

# Spotlight

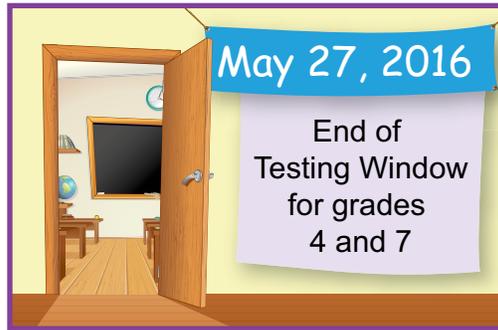
## on Student Assessment and Accountability

### May 26, 2016

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### **End of Testing Window for M-STEP Grades 4 and 7**



**Friday, May 27, 2016** is the end of the M-STEP testing window for grades 4 and 7. All M-STEP testing in these grades **must** be completed by the end of the instructional day.

- Schools with **online** testers should remind their Technology Director to clear the TSM(s) after all testing has completed for the day. This will ensure all responses are sent to DRC for scoring. See page 146 of the [Technology User Guide](#), available on [eDIRECT](https://mi.drccdirect.com) (<https://mi.drccdirect.com>) under **Documents**, for information on viewing and sending unsent responses. On **Tuesday, May 31, 2016**, all “In Progress” M-STEP tests for grades 4 and 7 will be marked “Complete,” so please make sure that all responses have been sent by Tuesday morning.
- Schools with **paper/pencil** testers must ship test materials to the scoring vendor by the end of the day, **Wednesday, June 1, 2016** (the return shipments MUST be postmarked by June 1, 2016). Check now to ensure you have the necessary tools for returning materials. See pages 80-86 of the [Spring 2016 M-STEP Test Administration Manual \(TAM\)](#) for information on returning M-STEP test materials. The TAM may be downloaded from the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **Current Assessment Administration**.

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

 supports and accommodations information

 Reminder

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

## **MI-Access Testing Window Closes Friday, May 27, 2016**

The MI-Access testing window closes on **Friday, May 27, 2016**. This will be the last day to administer any level of the MI-Access assessments.

### **Functional Independence**

**ONLINE:** Schools with online testers should remind their Technology Director to clear the TSM(s) at the end of the day on Friday. It is important that all response servers have uploaded any unsent student test responses to DRC. For details on how to perform this task, see page 146 of [Technology User Guide](#), available on [eDIRECT](https://mi.drccedirect.com) (<https://mi.drccedirect.com>) under **Documents**. On **Tuesday, May 31, 2016**, all “In Progress” MI-Access FI tests will be marked “Complete,” so please make sure that all responses have been sent by Tuesday morning.

**PAPER/PENCIL:** Schools with paper/pencil testers (including all FI Expressing Ideas testers) must ship test materials to the scoring vendor by **Friday, June 3, 2016** in order to avoid late fees. Please check the [Test Administration Manual](#) (page 36) for instructions on returning materials. The manual is located on the [MI-Access web page](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) under the **Current Assessment Administration** section.

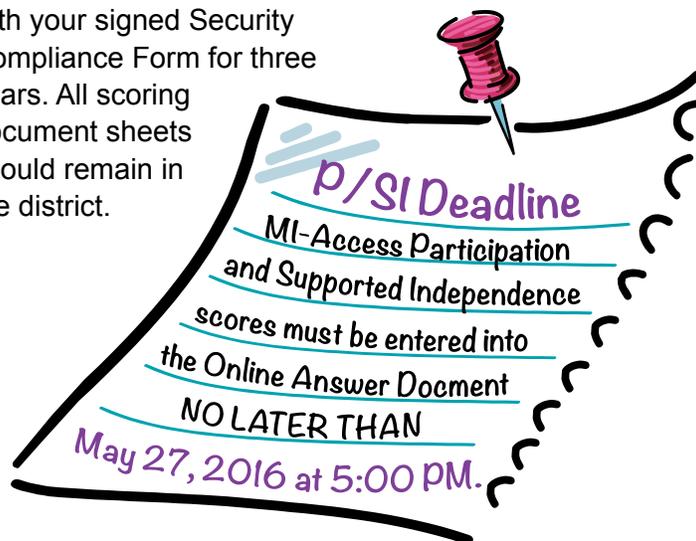
## **MI-Access Participation and Supported Independence Online Answer Document Due by May 27, 2016**

