

Spotlight

on Student Assessment and Accountability

January 10, 2019

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Exceeding 1% Cap Deadline Reminder

Any local education agency (including public school academies) that tested more than 1% of their students using MI-Access in grades 3-8 and 11 in 2018 should submit the "Exceeding 1% Cap Justification Form" to their Intermediate School District by **January 15, 2019**. All

Michigan Department of Education documents pertaining to the 1% Cap can be found on the [MI-Access web page](#). Click on [1% Participation Cap on Alternate Assessment: Information and Justification Forms](#) under the **What's New** section. Intermediate School District Summary forms will become available in this same location by **January 15, 2019**. Please contact John Jaquith at JaquithJ@michigan.gov if you have questions about this process.



Early Literacy and Mathematics Benchmark Test Window is Open

The Winter Early Literacy and Mathematics Benchmark Assessment testing window is open from **January 7 - February 1, 2019**. Students who tested in the fall have been automatically pre-identified to the Winter 2019 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA). No action is necessary for students who tested in the Fall 2018 administration but will not test in the Winter 2019 administration.

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Key:  Reminder (previously run article)

Students who did not test in the Fall 2018 administration can still be pre-identified in the OEAA Secure Site. Early Literacy and Mathematics Benchmark Assessments directions for all methods of pre-identification on the Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/seuresitetraining) (www.michigan.gov/seuresitetraining).

The **Early Literacy and Mathematics Benchmark Test Administration Manual** and **Online Test Directions** can be found on the [Early Literacy and Mathematics Benchmark Assessment web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath).

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that the **Early Literacy and Mathematics Benchmark Assessments Student Level Reports** for the Winter 2019 administration are available in the Dynamic Reporting System through the Secure Site. Reports are available within 48 hours of students completing all portions of a content area test. Available reports include:

- **Domain Analysis Report** – Separated by content area, the domain report provides a list of selected students divided into three groups based on the number of Points Earned in each domain and content area for the fall and winter tests.
- **Individual Student Report** – Separated by content area, the ISR provides detailed information on individual students in the Content Summary section, which displays Points Earned out of Points Possible for each Domain in a

content area. It also provides Content Details, which displays Points Earned out of Points Possible for each assessment category within a content area.

- **Student Roster Report** – Separated by content area, the student roster provides a list of students by Points Earned out of Points Possible (Max Points) by grade, content, domains, and categories.

To view your school or district reports, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu. Once in the Dynamic Score Reports, select the **Test Cycle**, **District**, and **School**.

Pre-Identification of Students and Initial Material Orders Reminder

Refer to the [December 13, 2018 Spotlight](#) for information on **Pre-Identification of Students** and **Initial Material Orders** for Spring 2019.

- **Pre-Identification window for SAT, PSAT, WorkKeys, M-STEP, and MI-Access (Grades 3-8 and HS) Spring 2019** testing is open.
- **Pre-Identification window for the Spring 2019 Early Literacy and Mathematics Benchmark Assessments (K-2)** opens on **February 4, 2019**.
- **Initial Material Orders for Spring 2019** for SAT, PSAT 8/9, PSAT 10, ACT WorkKeys, M-STEP, and MI-Access standard materials will be based on the numbers of students pre-identified by **5:00 PM on February 13, 2019**.

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

Off-Site Test Administration Requests Window for Individual Students

The Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, is now open and continues throughout the testing windows as noted below. The link to the survey can be found on each of the assessments' web pages.

March 22, 2019:

- [WIDA](http://www.michigan.gov/wida) (www.michigan.gov/wida)

April 19, 2019:

- [ACT WorkKeys](http://www.michigan.gov/mme) (www.michigan.gov/mme)

May 24, 2019:

- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
- [Early Literacy and Mathematics Benchmark Assessments](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)

Be sure to submit Off-Site requests for individual students **at least three business days before your scheduled testing date** to ensure adequate time for review and response to your request.

Statewide A-F School Accountability System

Before leaving office, former Governor Rick Snyder signed House Bill 5526 into state law (now Public Act 601 of 2018), which among other things, requires the state to develop and implement a statewide A-F School Accountability system beginning September 1, 2019. By August 1, the Michigan Department of Education (MDE) is required to develop a "statewide system of accountability measurements to improve

the national educational ranking of this state" using specified measurements. The department shall submit its proposed standards for determining letter grades and rankings to a yet-to-be appointed peer review panel.

For more information, [see the January 10, 2019 MDE Memorandum](http://www.michigan.gov/documents/mde/A-F_Accountability_System_643263_7.pdf) (http://www.michigan.gov/documents/mde/A-F_Accountability_System_643263_7.pdf).

MME/PSAT Q&A Webinar FAQs

Questions and answers from the **November 27, 2018 MME/PSAT and Grade 8 Assessments Q&A sessions** are now available on the following web pages under the **What's New** and **Professional Development** sections:

- [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat)
- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)

These FAQs, which will be of interest to high school and grade 8 assessment coordinators, are presented in two separate documents:

- FAQs for MME-PSAT Q&A Sessions
- FAQs for Grade 8 Assessments Q&A Sessions

Also available on the same web pages are the MME/PSAT and Grade 8 Assessments Trainings, which can be found in the **What's New** and **General Information** sections.

These trainings feature recorded presentations from the Michigan Department of Education (MDE), College Board, and ACT representatives, as well as the accompanying PowerPoints. These trainings cover specific preparation and administration information

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regarding College Board Assessments (SAT with Essay, PSAT 8/9 for Grades 8 and 9, and PSAT 10), ACT WorkKeys, Grades 8 and 11 M-STEP, Secure Site tasks, and Student Supports and Accommodations.

Alternate INSIGHT Availability Request Window: January 14 – March 7, 2019

Schools that hold regular instructional hours after 4:00 PM, Monday-Friday and who plan to schedule M-STEP or MI-Access test sessions that extend beyond that time will need to submit an Alternate INSIGHT Availability request in order to have access to the testing software after 4:00 PM. Assessment Coordinators can complete [this request survey](https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c11a3h2/) (<https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c11a3h2/>).



2019 Michigan School Testing Conference

The 2019 Michigan School Testing Conference (MSTC) will be held **February 12-14, 2019** at the Sheraton Ann Arbor Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state- and nationally-renowned experts in the field.

Conference workshops are offered on Tuesday, **February 12, 2019** from **8:30 – 11:45 AM** and **12:45 – 4:00 PM**, with registration beginning at 7:30 AM. A continental breakfast and light lunch will be offered to all conference workshop attendees.

The regular conference takes place on **Wednesday, February 13, 2019** and continues through **Thursday, February 14, 2019**. Keynote presenters include Nell Duke (University of Michigan), Andy Middlestead (MDE), Guadalupe Valdes (Stanford), and Dean Elizabeth Moje (University of Michigan). Registration includes continental breakfast and lunch on both days.

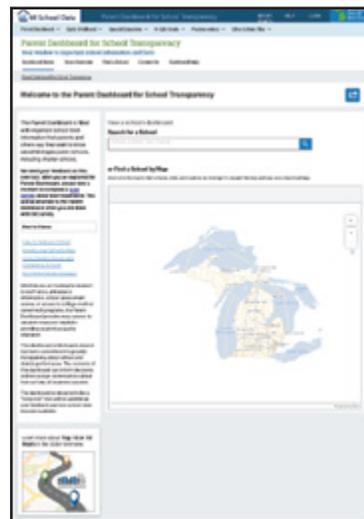
For conference program information and registration, go to the [MSTC online registration site](http://gomasa.org/events/mstc2019/1549958400/1550160900/) (<http://gomasa.org/events/mstc2019/1549958400/1550160900/>)

Michigan's Parent Dashboard for School Transparency

New metrics and enhancements are expected to be released in January for Michigan's Parent Dashboard for School Transparency. New staffing and student data will be added, and existing metrics will be updated with data from the most recent school year. The Dashboard will also provide a new School Services and Offerings section that describes some of a school's unique "points of pride."

The online Parent Dashboard—which received more than 1,000,000 views in its first year—shows the performance of every public school in Michigan, including public school academies.

Users of the MISchoolData.org web portal who have a secure login account are expected to be able to **preview** Dashboard changes in the near future, with a public release to follow.



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

Spotlight on Student Assessment and Accountability

Information in the Dashboard comes primarily from facts and data schools already provide to the state. School overview information and most fields in the new School Services and Offerings feature is pulled from the Education Entity Master (EEM). Schools with missing or out-of-date information can update their EEM records at any time. New or corrected information will appear after the next regular Dashboard update (scheduled three times per year).

Immediately following the public release, updated Parent Dashboard Communications Tools will be available on the Michigan Department of Education's [Parent Dashboard Resource](http://www.michigan.gov/mde/0,4615,7-140-81376_84024---,00.html) page (www.michigan.gov/mde/0,4615,7-140-81376_84024---,00.html). These resources were designed for schools, libraries, and other organizations to use to distribute news about the Parent Dashboard to parents, grandparents, and other caregivers in their networks.

Important Reminders

Click on the icon below to access the New **Assessment Coordinator Training Guide** or go to any assessment web page and look for the icon.



M-STEP Online Passage-Based Writing Field Test

It is not too late to take advantage of the Passage-based Writing (PBW) Field Test! Schools can still pre-identify students until **January 31, 2019**.

Students will read one passage and write one response. Participation offers writing practice for the spring M-STEP. Responses will provide the Michigan Department of Education with statistical data for new test items.

See the flyer on the following page for information on the PBW Field Test. Please encourage your districts to participate.

For more information contact the call center or email mde-oeaa@michigan.gov.

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



Writing Skills Practice for Students

The Michigan Department of Education (MDE) is looking for schools to participate in an M-STEP online Passage-based Writing Field Test **January 7–February 1, 2019**.

Who can participate?

Students in grades 3-8 can participate in field testing items written by Michigan authors for Michigan's state assessments.

What is involved?

During the field test, students will read one passage, either literary or informational, from a variety of genres as prescribed by the standards. They will then respond to a prompt, which includes a checklist of components found in a well written essay. Students will not receive a score, but they will have an opportunity to practice and use the checklist to improve their writing skills in the testing environment.

Where will it take place?

The online field test will take place in your school on computers.

When do I sign up?

Sign up now, by going to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and pre-identifying students for testing. For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the [Secure Site Training Site](http://www.michigan.gov/securisitetraining) (www.michigan.gov/securisitetraining).

Why have a stand-alone field test?

Field tests are used to check the adequacy of testing procedures and statistical characteristics of new test items by testing them in the field before they appear on an actual assessment. This helps to ensure that items we are putting on the M-STEP are high quality. And, the more practice your students receive, the more improvement you will see in their writing!

Don't miss this great opportunity!
Sign up today!



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

College Board 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)
- email michiganadministratorsupport@collegeboard.org

Pre-ID Window Now Open

Test materials and Pre-ID labels for the SAT with Essay, PSAT 10, and PSAT 8/9 will be based on the number of students pre-identified in the OEAA Secure Site by **February 13, 2019 at 5:00 PM**. For information on the pre-ID process, refer to the [December 13, 2018 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight).

State-Allowed Accommodations Window Now Open

Requests for state-allowed accommodations (recommended for 8th graders) can now be entered in the Services for Students with Disabilities (SSD) online system. Once logged into [SSD Online](https://www.collegeboard.org/students-with-disabilities/ssd-online) (<https://www.collegeboard.org/students-with-disabilities/ssd-online>), SSD coordinators should click the link that says, “Go to State-Allowed Accommodations Dashboard” and enter student information. Requests will be approved automatically, and no documentation will be required. The deadline for entering requests is **February 19, 2019**.

Coordinator Planning Kits

Coordinator planning kits will be shipped starting **the week of February 18, 2019**. The kits contain a sample set of Michigan testing manuals and sample forms for early review by the test coordinator. The full set of testing manuals to support your school will arrive the week of March 18, 2019. There are separate kits for PSAT 8/9, for PSAT 10, and SAT with Essay. If your school is administering both PSAT 8/9 to grade 8 and grade 9, you will receive one kit for each grade, although the contents will be the same.

If a school was automatically established and requested to be unestablished, it is likely the school will still receive a coordinator planning kit for the applicable assessments. If you do not plan to test, simply disregard the materials.

Coming Soon

- Good news! The window to request 50% extended time for English learners is currently scheduled to open on January 25, 2019; however, there is a possibility it may open the week of January 14, 2019.
- PDFs of testing manuals and translated test directions will be available to download in February.

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

Order WorkKeys Materials and Pre-identify Students

The window to order ACT WorkKeys standard-time and accommodations materials and to submit student data for Pre-ID barcode labels for the initial test dates (April 10 - 23, 2019) is **January 7 – February 13, 2019, 5:00 PM**, using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Instructions for these activities can be found on the [secure site training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Material Ordering** and the **Pre-Identification of Students** sections.

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by **5:00 PM on February 13, 2019**. Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5:00 PM on February 13, 2019**.

The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets. Refer to the

Pre-Identification and Initial Materials Ordering articles in the [December 13, 2018 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for complete information.

