Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

May 25, 2017

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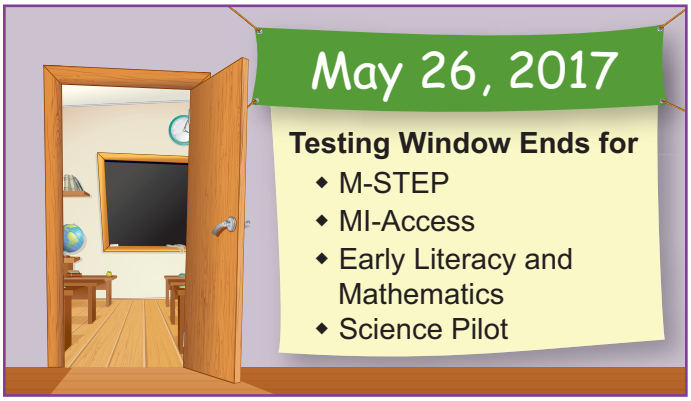
Key: Reminder (previously run article)

information Tech Coordinators also need to know



End of M-STEP Testing Window

Friday, May 26, 2016 is the end of the M-STEP testing window. **All testing 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 pages 71-73 of the Technology User Guide, available on eDIRECT (https://mi.drcedirect.com) under **Documents**, for information on viewing and sending unsent responses. On **Tuesday, May 30, 2017 at 4:00 PM**, all "In Progress" M-STEP tests will be marked "Complete," so please make sure that all responses have been sent by Monday morning.

MI-Access Testing Window Closing

The MI-Access testing window closes on **Friday, May 26, 2017 at 4:00 PM**. This is the last day to administer any MI-Access assessment and to enter all Supported Independence and Participation scores.

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Read the following end of testing information for online and paper/pencil MI-Access assessments:

ONLINE SCORE ENTRY: Participation and Supported Independence (P/SI):

- ALL P/SI student scores **must be** entered online by **May 26, 2017 at 4:00 PM**.
- The link to the P/SI score entry may be accessed on the MI-Access web page (www.michigan.gov/mi-access) under the **Current Assessment Administration** section.
- The MI-Access P/SI Online Answer Document Instructions for Score Entry is also located in the **Current Assessment Administration** section.
- All Scoring Documents and signed Security Agreements should remain in the district for three years.

ONLINE – Functional Independence (FI):

- **Important:** Students taking FI ELA: Accessing Print and Using Language (online or paper) must also complete the FI ELA: Expressing Ideas assessment, which is exclusively a paper assessment.
- All online testing must be completed and submitted by **4:00 PM on May 26, 2017**.
- Students need to have taken both part 1 and part 2 of each content area.
- All "In Progress" tests will be marked complete and sent for scoring.
- Schools with FI online testers must clear the Testing Site Manager (TSM) once all testing is completed on **Friday May 26, 2017**. For details on how to perform this task, see pages 72-73 of the Technology User Guide available on eDIRECT (https://mi.drcedirect.com) under **Documents** → **Audience** → **District Technology Coordinator**.

PAPER/PENCIL:

- All paper-based testing must be administered by the end of the school day **Friday, May 26, 2017**.

Testing Material Return Date

- All testing materials must be shipped by **May 30, 2017** to avoid possible late fees. **Please note that this is earlier than in past years.**
- Material return instructions are listed on pages 38-40 of the Paper/Pencil Test Administration Manual or the Instructions for Materials Return located on the **Current Assessment Administration** section of the MI-Access web page (www.michigan.gov/mi-access).
- Schools have been provided return kits with their materials, helping to facilitate a direct return rather than going through your district office to return.

Spring 2017 Preliminary Reports

The Preliminary Student Roster Report for M-STEP and MI-Access online assessments contain preliminary scale scores, points earned, and subscores (claim, strand, or discipline scores) by content area and grade. Reports are available within 48 hours of students completing all portions of a content area test.

Preliminary Student Roster reports are for school use only, and contain scores that are preliminary and subject to change. Preliminary scores are calculated using only machine-scored items available at the time the test is submitted. Constructed response items are **not** included in preliminary scores.

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To view your school's Preliminary Student Roster Reports, review How to Access and Navigate Michigan's Interactive Assessment Reporting Site on the M-STEP web page (www.michigan.gov/mstep) or MI-Access web page (www.michigan.gov/mi-access) under the **Reports** section for step-by-step instructions on accessing the Dynamic Score Reporting Site. The Guide to Preliminary Reports is also available on the M-STEP web page (www.michigan.gov/mstep) for information about the data contained in the Preliminary Reports.

