Pre-Identification of Students for State Assessments

Relevant assessments:

All Michigan state assessments:

- **M-STEP**
- **MME**
  - » ACT WorkKeys®
  - » SAT® with Essay
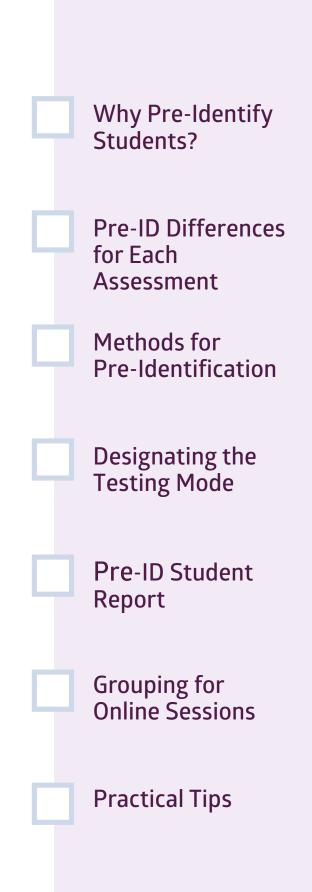 - » M-STEP (Science and Social Studies)
- **MI-Access**
  - » MI-Access Functional Independence (FI)
  - » MI-Access Supported Independence (SI)
  - » MI-Access Participation (P)
- **WIDA™**
  - » WIDA ACCESS for ELLs
  - » WIDA Alternate ACCESS for ELLs
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

☐ **Why Pre-Identify Students?**

☐ **Pre-ID Differences for Each Assessment**

☐ **Methods for Pre-Identification**

☐ **Designating the Testing Mode**

☐ **Pre-ID Student Report**

☐ **Grouping for Online Sessions**

☐ **Practical Tips**

Assessment Coordinator Training Guide

MICHIGAN Department of **Education**

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide,** which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.

Intro

Schools are responsible for **pre-identifying students** for state assessments who have not previously been pre-identified by the Office of Educational Assessment and Accountability (OEAA). This chapter discusses the process of pre-identifying students, as well as other tasks and activities that are linked to the pre-identification process, by answering the following questions:

▶ Why do students need to be pre-identified for state assessments?

▶ How does the pre-identification process differ for each state assessment?

▶ What methods are available for the pre-identification of students?

▶ How is the mode of testing designated (online versus paper/pencil) when students are pre-identified?

▶ How can I see a list of students who are pre-identified?

▶ How are students who are testing online grouped into online sessions?

Why do students need to be pre-identified for state assessments?

Pre-identification of students on the Office of Educational Assessment and Accountability (OEAA) Secure Site is required for all state assessments except the WIDA Screener and the WIDA ACCESS Placement Test (W-APT). (For more information on pre-identifying students for these WIDA screeners, see the **WIDA ACCESS Placement Test (W-APT) and WIDA Screener Preparation and Administration** chapter of this training guide.)

Pre-identification of students:

- creates a student record for a specific assessment

- generates a barcode number and label for all students who will be tested either online or by paper/pencil

- ensures timely and accurate assessment scoring and data results (vendors use the barcode number to associate test data with the correct student and assessment)

- ensures that your school receives the correct amount and type of materials for paper/pencil testing (refer to the **Initial Material Orders** chapter of this training guide for more information)

- automatically transfers student and assessment information to the vendor's online test management system for online testing, which allows schools to perform other assessment-related tasks such as:

  » managing online sessions

  » printing test tickets

  » selecting embedded accommodations and supports for students

  » monitoring students' testing status

How does the pre-identification process differ for each state assessment?

The OEAA pre-identifies students for some assessments using a one-time pull of student enrollment data from the [Michigan Student Data System (MSDS)](#) using the Fall General Collection (October student count day) and Student Record Maintenance (SRM) files. The OEAA will announce in the weekly MDE **Spotlight on Student Assessment and Accountability** newsletter when this data pull will occur. Students enrolled after the one-time pull will have to be pre-identified directly on the OEAA Secure Site by the district or school.

Pre-identification for spring assessments starts in December or January of each year. The method of pre-identification varies by assessment type.

- **M-STEP, PSAT 8/9/10, SAT with Essay,** and **ACT WorkKeys**

   OEAA will pre-identify students in grades 3-11 and required grade 12 using data from the MSDS as described above. This will be a one-time pull for the assessment. Schools will be responsible for pre-identifying additional students through the end of the testing window, as needed.

   Answer document barcode labels for students pre-identified for paper/pencil test administration after OEAA's initial deadline must be printed from the OEAA Secure Site.

