

2021 Michigan Merit Exam and PSAT in High School Test Administration Training Part I (Nov 5, 2020)

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Introduction



Part 1 – Activities for Fall 2020
Part 2 – Activities for Spring 2021

Introduction -2

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

ACT (WorkKeys)

OEAA Secure Site Test Administration Tasks

(www.michigan.gov/mme)

Testing Schedule

Assessment	Week of																			
	2/1-2/5	2/8-2/12	2/15-2/19	2/22-2/26	3/1-3/5	3/8-3/12	3/15-3/19	3/22-3/26	3/29-4/2	4/5-4/9	4/12-4/16	4/19-4/23	4/26-4/30	5/3-5/7	5/10-5/14	5/17-5/21	5/24-5/28			
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*											4/13 only		Makeup 4/27							
Accommodated Testing Window											4/13 – 4/26									
Work Skills: ACT WorkKeys											4/14 only		Makeup 4/28							
Accommodated Testing Window											4/14 – 4/27		Makeup 4/28-5/4							
PSAT 8/9 (grade 8)*											4/13 only Primary 4/14-16		Makeup 4/27-28							
Accommodated Testing Window											4/13 – 4/26									
PSAT 8/9 (grade 9) and PSAT 10**											Primary 4/13-16		Makeup 4/27-28							
Accommodated Testing Window											4/13 – 4/26									
WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs	7 weeks																			

* Schools must administer the PSAT 8/9 for 8th grade on April 13, 2021. The Primary window of 4/14-4/16 is available for students who were absent on 4/13 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

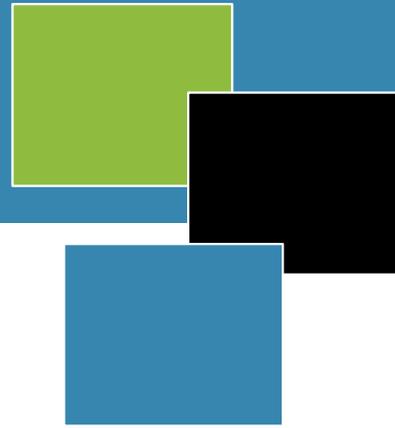
** Schools must administer the PSAT 8/9 for 9th grade and PSAT 10 on April 13, 14, 15, or 16, 2021 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

- 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, but grades must be in separate administration sessions (grade 9 students should be tested separate from grade 8 students).

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: ELA and Mathematics scores for accountability (paper/pencil only)
- M-STEP: 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

- Required:
 - All first-time students in 11th grade.
 - Foreign exchange students in 11th grade.
- Not required:
 - Since accountability was waived for 11th graders in the 2019-2020 school year, **repeating** 11th graders, in the 2020-2021 school year, are not required to take the MME for accountability purposes.
- Eligible but not required:
 - Repeating 11th grade students who are missing a valid score in one or more of the components of the MME are not required, but may take the MME. In order to participate, those students would need to take all three components of the MME.

MME Eligibility – 12th grade students

- Schools which were established for SAT with Essay testing in Spring 2020 were expected to administer the SAT with Essay to their 12th grade students in Fall 2020.
- 12th Graders who were unable to take the SAT with Essay in Fall 2020, are not required, but may take the entire MME in Spring 2021.

Additional Resources: MME Eligibility

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 2021 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

PSAT Timings

PSAT Sections	PSAT 8/9  (in minutes)	PSAT 10  (in minutes)
Reading	55	60
Break	5	5
Writing and Language	30	35
Math (no calculator)	20	25
Break	5	5
Math (with calculator)	40	45
Total (hours, minutes)	2:35	2:55

Online Testing Waiver

- Schools are expected to administer the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS for ELLs assessments online for Spring 2021.
- Schools with unique circumstances, such as no internet, facilities that do not allow students online, or some center-based programs will have the opportunity to submit **online waiver requests to administer paper/pencil versions** of M-STEP, MI-Access FI, and WIDA ACCESS assessments.
- Online waivers are requested through the Office of Educational Assessment and Accountability (OEAA) Secure Site during **October 19 – November 24, 2020**.

Online Testing Waiver -2

- Requests for **each school** and **each assessment** must be submitted separately.
- Requests must be submitted through the OEAA Secure Site (www.michigan.gov/oeaa-secure) by a user with District Administrator or Nonpublic School Administrator access.
- Follow the process detailed in the **Online Waiver Request** document on the Secure Site Training web page (www.michigan.gov/securesitetraining) under Miscellaneous.

Online Testing Waiver -3

- **Individual students** who need to take paper/pencil to meet their individual needs related to a disability or an English language need, do not need an Online Waiver Request.
- Schools will be able to order paper/pencil materials on the Material Order screen in the OEAA Secure Site to accommodate **individual** students.
- Additional information can be found in the [Supports and Accommodations Guidance Document](#) on the MME, PSAT, and M-STEP webpages under Student Supports and Accommodations.

Off-Site Testing

If your school is planning to administer assessments off-site, then an **off-site testing request** must be submitted and approved before the assessment is administered. The table below specifies where to make these requests.

