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To: High School Principals
Local and Intermediate School District Superintendents
Authorizers and Directors of Public School Academies

From: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

Date: May 13, 2008

**Subject: Michigan Secondary Credit Assessments for Algebra I,
Geometry, Biology and English 9**

Staff of the Office of Educational Assessment and Accountability (OEAA) have been working on secondary credit assessments for the areas of Algebra I, Geometry, Biology and English 9. These assessments are now ready for use by local districts.

A copy of each assessment and answer key is available through the OEAA secure website, which can be accessed by your district's Michigan Educational Assessment Program (MEAP) Coordinator and the Test Supervisor in each high school.

To access the OEAA Secure Site, go to www.michigan.gov/oeaa-secure. Enter your assigned User ID and Password and click "Log In." If you do not have an assigned User ID and Password, verify with your District MEAP Coordinator to find out the authorized users of the OEAA Secure Site within your district. The Secondary Credit Assessments are posted within the OEAA Secure Site on the Announcement Page. On the Announcement Page, select "SCAS" in the Assessment dropdown box, and the Secondary Credit Assessment links will appear at the bottom of the page.

Each assessment is provided in Adobe Acrobat PDF format, which will allow you to download a copy. As the copyright notice indicates, districts have permission from the Department to make copies of the assessment for non-profit use. These tests are owned by the Department of Education and are not to be loaded into item banks or otherwise distributed without written permission from OEAA.

These assessments were written by Michigan educators last summer and pilot-tested in January. While they cannot at this time be considered the official state end-of-course exams, they are being provided at the request of districts that want state-created instruments to verify the rigor of their classes and, in some cases, to use for student assessment.

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No testing services (printing of test booklets and answer documents, assessment administration services, scoring and reporting) are currently available. Districts, however, may print, use and score the assessments for use with students who have taken these course/credit areas and/or to help gauge the extent to which current course content is aligned with the High School Content Expectations for Algebra I, Geometry, Biology and English 9. Because the pilot numbers were not sufficiently large to enable us to indicate a definitive cut score for passing or earning credit, we recommend schools use a 70% score as a passing score.

We also suggest that you use these assessments as only one part of students' grades in these courses, that they comprise no more than 25% of students' final course grades, and that the tests not be used alone to determine whether or not students receive credit for the course.

The assessments are on the secure website so they will be available for you to assess students' achievement at the end of Algebra I, Geometry, Biology and/or English 9 this spring. Therefore, we ask that you not post the assessments electronically or circulate them to staff, parents or students. Also, any printed copies of the booklets should be kept in secure storage except when being used with students. We appreciate your cooperation.

If you have any questions, please contact William Brown at brownb6@michigan.gov or at (517) 335-0568.