



2020 Michigan Merit Exam and PSAT in High School Test Administration Training

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Additional Presentations



College Board (SAT with Essay, PSAT 8/9 for Grade 9, and PSAT 10)

ACT (WorkKeys)

M-STEP

Supports and Accommodations

OEAA Secure Site Test Administration Tasks

(www.michigan.gov/mme)



Spring 2020 Testing Schedule for Summative Assessments

Assessment	Week of																
	2/3-2/7	2/10-2/14	2/17-2/21	2/24-2/28	3/2-3/6	3/9-3/13	3/16-3/20	3/23-3/27	3/30-4/3	4/6-4/10	4/13-4/17	4/20-4/24	4/27-5/1	5/4-5/8	5/11-5/15	5/18-5/22	5/25-5/29
M-STEP Grades 5, 8, and 11											4 weeks						
M-STEP Grades 3 , 4, 6, and 7														4 weeks			
MI-Access Alternate Assessments											7 weeks						
College Entrance: SAT® w/Essay*											4/14 only		Makeup 4/28				
Accommodated Testing Window											4/14 – 4/28						
Work Skills: ACT® WorkKeys®											4/15 only		Makeup 4/29				
Accommodated Testing Window											4/15 – 4/28		Makeup 4/29-5/5				
PSAT™ 8/9 (grade 8)*											4/14	Makeup 4/15-21	Makeup 4/28-29				
Accommodated Testing Window											4/14 – 4/28						
PSAT 8/9 (grade 9) and PSAT 10**											4/14, 15, or 16	Makeup 4/15-21	Makeup 4/28- 29				
Accommodated Testing Window											4/14 – 4/28						
WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs	7 weeks																

* Schools must administer the PSAT 8/9 for 8th grade and SAT with Essay on April 14, 2019 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

** Schools must administer the PSAT 8/9 for 9th grade and PSAT 10 on April 14, April 15, or April 16, 2019 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

- Schools can choose which date works best for them as the initial test day.
- The same grade must test on the same day at the same time.
- Schools can administer multiple grades in one day.

NOTE: Paper/Pencil test dates for the M-STEP ELA, mathematics, science, and social studies assessments will occur on designated dates within the testing windows.

What is the MME?

The Michigan Merit Examination (MME) consists of 3 required components:

- SAT[®] with Essay: provides ELA and Mathematics scores for accountability (paper/pencil only)
- M-STEP: provides Science and Social Studies scores for accountability (online, or paper/pencil as an accommodation or designated support)
- ACT[®] WorkKeys[®]: measures work skills (paper/pencil only)

MME Eligibility – 11th grade students

Grade 11 students are expected to take the entire MME

- Required:

- All first-time students in 11th grade
- All 11th grade foreign exchange students

- Eligible but not required:

- Repeating 11th grade students missing a valid score in one or more of the three MME components – must take the entire MME

- Not eligible:

- Repeating 11th grade students with valid scores in all three of the MME components

MME Eligibility – 12th grade students

Required:

- 12th grade students who were not previously counted in accountability calculations or do not meet any exception criteria

Eligible:

- 12th grade students missing a valid score in one or more of the three MME components - but they must take the entire MME

Not eligible:

- 12th grade students with valid scores in all three of the MME components

Additional Resources: MME Eligibility

- High School Grade Assignment for Accountability Calculations Frequently Asked Questions
https://www.michigan.gov/documents/mde/FAQ_HS_Grade_Assignment_for_Accountability_346186_7.pdf
- For additional information about who must and who can test, go to: www.michigan.gov/mme, General Information, Who Must/Can Take the MME

Timing for MME

Spring 2020 MME Component Test Session Timings

Subject	Grade 11
Science	1:30
Social Studies	0:30
College Entrance*	4:07
Work Skills*	3:00
Estimated Total Hours	9:07
* Includes scheduled breaks	



