

# Spotlight

on Student Assessment and Accountability

November 19, 2015

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**Key:**  information Tech Coordinators also need to know

 supports and accommodations information is included



The Spotlight will be taking a holiday next week and will return on December 3rd.

*Happy Thanksgiving!*

## Spring 2015 M-STEP Individual Student Reports Now Available

The Michigan Department of Education (MDE) is pleased to announce the availability of the Spring 2015 Michigan Student Test of Educational Progress (M-STEP) Individual Student Reports (ISRs) on the Michigan Interactive Assessment Reporting site through the MDE Secure Site. The ISR provides information about student performance in each tested content area. The ISRs are the first in a portfolio of student, school, and district level reports that will be rolled out in the coming weeks.

**Note:** While individual student results may be shared with parents at this time, school and district level results are **embargoed** and must NOT be shared with parents, the community, and other external parties until the embargo is lifted by the MDE.


The release of the Individual Student Reports represents the start of the second phase of the transition to online reporting. As our team continues to actively work to improve the speed and efficiency of the new reporting system, we ask for your patience as we anticipate, at least initially, high traffic volume that may impact performance of the reporting system. To help mitigate possible performance concerns, for this initial report release, a maximum of 200 students can be selected for report generation at a time. Once system performance has been

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fine-tuned, we will look at raising or eliminating the limit on the number of student reports that can be generated at a time. For the time being, please be aware that large PDFs may take several minutes to load.

For information on how to access the Individual Student Reports, please see [How to Access and Navigate Michigan's Interactive Assessment Reporting Site](#) on the [M-STEP](#) web page ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **What's New**.

The initial release of the ISR provides a placeholder for a Student Growth Percentile (SGP). SGPs will be added to the Student Data File and the ISR as a last phase of reporting. A detailed explanation of the new ISR can be found inside the Interactive Assessment Reporting site by clicking the  (Information button) in the upper right-hand corner of any ISR.

## SAT with Essay Clarification

It has come to MDE's attention that erroneous information is circulating about the Essay portion of the SAT for students taking the SAT as a component of the state administered Michigan Merit Exam (MME).

**Please note: the SAT with Essay is a required component** of the Michigan Merit Exam for all grade 11 and eligible grade 12 students. The Essay portion is **NOT optional** for the state administered SAT. If you have questions or require additional clarification about the SAT with Essay as a component of the MME, please email [baa@michigan.gov](mailto:baa@michigan.gov).

## Supports and Accommodations Refresher Webinars

Educators interested in learning about the universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA assessments should attend one of these webinars to be held in the coming months:

- **December 11, 2015:** 9:00–10:00 AM
- **January 6, 2016:** 3:00–4:00 PM
- **January 25, 2016:** 9:00–10:00 AM

All webinars are duplicate sessions. One of the sessions will be recorded and made available if you are unable to attend one of the three live webinars. Educators interested in attending should follow the directions below.

To view the webinars on these dates, please go to the [SOM's Meeting login](#) (<https://stateofmichiganmdweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA>):

- Enter as a guest (registering is not necessary)
- To call in to hear the audio, please dial: 1-877-820-7831
- Guest Passcode: 569943

For questions about this webinar, please send an e-mail to [baa@michigan.gov](mailto:baa@michigan.gov) or call 1-877-560-8378.

## WIDA Test Administrator and Coordinator Certification

The following guidance applies to all educators who will be administering Michigan's annual summative assessments for English Learners (EL), the WIDA ACCESS for ELLs 2.0 or the WIDA Alternate ACCESS for ELLs February 8 – March 25, 2016:

### Kindergarten ACCESS for ELLs

- Educators planning to administer this assessment, but have never before administered the Kindergarten level of the ACCESS for ELLs, must complete the activities listed on their Kindergarten Test Administrator Checklist in their Secure WIDA account and pass the associated short quiz with an 80% or higher. Successful completion of the activities will award a WIDA Training Certificate to the educator which can be printed and kept on file with district coordinators.

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- Educators who have administered the Kindergarten level in a prior year are strongly encouraged to again review the Test Administration Manual, training video, and test module.

## Alternate ACCESS for ELLs

- Educators planning to administer this assessment, but have never before administered the Alternate ACCESS for ELLs, must complete the activities listed on their Alternate ACCESS for ELLs Test Administrator Checklist in their Secure WIDA account and pass the associated short quiz with an 80% or higher. Successful completion of the activities will award a WIDA Training Certificate to the educator which can be printed and kept on file with district coordinators.
- Educators who have administered the Alternate ACCESS for ELLs in a prior year are strongly encouraged to again review the tutorial, webinar, and Test Administration Manual in the WIDA Secure Portal.

## ACCESS for ELLs 2.0

- All online and paper/pencil Test Administrators and Test Coordinators must complete activities listed in their respective checklists. For paper/pencil testers, this includes review of the Speaking Assessment Scoring Module and quizzes (80% or above is required for certification). Successful completion of the activities in the checklists will award a WIDA Training Certificate to the educator which can be printed and kept on file with district coordinators.

