







# Spotlight

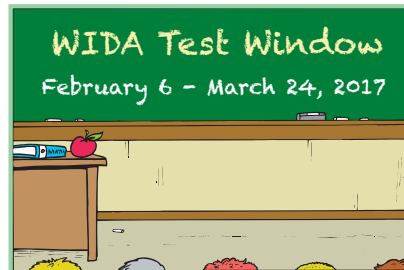
## on Student Assessment and Accountability

### February 2, 2017

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### WIDA Testing Window Opens Monday





The WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs testing window opens **Monday, February 6** and continues through **Friday, March 24, 2017**.


### WIDA Additional Material Orders Window Open

The additional materials ordering window for ACCESS for ELLs 2.0 and the WIDA Alternate ACCESS for ELLs is available **January 30, 2017 – March 17, 2017**. Testing coordinators may order additional testing materials through the [WIDA AMS](http://www.wida-ams.us) ([www.wida-ams.us](http://www.wida-ams.us)). However, please use the overage materials provided in the initial shipment before ordering additional materials.

For assistance with ordering additional materials, view the **Managing Test Materials** tutorial posted in the ACCESS for ELLs 2.0 training course on the [WIDA website](http://www.wida.us) ([www.wida.us](http://www.wida.us)). Educators may access the training course on the WIDA home page by logging in using their username and password for their wida.us account. Once on the My Account & Secure Portal page select the appropriate training course.

For detailed instructions on ordering additional materials, please refer to the [WIDA Assessment Management System \(WIDA AMS\) User Guide](#) which is located on [WIDA's website](http://www.wida.us) ([www.wida.us](http://www.wida.us)) or on [WIDA AMS](http://www.wida-ams.us) ([www.wida-ams.us](http://www.wida-ams.us)).

Key:  supports and accommodations information  
 Reminder (previously run article)

 information Tech Coordinators also need to know











# Spotlight on Student Assessment and Accountability

MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practices from the educators themselves, as well as state and nationally renowned experts in the field.

Conference workshops will be offered on **Tuesday, February 14, 2017** from **8:30 to 11:45 AM** and **1:00 to 4:15 PM**, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference will begin on **Wednesday, February 15, 2017 at 9:00 AM** and will continue through **3:45 PM on Thursday, February 16, 2017**, with registration beginning at 8:00 AM both days. Keynote presenters include Margaret Heritage (WestEd), Venessa Keesler (MDE), and Brian Gong (Center for Assessment).

For conference program information and registration, go to the [MSTC online registration site](https://miemonline.gomiem.org/miem/MSTC) (<https://miemonline.gomiem.org/miem/MSTC>).

## 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 Educator Hotline at 866-870-3127 (select Option 1) or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

### Michigan-Specific Manuals

You can now access the Michigan-specific manuals on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)). Samples of the manuals will arrive in schools mid-February; however, this will allow an early preview, if desired. More information about the manuals will be forthcoming in the next Spotlight.

### Updates to the Online Learning System

We have made improvements to the platform in which the online test center supervisor training is delivered. The training will no longer take 24 hours to load as it did last year—supervisors should have immediate access. Additionally, the training is modularized so that users can complete the training in small segments, and visit specific segments (such as packaging test materials to return) as needed. A single link will be used to access the PSAT and SAT training. This training is available to help you through the big steps of an administration, but the Supervisor's manual remains your gold source for all of the details and specifics. If you have any questions, always refer back to your manual.

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## SAT Training

SAT test center supervisors are required to complete an online training one time, no later than two weeks prior to test day. If you completed the training last year, we highly encourage you to take the training again as it has been updated for this testing year. The online training modules for test center supervisors and SSD coordinators are the same; therefore if you hold both roles, you will only need to go through the course one time.

Training will be available February 9, 2017. SAT test center supervisors will receive an email with a link to access the training through the online learning system. The link can then be shared with other necessary test day staff.

Test center supervisors are responsible for training other test day staff. You can use the available online training that is specific for associate supervisors and provides information applicable to supervising a testing room. You can also provide training sessions at a staff meeting, for example.

You will need your 5-digit SAT test center number and 6-digit College Board assigned Attending Institution (AI) code to access the training. Please have these numbers available when logging in for

the first time. If you don't know your AI code, you can **search for your high school** by name and zip code.