The MI-Access Participation and Supported Independence level assessments require student scores to be submitted using the online answer document portal. The building or district coordinator will provide the primary assessment administrator with a test ticket used to log into the answer document

portal. Be sure to check that both the test ticket and the online answer document contain the correct content area, form number, and assessment level (designated with a P for Participation and SI for Supported Independence). Scores for both primary and shadow assessment administrators must be transferred to the online answer document **before May 27, 2016 at 5:00 PM**.

A brief tutorial on how to enter student responses into the online answer document can be found on [eDIRECT](https://mi.drccedirect.com) (<https://mi.drccedirect.com>) under **General Information** → **Documents** → **MI-Access Supported Independence** (or Participation) **Spring 2016** (under Administration) → **Mini-Modules** (under Document Type). Look for the mini-module titled “MI-Access Online Answer Document.” In addition, [P/SI Online Answer Document Instructions for Score Entry](#), an instruction document containing the link to the online answer document portal is found on the [MI-Access web page](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) under **Current Assessment Administration**. The online answer document portal requires test tickets for log in.

Please remember to sign the paper scoring documents used during your administration of the assessment. These documents should be given to the district coordinator to store along with your signed Security Compliance Form for three years. All scoring document sheets should remain in the district.



## MDE Guidance on K–2 Assessments

The Michigan Department of Education (MDE) is providing the following Guidance on assessments given in the earliest grades—kindergarten, first, and second, effective for the 2016–17 school year and beyond.

### Kindergarten – no required testing

There are two types of assessment at the Kindergarten level; observation-based assessment of skills upon kindergarten entry, and online student-facing benchmark assessment of the academic standards.

#### Observation-based assessment of skills upon kindergarten entry

- The MDE believes it is critically important that districts and schools have developmentally appropriate processes in place to understand the skill level of students upon kindergarten entry. A stakeholder group of early childhood educators has been formed to make recommendations for the 2017–18 school year and beyond regarding appropriate observation tools and techniques for determining skill level.
- For those schools that participated in the MDE Kindergarten Entry Assessment (KEA) Field Test in Fall 2015 and wish to continue using the TS Gold KEA tool in 2016–17, the MDE is paying the license fee and providing ongoing professional development.

#### Student-facing benchmark assessments

- The MDE-developed kindergarten benchmark assessments in ELA and Mathematics, aligned to Michigan's academic standards, will be made available for optional use by interested districts in the spring of 2017.

**Grades One and Two** – Schools/districts should administer academic benchmark assessments in ELA and Mathematics in the fall and spring, effective in the 2016–17 school year and beyond. Options are:

- The MDE-developed benchmark assessments, also known as the Early Literacy and Mathematics K-2 Benchmark Assessments. These assessments were developed by Michigan educators, are completely aligned to Michigan's academic standards, and have been field tested in districts across the state, most recently this spring. The MDE-developed benchmark assessments are short, computer-based assessments, and have the look and feel of computer games as opposed to a traditional “test”.
  - ♦ The Fall 2016 testing window for grades 1 and 2 is **October 3 through October 21, 2016**.
  - ♦ The estimated testing time per student is 30-40 minutes per part.
  - ♦ Individual student results will be available within 48 hours of testing.
  - ♦ Information obtained from students taking the MDE-provided benchmark assessments will be aggregated and shared with the Governor's office, the legislature, schools and districts, and the general public.
- Districts may choose a different benchmark assessment tool that meets the criteria used by the MDE to award funds from the early literacy money in support of benchmark tools, as follows:
  - ♦ used to evaluate student knowledge and skills relative to a specific set of academic goals within a limited time frame, and designed to inform decisions at the classroom level and beyond
  - ♦ results of the benchmark assessment are meaningfully aggregated and reported at a level beyond the classroom
  - ♦ administered at regular intervals, and aligned to Michigan-approved standards in English language arts and mathematics

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- ◆ complements Michigan's summative assessment program

The MDE will post a complete list of required criteria for acceptable Benchmark Assessments next week. Watch the Spotlight for notification.

