Spotlight on Student Assessment and Accountability

MICHIGAN Department of Education

November 15, 2018

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3-Year OEAA Calendar for Michigan's Statewide Summative Assessments 2019-2021: Now Available

The 3-Year OEAA Calendar for Michigan's Statewide Summative Assessments 2019-2021 is now available on the Office of Educational Assessment and Accountability (OEAA) web pages. This document provides an overview of the various statewide summative assessment windows for Spring 2019, 2020, and 2021. It may be viewed or downloaded from the **What's New** section on these web pages:

- MI-Access (www.michigan.gov/mi-access)
- MME (www.michigan.gov/mme)
- M-STEP (www.michigan.gov/mstep)
- OEAA (www.michigan.gov/oeaa)
- PSAT (www.michigan.gov/psat)
- WIDA (www.michigan.gov/wida)

Key: Reminder (previously run article) includes information Tech Coordinators also need to know

Online Testing Waiver Window Closing

All schools are expected to administer the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS for ELLs assessments online for Spring 2019. A small number of school buildings may never be able to test online. Examples could include buildings with no internet access, juvenile justice facilities that do not allow students online, or some center-based special education programs. These schools will have the opportunity to submit online waiver request(s) to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDA ACCESS assessments for Spring 2019.

The ability to request a waiver through the Office of Educational Assessment and Accountability (OEAA) Secure Site will close on **Tuesday, November 20, 2018**.

Districts must submit the online waiver request(s) by **November 20, 2018** in order to obtain the paper/pencil materials needed. **It is important to note that requests for EACH school and EACH assessment must be submitted separately.** A school (or building) is the smallest unit that may request an online waiver. A school may not apply to have only certain grades or content areas take the paper/pencil assessments. Schools that are administering online but have individual students who—as outlined in the Student Supports Accommodations Table located under the **Student Supports and Accommodations** section of each assessment web page—need to use a paper/pencil form due to a disability or for another reason will not need to request an online waiver. Schools will have the opportunity to order paper/pencil materials on the Material Order screens in the OEAA Secure Site to accommodate these individual students.

Process:

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

2018-2019 Assessment Integrity Guide Updates and Release

The Assessment Integrity Guide (AIG) has been updated and released for 2018-2019. Each staff member who participates in administering the state's assessments is required to have access to and have read the AIG before participating in test administration. The AIG establishes guidelines and policies for secure test administration practices that districts and schools are expected to follow. Updates for this year include:

- testing schedule documentation requirements and suggested testing schedule template
- removal of seating charts being required for M-STEP, MI-Access, and WIDA assessments
- updated information on monitoring for providing student supports and accommodations

You can find the Assessment Integrity Guide on any of the assessments' web pages:

- MI-Access (www.michigan.gov/mi-access)
- MME (www.michigan.gov/mme)
- M-STEP (www.michigan.gov/mstep)
- PSAT (www.michigan.gov/psat)

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- WIDA (www.michigan.gov/wida)
- Early Literacy and Mathematics Benchmark Assessments (www.michigan.gov/earlylitandmath)

2019 MME/PSAT and Grade 8 Assessment Training Presentations and Q&A Webinars

The Office of Educational Assessment and Accountability (OEAA) will be releasing a series of pre-recorded presentations the **week of November 19, 2018**, that will cover topics related to the Spring 2019 MME and High School assessments and Spring 2019 Grade 8 assessments administrations. All presentations and their related PowerPoint presentations will be posted in the What's New section of the following web pages:

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

2019 MME and High School Assessment Presentation Topics

- MME and High School Assessment Overview
- The College Board Assessments
  - SAT with Essay
  - PSAT 8/9 for Grade 9
  - PSAT 10 for Grade 10
- ACT WorkKeys
- Grade 11 M-STEP
- OEAA Secure Site Test Administration Tasks
- Supports and Accommodations

2019 Grade 8 Assessments Presentation Topics

- Grade 8 Assessments Overview
- PSAT 8/9 for Grade 8
- Grade 8 M-STEP
- OEAA Secure Site Test Administration Tasks
- Supports and Accommodations

In addition, as a follow-up to the pre-recorded presentations, the OEAA invites you to join us for two back-to-back Q & A webinars on **November 27, 2018**. Both Q & A sessions will feature staff from the OEAA, the College Board, and ACT, to answer any questions you may have. **Questions will be accepted via chat through the WebEx interface.**

