDS will have their test scores invalidated.

1. Verify that all LEP students enrolled on March 27 are listed on the Account Students and Demographics page for the school.
  - a. You can use the Pre-ID Student Report from the Secure Site to help identify all students that tested.
    - i. Students must be identified in a LEP program in MSDS or the student's WIDA test will be invalidated.

- b. If a student is in an LEP program and is not listed, you will need to work with your district MSDS person to submit an SRM with enrollment/LEP program information in MSDS. The student should be listed the following day after the Secure Site has updated from MSDS.
  - c. If a student is listed but has exited the school, you will need to work with your district MSDS person to submit an SRM with an exit date.
2. A student is listed but is not in an LEP program.
- a. The data came from MSDS, so you will need to inform your district MSDS person of the discrepancy.
    - i. Work with your district MSDS person to remove the student from a LEP program in the MSDS End of Year Collection. However, the student will still be identified as LEP for this school year even if it was an error.
  - b. Once a student is identified in an LEP program in MSDS, they continue to be LEP until they are exited as proficient. If a student was submitted from another district as LEP and even if it is an error, the student will be included in accountability calculations as LEP.
3. Using the column filters, you can filter the student demographics to verify the demographics for the students are correct. The student demographics can be updated in MSDS by the district MSDS person using an SRM file.
- a. SE = special education
    - i. Students must be identified as SE in MSDS that have taken the WIDA Alternative Access assessment or the WIDA score will be invalidated
  - b. ED = Economically disadvantaged
    - i. Students are identified as ED in the Secure Site if they are one of the four criteria: free/reduced lunch, migrant, homeless or submitted on a direct certification file in MSDS by the Department of Human Services (DHS)
    - ii. Once a student is identified as ED they are considered ED for the full school year for assessment and accountability purposes.
  - c. MS = Migrant
  - d. HL = Homeless
    - i. Once a student is identified as HL they are considered HL for the full school year for assessment and accountability purposes.
  - e. LEP = Limited English Proficient
    - i. Once a student is identified as LEP they are considered LEP for the full school year for assessment and accountability purposes.
    - ii. Students must be exited as proficient from LEP by the end of the school year to remove them from WIDA testing and accountability as LEP the following school year.
  - f. HS = Home Schooled
    - i. Even if you do not test home schooled students for WIDA, you should still filter on this column using “Y” to ensure no students have not been incorrectly identified as home schooled.

You can review the enrollment of LEP students and their demographics on the Accountable Students and Demographics page, however changes to the student information will need to be made in MSDS by the district MSDS person by April 29, 2015 using the correct “as of date”. Keep in mind however that our last pull from MSDS will be April 29 but we will only be pulling data with an “as of date” on or before March 27, 2015.

Don’t forget, you can print or download the student file using the Download and Print buttons at the bottom right to assist you in reviewing the student enrollment of LEP students and their demographic information.

