

# 1% MI-Access Proficiency Cap & Exceptions

Important Information for the 2015-16 School Year



Division of Accountability Services

# What is the 1% Cap for MI-Access?

- In compliance with federal requirements, the MDE must cap the percent of *proficient* student scores to 1% by content area for students taking an alternate assessment.
- What this means is that of the students who take the MI-Access and score in the proficient range, a cap equal to 1% of ALL students (not just MI-Access testers) in grades 3-8 and 11 will be determined and only this cap number will ACTUALLY be counted as proficient for Scorecard purposes, the rest are counted as not proficient (again, even though they scored in the proficient range).

# Background on the 1% Cap

- The 1% Cap is actually a point of federal flexibility for the calculation of AYP that allows students taking alternate tests that are proficient to count as such for AYP.
- Without this flexibility, scores would have to be calculated from the standard content standards instead of the alternates.
- Later, additional flexibility was provided to allow 1% Cap Exceptions (through the application process described in this document).

# What Does the 1% Cap Impact?

- **Impacted by 1% Cap:**

- Assessment Proficiency Rates on Scorecards

- Only 1% of students who take the MI-Access and score in the proficient range will actually be counted as proficient for Scorecard purposes, the rest are counted as not proficient.

- **NOT Impacted by 1% Cap:**

- Assessment Participation Rates on Scorecards

- All students with valid MI-Access tests will be considered as “tested” for participation purposes on Scorecard regardless of “cap space.”
    - Schools and districts should always select the most appropriate assessment program for the individual student with an IEP.

- Top-to-Bottom Rankings

- Rankings are based on z-scores of scaled scores and not a proficiency cut indicator, making the concept of being proficient or not proficient irrelevant for ranking purposes.

# Some Districts May Need to Exceed the 1% Proficiency Cap for MI-Access

- Since the federal rules cap proficient MI-Access scores at 1%, some districts with larger percentages of students taking an assessment from the MI-Access program, may need to exceed the 1% cap to count more of their proficient students as proficient for Scorecard purposes.
- Therefore, federal rules also require that the MDE provide an application process for districts to exceed the 1% cap for students taking alternate assessments up to an additional 1%.
- The federal rules require that school districts apply for state approval of an exception in cases where the district wishes to exceed the 1% cap at the district level. This is called the **1% Cap Exception Application**.

# How do we Anticipate a Need to Exceed the 1% Cap?

- The 1% cap will be computed by taking no more than one percent of the district headcount enrollment (Spring 2016 for grades 3-8 and 11) at the grade levels in which students are assessed by content area in the state assessment system.
- Estimate your 1% cap limit! If the number of students taking the MI-Access exceeds the all-student district headcount enrollment in the grades relevant for the content area, then the district would likely wish to exceed the 1% MI-Access cap and want to apply to be able to do so.

# Separate 1% Caps are Computed for Each Content Area

Included in Cap for Content Area				
Grades	ELA	Math	Science	Social Studies*
3	X	X		
4	X	X	X	
5	X	X		X
6	X	X		
7	X	X	X	
8	X	X		X
11	x	X	X	X
<b>Example Enrollment #:</b>	1000 students	1000 students	300 students	100 students*
<b>Example Cap Size:</b>	10 students	10 students	3 students	1 student*

\*See slide 12 for special note on SS 1% cap.

# Estimating Your 1% Cap

## Estimating the ELA 1% Cap for the ELA Content Area:

- District has 1000 students enrolled in grades 3 through 8 and 11  
(These are ALL STUDENTS in those grades, not just SE/MI-Access)
- For the ELA content area proficiency cap:  
1% of 1000 students = 10 students → **1% Cap is 10 Students!**

## What does a 1% Cap of 10 students mean in this example?

- This means 10 MI-Access students that scored proficient are **able to count as proficient** toward scorecard districtwide already, WITHOUT EXCEEDING THE 1% CAP.

## ...But what if that district assesses 20 students with MI-Access and ALL 20 are PROFICIENT?

- 10 Students will count as proficient and 10 as not proficient on the Scorecard.

