## Spring MME, MI-Access and WIDA Accountable Students & Test Verification　　　✕

From:　　CEPI <CEPI@govsubscriptions.michigan.gov>

Subject:　Spring MME, MI-Access and WIDA Accountable Students & Test Verification

**Center for Educational Performance and Information**

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The following message is being sent to all MSDS users on behalf of MDE:

**Spring MME, MI-Access and WIDA Accountable Students & Test Verification**

Accountable Students & Test Verification for Spring 2014 MME and MI-Access will be available on the Secure Site April 23 – April 30, 2014.  This process gives schools an opportunity to check student enrollment and exit records, demographic data, verify answer documents received and submit a reason a student did not test.

The Accountable Students portion for Spring 2014 WIDA will also be available April 23 – April 30, 2014. The Verification of Answer Documents and Verification of Not Tested screens for WIDA will be available May 14 – May 21, 2014.

These functions are very important to ensure accurate accountability calculations and assessment reporting.  The Division of Accountability Services (previously the Bureau of Assessment and Accountability) will NOT accept appeals or issues for things that could have been fixed or reported during this process.

Below are some steps that you can do now to prepare for this process.

- Identify and provide this information to the district person who submits the count day data to the Michigan Student Data System (MSDS) now. This is usually the district pupil accounting person. Remember, just because it is in your student data system does not mean it is in MSDS.
- Assessment and accountability reporting will be taken from the student enrollment and demographic data from the Fall 2013 MSDS General Collection, Spring 2014 MSDS General Collection and Student Record Maintenance (SRM) submitted with an "as of date" on or before Thursday, March 20, 2014. This information comes from the district so you have the ability to check it now and make sure it is accurate. If you find an error in the MSDS, an SRM file can be submitted now to fix the student data. Remember, if it was an error in the spring 2014 MSDS General Collection, use the date of the collection (February 12, 2014) for the "as of date".
- Districts can start submitting SRM files now to update student enrollment, exits, and other demographic changes that occurred from the February 13 - March 20, 2014 for assessment and accountability purposes.
- Ask teachers to provide a list of students who did not take one of the required MME or MI-Access days/content area assessments and the reason why. This will allow you to quickly identify which tests were not taken versus which ones may be missing. This information will also be needed to submit a reason why a student did not take one of the required tests. The Not Tested reason is used for accountability review for possible exemptions and for other federal reporting.
- Make sure students that are receiving English learner services are identified in a LEP program in MSDS to ensure the WIDA test is not invalidated. Since all students that test must be pre-identified to obtain a barcode number, the Pre-ID Student Report can be used now to help identify those students that tested.
- Students can be exited from an LEP program in MSDS as proficient; however, this will NOT eliminate the student from accountability calculations or the requirement of administering the WIDA to the student for this school year.
- Make sure students that took the MI-Access are identified in MSDS in a special education program to ensure the MI-Access test is not invalidated.  Since all students that test must be pre-identified to obtain a barcode label, the Pre-ID Student Report can be used now to help identify those students that tested.