## PSAT Training

PSAT test center supervisors are required to read the testing manual and train test day staff. If interested, a webinar will be provided on February 13, 2017 at 10:00 AM EST. Go to [www.tinyurl.com/MichiganPSAT](http://www.tinyurl.com/MichiganPSAT) to register. If you are not able to attend, you can still register and a link to the presentation will be emailed to you following the webinar. In early March, a recording of the webinar will be available to review in the same learning management system as the SAT training.

If you are a supervisor supporting multiple assessments such as SAT and PSAT, you will need to request SAT and PSAT training courses in the LMS separately. Log back into the LMS in early March to get the recorded PSAT course assigned to your account. **Please note:** Training for PSAT 10 and PSAT 8/9 has been combined into a single course, there are not separate modules for these two assessments.



## Important Dates

### Approaching Deadlines!

#### Paper/Pencil Testing

##### Friday, February 3, 2017:

- 2017 Alternate Material Delivery Request **Deadline**. Use [this form](https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) (https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) to request alternate material delivery dates for **M-STEP** and **MI-Access** Materials.

#### Online Testing

##### February 9, 2017:

- Deadline to submit Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM, that plan to schedule **M-STEP** or **MI-Access** test sessions that extend beyond 4:00 PM. Submit request [here](https://baameap.wufoo.com/forms/alternate-insight-availability-request-2017/) (https://baameap.wufoo.com/forms/alternate-insight-availability-request-2017/).

### February 2017

#### Paper/Pencil Testing

##### Now – February 14, 2017:

- Initial Material Order window for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Pre-ID for material order counts for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Pre-ID for printed barcode labels for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Accommodated material ordering for **M-STEP** and **MI-Access (FI only)**

##### Now – March 17, 2017:

- **WIDA** Additional Materials Order Window in WIDAAMS

##### February 9, 2017:

- **SAT** Online Training becomes available
- **PSAT** Test Administration information becomes available

##### February 14, 2017:

- Deadline to request or submit changes to accommodations for **SAT**, **PSAT 10**, and **PSAT 8/9**

#### Online Testing

##### Now – February 27, 2017:

- Online Test Session setup in Secure Site for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

##### Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments**, and **Michigan Science Pilot Assessment**.

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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Online and Paper/Pencil Testing

### February 6 – March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

### Now – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request [here](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

## MSTC

### February 14 – 16, 2017:

- Michigan School Testing Conference (MSTC) – for information and registration, go to the [MSTC online registration site](https://miemonline.gomiem.org/miem/MSTC) (https://miemonline.gomiem.org/miem/MSTC)

## March 2017

### Online and Paper/Pencil Testing

#### Wednesday, March 8, 2017:

- **MI-Access** Spring 2017 Administration Webcast
  - ♦ 2:30 – 4:00 PM
  - ♦ MIStreamnet.org (Live and Archived)

### Paper/Pencil Testing

#### March 21, 2017:

- **ACT WorkKeys** Q & A Session #2 at 3:30 PM

## Recently Asked Questions . . .

### **I have unassigned a student from the WIDA in the Secure Site, when will the student be removed from WIDA AMS?**

Unassigning a student from the Secure Site will not remove the student from WIDA AMS. You can remove a student from an online session in AMS but they will not be deleted from AMS.

### **Does the CAT and PT for ELA and math need to be given in order?**

MDE recommends students take the CAT test first and then the PT test for both ELA and math, but it is not required that schools follow this sequence.

However, as a reminder for paper/pencil schools, each day and part number IS required to be administered according to the published Statewide Paper/Pencil Test dates.



### **Can more than one grade test in a room for M-STEP?**

Due to differences in test directions, grade levels may not be mixed for the initial testing. As long as directions are read to students separately by grade level, students may be placed in a mixed grade-level room for makeup testing after the directions have been read.

### **Why have my FLEP students been pre-identified to the WIDA test cycle on the Secure Site by the state?**

If students were pre-identified to the WIDA by the state, they are considered LEP for this school year based on what is in the Michigan Student Data System (MSDS). Students who were pre-identified by the state are expected to take the WIDA and will be included in accountability calculations as LEP. Students needed to have been submitted in MSDS with an LEP exit date with an “as of date” on or before June 30, 2016 and it must have been submitted by September 14.

#### **Have Questions?**

Email [BAA@michigan.gov](mailto:BAA@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues