

Questions from ACT/Michigan Department of Education Q&A Session 12/9/14

- 1. Now that we no longer order materials through the Secure Site in Michigan, how do we order materials for our students to take the test this March 2015?**

You will order materials through ACT via the OTIS system which is the same online system that you used for establishment. The window for confirming testing enrollment counts will be January 6-13. ACT will be sending out an email with information about this.

- 2. Is the Pre-Id window now open on the Secure Site?**

Yes, the Pre-Id window opened on Monday, December 1 and schools will receive printed barcode labels for student answer document for students pre-identified prior to Friday, January 9, 2015. Schools will be required to print barcode labels for students identified on the Secure Site after January 9.

- 3. I have a 12th grade student who moved to MI from out of state this year. Does he need to test?**

Students who transfer into the state as 12th graders are not required to test, but are eligible to test.

- 4. Where will WorkKeys be ordered (both accommodated and standard) & by whom?**

WorkKeys materials, both standard and accommodations, will be ordered January 6-13, 2015 through the ACT OTIS System. The Test Coordinator will need to order these materials.

- 5. Who will receive the ACT denial letter and preliminary accommodations roster?**

The Test Coordinator.

- 6. Do the denial letters and preliminary accommodation roster go to Test Coordinator via email or USPS?**

Denial letters are sent via USPS. Preliminary accommodation rosters go via FedEx.

- 7. What type of documentation is necessary in the event student(s) are moved from ACT to MI- Access from the Pre-Id roster?**

The individual student IEP will need to reflect the decision made to move them.

- 8. What is the deadline for our Pupil Accounting Dept. to update move outs/transfers in MSDS so we do not get "dinged" for them?**

DAS will use enrollment, exit dates and demographics for students from the spring 2015 MSDS collection (spring count day) along with student record maintenance (SRM) files submitted in MSDS up through May 4, with an "as of date" on or before March 27, 2015 for assessment reporting and accountability calculations.

- 9. Can you tell us when we'll hear if our accommodation requests will be granted?**

You will receive the preliminary accommodation roster January 19-23, 2015. You will need to review this roster and submit any changes to ACT by January 30, 2015.

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- 10. On last week's spotlight it says that "Grade 12 students who have never taken the MME or who do not have valid scores in all content areas ARE eligible to take/retake the complete MME. Wouldn't that therefore be a student who moves in this year from out of state because they didn't take the MME before, as well as students who took only parts of the MME last year but not all of it?"**

All grade 11 students are required to test unless they are repeating and have previously been included in accountability calculations as grade 11.

All grade 12 students that have not been previously included in accountability calculations as grade 11 or 12 are **required** to test, except for students new to the state or new to public school system.

All grade 12 students that do not have full MME scores (math, science, social studies, reading and writing), including students new to the state, from a previous assessment are **eligible** to test/retest.

Students that are retesting must take all parts of the MME which includes ACT Plus Writing, WorkKeys, M-STEP ELA, math, science and social studies. For more details on who is required to test go to:

http://www.michigan.gov/documents/mde/FAQ_HS_Grade_Assignment_for_Accountability_346186_7.pdf?20141216074650

- 11. I still don't understand regarding 12th graders from out of state. They have never taken the MME previously. Wouldn't they therefore be eligible to take the entire MME this year, per the spotlight from last week?**

Yes they are eligible to test, but not required to test and will not be included in accountability calculations.

- 12. Trying to log into the Otis system and it's been disabled. How or when can I log in?**

The OTIS system for establishment is now closed. The OTIS system for offsite testing is available. If you are having problems with your account when trying to log into the offsite form please contact ACT at: 1.800.553.6244 ext 2800

- 13. Can more than one coordinator be logged in at the same time with the same BAA login information?**

If you are referring to the Secure Site, then each individual should have their own login and password. The Secure Site contains student data, is protected under FERPA and the login should NEVER be shared. If known to DAS, users can lose their access rights to the Secure Site.

- 14. Someone asked about dropping truant students & the answer was that they needed to be removed from the MSDS. What was the deadline for that?**

DAS will use enrollment, exit dates and demographics for students from the spring 2015 MSDS collection (spring count day) along with student record maintenance (SRM) files submitted in MSDS up through May 4, with an "as of date" on or before March 27, 2015 for assessment reporting and accountability calculations.

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15. **We have a current 11th grader who is now being home-schooled, do we have to pre-id them at our school and offer the test here? We also have a student on medical leave and will be homebound for the remainder of the year...how do we handle testing with this student?**

Home schooled students are not required to test, however if they choose to test the local school district is required to test them. The students would be pre-identified to the school but make sure to mark HS (home schooled) in the student's demographic school when pre-identifying them. This will exclude the student's scores from the district and school reports.

16. **If I have a junior transfer to our school mid-February (MI resident), can I still add them to the testing roster? What if they have an IEP?**

If a new student enrolls and is eligible to take the MME, they can be pre-identified through the last day of testing and a barcode label can be printed from the Secure Site to be placed on their answer documents. For students with IEPs, the window for ACT to receive the ACT-Approved Accommodations Late Consideration Form is February 11, 2015. If the student comes in after February 11, 2015, the student can either test with standard time or with State-Allowed Materials. If testing with State-Allowed, the score will not be College-Reportable.

