WIDA ACCESS Placement Test (W-APT) and WIDA Screener Preparation and Administration

Relevant assessments:

- **WIDA™**
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener

☐ Identifying Who Needs Screening

☐ Intro to WIDA Screener & W-APT

☐ Preparing for WIDA Screener or W-APT

☐ Quizzes to Complete

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☐ Recording Results

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Assessment Coordinator Training Guide

Updated: December 2021

MICHIGAN Department of Education

Intro

As a new WIDA Assessment Coordinator, if you have not already done so, make sure that you review the **Quick Start Guide** in the **Overview Module** of this training guide. The **Quick Start Guide** was developed with you in mind and lists several up-front tasks that all Test Coordinators must complete in order to ensure a smooth **test administration**, regardless of the assessment(s) you are responsible for.

The WIDA™ Screener and the kindergarten WIDA ACCESS Placement Test (W-APT) are assessments required by the Michigan Department of Education (MDE) for students for whom a language other than English is primarily spoken in the home. These assessments help educators determine if students should be identified as English Learners (ELs). This chapter will help you **prepare to and administer** these assessments, by answering the following questions:

▶ How do I identify which students need screening?

▶ What are the basics of the WIDA Screener and kindergarten W-APT?

▶ How do I prepare myself and other staff members to administer the WIDA Screener and/or kindergarten W-APT?

▶ What assessment training courses do I need to complete in my WIDA Secure Portal Account?

▶ How do I administer and record the results of the WIDA Screener and/or the kindergarten W-APT?

▶ Where can I find additional WIDA Assessment Coordinator Resources?

IMPORTANT NOTE: Educators will discontinue the use of the K W-APT at the end of the 2021-22 school year and transition to using the WIDA Screener for Kindergarten. Beginning in April 2022, students enrolling as a part of Kindergarten round-up should be screened using WIDA Screener for Kindergarten instead of the K W-APT. However, all students enrolling as Kindergartners and receiving services during the 2021-22 school year should be assessed using the K W-APT. Educators needing more information about the WIDA Screener for Kindergarten will be able to access training materials through the WIDA Secure Portal in March 2022.

How do I identify which students need screening?

The identification of ELs is a federally required process. District Coordinators should review the **MDE English Learner Program Entrance and Exit Protocol** document on a yearly basis to ensure that the correct procedures for identifying EL students are in place at the district level. Districts must ensure that two standard questions are part of the enrollment form for students who have never before enrolled in the district:

» **Question 1:** Is your child's native tongue a language other than English? (If yes, ask: What is that language?)

» **Question 2:** Is the primary language used in your child's home or environment a language other than English? (If yes, ask: What is that language?)

If a parent or guardian answers "yes" to either question, the student must be screened using the W-APT (kindergarten) or the WIDA Screener (grades 1–12).

These two questions comprise the Michigan State Board of Education approved Home Language Survey, the first step in the process for identifying students who may be considered English Learners (ELs).

The **Home Language Survey** is available on the MDE website using the following links: School Performance and Supports > Field Services (now called Office of Educational Supports) > Programs section > Title III – English Learner & Immigrant Education Programs link > EL Program Supports section. The Home Language Survey is available in English, Spanish, Arabic, French, Italian, and Chaldean. For forms in other languages, contact the Office of Educational Supports at 517-241-6974.

What are the basics of the WIDA Screener and kindergarten W-APT?

The **WIDA Screener** and the kindergarten **WIDA ACCESS Placement Test (W-APT)** are Michigan's required assessments used as a part of the English Learner (EL) identification process. The W-APT is used to screen kindergarten students, and the WIDA Screener is used to screen students in grades 1-12. Both tools assess English language proficiency in Listening, Reading, Writing, and Speaking.

The kindergarten W-APT is a paper/pencil assessment and can be downloaded through the WIDA Secure Portal on the Michigan-specifc WIDA website.

The WIDA Screener is primarily an online assessment, but for grades 1–3, the Writing portion is administered as paper/pencil only. Additionally, for grades 4-12, schools can opt to order paper/pencil versions for the Writing component.

These WIDA Screener materials must be ordered using MDE's approved ordering process. Educators should review the **Michigan WIDA Screener & W-APT Policy Manual** on the MDE WIDA web page for the most up-to-date information on the ordering process.

Students are to be screened after an affirmative response to the **Home Language Survey** questions, described later in this chapter. Students must be screened and determined to be English Learners (or not) within 30 days of the start of the school year or within 10 days after enrollment during the school year. Students should be screened only once while they are attending Michigan schools.

Using the results of the screener, educators should then follow additional determination factors discussed in detail in the **MDE English Learner Program Entrance and Exit Protocol** to make a determination as to whether or not a student should be considered an EL.

How do I prepare myself and other staff members to administer the WIDA Screener and/or kindergarten W-APT?

Educators overseeing and administering the screeners will need to access a number of different online resources and systems and also know who else in their district may be responsible for using these applications and resources:

■ The following list of documents must be reviewed prior to administering a WIDA screener. These can be found on the MDE WIDA web page.

  » **Michigan WIDA Screener & W-APT Policy Manual**

» **MDE English Learner Program Entrance and Exit Protocol**

■ **WIDA Secure Portal**: This is a secure portal through which training courses and some materials to administer the screener can be accessed. All educators who will be administering and scoring these assessments must first complete a set of online courses on the WIDA Secure Portal. Writing and Speaking scoring courses should be completed annually to ensure a high degree of reliability and validity of scoring. Work with your district's English Language Assessment Coordinator to create an account for the WIDA Secure Portal.

The District English Language Assessment Coordinator must verify completion of the required training by screener administrators in the WIDA Secure Portal and then contact Data Recognition Corporation (DRC) at 877-560-8378, option 5, to request access for the user to score the Speaking and Writing domains, once their WIDA AMS accounts have been created.

» See the WIDA Secure Portal chapter of this training guide for more information on this system and how to obtain access.

■ **WIDA AMS**: This is the secure Assessment Management System website through which educators will manage administrative tasks, such as entering student data, assigning students

to test sessions, printing test tickets, assigning accommodations, and scoring the Writing and Speaking domains.

» See the **WIDA AMS Basics** chapter of this training guide for information about the WIDA AMS system and how to obtain access. You must have correct access to the Office of Educational Assessment and Accountability (OEAA) Secure Site before you can get access to WIDA AMS.

■ **OEAA Secure Site**: The secure website through which students' screener scores are logged.

» See the **OEAA Secure Site** chapter of this training guide for information about the OEAA Secure Site and how to get access to the Site.

■ **Michigan Student Data System (MSDS)**: This is the secure MSDS website managed by the Center for Educational Performance and Information (CEPI) for the collection of key student data from districts for funding. The student data here is also used by OEAA for assessment pre-identification, assessment reporting, and accountability reporting. Additionally, students who have been determined to be English Learners must be formally identified as such in the MSDS.

» See the **Michigan Student Data System (MSDS)** chapter of the training guide for more information on the MSDS and how it's used.

What courses do I need to complete in my WIDA Secure Portal account?

If you are administering and scoring the kindergarten W-APT or the WIDA Screener, complete the following assessment training courses as appropriate for the grade level and domain you are administering:

■ W-APT Speaking (when available, WIDA Screener for Kindergarten)

■ Speaking 1-5

■ Speaking 6-12

■ Writing 1-5

■ Writing 6-12

■ WIDA Screener Online: Administration

■ WIDA Screener Paper: Administration

Note: The Speaking courses are the same for the WIDA Screener and the WIDA ACCESS for ELLs, so you do not need to complete them twice.

How do I administer and record the results of the WIDA Screener and/or the kindergarten W-APT?

The kindergarten W-APT is a one-on-one paper/pencil assessment. It should be administered to students enrolling during a kindergarten round-up, during kindergarten classes, or during the first semester of 1st grade. For students enrolling during kindergarten round-up or during the first semester of kindergarten, only the Listening and Speaking domains should be administered. For second-semester kindergarteners, all four language domains—Listening, Reading, Writing, and Speaking—should be administered.

For students in grades 1–12, the assessment can be administered online and in a group setting. Students entering schools in the fall of each year will take the screener for the previous grade level.

Table 1 provides a basic framework for determining which grade-level cluster screener to use; however, other factors discussed in the **Michigan WIDA Screener & W-APT Policy Manual** should also be considered when deciding which screener to administer, so it is important to reference that resource.

Educators are responsible for scoring the screener. Depending on the mode through which the screener is administered, scoring may require more or less effort. Educators administering the paper/pencil form of the screener will score all domains. Educators with students taking the online screener in grades 1–12 will need to score only the Writing and Speaking domains.

Refer to the **Michigan WIDA Screener & W-APT Policy Manual** on the MDE WIDA web page for complete screener guidelines, including screener cycles and making an English Learner determination.

The results of the student's screener must be entered into the OEAA Secure Site, regardless of whether or not a student is determined to be an EL. Additionally, a copy of the student's results must be kept in the student's permanent record file. Students who have been identified as EL must have the appropriate designation in the Michigan Student Data System (MSDS). Educators must work closely with their pupil accounting staff to ensure students are correctly identified. Once districts have a score for a student, they should review the **MDE English Learner Program Entrance and Exit Protocol** to understand what scores identify a student as an EL.

Table 1: Identifying Appropriate Grade-Level WIDA Screeners

Cycle 1 – August 1 – December 1												
Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12
Test to be used	K	K	1	2-3	2-3	4-5	4-5	6-8	6-8	6-8	9-12	9-12	9-12
Cycle 2 – December 1 – August 14												
Grade Level	K	1	2	3	4	5	6	7	8	9	10	11	12
Test to be used	K	1	2-3	2-3	4-5	4-5	6-8	6-8	6-8	9-12	9-12	9-12	9-12

Where can I find additional WIDA Assessment Coordinator resources?

As a new Assessment Coordinator, the best resources to review and use in preparing to administer WIDA Screeners are those available on the MDE WIDA web page, including:

- » **Michigan WIDA Screener & W-APT Policy Manual**
- » **WIDA List of Important Dates**
- » **WIDA Paper Screener Order Form**