## ...But what if the district has an approved 1% Cap Exception Application?

- If the district has an approved application AND appeals during Preliminary Scorecard window (summer, annually) to have 1% cap exception applied and the appeal is relevant, an additional 1% is applied to set cap at 20 students.
- 1% cap = 10 students, additional 1% = 10 students for a total allowable of 20 students.
- Say, all 20 students are proficient on MI-Access: all 20 would then be able to count as proficient on the scorecard.



# 1% Cap Exception Applications

- The applications process exists in the Secure Site and is provided to districts annually, however, approved applications are valid for **3 YEARS** so a district need not apply every year.
- **Application Window is provided in the Secure Site at:**  
<https://baa.state.mi.us/BAASecure/>
- **List of districts with currently approved 1% Cap Exception Application:**  
[http://www.michigan.gov/documents/mde/Current\\_Approved\\_1\\_Percent\\_Applications\\_388554\\_7.pdf](http://www.michigan.gov/documents/mde/Current_Approved_1_Percent_Applications_388554_7.pdf)

# Districts with Approved Applications

- Districts with a 1% waiver expiration date listed as 12/1/2016 or later are approved to be able to request the 1% cap exception during the 2015-16 Preliminary Scorecard appeals window.
  - These districts will need to apply during the next spring's 1% cap exception application window to **RENEW** their 1% cap exception application to be able to submit 1% appeals beyond fall 2016.
- Districts with approved 1% Cap Exception Applications and will **STILL NEED** to appeal during the appropriate Preliminary Scorecard window to have the 1% cap exception applied. Additionally, the 1% exception is only applied if it improves the overall color status for your school or district.

# How it Works Overall

- STEP 1: District has near or over 1% percent of the district headcount enrollment (grades 3-8 and 11 for Spring 2016) at the grade levels in which students are assessed by content area that take the MI-Access (P, SI, FI).
- STEP 2: District applies in late winter 1% MI-Access Proficiency Cap Exception.
- STEP 3: Application is reviewed by MDE staff and approved or denied.
- STEP 4: Preliminary scorecard window opens in Secure Site.
- STEP 5: Students with Disabilities subgroup fails to meet proficiency target due to 1% cap on preliminary scorecard.
- STEP 6: District appeals preliminary scorecard requesting that the 1% cap exception be applied.
- STEP 7: MDE staff reviews scorecard appeal and verifies that exceeding cap is necessary for subgroup. If school/district overall color status would improve, 1% cap exception is applied to have subgroup meet proficiency target.

# Special Notes on 1% Cap for Social Studies

- MI-Access FI was an available assessment for the social studies content area beginning in spring 2015.
- Since the MDE did not previously have an alternate social studies assessment, addressing alternate social studies proficiency scores had never been an issue.
- It is now necessary to cap MI-Access FI Social Studies scores at 1% for school districts as it has been done already for the other content areas.

# How to Apply for the 1% Cap Exception Waiver

Detailed Instructions

# How to Apply for the 1% Cap Exception Waiver

- Login to the Secure Site at: <https://baa.state.mi.us/BAASecure/>
- Only DISTRICT-LEVEL user accounts will be able to request/submit waivers. School-level users may ONLY view a past one if it exists.
- Click the Scorecard dropdown menu and chose the “1% Cap Waivers” menu item.



- Select the 2015-16 academic year and enter the search criteria for your district of interest and click search. You can also search prior waivers by choosing an earlier academic year here. Leave the waiver requested field set to “select” otherwise, you may not see results.

## 1% Cap Waivers

Use this page to review submitted 1% cap waivers for MI-Access. Information about the 1% cap for MI-Access can be found at [http://www.michigan.gov/documents/mde/MI-Access\\_Cap\\_Exception\\_Information\\_459065\\_7.ppt](http://www.michigan.gov/documents/mde/MI-Access_Cap_Exception_Information_459065_7.ppt)

Search Criteria

Scorecard Academic Year*	ISD	District	Waiver Requested
2014-2015	Calhoun ISD (13000)	Select a District	Select
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

# How to Apply for the 1% Cap Exception Waiver

- For districts with prior rejected waivers or no currently approved waiver, you can click “request waiver” to fill out and submit a new one.

