Spotlight

on Student Assessment and Accountability

November 3, 2016

Key: supports and accommodations information

Preliminary School Scorecards and Appeals Now Open

Preliminary Michigan School Scorecards for the 2015–16 school year are now available to schools and districts for review on the Secure Site (www.michigan.gov/baa-secure). Preliminary Scorecards for the 2015–16 school year are embargoed and may not be shared with unauthorized personnel or at public local school board meetings until the public release by the MDE later this fall on the MI School Data portal (www.MISchoolData.org).

Schools and districts will have until **5:00 PM on November 14, 2016** to submit appeals related to their Scorecards.

To help you get started with your preliminary scorecard and accountability results, a resource toolkit has been created with "what's new" and overview information, including links to various resources and instructions, please login to the Secure Site, navigate to the scorecard page, and click the link at the top of the page for the **2015-16 Accountability Results Resource Toolkit for Schools and Districts**.

Upcoming Off-Site Test Administration Requests Window opens Monday

The Off-site Test Administration request window for M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments, and WIDA Spring 2017 administration opens on **Monday, November 7, 2016.** To request an off-site test administration, click on this link (https://baameap.wufoo.com/forms/z1lu5n0l1dvl7kx/) to submit the online form. The window remains open until **February 27, 2017**.

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) today! Enter your email address and select Spotlight under Student Assessment.

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M-STEP and MI-Access: Important Dates

A checklist of important dates for the Spring 2017 administration is available for both the M-STEP and MI-Access assessments. You can find these documents under the **What's New** section of each assessments web page:

- M-STEP (www.michigan.gov/mstep)

- MI-Access (www.michigan.gov/mi-access)

Use the checklists to develop your district and building schedules.

Target Analysis Report Training Materials

Training materials for the new Target Analysis Report have been posted to the M-STEP web page (www. michigan.gov/mstep). These materials provide resources to be used when providing training to the users of the Target Analysis Report and include:

- **Target Analysis Report Resource Document** – a document that provides guidance on the data and components of the Target Analysis Report and suggested ways this data could be used to examine program effectiveness at the target level

- **Target Analysis PowerPoint** – a presentation that could be used to provide training to users of the Target Analysis Report; it includes the components of the report, the data, and considerations for use of the data, as well as presentation notes for the trainer to review and use when providing the training

- **Target Analysis Handout** – a document that could be used with the PowerPoint presentation, to be given to training participants as a guided note-taking document

These training resources are intended to be used as an agenda item during a regularly-scheduled administrative meeting.

Plan to use these materials in a way that supports your training needs – to ensure the Target Analysis Report is used to assist educators to examine program effectiveness at the target level.

New Administrator and Assessment Coordinator Primer

The MDE has developed a primer for new Administrators or Assessment Coordinators. This primer will guide those new to assessment to available information and resources. It includes information about:

- Michigan Assessments

- Accountability

- Assessment Acronyms

- People to Know

- Designated Supports and Accommodations

- Resources

Also included is an Initial To-Do List for new Administrators and Assessment Coordinators as they get started in their positions.

The primer includes assessment-specific information for each Michigan assessment: M-STEP, MME, PSAT 8/9, PSAT 10, MI-Access, and Early Literacy and Mathematics Benchmark Assessments.

The New Administrator and Assessment Coordinator Primer is available on the M-STEP web page (www. michigan.gov/mstep) under **What's New**.

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Please be sure to review this important resource – and to share it with new Assessment Coordinators or Administrators who you think might benefit from this valuable resource!

Student Supports and Accommodations Presentations

The PowerPoint presentations from the Wednesday, October 19, 2016 Supports for Students with Visual Impairments and the Monday, October 31, 2016 Student Supports for Students with Hearing Impairments webinars are now posted on the following web pages under **Professional Development**:

M-STEP (www.michigan.gov/mstep)

MI-Access (www.michigan.gov/mi-access)

WIDA (www.michigan.gov/WIDA)

There are two more Student Supports and Accommodations webinars scheduled to take place in November. These webinars will be of interest to new and returning district and building assessment coordinators.

