



M59660499015001

MICHIGAN

STATE-SPECIFIC DIRECTIONS

ACCESS for ELLs 2.0 Administration Dates (2017-2018)

Description	Start Date	End Date
Testing Window	Mon 2/5/18	Fri 3/23/18
Deadline to Ship Completed Test Materials to DRC	Fri 3/30/18	Fri 3/30/18

CONTACT INFORMATION:

STATE EDUCATION AGENCY	WIDA Client Services	DRC Customer Support
Michigan Department of Education Mde-oeaa@michigan.gov	1-866-276-7735 help@wida.us	1-877-560-8378, Option 5 WIDA@datarecognitioncorp.com

Materials Management

It is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled in each student test booklet. Please refer to the ACCESS for ELLs 2.0 Checklist www.michigan.gov/wida for more information on who is responsible for each task related to materials management in your state and **read this document in its entirety.**

To ensure all test booklets have the detailed and necessary information needed to score, all Test Administrators must adhere to the following:

- **Prior to administration**
 - Review labels and/or bubbled information to ensure all student information is accurate.
 - Complete labeling or bubbling if needed. Review the Michigan specific information required on pages 6 and 7.
 - Labels only need to be discarded if information is incorrect if a student’s grade level or building has changed. A student’s information such as name, gender, or date of birth are pulled from the Michigan Student Data System (MSDS) and must be corrected in MSDS. Please work with your pupil accounting staff to ensure that this step is completed in a timely manner.
- **During administration**
 - Distribute the test booklets, as applicable, to the correct students.
 - Verify that students have been given their assigned test booklet.
- **Immediately following administration**
 - Collect all material from all students.
 - Review student test booklets once more for any errors or discrepancies in student information.
 - Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
 - Ensure all test booklets are in proper condition to be returned, with no loose or damaged pages.

- Return test materials to a Test Coordinator, or store the test booklets in a **locked and secured area** until they can be handed over to a Test Coordinator.

Failure to address incorrect, missing, or incomplete student information on test booklets *may result in no student score*. In addition, the WIDA Consortium’s national research agenda relies on complete and accurate student demographic data to inform the field and benefit English learners.

Test Materials

Depending on the type of ACCESS for ELLs assessment you are administering, you may need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Section Three of the District and School Test Coordinator Manual for a full list of the materials you can expect to receive from the District Test Coordinator prior to test administration.

Test Booklet Labels

Three types of labels may be affixed onto a student test booklet: Pre-ID, District/School, or Do Not Process.

Any test booklet that contains student response information must have either a Pre-ID student label or a District/School Label along with the student’s information bubbled. Failure to adhere a pre-ID student label or District/School label along with completed student information will result in test booklets being processed as unused and no score will be assigned.

Pre-ID Labels (White)

Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. Please note that there is some information that should be bubbled in on the test booklet even if the student has a Pre-ID Label (see pages 6 and 7).

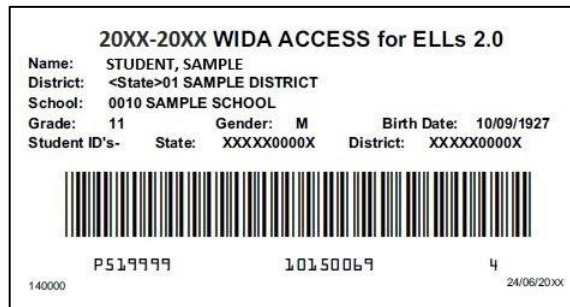


Figure 1: Sample Pre-ID Label

District/School (Yellow)

District/School Labels only contain the district- and school-specific information. If a student who needs to test does not receive a Pre-ID student Label, a District/School Label must be affixed and the demographic pages on the front and back cover of the test booklet must be completed, following the directions on pages 6 and 7. The label contains a barcode that indicates the test booklet should be processed and scored for the student whose information is bubbled on the demographics page.

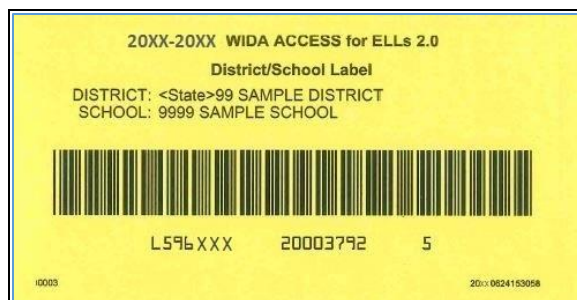


Figure 2: Sample District/School Label

Do Not Process (White with Orange Stripe)

The Do Not Process Label contains a barcode that indicates the test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or should not be processed. Test booklets that have a Do Not Process Label will be processed as blank (i.e., not scored) even if there are student responses inside.

