

# Michigan High School Assessments FAQs

Published January 10, 2019

From the Office of Educational Assessment and Accountability (OEAA)  
High School Q&A Webinar of November 27, 2018, 10:00 AM–11:00 AM

## General Questions Regarding High School Assessments

### Q1 What are this year's testing dates?

**A1** For all testing dates, see the [MME](#) and [PSAT List of Important Dates](#) documents.

#### **SAT® with Essay for Grade 11:**

- Initial Test Date is April 9, 2019
- Accommodated Testing Window is April 9–23, 2019
- Makeup Test Date is April 23, 2019

#### **PSAT™ 8/9 for Grade 9 and PSAT 10 for Grade 10:**

- Initial Testing Window is April 9–11, 2019
- Initial Accommodated Testing Window is April 9–23, 2019
- 1st Makeup Testing Window is April 10–16, 2019
- 2nd Makeup Testing Window is April 23–24, 2019

#### **ACT WorkKeys® for Grade 11:**

- Initial Standard-time Test Date is April 10, 2019
- Initial Accommodated Testing Window is April 10–23, 2019
- Makeup Standard-time Test Date is April 24, 2019
- Makeup Accommodated Testing Window is April 24–30, 2019
- Schedule of Events is posted on the [ACT state testing website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan))

#### **M-STEP for Grade 11 (Social Studies and Science):**

- Online Testing Window is April 8–May 3, 2019
- Paper/pencil Initial Test Date is April 11, 2019
- Paper/pencil Makeup Testing Window April 12–26, 2019

## College Board (for SAT with Essay, PSAT 8/9 for 9th grade, and PSAT 10)

### Q1 When our students took the M-STEP, we didn't have to apply for accommodations. Why do we have to apply for accommodations through College Board?

**A1** The standardized nature of the SAT Suite of Assessments requires an advance accommodation request for the universal tools, designated supports, and accommodations required by students that would have traditionally been used on the M-STEP. In addition, making a request in the SSD (Services for Students with Disabilities) Online system ensures that the correct testing materials are automatically sent to your school for the students who need them.

### Q2 I have quite a few English Learners at my school. What supports do you offer to EL students?

**A2** The College Board provides several supports for EL students, such as:

- Students can use translated test directions without prior approval. Translated test directions for designated languages are in PDF format and must be printed by the school ahead of test day. For languages not available in PDF format, translated test directions can be provided orally to the student by an approved translator.
- Students can use the approved word-for-word bilingual glossaries without prior approval. The approved glossary list (expanded to approximately 100 glossaries) is available on the [Michigan College Board website](#) ([www.collegeboard.org/michigan](http://www.collegeboard.org/michigan)).
- Students can be provided with 50% extended time in Spring 2019. Although this is not an accommodation, EL students must be identified in SSD Online starting in late January (January 25–February 19, 2019) in order to receive correct testing materials. Students will be automatically approved and no documentation will be required.

**Q3 For students with accommodations—do they need to start testing on April 9, 2019 if they are in school that day or can we start testing any time during the accommodated window?**

**A3** It depends on the assessment the student is taking. Students with accommodations taking the PSAT 8/9 for Grade 9 or PSAT 10 can be flexibly scheduled anytime in the accommodated testing window, which is April 9 through April 23, regardless of the school’s initial test date.

For students taking the SAT with Essay, only students who are designated to test in the accommodated testing window can be flexibly scheduled anytime within the window. All other students must test on the Initial Test Day, April 9, 2019.

Students taking the SAT who are approved with certain accommodations (such as 14-point large print, large-block answer sheet, permission for food/medication, for example), and who can be tested in the standard testing rooms, must test on April 9. The Nonstandard Administration Report (NAR) in SSD Online will indicate whether a student taking the SAT must test on April 9 or can be tested within the window. The testing manuals, available in February, will also have information about whether or not a student can test in the accommodated window.

**Q4 What happens if a student enrolls in school after the pre-ID window closes?**

**A4** The student needs to be pre-identified in the Office of Educational Assessment and Accountability (OEAA) Secure Site even after the February 13, 2019 deadline. In addition:

- The school is responsible for printing a student barcode label from the Barcode Label page of the OEAA Secure Site and for placing it on the student’s answer document.
- An overage of materials will be sent to account for late enrollees; however, if additional standard materials are needed, use the Additional Material Order window in the OEAA Secure Site from March 20–March 28, 2019 to order additional testing materials if needed.
- If the student requires an accommodation for SAT, PSAT 8/9 or PSAT 10, the late accommodations deadline for late enrollees is March 4, 2019. Accommodated materials will be sent for all students in a pending status. You will need to monitor the approval in SSD Online and only provide the accommodated materials in the event that the student is approved for the accommodation.