PSAT 8/9 for Grade 9 and PSAT 10 Timings

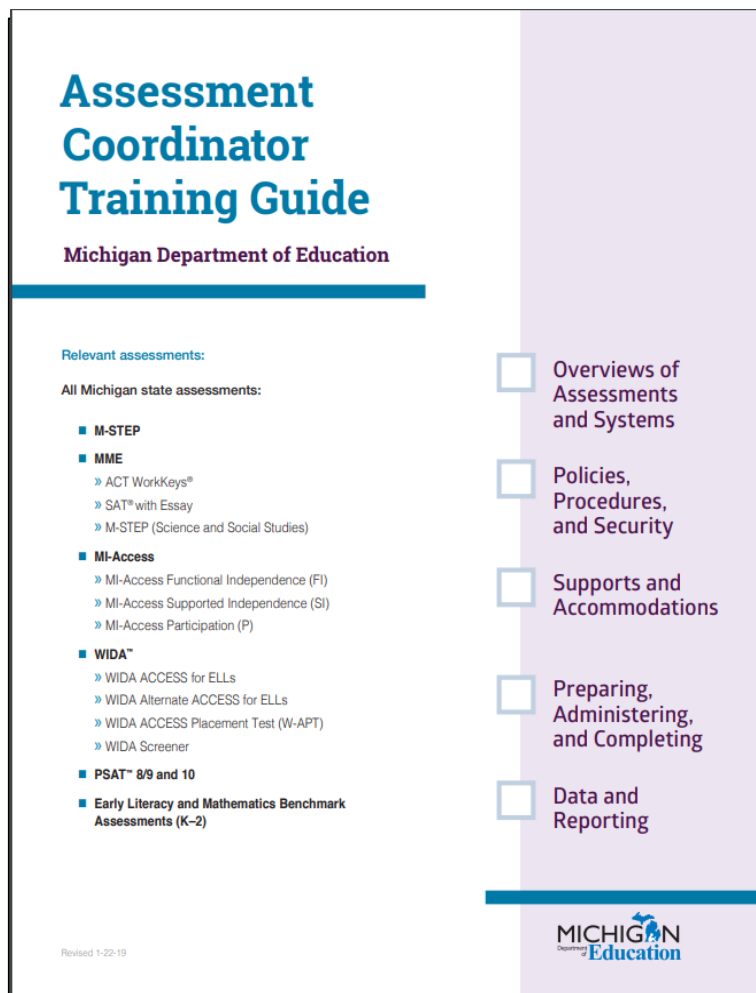


PSAT 8/9 for Grade 9 Standard Time - 2 hours, 35 minutes

PSAT 10 Standard Time – 2 hours, 55 minutes

(These timings may vary for test accommodations)

Assessment Coordinator Training Guide



- For District and Building Assessment Coordinators
- Before, During, and After Test Administration Instruction
- Access the Training Guide by clicking on the icon at the top of each assessment's web page
- www.michigan.gov/mme



MDE Resources

www.michigan.gov/MME

2019-2020

Guide to State Assessments



October 17, 2019

→ OVERVIEW

The Michigan Department of Education (MDE) is pleased to continue the Michigan Student Test of Educational Progress (M-STEP), along with the Michigan Merit Exam (MME), PSAT Assessments, MI-Access alternate assessments, WIDA, and Early Literacy and Mathematics Benchmark Assessments.

MDE saw continued successes during the 2018-2019 school year. These successes included:

- over 99% of schools administered assessments online
- on average, a total testing time of 3 hours or less for mathematics and English language arts combined
- preliminary reports available in less than 48 hours after a student completed an online test

- final M-STEP reports provided to schools before Labor Day

M-STEP science assessments will be fully operational this spring! These new science assessments are fully aligned to Michigan's current science content standards.

Additional information on each state assessment is provided within this document.

Michigan's assessment system will continue to set national standards for quality and rigor, while measuring how well our students are doing in preparing for careers and college.

We look forward to working together to build on our successes and having another great assessment year.

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Assessment Integrity Guide

MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL ASSESSMENT AND
ACCOUNTABILITY

Michigan Standards for Professional and Ethical
Conduct in Test Administration and Reporting



2019-20

MDE Resources

www.michigan.gov/MME



MDE Resources www.michigan.gov/MME



Supports and Accommodations Guidance Document

Universal Tools • Designated Supports • Accommodations

M-STEP

MI-Access

WIDA

PSAT

SAT

ACT WorkKeys



Supports and Accommodations Frequently Asked Questions

Spring 2019 (Revised February 2019)

M-STEP Supports and Accommodations

- Q:** Is there a group size limit for the number of students who can have the Spanish oral translation in math?
- A:** Yes, there is a limit of five. If you have more than five, submit a request to our office (mde-oeaa@michigan.gov). In the request, state that you need a larger group size for an oral translation, indicate the number of students, the reason, and the grade levels. You do not need to submit UICs.