DRC has preprinted a “Blank” barcode on the front of every test booklet. A “blank” barcode without a label indicates that the test booklet has not been used and should not be processed. **There is no need to place a Do Not Process label on test booklets that haven’t been used.**

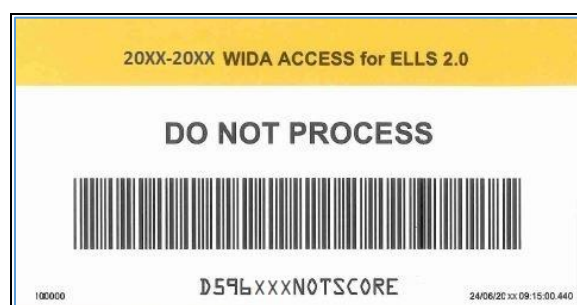


Figure 3: Sample Do Not Process Label

Label Placement

The diagram shows a sample front cover for the WIDA ACCESS for ELLs 2.0 test. Key elements include:

- WIDA 2017-2018** logo at the top.
- Grades 9-12** and **Tier A** fields.
- ACCESS for ELLs® 2.0** title.
- DATE OF TESTING** grid with columns for Month (M), Day (D), Year 2 (2), Year 0 (0), Year 1 (Y), and Year 2 (Y).
- ALIGN TOP OF LABEL HERE** instruction with a downward arrow.
- Place Bar Code Label WITHIN This Box** instruction with a box containing a barcode and the code **U596604BLANK---**.
- ONLY PLACE LABEL HERE** callout box with a red arrow pointing to the barcode box.
- 9-12 A** label on the left side.
- MI** label on the right side.
- STUDENT'S LAST NAME** and **FIRST NAME** grids.
- 596604-12425010018** ID number at the bottom.
- AL#** label at the bottom right.

Red 'X' marks indicate incorrect label placement:

- (C)** on a label placed on the left side.
- (B)** on a label placed on the bottom right.

Figure 4: Sample Front Cover: Label Placement

Please follow these steps:

- If using a Pre-ID student Label, apply label to box marked **(A)** and begin testing.
- If no Pre-ID student Label, apply District/School Label to the box marked **(A)** and bubble in entire student name, complete back cover, and begin testing.
- If a USED test booklet should not be processed, apply a Do Not Process Label to box marked **(A)** and return to DRC.
- **DO NOT** apply any labels to areas marked **(B)** or **(C)**.

Materials Return

Please Return Your Test Materials as Soon as Possible to DRC for Processing.

Preparing Test Materials for Return

Please review the information listed here as you prepare to return test booklets to the Test Coordinator and DRC.

Remove any staples, paper clips, or sticky notes from test booklets unless otherwise indicated by customer support at DRC.

- You are required to securely destroy any student work written on scratch paper (e.g., notes for Plan Your Writing).
- Ensure **all** test booklets that contain student responses have the label in the box located in the upper right-hand corner on the front of the test booklet.
 - ✓ Follow the guidelines in the Materials Management section of the District and School Test Coordinator Manual.
 - ✓ **If a test booklet does not have a label with a barcode, the student will not receive a score.**
- Ensure **all** test booklets with a yellow district/school label have complete demographic pages on the front and back cover of the test booklet.
 - ✓ Use a number 2 pencil.
 - ✓ Make sure the student name on the front of the test booklet has been bubbled correctly.
 - ✓ Make sure the date of testing has been filled in.
 - ✓ Make sure the information on the back of the test booklet has been bubbled correctly.
 - ✓ Make sure the correct grade has been bubbled.
 - If the student is in kindergarten, fill in 00; first grade, 01, etc.
- Ensure damaged test booklets are transcribed. Test booklets with **significant tearing** or **water damage** cannot be scanned by DRC, but must be returned. Follow these procedures for damaged test booklets.
 1. Transcribe the student's responses into a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
 2. Apply a yellow District/School Label to the new test booklet.
 3. Complete student demographic information on the new test booklet.
 4. Place an orange Do Not Process label on the damaged test booklet.
 5. Return the damaged test booklet to the Test Coordinator.
- Ensure test booklets **soiled by bodily fluids** (e.g., blood, vomit) are transcribed; however, these should **not** be returned to DRC. Follow these procedures for soiled test booklets.
 1. Transcribe student responses to a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
 2. Apply a yellow District/School Label to the new test booklet.
 3. Complete student demographic information on the new test booklet.
 4. Document the security barcode of the soiled test booklet in the Materials Accountability Form in WIDA AMS.
 5. Securely destroy the soiled test booklets.