(Please see related questions in the OEAA Secure Site section of this document for additional information.)

**Q5 Can we get answer documents for SAT/PSAT earlier than March 18?**

**A5** Unfortunately, the College Board cannot supply answer documents and other test materials to schools before March 18, 2019. That is the first date that schools will begin receiving test materials.

**Q6 We plan to test our students in a building located right next to the school as there is not enough space in the school itself. If the district owns the building and it is on school premises, do we still need to submit an off-site testing request?**

**A6** Yes, if you are transporting materials, you will have to fill out an off-site testing plan for PSAT and SAT. Even though the deadline for off-site testing requests has passed, schools can still submit requests to the College Board for specific emergencies, such as a newly expelled or homebound student. These circumstances will take priority. If College Board can support the request for other reasons (e.g., missed the deadline), they will consider these requests on a case-by-case basis.

**Q7 I am the College Board DAT (Institutional Administrator for Assessment Reporting) for our district as well as the administrator-level user of the OEAA Secure Site. Should I have access to SSD Online?**

**A7** No. Access to SSD online is a totally separate process from having access to the K-12 reporting portal, or from updating the EEM. Even if you are listed as the SSD Coordinator in the EEM, this does not automatically grant you access to SSD online. In order to access SSD online, Google the SSD Online Coordinator form. The SSD coordinator will need to fill out that form and send it in to SSD. You will then receive an email within a day or two containing an access code you will use to get access to the SSD online. So even if you have access to those other tools and services, you have to specifically request access to SSD Online.

**Q8 Our test coordinator has a son taking the SAT this year. What roles can this person serve for testing at our school?**

**A8** If a staff member’s child will be taking the SAT, the staff member cannot have access to testing materials before test day for the SAT, no matter if the child lives with the staff member or not. The staff member may access testing materials prior to test day for PSAT 10 or PSAT 8/9, and can therefore serve as test coordinator for any of the PSAT assessments.

If the staff member doesn't have access to testing materials prior to test day, he/she can proctor the SAT but cannot proctor to his/her own child. Additionally, the staff member can serve as a room or hall monitor for any assessment.

## ACT WorkKeys

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### Q1 How do we change our test coordinator?

**A1** All updates to school contacts must be made in the Educational Entity Master (EEM). School information, including the WorkKeys Test Coordinator contact, is automatically pulled and updated in ACT's system each Wednesday. The new test coordinator will then begin receiving ACT's communications in the next regular ACT communication. As ACT does not track these changes, be sure to check to ensure you are receiving communications from ACT.

### Q2 If all standard time students finish a test early, can they move on to the next test?

**A2** No, the test times and the break schedule must be followed exactly. Each room must provide the full 55 minutes for each test even if one or all examinees appear to have finished early. Students testing in Spanish are allowed 70 minutes.

### Q3 If all accommodated students finish a test early, may they move on to the next test?

**A3** Yes.

### Q4 How many administration manuals will come with the initial shipment of test materials?

**A4** Each school will receive one **Test Coordinator Information Manual**, one **Standard Time Administration Manual** for every 25 standard-time students, and one **Accommodated Administration Manual** for every four accommodated students.

### Q5 Will we receive any overage of answer documents and test books?

**A5** Yes, in the initial order, you will receive a small quantity of additional answer documents and test books to replace damaged ones.

### Q6 Where do I find WorkKeys test administration manuals and other resources?

## A6

- The [Michigan ACT State Testing website](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan)
- The [MDE/MME Web Page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under the ACT WorkKeys heading

## Q7 How do I contact ACT?

### A7

- **General Test Administration** questions, call 800-553-6244, ext 2800
- **Accommodations** questions, call 800-553-6244, ext 1788 or [email](mailto:ACTStateAccoms@act.org) (ACTStateAccoms@act.org)
- **Contact Us** [email](http://www.act.org/stateanddistrict/contactus) (www.act.org/stateanddistrict/contactus)

## M-STEP Science Field Test and Social Studies

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### Q1 Is the science field test required?

**A1** Yes—it is required for participation. Remember, a field test is intended to measure the items—not student proficiency—so be sure to use local common assessments when analyzing science proficiency.