WebEx link

(https://michiganmde.webex.com/michiganmde/j.php?MTID=me74c1ff5d15dba45f440d42470732c17)

- **MME and High School Q&A Webinar:** 10:00 – 11:00 AM
- **Grade 8 Assessment Q & A Webinar:** 11:00 AM – 12:00 PM

  Access information is the same for both webinars:
  - Join the Webinar
  - Access code (case sensitive): etX8ygRT
  - **Listen by phone:** (all participant phone lines will be muted)

    1-877-336-1831 OR **1-404-443-6397**
    Access Code: 874 442 5

OEAA 2018 Reporting Survey Available

The Office of Educational Assessment and Accountability (OEAA) invites you to provide us feedback on the assessment reports our office provides. Please take 10-15 minutes to complete the 2018 Reporting Survey and let us know how we are doing. Respondents will also have an opportunity to provide requests for future score reporting.

The survey specifically addresses the assessment data and reports provided to school and district users through the Dynamic Score Reporting Site (DSRS) and to educators, parents, and students through the Michigan Linked Educational Assessment Reporting Network (MiLearn).

Depending on the reporting system used, this can include reports for:

- ACT WorkKeys
- Early Literacy and Mathematics Benchmarks
- MI-Access
- M-STEP
- SAT with Essay
- WIDA ACCESS for ELLs 2.0
- WIDA Alternate ACCESS for ELLs

The 2018 Reporting Survey will remain open through **Friday, November 30, 2018**. The OEAA will use the results of the survey to inform our report development work for the 2019 and 2020 reports. Remember that statewide summative assessment data is most helpful when used to review program effectiveness and curricular alignment to Michigan's Academic Standards. Requests that are consistent with the appropriate use of state summative data will be considered.

Please share the survey link (https://baameap.wufoo.com/forms/2018-oeaa-report-survey/) widely with team members—including ISD, district, school, and teaching or other staff—who may use the reports or data in their work. Thank you in advance for taking the time to provide feedback.

Deadline Approaching for Submitting Parent Dashboard "Points of Pride"

Starting in January, the popular Parent Dashboard for School Transparency (www.mischooldata.org/ParentDashboard)—viewed more than 1,000,000 times in 2018—will include a new feature that demonstrates each school's "Points of Pride". This enhancement to the Dashboard, which will be called "School Services and Offerings," has been requested by parents and educators and promises to be a popular feature. See the April 26, 2018 Spotlight (www.michigan.gov/mde-spotlight) for more details.

Your school's "School Services and Offerings" page will look empty unless you take action now! This is because this feature relies on new information that schools voluntarily submit through the Educational Entity Master (EEM) (https://cepi.state.mi.us/eem/).

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Don't miss out! Information must be submitted by **Thursday, November 29, 2018,** to be included in the initial display on the Parent Dashboard. Schools can continue to submit or update data in the EEM throughout the year. Regular updates to "Points of Pride" are planned to start next spring.

School leaders should work together with their EEM authorized users to ensure that accurate data has been entered in the "Points of Pride" section of the EEM. The Center for Educational Performance and Information (CEPI) has provided some helpful guidance (https://www.michigan.gov/documents/training/EEM_and_PoP_621788_7.pdf) and provides updates in the bi-weekly CEPI Announcements.

School Accountability Index System Reports and Accountability Student Datafiles Coming Soon

In the next few weeks, the Michigan Department of Education (MDE) will be making the Michigan School Index System reports and accountability student datafiles available for the 2017-18 school year to authorized users of MI School Data (www.mischooldata.org). The OEAA Secure Site will continue to house historical accountability data files, however, new accountability reports and data files will only be available on MI School Data. More information will be available soon for how to access accountability information on MI School Data.

The Michigan School Index System was developed to comply with the accountability requirements set forth in Every Student Succeeds Act of 2015 (ESSA) and represents Michigan's implementation of its federally approved consolidated state plan. Under this plan, schools will receive an overall school index value ranging from 0-100 that indicates performance across subgroups in multiple data components. The overall school index values will be used for identifying schools for state and federal supports and interventions.

Under Michigan's approved ESSA plan, schools no longer receive a Top-to-Bottom School Ranking or School Scorecard color rating, as the Michigan School Index System replaces and unifies these former accountability reports. Data components included in school index calculations may come from: proficiency, growth, English learner (EL) progress, graduation rates, attendance rates, assessment participation rates, advanced coursework completion rates, postsecondary enrollment, and staffing levels.