- Q:** When would text-to-speech require one-on-one testing?

- A:** The Text-To-Speech option can be individually turned on for any number of students, as long as each student has their own headphones. For example, if you have 20 students, all in the same grade level with TTS as their support option, they could be tested at the same time in the same computer lab, providing they all are using headphones. However, if students are not using headphones, one-on-one testing will be required.

Note: As it is a designated support, the student should have control over the volume and speed of the translation.

- Q:** Will video sign language of test contents be available for M-STEP science and social studies?
- A:** We do not have video sign language available for science and social studies this year. Although accommodated students would need some additional support for reading, there isn't audio-only content (or listening questions) in either science or social studies. If you have a student who requires ASL or Signed Exact English paired with what's printed on the page, the appropriate use of this support is covered in the [Supports and Accommodations Guidance Document](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf) (https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf). For other student needs, contact mde-oeaa@michigan.gov, and we can provide you with clarity on your specific situation.

- Q:** How big are small group sizes if no other accommodations are being provided?

- A:** General group size for M-STEP and MI-Access is not defined and is a general administration issue, with the decision to be made at the local level. The recommendation for test administrators is to be in a position to monitor efficiently and effectively in a testing environment. For example, in a class of 50 students, one monitor may or may not be sufficient, depending on the students and the monitor.

The small group designation of five or less in MI-Access was a guideline set for students with significant cognitive impairments. These students have an Individualized Education Program (IEP) calling for a small group accommodation. It is important that these students' access to the assessment not be hindered by their disability.

- Q:** If a student has a Read-Aloud designated support or accommodation for M-STEP, will they need to take the test using the paper/pencil version?


- A:** In M-STEP, if the Read-Aloud designated support or accommodation can be accomplished through Text-to-Speech (one of the 2 options: Text-to-Speech or Text-to-Speech Passage), the test can be administered online. If the nature of the Read-Aloud accommodation has to do with the voice itself, a human reader can be used for the math and ELA online M-STEP IF the Read-Aloud Guidelines are used. However, this will also require a one-on-one administration for the student. Social studies and science will have to be paper/pencil using the reader script.

- Q:** If a school administers M-STEP online, can a student still request a reader and take the test via paper/pencil, while the others are fine with Text-To-Speech?

- A:** Yes. You can still order paper/pencil versions of the M-STEP for specific students who have specific needs.

2019 Supports and Accommodations FAQs – 1

MDE Resources www.michigan.gov/MME

 2020 MME List of Important Dates SAT, ACT WorkKeys, and M-STEP			
Start	End	Task/Activity	Assessment(s) / Mode
09/30/19	02/24/20	Request College Board approved accommodations	SAT
10/01/19	12/20/19	Off-site Test Administration Request	SAT
10/21/19	11/26/19	Online Waiver Request Window - request waiver to administer paper/pencil by 5:00 PM	M-STEP - PP
10/21/19	11/29/19	Intent to Participate (i.e. Establishment)	SAT
11/04/19	11/29/19	Manage Participation (i.e. Establishment)	ACT WorkKeys
11/07/19	11/07/19	Implementation Overview Webinar (1:00–3:00 PM)	SAT
12/05/19	12/05/19	Accommodations and EL Supports Webinar (10:00–11:00 AM)	SAT
12/12/19	01/10/20	Schools receive email confirming established Attending Institution (AI) Codes	SAT
12/19/19	12/19/19	MME and PSAT in High School Test Administration training posted to MME and PSAT web pages	M-STEP/SAT/ACT WorkKeys
01/08/20	02/12/20	Initial Material Order Window by 5:00 PM	M-STEP/SAT/ACT WorkKeys
01/08/20	02/12/20	Pre-identification of students for barcode labels by 5:00 PM	M-STEP/SAT/ACT WorkKeys
01/08/20	02/24/20	Online test session setup in the OEAA Secure Site by 5:00 PM	M-STEP - OL
01/08/20	05/28/20	Pre-identification of students by 5:00 PM	M-STEP - OL
01/13/20	03/06/20	Alternate Insight Availability Request	M-STEP - OL
01/14/20	02/24/20	Identify English Learners for 50% Extended Time	SAT
01/14/20	02/24/20	Request State Allowed Accommodations (SAAs)	SAT
02/04/20	02/04/20	Q&A Session #1 (10:00–11:00 AM) – ACT WorkKeys	ACT WorkKeys
02/10/20	05/05/20	Off-site Test Administration Request	ACT WorkKeys
02/10/20	05/29/20	Off-site Test Administration Request	M-STEP - Both
02/13/20	04/28/20	Pre-identification of students for local printing of barcode labels	SAT
02/13/20	05/05/20	Pre-identification of students for local printing of barcode labels	ACT WorkKeys
02/13/20	05/28/20	Pre-identification of students for local printing of barcode labels	M-STEP - PP
02/25/20	02/28/20	Coordinator Planning Kits arrive in schools	SAT
03/03/20	03/03/20	Online District and Building Coordinator Training – DRC INSIGHT Portal (formerly known as eDIRECT) and Test Setup at 10:00 AM – recording available 03/04/20	M-STEP - OL

