Spotlight

on Student Assessment and Accountability

What's New
Week of January 6, 2022

- **Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available**

- **MI-Access Grade Level and Alignment Changes for Science**

- **OPEN NOW: M-STEP Passage-based Writing Field Test Administration Window**

- **Alternate INSIGHT Availability Request Window: January 6 - March 18, 2022**

- **Pre-ID and Material Orders – SAT, PSAT, WorkKeys, M-STEP, and MI-Access**

Reminders

- **Register Now for the 2022 Michigan School Testing Conference, February 22-24**

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

The Winter 2022 Early Literacy and Mathematics Benchmark Assessments testing window is open now until **February 4, 2022**. Student Level Reports for the Winter 2022 administration are available in the Dynamic Reporting System through the Office of Educational Assessment and Accountability (OEAA) Secure Site. Reports are available within 48 hours of students completing all portions of a content area test.

Available reports include:

- **Individual Student Report (ISR)** – separated by content area, provides detailed information on individual student achievement and scale score

- **Student Roster Report** – allows users to view student Overall Scale Score, Standard Error, Points Earned by assessment category, and domain subtotal by grade, content, domains, and categories

- **Student Trend Report** – displays up to three years of historical Early Literacy and Benchmark Assessment score data

- **Domain Analysis Report** – displays the Overall Content Scale Score and the number of Points Earned in each domain for each student

To view your school or district reports, go to the OEAA Secure Site (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu. For help in accessing and navigating the Dynamic Score Reporting Site, refer to the Dynamic Score Reporting User Guide.

For information on these reports and recommendations on the appropriate use of them, refer to the Interpretive Guide to Early Literacy and Mathematics Reports. Both guides are located on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath) under the Reporting section.

MI-Access Grade Level and Alignment Changes for Science

The MI-Access science assessment is changing in 2022. These changes in MI-Access science grade level and content alignments have been under consideration in past years and become a reality for Spring 2022.

Starting this spring, MI-Access Functional Independence, Supported Independence, and Participation science assessments will be given in grades 5, 8, and 11 (formerly given in grades 4, 7, and 11).

This change aligns the grade levels at which both Michigan's general assessment (M-STEP) and the alternate assessment (MI-Access) are given.

All MI-Access science assessments are aligned to the alternate content expectations (essential elements) that were finalized in the spring of 2020. Each assessment measures the corresponding essential elements' level of complexity (range):

- MI Access Functional Independence = High Range
- MI Access Supported Independence = Medium Range
- MI-Access Participation = Low Range

MI-Access science is no longer aligned to the 2007 extended benchmarks.

The alternate content expectations (essential elements) can be found on the MI-Access webpage (www.michigan.gov/mi-access).

At the main MI-Access page, click the red "Michigan's alternate content expectations" link (top of the page). Then click on the "science and social studies" link and follow the individual grade level alternate content expectations links.

Note: Individualized Education Program (IEP) teams should consider making amendments to IEPs to reflect these changes for 2022.

OPEN NOW: M-STEP Passage-based Writing Field Test Administration Window

The online M-STEP Passage-based Writing Field Test administration window is open until February 4, 2022. Through your optional participation, the Michigan Department of Education is able to gather important information about the accuracy and validity of items on the field test.

The Passage-based Writing Field Test Administration Guide is now available on the M-STEP web page (www.michigan.gov/mstep). This guide includes information about important dates and other information about the field test for Assessment Coordinators, Test Administrators, and Technology Coordinators, as well as test administration directions to be used during the administration.

Alternate INSIGHT Availability Request Window: January 6 - March 18, 2022

In order to have access to M-STEP or MI-Access FI testing software after 4:00 p.m. on testing days, schools must submit an Alternate INSIGHT Availability Request (https://forms.office.com/g/5e0tfVWDi7).

Note: This access request is only for schools that hold regular instructional hours extending beyond 4:00 p.m., Monday through Friday.

Requests must be submitted by 11:59 p.m. on March 18, 2022.

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

Pre-ID and Material Orders – SAT, PSAT, WorkKeys, M-STEP, and MI-Access

At this time, districts and schools are to be working on their Pre-ID Student report in the OEAA Secure Site (www.michigan.gov/oeaa-secure) for the Spring 2022 SAT, PSAT 8/9, PSAT 10, WorkKeys, M-STEP, and MI-Access administrations.

Schools/districts will receive their paper/pencil assessment materials and printed barcode labels based on the students who they pre-identify in the Secure Site by 5:00 p.m., February 16, 2022.

Refer to the November 18, 2021 and December 9, 2021 Spotlight Newsletters (www.michigan.gov/mde-spotlight) to ensure your school/district has accurate counts, for detailed instructions on how to Pre-ID students, and for other important information.

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

Reminders

Register Now for the 2022 Michigan School Testing Conference, February 22-24

The 2022 Michigan School Testing Conference (MSTC) will be held virtually on February 22-24, 2022. The annual MTSC consists of a day for workshops and two days of plenary and clinic sessions.

On **Tuesday, February 22, from 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m.**, eight half-day and one full-day workshops will be offered. Login begins at 8:00 a.m.

The conference takes place on **Wednesday, February 23, from 9:30 a.m. to 4:30 p.m.,** and continues through **Thursday, February 24, from 9:30 a.m. to 4:00 p.m.** There will be 37 clinics and three keynote presentations offered.

Wednesday, February 23, 9:30 - 10:30 a.m. Opening Keynote Presentation

- *Formative Assessment in Support of Thinking-Centered Learning*
  Margaret Heritage (Educational Author/Consultant)

Wednesday, February 23, 12:00 - 1:30 p.m. Luncheon Speaker

- *What's Next with Michigan's Assessments?*
  Andy Middlestead (Michigan Department of Education)

Thursday, February 24, 9:30 - 10:30 a.m. General Session - Frank B.Womer Invitational Keynote Presentation

- *Evaluation of Consequences in State Assessment and Accountability Systems*
  Suzanne Lane (University of Pittsburgh)

A daily registration fee to cover access to all presentations for each day is being offered again this year.

View the full conference details here: http://gomasa.org/events/2022-michigan-school-testing-conference/

View printable registration form here: http://gomasa.org/wp-content/uploads/mstcPromo2022.pdf

Spotlight

on Student Assessment and Accountability

CB College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™10 provided by the College Board

Questions about Spring SAT, PSAT 8/9, or PSAT 10?

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email: michiganadministratorsupport@collegeboard.org

WHAT'S NEW

Pre-ID in the OEAA Secure Site

- All students taking the SAT with Essay, PSAT 10, and PSAT 8/9 must be pre-identified in the Office of Educational Assessment and Accountability (OEAA) Secure Site by 5:00 p.m. on February 16, 2022. Review the November 18, 2021 Spotlight edition for information from the Michigan Department of Education about the Pre-ID process.

Determining Test Material Orders

- The Pre-ID process creates the initial order for pre-printed ID labels for each student identified by this deadline, and determines the quantity of standard test materials to be shipped to schools.
- Accommodated test materials are shipped based on accommodations for students in the pending and approved status in SSD Online by February 22, 2022.

REMINDERS

Accommodations and Support Webinar Posted

- The December 9, 2021 Accommodations and Supports webinar presentation has been posted on the Michigan Merit Examination web page (www.michigan.gov/mme) and on the PSAT web page (www.michigan.gov/psat).

State-Allowed Accommodations and English Learner Supports Window

- Beginning in the week of January 10, 2022, Services for Students with Disabilities (SSD) Coordinators can submit requests for state-allowed accommodations (SAAs) and English learner time and one-half (+50% extended time) support in SSD Online.

- As of now, if your school administered Fall 2021 College Board assessments, you may be able see the option of submitting requests for English learner extended time in SSD Online. If the option is not currently available, check again in the week of January 10, 2022.

- If you already requested extended time for your English learners for the Fall 2021 testing, you do not need to re-enter those requests for Spring 2022 testing; the request is good for the academic year.

- SAAs are good for one academic year only. If a student used an SAA for Spring 2021 testing, the SSD Coordinator must either request the SAA again or request a College Board-approved accommodation for Spring 2022 testing.

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

CB

SSD Online Issue

- There is a known issue in SSD Online, causing SSD Coordinators to receive a message about "Error Adding Student" when attempting to add a new student in SSD Online. This error will not occur with all students nor with all requests.

- If you receive this error message, use the Transfer/Move Request Form in SSD Online to add that student to your school's dashboard.

- SSD Coordinators will need the student's SSD number to submit the form. To locate their SSD number, students can log into their College Board account, select "Update Your Account", then scroll to the bottom of the page and follow the directions there.

- If the transfer takes longer than seven days to complete, or if further assistance is needed, contact the Michigan Educator Hotline and choose the option for SSD.

- If you have more than 10 students to transfer, send an email to ssd@info.collgeboard.org and request a bulk transfer template. It is expected that transfers will occur in 3-5 days.

