

# Pre-Identification of State Assessments Overview

## OEAA Secure Site

### Why do Students Need to be Pre-Identified for State Assessments?

Pre-identification on the OEAA Secure Site is required for all state assessments. (WIDA Screener and W-APT are entered after the student has tested and will include the scores) This creates a student record for the specific assessment along with a barcode number whether the student is testing online or paper/pencil. The barcode number is used by the vendor when providing OEAA student testing data and is needed to ensure it is associated with the correct student and assessment.

For all paper/pencil state assessments, a student barcode label is required to be placed on the student's paper/pencil answer document. If pre-identified by the OEAA posted deadline, barcode labels will be printed and shipped to the school to be placed on the answer documents. Students pre-identified after the posted deadline still require barcode labels on the answer documents to be scored and can be printed directly from the OEAA Secure Site.

Students that are testing online are loaded into the vendor's online testing management system based on the pre-ID in the OEAA Secure Site. This is needed for schools to be able to manage student testing sessions including printing test tickets, monitoring tests, selecting accommodations, etc.

**NOTE:** Barcode labels cannot be printed for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs from the OEAA Secure Site. Barcode labels for students pre-identified by the posted deadline will be printed and shipped from the vendor. For students pre-identified after the deadline, please use the instructions including in the testing materials about completing the barcode field on the answer document.

### How are students pre-identified for each of the state assessments?

The Office of Educational Assessment and Accountability (OEAA) pre-identifies some assessments using a one-time pull of student enrollment data from the Michigan Student Data System (MSDS). This is a one-time pull and additional students after that data pull will need to be pre-identified directly on the Secure Site by the district or school. Pre-identification for spring assessments start in December/January.

- M-STEP – OEAA will use the Fall General Collection in MSDS (October student count day) and Student Record Maintenance (SRM) files to pre-identify students in grades 3-8, 11 and required grade 12. Only SRM files that are submitted up through the posted date that OEAA will be pulling data from MSDS will be used. This will NOT be an ongoing pull of data from MSDS. Schools will be required to pre-ID any additional students directly on the OEAA Secure Site through the end of testing.
- MI-Access – Participation in the MI-Access Functional Independence (FI), Participation (P) and Supported Independence (SI) are based on a student's Individual Educational Plan (IEP). OEAA cannot accurately pre-identify students taking the MI-Access, so all

students are pre-identified to the standard assessments (M-STEP and SAT and WorkKeys for grade 11 and required grade 12). Students can be copied from M-STEP to MI-Access FI, P or SI using the Mass Update Assessments function on the OEAA Secure Site. Schools are responsible for pre-identifying all MI-Access students directly on the OEAA Secure Site through the end of testing.

- SAT – OEAA will use the Fall General Collection in MSDS (October student count day) and Student Record Maintenance (SRM) files to pre-identify students in grades 11 and required grade 12. Only SRM files that are submitted up through the posted date that OEAA will be pulling data from MSDS will be used. This will NOT be an ongoing pull of data from MSDS. Schools will be required to pre-ID any additional students directly on the OEAA Secure Site through the end of testing.
- WorkKeys - OEAA will use the Fall General Collection in MSDS (October student count day) and Student Record Maintenance (SRM) files to pre-identify students in grades 11 and required grade 12. Only SRM files that are submitted up through the posted date that OEAA will be pulling data from MSDS will be used. This will NOT be an ongoing pull of data from MSDS. Schools will be required to pre-ID any additional students directly on the OEAA Secure Site through the end of testing.
- PSAT 8/9 and PSAT 10 – OEAA will use the Fall General Collection in MSDS (October student count day) and Student Record Maintenance (SRM) files to pre-identify students in grades 9 and 10. Only SRM files that are submitted up through the posted date that OEAA will be pulling data from MSDS will be used. This will NOT be an ongoing pull of data from MSDS. Schools will be required to pre-ID any additional students directly on the OEAA Secure Site through the end of testing.
- WIDA ACCESS for ELLs – OEAA will pull students previously identified in an English Learner (EL) program (by any district or in any previous collection) and submitted as enrolled in your school on the Fall MSDS General Collection (October student count day) or in a Student Record Maintenance (SRM) file in the Michigan Student Data System (MSDS) to pre-identify students in grades K-12. Only SRM files that are submitted up through the posted date that OEAA will be pulling data from MSDS will be used. This will NOT be an ongoing pull of data from MSDS. Schools will be required to pre-ID any additional students directly on the OEAA Secure Site through the end of testing.
- WIDA Alternate ACCESS for ELLs – participation in the WIDA Alternate ACCESS for ELLs is based on a student’s Individual Educational Plan (IEP). OEAA cannot accurately pre-identify students taking the WIDA Alternate ACCESS for ELLs, so all English learner students are pre-identified to the WIDA ACCESS for ELLs. To designate a student to WIDA Alternate ACCESS for ELLs, the student’s Tier would need to be changed to “T”. This can be done for a group of students using the Mass Update Assessment function of the OEAA Secure Site.
- Early Literacy and Mathematics Benchmark – OEAA does not have information on which schools will choose to participate in the Early Literacy and mathematics Benchmark assessment through the Michigan Department of Education, so no students are pre-identified by OEAA for this test. Schools that are participating are responsible for pre-identification of students directly on the Secure Site through the end of testing.