The dates, times, and topics for the remaining webinars are:

- **Monday, November 14, 9:00 – 10:00 AM:** English Learner Student Supports

- **Monday, November 21, 9:00 – 10:00 AM:** Read Aloud and Text-to-Speech

The webinars are free of charge; however, space is limited. To connect to the web meeting conference line, use the Global Meet link (https:// stateofmichiganmdeweb.centurylinkccc.com/ CenturylinkWeb/SOMOldBAA). To access audio, dial 720-279-0026 and use Guest Passcode 569943.

If you have questions regarding the webinars, please email baa@michigan.gov for more information and use "Student Supports and Accommodations Webinars" in the subject line.

MME Day for Spring 2017 – SAVE THE DATE!

The Office of Standards and Assessment is pleased to announce MME Day for Spring 2017, which will be held **December 6, 2016**, and will be streamed from Wayne Regional Education Service Agency (RESA) via MI Streamnet. Details, including the MME Day agenda and how to access the event, will be provided in the November 10, 2016 Spotlight.

Final Year of Online Waivers

As a reminder, Spring 2017 will be the third year of online M-STEP testing and the last year MDE can offer online waivers for schools not yet ready to test online. Paper tests will still be available for individual students needing that accommodation, but that decision will be at the individual student level rather than opting entire buildings out of online testing.

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

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

Call the Michigan customer service line at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Guidance on Extended Time

The needs a student may have on a test, such as the SAT, may differ from their needs at school. For example, the College Board Services for Students with Disabilities (SSD) requires that a student must use the entire time for which they are approved and even if they are done early and are the only student testing, they cannot move to the next section. Therefore, a student who receives double time (100% extended time) to complete tests at school, may not have a positive testing experience if they use 100% extended time on the SAT. We hear from educators that this policy is frustrating. However, now that the majority of students in Michigan have taken the PSAT 8/9 or the PSAT 10, you can base future needs from what was learned from these experiences.

If in the past a student was approved for 100% extended time but finished very early, they probably shouldn't use 100% extended time. A more positive testing experience may be to request a change so the student receives 50% extended time and extended breaks. You could also use one of the six free full-length practice tests (www. satpractice.org) and time how long it takes a student to complete the reading test, to give you a better idea of the time they actually require.

MP3 audio formats are also a popular request; however, some students simply are not comfortable using this format. To determine if MP3 audio is the best option, students can practice using materials found on the College Board SSD web page (https://www.collegeboard.org/ssd) under **After Approval → Taking the SAT with Accommodations**. For other considerations on requesting accommodations for the SAT, read the document What to Know about College Board Accommodations for Spring SAT in Michigan on the MME web page (www.michigan.gov/mme) under **What's New**.

Changing Approved Accommodations

If you would like to change the accommodations that have already been approved for a student, complete the following steps:

1. From the SSD online dashboard, locate the student's name
2. Click on the arrow next to "Options"
3. Select **Create Change Request**
4. Print the change request form and answer questions about the request.
5. Fax to SSD using the fax number on the change request form.

The status of the request will change to Document Review, and the dashboard will reflect the appropriate status of the submission.

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⚙ Transferring Students in SSD

If you have a new student in your school who had been approved for accommodations at their old school, you can transfer them to your SSD dashboard:

1. Click **Submit Accommodations Request** in the top right corner of the dashboard. A screen titled Before You Begin will open. Read the information provided and click **Continue" to proceed**.

2. On the Student Details page, respond **Yes** to these two questions: "Has a Student Eligibility Form already been submitted for this student?" and "Is this a Transfer Student?"

3. You will be asked for the student's name, date of birth, and SSD Number. A student can find their SSD number in their College Board account.

4. If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at your school, new documentation is required for College Board review.

You can start requesting accommodations as soon as you have an AI code and have established an SSD coordinator. If you are requesting state-allowed accommodations, you can apply for these starting in January. Because state-allowed accommodations are not college or scholarship reportable scores, they are automatically approved and require no documentation.

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ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Managing Participation for ACT WorkKeys® Opens on Monday, November 7, 2016

The information below details how to manage participation for your school for the Spring 2017 administration of the ACT WorkKeys assessments. The window for managing participation for ACT WorkKeys is **Monday, November 7 – Wednesday, November 30, 2017**.