State-Specific Guidelines:

Special Instructions for All Paper/Pencil Student Test Booklets

Below is a list of information that **should** be bubbled in on all student's test booklets. Information noted is for students that DO have a Pre-ID label and for those who do NOT have a Pre-ID label. Districts choosing to not bubble in this information for students who do have a Pre-ID label are risking the inability of DRC and MDE being able to match-up a test booklet to a particular student in the event that a label is damaged or falls off. It is in the best interest of schools, students, and parents who desire test scores to do this.

Test Booklet Field	Required if Student HAS a Label	Required if Student Does NOT Have a Label
Date of Testing	Y	Y
Student's Last Name	Y	Y
First Name	Y	Y
MI	Y	Y
District Name	Y	Y
School Name	Y	Y
Native Language		
State Name Abbreviation		Y
Racial/Ethnic Group		Y
Birth Date	Y	Y
Date First Enrolled U.S. School		
Grade Level	Y	Y
Length of Time in LEP/ELL Program		
Gender		Y
IEP Status		
Title III Status		
Migrant		
504 Plan		
State Student ID Number (UIC)	Y	Y
State Defined Optional Data (Barcode Number)		Y (please refer to the page 7 for additional info)
District Student ID Number		
District Defined Optional Data		
Accommodations	Y (if needed)	Y (if needed)
Bilingual/ESL Type		
State Support Delivery Model		
Do Not Score This Section for This Student	Y (if needed)	Y (if needed)

Special Instructions for Students that did not Receive a Barcode Label and Additional Materials Orders

- ✓ For students that did not receive a barcode label, most student information should be hand-bubbled on the Test Booklet and ensured that they have been pre-identified on the OEAA Secure Site for the “Spring 2018 WIDA” assessment. Instructions for hand-bubbling student demographic information are available in the WIDA ACCESS for ELLs 2.0 Test Administration Manual; however, the following additional steps **MUST** be followed to ensure proper scoring and identification of these students.

For students not already pre-identified to the Spring 2017 WIDA in the OEAA Secure Site:

1. Use the “Add Test Cycle” function on the Student Summary page (access through Student Search) to ensure these students are assigned to the Spring 2018 WIDA test cycle. The “Add Test Cycle” function will bring up the Student Demographics page.
2. Once the Test Cycle information is added, press “Save”.
3. Once assigned, the Spring 2018 WIDA will appear in the “Assessments Scheduled” portion of the Student Summary page.
4. The student will immediately appear on the Pre-ID Student Report and you can access the student’s barcode number to be bubbled on the test booklet.

For additional information on how to complete these steps in the OEAA Secure Site, please refer to resources found on the Secure Site Training page at http://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html. For questions pertaining to the Secure Site please send an e-mail to mde-oeaabaa@michigan.gov or call 1-877-560-8378, Option 3.

Completing the State Defined Optional Data field on the Test Booklet

- ✓ The field **State Defined Optional Data** on the Test Booklet **MUST** be filled in with the student’s **10-digit barcode number**. Despite the name, this is not an optional field, **nor is it the student’s UIC**. The student barcode number is found in the Pre-ID Student report in the OEAA Secure Site. To locate the number:
 1. Use the “Pre-ID Student Report” function found under the “Assessment Administration” tab.
 2. Enter your district or school and select the Spring 2018 WIDA test cycle and press “Search”.
 3. Your WIDA Pre-ID Student Report will appear and the barcode will be listed in the second column.
- ✓ Use the filter function on the report to filter by Pre-ID date. Any students with a Pre-ID date **AFTER December 28, 2017** will need to have their barcode numbers bubbled on the test booklet.

For additional information on how to generate the Pre-ID Student Report in the OEAA Secure Site, please refer to resources found on the Secure Site Training page at http://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html. For questions pertaining to the Secure Site please send an e-mail to mde-oeaabaa@michigan.gov or call 1-877-560-8378, Option 3.