

2021 Michigan Merit Exam and PSAT in High School Test Administration Training Part II (Feb 4, 2021)

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Waiver Request to U.S. Department of Education

On January 25, 2021, the Michigan Department of Education (MDE) delivered a request to the U.S. Department of Education to waive certain assessment and accountability requirements of the federal Every Student Succeeds Act (ESSA) including the College Board Suite of assessments: SAT with Essay, PSAT 10, and PSAT 8/9, ACT WorkKeys, and the M-STEP assessments.

To comply with current law, MDE and the Office of Educational Assessment and Accountability (OEAA) must continue to prepare for the required spring assessments in the event the USED does not grant our waiver request.

Updates regarding the status of this request will be provided through the weekly *Spotlight on Assessment and Accountability* newsletter. Please know the health, safety, and well-being of students, educators, and their families is MDE's first priority.

Safe Testing Document



The Office of Educational Assessment and Accountability (OEAA) is currently working on a Safe Testing document that will help districts plan for the safe administration of the Spring 2021 assessments. OEAA anticipates this planning document will be available by mid-February. Districts and schools should work closely with state and local health agencies regarding COVID-19 recommendations and monitor the State of Michigan's [K-12 School Opening Guidance webpage](#) for the latest guidance on schools and COVID-19.



Part I – Activities to be Completed in Fall 2020 for the
Spring 2021 Assessments


Part II – Activities to be Completed in Spring 2021 for
the Spring 2021 Assessments

Trainings Posted on MME and PSAT webpages

www.michigan.gov/mme

www.michigan.gov/psat

Training Videos/PPTs



MME, PSAT, Grade 8 Test Administration Training, 2021

Part II Trainings

- College Board Suite of Assessments (SAT[®] with Essay, PSAT[™] 8/9 for Grade 9, and PSAT[™] 10)
- ACT[®] WorkKeys
- OEAA Secure Site Test Administration Tasks
- M-STEP Test Administration
- Online Test Security Training
- MME and Grade 8 Supports and Accommodations

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 for 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
 - In order to participate, these students would need to take all three components of the MME.

MME Eligibility for 12th grade students

- Schools that were established to administer the SAT with Essay in Spring 2020 were expected to provide the SAT with Essay to their 12th grade students in Fall 2020.
- 12th grade students who took the SAT with Essay, as a school day assessment, in Fall 2020, are not eligible to take the SAT with Essay again in Spring 2021.
- 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, which includes the SAT with Essay.

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

Testing Schedule

Spring 2021 Testing Schedule for Summative Assessments																			
Assessment	Week of																		
	1/27-1-29	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, 11												4 weeks							
M-STEP Grades 3, 4, 6, 7													4 weeks						
MI-Access Alternate Assessments												7 weeks							
College Entrance: SAT w/Essay*												4/13 only		Makeup 4/27			Makeup Contingency 5/18		
Accommodated Testing Window												4/13 - 4/26		Makeup 4/27- 4/29			Makeup Contingency 5/18-5/20		
Work Skills: ACT WorkKeys												4/14 only		Makeup 4/28		Makeup Contingency 5/5			
Accommodated Testing Window												4/14 - 4/27		Makeup 4/28-5/4		Makeup Contingency 5/5-5/11			
PSAT 8/9 (grade 8)*												4/13 only Primary 4/14-16		Makeup 4/27-5/7					
Accommodated Testing Window												4/13 - 5/7							
PSAT 8/9 (gr 9) PSAT 10**												Primary 4/13-16		Makeup 4/27-5/7					
Accommodated Testing Window												4/13 - 5/7							
WIDA ACCESS & WIDA Alternate ACCESS for ELLs	Extended: January 27 - April 9, 2021																		

Additional Test Dates for SAT with Essay

SAT with Essay	Dates/Windows
Primary Test Date	April 13, 2021
Accommodated Testing Window	April 13-26, 2021
Makeup Test Date	April 27, 2021
Makeup Accommodated Testing Window (Added)	April 27-29, 2021
Contingency Makeup Test Date (Added)	May 18, 2021
Contingency Accommodated Testing Window (Added)	May 18-20, 2021

Contingency Test Dates for College Board SAT with Essay

- An additional contingency makeup date of May 18, 2021 is to be used only for students not able to test on April 13 or April 27 due to school closures related to COVID-19.
- A contingency makeup accommodated testing window will be allowed for students who are absent for the entire accommodated testing window because of COVID-19 issues.

Additional Test Dates for PSAT 10 and PSAT 8/9 Grade 9




PSAT 10 and PSAT 8/9 for Grade 9	Dates/Windows
Primary Testing Window	April 13-16, 2021
Accommodated Testing Window (Extended)	April 13-May 7, 2021
Makeup Testing Window (Extended)	April 27-May 7, 2021

SAT with Essay, PSAT 10, PSAT 8/9 Test Flexibilities

- Staggered Starting Times for Assessments
- Extended Breaks
- PPE (personal protection equipment)
- Spacing of students
- Off-Site Testing

Contingency Test Dates and Flexibility Document



Spring 2021 Contingency Test Dates and Flexibility Options for SAT[®] with Essay, PSAT[™] 10, and PSAT[™] 8/9 School Day Testing

See PSAT webpage (www.michigan.gov/mme) under Current Assessment Administration

ACT Contingency Test Day and Contingency Accommodations Window





ACT WorkKeys	Dates/Windows
Initial Test Day	April 14, 2021
Accommodated Initial Testing Window	April 14-27, 2021
Makeup Test Day	April 28, 2021
Makeup Accommodated Testing Window	April 28, 2021 - May 4, 2021
Contingency Test Day	May 5, 2021
Contingency Accommodated Testing Window	May 5, 2021 - May 11, 2021

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

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

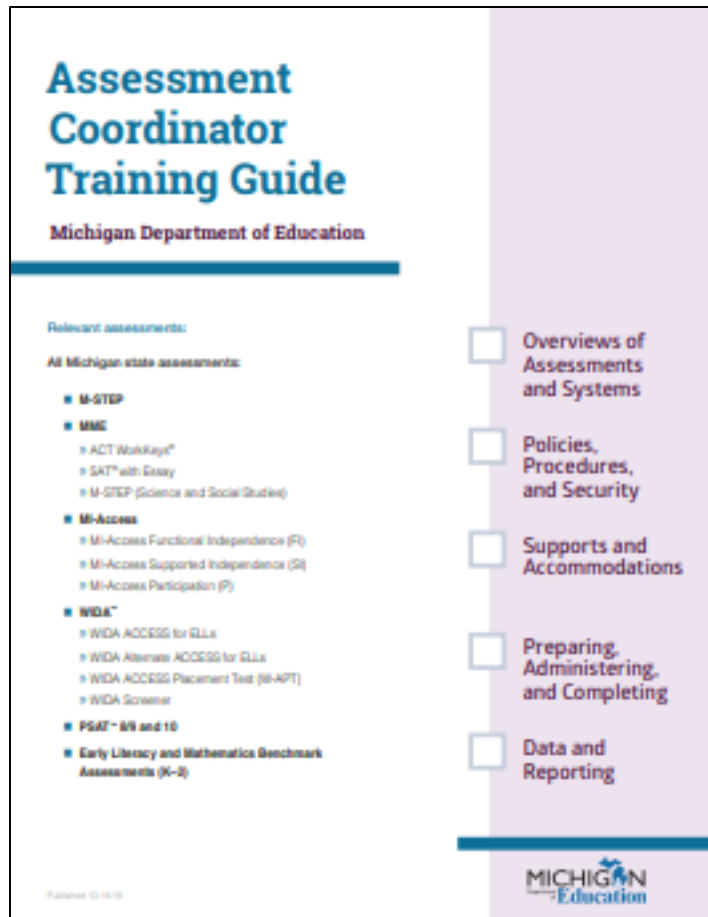
Off-Site Testing Request Dates

- For SAT with Essay, PSAT 8/9 (grade 9), PSAT 10
 - October 1 – December 18, 2020
 - Through the College Board (www.sat.org/offsiterequest)
 - Check with College Board for late requests
- For ACT WorkKeys and M-STEP
 - Requests can be made starting January 6, 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](#)
- ACT WorkKeys:
[ACT WorkKeys Assessment Preparation](#)
- M-STEP:
[M-STEP Assessment Preparation](#)
- All Assessments:
[Appropriate Practices for Test Security](#)

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

Assessment	Start	End	Task/Activity (Calendar Description)	Mode	Testing Window
PSAT 8/9 Grade 8	12/11/20	12/11/20	Schools receive email confirming established AI Codes	PP	PSAT
SAT	01/06/21	02/17/21	Initial Material Order Window by 5:00 PM	PP	SAT
SAT	01/06/21	02/17/21	Pre-identification of students for barcode labels by 5:00 PM	PP	SAT
PSAT 8/9 Grade 9	01/06/21	02/17/21	Initial Material Order Window by 5:00 PM	PP	PSAT
PSAT 8/9 Grade 9	01/06/21	02/17/21	Pre-identification of students for barcode labels by 5:00 PM	PP	PSAT
PSAT 8/9 Grade 8	01/06/21	02/17/21	Initial Material Order Window by 5:00 PM	PP	PSAT
PSAT 8/9 Grade 8	01/06/21	02/17/21	Pre-identification of students for barcode labels by 5:00 PM	PP	PSAT
ACT WorkKeys	01/06/21	02/17/21	Initial Material Order Window by 5:00 PM	PP	ACT
ACT WorkKeys	01/06/21	02/17/21	Pre-identification of students for barcode labels by 5:00 PM	PP	ACT
ACT WorkKeys	01/06/21	05/04/21	Off-site Test Administration Request	PP	ACT
SAT	01/20/21	01/20/21	Testing Tips Webinar (1:00-2:00 PM)	PP	SAT
PSAT 8/9 Grade 9	01/20/21	01/20/21	Testing Tips Webinar (1:00-2:00 PM)	PP	PSAT
PSAT 8/9 Grade 8	01/20/21	01/20/21	Testing Tips Webinar (1:00-2:00 PM)	PP	PSAT
ACT WorkKeys	02/03/21	02/03/21	Q&A Session #1 (10:00-11:00 AM) - ACT WorkKeys	PP	ACT
SAT	02/18/21	04/28/21	Pre-identification of students for local printing of barcode labels	PP	SAT
PSAT 8/9 Grade 9	02/18/21	04/28/21	Pre-identification of students for local printing of barcode labels	PP	PSAT
PSAT 8/9 Grade 8	02/18/21	04/28/21	Pre-identification of students for local printing of barcode labels	PP	PSAT
ACT WorkKeys	02/18/21	05/04/21	Pre-identification of students for local printing of barcode labels	PP	ACT
SAT	03/02/21	04/12/21	Test Administration Online Training available	PP	SAT
PSAT 8/9 Grade 9	03/02/21	04/12/21	Test Administration Online Training available	PP	PSAT
PSAT 8/9 Grade 8	03/02/21	04/12/21	Test Administration Online Training available	PP	PSAT
ACT WorkKeys	03/09/21	03/09/21	Q&A Session #2 - (3:30-4:30 PM) - ACT WorkKeys	PP	ACT
ACT WorkKeys	03/22/21	03/26/21	Materials arrive in schools (Standard Time and Accommodated) - alternate delivery date	PP	ACT
SAT	03/23/21	04/06/21	Additional Material Order Window by 11:59 PM	PP	SAT
SAT	03/23/21	04/14/21	Conduct preadministration session	PP	SAT
PSAT 8/9 Grade 9	03/23/21	04/06/21	Additional Material Order Window by 11:59 PM	PP	PSAT
PSAT 8/9 Grade 9	03/23/21	04/14/21	Conduct preadministration session	PP	PSAT
PSAT 8/9 Grade 8	03/23/21	04/06/21	Additional Material Order Window by 11:59 PM	PP	PSAT
PSAT 8/9 Grade 8	03/23/21	04/14/21	Conduct preadministration session	PP	PSAT
ACT WorkKeys	03/23/21	04/06/21	Additional Material Order Window by 11:59 PM	PP	ACT

Spotlight on Student Assessment and Accountability

The screenshot shows the 'Spotlight' newsletter header with the Michigan Department of Education logo. The date is August 27, 2020. A 'Quick Links' sidebar on the left lists items such as 'MDE-Approved Benchmark Providers under Public Act 149 sec. 104.3', 'Smarter Balanced Interim Assessments Offered to Districts Free of Charge', and 'ACT WorkKeys'. The main content area features an article titled 'MDE-Approved Benchmark Providers Under Public Act 149 sec. 104.3', which discusses the signing of Public Act 149 into law and the list of approved providers: NWCA, Curriculum Associates, Renaissance Learning, and Data Recognition Corporation (DRC). A 'Key' at the bottom indicates that red icons denote providers previously on the list and blue icons denote new providers. A sign-up link for the Spotlight is provided at the bottom of the page.

- Date reminders
- College Board Corner
- ACT WorkKeys Info
- Administration updates
- Accountability updates
- Training and Professional Learning
- www.michigan.gov/mme and select the Spotlight icon

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

Best Practices



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/secsitesitelearning)
- 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