## Accountability for Alternative Schools

The MDE has committed to developing a new, differentiated system of accountability for alternative schools. We are pleased to announce a pilot Scorecard for Alternative Schools for the 2016–17 school year, to be followed by a statewide system of accountability for alternative schools in 2017–18.

Entities that meet certain eligibility requirements and apply using the pilot program application will have an alternative accountability system scorecard computed for them for diagnostic purposes. The scorecard will represent a differentiated and more flexible way of holding schools accountable compared to that of traditional schools. Alternative entities and the corresponding student population will be handled entirely separate from the existing Michigan School Scorecard. These entities will not receive the standard scorecard and the student population comprising the entity will not contribute to district-level scorecards, rather they will exclusively contribute to the alternative accountability system once in statewide implementation.

Participating in the pilot Scorecard for Alternative Schools program is completely voluntary. Please visit the [MDE Accountability web page](http://www.michigan.gov/baa-accountability) (www.michigan.gov/baa-accountability) for additional information.

Further details regarding eligibility, application, and timeline will be posted shortly.

For questions regarding accountability for alternative schools, please contact Alexander Schwarz at [schwarza@michigan.gov](mailto:schwarza@michigan.gov).

## How to use Reporting Codes to Group M-STEP Report Data into School-Defined Groupings

Districts and schools can create a Class/Group Code in the Secure Site to group students for reporting purposes. The Class/Group Code in the Secure Site will filter into Reporting Codes in the Dynamic Score Reports site.

When accessing final reports, schools and districts will have the option to filter by Reporting Code, which will be the Class/Group Codes as set in the Secure Site. These Class/Group Codes can be assigned in the Secure Site until June 22, 2016.

This will allow teachers to view a Student Roster report that includes only students in his or her classroom, Individual Student Reports by teacher or class assignment, or other building-determined need for grouping assessment data.

To assign Class/Group codes in the Secure Site, districts create a four-digit code for each student group for reporting purposes. For example, to group all of Mrs. Smith's 3rd grade students, you would create a four-digit number (let's say 0214 for the classroom number) for Mrs. Smith's class.

1. Login to the Secure Site.
2. From the Student Assessments menu, select Mass Update Assessments.
3. Select SPRING 2016 M-STEP from the Test Cycle.
4. Select the ISD, District, and School from the drop-down menus.
5. Once you have completed the Search criteria, select the Search button at the bottom right.

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When your search is complete and your list of students is displayed:

1. From the Mass Update Action column, select Add or Update. This will allow you to add a Class/Group Code.
2. In the Content Areas columns, select the content areas the Class/Group Code should be applied to. You can select All.
3. In the Class/Group Code box, enter the four-digit number you have selected – in this case, 0214 for all students in Mrs. Smith’s class.
4. Verify that all appropriate students are selected.
5. Select Save at the bottom right to save the changes.

The Class/Group Code for each of the content areas will be displayed on the list under the Class/Group Code columns.

Students can be grouped in this way or any way that the school or district would prefer to group student score reports.

Detailed instructions can be found on the [Secure Site Training web page](http://www.michigan.gov/securitesitetraining) (www.michigan.gov/securitesitetraining). Click on [Mass update Assessments](#) under the **Quick References** section.

