

Spotlight

on Student Assessment and Accountability

JUNE 16, 2016

Quick Links ... take you directly to articles or sections ...

- [ELA Construct Relevant Vocabulary](#)
- [Spring 2016 WIDA ACCESS for ELLs Reports for Kindergartners](#)
- [Date Change for the Student Assessment and Accountability Fall Webcast](#)
- [Guidelines for 2015–16 English Learner \(EL\) Exits](#)



[WIDA ACCESS for ELLs Scores and Reports](#)

- [Accountable Students & Test Verification for Spring 2016](#)
- [Verification of Answer Documents for M-STEP and MI-Access](#)
- [Verification of Enrollment for Accountability Purposes for SAT, M-STEP, and MI-Access](#)
- [Verification of Students Not Tested for SAT, M-STEP, and MI-Access](#)



[Assessment Surveys for Spring 2016 Administrations](#)



- [SAT Corner](#)
- [Important Dates](#)
- [Recently Asked Questions \(RAQ\)](#)

Key:  Reminder

ELA Construct Relevant Vocabulary

“Construct relevant vocabulary” refers to any English language arts term that students should know because it is essential to the construct of English language arts. As such, these terms should be part of instruction. These are words that may appear in assessment stems or options on the ELA M-STEP even though the reference book **EDL Core Vocabularies: Reading, Mathematics, Science, Social Studies** (EDL ISBN 1-55855-811-X) might identify these terms as above grade level for general use. Because these terms are part of instruction in the ELA classroom they are considered construct relevant and thus allowable for this use. The Construct Relevant Vocabulary reference document was compiled by the ELA test development team.

This document is NOT intended to be a default vocabulary curriculum; instead, the document contains a list of terms intended as an instructional resource to ensure that teachers remember to embed these terms into their instruction. The list is a working document; it is neither “finished” nor is it all-inclusive. Note: Some words are not repeated in subsequent grades because it is assumed students are familiar with them because they have been part of ELA instruction in previous grades.

The Construct Relevant Vocabulary reference document can be found on the [M-STEP web page](#) (www.michigan.gov/mstep) under the **What's New** section.

Spring 2016 WIDA ACCESS for ELLs Reports for Kindergartners

Reports from the **Spring 2016 WIDA ACCESS for ELLs** and **Alternate ACCESS for ELLs** will be arriving in districts by **June 17, 2016**. Districts expecting to receive Kindergarten ACCESS for ELLs reports should note the difference between reports received for Kindergartners and those to be received by students in grades 1–12:

(Continued on next page)

► [Sign up for Spotlight](#) (www.michigan.gov/mde-spotlight) today! Enter your email address and select Spotlight under Student Assessment.

WIDA Reports By Grade and Assessment

	Kindergarten ACCESS for ELLs	Gr. 1-12 ACCESS for ELLs	Gr. 1-12 Alternate ACCESS for ELLs
Parent/Guardian Report	✓		
Kindergarten Individual Student Report	✓		
Individual Student Report		✓	✓
Student Roster Report	✓	✓	✓
District Frequency Report	✓	✓	✓
School Frequency Report	✓	✓	✓

The Individual Student Report for students in grades 1–12 for the WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs is intended to also serve as a Parent/Guardian Report.

Date Change for the Student Assessment and Accountability Fall Webcast

The **Student Assessment and Accountability Fall Webcast**, which was originally scheduled for September 19th, 2016, **will now be held on September 26, 2016** at Wayne RESA in Wayne, MI, 8:30 AM to 3:30 PM. The webcast will be streamed on MI Streamnet and recorded for future viewing. Questions will be accepted via email during the webcast. Bridging will be provided by Wayne RESA. All ISDs and RESAs interested in connecting to the webcast should contact Steve Michael at 734-334-1557 or email michaels@resa.net.

Guidelines for 2015–16 English Learner (EL) Exits

As was reported last week, most Spring 2016 WIDA scores have been loaded into WIDA Assessment Management System (AMS). Schools and districts can use these scores, as part of the EL Entrance & Exit Protocol, to determine which EL students should be EL/LEP exited (Limited English Proficient [LEP] is an older term to reference ELs and is still used in some state systems).