Stay Informed

Sign up at:

<https://public.govdelivery.com/accounts/MIMDE/subscriber/new>

Spotlight

MICHIGAN
Department of
Education

on Student Assessment and Accountability

October 24, 2019

Quick Links ... take you directly to articles or sections ...

- Reminder to Delete TSM Configurations and Transition to COS SD
- English Learner Data Reports Available for 2019 WIDA ACCESS for ELLs
- College Board Corner
- ACT WorkKeys
- Important Dates
- Contacts

Key:  Reminder (previously run article)

► [Sign up for Spotlight](https://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

Reminder to Delete TSM Configurations and Transition to COS SD

Beginning October 28, 2019, all INSIGHT clients in configurations with a Testing Site Manager (TSM) will fail readiness checks. All districts must delete TSMs from their configurations and move to COS Service Devices. Instructions are available in the [Technology User Guide](#) and the [Tech Bulletin: TSM to COS Service Device](#) under [Documents](#) in the [DRC INSIGHT Portal](#) (formerly known as eDIRECT - <https://mi.droedirect.com>).

The most urgent transition need is for WIDA Screener Online, for schools with incoming English Learners. The same Service Device can be used for WIDA Screener Online and WIDA ACCESS testing in February, and for M-STEP testing in April.

English Learner Data Reports Available for 2019 WIDA ACCESS for ELLs

Public-facing proficiency and growth data for English learners (ELs) who took the 2019 WIDA ACCESS for ELLs assessment is available on MI School Data. Data can be displayed by year or grade, and by demographic factors such as gender, ethnicity, and socioeconomic status. The reports allow districts to compare their performance to statewide aggregate data, and provide additional detail to help continuous improvement teams focus on the needs of ELs.

The following English Learner Data reports are currently available:

- The **English Learner Dashboard** report shows an at-a-glance view of the proficiency of students in addition to the Mean Student Growth Percentile on the WIDA ACCESS for ELLs assessment.
- The **English Learner Assessment** reports shows how students performed on the WIDA ACCESS for ELLs, which is an annual secure large-scale English language proficiency assessment given to kindergarten through 12th grade students

(Continued on next page)

- Date reminders
- College Board Corner
- ACT WorkKeys Info
- Administration updates
- Accountability updates
- Professional development



Helpful Links

Link from MME webpage(www.michigan.gov/mme) to:

- M-STEP webpage: (www.michigan.gov/mstep)
- College Board Michigan website: (www.collegeboard.org/michigan)
Note: information on the College Board site is also on the MME web page
- ACT Michigan website: (www.act.org/stateanddistrict/michigan)
- Secure Site Training webpage (www.michigan.gov/secsitesite/training)

Go to www.michigan.gov/psat for information on the PSAT 8/9 and PSAT 10 assessments



Need Help?



OEAA:

- 877-560-8378 (select the appropriate option)
- mde-oeaa@michigan.gov



College Board

- 866-870-3127 (select option 1)
- michiganadministratorsupport@collegeboard.org



ACT

- 800-553-6244
 - standard time: ext. 2800 / accommodations: ext. 1788
- www.act.org/aap/state/contact.html



Thank you!