## Verification of Answer Documents for SAT, PSAT, and WorkKeys

The Verification of Answer Documents reports for the Spring 2016 SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys are now available in the [Secure Site](http://www.mi.gov/baa-secure) (www.mi.gov/baa-secure). The Verification of Answer Documents reports are the sole way to ensure all student answer documents have been accounted for and are correct. It is also important at this time to verify other answer document information such as tests that are missing, need to be combined, etc.

**All answer document issues for SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys must be submitted by 5:00 PM on June 1, 2016.** Unresolved answer document issues cannot be corrected or appealed at any time after the close of Verification of Answer Documents. Districts and schools should submit an “answer document issue” if discrepancies are noted while reviewing the Verification of Answer Documents. An issue should ONLY be submitted for a student who took the specific assessment and content area of concern at your school.

- **Missing Test** – a test was taken in a specific content area at the school, but is not listed as received for the student. **A Certificate of Attendance and Participation in Spring 2016 Assessments form MUST be completed and attached to the missing test issue submitted.** A link to the form can be found at the top of the Missing Tests page. This issue applies to SAT only.
- **Missing Student** – a student took one or more tests in your district, but is not listed on the page. **A Certificate of Attendance and Participation in Spring 2016 Assessments form MUST be completed and attached to the missing test issue submitted.** A link to the form can be found at the top of the Missing Student page.
- **Move** – a student record appears for a student who was not tested in any content area at the school. Do not submit a Move issue for a student who tested at the school and then moved to another school during the testing window.
- **Combine** – a student has more than one test record listed on the Answer Documents Received page and the two (or more) records need to be combined together. This issue applies to SAT only.

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Please note that for **Shared Educational Entities (SEEs)** and **Specialized Shared Educational Entity (S2E2s)**, the district and school operating the SEE building or S2E2 classroom program is responsible for managing all elements of the Accountable Students and Test Verification functions, including the Verification of Answer Documents on behalf of the resident districts that participate and send students to the SEE/S2E2.



## Accountable Students and Test Verification for Grades 3-8 and HS

The Accountable Students & Test Verification is an important process to verify the list of students that will be used in Spring 2016 accountability calculations, verify answer documents have been received, report answer document issues, and provide a reason why a student did not test for required federal reporting and a possible accountability exception.

It is important that these reports are reviewed, as appeals for issues that could have been resolved during this time period will not be reviewed or accepted later (including during the Scorecard appeals window).

### Verification of Enrollment for Accountability Purposes

The Accountable Students list can be viewed now using the “Accountable Students & Test Verification” option from the **Student Assessments** section of the Secure Site. When verifying the Accountable Students list, you should use an “As of Date” of May 27, 2016 or earlier. All students enrolled by May 27 should be listed. If they are not, a Student Record Maintenance (SRM) file with the correct student enrollment information should be submitted in the MSDS. If a student exited the school prior to May 27, an SRM should be submitted with the student

exit information in the MSDS. Student demographics should also be updated or corrected in the MSDS with an SRM. Please see the instructions for which demographics can be changed and those that cannot. The Accountable Student list will be updated from MSDS daily through the final pull on **June 22, 2016 at 5:00 PM**.

It is **IMPORTANT** to remember that any **SRM data corrections must be submitted and certified by 5:00 PM on June 22** using an “As of Date” on or before May 27, or the data will not be pulled for assessment and accountability reporting purposes. We will not be using the End-Of-Year Collection. Please communicate this with your district MSDS person.

### Verification of Answer Documents

The Verification of Answer Documents report includes students who tested online and paper/pencil. It is important to review to ensure all tests taken are listed. It is also important to verify other answer document information such as tests marked for prohibited behavior, nonstandard accommodations, etc.

Verification of Answer Documents will be available:



**SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys:** May 25, 2016 at 8:00 AM – June 1, 2016 at 5:00 PM. **NOW OPEN!**

- **M-STEP and MI-Access:** June 15, 2016 at 8:00 AM – June 22, 2016 at 5:00 PM.

