

Spotlight

on Student Assessment and Accountability

October 18, 2018

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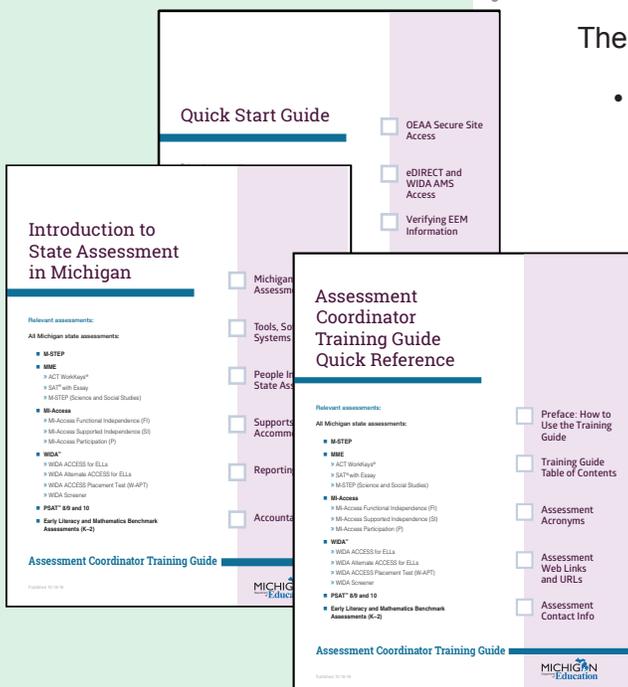
Assessment Coordinator Training Guide

The Michigan Department of Education (MDE) Office of Educational Assessment and Accountability (OEAA) has developed an **Assessment Coordinator Training Guide** that walks District and Building Assessment Coordinators through each task and responsibility before, during, and after test administration.

The Assessment Coordinator Training Guide introduces you to Michigan's state assessment system in general, and provides information about the people, trainings, materials, tools, and resources you will need while coordinating state-provided assessments in your district and school. It does not replace the testing manuals, guides, and training resources provided for the preparation and administration of specific assessments. Rather, it serves as a helpful guide to Michigan's state assessment system.

The Assessment Coordinator Training Guide includes:

- **OVERVIEW** – The following introductory chapters should be read first and are helpful resources to keep on hand:
 - ♦ **Introduction to Michigan's Assessment System** – a high-level overview of the tests, tools, people, and processes involved in Michigan's state assessment system
 - ♦ **Quick Start Guide** – to ensure you will be ready for your role and have access to software and systems
 - ♦ **Assessment Coordinator Training Guide Quick Reference** – includes a hyperlinked table of contents for the training guide, a list of acronyms and definitions, and a hyperlinked list of assessment-related web pages and resources



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- **TOPIC-SPECIFIC CHAPTERS** — These chapters are included in the modules listed below:

Before

- ◆ Assessment Systems
- ◆ Student Supports and Accommodations
- ◆ Test Security and Integrity
- ◆ Getting Ready for Testing

During

- ◆ Test Administration

After

- ◆ Post-Administration Tasks and Reports
- ◆ Data and Reporting

- **Individual chapters** to download or print – organized by **Before**, **During**, and **After**
- A **State Assessment Bookmarks** folder containing the most commonly used web pages and documents used for the administration of state assessments that you can save and import into your browser

The OEAA welcomes your feedback on what you like, or don't like about the guide, and whether it is a helpful resource for you before, during, and after assessment administration. Our goal is to provide District and Building Coordinators, both new and returning, with information on what they need to know about their roles and the resources available to them for the preparation and administration of Michigan's state assessments. Send your comments and/or suggestions to mde-oeaa@michigan.gov with **New Coordinator Training Feedback** in the subject line.

Both **District and Building Coordinators** should progress through the entire Guide in the order presented, starting with the INTRODUCTION and BEFORE sections. This will help you understand not only the tasks required, but also the terminology, timing, training, and processes involved in completing these tasks. Then, use the guide as a reference throughout the test administration process.



Access the [Assessment Coordinator Training Guide web page](#) by clicking on the icon located at the top of each assessment's web page.

The Training Guide web page includes:

- A **full version** of the training guide to download or print

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

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that there will be two prerecorded presentations scheduled for release in mid-November. The first presentation will cover the Spring 2019 administration of the Michigan Merit Exam (MME) as well as PSAT 8/9 for grade 9 and PSAT 10. The second presentation will provide information on the state summative assessments in grade 8—PSAT 8/9 for grade 8 and the Grade 8 M-STEP Social Studies Test and the Science Field Test. These presentations will be released simultaneously and can be accessed in their entirety as well as by topic. Educators responsible for high

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school and grade 8 test administrations will be able to view the presentations as needed and download the PowerPoints for training purposes.

2019 MME and High School Assessments 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
- Secure Site Basics
- Supports and Accommodations

2019 Grade 8 Assessments Presentation Topics

- Grade 8 Assessments Overview
- PSAT 8/9 for Grade 8
- Grade 8 M-STEP

- Secure Site Basics
- Supports and Accommodations

As a follow-up to the prerecorded 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.

