MICHIGAN
STATE SPECIFIC DIRECTIONS
ACCESS for ELLs Administration (2019-2020)

Special Instructions for All Paper/Pencil Student Test Booklets

Below is a list of information that **should** be bubbled in on all student's test booklets. Information noted is for students that DO have a Pre-ID label and for those who do NOT have a Pre-ID label. Districts choosing to not bubble in this information for students who do have a Pre-ID label are risking the inability of DRC and MDE being able to match-up a test booklet to a particular student in the event that a label is damaged or falls off. It is in the best interest of schools, students, and parents who desire test scores to do this.

Test Booklet Field	Required if Student HAS a Label	Required if Student Does NOT Have a Label
Date of Testing	Y	Y
Student's Last Name	Y	Y
First Name	Y	Y
MI	Y	Y
District Name	Y	Y
School Name	Y	Y
Native Language		
State Name Abbreviation		Y
Racial/Ethnic Group		Y
Birth Date	Y	Y
Date First Enrolled U.S. School		
Grade Level	Y	Y
Length of Time in LEP/ELL Program		
Gender		Y
IEP Status		
Title III Status		
Migrant		
504 Plan		
State Student ID Number (UIC)	Y	Y
State Defined Optional Data (Barcode Number)		Y (please refer to the page 10 of this document for additional info)
District Student ID Number		
District Defined Optional Data		
Accommodations	Y (if needed)	Y (if needed)
Bilingual/ESL Type		
State Support Delivery Model		
Do Not Score This Section for This Student	Y (if needed)	Y (if needed)

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

✓ For students that did not receive a barcode label, most student information should be hand-bubbled on the Test Booklet and ensured that they have been pre-identified on the OEAA Secure Site for the "Spring 2020 WIDA" assessment.   Instructions for hand-bubbling student demographic information are available in the WIDA ACCESS for ELLs Test Administration Manual; however, the following additional steps **MUST** be followed to ensure proper scoring and identification of these students.

For students not already pre-identified to the Spring 2020 WIDA in the OEAA 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 2020 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 2020 WIDA will appear in the "Assessments Scheduled" portion of the Student Summary page.

4. The student will immediately appear on the Pre-ID Student Report and you can access the student's barcode number to be bubbled on the test booklet.

For additional information on how to complete these steps in the OEAA Secure Site, please refer to resources found on the Secure Site Training page at http://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html. For questions pertaining to the Secure Site please send an e-mail to mde-oeaa@michigan.gov or call 1-877-560-8378, Option 3.

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 and UIC number can be found in the Pre-ID Student report in the OEAA 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 2020 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 and the UIC number in the third column.

✓ Use the filter function on the report to filter by Pre-ID date. Any students with a Pre-ID date **AFTER December 27, 2019** will need to have their barcode numbers bubbled on the test booklet.

For additional information on how to generate the Pre-ID Student Report in the OEAA Secure Site, please refer to resources found on the Secure Site Training page at http://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html. For questions pertaining to the Secure Site please send an e-mail to mde-oeaa@michigan.gov or call 1-877-560-8378, Option 3.

RETURN MATERIALS INSTRUCTIONS –

Depending on state, district, and school policy, not all Test Administrators will be responsible for initially labeling and/or bubbling booklets. **However, it is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled in each student booklet.** Please refer to your state's ACCESS for ELLs checklist for more information on who is responsible for each task related to materials management in your state.

To ensure all booklets have the detailed and necessary information needed to score, all Test Administrators must adhere to the following:

- **Prior to Administration**
    - o Review labels and/or bubbled information to ensure all student information is accurate.
    - o Complete labeling or bubbling if needed.
- **During Administration**
    - o Distribute the test booklets, as applicable, to the correct students.
    - o Verify that students have been given their assigned booklet.
- **Immediately Following Administration**
    - o Collect all material from all students.
    - o Review student test booklets once more for any errors or discrepancies in student information.
    - o Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
    - o Ensure all booklets are in proper condition to be returned, with no loose or damaged pages.
    - o Return test materials to a Test Coordinator or store the booklets in a secure area until they can be handed over to a Test Coordinator.

