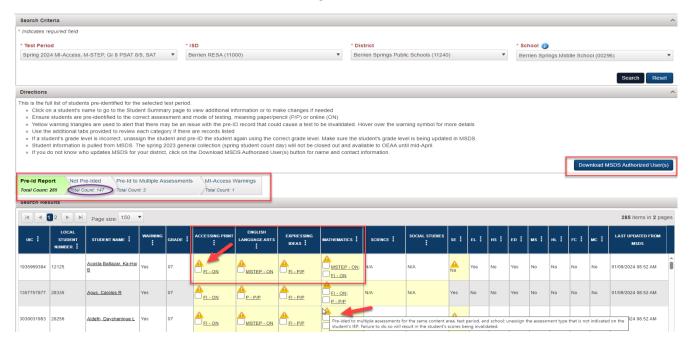
OEAA Secure Site

Pre-ID Report

The Pre-ID Report displays the students that are pre-identified in the OEAA Secure Site for state assessments. This report should be used to ensure all students are identified for the correct assessment, mode of testing, grade level, and student demographics that affect testing are correct.

- 1. Log into the OEAA Secure Site (www.michigan.gov/oeaa-secure)
- 2. Select Pre-ID and then Pre-ID Report from the Assessment Registration menu
- 3. Select the Test Period from the drop-down
 - a. A test period can include more than one assessment
 - b. For the grade 11 and 12 MME, you will need to check two test periods
 - i. MI-Access, M-STEP, Gr8 PSAT 8/9, SAT AND WorkKeys
 - ii. This is the only assessment that has multiple components over two test periods
- 4. Select the ISD, District and School from the appropriate dropdowns.
 - a. If you are district level user, you can select *District Pre-ID Report* from the School drop-down to download a district level report. It is not available to view on the page.
 - i. If you review an error or the download does not come up, please check your download file and ensure to associate opening the file with excel.
- 5. Click on the Search button at the bottom right.



- 6. A list of students that are pre-identified for one of the assessments in the selected test period will be displayed.
 - a. Content area cells will be highlighted in yellow with a yellow triangle warning if there is an issue that needs to be reviewed or resolved. You can hover over the yellow triangle to view a description of the warning.
 - b. Depending on the test period selected, there may be one or more tabs displayed to help in your review. If there are students listed under the tab, there will be a "Total Count" identified on the tab. A warning in yellow will also be seen under the affected content area in the list of students.

i. Pre-ID Report

1. Contains full list of students pre-identified to one of the assessments in the selected test period

ii. Not Pre-Ided

- 1. Contains students that are pre-ID but are not pre-ID to one or more required content area based on the student's grade level
- 2. Under the content area it will say "Not pre-Ided", however it is NOT highlighted in yellow.
- 3. Click on the student's name to go to the Student Summary page and assign the student to the correct assessment for the content area
- 4. If a first-year English learner student is exempt from the ELA, the ELA content area should not be assigned, and the warning will remain. A reason of EL Exempt will be submitted as the Not Tested reason during the Answer Documents Received and Not Tested review period a few weeks after testing has closed.

iii. Pre-Id to Multiple Assessments

- 1. Contain students that are pre-identified to more than one assessment within the test period for a content area
- 2. The content area cell will display a yellow warning triangle and be highlighted in yellow on the report
- 3. If a student is pre-identified for Accessing Print, English Language Arts, and Expressing Ideas, the student will need to be unassigned from either ELA or Accessing Print and Expressing Ideas.
- 4. Under the content area column, place a check mark in the box of the assessment to be unassigned and then click the *Unassign* button at the bottom right or click on the student's name to go to the Student Summary page and unassign the student from the incorrect assessment for the content area
- 5. Once the content area is unassigned, the yellow warning will be removed

iv. Not EL

- Students taking the WIDA ACCESS or WIDA Alternate ACCESS for ELLs need to be identified in the Michigan Student Data System (MSDS) as an English learner (EL) or the test will be invalidated.
- 2. The EL cell will have a yellow warning triangle and be highlighted in yellow on the report
- 3. OEAA does not get access to the Spring MSDS General Collection (Spring student count day) until mid-April. If the EL status was submitted in the Spring collection, there is nothing to do and in mid-April the Secure Site will update.
- 4. If the student was not submitted in the Spring MSDS General Collection as EL, you will need to work with your authorized district MSDS user to have a student record maintenance (SRM) file submitted in MSDS to resolve the warning.
- 5. If a student is not identified as EL in MSDS with an "as of date" on or before the last day of WIDA testing and submitted by the end of the Answer Documents Received and Not Tested review period, then the student's test will be invalidated, and they will not receive scores.
 - a. The Answer Documents Received and Not Tested is available a few weeks after the last day of WIDA testing. Watch the weekly Spotlight for dates and information when it becomes available.

