

Please see **8 IMPORTANT ANNOUNCEMENTS** below regarding: 1) SBAC Item Reviewers Needed, 2) SBAC June Newsletter Released, 3) Spring 2012 MME PDF Reports Now Available, 4) Fall 2012 MI-Access Schedule Change, 5) ELPA Student Data Files Released, 6) Fall 2012 Pre-ID Tips, 7) Kindergarten Entry Assessment, and 8) REMINDER: Check Your MEIS Account!

1) SBAC Item Reviewers Needed – Apply by June 25, 2012

The Bureau of Assessment and Accountability (BAA) would like to thank Michigan educators for the large number of applications submitted to participate in item writing this summer for the Smarter Balanced Assessment Consortium (SBAC). Due to the larger than anticipated number of applicants, the item writing contractor, CTB/McGraw Hill, is currently in the process of reviewing applications and we anticipate that applicants will be notified by CTB/McGraw Hill regarding selection decisions shortly.

As indicated in a May 29, 2012 BAA communication, there are several additional opportunities that will be taking place in the upcoming months for Michigan educators to be involved in SBAC item development-related work. The BAA is pleased to announce the second of these opportunities, the opportunity to apply to be **item reviewers**. Specifically, the item review contractor, Measured Progress, is seeking applications for content reviewers, bias/sensitivity reviewers, and accessibility reviewers for 2013 SBAC English Language Arts (ELA) and Mathematics Common Core State Standards Pilot Testing.

Please share this announcement with any Michigan ELA or Mathematics educators who meet the eligibility requirements and may be interested in this fantastic opportunity.

If you have questions regarding this item review opportunity, please contact Erika Bolig, Michigan's Teacher Involvement Coordinator for SBAC, at bolige@michigan.gov.

2) SBAC June Newsletter Released

The June issue of the SBAC Newsletter was released Wednesday, June 13, 2012. The link is provided here for your information and convenience:

<http://smarterbalanced.cmail2.com/t/ViewEmail/r/F5F4191EF16596EF/18103153E2B26D61B3138EAD4DECE712>.

3) Spring 2012 MME PDF Reports Now Available

On Wednesday, June 13, 2012, the Bureau of Assessment and Accountability (BAA) announced the release of the Spring 2012 MME PDF Reports. Please see a courtesy copy of the communication below:

Student, school, and district PDF reports for the Spring 2012 Michigan Merit Examination (MME) are now available on the BAA Secure Site (www.michigan.gov/baa-secure) for downloading by schools and districts.

These reports are provided as a courtesy to you in advance of the release of statewide data to the public and news media to allow you time to examine your school and district results. A date for the public release of this information will be scheduled by the Michigan Department of Education (MDE) in the near future. You will be notified of the date and will be able to access state results prior to the release.

Until the public release, reports and data may be used for internal planning and professional development purposes **only**. Also, individual student results are never embargoed – only school, district, and state aggregate results.

RELEASE OF RESULTS BY SCHOOLS AND/OR DISTRICTS IN ADVANCE OF THE PUBLIC RELEASE DATE MAY JEOPARDIZE THIS ADVANCE POSTING OF REPORTS IN THE FUTURE.

If you have a User ID and Password for the BAA Secure Site, you may access your PDF reports by selecting "Student Test Scores" from the menu on the left and then selecting the appropriate test cycle. If you do not have Secure Site access, please contact your district assessment coordinator for assistance.

Timeline to Receive Printed Copies of Reports

Hard copies of MME reports will be shipped to schools in the next two weeks. As soon as hard copies are received, schools should ensure Parent Reports are distributed to parents/guardians as quickly as possible.