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

ACT® WorkKeys®

What's New

Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-ID barcode labels and to order ACT WorkKeys standard-time and accommodations materials through the OEAA Secure Site (www.michigan.gov/oeaa-secure) is January 5 – February 16, 2022 (up to 5:00 p.m.).

Instructions for these activities can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the Pre-Identification of Students and the Material Ordering sections.

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by 5:00 p.m. on February 16, 2022. Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by 5:00 p.m. on February 16, 2022.

The projected number of Standard Time, Regular Print materials that will be sent, based on the pre-identification, can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

Refer to the **Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access** article in the November 18, 2021 Spotlight and the Spring 2022 Initial Material Orders article in the December 9, 2021 Spotlight newsletters (www.michigan.gov/mde-spotlight) for complete information.

The following WorkKeys test materials will be available for ordering:

- Standard Time (Regular Print English Book)
- English Answer Documents
- Extended Time (Regular Print English Book)
- Reader Script (comes with a Regular Print Book)
- English Audio USB (comes with a Regular Print English Book)
- Arabic Audio USB (comes with a Regular English Print Book)
  » A video displays the page of the English test book that corresponds with the audio of the question and responses. The following items are translated into Arabic:
    ○ Workplace Documents – directions only, not test items
    ○ Applied Math – directions and all test items
    ○ Graphic Literacy – directions and all test items

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

ACT® WorkKeys®

- Large Print (comes with a Regular Print English Book)
- Braille UEB (comes with a Regular Print English Book)
- Translated Test Instructions (contains test instructions in Arabic, Chinese (Simplified), Chinese (Traditional), French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese)
- Spanish Standard time (comes with a Regular Spanish Print Book)
- Spanish Answer Documents
- Spanish Extended Time (comes with a Regular Spanish Print Book)
- Spanish Reader Script (comes with a Regular Spanish Print Book)
- Spanish Audio USB (comes with a Regular Spanish Print Book)
- Spanish Large Print (comes with a Regular Spanish Print Book)
- American Spanish Braille (comes with a Regular Spanish Print Book)

The test materials shipments will include answer documents, administration manuals, Test Administration Forms folders, a small overage of regular print English test books, return labels, and other ancillary materials.

All test materials will be sent to the WorkKeys Test Coordinator's mailing address (not the building address) as listed in the Educational Entity Master – EEM (www.michigan.gov/eem) as of February 15, 2022. Refer to the September 2, 2021 Spotlight on Student Assessment and Accountability Newsletter (www.michigan.gov/mde-spotlight) for additional information on why this review/ update is needed, as well as the list of contacts to be reviewed.

Reminder

Complete ACT's Manage Participation Process

The window for completing Managing Participation is **past due**. If your school(s) has not yet completed Manage Participation using the PearsonAccessnext system, refer to the October 28, 2021 Spotlight on Student Assessment and Accountability Newsletter (www.michigan.gov/mde-spotlight) for information and high-level instructions on how to complete ACT's Manage Participation process. Detailed step-by-step instructions are provided in the ACT WorkKeys Spring 2022 Manage Participation Guide (https://www.michigan.gov/documents/mde/ACT_WorkKeys_Manage_Participation_Guide_-_Michigan_739479_7.pdf) located on the MME web page (www.michigan.gov/mme).

District Assessment Coordinators should ensure that all high schools in the district have completed the Manage Participation process, even if they are not testing.

The names of schools that will be participating are

(Continued on next page)

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

ACT® WorkKeys®

sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District and Building Assessment Coordinators can verify each school's status by reviewing the Test Center Participation page on the OEAA Secure Site (www.michigan.gov/oeaa-secure) under the Assessment Registration drop-down menu.

Student Preparation – Go for Platinum!

Encourage students to understand the types of questions they will see in ACT WorkKeys, since it is different than other types of exams. Students and teachers can access **free** practice questions from all three tests, ranging from easier content to the most difficult. Teachers may use these practice questions as Questions of the Day or as warm-up activities in the weeks leading up to test day.

Students can also create a user account and take free full-length online practice tests (https://testregistration.org/rsp/Login.do?event=go&realm=20770563). Students can pace themselves in real-time test scenarios and receive scores indicating how they might perform on the WorkKeys assessments.

For all upcoming events and deadlines, be sure to reference the following documents:

- ACT WorkKeys Schedule of Events posted on the on the **WorkKeys on Paper** page.
- ACT WorkKeys List of Important Dates found on the MME web page (www.michigan.gov/mme) under General information, List of Important Dates.