Search Results							
OPEN WAIVER	ISD	DISTRICT	WAIVER REQUESTED	WAIVER ID	WAIVER STATUS	VALID THROUGH SCORECARD	WAIVER REASON
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Review Waiver</a>	Calhoun ISD (13000)	Albion Public Schools (13010)	yes	238	Approved	2015-2016	Presence of Classroom Program
<a href="#">Request Waiver</a>	Calhoun ISD (13000)	Arbor Academy (13901)	no				

- Users with only school-level access rights in the Secure Site will only be able to “review waiver” here if a past waiver exists or no results if no past waiver exists.

# How to Apply for the 1% Cap Exception Waiver

- Answer the questions on the waiver application screen. You can attached supporting materials if you would like to. Please do not submit personally identifiable information (student names or UICs).

Waiver Details

Academic Year

2013-2014

ISD

District

Requestor Name

Requestor Phone Number

Requestor Email

Contact Person (if different than requestor)

Contact Phone Number

Contact Email

Waiver ID

57

Waiver Status

Approved

Requested Date

12/1/2012

Exemption Reason\*

Other

Please explain the circumstances leading to more than 1% of enrolled students being administered the MI-Access assessments:

Please provide data showing the incidence rate of students who were administered the MI-Access assessments (you may also attach files in the bottom left corner of this form):

If you are a district that operates a Shared Educational Entity (SEE) please provide a detailed explanation as to why you need an additional exemption beyond the flexibility provided by the SEE.

☒ By checking this box, I certify the information contained in this application is true and correct, to the best of my knowledge.\*

Attach documents to support the waiver request (.doc, .docx, .xls, .xlsx, .csv, .txt, .pdf)

Select

Submit



# How to Apply for the 1% Cap Exception Waiver

- For districts with an application that was **approved** from a 2013-14 or 2014-15, you can click “review waiver” to review the past waiver. These districts **WILL** be able to request 1% appeals for their 2015-16 Scorecard on the Secure Site AS IS w/o updating your waiver.

Search Results							
OPEN WAIVER	ISD	DISTRICT	WAIVER REQUESTED	WAIVER ID	WAIVER STATUS	VALID THROUGH SCORECARD	WAIVER REASON
<a href="#">Review Waiver</a>	Calhoun ISD (13000)	Albion Public Schools (13010)	yes	238	Approved	2015-2016	Presence of Classroom Program
<a href="#">Request Waiver</a>	Calhoun ISD (13000)	Arbor Academy (13901)	no				

- It is NOT necessary or recommended for these districts to update their waiver or submit another one. If you attempt to, you will be warned with a popup that reads:





“You are updating an approved waiver that can be used to appeal proficiency on this year's upcoming Scorecard. This update will be subjected to MDE review and if rejected, it will invalidate the previously approved waiver. You are updating an approved waiver that can be used to appeal proficiency on this year's upcoming Scorecard.”

# How to Apply for the 1% Cap Exception Waiver

- For districts with a currently approved waiver, you can click the “review waiver” to see it. Notice that we’ve added an indicator at the top of the app to show you the Preliminary Scorecard Appeals windows that this approved waiver can be used to submit 1% cap appeals for!

## 1% Cap Waiver Details

### Approved Waiver Scorecard Details

SCORECARD ACADEMIC YEAR	THIS WAIVER CAN BE USED TO APPEAL PROFICIENCY
2015-2016	 Yes
2016-2017	 No - Request again Spring 2017
2017-2018	 No - Request again Spring 2017
2018-2019	 No - Request again Spring 2017

In this example, the district applied and was approved for an exception waiver in the 2013-14 year, making it valid for appealing:

-2013-14 Scorecards  
-2014-15 Scorecards  
-2015-16 Scorecards

Since approved waivers are valid for 3 Preliminary Scorecard Appeal windows, the district would need to apply during the spring of the 2016-17 school year for the 1% cap exception waiver.

# How to Apply for the 1% Cap Exception Waiver

- Note: For districts with an approved/rejected waiver from a prior year that is BLANK when viewed, it means that you submitted your previous application in paper and not electronically.