17. **When & who will order the state allowed accommodations?**

The Test Coordinator will order State Allowed materials. The ordering window for State Allowed materials for ACT Plus Writing and WorkKeys is February 2-11, 2015.

18. **So for the seniors who simply didn't show up for the MME last year, can they test this year?**

A grade 12 student who was included in your accountability calculations last year, but does not have full MME scores (math, science, social studies, reading and writing), is **eligible**, but **not required** to test. The student must take all parts of the MME which includes ACT Plus Writing, WorkKeys, M-STEP ELA, math, science and social studies. For more details on who is required to test go to

http://www.michigan.gov/documents/mde/FAQ_HS_Grade_Assignment_for_Accountability_346186_7.pdf?20141216074650

19. **Can you talk about exactly what is entailed in the pre-identifying process?**

DAS pre-identified all grade 11 students and any grade 12 students who are required to test based on the data available at the time. DAS may not have been able to identify a student that moved from out-of-state during the Pre-ID process.

Similarly, 12th graders who are eligible, but not required to test may not appear on your Pre-ID roster. Schools are responsible for pre-identifying additional students that are required or eligible to test that will be taking the assessments. This can be done through a Pre-ID File upload (format and template available on the Secure Site) or add them one at a time through the Student Search function under the Student Information menu. Camtasia videos and instructions can be found at www.michigan.gov/securesitetraining.

Questions from ACT/Michigan Department of Education Q&A Session 12/9/14

20. Who should be requesting access to the BAA secure site?

It is a district or school decision as to who will perform the functions and have access to the data on the Secure Site. DAS does not specify who the user should or can be.

21. What is the deadline for late consideration?

The deadline for late consideration accommodations is February 11, 2015.

22. Just to clarify, ACT Workkeys accommodations must be ordered by the Test Coordinator?

Yes, ACT WorkKeys Accommodations will be ordered by the Test Coordinator.

23. Is this new this year? In past years, if students received ACT accommodations they automatically received workkeys accommodations.

This is not new. ACT WorkKeys Accommodations have always been ordered, they are independent of ACT-Approved Accommodations.

24. So OTIS will be enabled for ordering on January 6th?

Yes, the window for ordering will be January 6 – 13, 2015.

25. Can we give access to the district student data clerk or does it have to be ordered by the Test Coordinator?

The Test Coordinator will have a unique login and password, and this should not be shared with others. The Test Coordinator should be the one logging in and ordering materials.

26. When ordering ACT materials, will I have to order the specific accommodations materials for approved students like when preordering for WorkKeys? In the past we didn't order the approved ACT accommodation materials. ACT just sent the accommodation materials based on the accommodations they approved. You didn't have to order them in the secure site.

This process is still the same, materials for any accommodations for the ACT Plus Writing which have been approved by ACT will be automatically sent. You should review your preliminary roster to verify what ACT has approved.

27. For students who are testing MI-Access and are on my pre-ID listing should I unassign them for the ACT testing or simply leave them there?

You can unassign the student from both the ACT and the WorkKeys test cycles. Pre-ID will be available starting January 12 for M-STEP and DAS will pre-ID all students grade 3 – 8 and grade 11 based on students in MSDS. Schools will have the ability to move students from M-STEP to one of the three MI-Access tests cycles using the Student Demographics-Mass Update screen located under the Student Information menu. Camtasia videos and instructions can be found at www.michigan.gov/securesitetraining.

Questions from ACT/Michigan Department of Education Q&A Session 12/9/14

- 28. Does the Secure Site only Pre-ID students eligible to test? (i.e. 12th grader who moved from out-of-state would not show up).**

DAS pre-identified all grade 11 students and any grade 12 students who are required to test based on the data available at the time. DAS may not have been able to identify a student that moved from out-of-state during the Pre-ID process. Similarly, 12th graders who are eligible, but not required to test may not appear on your Pre-ID roster. Schools are responsible for pre-identifying additional students that are required or eligible to test that will be taking the assessments. This can be done through a Pre-ID File upload (format and template available on the Secure Site) or add them one at a time through the Student Search function under the Student Information menu. Camtasia videos and instructions can be found at www.michigan.gov/securesitetraining.

- 29. What is the truant drop date? I didn't hear that from the previous question. We are a very transient school, so lots of transfers in and out.**

DAS will use enrollment, exit dates and demographics for students from the spring 2015 MSDS collection (spring count day) along with student record maintenance (SRM) files submitted in MSDS up through May 4, with an "as of date" on or before March 27, 2015 for assessment reporting and accountability calculations.

- 30. If we get a transfer student on 2/15 with an IEP, how are they accommodated since it's past the 2/11 deadline?**

The student can either test with standard time or with State-Allowed Materials. If testing with State-Allowed the score will not be College-Reportable.

- 31. What is the deadline to transfer accommodations for a student with an IEP who moves in with prior approved accommodations?**

The deadline for late considerations is February 11, 2015.