Important: The data should not be used for any high stakes decisions (e.g. grade or course placement, curricular evaluations, teacher evaluations, etc.) for the following reasons:

- scores presented in this report are **PRELIMINARY** and subject to change
- preliminary scores are calculated using **only** machine-scored items available at the time the test is submitted
- data presented in these reports are **not** a final evaluation of student performance

New Domain Analysis Report for Early Literacy and Mathematics Benchmark Assessment

The Office of Standards and Assessment (OSA) is excited to announce that the Early Literacy and Mathematics Domain Analysis Report for the Spring 2017 administration is available in the Dynamic Reporting System through the Secure Site. To view your school or district reports, go to the Secure Site (www.michigan.gov/baa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu. A new window will open to Dynamic Score Reports. Select your **School** or **District**.

The Domain Analysis Report, along with the Early Literacy and Mathematics Benchmark Individual Student Report and Student Roster Report, is available in the Secure Site within 48 hours for students who have completed both parts of a test in a content area.

Domain Analysis Report

The Early Literacy and Mathematics Benchmark Assessment Domain Analysis Report allows users to view a list of selected students divided into three groups or buckets, based on the number of Points Earned in each content area and domain for the spring test. An additional student list is displayed from the fall test for students in grades one and two who also tested in fall. Users can select data by overall content area (English Language Arts or mathematics) and/or by selected content domains.

Report Layout

The report is divided into two main sections:

1. Domain Performance Graph – showing the number of students in each of the three Points Earned buckets
2. Domain Performance Table – providing a list of students divided into three groups based on Points Earned in each domain or content area total

Individual Student Report (ISR)

The Early Literacy and Mathematics Benchmark Assessment Individual Student Report provides information about student performance by content area. Each student will have a separate ISR for each content assessed.

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Report Layout

The report is divided into three main sections:

1. Student demographic information
2. Content Summary - the Content Summary section displays Points Earned out of Points Possible for each Domain in a content area (Grades 01 and 02 students who completed the fall test will also display if the student has a decrease, no change, or increase in points earned compared to the spring)
3. Content Details - the Content Details section displays Points Earned out of Points Possible for each assessment category within a content area

Student Roster (SR)

The Early Literacy and Mathematics Benchmark Assessment Student Roster allows users to view student Points Earned out of Points Possible (Max Points) by grade, content, domains, and categories.

Report Layout

The report is divided into two main sections:

1. An alphabetical listing of the selected students
2. Points Earned by domain and assessment category in a table form

About This Report (ATR)

The ATR provides more detailed information about each of these reports. The About This Report (ATR) is available through the Actions drop-down menu of each report in the Michigan Dynamic Score Reporting Site.

Reporting Codes

District/schools can create a four-digit code to group students for reporting purposes. For example, if you want all of Mrs. Smith's math students grouped together, first you would decide on a four-digit number for Mrs. Smith (let's say 1234), and then put 1234 into each student's math Reporting Code field on the Secure Site. Of course, you can group the students however you would like and it does not have to be by teacher. This will allow you to filter the reports by the assigned Reporting Codes. Be sure to keep a list of the four-digit codes you use on the Secure Site and to whom or what group you are assigning that code.

Users of the Secure Site can enter Reporting Codes for groups of students at a time using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining). Click on Mass Update Assessments under the **Pre-Identification/Student Search** section.

The Reporting Codes need to be entered on the Secure Site by **June 21, 2017** to be included in the Student Data File and score reports as applicable.

The Reporting Codes can be used however the district or school chooses and are not used by the Department of Education in any way.

Assessment Surveys for Spring 2017 Administrations

The Michigan Department of Education would like to say THANK YOU for your part in a very successful assessment administration this spring. We ask that you take a moment to provide your feedback in our administration surveys. Your feedback remains an important tool for the future planning and development of quality assessments and testing practices for

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

educators and students of Michigan. We have made significant changes overall based on much of the feedback from last year.

The surveys have been categorized by your role in the testing process and require about 10 to 15 minutes to complete. Based on your role, please complete the following surveys by selecting the link and proceeding with the survey, or you can access the link on each assessment's web page under **What's New**:

M-STEP Administration Survey **for coordinators and assessment administrators** – located on the M-STEP web page (www.michigan.gov/mstep)

MI-Access **for coordinators and assessment administrators** – located on the MI-Access web page (www.michigan.gov/mi-access)

Early Literacy and Mathematics Benchmark Assessments **for coordinators and assessment administrators** – located on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)

Spring 2017 Technical Survey **for technology coordinators and directors** – located on all three web pages

All surveys listed will remain open through **Friday, June 16, 2017**. Thank you in advance for participating in these important surveys.

