



Office of Standards and Assessment

Revised April 15, 2016

## NEW ASSESSMENT COORDINATOR PRIMER

---

Congratulations on your new role as a building or district WIDA Assessment Coordinator! This WIDA Assessment Coordinator Welcome Kit is designed to give you basic information about the WIDA assessments as well as help you think about how best to plan for important assessment related activities. However, please don't hesitate to contact the Office of Standards & Assessment when questions arise!

### Acronyms

We all know that the world of education loves acronyms! Below is a list of frequently used acronyms that you may find throughout the WIDA assessment and Office of Standards & Assessment documents:

**EL:** English learner

**ELL:** English language learner

**LEP:** Limited English Proficient

Each of these above terms actually refer to the same group of students. For a variety of reasons (historical, federal, etc.) these terms are still in wide use nationally.

**OSA:** The Office of Standards & Assessment

**OFS:** The Office of Field Services

**MSDS:** Michigan Student Data System

**CEPI:** Center for Educational Performance Indicators

**ESL:** English as a Second Language

**FLEP:** Formerly Limited English Proficient

Additionally, you should also know the acronyms for each EL assessment:

**W-APT:** WIDA ACCESS Placement Test, this is the assessment used for placing students into EL services

**WIDA ACCESS for ELLs 2.0:** This is the online summative assessment used to evaluate ELs' progress towards acquiring English language proficiency (a paper/pencil form is also available)

**WIDA Alternate ACCESS for ELLs:** This is the paper/pencil summative assessment used to evaluate ELs', who are also students with disabilities, progress towards acquiring English language proficiency

### Your Initial To-do List

There are a number of things to take care of when you first become a WIDA Assessment Coordinator that ensure you are receiving communications and have access to everything you need to have access to. Use the list below to make sure you have these pieces in order:

#### Step 1: Educational Entity Master (EEM) Updated:

- The Center for Educational Performance Indicators (CEPI) manages a statewide database of district addresses and school information. The database also includes listings of the names and contact information of each district's superintendent, principals, assessment coordinators, and technology personnel. Each district is responsible for updating their contact information as needed, so check with your district to find out who is responsible for making these regular updates. This is the only way to ensure communication from the assessment and accountability offices at the Michigan Department of Education go to the correct district employees.

## Step 2: Sign-up for DAS Spotlight:

- If you do not receive the weekly Thursday Spotlight on Student Assessment and Accountability, you may subscribe to the Spotlight through the website ([www.michigan.gov/wida](http://www.michigan.gov/wida)) under the “General Information” section. All WIDA related assessment communication from the Office of Standards & Assessment will be sent to districts using this communication route.

## Step 3: MDE Secure Site Access:

- The MDE Secure Site allows you to identify students for testing, input W-APT scores, and complete other required testing processes. Gaining appropriate access to the MDE Secure Site will also provide you with access to WIDA AMS. WIDA AMS is the separate online system in which you will organize students into online test sessions and order additional materials for the summative WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs. In order to administer the summative WIDA ACCESS for ELLs 2.0 or the WIDA Alternate ACCESS for ELLs you will need access to the MDE Secure Site.
- There are two methods to gain access to the MDE Secure Site. NOTE: Users will need to know their MEIS ID, MEIS login and password to access the MDE Secure Site. A user can go to [cepi.state.mi.us/MEIS/Login.aspx](http://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](http://cepi.state.mi.us/MEIS/Login.aspx) or get helpdesk assistance to re-activate your existing account.
  - Users can log in to the 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 Secure Site.
  - A user can contact the designated district administrator directly to request access to the MDE Secure Site. The district administrator will log into the Secure Site and click on “Security- Manage User Profiles” under the Admin Functions tab and create access for the user. The user will need to provide the district administrator with their MEIS ID number (starts with an “A”) in order for the district administrator to create access in the NEW 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.

## Step 4: WIDA.us Secure Portal

- If you are a new assessment coordinator you will need access to the secure portal on the [wida.us](http://wida.us) site. Having this account will not only allow you to download/print W-APT materials to screen students, but will provide you with access to the required online modules that must be reviewed so that you and others can administer the WIDA assessments.
- Once you have completed Step 1, go to [www.wida.us](http://www.wida.us). Login using the username: michigan and the password: mitten. You will then be prompted to create your own wida.us account. Once you’ve created your account send an e-mail to [baa@michigan.gov](mailto:baa@michigan.gov) with the subject line “wida.us District Coordinator Account Request”. You will then be identified in this role in the [wida.us](http://wida.us) site and provided with access to the W-APT materials as well as other materials that may be useful to you in your new role as a District Assessment Coordinator.

