

Spotlight

on Student Assessment and Accountability

November 8, 2018

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Pre-Identification for Winter 2019 Early Literacy and Mathematics Benchmark Assessment (K-2)

Pre-identification for Early Literacy and Mathematics Benchmark Assessment for grades K-2 will open on **November 19, 2018**. Students who took the Early Literacy and Mathematics Benchmark Assessment in the fall will automatically be pre-identified to the Winter 2019 Early Literacy and Mathematics Benchmark Assessment by Office of Educational Assessment and Accountability (OEAA).

If students tested in Fall 2018 and will not be testing in Winter 2019, there is **no action** needed by schools even if students are automatically pre-identified by OEAA. This includes schools that choose to administer the Early Literacy and Mathematics Benchmark Assessments in Winter 2019, but did not participate in Fall 2018.


Schools that choose to participate will need to **pre-identify additional students for testing** directly on the OEAA Secure Site using any of the following methods:

- MSDS Copy Function
- Pre-ID File Upload
- Student Search – one student a time

Schools should also put students into online test sessions **on the OEAA Secure Site through December 10, 2018**. After December 10, students must be pre-identified on the OEAA Secure Site and then will need to be put into online test sessions in eDIRECT.

Schools will have access to manage student data and test sessions **in eDIRECT starting December 14, 2018**. Students newly pre-identified on the OEAA Secure Site will be transferred to eDIRECT three times a day through **January 31, 2019**.

Directions for all methods of pre-identification and for creating/managing Online Sessions on the OEAA Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Key:  Reminder (previously run article)

Pre-Identification for Winter 2019 M-STEP Online Passage-Based Field Test Grades 3–8

Schools that are participating in the M-STEP Online Passage-Based Field Test for grades 3-8 can start to pre-identify students on the OEAA Secure Site **November 19, 2018**. Since this field test is optional, OEAA will not pre-identify any students. Schools will be responsible for **pre-identifying all students who will be participating** directly on the OEAA Secure Site using any of the following methods:

- MSDS Copy Function
- Pre-ID File Upload
- Student Search – one student a time

Students will **NOT** be put into online test sessions on the OEAA Secure Site. Schools will have access to manage student data and create online test sessions in **eDIRECT starting December 14, 2018**. Students newly pre-identified on the OEAA Secure Site will be transferred to eDIRECT three times a day through **January 31, 2019**.

Directions for all methods of pre-identification on the OEAA Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Important Reminders

M-STEP Online Passage-Based Field Test

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

To participate, you just need to Pre-ID students in the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) beginning **November 19, 2018**. For more information, see the [October 25, 2018 Spotlight](http://www.michigan.gov/mde-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 the planning and preparation for test supervisors and SSD (Services for Students with Disabilities) coordinators. The Implementation Overview webinar was held on November 7, 2018. If you were unable to attend 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)
03/28/18	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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Implementation Handbooks

Implementation handbooks help test coordinators and SSD coordinators prepare for testing this spring by highlighting major activities and processes that coordinators may need to think about now, prior to receiving the testing manuals in February 2019.

There is one handbook for test coordinators and another specifically for SSD coordinators. The handbooks can be found on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).



Manage Participation

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**.

Only the assigned WorkKeys Test Coordinator listed in the EEM, for both public and nonpublic schools, will receive an **ACT Account Access: New Account** email from NoReplyTestAdmin@act.org on **November 5, 2018**. The email includes a link and instructions to create your password. Once the WorkKeys Test Coordinator has created a password, they'll receive a confirmation email and will be able to log into the system. If the WorkKeys Test Coordinator did not receive this email on November 5, 2018, please contact ACT at the web page or phone number listed on the following page.

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}.

Deadline

You must submit your participation information by **Friday, November 30, 2018**.

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.

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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 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

Coming Next Week . . .

WIDA Workshops

Tuesday, November 13, 2018, 2:00 – 3:00 PM ET:

- **WIDA Technology Coordinator – Support for Test Administrators Pre-Testing Webinar**

Tuesday, November 13, 2018:

- **WIDA ACCESS for ELLs Online Test Administration Training – Library of Michigan, Lansing**
 - ♦ **Morning Session:** 9:00 – 12:00
[Register for this workshop](#)
 - ♦ **Afternoon Session:** 1:00 – 4:00
[Register for this workshop](#)

Wednesday, November 14, 2018:

WIDA ACCESS for ELLs Online Test Administration Training – Van Buren ISD, Lawrence, MI

- **Morning Session:** 9:00 – 12:00
[Register for this workshop](#)
- **Afternoon Session:** 1:00 – 4:00
[Register for this workshop](#)

Thursday, November 15, 2018:

- **WIDA MODEL Paper Test Administration Training – Van Buren ISD, Lawrence, MI**
- **All-day session:** 9:00 AM – 4:00 PM
[Register for this workshop](#)

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**

M-STEP, MI-Access, and WIDA

Now – November 20, 2018

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

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**

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November 2018 (continued)

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**:

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, 2019, 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 <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