Clarification on Growth for WIDA Results

While the WIDA Consortium will not be calculating Student Growth Percentiles (SGPs) for WIDA growth reports, the Michigan Department of Education (MDE) intends to calculate SGPs from the 2016–17 WIDA results, along with student-level growth targets aligned to the new WIDA ACCESS for ELLs 2.0 cut scores.

These MDE-calculated SGPs and student-level growth targets will be used in the 2016–17 public pilot of Michigan's new accountability system.

The MDE expects to calculate SGPs from 2016–17 WIDA results despite changes to how the test was scored. A valid SGP can be calculated if the datasets of the ending scores and the prior scores are highly correlated. This allows SGPs to be calculated despite changes in assessments or assessment scales.

The MDE intends to include SGPs from 2016–17 WIDA results and targets aligned to new WIDA proficiency cut scores in 2016–17 accountability reporting to acknowledge the progress of students who are not yet English proficient but are on a path to proficiency.

If you have questions about the calculation of SGPs or their inclusion in accountability, please contact: MDE-Accountability@michigan.gov.

Technology Setup for WIDA Screener

The online WIDA Screener that districts will begin using on August 1, 2017 will use exactly the same testing software as the summative WIDA ACCESS for ELLs 2.0. If districts have been testing online, they should already be familiar with the INSIGHT secure testing client and the Testing Site Manager (TSM) that holds the test content. Setting up for the online WIDA Screener is the same as setting up for WIDA ACCESS for ELLs 2.0.

If you do not already have the TSM or INSIGHT installed, your school, district, or ISD will need to install a TSM on a central server, install INSIGHT on computers students will use for taking the WIDA Screener, and use the Device ToolKit to connect them.

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This means that a TSM server for WIDA will need to be available throughout the year if you are receiving new students who will need the WIDA Screener.

Please review the WIDA INSIGHT Technology User Guide on the WIDA website (www.wida.us) under **Assessment → Access for ELLs 2.0 → Key Resources** for more information about installation.

DRC is developing the latest improvements to the testing software, which will be available in late summer. One of this year's goals is to streamline the TSM installation and management. Watch for news in future editions of the MDE Spotlight.

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: 866-870-3127 (select Option 1)
- contact the Call Center: 877-560-8378 (select Option 4)
- email michiganadministratorsupport@collegeboard.org

Answer Document Verification Window: May 24–31, 2017

The Michigan Department of Education (MDE) answer document verification process on the Secure Site provides a way for schools to verify that all answer documents have been received and processed by the College Board. It is also used to resolve other potential issues with answer documents. The deadline to review and report PSAT 8/9, PSAT 10, and/or SAT answer document issues through the Secure Site is **May 31, 2017**. Please see the **Verification of Answer Documents article** on page 4 of the May 18, 2017 Spotlight for information on these processes.

Student Demographic Information

Please see the **SAT and PSAT Student Demographics** article on page 2 of the May 11, 2017 Spotlight (www.michigan.gov/mde-spotlight) for important information regarding the reporting of student demographic information. To ensure the most accurate information in the K-12 reporting portal please complete this activity on the Verification of Enrollment screen on the Secure Site no later than **June 8, 2017 at 5:00 PM**.

Score Release

Students who participated on the initial test day(s) for SAT, PSAT 10, and PSAT 8/9 received access to their scores in their College Board account beginning on May 10, 2017. Please note that students who tested as part of the makeup test day may not have been included in this initial

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release of scores; the scores for these students will be released on a weekly basis as they become available. **Educators will have access to scores in the K-12 reporting portal by the end of June, after the completion of all answer document and enrollment verification-related activities in the Secure Site.**

Paper Score Reports and Accessing Scores

One copy of PSAT 8/9 and one copy of PSAT 10 paper score reports will be delivered to schools in July. SAT score reports are not delivered directly to schools. Educators can batch print copies of PSAT 8/9, PSAT 10, and SAT score reports from the K-12 reporting portal, as needed, once scores are released to educators.

Scores are available through a student's College Board account. If a student logs into their College Board account and does not see a place to access their SAT scores, they need to link their registration to their scores (especially if the student is creating an account for the first time).

Link Your Account to Your Registration: If your student's SAT School Day registration does not appear, students will need to link their account to their registration.

a. Select **My SAT**.

b. On the SAT Registration page, click **Continue** to get started.

c. In the **Previous Registration** section, choose "Yes" and enter the registration number for your SAT School Day in the **Your Previous Registration Number** box.