## NEW ASSESSMENT COORDINATOR PRIMER

---

### Step 5:

- Review documents and Michigan specific resources available at [www.michigan.gov/wida](http://www.michigan.gov/wida).

### Step 6:

- Obtain a copy of The Office of Field Service's Entrance & Exit Protocol. Click on this link for direct access: [Entrance and Exit Protocol](#)

### What do I do with my new students?

You will want to make sure that you have a good understanding of your enrollment processes and that the following things are in place for all students at the time of enrollment:

- Home Language Survey Questions: **All** students' enrollment forms must have the following state required questions on them:
  - Is your child's native tongue a language other than English?
  - Is the primary language used in your child's home or environment a language other than English?
- Refer to the OFS [Entrance and Exit Protocol](#) Document:
  - Based on the criteria found in this document, you and possibly the team of educators with whom you work will need to make a decision about whether to enter a student into EL services or not.
- Ensure student is appropriately identified as needing EL services in MSDS:
  - You will want to work with those responsible for updating student level information and sending it to the state. Inappropriate identification can lead to loss of funding opportunities as well as other assessment and accountability issues. You should review the English Learner (EL) Assessment & Accountability Pitfalls FAQ document available at [www.michigan.gov/wida](http://www.michigan.gov/wida). Ensure that all students who are identified as needing EL services take the summative WIDA ACCESS for ELLS 2.0 or the WIDA Alternate ACCESS for ELLs.

### How do I learn how to administer the W-APT and the WIDA ACCESS for ELLs 2.0?

Although you might not be administering the WIDA assessments yourself, your staff has quite a few options for learning how to administer the W-APT and the WIDA ACCESS for ELLs 2.0. It is strongly recommended that you and your district's assessment coordinators take advantage of resources available on the [wida.us](http://wida.us) site as well as at [www.michigan.gov/wida](http://www.michigan.gov/wida).

And as always, as you review this information, please don't hesitate to contact OSA with any assessment related questions at, 877-560-8378, option 5.

### People to Know In Your District

As you think about creating your internal processes for enrollment and W-APT administration, you will want to know and/or specifically identify who should be responsible for each of the following steps in your

process. If no one is currently responsible for these activities, work with your district's leadership to do so:

- **Enrollment:** Who actually enrolls students initially? Who updates the enrollment forms?
- **Test Administrators:** Who will be administering the W-APT or the ACCESS 2.0 in your district?
- **MSDS:** Who is responsible for entering student information into your Student Information System? Who is responsible for making sure that the student information is uploaded correctly to MSDS?
- **EEM:** Who is responsible for updating the district's personnel list on a regular basis?

### How do I know which students are supposed to take the summative ACCESS 2.0 or Alternate ACCESS for ELLs?

Any student who you do identify as needing EL services, will need to be assessed on the summative ACCESS 2.0 or the Alternate ACCESS for ELLs for those ELs who are also students with significant cognitive disabilities. Additionally, students who are not identified in MSDS as needing EL services will not receive scores on the summative assessment. There will be a number of webinars and information posted to the OSA website to help provide you with information about how to prepare for pre-id, receipt and return of materials, as well as the Students Accountable & Test Verification window, and reporting.

### Designated Supports and Accommodations for ELs

There are a number of linguistic and other designated supports or accommodations available for ELs for each of their assessments. As districts move towards computer based assessments, districts will want to consider documenting ELs accommodation needs in an electronic format. The future of assessments and accommodations will pose some new opportunities for students and districts related to identification of designated supports or in test delivery engines. It is possible that districts will have an opportunity to upload accommodations needed for all students prior to the administration of an assessment. Please be sure to always refer to the OSA's Supports and Accommodations Table as you begin to identify appropriate in-classroom accommodations that students may also use for assessment purposes. You will find many resources under each of the appropriate Michigan assessment pages under the Student Supports and Accommodations section. For example, if you have students taking the M-STEP assessment please go to [www.michigan.gov/mstep](http://www.michigan.gov/mstep) and look for the Student Supports and Accommodations section.

### Communicating with Parents

As you think about ways to communicate with ELs and their families, keep in mind that most EL families have some specific needs. You should consider providing translated versions of your enrollment forms as well as offering interpreters to parents at the time of enrollment. This will aid parents, who may be new to the United States, with a level of comfort and understanding about expectations for their child.

There is one federal requirement to be aware of regarding parent communication. Federal regulations dictate notification to parents that their child is eligible for EL services once a determination has been made. You may find it useful to check with your ISD or RESA for translated materials such as these parent notification letters. In many cases, these materials are shared publicly and can be found online. For questions about providing services to students identified as EL, please contact the Office of Field Services at 517-373-6066.