- **MI-Access**

   Participation in the MI-Access Functional Independence (FI), Participation (P), and Supported Independence (SI) assessments is based on a student's Individualized Education Program (IEP). Therefore, OEAA cannot automatically pre-identify students taking the MI-Access assessments. Schools are responsible for taking one of the following steps.

   » Copy students from the general assessment for which they were previously pre-identified (M-STEP, SAT with Essay, or ACT WorkKeys) to MI-Access FI, P, or SI using the Mass Update Assessments function on the OEAA Secure Site (see next section for details).

   » Use any of the other methods explained in the next section to pre-identify MI-Access students.

   Care must be taken to ensure students are not pre-identified to the same content area in both MI-Access and a general assessment. For example, students cannot be pre-identified to both an M-STEP mathematics assessment and a MI-Access mathematics assessment. Students inappropriately testing twice is one of the major causes of misadministration.

   Schools are responsible for pre-identifying all MI-Access students directly on the OEAA Secure Site throughout the testing window.

   Answer document barcode labels for students pre-identified for paper/pencil test administration **after** OEAA's initial deadline must be printed from the OEAA Secure Site.

- **WIDA ACCESS for ELLs**

   OEAA will pre-identify students in grades K–12 to WIDA ACCESS for ELLs using data from the MSDS as described above.

   Students will be pre-identified if they:

   » are enrolled in your school

   » were previously identified in an **English Learner (EL)** program by any district or in any previous MSDS collection

   » were not exited from EL status in the MSDS during the previous school year

   After the initial OEAA data pull, schools are responsible for pre-identifying any new or newly identified EL students directly in the OEAA Secure Site throughout the testing window.

   Answer document barcode labels **cannot** be printed from the OEAA Secure Site for WIDA ACCESS for ELLs. Refer to the **WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Assessment Preparation** chapter of this training guide for more information.

■ **WIDA Alternate ACCESS for ELLs**

Participation in the WIDA Alternate ACCESS for ELLs is based on a student's Individualized Education Program (IEP). Therefore, OEAA cannot automatically pre-identify students for this assessment; rather, the OEAA will pre-identify students into the WIDA ACCESS for ELLs (see the previous sub-section for details). Schools must change a student's **Tier** to **"T"** in the OEAA Secure Site using one of the following methods:

» use the Mass Update Assessment function to modify demographics for a group of students (see the next section for details)

» modify a single student's status in their WIDA ACCESS for ELLs Demographic page of the OEAA Secure Site

Districts or schools are responsible for pre-identifying any new or newly identified EL students directly on the OEAA Secure Site throughout the testing window.

Answer document barcode labels cannot be printed from the OEAA Secure Site for WIDA Alternate ACCESS for ELLs. Refer to the **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Assessment Preparation** chapter of this training guide for more information.

■ **W-APT and WIDA Screener**

These EL screener assessments are administered throughout the year as needed. Students do not need to be pre-identified prior to the assessment being administered. Students taking the WIDA Screener online are entered directly into WIDA AMS for online test management by the Test Coordinator.

After the assessment has been administered, either by paper/pencil or online, the school must enter student information and scores into the OEAA Secure Site (see the next section for details).

■ **Early Literacy and Mathematics Benchmark Assessment (K-2)**

OEAA has no way of knowing which schools will choose to participate in the Early Literacy and Mathematics Benchmark Assessments (K-2) through the MDE; consequently, students are not pre-identified by the OEAA for this assessment. Participating schools are responsible for the pre-identification of students directly on the OEAA Secure Site throughout the testing window (see the next section for details).

What methods are available for the pre-identification of students?

There are three different methods available to districts and schools to pre-identify students for state assessments on the OEAA Secure Site throughout the testing window.

1. **Pre-ID File Upload**

A file can be created—using an OEAA-compatible format—and uploaded to the OEAA Secure Site by the School or District Authorized MSDS User. The OEAA provides a **Student Data File Format** document and a template to help create the file. This method can

be used for any number of students. The file also can be used to upload WIDA Screener and W-APT test scores as well as research and reporting codes for any pre-identified students.

2. **Student Search**

Students can be pre-identified one at a time through the **Student Search** function on the OEAA Secure Site. This method is quick and easy, but it is not recommended for pre-identifying large groups of students at once.

3. **MSDS Copy**

Student data for any number of students can be copied from the MSDS to the OEAA Secure Site. If a district is not up to date in submitting Student Record Maintenance (SRM) files for newly enrolled students, the copied data might include only students who were included in the Fall MSDS General Collection (October student count day). In this case, students enrolled after the fall count day may need to be added individually.

Detailed instructions for all pre-identification options can be found on the Secure Site Training web page.

For more information on the OEAA Secure Site, including how to obtain access, refer to the **OEAA Secure Site** chapter of this training guide.

For more information on the MSDS, refer to the **Michigan Student Data System (MSDS)** chapter of this training guide.