4) Fall 2012 MI-Access Schedule Change

On Wednesday, June 13, 2012, the Bureau of Assessment and Accountability (BAA) announced a change in the MI-Access schedule for Fall 2012. Please see a courtesy copy of the communication below:

After much thoughtful consideration, the Bureau of Assessment & Accountability (BAA) has decided to change the Fall 2012 MI-Access assessment administration dates to align with the Tested Roster window for all three fall assessments. This alignment will offer MI-Access Coordinators the same opportunity that MEAP and MEAP-Access Coordinators have had to view Tested Roster data while there is still time to submit Student Record Maintenance (SRM) in the Michigan Student Data System (MSDS) before fall data is locked for assessment reporting and accountability calculations. Specifically, this change will allow MI-Access Coordinators to review and correct, if needed, out-of-level and special education flags. The alerts provided during Tested Roster are critical because a student who took an alternate assessment but is not flagged as special education, or who is flagged as out-of-level (based on student's grade level in MSDS), will have his/her scores invalidated.

The MI-Access fall assessment window will remain six weeks in duration. The new **assessment window will run October 1 – November 9, 2012.**

While the testing window has been moved up only one week, BAA has asked our MI-Access scoring contractor, Questar Assessment Inc., to deliver Tested Roster data two full weeks earlier than scheduled to accommodate the alignment of all three Tested Rosters this fall. This will provide the important opportunity to correct student data, if necessary. To deliver Tested Roster data on this aggressive timeline, BAA and Questar will need district assistance in the form of early materials returns.

- **Early returns shipped by November 6, 2012 will result in MI-Access student data being available when Tested Roster opens.**
- On-time returns shipped by November 14 will result in MI-Access student data being available in Tested Roster sometime after the opening, but during the Tested Roster window.

- Late returns between 1 and 14 days late will be scored and included in data files, PDF and paper reports, and accountability calculations; however, will not be included in Tested Roster. Late returns 15 or more days late will not be scored.

A revised assessment schedule, test administrator manual, and webcasts outlining the details related to early return of MI-Access materials will be provided as soon as possible. However, we wanted to inform districts of this change to the MI-Access testing window as soon as possible. We hope that this new procedure will result in more accurate data for students taking the MI-Access alternate assessments, and will result in fewer scores being invalidated.

5) ELPA Student Data Files Released

On Monday, June 11, 2012, the Bureau of Assessment and Accountability (BAA) announced the release of the Spring 2012 English Language Proficiency Assessment (ELPA) Student Data Files. Please see a courtesy copy of the communication below:

The Spring 2012 English Language Proficiency Assessment (ELPA) Student Data Files are now available for district and school use. ELPA reports will be available electronically in PDF format near the end of June. Hard-copy paper reports should arrive in districts in early July. Please remember that districts must distribute Parent Reports to parents/guardians as soon as possible after the hard copies are received.

Embargo of Aggregate Results

Student Data Files are provided to allow schools and districts time to examine assessment results in advance of the release of results to the public and news media. Student-level results are never embargoed; only aggregate school and/or district results are embargoed. The Office of Standards & Assessment will notify districts once aggregate results can be shared publicly.

RELEASE OF SCHOOL AND DISTRICT RESULTS IN ADVANCE OF THIS NOTIFICATION MAY JEOPARDIZE THIS ADVANCE POSTING FOR YOUR SCHOOL OR DISTRICT IN THE FUTURE.

Accessing Data Files on the BAA Secure Site

If you have a BAA Secure Site user ID and password, you may access and view the file(s) now at www.michigan.gov/baa-secure. Select "Student Test Scores" and the appropriate test cycle from the menu on the left side of the page. If you do not have access to the BAA Secure Site, please contact your district assessment coordinator for assistance.

Unpaid Fees

DISTRICTS WITH UNPAID FEES FROM A PRIOR OR CURRENT ASSESSMENT CYCLE WILL NOT BE ABLE TO ACCESS SPRING 2012 TEST RESULTS UNTIL FEES ARE PAID.

