Spotlight on Student Assessment and Accountability

MICHIGAN Department of Education

What's New

Week of February 17, 2022

- Foreign Exchange Students Are to Take the MME, PSAT 10 and PSAT 8/9 in Spring 2022
- Focus on Assessment Literacy: Why Test Security is Essential for Ensuring the Validity, Accuracy of Test Results

Reminders

- Last Chance! Michigan School Testing Conference is Next Week
- MI-Access Grade Level and Alignment Changes for Science

Approaching Deadlines

- College Board Accommodations Request Window for the SAT with Essay, PSAT 10, and PSAT 8/9 closes February 22

Foreign Exchange Students Are to Take the MME, PSAT 10 and PSAT 8/9 in Spring 2022

Foreign exchange students in grade 11 in Michigan schools are expected to take all three components of the Michigan Merit Exam (MME).

The Who Must/Can Take the MME document, found on the MME web page (www.michigan.gov/mme) under **General Information**, has been updated to address eligibility and testing requirements for students in grades 11 and 12 for the 2021-2022 academic year. District and Building Assessment Coordinators should review this document.

Foreign exchange students in other grades are included as enrolled students in their schools and are expected to participate in all state assessments based on their grade level. This includes the PSAT 8/9 and PSAT 10.

Why Test Security is Essential for Ensuring the Validity, Accuracy of Test Results

The primary goal of test security – that is, the use of secure and standardized test administration practices, procedures, and policies before, during, and after testing – is to protect the integrity of the assessment and to ensure that results are valid, accurate, and meaningful.

Standardized Test Administration

Indeed, all test administration practices come down to this critical question: **Will the test administration lead to student results that accurately reflect a valid and reliable measure of what each student knows and is able to do compared to Michigan's Academic standards?** To yield fair, reliable, accurate, and valid results, all statewide summative assessments must be administered under the same standardized conditions to all students. Standard conditions at the state, district, and school levels ensure that students have an equal opportunity to show their knowledge, skills, and abilities, and to demonstrate those opportunities through their engagement with the test. In addition, all stakeholders can have confidence in the validity of the student results when standardized test administration policies and procedures are in place.

Poor Test Security Can Affect the Validity of Test Results

Likewise, poor test security and administration practices can affect the validity of the results of the assessment being administered. For example, failure to adhere to high professional test administration and security standards, or to maintain consistency across all testing occasions and sites, may affect student performance, as well as provide an unfair advantage or disadvantage to an individual student or a group of students.

Errors Can Have Serious Consequences

Moreover, an error in test administration can impact an entire class or school. This can lead to serious consequences that may include test invalidation, student re-testing, parent notification of misadministration, additional required training of staff, and the inability of the test administrator(s) to administer assessments in the future. Districts and buildings can also take formal disciplinary action against staff involved in unethical testing behavior.

The Assessment Integrity Guide

The Office of Educational Assessment and Accountability (OEAA) provides educators with detailed information about required test administration practices, policies, and procedures. This information is found in the Assessment Integrity Guide document that is available on each assessment's web page. In addition, educators responsible for the administration of each state assessment must thoroughly read the Test Administration Manual (TAM) and/or test directions.

For more information about best practices, policies, and procedures in test security, refer to the "**Resources**" and "**Put Into Practice**" sections on the following page.

Formative
Interim
Summative

Focus on Assessment Literacy

Resources

- The Michigan Department of Education Office of Educational Assessment and Accountability's Assessment Integrity Guide (https://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf). The Guide is available via the direct link shown, and on each assessment's web page.
- What Are Summative Assessments? (2019) Assessment Learning Network https://www.michiganassessmentconsortium.org/wp-content/uploads/2019_May_WHAT-ARE-SUMMATIVE-ASSESSMENTS3.pdf

Put into Practice

1. Answer the following questions:
   - » Why do you think most errors in test administration happen?
   - » What do you think is the most effective way to prevent them?
2. Now read "The Importance of Test Security" section (pp. 5-8) of the OEAA's Assessment Integrity Guide (AIG). Reflect on your answers to the above questions. Did your understanding of how most errors in test administration occur change? If so, how did your understanding change? What best practice would you recommend to your school or district?

Reminders

Last Chance! Michigan School Testing Conference is Next Week

This is the last week to register for the Michigan School Testing Conference (MSTC). This year's virtual conference, "Learn, Share and Discover," offers valuable workshops and clinics over three days, February 22-24, 2022. This conference is an essential resource to support your testing program.

The MSTC will offer a series of up to seven clinics every morning and afternoon. Testing and assessment topics include accountability, testing security and protocols, assessment strategies and best practices, test-specific updates, and more. The presenters include the Michigan Department of Education (MDE) staff, the Michigan Assessment Consortium (MAC), and educators from schools, districts, and ISDs. These presenters are eager to support your testing program with their knowledge and expertise.

The main conference registration fee is $200, and attendees can earn SCECHs for an additional $25 fee. To register for the MSTC, download this information (gomasa.org/wp-content/uploads/mstcPromo2022.pdf) containing the listing of all workshops and clinics and the registration information.

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 are now 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.