   You will need to provide the registration number to students. These can be found in the Roster Report of the K–12 Reporting Portal.

d. Select April 2017 for the **Date You Took the Test.**

e. Complete the **Personal Info** section using your full legal name that matches what your school has on file.

f. Complete the **High School** section by entering your expected graduation date and grade level.

g. Complete the **Mailing Address** section.

h. Verify your email address is correct. Click **Save & Exit**.

There still may be cases where a student is unable to link the test registration and the College Board account because the information is too different. If a student still does not see the registration on the My SAT page, he/she can call the College Board's Student SAT Help Line at 1-866-756-7346.

Note: It may take up to 24 hours for the scores to load into the account once linked.

Important Dates

Approaching Deadlines!

Online Testing

May 26, 2017 at 4:00 PM:

- **Early Literacy and Mathematics Benchmark Assessment** Test Window **CLOSES**: Grades K–2
- **Michigan Science Standards Pilot** Test Window **CLOSES**: Grades 5, 8, and 11

May 26, 2017 at 4:00 PM:

- **M-STEP** Test Window **CLOSES**: Grades 3, 4, 6, and 7

Online and Paper/Pencil Testing

May 26, 2017 at 4:00 PM:

- **MI-Access** Test Window **CLOSES**: Grades 3-8 and 11

May 26, 2017 at 4:00 PM:

- **MI-Access P/SI** Online entry of answer documents **CLOSES**

May 26, 2017:

- **DEADLINE** to access eDIRECT for online test administrative tasks for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments,** and the **Michigan Science Standards Pilot**

May 31, 2017 at 5:00 PM:

- **WIDA ACCESS and WIDA ACCESS for ELLs** Verification of Not Tested window **CLOSES**

Paper/Pencil Testing

May 30, 2017:

- **MI-Access Grades 3–8 and 11** Materials and Answer Documents Return **DEADLINE**. May 30, 2017 is the final date to ship without penalty and for inclusion in Answer Document Verification. See the MI-Access Test Administration Manual (TAM) on the MI-Access web page (http://www.michigan.gov/mi-access), pages 91-94, for detailed instructions.

May 31, 2017 at 5:00 PM:

- **SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys** Verification of Answer Documents **DEADLINE**

Coming Next Week . . .

May 31, 2017, 8:00 AM – 4:00 PM:

- **WIDA Workshop for Online Screener**
  REGISTRATION IS CLOSED

June 1, 2017, 9:00 AM – 4:00 PM:

- **WIDA Paper Screener Workshop**
  For more information and to register for a workshop, go to the Spring 2017 WIDA Workshops Registration page (https://www.surveymonkey.com/r/WIDASpringWorkshops).
  Seats are still available for this workshop. Register Today!

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Important Dates

May 2017

Now – June 22, 2017 at 5:00 PM:

- **M-STEP, MI-Access, and SAT** Grades 3-8, 11, and required 12 Verification of Enrollment for Accountability window

June 2017

June 15 at 8:00 AM – June 22, 2017 at 5:00 PM:

- **M-STEP and MI-Access** Verification of Answer Documents available

June 15 at 8:00 AM – June 29, 2017 at 5:00 PM:

- **SAT, M-STEP, and MI-Access** Verification of Not Tested window

June 16, 2017:

- **Spring 2017 Assessment Administration Surveys** – Please fill out the appropriate survey(s) (should take 10–15 minutes) by selecting a link below and proceeding with the survey, or you can access the link on each assessment's web page under **What's New**:
- M-STEP Administration Survey **for coordinators and assessment administrators** – located on the M-STEP web page (www.michigan.gov/mstep)
- MI-Access **for coordinators and assessment administrators** – located on the MI-Access web page (www.michigan.gov/mi-access)
- Early Literacy and Mathematics Benchmark Assessments **for coordinators and assessment administrators** – located on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
- Spring 2017 Technical Survey **for technology coordinators and directors** – located on all three web pages

Recently Asked Questions . . .

Should I submit an Incident Report if my student didn't test?

It is not required to submit an Incident Report for students who did not test. However, it is important to note that submitting an Incident Report for a not-tested student does not begin the process of applying for an exemption to test. Schools **must** submit the reason that the student did not test during the **Verification of Students Not Tested** window which is available:

- **June 15 – 29, 2017**: SAT, M-STEP, and MI-Access
- **Now – May 31, 2017**: WIDA

Have Questions?

Email BAA@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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