### Verification of Students Not Tested

The Verification of Students Not Tested reports include student who were enrolled but not tested in one or more content areas. Schools will need to submit a reason that a student did not test in one or more required content areas for federal reporting and also for a possible accountability exception to the participation requirement. **This will be available**

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**for SAT, M-STEP, and MI-Access only.** Since PSAT 8/9, PSAT 10, and WorkKeys will **NOT** be used for accountability calculations in Spring 2016, schools will not need to submit a reason a student did not test for these three tests.

The Verification of Not Tested will be available:

- **For SAT, M-STEP, and MI-Access:** June 15, 2016 at 8:00 AM – June 29, 2016 at 5:00 PM.

It is **strongly suggested** that you view the [Accountable Students & Test Verification – All Assessments](#) instructions on the [Secure Site Training web page](#) ([www.michigan.gov/secsitesite/training](http://www.michigan.gov/secsitesite/training)) under the **Quick Reference** section. This document will walk you through the process, giving pointers on what to look for, how to report issues and how to fix an error when possible, along with helping to identify possible issues.

Please note that for **Shared Educational Entities (SEEs)** and **Specialized Shared Educational Entity (S2E2s)**, the district and school operating the SEE building or S2E2 classroom program must be the one that manages all elements of the of Accountable Students and Test Verification functions on behalf of the resident districts that participate and send students to the SEE/S2E2.



## **Social Studies Assessment for Participation and Supported Independence Level Students**

All students in grades 5, 8, and 11 are expected to take a summative assessment in social studies. Since there is not a MI-Access Participation (P) or Supported Independence (SI) level social studies assessment provided by the state, schools are expected to

test P/SI level students with a locally approved/developed alternate social studies assessment. Local alternate social studies assessments can be common commercial social studies assessments or locally-developed instruments that include item types such as constructed response, multiple choice, performance tasks, rating scales, observation checklists, portfolios, or others. The administration of the locally approved/developed alternate social studies assessment should occur any time prior to the SAT/M-STEP/MI-Access Verification of Not Tested window, so that student participation can be recorded in the Secure Site.

In order for P/SI level students to be recorded as having met the social studies participation expectation, schools will need to submit a “Local Alternate Social Studies” issue from the “Students Not Tested” report in the Secure Site during the Verification of Not Tested window **June 15 -29, 2016**. Submitting these issues will ensure that the school is credited for P/SI level students meeting the social studies participation requirement.

Please note that for **Shared Educational Entities (SEEs)** and **Specialized Shared Educational Entity (S2E2s)**, the district and school operating the SEE building or S2E2 classroom program must be the one that **both** tests P/SI level students with a local alternate test **and** also manages all elements of the of Accountable Students and Test Verification functions on behalf of the resident districts that participate and send students to the SEE/S2E2.

## SAT Corner

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

### Fee Waivers

This year, as a part of the Class of 2017, Michigan high school juniors may qualify for two different types of fee waivers for programs and services associated with the SAT. Students are eligible for fee waivers if they can answer “yes” to any of these items:

- They are enrolled in or eligible to participate in the National School Lunch Program (NSLP).
- Their annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- They are enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- The student’s family receives public assistance.
- They live in federally subsidized public housing or a foster home, or are homeless.
- They are a ward of the state or an orphan.

### SAT School Day Fee Waivers

Each school in Michigan that administered the SAT as part of MME has already received one type of fee waiver – the SAT School Day Fee Waiver. Your school should have received enough of these gray cards for each eligible student in your school with your MME test materials in April 2016.

#### Benefits:

When students follow the directions on the card and enter the 12-digit code into their College Board account, they will receive:

- **4 score sends that can be used at any time**
- **4 College Application fee waivers** (these are accessed through the College Board account, and will be automatically loaded into students’ accounts in August)
- **The SAT Question and Answer service** (The student must request this by calling the Student Helpline at 866-756-7346)

Students may take advantage of these benefits until the expiration date of September 12, 2016. If your school did not receive enough of these cards for your eligible students, you may request additional cards by calling 888-SAT-HELP (728-4357).