Once a school or district has determined an EL student is eligible to be EL exited, the EL exit must be reported in the Michigan Student Data System (MSDS). The

(Continued on next page)

MSDS 2015-16 EL exit records **must have all of the following** to successfully exit the student from EL services:

- an [LEP Exit Date] on or before June 30, 2016
- an [As Of Date] on or before June 30, 2016
- a [Certification Date] on or before September 16, 2016 (i.e., be uploaded and certified by this date)

In a few limited cases (less than 1% statewide), Spring 2016 WIDA scores will not be available to schools and districts until after the close of the 2015–16 EL Exit window. In these few cases, where a student tested but scores are not yet available, the Michigan Department of Education (MDE) instructs districts to:

1. Apply the EL Exit Protocol using the state-approved local reading assessment, Tables 8 and 9 on pages 23 and 24 of the MDE Entrance and Exit Protocol, English Learners program. **Additionally, the EL Exit Protocol requires districts to review local writing assessments to determine student proficiency in writing.** The protocol can be found on the [MDE Title III web page](http://www.mi.gov/mde-titleiii) (www.mi.gov/mde-titleiii) under the **What's New** section.
2. When or if the district receives WIDA scores, districts will be expected to re-enter students as EL eligible in MSDS if the students' Spring 2016 WIDA scores are below the WIDA score portion of EL Exit Protocol.
3. Districts are responsible for notifying parents of these determinations and the procedures used at all times during this unique process and provide the information in a language they can understand. Please make clear that students exited using only the local assessments portion of the EL Exit Protocol may need to be re-entered when or if the district receives WIDA scores.

For additional questions regarding:

- How to use the EL Entrance and Exit Protocol to determine which students are eligible for EL/LEP Exit please contact the Office of Field Services at 517-373-6066, and ask for Shereen Tabrizi, Unit Manager or Maria Silva, English Learner Consultant.
- How to appropriately submit 2015-16 EL exits in MSDS please contact the Center for Educational Performance & Information (CEPI) at cepi@michigan.gov.



WIDA ACCESS for ELLs Scores and Reports

Electronic results from the Spring 2016 WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs were made available June 14, 2016. Educators will be able to access scores and reports in the following ways:

- **June 14, 2016** – Electronic reports will be available for download via WIDA AMS. For information about how to access those reports, please watch the online [Module for WIDA AMS: Accessing Score Reports](https://www.wida.us/assessment/ACCESS%202.0/WIDA_AMS_AccessingScoreReports.aspx) (https://www.wida.us/assessment/ACCESS%202.0/WIDA_AMS_AccessingScoreReports.aspx) available on the [WIDA ACCESS for ELLs 2.0 web page](http://www.wida.us) (www.wida.us) under **Assessment** → **ACCESS for ELLs 2.0**.
- **June 17, 2016** – Individual Student Reports, Student Roster Reports, School Frequency Reports, and District Frequency Reports will be shipped to arrive in districts by this date. Educators should review the available resources on the [WIDA Scores and Reports web page](http://www.wida.us) (www.wida.us) under **Assessment** → **ACCESS**

(Continued on next page)

for ELLs 2.0 → Scores and Reports to aid in their understanding of scores and reports.

Educators should also review the [ACCESS for ELLs Interpretive Guide for Score Reports](#) located on the WIDA ACCESS for ELLs 2.0 web page (www.wida.us) under **Assessment** → **Access for ELLs 2.0** → **Scores and Reports** and the [Alternate ACCESS for ELLs Interpretive Guide for Score Reports](#), located on the WIDA Alternate Access for ELLs web page (www.wida.us) under **Assessment** → **Alternate ACCESS for ELLs 2.0** → **Scores and Reports**.

- **Late July, 2016** – Student level scores will be available for download in a Student Data File via the MDE Secure Site.

Please note that it is possible that individual student reports will continue to be posted to WIDA AMS through September 27, 2016. This is to allow for continued processing of answer documents and resolution of missing materials. The first batch of these additional scores will be posted to WIDA AMS on **Tuesday, June 21, 2016**. Additional directions for accessing these Straggler Reports will be emailed directly from DRC on Thursday, June 16, 2016. However, educators are encouraged to retain a copy of the list of students who appeared in their Not Tested lists. This will aid districts in tracking the continued resolutions of many of these scores.

For questions related to WIDA AMS, please contact DRC at 855-787-9615 or email WIDA@datarecognitioncorp.com.

Accountable Students & Test Verification for Spring 2016

Below is a list of the Secure Site verification windows now available in the Secure Site. The functions and reports provided through these windows are very important to ensure accurate accountability

calculations and assessment reporting. The MDE will NOT accept appeals or issues at a later date for issues that could have been fixed or reported during these windows. This is the last opportunity to review enrollment, demographic, and student test participation information. Following the dates table below are sections describing each specific verification window that is now available.

Accountable Students & Test Verification Windows:	Dates Available:
Verification of Answer Documents for M-STEP and MI-Access	Now through June 22, 2016 at 5:00 PM
Verification of Enrollment for SAT, M-STEP, and MI-Access	Now through June 22, 2016 at 5:00 PM
Verification of Not Tested for SAT, M-STEP, and MI-Access	Now through June 29, 2016 at 5:00 PM

Verification of Answer Documents for M-STEP and MI-Access

The Verification of Answer Documents reports for the Spring 2016 M-STEP and MI-Access are now available in the [Secure Site](http://www.mi.gov/baa-secure) (<http://www.mi.gov/baa-secure>).

The Verification of Answer Documents reports are the sole way to ensure all student answer documents have been accounted for and are correct. It is also important at this time to verify other answer document information such as tests marked for prohibited behavior, nonstandard accommodations, etc.

All answer document issues for M-STEP and MI-Access must be submitted by 5:00 PM on June 22, 2016. Unresolved answer document issues cannot be corrected or appealed at any time after the close of Verification of Answer Documents window. Districts

(Continued on next page)

and schools should submit an “answer document issue” if discrepancies are noted while reviewing the Verification of Answer Documents. An issue should **ONLY** be submitted for a student who took the specific assessment and content area of concern at your school.

- **Missing Test** – a test was taken in a specific content area at the school, but is not listed as received for the student. **A Certificate of Attendance and Participation in Spring 2016 Assessments form MUST be completed and attached to the submitted missing test issue.** A link to the form can be found at the top of the Missing Tests page.
- **Missing Student** – a student took one or more tests in your district, but is not listed on the page. **A Certificate of Attendance and Participation in Spring 2016 Assessments form MUST be completed and attached to the submitted missing test issue.** A link to the form can be found at the top of the Missing Student page.
- **Move** – a student record appears for a student who was not tested in any content area at the school. Do not submit a Move issue for a student who tested at the school and then moved to another school during the testing window.
- **Combine** – a student has more than one test record listed on the Answer Documents Received page and the two (or more) records needs to be combined together.
- **Appeals for Prohibited Behavior (PB) or Nonstandard Accommodations (NS)** – students whose answer documents received indicate that the student had prohibited behavior or used a nonstandard accommodation can submit appeals if this is incorrect.

Note: Verification of Answer Documents window for SAT, PSAT 8/9, and PSAT 10 has **closed** and

answer document issues or appeals can **no longer be submitted** for these tests.

We **strongly** encourage you to review the Accountable Students and Verification of Answer Document instructions available under the **Quick References** section on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) to ensure you are reporting answer document issues correctly.

Verification of Enrollment for Accountability Purposes for SAT, M-STEP, and MI-Access

This is a reminder that the Verification of Enrollment for grades 3-8 and 11 that were expected to take the M-STEP, MI-Access, and SAT is still open. (This is a reminder that WorkKeys, PSAT 8/9, and PSAT 10 will not be used for accountability for this year and as such do not have an enrollment verification window.) Issues with student demographics or enrollment made evident to you by reviewing the Verification of Answer Documents and Verification of Not Tested reports can still be fixed! Changes to enrollment and demographics can be made by submitting Student Record Maintenance (SRM) with the correct and updated student enrollment and demographic information in the MSDS until **5:00 PM on June 22, 2016**. Records submitted must use an **"As Of Date" of May 27, 2016 or earlier** to be reflected in Spring 2016 assessment and accountability reporting.

- Review your school’s list of Accountable Students
- Review the demographics of the students on your school’s list of Accountable Students
- Add/withdraw students, or make changes to their demographics, as necessary using a SRM (Student Record Maintenance) upload to the

(Continued on next page)

MSDS (Michigan Student Data System) with an “As of Date” on or before May 27, 2016 **AND** certify by 5:00 PM on June 22, 2016.

- The MSDS End-Of-Year Collection will NOT update enrollment and demographic information for assessment and accountability reporting. Please communicate this to your district’s MSDS person if they are attempting to update the enrollment and demographic information displayed in the Secure Site.

Note: For Shared Educational Entities (SEEs) and Specialized Shared Educational Entity (S2E2s), the district and school operating the SEE building or S2E2 classroom program is responsible for managing **all elements** of the of Accountable Students and Test Verification functions, including the Verification of Answer Documents, Verification of Not Tested, and Verification of Enrollment on behalf of the resident districts that participate and send students to the SEE/S2E2.

Verification of Students Not Tested for SAT, M-STEP, and MI-Access

To ensure the accuracy of the reported participation rates for your school and district, and to meet federal reporting requirements, for any student who went untested in one or more content areas on the Spring 2016 SAT, M-STEP, and/or MI-Access, please provide the reason the student was not tested. The Not Tested reports on the Secure Site will display a list of students who have been identified as enrolled in the school on May 27, 2016 and did not take one or more of the required assessments. All Not Tested reasons need to be **submitted by 5:00 PM on June 29, 2016**.

Submitted Not Tested Reasons will be reviewed by MDE’s accountability staff for a possible participation exception. However, not all reasons listed in the

drop-down menu are valid exception reasons for accountability purposes. If a Not Tested Reason is submitted for a student who is not eligible for an exception to the test participation requirement, the issue will automatically be rejected and will not be reviewed by MDE’s accountability staff.

For issues with your Accountable Students or Not Tested reports that are a result of having incorrect enrollment/exit information in the MSDS, please update your student MSDS records using SRM (see the Verification of Enrollment section).

All students in grades 5, 8, and 11 were expected to take a summative assessment in social studies. Since there is not a MI-Access Participation (P) or Supported Independence (SI) level social studies assessment provided by the state, schools were expected to test P/SI level students with a locally approved/developed alternate social studies assessment. In order for P/SI level students to be recorded as having met the social studies participation expectation, schools will need to submit a “Local Alternate Social Studies” reason in the Verification of Not Tested report. Submitting these issues will ensure that the school is credited for P/SI level students meeting the social studies participation requirement. This issue is specifically addressed in this announcement as it has led to many low participation occurrences in social studies for schools and districts in past years. **Now** is the time to submit these students as having tested with a local alternate social studies assessment!

A full list of the Not Tested Reasons available for submission for SAT, M-STEP, and MI-Access can be found on page 11 of the [Accountable Students & Test Verification – All Assessments](#) link under the **Quick References** section on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining).

Not Tested information will not be provided for PSAT 8/9, PSAT 10, and WorkKeys as these tests will NOT


(Continued on next page)


be included in scorecards or rankings for the 2015–16 school year. Therefore, it will **not** be necessary to submit Not Tested Reasons for these tests.

Assessment Surveys for Spring 2016 Administrations


The Michigan Department of Education would like to say THANK YOU for your part in a very successful assessment administration this spring. We ask that you take a moment to provide your feedback in our administration surveys. Your feedback remains an important tool for the future planning and development of quality assessments and testing practices for educators and the students of Michigan. We have made significant changes overall based on much of the feedback from last year.

The surveys have been categorized by the various roles in the testing process and require about 10 to 15 minutes to complete. Click on one of the following links (based on your role) to complete that survey. Please feel free to fill out more than one survey if you had multiple roles during the Spring 2016 test administration.


•  [M-STEP Technical Survey](https://baameap.wufoo.com/forms/zkefnsa08z28na/) for technical directors (**Closing June 17, 2016**):
(<https://baameap.wufoo.com/forms/zkefnsa08z28na/>)

•  [M-STEP Administration Survey](https://baameap.wufoo.com/forms/zn820u711qrrxk/) for teachers, administrators, and proctors (**Closing June 17, 2016**):
(<https://baameap.wufoo.com/forms/zn820u711qrrxk/>)

• [MI-Access](https://baameap.wufoo.com/forms/ziaa1zx0as4pn4/) for coordinators and assessment administrators (**Closing July 1, 2016**):
(<https://baameap.wufoo.com/forms/ziaa1zx0as4pn4/>)

• **K-2 Early Literacy and Mathematics Field Test.** There are **two** surveys (**Closing June 17, 2016**):


♦ For [Assessment Administrators and Proctors](https://www.surveymonkey.com/r/K-2earlylitmathadminsury):
(<https://www.surveymonkey.com/r/K-2earlylitmathadminsury>)

♦  For [Technology Coordinators](https://www.surveymonkey.com/r/K-2earlylitmathspring2016techcoordinatorssurvey):
(<https://www.surveymonkey.com/r/K-2earlylitmathspring2016techcoordinatorssurvey>)

Thank you in advance for participating in these important surveys.

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

SAT Scores Now Available in the Reporting Portal

SAT scores are now available in the Report Center along with PSAT scores for the April Michigan administration. To access scores, you must have a College Board Professional account and have been granted access to reporting by your school's Data Access Tool (DAT) Manager. To view:

1. Log into the [Portal](https://k12reports.collegeboard.org/login) (https://k12reports.collegeboard.org/login) using your College Board account.
2. You should see Report Center tab at the top. If you do not see the tab at the top you do not have access to the Report Center. Please contact your Access Manager for access. If you are unsure if your school has an Access Manager established, contact Jason Feig (jfeig@collegeboard.org) or Ted Gardella (tgardella@collegeboard.org) so that we may verify and provide access if needed.
3. After the screen loads, a summary report will appear on the screen automatically. Or you may choose the 4 line Reports icon in the upper left-hand corner.
4. Select the assessment, in this case SAT.
5. Select the report type from the **Report Type** drop down. The available reports include Scores by Institution, Scores by Demographics, Roster Report, Benchmark reports, and Instructional Planning reports. For more information about reports, see our K–12 Assessment Reporting Help page.