- 32. Denied accommodation requests, if denied, what is the process to request a review?**

If an accommodation request is denied, ACT will send a letter to the test coordinator. In the letter it will tell you how to submit additional documentation for ACT to review. The deadline for submission of additional documentation is January 30, 2015. This is a **receipt** deadline.

- 33. Does ACT provide waivers for 12th graders who enter the school so they can obtain a voucher?**

No, ACT does not provide vouchers for testing on the National Test Date for State & District Testing.

- 34. Are 11th grade foreign exchange students eligible to test?**

All grade 11 students, including foreign exchange students are **required** to test unless they are repeating and have previously been included in accountability calculations as grade 11.

Questions from ACT/Michigan Department of Education Q&A Session 12/9/14

35. Will additional barcode labels be run from the BAA secure site?

Schools will be required to print barcode labels from the Secure Site for students pre-identified after January 9, 2015 at 5:00 PM.

36. Will FedEx pick up materials as they did last year, or will I need to call FedEx?

ACT will schedule that FedEx come to your site and pick up the materials, this will be the same process as last year.

37. Students who are testing through MI-Access, should we Pre-Id them?

Pre-ID will be available starting January 12 for M-STEP and DAS will Pre-ID all students grade 3 – 8 and grade 11 based on students in MSDS. Schools will have the ability to move students from M-STEP to one of the three MI-Access tests cycles using the Student Demographics-Mass Update screen located under the Student Information menu. Camtasia videos and instructions can be found at www.michigan.gov/seuresitetraining.

38. How do we know if a student tested last year?

Students' state assessment scores should be in their CA60's. Also you can view student test scores on the Secure Site if they tested at your school or if they did not test at your school but an SRM was submitted in MSDS enrolling the student in your school. If you are not able to access the student scores, there is a [T] or a [V] next to the assigned test cycle in the Student Summary page (accessed through the Student Search function). The [T] indicates the student tested but did not receive full scores and they would be eligible to retest. The [V] indicates the student tested and received full valid scores and would not be eligible to retest.

39. For the students who did not take the MME last year, are they eligible to take the ACT?

All grade 11 students are required to test unless they are repeating and have previously been included in accountability calculations as grade 11. All grade 12 students that have not been previously included in accountability calculations as grade 11 or 12 are **required** to test, except for students new to the state or new to public school system. All grade 12 students that do not have full MME scores (math, science, social studies, reading and writing), including students new to the state, from a previous assessment are **eligible** to test/retest. Students must take all parts of the MME which includes ACT Plus Writing, WorkKeys, M-STEP ELA, math, science and social studies. For more details on who is required to test go to http://www.michigan.gov/documents/mde/FAQ_HS_Grade_Assignment_for_Accountability_346186_7.pdf?20141216074650

40. For a home school student who did not take the complete MME last year, do they need to test this year?

Home schooled students are not required to test; however, if they choose to test, the local school district is required to test them. The students would be pre-identified to the school, but make sure to mark HS (home schooled) in the student's demographic school in pre-identifying them. This will keep the student's scores out of the district and school reports.

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- 41. If we have a junior with an IEP is there anything that we can do now for them since we missed the accommodations deadline?**

The deadline for Test Coordinators to submit the ACT-Approved late considerations form is February 11, 2015. If this deadline is missed, the student can either test with standard time or with State-Allowed Materials. If testing with State-Allowed, the score will not be College-Reportable.

- 42. Can you clarify the difference between “required” and “eligible”?**

Students that are “required” to test are students that will be included in accountability calculations. Students that are “eligible” to test are students that were previously included in accountability calculations and therefore not required to test but did not receive a score in one or more areas of a previous MME assessment. Eligible students will not be included in accountability calculations a second time.

- 43. What is the process to follow to delete a student from the pre-id site?**

Students that will not be taking the ACT and WorkKeys can be “unassigned” from the test from the Pre-ID Student Report. Select the students to be unassigned using the check box to the far left of the student name, then click on the “Unassign” button located at the bottom right of the screen. You will need to do this for both ACT and WorkKeys.

- 44. Will the Test Accommodations Coordinator still be allowed to order materials on the BAA site, or does the Test Coordinator need to do that?**

The Test Coordinator will be ordering all materials this year. All materials for ACT and WorkKeys will be ordered through ACT. ACT will be sending out an email in early January with information on ordering/confirmation materials.

- 45. What is the deadline for late accommodations?**

The deadline for Test Coordinators to submit the ACT-Approved late considerations form is February 11, 2015.

- 46. What type of documentation is needed to move a student to MI-Access?**

The individual student IEP will need to reflect the decision made to move them.

- 47. When will we hear if our accommodation requests have been granted?**

If an accommodation is denied the Test Coordinator will receive a letter. The Test Coordinator will receive the preliminary accommodations roster January 19-23, 2015. At that time, the Test Coordinator should review the roster and submit any additional documentation to ACT by January 30, 2015.

- 48. If a student is on medical leave & home bound for the year, how should we handle?**

For home bound students please call the ACT Accommodations department at 1.800.553.6244 ext. 1788.