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 between 9:30 a.m. and 6 p.m. 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

Happening Now

WIDA ACCESS and Alternate ACCESS for ELLs Test Exception Request Window

Now – January 14, 2022

Early Literacy and Mathematics Benchmark Assessment (K-2) Pre-Identification Window

Now – February 3, 2022

- Pre-identification of students for the Early Literacy and Mathematics Benchmark Assessment (grades K-2). Students who took the ELMBA in the fall will automatically be pre-identified to the Winter 2022 ELMBA by OEAA.

M-STEP Passage-based Writing Field Test Pre-Identification Window

Now – February 3, 2022

- Pre-identification window of students for the M-STEP Passage-based Writing Field Test District and schools must pre-identify students through the OEAA Secure Site (www.michigan.gov/oeaa-secure) to participate.

Early Literacy And Mathematics Benchmark Assessment, Online Test Administration Window, Winter 2022

Now – February 4, 2022

- Early Literacy And Mathematics Benchmark online test administration window

M-STEP Passage-based Writing Field Test Administration Window

Now – February 4, 2022

- M-STEP Passage-based Writing Field Test online test administration window

College Board Pre-Identification and Initial Material Orders

Now – February 16, 2022

- Window to pre-ID students for the SAT with Essay, PSAT 10, and PSAT 8/9 and verify materials orders in the OEAA Secure Site

ACT WorkKeys Pre-Identification and Initial Materials Orders

Now – February 16, 2022

- Window to pre-ID students for ACT WorkKeys and to verify/place material orders in the OEAA Secure Site

M-STEP and MI-ACCESS Online Test Session Setup in OEAA Secure Site

Now – February 21, 2022

- Test sessions are pulled into the DRC INSIGHT portal based on online pre-identification after 5:00 p.m. on February 21. All students must be pre-identified for online testing to set up test sessions through the OEAA Secure Site.

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

Important Dates

Happening Now

Alternate INSIGHT Availability Request

Now – March 18, 2022

- Alternate INSIGHT Availability Request for schools with regular instructional hours after 4:00 p.m. that plan to schedule M-STEP or MI-Access FI online test sessions extending beyond 4:00 p.m.

WIDA ACCESS and Alternate ACCESS for ELLs Pre-Identification Window

Now – March 25, 2022

- WIDA ACCESS and Alternate ACCESS for ELLs pre-identification of students in OEAA Secure Site window by 5:00 p.m. Friday, March 25, 2022.

WIDA AMS Test Setup Window

Now– March 25, 2022

M-STEP Pre-Identification of Students for Online and Paper/Pencil Testing

Now – May 19, 2022

- Pre-ID for online and paper/pencil testing begins January 5, 2022. **To receive printed barcode labels for students pre-identified to paper/ pencil testing, pre-identification must be completed by 5:00 p.m. February 16**; pre-identification remains open through each test window.

M-STEP Off-Site Test Administration Requests

Now – May 19, 2022

- Request off-site testing through the OEAA Secure Site beginning January 5, 2022

MI-ACCESS Pre-Identification of Students for Online and Paper/Pencil Testing

Now – May 26, 2022

- Pre-ID for online and paper/pencil testing begins January 5, 2022. **To receive printed barcode labels for students pre-identified to paper/ pencil testing, pre-identify must be completed by 5:00 p.m. February 16**; pre-identification remains open through each test window.

MI-ACCESS Off-Site Test Administration Requests

Now – May 26, 2022

- Request off-site testing through the OEAA Secure Site beginning January 5, 2022

Important Dates

January 2022

College Board Accommodations Request Window for EL Supports and State Allowed Accommodations

January 10 – February 22, 2022

- Window to request state-allowed accommodations and English learner extended time in SSD Online for the SAT with Essay, PSAT 10, and PSAT 8/9.

OEAA Secure Site Office Hours for Virtual Assistance

January 19, 2022, 3:00 – 4:00 p.m.

- OEAA is offering open-ended virtual sessions for educators to drop in, ask questions, and receive support for OEAA Secure Site functions.

Microsoft Teams Link

College Board Deadline to Request Off-Site Testing

January 21, 2022

- Deadline to request off-site testing for the SAT with Essay, PSAT 10, and PSAT 8/9

College Board Webinar: Preparing for Test Day

January 27, 2022, 2:00 – 3:00 p.m.

- Preparing for Test Day Webinar for the SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9.

Webinar Registration

February 2022

WIDA ACCESS and Alternate ACCESS for ELLs Testing Window

February 7 – March 27, 2022

College Board Deadline to Request Accommodations

February 22, 2022

- Deadline to request College Board accommodations in SSD Online for the SAT with Essay, PSAT 10, and PSAT 8/9.

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), DRC INSIGHT Portal, 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 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, and Central Office Services (COS)
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