### Q2 How many parts and test tickets are there for the science field test and the social studies tests?

#### A2

- Grade 11: each test—science field test and social studies—is one part and has one test ticket; for a total of two test tickets for M-STEP.
- Grade 8: there are two parts for the science field test and for social studies; that means two test tickets per assessment for a total of four test tickets for M-STEP.

### Q3 Are seating charts required for the M-STEP assessment?

**A3** No, seating charts are not required for the M-STEP assessment.

### Q4 What are the requirements for the testing schedule?

**A4** Schools are required to create testing schedules for the M-STEP assessment. The required information includes:

- district name
- building name

- building coordinator’s name
- date of assessment administration
- location of testing session(s) (i.e., room number, classroom, etc.)
- starting and ending time of testing session
- assessment/grade/content being administered for each testing session
- test administrator(s) and proctor(s) for each testing session

Further information, details, and a sample template for testing schedules are available in the Assessment Integrity Guide. Please note that testing schedules must be retained by the district or building for three years.

### **Q5 What supports are available for students who are English Learners?**

**A5** Students have a number of different options for the M-STEP Science Field Test and Social Studies assessments that might be helpful. It’s up to you to know your students’ skills and abilities so that the best supports are used first and regularly in the classroom before students attempt use them on state assessments. Let’s start by having you think about your students’ language abilities.

If you have a student who has exceptionally limited reading and writing ability in English, this student might benefit from having a full oral translation of the M-STEP science field test and social studies assessments. The first question you should be asking yourself is: What is this student’s academic proficiency in their first language? If a student will be able to better show what they know by hearing the questions and answer options read aloud to them in their native language, then allowing a student to have an in-person human translation of the test is admissible for these two tests.

With this in mind, at the time of the test, educators have the following options:

1. Educators can use a DVD that offers the test in Spanish or one that offers the test in Arabic to students. Students will hear the test questions translated for them but will see the English test questions on the screen. The DVD will help students follow-along in their English test booklets.
2. If a student needs a translation of the test into a different language other than Spanish or Arabic, a test administrator can translate the test using the Reader Script. The Reader Script is in English and the test administrator doing the translation will need to have a high degree of fluency in the student’s language to effectively translate the test.

In both of these scenarios, students will need to take the paper/pencil form of the assessment.

3. Other options that may be useful for students who do not need a full translation of the test include the use of a bilingual word-to-word dictionary. These are not dictionaries per se, as they must not include definitions of words. These are books that solely provide word-to-word translations for students from English into the student’s first language. This support is best used with students who have an intermediate or higher level of English proficiency. The use of these books is extremely time consuming for students, so a student with very low English proficiency will find its use very, very tedious. Any student needing this support type may need additional time to complete assignments and tests.

## **OEAA Secure Site Questions**

### **Q1 When/how/where do we order test materials?**

#### **A1**

#### **Initial Material Orders:**

- For the SAT, ACT WorkKeys, and M-STEP, the standard materials will be shipped in the initial order based on the number of students pre-identified for the assessment in the OEAA Secure Site by 5:00 PM, February 13, 2019.
- Accommodated versions of the SAT will be sent to schools based on applications submitted in the College Board’s SSD system.
- If accommodated versions are needed for the ACT WorkKeys and M-STEP, schools can place that order through the Initial Material Order screen of the OEAA Secure Site. Pre-identification and initial material orders on the OEAA Secure Site will be accepted from January 7–February 13, 2019 at 5:00 PM. Don’t forget to verify your shipping address on the Initial Material order page during this time.

#### **Additional Material Orders:**

- If additional materials are needed for the initial day of testing for M-STEP, schools will have the opportunity to place an additional material order for standard and accommodated versions of the test, from April 2–April 23, 2019, through the Additional Material Order page on the OEAA Secure Site.
- For SAT and WorkKeys, the Additional Material Order window is March 20 to March 28. Accommodated versions of the SAT will be sent based on the applications in the College Board

SSD online system. Accommodated versions for WorkKeys and M-STEP can be ordered through the Additional Material Order page of the OEAA Secure Site.

### **Makeup Materials:**

- The M-STEP does not require separate makeup materials.
- For SAT and WorkKeys, makeup materials will need to be ordered for students who were not able to test on the initial day of testing. Makeup materials will be available to order through College Board April 9–April 11, 2019. Because it's a short window, it is advised that you mark your calendar. Watch for an email with instructions from the College Board on April 10.
- WorkKeys makeup materials will be available to order through the Additional Material order page of the OEAA Secure Site April 10 and 11, 2019. This is also a very a short window, so it is advised that you mark your calendar.
- Directions for the Initial and Additional Material Orders page of the OEAA Secure Site can be found on the [OEAA Secure Site Training page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the Material Order section.

### **Q2 When/how/where do we submit pre-ID student data for barcode labels?**

#### **A2**

- For the M-STEP, SAT, WorkKeys, PSAT 8/9, and PSAT 10 assessments, the OEAA will pre-identify students in grades 3–11 and the required grade 12 students in the OEAA Secure Site using the Fall 2018 MSDS General Collection (fall count day data), as well as student record maintenance (SRM) files submitted through January 3, 2019 from the Michigan Student Data System (MSDS). Schools will have access to the **Pre-ID Student Report** starting on January 11, 2019 and will be responsible for pre-identifying any additional students after January 3 through the end of testing.
- For the College Board and ACT WorkKeys assessments, only students in established schools will be pre-identified. Schools must be established for each assessment separately.
- Students must be pre-identified to each of the three assessments that make up the MME—that is, students must be pre-identified to SAT, WorkKeys, and the M-STEP science and social studies.
- Directions can be found on the [OEAA Secure Site Training page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the Pre-Identification of Students section.

### **Q3 What do I do if I don't have a pre-ID barcode label for a particular student?**

**A3** All paper/pencil answer documents must have an affixed barcode label. Schools will need to continue to pre-identify students on the OEAA Secure Site through the end of testing. Once a student is pre-identified on the OEAA Secure Site, a barcode label can be printed from the Barcode Label page on the OEAA Secure Site. This page can also be used to re-print labels that have been damaged or lost, or for students for whom schools, for any reason, did not receive a barcode label from the testing vendor. Make sure to always check the barcode label to ensure you are putting it on the correct answer document for both the student and for the correct assessment. A barcode label printed for one assessment cannot be placed on an answer document for a different assessment. For example, a WorkKeys barcode label should not be applied to an SAT answer document. The assessment (e.g., SAT, M-STEP, WorkKeys, etc.) will be printed on the barcode label. Directions can be found on the [OEAA Secure Site Training page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the Pre-Identification of Students section.

### **Q4 When I pre-ID a student to one of the three MME components, why aren't they showing up as being pre-ID'd in the other components?**

**A4** With the MME, each student must be pre-identified to each of the components separately. Students will need to be pre-identified to the SAT, WorkKeys, and to the M-STEP science field test and social studies assessments. You can pre-identify them to one of the assessments and then copy them to the other two assessments using the Mass Update Assessments function on the OEAA Secure Site. The students who are initially pre-identified by OEAA will be pre-identified to all three components of the MME.

### **Q5 When new students enroll, and our pupil accounting person submits them in the Michigan Student Data System, will they automatically be pre-identified on the Secure Site or do I have to do something?**

**A5** Students who were submitted in the Michigan Student Data System by 5:00 PM on January 3, 2019 will be included in the initial pre-identification of students done by OEAA. This is a one-time pull of students from the Michigan Student Data System; schools will be required to pre-identify any additional students directly on the OEAA Secure Site.

**Q6** If I have a student who is taking the M-STEP on paper and not online, how do I make sure that I get test materials for that student?

**A6** Once a student is pre-identified on the Secure Site for M-STEP testing, the student must also be changed from online to paper/pencil in the student's demographic screen for M-STEP or on the Mass Update Assessments page of the Secure Site. If this is done by 5:00 PM on February 13, 2019, the materials will automatically be ordered based on the pre-identification of the student. If this is done after February 13, then the test will need to be ordered by the school during the Additional Material Order window.

## **Supports and Accommodations (for M-STEP Science and Social Studies)**

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**Q1** Which students can use text-to-speech?

**A1** For M-STEP science and social studies, text-to-speech is considered [to be] what we call a Designated Support. This means that the students who can use text-to-speech are only those students who have the regular use of a similar support in the classroom. The type of text-to-speech differs between and among assessments, but for M-STEP science and social studies, this is the rule. This support type should not be turned on for all students in a school. We provide guidance documents intended to help educators make decisions about which students this designated support might be appropriate for. The guidance is available on the M-STEP website and will be available in this spring's **Supports and Accommodations Table** and **Guidance** document.