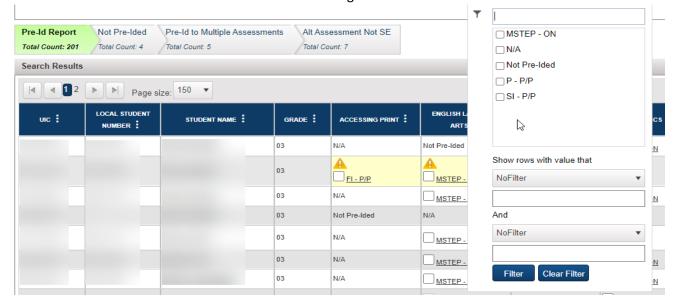
v. Alt Assessment Not SE

- 1. Students taking the WIDA Alternate ACCESS for ELLs (Tier T) need to be identified in the MSDS as a special education (SE) or the test will be invalidated
- 2. The SE for special education cell will have the yellow warning triangle and be highlighted in yellow on the report
- 3. OEAA does not get access to the Spring MSDS General Collection (Spring student count day) until mid-April. If the SE status was submitted in the Spring collection, there is nothing to do and in mid-April the Secure Site will update.
- 4. If the student was not submitted in the Spring MSDS General Collection as SE, you will need to work with your authorized district MSDS user to have a student record maintenance (SRM) file submitted in MSDS to resolve the warning.
- 5. If a student is not identified as SE in MSDS with an "as of date" on or before the last day of WIDA Alternate ACCESS testing and submitted by the end of the Answer Documents Received and Not Tested review period, then the student's test will be invalidated, and they will not receive scores.
 - a. The Answer Documents Received and Not Tested is available a few weeks after the last day of WIDA for the WIDA ACCESS. Watch the weekly Spotlight for dates and information when it becomes available.

vi. MI-Access Warnings

- 1. Students pre-identified to MI-Access and M-STEP for the same content area
 - Determine based on the IEP or lack of IEP which assessment the student should take for each content area and adjust the pre-id accordingly
 - b. If a student takes two different assessments in the same content area the test will be invalidated
- 2. Students not identified as special education (SE) in MSDS.
 - a. Students taking MI-Access must be special education
 - b. If student is SE, work with your local MSDS person to have it updated in MSDS
 - c. If the student is not SE, the student should not be taking MI-Access and the test will be invalidated
 - d. If a student is not identified as SE in MSDS with an "as of date" on or before the last day of MI-Access testing and submitted by the end of the Answer Documents Received and Not Tested review period, then the student's test will be invalidated, and they will not receive scores.
 - e. The Answer Documents Received and Not Tested is available a few weeks after the last day of WIDA testing. Watch the weekly Spotlight for dates and information when it becomes available.
- 3. Student pre-identified for two nonadjacent assessments in different content areas
 - a. The IEP or lack of IEP needs to determine which assessments and they must be adjacent
 - b. If tests taken are not adjacent, tests will be invalidated
- 4. Disability type in MSDS does not appear to warrant the use of MI-Access
 - a. Check the IEP to ensure the student should be taking MI-Access
 - b. This is a warning and will not invalidate the MI-Access test if taken
- 5. Past performance

- a. The student tested proficient in the previous two MI-Access administration and it may be time to reevaluate the assessment type
- b. Consult the IEP team
- c. If MI-Access is taken, the test will not be invalidated
- 6. Primary Instruction and Educational Standards
 - a. Based on student information in MSDS, the MI-Access may not be appropriate for the student.
 - b. Consult the IEP team
 - c. If the MI-Access is taken, the test will not be invalidated
- c. You can change the sorting of some columns from ascending to descending by clicking on the column header. You can also filter the columns to customize your Pre-ID Report, including by assessment, by clicking on the three vertical dots (kebab) in the column header. If you set up filters, you can clear them using the kebab and selecting Clear Filter or you can use the Clear Filters and Sorts button at the bottom right to remove all filters and sorts.



- 7. Under the *Pre-ID Totals Search Criteria* section at the bottom of the page, you can create a customized Pre-ID Total based on the assessment, grade, content area and test modes by using the check boxes. This will only create totals and will not filter the list of students on the page.
 - a. Deselect or select an option under each field, Assessment(s), Grade(s), Content Area(s), and Test Mode(s) and click the *Search* button at the bottom right.