Test materials will be sent to the WorkKeys Coordinator mailing address (not the building address) as listed in the EEM (www.michigan.gov/eem) system. Refer to the **Updating Entity and Contacts in the Educational Entity Master (EEM)** article in the [September 6, 2018 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for additional information on updating the [EEM](#) (www.michigan.gov/eem).

Register for ACT WorkKeys Q&A Sessions

ACT will be hosting two optional Workkeys Question and Answer webinar sessions in preparation for the April test administration. To register for a session, use the links below. Registration must be completed 48 hours prior to the selected session date. Each session will be recorded and posted to the ACT-hosted website in the **Preparation** stage, for those unable to attend.

1. **Tuesday, February 5, 2019, 10:00-11:00 AM**
[Register](https://event.on24.com/wcc/r/1865112/04230801349FDEAB24CD65D4FB2104BD) (<https://event.on24.com/wcc/r/1865112/04230801349FDEAB24CD65D4FB2104BD>)
2. **Tuesday, March 19, 2019, 3:30-4:30 PM**
[Register](https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF) (<https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF>)

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For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html), posted on the [ACT state testing website](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) (<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html>) under **WorkKeys on Paper**
- 3. [MME and PSAT List of Important Dates](http://www.michigan.gov/mme), found on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General Information**.

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT: 800-553-6244, 9:30 AM – 6:00 PM ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

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

Important Dates

Approaching Deadlines!

M-STEP, MI-Access, and ACT WorkKeys

Friday, January 11, 2019:

- Building-wide off-site test administrations request for **M-STEP**, **MI-Access**, and **WorkKeys**
CLOSES

January 2019

Early Literacy and Mathematics, M-STEP, and MI-Access

Now – January 31, 2019

- Winter 2019 Pre-ID window for the **Early Literacy and Mathematics Benchmark Assessments** and **M-STEP Passage-Based Writing Field Test**

Now – February 1, 2109:

- **Early Literacy and Mathematics Benchmark Assessments** and **M-STEP Passage-based Writing Field Test** – Test Administration Windows

Now – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **M-STEP** and **MI-Access**

Now – May 24, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

January 14 – March 7, 2019:

- Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM that plan to schedule **M-STEP** or **MI-Access** test sessions to extend beyond 4:00 PM. [Submit request](https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/) (https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/).

WIDA

Now – January 25, 2019:

- Window for **WIDA** Test Exceptions and False EL Applications

Now – March 22, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services for **WIDA**

Now – March 22, 2019:

- Window for Test Setup in **WIDA** AMS

Tuesday, January 29, 2019:

- **WIDA** test materials arrive in districts

M-STEP, SAT, PSAT, ACT WorkKeys, and MI-Access

Now – February 13, 2019:

- Pre-ID for barcode labels and Materials Order window for **M-STEP**, **SAT**, **PSAT**, **ACT WorkKeys**, and **MI-Access**

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

SAT and PSAT

Now – February 19, 2019:

- Window to apply for state-allowed accommodations for **SAT with Essay, PSAT 10, PSAT 8/9**

January 25, 2019 – February 19, 2019:

- Window to identify English Learners for 50% extended time for **SAT with Essay, PSAT 10, and PSAT 8/9**

ACT WorkKeys

Now – April 19, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services for **ACT WorkKeys**

February 2019

Early Literacy and Mathematics

February 4 – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **Spring Early Literacy and Mathematics Benchmark Assessments**

ACT WorkKeys

Tuesday, February 5, 2019, 10:00–11:00 AM:

- **ACT WorkKeys Q&A Session – [Register](#)**
(<https://event.on24.com/wcc/r/1865112/04230801349FDEAB24CD65D4FB2104BD>)

SAT and PSAT

February 19, 2019:

- Deadline to apply for College Board-approved accommodations and state-allowed accommodations for **SAT with Essay, PSAT 10, and PSAT 8/9**

March 2019

ACT WorkKeys

Tuesday, March 19, 2019, 3:30–4:30 PM:

- **ACT WorkKeys Q&A Session – [Register](#)**
(<https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF>)

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

Contacts

For assistance with assessment or accountability issues:

Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), Test Management System (TSM), eDIRECT, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <ol style="list-style-type: none"> 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, Central Office Services (COS), and Test Management System (TSM)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

MDE-Accountability@michigan.gov

For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:

(for questions not covered in options 3 and 5 in the table above)

WIDA Client Services

866-276-7735

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