- W-APT – There is no way for OEAA to know when a student is being administered the W-APT. Schools are responsible for entering the student’s pre-identification information along with the student’s results directly in the OEAA Secure Site after the student has been administered the test.
- WIDA Online Screener - There is no way for OEAA to know when a student is being administered the W-APT. Schools are responsible for entering the student’s pre-identification information along with the student’s results directly in the OEAA Secure Site after the student has been administered the test.
- 

## What pre-identification method(s) will work for your school and the resources available to support it?

There are four different methods available to schools to pre-identify students on the OEAA Secure Site for state assessments. One or more of the Pre-ID methods can be used to pre-identify students throughout the testing window.

### 1. Pre-ID File Upload

A file can be created by the school or the district authorized MSDS user in OEAA’s required format that can be uploaded to the OEAA Secure Site. There is also a template that can be used to create the file. This can be used for any number of students. This file can also be used to load Reporting Codes and Research Codes even after students have been pre-identified. Detailed instructions for the [Pre-ID File Upload](http://www.michigan.gov/securesitetraining) can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

### 2. Student Search One at a Time

Students are pre-identified one at a time through the Student Search function directly on the OEAA Secure Site. This is quick and easy but would not be feasible for large groups of students at one time. Detailed instructions for the [One Student at a Time/Student Search](http://www.michigan.gov/securesitetraining) can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

### 3. MSDS Copy

Student data for any number of students can be copied from the Michigan Student Data System (MSDS) to the OEAA Secure Site using the MSDS Copy function in the OEAA Secure Site. The data available may only be students that were included in the Fall MSDS General Collection (October Student count day) for spring assessments. If the district submits new student enrollment information on a Student Record Maintenance (SRM) file, then this function can also be used for students enrolled after count day. Detailed instructions for the [MSDS Copy](http://www.michigan.gov/securesitetraining) can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

### 4. Early Roster

An early roster file can be created by the district MSDS person and loaded into the Michigan Student System (MSDS) and will be pulled over to the OEAA Secure Site by OEAA. This option is only available for state assessments given in the fall such as Early Literacy and Mathematics Benchmark (K-2) Assessment. Detailed instructions for the [Early Roster](http://www.michigan.gov/securesitetraining) can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

## How is the mode of testing designated (online versus paper/pencil) for pre-identified students?

All schools are expected to test online when online assessments are available. Only schools that have submitted an online testing waiver and been approved via the OEAA Secure Site will be expected to administer the paper/pencil test to their students.

When students are pre-identified to a testing cycle by either OEAA or the school, the mode of testing will automatically be set by the OEAA Secure Site based on the mode the test is available and if there is an approved online waiver.

The testing mode can be changed for a student(s) on the OEAA Secure Site using the Mass Update Assessments function on the OEAA Secure Site. This should be changed for schools that are testing online but have a student(s) that require a paper/pencil test (no waiver is needed in this situation) or for a paper/pencil school (with an approved waiver) but have a student(s) that will be taking the test online due to available accommodations.

This is important to ensure that students that are testing paper/pencil receive the correct materials for testing and those testing online are loaded into the vendor's online management system. See the Material Order section for more information about obtaining paper/pencil materials.

Detailed instructions for Changing the Mode of Assessment can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

## How can I access a list of students pre-identified?

Users can run a Pre-ID Student Report at any time once Pre-ID has opened on the OEAA Secure Site. Students are immediately listed on the report after they are pre-identified to a test cycle on the OEAA Secure Site. It is a good idea to run the Pre-ID Student Report once the state has pre-identified for the various assessments to ensure all students have been pre-identified accurately.

Student demographics such as special education (SE), economically disadvantaged (ED), etc. can be verified on the Pre-ID Student Report. Any changes to the student demographics should be submitted in MSDS. The OEAA Secure Site updates student information from MSDS daily.

Students can also be unassigned from a test cycle from the Pre-ID Student Report. It is important to remember that unassigning a student from a test cycle does not remove a student from accountability calculations. If a student has exited the school, the student should be exited in MSDS to remove them from enrollment.

Detailed instructions for the Pre-ID Student Report can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).