Failure to address incorrect, missing, or incomplete booklet information and labels may result in late reporting or no student score. In addition, the WIDA Consortium's national research agenda relies on complete and accurate student demographic data to inform the field and benefit English language learners.

Test Materials

Depending on the type of ACCESS for ELLs assessment you are administering, you need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Part 1 of the Test Administration Manual or Section 3 of the District and School Test Coordinator Manual for a full list of the materials you can expect to receive prior to test administration.

Test Booklet Labels

Three types of labels may be affixed onto a student test booklet: Pre-ID, District/School, or Do Not Process.

Any Booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information. Failure to adhere a label with student information will result in booklets being processed as unused and no score will be assigned.

Pre-ID Labels (White)

Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to complete the demographic pages on the front and back cover of the test booklet. **Please note that booklets with a Pre-ID Label must still have the date of testing bubbled in on the front cover.**
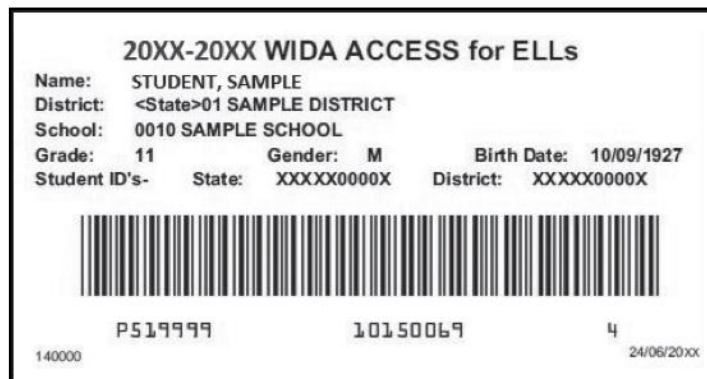

Figure 1. Sample Pre-ID Label

District/School Labels (Yellow)

District/School Labels only contain the district- and school-specific information. If a student who needs to test does not receive a Pre-ID Label, a District/School Label must be affixed and the demographic pages on the front and back cover of the test booklet must be completed, following the directions in the next subsection, Completing the Demographic Information. The label contains a barcode that indicates the test booklet should be processed and scored for the student whose information is bubbled on the demographics page.
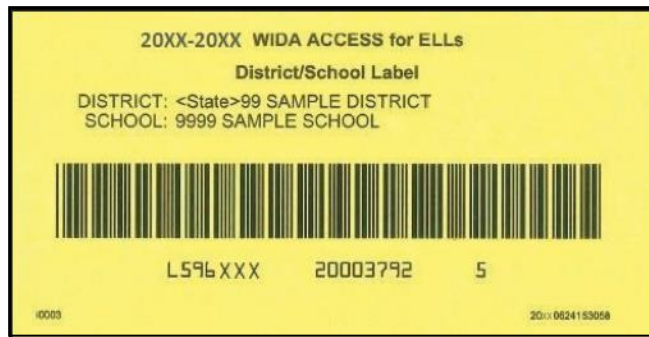

Figure 2. Sample District/School Label

Do Not Process Labels (White with Orange Stripe)

The Do Not Process Label contains a barcode that indicates the test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or should not be processed. Test booklets that have a Do Not Process Label will be processed as blank even if there are student responses inside.