## NEW ASSESSMENT COORDINATOR PRIMER

---

### Common Pitfalls

There are a number of issues that you might encounter as you take the lead as an assessment coordinator. Below is a list of problems and possible solutions that Michigan districts have used in order to mitigate those issues:

**Enrollment Problem:** You've noticed that you seem to have some students who have been identified as ELs who should not have been.

**Enrollment Solution:** Request from your principal or superintendent that a meeting be convened between you and all appropriate school personnel. The purpose of this meeting would be to review the district's enrollment procedures and forms to ensure that the HLS questions are asked of all students and that those responsible for entering student level data into MSDS are doing so correctly. It is generally the case that these types of problems can be solved through communication and knowledge sharing.

**W-APT Scoring Problem:** In a review of student's W-APT scoring sheets, you've noticed that there is inconsistency in how test administrators are administering the assessment.

**W-APT Scoring Solution:** Convene a meeting between yourself and all of your W-APT test administrators. The purpose of this meeting would be to review administration practices of the W-APT. You may also find it useful to review the Speaking and Writing rubrics as a group and together review Speaking and Writing samples. This will aid your district in providing consistency in W-APT administration to ensure you are entering students who should be entered into EL services.

**Previous Student Record Problem:** You continue to not receive student's permanent records (CA 60's) when they enroll into your district. This creates problems in your attempts to learn about a student's educational experiences and therefore place them appropriately.

**Previous Student Record Solution:** Many coordinators take it upon themselves to call a students' prior district in an attempt to obtain their records. This may mean calling districts outside of the state and perhaps attempting to contact districts from out of the country. Although there's no state or federal requirement to do this, any efforts a district can devote to obtaining prior student records will most likely yield helpful information for the receiving school.

**Transferred Student LEP Eligibility Status:** You are unaware that a student that has transferred into your school/district has been identified as LEP by a previous school/district.

**Transferred Student LEP Eligibility Solution:** It is highly recommended that there be some form of identification on the student's CA60 folder identifying them as LEP eligible. Therefore when the receiving school/district receives this student, they are aware of the student's LEP status and can immediately begin serving the student in bilingual or ESL education program.

**Previous Student Eligibility Status:** You are unaware that a student has been identified as LEP eligible by a previous district.

**Previous Student Eligibility Solution:** It is highly recommended that there be some form of identification on the student's CA60 identifying them as LEP eligible. Therefore when the receiving school/district receives this new student, they are aware of the student's LEP status and can immediately begin serving the student in bilingual or ESL education program.

**Pre-ID Problem:** Who should I talk to if I have received materials for a student that is not listed to take the WIDA ACCESS for ELLs 2.0?

**Pre-ID Solution:** You should convene a meeting with your MSDS person as well as whomever is responsible for pre-id to discuss if this student has been labeled as LEP in MSDS and how this student could have been missed during the Pre-id process.

**Accidental LEP Problem:** I accidentally labeled a student as LEP in MSDS, I submitted a Student Record Maintenance to correct it; does this student still need to test?

**Accidental LEP Solution:** Please contact the Office of Field Services at 517-373-6606 for more information.

**EL student status change and not enough materials Problem:** I have a student for whom I ordered the WIDA Alternate ACCESS whose IEP team has determined that the general WIDA ACCESS for ELLs 2.0 is appropriate but I do not have sufficient materials to test the student.

**EL student status change and not enough materials Solution:** Additional materials can be placed through WIDA AMS once you have received your initial material order.

**Materials received for a private school Problem:** What do I do with materials that I received for students attending a private non-public school?

**Materials received for a private school Solution:** 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 discuss this with administrators in your district testing coordinator to determine what your communication and assessment processes are for your district. Please contact the Office of Field Services at 517-373-6606 for additional information.

## General Tips

Whether you or your staff are preparing to administer the W-APT or the summative WIDA ACCESS assessments there are some basics to keep in mind:

- Review available assessment documents and attend/watch webinars.
- Become familiar with Speaking and Writing rubrics.
- Meet with all test administrators as a group and do professional development activities based on assessment administration.
- Create a testing schedule.
- Ensure availability of quiet testing environments for all students in order to provide fair and reliable assessment results.
- Ensure planned and efficient internal (at the district) enrollment and testing procedures.
- Pay attention to OSA and CEPI (MSDS) deadlines for testing and student information uploads.
- When in doubt, contact OSA with any questions!



*Office of Standards and Assessment (OSA)*

*Phone: 1-877-560-8378*

*Website: [www.michigan.gov/baa](http://www.michigan.gov/baa)*

*Email: [baa@michigan.gov](mailto:baa@michigan.gov)*

Please check the BAA website frequently during the 2016/17 school year for updated materials.