#### Spring School Day Fee Waiver — SAT® Services

SAT® School Day students who are eligible for SAT fee waivers can qualify for the following benefits:

- Four additional score reports over the user’s testing lifetime (maximum value, \$4)
- Four college application fee waivers to use in applying to participating colleges for free, delivered directly to high school seniors
- Free Student Answer Service (SAS) or Question-and-Answer Service (QAS) (maximum value, \$18)

All required fields must be completed for this card to be accepted as valid.

**1. TO BE COMPLETED BY COUNSELOR (REQUIRED)**

Enter your College Board HIGH SCHOOL CODE.  
This must be included to create a valid 12-digit fee-waiver code.

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**Important:** This 12-digit fee-waiver code is good only for ordering SAS/QAS and up to four additional score reports. Do not use this card for registration purposes.

Counselor’s Name (REQUIRED – please print) \_\_\_\_\_

Counselor’s Signature (REQUIRED)

By signing, I confirm that the student listed below meets one or more of the following eligibility requirements to receive an SAT fee waiver. (I also acknowledge that fee-waiver eligibility may be audited.)

**Fill in the oval that apply (REQUIRED)**

- The student is enrolled in or eligible for the National School Lunch Program (NSLP).
- The student is enrolled in a federal, state, or local program that aids students from low-income families (for example, a TRIO program such as Upward Bound).
- The student’s annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service (provided at sat.org/fee-waivers).
- The student’s family receives public assistance.
- The student lives in federally subsidized public housing or a foster home, or is homeless.
- The student is a ward of the state or an orphan.

**2. TO BE COMPLETED BY ELIGIBLE STUDENT (REQUIRED)**

Valid from Feb. 10, 2016, through Sept. 12, 2016.

Student’s Name (REQUIRED – please print) \_\_\_\_\_

Student’s Signature (REQUIRED)

By signing and submitting this card, I confirm that I am eligible to use an SAT fee waiver, as outlined in the 2016-16 Fee Waivers for the SAT and the SAT Subject Tests® pamphlet and online at sat.org/fee-waivers.

See your counselor if you need a fee waiver to register for a Saturday/Sunday administration.

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## SAT Fee Waivers

The second type of fee waiver that Michigan Juniors can qualify for is the SAT Fee Waiver. This set of programs and benefits is very similar to the School Day fee waiver program, but these Fee Waivers give eligible students access to the SAT and SAT Subject Tests that are administered on weekends. Counselors will receive an allotment of these SAT Fee Waiver cards at their schools in August for the school year, but if they need more they can request additional SAT Fee Waiver cards by calling 888-SAT-HELP (728-4357).

### Benefits:

When students register for an SAT or SAT Subject Test administration, they should follow the directions on the card and enter the 12-digit code when prompted to do so during registration. By doing this, they will receive:

- **Free registration for an SAT on a national administration test day (Saturday) or free registration for up to 3 SAT Subject Tests** (tests must be taken on the same SAT Subject Test administration day)
- **The SAT Question and Answer service** (available for weekend administrations in October, January, and May) or **The SAT Student Answer Service** (available for weekend administration in November, December, March, and June). This must be requested during the registration process for the SAT.

You may provide students with up to 4 fee waiver cards. They can only use 2 for SAT national administrations, and the other 2 for SAT Subject Tests.

### 2015-16 Fee Waiver SAT

FOR THE SAT™ AND THE SAT SUBJECT TESTS™

All required fields must be completed for this card to be accepted as valid payment for test fees. Incomplete cards will be returned unprocessed. See the Counselor's Guide to Fee Waivers for instructions.

#### Maximum value of fees waived (per card):

SAT®: \$54.50 Question-and-Answer or Student Answer Service: \$18  
SAT Subject Tests™: \$88.00

Use of a fee waiver also includes coverage of four additional score reports over the user's testing lifetime (up to \$45 for 2015-16). This card does not cover Waitlist Status or change fees.

