

Please see **4 IMPORTANT ANNOUNCEMENTS** below regarding: 1) 2012-2013 Best Practices: MSDS Reporting for Trouble-free Accountability Data, 2) Spring 2013 EXPLORE-PLAN Pilot Reminders, 3) Fall 2012 MI-Access Assessment Survey, and 4) MI-Access Early Shipping Deadline for Tested Roster

1) 2012-2013 Best Practices: MSDS Reporting for Trouble-free Accountability

Beginning in 2011-2012, BAA began producing a guide to accountability that explained how data entered into MSDS translates into the data found on assessment reports and included in accountability calculations. The guide has been updated for 2012-2013 and can be accessed at:

http://www.michigan.gov/documents/mde/MSDS_Best_Practices_400576_7.pdf.

Links to the revised guide are also found on the main accountability webpage and in the "What's New?" sections of each of the state assessment webpages.

Notable changes for the 2012-2013 school year

- Limited English Proficient (LEP) Exit Reason Codes which did not actually remove a student from LEP eligibility (e.g., Parent Refusal) have been removed. Information such as parent refusal of LEP services is properly reported under the LEP Program Participation field, not the LEP Exit Reason field.
- Grade 14 can now only be used for students receiving "Special Education Transition Services." Students must meet the following requirements:
 - The student has an active Individualized Education Program (IEP)
 - The student is attending a transition program, or is moving from a standard K-12 environment into a transition program
 - The student is 18 years of age or older as of December 1 of the current school year
 - The student completed his/her high school state assessment requirement (this requirement is met in grade 11 for students taking MI-Access)

All other students **MUST** be reported with a grade level. Students in graded programs should be reported with the appropriate grade level. Students in ungraded programs who do not meet the definition provided above for receiving "Special Education Transition Services" should be assigned a grade based on the student's age as of December 1st of the current school year. A table is provided in the guide to assist with grade assignment based on age.

2) Spring 2013 EXPLORE-PLAN Pilot Reminders

This is a reminder that the order window for the Spring 2013 EXPLORE-PLAN pilot **is currently open** and will remain open until **Friday, December 21, 2012**.

There are a few important changes from last year's EXPLORE-PLAN pilot that we want to ensure you are aware of:

- The District Participation Agreement (DPA) for Spring 2013 is completed online as part of the material ordering process.
- Orders **MUST** be placed through ACT's online system and during the appropriate window (**October 8 – December 21, 2012**) to be paid for by the state as part of the pilot.
- Pre-ID labels are no longer ordered by districts – ACT will be providing labels based on data submitted to them by the Bureau of Assessment & Accountability (BAA).
- Testing **MUST** occur during the appropriate window (**March 4 – April 12, 2013**) to be paid for by the state as part of the pilot.

Full details on the ordering process can be accessed at:

http://www.michigan.gov/documents/mde/MI_EXPLORE-PLAN_2012-13_Test_Materials_Ordering_Instructions_10-08-12_400662_7.pdf.

3) Fall 2012 MI-Access Assessment Survey

In an ongoing effort to improve the administration of alternate assessments statewide, the Bureau of Assessment and Accountability has posted a survey for MI-Access assessment coordinators and building administrators to provide feedback after administering the Fall 2012 MI-Access assessments. We welcome your comments and request that you complete this important survey. The survey can be accessed via the following link:

<https://www.surveymonkey.com/s/9CW6ZDL>.

4) MI-Access Early Return Shipping Deadline for Tested Roster

All testing for the Michigan Educational Assessment Program (MEAP) and MEAP-Access must be completed by tomorrow, Friday, October 26, 2012. Please make sure scorable materials are reviewed carefully as you prepare them for return. The last day to ship MEAP and MEAP-Access materials is **Wednesday, October 31, 2012**. Please ensure all scorable and non-scorable assessment materials for MEAP and MEAP-Access are shipped by this date to avoid fees or penalties.

Materials shipped between November 1 and November 7 (inclusive)

- \$250 late fee may be assessed by the contractor
- Results will be included in data files AND paper and PDF reports
- Results will be included in accountability and accreditation

Materials shipped between November 8 and November 14 (inclusive)

- \$250 late fee may be assessed by the contractor, plus

\$25 processing fee for EACH answer document scored
Results will be included in data files AND paper and PDF reports
Results will be included in accountability and accreditation

Materials shipped after November 14

Answer documents will NOT be scored*
Results will NOT be included in data files, paper, or PDF reports
Results will NOT be included in accountability and accreditation

*No late fees will be assessed; however, ALL materials MUST be returned. Failure to return materials may result in an investigation or substantial fine.

Questions?

Please email us at baa@michigan.gov or call 877-560-8378 and select the appropriate menu option.