Authorized users of MI School Data will be able to download all assessment-related student accountability information and view school-level reports that show all school-level information related to the calculation of a school's overall index value in the Michigan School Index System.

MI School Data will also provide a method for schools to inquire securely about their school index results with MDE accountability staff. MDE accountability staff will review these secure communications to ensure that schools are provided ample time to review and understand their data, as well as clear up any concerns or confusion about their accountability data and reports.

More information and resources will be available over the next several weeks, including instructions on how to access accountability data on MI School Data as well as updated resources covering various accountability topics. These resources will be available on MDE's accountability page (www.michigan.gov/MDE-accountability) and announced in upcoming Spotlight newsletters.

WIDA Screener Online and macOS 10.14

When the DRC Supported System Requirements were updated last month, the new macOS 10.14 was listed as "Support beginning: expected October 2018". An issue was found during quality assurance testing, and schools should **not** take WIDA Screener Online on Mac devices with **macOS 10.14** until the bug is fixed. The bug relates to microphone access. This will not affect Mac devices running previous versions of macOS, iOS devices like iPads, or other uses of INSIGHT that do not need a microphone like M-STEP Online Tools Training. Schools that use Macs (not iPads) for WIDA Screener Online should either avoid updating to macOS 10.14 or use a different device.

DRC and Apple are working on the issue, with an update planned later this month. If you have questions about this update and its impact to your school, check with your district technology coordinator.

WIDA Test Exceptions and False English Learner (EL) Guidance

The window for WIDA Test Exceptions will be open from **December 11, 2018 – January 25, 2019** in the OEAA Secure Site. This window is a period of time in which educators may request a waiver from the Spring 2019 WIDA ACCESS for ELLs or the Alternate ACCESS for ELLs for some students with specific disabilities. All test exceptions must be applied for on an annual basis and approvals do not carry over from year-to-year. For more information on WIDA Test Exceptions, refer to the **WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Test Exceptions and False EL Guidance** document found on the MDE WIDA web page (www.michigan.gov/wida). Directions for submitting WIDA Test Exceptions can be found on the Secure Site Training web page (www.mi.gov/securesitetraining) under the **Miscellaneous Secure Site Functions** section. For questions about how to submit WIDA Exceptions, contact the Call Center (select Option 3) or email mde-oeaa@michigan.gov.

Important Reminders

M-STEP Online Passage-Based Field Test

The Michigan Department of Education (MDE) invites you to participate in an online **Passage-based Writing Field Test** for students in grades 3–8. The field test takes place **January 7 – February 1, 2019**.

To participate: Pre-ID students in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure) beginning **November 19, 2018**. For more information, see the October 25, 2018 Spotlight (www.michigan.gov/mde-spotlight).

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.

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

Reminders:

- Establishment activities are underway. Please continue to review the Test Center Participation page in the Secure Site as we continue to assign AI codes and participation on a daily basis. Schools without a prior AI code will take longer to be assigned one. Wait until mid-November to call College Board about accurate participation status.
- If the principal received an email regarding the intent of your school to participate in the Spring 2019 PSAT 8/9 for grade 9 or PSAT 10, the deadline to respond is **November 30, 2018**.

Trainings

The College Board is offering optional webinars to assist in planning and preparation for test supervisors and SSD (Services for Students with Disabilities) coordinators. If you cannot attend a webinar during the live presentation, online learning modules will be available the **week of November 19, 2018**.

The table below contains information on the upcoming webinars:

Date	Time	Title/Description	Register
12/05/18	10:00 - 11:00 AM	**Accommodations and English Learner Supports:** Information for SSD coordinators on the types of accommodations and how to apply. Supports for English Learners will also be covered.	Registration Link (http://www.tinyurl.com/2019MichiganAccommodations)
03/28/19	3:00 - 4:00 PM	**Testing Tips:** Helpful hints for a successful preadministration session and test day.	Registration Link (http://www.tinyurl.com/2019MichiganTestingTips)

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

Start Time

Following a standard schedule for SAT with Essay, testing room doors close at 8:00 AM to complete test day administrative activities such as seating students and passing out materials. Testing begins at 8:30 AM. Schools may alter the start time by thirty minutes, and therefore close testing room doors as early as 7:30 AM or as late as 8:30 AM. Schools must start testing no later than 9:00 AM. For consideration and approval to start earlier or later than these times for SAT, schools should contact the Michigan Educator Hotline at 866-870-3127. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup SAT administrations.