6. Choose the **April** administration and **Grade 11**.
7. Click the **Run** button to generate the report.

Printing student labels

The College Board Reporting portal will allow you to batch print labels for your student files. To generate and print:

1. Log into the portal as described above.
2. Run a detailed roster report for a school.
3. Check the box next to the name of each student you want to include.
4. Click **Create PDF** from Selected.
5. Click **Student Score Labels** to print labels. Use Avery 5163/5963 labels or their equivalent (10 labels per page, 2" x 4").

Help with the College Board Reporting Portal

There are a number of resources to assist you with generating, understanding, and accessing reports available on the [College Board website](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan). Also, please check with your district for any scheduled trainings conducted by our Michigan Field team.

(Continued on next page)

Accessing the College Board Reporting Portal

To access scores, you must have a College Board Professional account and have been granted access to reporting by your school's Data Access Tool Manager. Each district/school must have at least one Data Access Tool (DAT) Manager. This person is responsible for assigning access to educators within the school. The DAT Manager will assign a user role to each educator. The online reporting portal consists of two areas:

- **Report Center:** Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports

- **Download Center:** Data files available to manage electronic score downloads – manual and automatic

The DAT Manager does not automatically have access to the Reporting portal. The DAT Manager will need to assign themselves roles in the portal as well if they need to review scores. If you are unsure if your school has a DAT Manager established, contact Jason Feig (jfeig@collegeboard.org) or Ted Gardella (tgardella@collegeboard.org) so that we may verify and provide access if needed.

Important Dates

Approaching Deadlines . . .

WIDA

- **June 17, 2016:** Paper reports arrive in districts

M-STEP

- **June 17, 2016:** Deadline to complete the [Spring 2016 M-STEP Online Administration Survey](https://baameap.wufoo.com/forms/zn820u711qrrxk/) (https://baameap.wufoo.com/forms/zn820u711qrrxk/) Results will be used to guide decision-making regarding future enhancements and development.

M-STEP and MI-Access

- **June 22 at 5:00 PM:** Verification of Answer Documents window **closes**

MSDS

- **June 22, 2016 at 5:00 PM:** DEADLINE—Student Record Maintenance (SRM) additional data and corrections must be submitted and certified using an “As of Date” on or before May 27, 2016.

June 2016

M-STEP, MI-Access, and SAT

- **Now – June 29 at 5:00 PM:** Verification of Not Tested window

WIDA

- **June 30, 2016:** Deadline to fill out the [ACCESS for ELLs 2.0 Testing Experience Survey](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHkhf6R80jfArj) (https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHkhf6R80jfArj).

August 2016

Sending Scores Back Program

- **Monday, August 29, 2016 at 5:00 PM:** Deadline to submit applications for the 2016–2017 Sending Scores Back Program. For more information, including the application and other informational resources regarding SEEs/S2E2s, please visit the [Shared Educational Entities web page](http://www.michigan.gov/sees) (www.michigan.gov/sees).

September 2016

WIDA

- **September 16, 2016 at 5:00 PM:** DEADLINE—Student Record Maintenance (SRM) **English Learner (EL) Exits** must be submitted and certified using an [As of Date] on or before June 30, 2016 **AND** an [LEP Exit Date] on or before June 30, 2016.

M-STEP

- **September 26, 2016 8:30 AM to 3:30 PM:** the Student Assessment and Accountability Fall Webcast (streamed live and recorded). See [article](#) on page 2 for more information.

Recently Asked Questions

In light of MDEs Guidance on Benchmark Assessments in grades 1 and 2, whom should we contact to see if the benchmarks our district plans to administer next year are on MDEs approved list?

There is no approved list. The MDE has provided guidance around benchmark assessments by supplying a definition and specifying the criteria. It is the district's responsibility to ensure their selected benchmark assessment meets both the definition and criteria of benchmark assessments set by MDE.

For information related to MDEs Guidance on Benchmark Assessments, please

- refer to Spotlight editions 5/26 and 6/2 at www.michigan.gov/mde-spotlight, or
- go to MDEs [K-2 Benchmark Assessment web page](http://www.michigan.gov/k-2benchmark) (www.michigan.gov/k-2benchmark).

► Access previous [Spotlight editions](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight)

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.