A Do Not Process Label is not the same as Do Not Score Code (field on booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with a Do Not Score Code marked on the booklet cover must be processed in order to receive a report without scores in the domain(s) marked

There is no need to place a Do Not Process Label on test booklets that haven't been used.
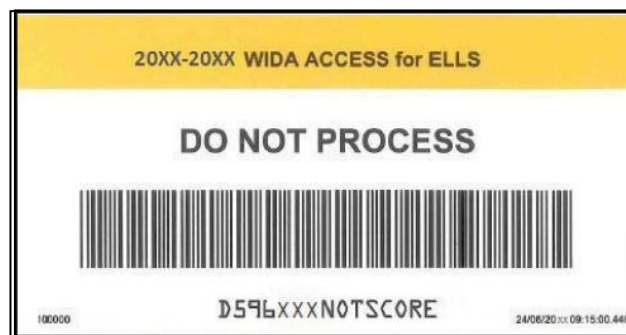

Figure 3. Sample Do Not Process Label
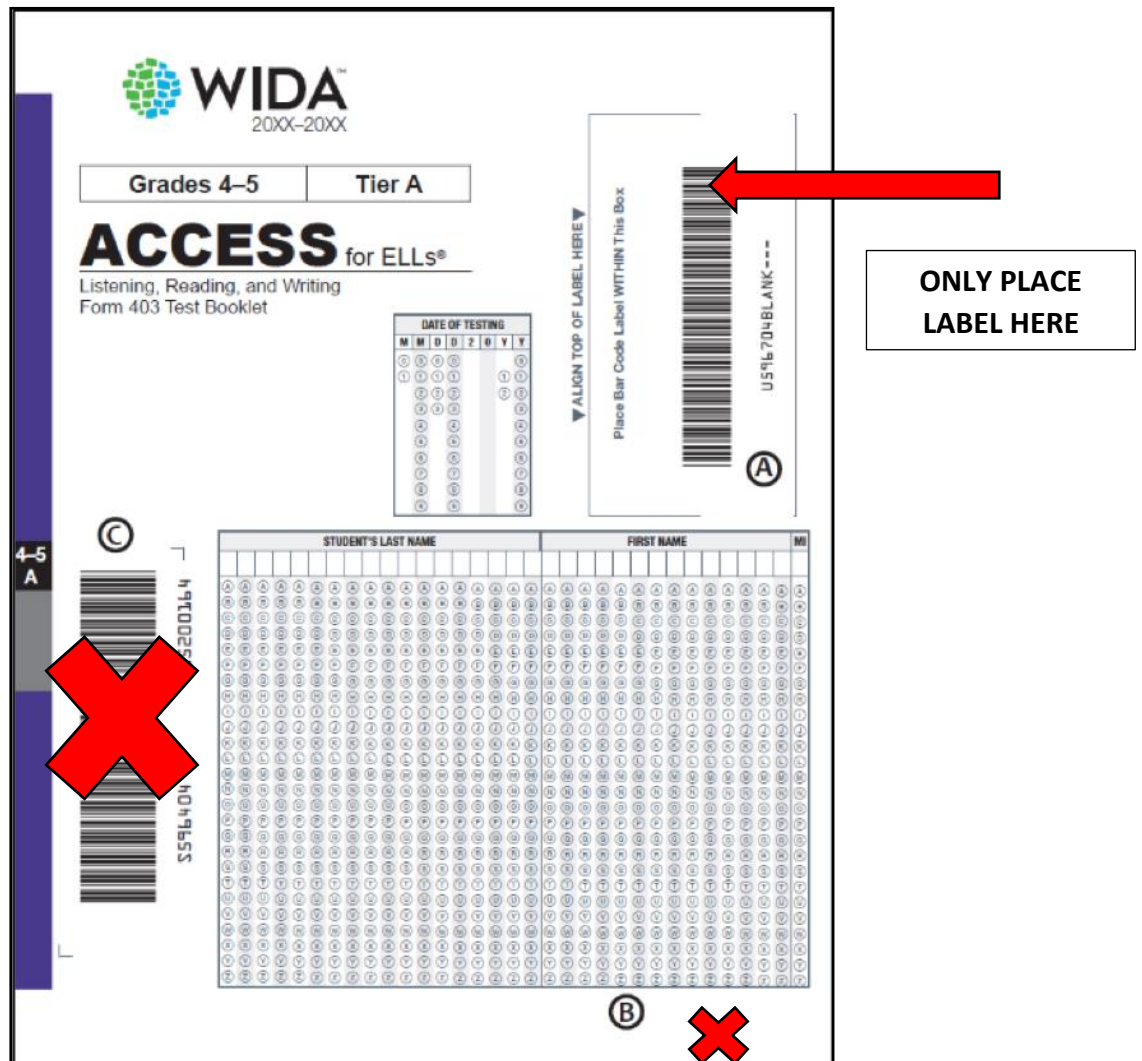
Label Placement

Figure 4. Test Booklet Cover Showing Where to Affix Labels

Please follow these steps:

- If using a Pre-ID Label, apply label to box marked **(A)** and begin testing.

- If no Pre-ID Label, apply District/School Label to the box marked **(A)** and bubble the entire student name, complete back cover, and begin testing.

- If a USED test booklet should not be processed, apply a DO NOT PROCESS Label to box marked **(A)** and return to DRC.

- **DO NOT** apply any labels to areas marked **(B)** or **(C)**.

Preparing Test Materials for Return

Remember, any booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information. Failure to adhere a label with student test information will result in booklets being processed as unused and no score will be assigned.

Use the following steps when preparing all test booklets for return.

1. Ensure all booklets that contain student responses have a Pre-ID or District/School Label in the box located in the upper right-hand corner on the front of the test booklet. There should not be a label anywhere else on the booklet besides this space. If a test booklet does not have a label with a barcode, the student will not receive a score.
2. Ensure all booklets with a yellow District/School Label have complete demographic pages on the front and back cover of the test booklet.
   a. Use a number 2 pencil.
   b. Make sure the student name on the front of the booklet has been bubbled correctly.
   c. Make sure the date of testing has been filled in.
   d. Make sure the information on the back of the booklet has been bubbled correctly using the Completing Demographic Information section of this manual.
   e. Make sure the correct grade has been bubbled.
3. If a booklet is unused, there is no need to place any labels on the booklet. Placing a Pre-ID or District/School Label on an unused booklet will cause it to be processed and scored. Do Not Process Labels should be reserved for booklets that are used but should NOT be processed and scored.
4. Remove any staples, paper clips, or sticky notes from test booklets.
5. If there is student scratch paper, securely destroy it on site. Any final student responses written on scratch paper must be transcribed into a student response booklet and appropriately labeled.

Use the following procedures when returning large print and Braille test booklets:

1. Verify that student responses have been transcribed into a standard test booklet.
2. Verify that a student Pre-ID label has been applied to the standard test booklet or that demographic information has been bubbled if a District-School Label was used.
3. Return with the rest of the test materials when testing is complete. No special sorting is needed.
4. Large print test booklets may be folded and shipped with the other materials in a standard sized box.

Common Error and Unique Situations when Preparing Materials for Return

The following information describes common situations that occur when preparing materials for return.

If a booklet is **damaged,** it should be transcribed. Booklets with significant tearing or water damage cannot be scanned by DRC but must be returned. If in doubt about the extent of the damage and whether a new booklet is needed, contact DRC Customer Service at 855-787-9615 or WIDA@datarecognitioncorp.com.

Follow these procedures for damaged booklets.

1. Transcribe the student's responses into a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
2. Apply a yellow District/School Label to the new test booklet.
3. Complete student demographic information on the new test booklet using the Completing Demographic Information section of this manual.
4. Place an orange Do Not Process Label on the damaged booklet.
5. Return both the damaged booklet and the transcribed booklet to the Test Coordinator.

If a booklet is soiled by bodily fluids (e.g., blood, vomit), it should be transcribed; however, these should not be returned to DRC. Follow these procedures for soiled booklets.