Schools will manage their participation (previously referred to as establishment) using the **PearsonAccess**next™ system. To use PearsonAccessnext, test coordinators who are listed in the [Educational Entity Master (EEM) site](www.michigan.gov/eem) (www.michigan.gov/eem) will receive an email with login instructions during the week of November 7, 2016.

The PearsonAccessnext login information will only be sent to the test coordinator on file in the EEM. ACT will pull all organizational data from the EEM to distribute the emails for PearsonAccessnext accounts. If you are the test coordinator, we advise you (or your district test coordinator) to make sure the EEM has your school's most current ACT WorkKeys test coordinator contact information. If the information for your school is inaccurate or out-of-date, please ask your authorized district EEM user to update the EEM as soon as possible to ensure your school receives the PearsonAccessnext login information to start the manage participation process. The district authorized EEM user is usually, but not always,

the district pupil accounting person. If it is not, and you are unable to identify your authorized EEM user, please contact the Center for Educational Performance & Information (CEPI) at 517-335-0505, ext. 3 or cepi@michigan.gov.

Access to PearsonAccessnext

The assigned test coordinator for your school will receive an "ACT Account Access: New Account" email from **NoReplyTestAdmin@act.org** on November 7, 2016 that includes a link and instructions to create your password. Once the test coordinator has created a password, they'll receive a confirmation email and be able to log into the system.

If you are the assigned test coordinator for your school and did not receive an email from the email address above, please check the [EEM](www.michigan.gov/eem) (www.michigan.gov/eem) to verify that your name and contact information exists in the system and is accurate.

If you are listed accurately in the EEM as the test coordinator for your school, please check your email account's junk folder. The PearsonAccessnext email may have been delivered to that folder. If all the information is listed correctly, and you are unable to locate the email, please send your information using this [link](www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html).

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How to Submit Your ACT WorkKeys Participation Information

To submit your school's participation information, take the following steps:

1. You can find the Manage Contacts and Participation Guide on the ACT web page (http://www.act.org/stateanddistrict/michigan) under the **ACT WorkKeys: Michigan – Pearson Access Next Guides** section.

2. Follow the instructions in the Participation, Part 1: How to Submit Participation Data section to complete your participation information.

Note: If you are not participating in the testing program, you're done after completing the last step of the Part 1 section.

Deadline

You must submit your participation information by **Wednesday, November 30, 2016**.

Contacting ACT

If you have questions, you may:

1. Contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. Call ACT at 800-553-6244
   - standard time – ext. 2800
   - accommodations – ext. 1788

3. Email accommodations questions to ACTStateAccoms@act.org

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Important Dates

Coming Next Week . . .

WIDA

- **Wednesday, November 9, 2016 – 9:00 AM to 4:00 PM:** WIDA Workshop for Alternate ACCESS for ELLs. For more information and to register, go to the Fall 2016 WIDA Workshops Registration page (https://www.surveymonkey.com/r/fall2016WIDAworkshops) – **Registration is still OPEN, but space is limited.**

November 2016

Online Testing Waiver

- **Now – November 23, 2016: Online Testing Waiver** request window

Off-site Test Administration

- **November 7, 2016 – February 27, 2017:** The Off-site Test Administration request window for M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments, and WIDA Spring 2017 administration. Click on this link (https://baameap.wufoo.com/forms/z1lu5n0l1dvl7kx/) to submit the online request form.

ACT WorkKeys

- **Monday, November 7 – Wednesday, November 30, 2017:** The window for managing participation for ACT WorkKeys

Preliminary Michigan Schoolcards

- **November 14, 2016 – 5:00 PM:** Deadline to submit appeals related to Preliminary Michigan School Scorecards for the 2015-16 school year.

Supports and Accommodations Webinars

- **Monday, November 14, 2016 – 9:00 to 10:00 AM:** English Learner Student Supports (See the article on page 3 for more information.)

- **Monday, November 21, 2016 – 9:00 to 10:00 AM:** Read Aloud and Text-to-Speech (See the article on page 3 for more information.)

December 2016

MME

- **December 6, 2016**: MME Day for Spring 2017 Webcast will be streamed from Wayne RESA via MI Streamnet. Details will be provided in the November 10, 2016 Spotlight.

► Access previous Spotlight editions (www.michigan.gov/mde-spotlight)

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

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