



Assessment & Accountability Announcements - Week of November 25, 2013

There are **THREE IMPORTANT ANNOUNCEMENTS below regarding: 1)** Spring 2014 Assessment Pre-Identification of Students and Initial Material Orders to Open Early Next Week in Secure Site; **2)** W-APT Cycle II to Open Early Next Week; **3)** The Accountable Students and Test Verification process in the Secure Site has been delayed.

1) **Spring 2014 MME, WIDA ACCESS for ELLs, and MI-Access Assessment Pre-Identification of Students and Initial Material Orders to Open Early Next Week in Secure Site**

To ensure all student records are correct and that you will receive pre-printed barcode labels for the administration of the Spring 2014 Michigan Merit Examination (MME), WIDA ACCESS for ELLs, and MI-Access, the Secure Site will be populated with pre-identified student records early next week using the following criteria:

- **MME:**

Students will be pre-identified based on enrollment in grade 11 (or based on enrollment in grade 12 without a prior valid MME score).

NOTE for Spring MI-Access - For grade 11 students who will take the MI-Access spring assessment, districts will need to log into the Secure Site (www.michigan.gov/baa-secure) and move these students from the MME Spring 2014 test cycle to the MI-Access Spring 2014 test cycle.

- **WIDA ACCESS for ELLs:**

Students will be pre-identified based on being identified as "LEP Eligible" in fall 2013 MSDS, or identified as "Historical LEP" (students not exited for proficiency but also not re-reported as LEP Eligible).

Administrators must review, and update if necessary, each student's tier designation. Students needing to take the WIDA Alternate ACCESS for ELLs must review the WIDA Pre-ID, Tier, and IMO Information document found at: www.michigan.gov/wida.

Please note:

- Pre-ID reports can be viewed early next week for MME, MI-Access, and WIDA ACCESS for ELLs using the Pre-ID Student Report in the Secure Site.
- The Pre-ID Student Report for WIDA ACCESS for ELLs will display tier information for each student.
- Students pre-ID by 5:00 p.m. on Friday, January 10, 2014 for MME, WIDA ACCESS for ELLs, and MI-Access will receive pre-printed barcode labels.
- Schools will still need to pre-ID and then print barcode labels from the Secure Site for MME and MI-Access students that are not pre-ID by Friday, January 10, 2014.
- Students who were not pre-ID by Friday, January 10, 2014 **for both WIDA ACCESS for ELLs and**

WIDA Alternate ACCESS for ELLs ONLY, will need to have their demographic information bubbled in by the administrator on the test.

Initial Material Orders (IMOs)

IMOs for MME, WIDA, and the high school MI-Access assessments can be placed beginning early next week through **Friday, January 10, 2014 at 5:00 p.m.**

NOTE about WIDA - IMOs for WIDA only need to be placed for students that need Enlarged Print or Braille. All other orders for WIDA ACCESS for ELs and WIDA Alternate ACCESS for ELs will be placed automatically based on Pre-ID information. Once the Pre-ID window closes on January 10, 2014, all orders will need to be placed directly with MetriTech (WIDA's material vendor).

Instructions for completing any of the pre-identification processes and/or entering Initial Material Orders can be found in the *Secure Site Procedure and User Manual* accessed at:

<http://qa.mdoe.state.mi.us/BAASecure/pdfs/SecureSiteUserManual.pdf>.

2) W-APT Cycle II to Open Early Next Week

The W-APT Screening Cycle II will open early next week in the Secure Site. Students enrolling after the cycle opens should be assessed with the appropriate Cycle II W-APT Screening level.

Please refer to the table on page 10 of the W-APT FAQ found at: <http://www.michigan.gov/wida> for more information about which levels correspond to each grade in each cycle. As a reminder, W-APT Screening Cycle I scores may still be entered into the Secure Site until Friday, January 10, 2014 at 5:00 p.m.

3) The Accountable Students and Test Verification process on the Secure Site has been delayed

We are working to ensure the data will be accurately displayed and all functions are working correctly. We apologize for the continued delay and anticipate that the Verification of Enrollment and Verification of Demographics portion of the Accountable Students and Test Verification process will be available early next week.

Any changes your district needs to make to student enrollment and demographics must be completed through the Michigan Student Data System (MSDS) **no later than 5:00 p.m. on Friday, December 6, 2013**. (Please note that the deadline for changes has been extended from the originally posted date of November 27, 2013.) Changes should be made by submitting and certifying data through the Student Record Maintenance (SRM) Collection. Records containing an "As of Date" value of **10/2/2013** through **10/25/13** will be used to update Accountable Students and Test Verification and for assessment and accountability reporting.

It is important to note that any records certified after the original deadline of November 27, 2013 or that have "As of Date" values other than 10/2/2013, will not be used for any other reports that rely on fall count data (e.g., Section 31a allocations).

What can you do now to prepare?

1. Find out who your district student pupil accounting person is. This person submits required student data to the state through the Michigan Student Data System (MSDS).

2. Assessment and accountability reporting information will be taken from the student enrollment and demographic data from the Fall MSDS General Collection and Student Record Maintenance (SRM) submitted with an “as of date” on or before Friday, October 25, 2013. This information comes from the district so you have the ability to check it now and make sure it is accurate. Get a report or file from your district MSDS person.
3. Districts can start submitting SRM files now to update student enrollment, exits, and other demographic changes that occurred from fall student count day through Friday, October 25, 2013 for assessment and accountability purposes. Make sure to communicate this with your district MSDS person.
4. Ask your teachers to provide a list of students that did not take one of the required MEAP, MEAP-Access, or MI-Access content area assessments and the reason they did not take the assessment. This will allow you to quickly identify which tests were not taken versus which ones may be missing. This information will also be needed to submit the reason a student did not take one of the required tests. The Not Tested reason is used for accountability review for *possible* participation exemptions and for federal reporting.
5. Review the Accountable Students and Test Verification section of the *Secure Site Procedure and User Manual* to become familiar with the screens and process. The manual is available by clicking the User Guide link on the Secure Site web pages. Please note that these functions are still under construction so there may be some slight differences between the current manual and the final function.
6. Review the “cheat sheet” for the Verification of Enrollment and Verification of Demographics available on the Announcement page of the Secure Site. The “cheat sheet” will be updated soon to include the Verification of Answer Documents and Verification of Not Tested.

With these steps you can start now and do not have to wait until the “official” Accountable Students and Test Verification review period.

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.