1. Transcribe student responses to a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
2. Apply a yellow District/School Label to the new test booklet.
3. Complete student demographic information on the new test booklet using the directions in the Michigan-Specific Test Administration Manual.
4. Document the security barcode of the soiled booklet and notify the Test Coordinator.
5. Document the soiled booklet in the Materials Accountability Form in WIDA AMS.
6. Securely destroy the soiled booklet.

The following table outlines common errors and situations that may occur during and after testing. In addition to these guidelines, please follow any additional steps outlined in your state's ACCESS for ELLs checklist.

Issue	Solution
No student label on booklet	Obtain a label from your Test Coordinator and ensure it is correctly affixed to the front of the student test booklet. Bubble in student demographic information as needed. Every used student booklet **must** have a Pre-ID or District/School Label or it will not be processed for scoring.
District/School Label, but demographic information not bubbled	Use a number 2 pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact the Test Coordinator. If a District/School Label is used, the demographic pages on the front and back cover of the test booklet must be completed. You must fill in this information accurately; errors may result in incorrect, late, or no reporting of scores for the affected students.

Issue	Solution
Pre-ID Label crossed out	Note: You cannot edit the Pre-ID Label by writing on it. If the barcode is crossed out, obtain a yellow District/School label and place it over the Pre-ID label. Use a number two pencil to complete student demographic information on the front and back of the test booklet. If you do not have access to some of the needed information, contact your Test Coordinator. If the barcode has no marks on it and it can be scanned, contact your Test Coordinator for how to correct student information. Please note that student information can only be edited in the Michigan Student Data System (MSDS).
Pre-ID Label applied and demographic information bubbled (except for date of testing, accommodations, and Do Not Score codes)	**The demographic information embedded in the Pre-ID Label supersedes student information bubbled on the booklet.** • If the Pre-ID Label is incorrect, you may still use the label. Please contact the Test Coordinator for how to correct student information. Please note that student information can only be edited in the Michigan Student Data System (MSDS). • If the information on the Pre-ID Label is correct, return document as is.
Do Not Process Label placed incorrectly	The Do Not Process Label should be applied in the box on the upper right-hand corner of the front of the test booklet. If a Pre-ID or District/ School Label is already in that box, apply the Do Not Process Label directly over the top of it. If a Do Not Process Label has been placed on a booklet that should be scored, affix a Pre-ID or District/School Label over the incorrect Do Not Process Label, and bubble in demographic information as applicable. NOTE: Do Not Process is **not** the same as Do Not Score (field 23 of booklet cover). A Do Not Process Label prevents any processing and the student will not receive a report. Students with Do Not Score marked in field 23 must be processed to receive a report without scores in the domain(s) marked.

Issue	Solution
Student mistakenly completes domains in multiple booklets	Transcribe responses as necessary to create single test booklet for the student. (See the Accessibility and Accommodations Supplement for guidelines on transcription.) This booklet should be labeled with a Pre-ID Label or District/ School Label. If a District/School Label is affixed, complete all student demographic information. The incorrect or damaged booklet(s) should have a Do Not Process Label applied prior to returning to DRC. Document the issue and resolution; keep a copy for your records.
Student mistakenly responds in another student's test booklet	File an Incident Report in the MDE Secure Site.
Student mistakenly completes domains using another student's test ticket (online administration only)	File an Incident Report in the MDE Secure Site.
Alternate ACCESS for ELLs materials have been physically modified to fit the needs of the student	Alternate ACCESS for ELLs allows for adaptation of the Listening, Reading and Speaking Test Booklet as needed to meet the communication needs of students in this population. As such, this booklet may be dissembled or cut apart. It is important that all assessment materials be accounted for, thus WIDA recommends the pieces be kept in a large manila envelope labeled with the student's name and with the bar code from the back of the book securely affixed to the envelope. The bar code is critical in ensuring the Listening, Reading and Speaking Test Booklet is accounted for.