Assessment	System for Off-Site Testing Request
ACT WorkKeys	OEAA Secure Site
MI-Access FI, SI, P	OEAA Secure Site
M-STEP	OEAA Secure Site
PSAT 8/9	College Board
PSAT 10	College Board
SAT with Essay	College Board

www.sat.org/offsiterequest

Off-Site Testing Request Dates

- For SAT with Essay, PSAT 8/9 (grade 9), PSAT 10
 - October 1 – December 18, 2020
 - Through the College Board (www.sat.org/offsiterequest)
- For ACT WorkKeys and M-STEP
 - Starting in February 2021
 - Through the OEAA Secure Site (www.michigan.gov/oeaa-secure)

Additional off-site testing information found in the Assessment Coordinator Training Guide (ACTG)



- College Board:
[College Board Assessments Preparation](#) chapter
- ACT WorkKeys:
[ACT WorkKeys Assessment Preparation](#) chapter
- M-STEP:
[M-STEP Assessment Preparation](#) chapter

Additional Trainings in this series

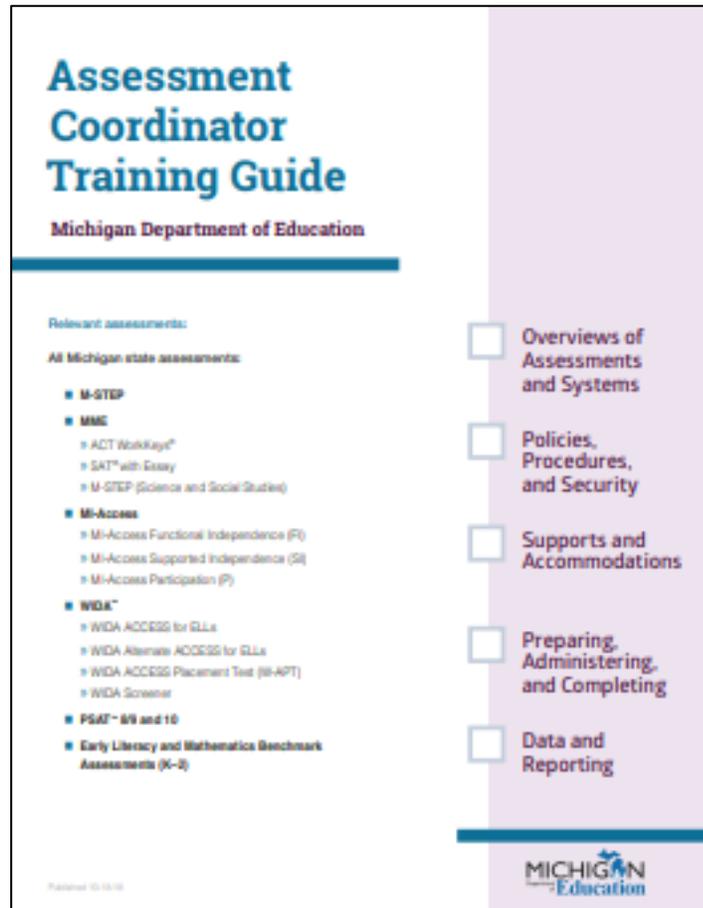
- College Board procedures for SAT with Essay, PSAT 10, PSAT 8/9 (Grade 9)
- ACT WorkKeys procedures
- Updating the Education Entity Master (EEM)
- Test Establishment verification

- Note – there are separate Grade 8 assessment trainings posted as part of this series.

Upcoming Trainings

- College Board will host fall webinars:
 - Implementation Overview Webinar on November 10, 2020 from 9:00-10:30
 - Accommodations and EL Supports Webinar on December 9, 2020 from 12:00-1:30
- Secure Site Tasks:
 - Pre-ID overview
 - Material orders
- Part 2 Assessment Trainings for tasks to be done in the spring, will be posted in early February.

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 webpage
- www.michigan.gov/mme



List of Important Dates

mme Michigan Merit Examination		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

www.michigan.gov/mme

The 2020-2021 List of Important Dates will be available in November 2020.

Spotlight on Student Assessment and Accountability



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

Subscribe to [Spotlight listserv](#) to receive an alert when the latest edition is available!

2020-2021 Guide to State Assessments

MICHIGAN Department of Education
September 29, 2020

→ 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.

The 2019-20 school year certainly did not end the way any of us would have thought. Except for most

of our WIDA assessments, no assessments were conducted last spring for the safety of our students and staff around the state. Michigan's Return to Learn legislation and state Executive Orders have added a few things to think about this school year. They include the fall testing of both PSAT and SAT for students who missed these administrations last spring, as well as the required use of benchmark assessments this school year.

The office of Educational Assessment and Accountability (OEAA) is preparing for an administration of the M-STEP and other statewide assessments this spring as normal. At this time, we have not received any waivers removing the requirement to conduct state summative assessments in Spring 2021.

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.

Our foremost concern this fall is for the continued safety of students, staff, and families around the state. Please don't hesitate to reach out to our office if you have any questions.

Subscribe to the weekly newsletter [Spotlight on Student Assessment and Accountability](#) (www.michigan.gov/mde-spotlight), for timely information on assessment and accountability topics during the 2020-2021 school 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



2020-21

Accommodation Resources



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_Guidance_Document) (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

Best Practices



2020-2021 update will be available in fall 2020

Helpful Links

- MME webpage: (www.michigan.gov/mme)
- PSAT webpage: (www.michigan.gov/psat)
- M-STEP webpage: (www.michigan.gov/mstep)
- Secure Site Training webpage: (www.michigan.gov/secsitesite)
- College Board Michigan website: (www.collegeboard.org/michigan)
- ACT Michigan website: (www.act.org/stateanddistrict/michigan)

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 WorkKeys

800-553-6244 (standard time: ext. 2800 / accommodations: ext. 1788)

www.act.org/aap/state/contact.html