#### INSTRUCTIONS FOR USE ON REVERSE SIDE

#### 1. TO BE COMPLETED BY COUNSELOR (REQUIRED)

Enter your College Board HIGH SCHOOL CODE/AGENCY CODE. This must be included to create a valid 12-digit code.

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**Important:** This 12-digit fee-waiver code is good for only one registration, and it can be used to register for the SAT (including the Essay) up to three SAT Subject Tests on a single test day.

Counselor's Name (REQUIRED — please print)

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Counselor's Signature (REQUIRED)

By signing, I confirm that the student listed below meets one or more of the following eligibility requirements to receive an SAT fee waiver. I also acknowledge that fee-waiver eligibility may be audited.

#### Fill in the ovals that apply (REQUIRED)

- The student is enrolled in or eligible for the National School Lunch Program (NSLP).
- The student is enrolled in a federal, state, or local program that aids students from low-income families (for example, a TRIO program such as Upward Bound).
- The student's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service (provided at [sat.org/fee-waivers](http://sat.org/fee-waivers)).
- The student's family receives public assistance.
- The student lives in federally subsidized public housing or a foster home, or is homeless.
- The student is a ward of the state or an orphan.

#### 2. TO BE COMPLETED BY ELIGIBLE STUDENT (REQUIRED)

Valid from Aug. 10, 2015, through Aug. 8, 2016.

Student's Name (REQUIRED — please print)

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Student's Signature (REQUIRED)

By signing and submitting this card, I confirm that I am eligible to use an SAT fee waiver, as outlined in the 2015-16 Fee Waivers for the SAT and the SAT Subject Tests pamphlet and at [sat.org/fee-waivers](http://sat.org/fee-waivers). I understand that if any portion of this card is not completed, my registration will be returned unprocessed.

While the SAT Fee waiver card mentions an additional 4 score sends to be used over a user's testing lifetime, if the student has already received these 4 additional score sends through the SAT School Day Fee Waiver, they will not be given additional score sends beyond the 4 they received through the School Day process. A student can only receive a total of 4 additional score sends and 4 College Application Fee Waivers during his or her testing lifetime. For more information, go to the [College Board Fee Waiver web page](#), or go to [www.collegeboard.org](http://www.collegeboard.org) and select **SAT** → **SAT Registration** → **SAT Fee Waivers**.

## Important Dates

### Approaching Deadlines! . . .

#### M-STEP Online

- **May 27, 2016:** End of test window for grades 4 and 7. Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted.

#### MI-Access

- **May 27, 2016:** End of test window for all grades. To do in the following order:
  - ♦ 5:00 PM deadline to enter P/SI answer documents online
  - ♦ Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted

#### M-STEP Paper/Pencil

- **June 1, 2016 – Grades 4 and 7:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

#### SAT, PSAT 8/9, PSAT 10, and WorkKeys

- **June 1 at 5:00 PM:** Verification of Answer Documents window Closes.

### June 2016

#### MI-Access

- **June 3, 2016:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

#### M-STEP and MI-Access

- **June 15 at 8:00 AM – June 22 at 5:00 PM:** Verification of Answer Documents window.

#### M-STEP, MI-Access, and SAT

- **June 15 at 8:00 AM – June 29 at 5:00 PM:** Verification of Not Tested window.

#### MSDS

- **June 22, 2016 at 5:00 PM:** DEADLINE—Student Record Maintenance (SRM) additional data and corrections must be submitted and certified using an “As of Date” on or before May 27, 2016.

#### WIDA

- **June 30, 2016:** Deadline to fill out the [ACCESS for ELLs 2.0 Testing Experience Survey](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHKhf6R80jfArj) ([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_cCHKhf6R80jfArj](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHKhf6R80jfArj)).

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► Access previous [Spotlight editions](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight))

#### 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.