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

All schools are expected to test students online when the assessment is offered in that mode. However, as part of the student pre-identification process, schools must assign individual students to the paper/pencil administration mode when, for some reason, they cannot participate in online testing. In a few unique situations, an entire building may need to test using paper/pencil. In these cases, an **Online Waiver Request** can be submitted on the OEAA Secure Site. This waiver must then be approved by the OEAA.

Note: Online Waivers apply only to M-STEP, MI-Access FI, and WIDA ACCESS for ELLs.

When students are pre-identified to a testing cycle by either the OEAA or the school, the mode of testing will automatically be set by the OEAA Secure Site to online testing (if the assessment is offered online), unless there is an approved Online Waiver.

The testing mode for a student or group of students can be changed on the OEAA Secure Site using the

Mass Update Assessments function or the Student Assessment Details page for the assessment.

The testing mode should be changed in the following cases:

- the school is testing online but has a student(s) who requires a paper/pencil test (no waiver is needed in this situation)

- the school is testing with paper/pencil (with an approved Online Waiver) but has a student(s) who will be taking the test online, due to available accommodations

  This step is important to ensure that students who are testing by paper/pencil mode receive the correct materials for testing, and that those testing online are loaded into the vendor's online test management system.

Detailed instructions for **Changing Mode (Online, Paper/Pencil) of Testing for Students** can be found on the Secure Site Training web page.

How can I see a list of students who are pre-identified?

Districts and schools can run a **Pre-ID Student Report** at any time once the pre-identification window has opened on the OEAA Secure Site. Students are immediately included in the report after they are pre-identified to a test cycle on the OEAA Secure Site. It is recommended that the Pre-ID Student Report be reviewed once OEAA has pre-identified students for the various assessments to ensure all students have been pre-identified accurately.

The Pre-ID Student Report can be used to:

- verify student demographics such as special education (SE) and economically disadvantaged (ED)

  Note: Make changes, if needed, in the MSDS. The OEAA Secure Site updates student information from the MSDS daily throughout the testing window.

- unassign a student from a test cycle

  Note: Unassigning a student from a test cycle does not remove a student from accountability calculations for your school. If a student has exited your school, remove them from enrollment in the MSDS.

- ensure students are not pre-identified to multiple assessments in the same content area

  Note: Nonpublic schools are not updated via the MSDS. Rather, nonpublic schools can update student demographic information directly on the OEAA Secure Site. Nonpublic schools are not included in the Michigan Department of Education's accountability system.

Detailed instructions on the **Pre-ID Student Report** can be found the Secure Site Training web page.

How are students who are testing online grouped into online sessions?

After students are pre-identified to take the online M-STEP, MI-Access FI, or Early Literacy and Mathematics Benchmark Assessments (K-2), Assessment Coordinators must place them into online sessions by content area on the OEAA Secure Site. This process—done for each content area—groups students by their testing session and the Test Administrator who will administer the test. The online session grouping process makes it easier to print test tickets and manage online testing for the students. Grouping does not affect reporting and is only used for management of online testing.

The **List of Important Dates** document for each assessment includes a deadline for putting students into online sessions on the OEAA Secure Site.

After that deadline, students will still need to be pre-identified on the OEAA Secure Site and then assigned to online sessions in the DRC INSIGHT Portal, the online test management system for the M-STEP, MI-Access FI, and Early Literacy and Mathematics Benchmark Assessments (K-2).

Note: The WIDA ACCESS for ELLs online sessions are managed solely in the WIDA AMS online management system, and not on the OEAA Secure Site. Refer to the **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Assessment Preparation** chapter of this training guide for more information.

Detailed instructions regarding online sessions can be found on the Secure Site Training web page.

Practical Tips

- Watch for notifications on pre-identification and other OEAA-posted deadlines in the weekly **Spotlight on Student Assessment and Accountability** newsletter.

- Enlist the help of staff member(s) who enter student data into your district's student information system, and have a plan and process for updating new student enrollments throughout the state testing window to ensure all students are pre-identified and tested in a timely manner.

- Enlist the help of your Authorized District MSDS User.

  » If you are unsure of who this person(s) is, use the District and School Contact page on the OEAA Secure Site to find their name and contact information. Instructions for using the District and School Contact page can be located on the Secure Site Training web page.

  » Enlist their help in creating a Pre-ID Upload file (if you chose this method) to pre-identify students who will not be pre-identified by OEAA through the initial MSDS data pull directly on the OEAA Secure Site.

  » Provide them with information on the benefits of using the Student Record Maintenance (SRM) files with student enrollment and the ability to use the MSDS Copy function on the OEAA Secure Site as a method for pre-identifying students when student enrollment is up to date in the MSDS.