District English Learner Assessment Coordinators have the ability to create users for their district within the Secure WIDA Portal.

For help on setting up Secure WIDA accounts, please contact the WIDA Client Services Center at [help@wida.us](mailto:help@wida.us) or 1-866-276-7735. **Please note:** The Secure WIDA Portal is separate from the WIDA AMS system and the BAA Secure Site.

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## Recently Asked Questions

### Can the M-STEP/MI-Access/K-2 TSM and the WIDA TSM run on the same server?

No. WIDA TSM software is different from the M-STEP/MI-Access/K-2 TSM software and cannot coexist within the same operating system instance. If you are utilizing virtual machines (VM), both instances can be hosted on the same hardware as long as the minimum server requirements are allocated to each VM.

## SAT Corner

*Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board*

### Offsite Testing Information – Coming Soon

Most schools participating in the April 2016 Michigan-sponsored test administrations will use their schools as the test location. However, if you need more space—for example, if your school is a virtual school, or if you want to administer the PSAT 8/9, PSAT 10, and SAT with Essay on the same day and don't have enough room in your school—you can request an off-site testing location.

Once you have identified a potential facility, the first step is to complete the Testing Plan template. A separate plan is required for each off-site location. You may request an off-site testing location **beginning November 20, 2015**. Go to the **K-12 Educators** section of our [website](http://www.collegeboard.org/michigan) ([www.collegeboard.org/michigan](http://www.collegeboard.org/michigan)). Look for the **Requesting an Off-Site Testing Location** section for instructions and to download the Testing Plan template. All off-site testing location requests must be received no later than **January 15, 2016**, in order to allow sufficient time for processing prior to test administration day.

#### A few things to note:

- A unique Test Center Supervisor (Test Center Coordinator) must be identified for each alternate test location. A single person may oversee all assessments at an off-site location or a different Test Center Supervisor may be identified for each assessment.
- While contact information for this role will not be captured or reflected in the Educational Entity Master (EEM), the College Board will store this administration-specific information locally and will include off-site Test Center Supervisors in all pertinent communications and training opportunities.
- Pre-identification will be completed by the Attending Institution (AI). It is the responsibility of the Test Center Supervisors to be aware of which students are testing at each location. Test materials for off-site testing will be shipped to the AI location. The Test Center Supervisor at the AI will be responsible for coordinating the secure transport of materials from the AI location to the Supervisor at each testing location.

#### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.

## Important Dates

### Approaching Deadlines!

#### Online Waiver Requests

- **November 20, 2015:** Deadline for districts to submit online waiver request(s) for their school(s) to administer the paper/pencil version of M-STEP, MI-Access FI, or WIDA ACCESS 2.0

#### WIDA

- **December 3, 2015:** Last date to submit Student Record Maintenance (SRM) for DAS to Pre-ID students for the WIDA assessment.

### November

#### M-STEP

- **Now – January 15, 2016:** Window to request an off-site administration of the M-STEP. To request access, go to the [Spring 2016 M-STEP Off-Site Authorization Request](https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/) (<https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/>).

#### SAT

- **November 20, 2015 – January 15, 2016:** Window to request an off-site administration of the SAT. To request access, see the related article in the SAT Corner in today's Spotlight.

### December

#### WIDA

- **Week of December 7, 2015:** The **Pre-ID Student Report** for students taking the WIDA ACCESS will be available to schools on the [Secure Site](http://www.michigan.gov/baa-secure) ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)).
- **Week of December 7 – December 28, 2015:** The **Initial Material Order** screen to order WIDA Braille and enlarged print is available.

#### Supports and Accommodations

- **December 11, 2015 – 9:00–10:00 AM:** Webinar on universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA assessments. (See article on page 2.)

### January 2016

#### Supports and Accommodations

- **January 6, 2015 – 3:00–4:00 PM:** Webinar on universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA assessments. (See article on page 2.)
- **January 25, 2015 – 9:00–10:00 AM:** Webinar on universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA assessments. (See article on page 2.)

#### SAT/PSAT/WorkKeys/M-STEP

- **January 7, 2016:** Last date to submit Student Record Maintenance (SRM) for DAS to Pre-ID students for SAT, PSAT, WorkKeys, and/or M-STEP.
- **Week of January 11, 2016:** The **Pre-ID Student Report** will be available to schools for students taking the SAT, PSAT, WorkKeys, and/or M-STEP on the [Secure Site](http://www.michigan.gov/baa-secure) ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)).

#### M-STEP/MI-Access

- **Week of January 11, 2016:** The **Online Sessions** function for putting students into online sessions for M-STEP and MI-Access FI is available.

- ▶ Access previous [Spotlight editions](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html) ([http://www.michigan.gov/mde/0,4615,7-140-22709\\_70117-280911--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html))