6) Fall 2012 Assessment Pre-ID Tips

The Bureau of Assessment and Accountability (BAA) has received a number of inquiries regarding pre-identifying students for fall 2012 assessments, and as a result of these inquiries, we'd like to share the following tips with schools and districts. These tips are relevant regardless of whether your district uses the: 1) Early Roster Collection in the Michigan Student Data System (MSDS) or the 2) BAA Secure Site to pre-identify students for fall assessments.

- When pre-identifying students for fall assessments, the grade level submitted must be the **GRADE YOU ANTICIPATE THE STUDENT WILL BE IN** this coming fall, not the grade level the student is currently in.
 - This applies whether you are using the Early Roster pre-ID method or pre-identifying students using the BAA Secure Site.
 - If your district's local student information system cannot produce a "rolled forward" grade level for students, Macomb Intermediate School District (ISD) has a software program available for use by any interested district (not just districts affiliated with Macomb ISD). This tool will allow you to populate data in the software program and then perform mass updates on the data, including grade promotion.
 - The software tool, information on using the tool, and how to get help can be found at: <http://www.misd.net/mt/misdmsds.htm>.
- Districts/Schools should always verify that students have been properly pre-identified for testing using the Pre-Identified Student Report available through the BAA Secure Site (www.michigan.gov/baa-secure).
 - This report should reflect all students that will be tested in your school or district (regardless of the method used to pre-ID).
 - Please always double-check to ensure the grade level listed for the student on this report always reflects the **GRADE YOU ANTICIPATE THE STUDENT WILL BE IN** this coming fall.

7) Kindergarten Entry Assessment

In the Michigan Department of Education (MDE) Official Communication for the week of June 11, 2012, there was a memo regarding Kindergarten Entry Assessment. A courtesy copy of the memo is included below:

MEMO #68-12

In response to a new appropriation in the State School Aid Act related to Kindergarten Entry Assessment, the Michigan Department of Education (MDE) is pleased to announce a partnership among the Bureau of Assessment and Accountability (BAA), the Office of Great Start (OGS), and the Center for Educational Performance and Information (CEPI) to collaboratively develop and implement this important new assessment initiative in Michigan.

http://www.michigan.gov/documents/mde/Kinder_Entry_Assess_389117_7.pdf

8) Reminder: Check Your MEIS Account!

The Office of Psychometrics, Accountability, Research and Evaluation (OPARE) will release preliminary Michigan School Report Cards EARLY NEXT WEEK. **It is imperative that report card users check the functionality of their Michigan Education Information System (MEIS) account immediately because an active account is needed to access the preliminary report card site.** Report card users can check their access by going to <https://baa.state.mi.us/ayp/login.asp> and logging in with their MEIS ID and password.

If you are unable to login, please follow the steps below:

1. Check to see if you have a MEIS account: <https://cepi.state.mi.us/MEIS/Login.aspx>.
2. Request your ID and/or password at the above link if you've forgotten them.

3. If you do not have a MEIS account, you can create one here:
<https://cepi.state.mi.us/MEIS/createnewaccount.aspx>.
4. If you are able to login to the MEIS User Management (see step 1) but not able to login to the report card (<https://baa.state.mi.us/ayp/login.asp>), please fill out the Security Agreement for School Accountability* located here:
<https://baa.state.mi.us/ayp/Docs/SecurityAgreement.pdf>.

*The Security Agreement contains instructions on how to complete the form and where to send it when you are finished.

Once your Security Agreement is processed, you will receive an email with instructions for accessing the Michigan School Report Card. You will receive a separate announcement once preliminary report card data becomes available.

It is also imperative that users with existing MEIS accounts make sure their email address and other information in MEIS are up to date. The user's email address in MEIS will be used for correspondence related to any Michigan School Report Card data appeals you submit using your account.

To check your email address, please follow the steps below:

1. Login to the MEIS User Management page:
<https://cepi.state.mi.us/MEIS/Login.aspx>.
2. Click "View / Update User Profile" and make sure your email address and information located here is accurate.

Questions?

Please email us at baa@michigan.gov or call 877-560-8378 and select the appropriate menu option.