- **MME and High School Assessments Q&A Webinar**
November 27, 2019 10:00 – 11:00 AM
- **Grade 8 Assessments Q & A Webinar**
November 27, 2019 11:00 AM – 12:00 PM

[Join the Webinar](https://michiganmde.webex.com/michiganmde/j.php?MTID=m972fcc896333de692704026c31c159f4) (https://michiganmde.webex.com/michiganmde/j.php?MTID=m972fcc896333de692704026c31c159f4)

- 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



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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

Note:

Establishment activities are underway. Please continue to review the **Test Center Participation** page in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) as we continue to update AI (Attending Institution) codes and participation daily. Schools that previously were not assigned an AI code will have their AI code available once the Educational Entity Master (EEM) is updated and the school is established to participate in testing.

Preparing for Spring 2019

Tasks you can be doing **now** to prepare your school for the spring administration of PSAT 8/9 for grades 8 and 9, PSAT 10, and SAT with Essay:

- For those who cannot attend a face-to-face workshop, register for the [Spring 2019 Michigan SAT and PSAT Implementation Overview webinar](http://www.tinyurl.com/2019MichiganImplementation) (www.tinyurl.com/2019MichiganImplementation) on **November 7, 2018 from 1:00 – 3:00 PM.**

This will be a presentation of the same information shared at the workshops. On-demand learning modules available later this fall will present the same information.

- SSD (Services for Students with Disabilities) coordinators can register for a [Spring 2019 Michigan SAT and PSAT Accommodations and Supports webinar](http://www.tinyurl.com/2019MichiganAccommodations) (www.tinyurl.com/2019MichiganAccommodations) presented on **December 5, 2018 from 10:00–11:00 AM.** This webinar will assist new and returning SSD coordinators with the process of applying for accommodations through the SSD Online system. This will be especially helpful for new SSD coordinators administering the PSAT 8/9 for 8th grade for the first time. We will also review administering the SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9 with accommodations and English Learner supports. On-demand learning modules available later this fall will present the same information.
- Update EEM with test coordinator information (See [September 20, 2018 Spotlight](#)).
- Confirm your school is established to participate in College Board assessments in Spring 2019 on the **Test Center Participation** Page in the OEAA Secure Site by **November 30, 2018.**
- Have Services for Students with Disabilities
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(SSD) coordinator(s) get access to SSD Online (see article below).

Access to SSD Online

The SSD coordinator information in the EEM is used for contact information for the College Board SSD activities. Additional staff at the school can request access to the SSD Online System to assist with submitting accommodation requests; this is not limited to only the SSD coordinator listed in the EEM. Any SSD coordinators who will be submitting accommodation requests will need access to the SSD Online to do so. We recommend getting access to SSD Online as soon as the school has an AI code assigned.

Directions on obtaining access:

1. Find the school's AI code on the Test Center Participation page of the OEAA Secure Site. You will need the AI code for the SSD Coordinator Form. Wait until you receive your AI code before attempting to get access to SSD Online.
2. Fill out and fax the [SSD Coordinator form](http://www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf) (www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf)
3. The SSD coordinator will receive an email with an access code to gain access to SSD Online within a few days of faxing the form.
4. If an SSD coordinator already has access from previous years, they don't need to fill out another form.

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Upcoming Manage Participation

All public schools are required to administer the full Michigan Merit Examination (MME) which consists of the ACT WorkKeys, SAT, and M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components, they will be expected to administer all three components to their students.

The first step in the ACT WorkKeys assessment is to indicate your school's participation status and to select your preferred materials receipt dates. This is called the **Manage Participation** process and must be completed between **November 5** and **November 30, 2018**. The process will only take approximately five minutes.

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.

Instructions on completing the Manage Participation Process will be emailed to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](#) (www.michigan.gov/eem) the **week of October 29, 2018**.

ACT will email the PearsonAccess^{next} login information only to the WorkKeys Test Coordinators listed in the EEM for both public and nonpublic schools. If the WorkKeys Test Coordinator does **not** receive this email by **November 5, 2018**, contact ACT at the web page or phone number listed below.

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

Important Dates

October 2018

SAT and PSAT

Now – November 30, 2018

- SAT and PSAT Intent to Participate window

November 2018

ACT WorkKeys

November 5 – 30, 2018

- ACT WorkKeys Manage Participation window

M-STEP, SAT, and PSAT

November 7, 2018, 1:00 – 3:00 PM

Implementation Webinar for SAT with Essay, PSAT 8/9 for grades 8 and 9, and PSAT 10 [Click to Register](#)

November 27, 2019 10:00 – 11:00 AM:

- MME and High School Assessments Q&A Webinar (see article on pages 2-3)

November 27, 2019 11:00 AM – 12:00 PM

- Grade 8 Assessments Q & A Webinar (see article on pages 2-3)

WIDA Workshops

Tuesday, November 13, 2019:

- 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](#)

December 2018

December 5, 2018, 10:00 AM ET

- DRC Technology Coordinator Webinar
[Click to join the webinar](#) or paste the following link 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](#)

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

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