Waiver Details

Academic Year

2013-2014

ISD

District

Requestor Name

Requestor Phone Number

Requestor Email

Contact Person (if different than requestor)

Contact Phone Number

Contact Email

Waiver ID

57

Waiver Status

Approved

Requested Date

12/1/2012

Exemption Reason\*

Other

Please explain the circumstances leading to more than 1% of enrolled students being administered the MI-Access assessments:

Please provide data showing the incidence rate of students who were administered the MI-Access assessments (you may also attach files in the bottom left corner of this form):

If you are a district that operates a Shared Educational Entity (SEE) please provide a detailed explanation as to why you need an additional exemption beyond the flexibility provided by the SEE.

☒ By checking this box, I certify the information contained in this application is true and correct, to the best of my knowledge.\*

Attach documents to support the waiver request (.doc, .docx, .xls, .xlsx, .csv, .txt, .pdf)

Select

Submit

# Sample 1% Cap Exception Application Question Response

- Please explain the circumstances leading to more than 1% of enrolled students being administered the MI-Access assessments:

“According to IEP team decisions that are based on formal and informal assessments and observations, students are placed in the least restrictive environment to ensure they are receiving an appropriate education. Through county-wide cooperative agreements and a continuum of services agreement our district exceeds 1% of assessed grade enrollment for the population of students taking MI-Access. All IEP teams utilize the state assessment selection flowchart to ensure appropriate assessment is being completed by the student.”

- Please provide data showing the incidence rate of students who were administered the MI-Access assessments (you may also attach files in the bottom left corner of this form):

“Our anticipated testing populations by content area are listed below. Our MI-Access testing population makes up >1% of our total, districtwide assessed grade enrollment in all content areas, thus exceeding the 1% cap and demonstrating our need for our waiver.

Content Area Tested Grades	Enrollment by Content Area	Anticipated # Students Taking M-STEP	Anticipated # Students Taking MI-Access	% Students Taking MI-Access
ELA 3-8, 11	1000 students	980	20	2%
Math 3-8, 11	1000 students	980	20	2%
Science 4, 7, 11	300 students	290	8	2.7%
Social Studies* 5, 8, 11	300 students	279	6	2%

- If you are a district that operates a Shared Educational Entity (SEE) please provide a detailed explanation as to why you need an additional exemption beyond the flexibility provided by the SEE.

“Our district participates in a SEE agreement, however the number of our resident students that participate in an outside SEE school and will contribute to our Scorecard results by virtue of having their scores sent back exceeds 1% of our tested-grade enrollment. The incidence rates expressed in the prior question include our resident students participating in the outside SEE school that will be sent back to us and included in our district scorecard.

# Tips for Applying for the 1% Cap Exception Waiver

- For districts with currently approved waivers, you can update your waiver that's already approved to extend your application. Note: If you update and resubmit your waiver but do not provide adequate need to exceed the cap, it will be rejected, will need to reapply next year, and will not be able to submit 1% cap appeals for the 2015-16 Scorecards.
- The questions seek rationale for needing to exceed the 1% cap and should contain enrollment/testing count estimates supporting MI-Access incidence above your district's estimated 1% cap.
- The search results screen will show your waiver application status after it has been submitted and will update on this page when MDE staff has reviewed/processed your application. It may take up to one month for staff to review updated/new applications.
- The submitter of the waiver should receive automated emails from the Secure Site when the application is submitted and when the application's status changes. If you do not, it means the email address associated with your MEIS account for the Secure Site is not correct.  
<https://cepi.state.mi.us/MEIS/Login.aspx> can be used to update you account's email address.

# Links & contact information

- Currently approved applications:  
[http://www.michigan.gov/documents/mde/Current Approved 1 Percent Applications 388554 7.pdf](http://www.michigan.gov/documents/mde/Current_Approved_1_Percent_Applications_388554_7.pdf)
- Secure Site:  
<https://baa.state.mi.us/BAASecure/>
- Phone support:  
877-560-8378
- Email support:  
[MDE-Accountability@Michigan.gov](mailto:MDE-Accountability@Michigan.gov)