wida
for michigan

MICHIGAN Department of Education

Office of Standards & Assessment

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!

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:

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. 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.

Sign-up for BAA Thursday e-Blast:

- If you do not receive the weekly Thursday e-mails from the BAA, you should send an e-mail to baa@michigan.gov requesting to receive those. All WIDA related assessment communication from the Office of Standards & Assessment will be sent to districts using this communication route.

BAA Secure Site Access:

- There are two methods to gain access to the NEW BAA Secure Site. NOTE: Users will need to know their MEIS ID, MEIS login and password to access the NEW BAA Secure Site. A user can go to https://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 https://cepi.state.mi.us/MEIS/Login.aspx or get helpdesk assistance to re-activate your existing account.
  - Users can log in to the NEW Secure Site with their MEIS login and password. If they do not already have access to the site, the "Request Access" screen will display and allow the user to request access to the NEW Secure Site.
  - A user can contact the designated district administrator directly to request access to the NEW BAA Secure Site. The district administrator will log into the NEW 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 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.

Request WIDA W-APT Login Access:

- The WIDA-ACCESS Placement Test (W-APT) screener assessment and training materials are downloadable for free from the WIDA website. This assessment is used for identification and placement purposes for students who are new to a particular school or district and who may be eligible for EL support services. 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

Most districts have already been assigned a WIDA username and password. To request your username and password, please contact the WIDA Help Desk toll free at 1-866-276-7735 or at help@wida.us.

Request WIDA Training Site Login Access:

- All new users will be required to create an account and complete the online quizzes pertaining to the sections of ACCESS for ELLs they will administer. ACCESS for ELLs is WIDA's annual, summative English language proficiency assessment. To create your account, simply visit www.wida.us and "Login" in the top right corner of the page. To access the account creator, please enter the following information:

Username: Michigan
Password: mitten
Please note that both must be entered in all lower case letters.
At this point, you may proceed to enter your personal information. Once you have submitted the form, your account will be immediately activated. You will receive an email containing your login information, but you may login right away without having received the email. If you do not see the message, please check your spam or junk mail folders and/or check with a technical coordinator to be certain that your system is not blocking messages from help@wida.us or widahelp@wcer.wisc.edu.
NOTE: The user name and password for the W-APT screener and the ACCESS for ELLs tests are different.

Obtain copies of the following documents from the Office of Standards & Assessment WIDA website (*please use www.michigan.gov/elpa or www.michigan.gov/wida):

- W-APT FAQ
- WIDA ACCESS for ELLs FAQ – Coming soon, please check website for availability
- WIDA Alternate ACCESS for ELLs Guidance
- OSA WIDA Professional Development Calendar
- OSA WIDA Assessment Calendar
- The Office of Field Service's Entrance & Exit Protocol (go to www.michigan.gov/ofs for the most up-to-date document)

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

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 & 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.

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

You have quite a few options for learning how to administer the W-APT and the ACCESS for ELLs. It is strongly recommended that coordinators take advantage of the following resources to learn more about the W-APT and the ACCESS for ELLs:

- W-APT FAQ
- WIDA ACCESS for ELLs FAQ – Coming soon, please check website for availability
- WIDA Alternate ACCESS for ELLs Guidance
- Assessment Accommodations Summary Table
- OSA recorded webinars – Go to Mistreamnet.net
- WIDA W-APT recorded webinars – Login using your W-APT username/password to access W-APT
- WIDA ACCESS for ELLs training webinars – Login using your WIDA ACCESS for ELLs training site username/password
- Many ISD's and RESA's are also offering training sessions.

And as always, as you review this information, please don't hesitate to contact OSA with any assessment related questions.

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:

- **Enrolling:** Who actually enrolls students initially? Who updates the enrollment forms?
- **Test administrators:** Who will be administering the W-APT or the ACCESS for ELLs 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 for ELLs or Alternate ACCESS for ELLs?

Any student who you do identify as needing EL services, will need to be assessed by the summative ACCESS for ELLs or the Alternate ACCESS for ELLs for those ELs who are also students with 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 tested roster and reporting.

Accommodations for ELs

There are a number of linguistic and other 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 accommodations 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 Assessment Accommodation Summary Table as you begin to identify appropriate in-classroom accommodations that students may also use for assessment purposes.

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.

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 student's 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.

General Tips

Whether you are preparing to administer the W-APT or the ACCESS for ELLs there are some assessment coordinator 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 and do professional development activities around assessment administration together.
- 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)
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Updated September 3, 2013. Please check the BAA website frequently during the 2013/14 school year for updated materials.