

This document was included in all 2015 WIDA Initial Material Order shipments. Please review and follow these directions.

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MICHIGAN

Spring 2016 WIDA ACCESS for ELLs 2.0 Administration Dates

	Description	Start Date	End Date
Before Testing	Test Setup	1/11/2016	3/25/2016
	Districts Receive Test Material	1/25/2016	1/25/2016
During Testing	Additional Test Material Window	1/27/2016	3/18/2016
	Test Window	2/8/2016	3/25/2016
After Testing	Districts Pack Completed Test Material	2/10/2016	4/1/2016
	Districts Ship Completed Test Material to DRC	2/10/2016	4/1/2016
	All Test Material Received at DRC	4/8/2016	4/8/2016
	Accountable Student Verification Window*: "as of date" on or before March 25, 2016 in MSDS by May 2, 2016	4/6/2016	5/2/2016
	Answer Document Verification Window	4/26/2016	5/2/2016
	Students Not Tested Verification Window	4/26/2016	5/11/2016
	Districts Receive Reports - Printed and Online	5/20/2016	5/20/2016

* DAS will do a final pull of student enrollment and demographics from MSDS on May 2, 2016 using an "as of date" on or before March 25, 2016 for WIDA reporting and accountability. It is important to make sure students demographics are correct, especially the LEP designation (to avoid invalidated tests), students that exited are exited in MSDS and new enrollments are entered in MSDS. This information needs to be shared with the district MSDS person (usually the student pupil accounting person). Students that are not correctly identified as English Learners (EL) or have taken the Alternate ACCESS for ELLs and are not identified as a Student with Disabilities will have their scores invalidated.

Please pay attention to dates and announcements in the Michigan Department of Education Spotlight as some dates may shift.

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

- ✓ For students that did not receive a barcode label, all student information **MUST** be hand-bubbled on the Test Booklet. Instructions for hand-bubbling student demographic information are available 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 assigned to the Spring 2016 WIDA in the MDE 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 2016 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 2016 WIDA will appear in the “Assessments Scheduled” portion of the Student Summary page.

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 MDE 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 2016 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, 2015** will need to have their barcode numbers bubbled on the test booklet.

Completing District Defined Optional Data field on the Test Booklet

- ✓ The field labeled **District Defined Optional Data** on the Test Booklet has been reserved to identify students that have used the **contracted** Braille form of the assessment. This field is only used if you are testing a student using the **contracted** Braille form. Please fill in the first box of field with a “1”, otherwise leave blank.

Ordering Additional Materials

- ✓ You will be able to order additional materials from DRC in WIDA AMS beginning on January 27, 2016, after you have received your initial material order. **Please do not over-order.**

CONTACT INFORMATION

State Policy	WIDA Client Services	DRC Customer Service
Michigan Department of Education 1-877-560-8378, Option 5 baa@michigan.gov	ACCESS for ELLs 2.0 Training Test Administration Procedures W-APT Screening 1-866-276-7735 help@wida.us	WIDA-AMS Materials Ordering INSIGHT & TSM Technology 1-855-787-9615 WIDA@datarecognitioncorp.com