Students who arrive late to SAT or PSAT testing, can be admitted to a testing room where the proctor has not begun timed testing. We also suggest having a late arrivals room if you have the staff and rooms to do so. Admittance to a late arrivals room is not allowed after regular testing rooms have begun their first break. Students who cannot be admitted to a testing room should be scheduled for the makeup. If your school does not have the staff or rooms to accommodate late arrivals, plan to test students who arrive late on the makeup date.

We will support afternoon testing for PSAT 10 and PSAT 8/9 only. No permission is necessary. If testing in the afternoon, be sure that students eat lunch before they begin and that all students start early enough to end testing before school ends.

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Manage Participation is Due November 30, 2018

All schools, public and participating nonpublic, must confirm in PearsonAccess^next^ that they are participating in order to receive test materials and to administer the WorkKeys assessment. This process is called **Manage Participation** and will only take approximately five minutes. You will indicate your school's participation status and select your preferred materials receipt dates. The window to complete the Manage Participation is **November 5** through **November 30, 2018**.

How to Submit Your ACT WorkKeys Participation Information

To submit your school's participation information, take the following steps:

1. Access the PearsonAccess^next^ User's Guide for ACT WorkKeys on the ACT state testing website (www.act.org/stateanddistrict/michigan) in the **Configuration** section.
2. Navigate to the Manage Participation screens and complete your participation information.
   a. If your school will participate, complete the Participating section:
      - **Paper Initial Standard Test Date** – always choose **April 10, 2019**
      - **Paper Initial Accommodations Test Window Start Date** – always choose **April 10, 2019**
      - **Materials Receipt Dates** – select either the **week of March 11 or March 18, 2019**
   b. If your school will not participate, complete the Not Participating section:
      - **Reason for Not Participating** – select the appropriate option for your school or choose Other and then complete the Other Reason for Not Participating text box.
   c. Click **Save** and log out of PearsonAccess^next^.

Schools that have completed the Participating section are sent to OEAA daily; you can verify your status on the **Test Center Participation** page of the OEAA Secure Site (www.michigan.gov/oeaa-secure) the day after your submission.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)
2. call ACT at 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 WIDA

Tuesday, November 20, 2018

- **M-STEP, MI-Access FI, and WIDA** Online Testing Waiver request window **DEADLINE**

November 2018

M-STEP, MI-Access, and WIDA

November 19, 2018 – January 31, 2019

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

All Assessments

Now – November 30, 2018

- 2018 Reporting Survey (https://baameap.wufoo.com/forms/2018-oeaa-report-survey/)

SAT and PSAT

Now – November 30, 2018

- **SAT and PSAT** Intent to Participate window

Now – December 14, 2018

- **SAT and PSAT** Off-Site Testing Request window

ACT WorkKeys

Now – November 30, 2018

- **ACT WorkKeys** Manage Participation window

MME and Grade 8

November 27, 2018:

- **MME and High School Assessments Q&A Webinar – 10:00 – 11:00 AM**

- **Grade 8 Assessments Q & A Webinar – 11:00 AM – 12:00 PM**

  Access information is the same for both webinars:
  - Join the Webinar
  - Access code (case sensitive): etX8ygRT
  - **Audio Conference Call-in number:** 1-877-336-1831 (toll-free) OR 1-404-443-6397 Access Code: 874 442 5
  - **NOTE:** Questions will only be accepted via the webinar chat function.

December 2018

December 5, 2018, 10:00 AM ET

- **DRC Technology Coordinator Webinar** Click to join the webinar and enter meeting number **802 965 089**:

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December 2018 (continued)

SAT and PSAT

December 5, 2018, 10:00 – 11:00 AM

- **Accommodations and English Learner Supports Webinar** for **SAT with Essay**, **PSAT 8/9 for grades 8 and 9**, and **PSAT 10**
  Click to Register (www.tinyurl.com/2019MichiganAccommodations)

January 2019

Thursday, January 10, 2109, 2:00 – 3:00 PM ET:

- **WIDA Technology Coordinator – During Testing: Technology Troubleshooting Webinar**

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 all 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 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