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

College Board Training

All test coordinators are required to complete the online College Board training each spring, even if they completed the training in the fall of 2021 or in prior years. On March 2, 2022, test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 will receive an email with a link to access the required training. When the training becomes available, beginning on March 2, it can be accessed online (http://professionaltraining.collegeboard.org).

The Michigan-specific training is divided into three modules: one for coordinators, one for proctors, and one for SSD coordinators. The user must select their role-specific training. While there are separate role selections, users should note that the "SSD coordinator" training module is the same as the "coordinator training" module. Any SSD coordinator who is acting as a proctor on test day should complete the proctor training rather than the coordinator training. The proctor module is specific to test day activities related to proctor responsibilities.

The coordinator is responsible for training test day staff. This table describes options for coordinators to accomplish this staff training. Use of the online training requires a College Board Professional Account. If necessary, an account can be created on the College Board website (www.collegeboard.org).

Role	Information about Training	How to Access Training
Test Coordinator	Online coordinator training is required every spring.	Click on the link in the March 2 email, or go to http://professionaltraining.collegeboard.org
SSD Coordinator	Online SSD coordinator training is optional but highly recommended. The SSD Coordinator must be trained by the test coordinator in some way.	Access the training link, then choose training for "SSD coordinator" (same training as the test coordinator training) or for "proctor"

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Role	Information about Training	How to Access Training
Backup Coordinator	Online coordinator training is optional but highly recommended. The Backup Coordinator must be trained by the test coordinator in some way.	Access the training link, then choose training for “test coordinator”
Proctor	Online training module for proctors is optional but highly recommended. Proctor(s) must be trained by the test coordinator in some way, either individually or in a group environment.	Access the training link, then choose training for “proctor”
Hall and Room Monitors	Hall/room monitors must be trained by the coordinator in some way. A PowerPoint presentation is available for monitors to view, either individually or in a group environment.	Hall and Room Monitor Training – at www.michigan.gov/mme and www.michigan.gov/psat

Coming Soon

- The Coordinator Planning Kit arrives in schools March 1-3, 2022
- Required online training will be available starting March 2, 2022
- The Nonstandard Administration Report (NAR) will be available March 14, 2022 in SSD Online.

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REMINDERS

Accommodation Request Deadline is February 22

The deadline to request College Board accommodations, state allowed accommodations, and English learner (EL) extended time support in the College Board SSD Online system is February 22, 2022. Accommodated testing materials will be sent to schools based on the students in the pending and approved status in SSD Online as of February 22. Accommodated materials can only be used if the student has an approval in SSD Online.

English Learner Supports

There are three EL supports available to eligible students for the Michigan-provided assessments: time and one-half (+50% extended time), translated test directions, and use of a word-to-word bilingual dictionary. (EL supports are not currently available for Advanced Placement tests, weekend SAT, or the PSAT/NMSQT). The use of EL supports may not be appropriate for all EL students. To determine if providing EL supports is appropriate, refer to the Supports & Accommodations Guidance Document (https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf).

The use of translated test directions and bilingual dictionaries does not require College Board approval. Time and one-half must be requested in SSD Online by February 22; these requests will be automatically approved and will require no documentation to be submitted.

This online document contains a list of approved word-to-word bilingual dictionaries (https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf).

Translated test directions will be available in PDF format for schools to download and print for test day the week of February 21. Printed translated test directions will not be shipped to schools. Access the Testing Supports for English Learners for SAT with Essay on the Michigan Merit Examination web page (www.michigan.gov/mme) and the Testing Supports for English Learners for PSAT 10 and Testing Supports for English Learners for PSAT 8/9 on the PSAT web page (www.michigan.gov/psat).

Note: The translated test directions are not Michigan-specific; however, they will provide all relevant directions for students. The provided directions use only the standard timing script, so test coordinators and proctors are to make sure students who are also using the time and one-half (+50%) support pay attention to the timing instructions provided verbally and written on the board.

Students who are identified as English Learner (EL) in the Michigan Student Data System (MSDS); have been enrolled in U.S. schools for 12 months or less at the time of taking a state assessment; and are eligible to only take the math sections of the SAT, PSAT 10, or PSAT 8/9 will use the **EL-Math Only** state allowed accommodation. A math-only version of the assessment will not be shipped. Students will use a lime test book but only can be administered the math section.

ACT® WorkKeys®

What's New

ACT WorkKeys Test Materials Shipments

Note: The initial window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials for the initial test dates (April 14-27, 2022) has closed.

The quantities of standard time ACT WorkKeys materials your school will receive is based on your school's pre-ID student counts pulled from the OEAA Secure Site as of 5:00 p.m. on February 16, 2022, minus the accommodations counts entered on the **Initial Material Order** page.

Secure and non-secure standard time and accommodations materials will be shipped for delivery in either the week of **March 21, 2022**, or **March 28, 2022**, as selected by the school on the Manage Participation screen in PearsonAccess^{next}. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

Test materials will be shipped to the WorkKeys Coordinator's mailing address (not the building address) that is listed in Educational Entity Master (EEM) (www.michigan.gov/eem) as of February 15, 2022.

FedEx tracking information will be available beginning March 18, 2022 on the **Material Order Reports** page on the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure). You can access the Material Order Summary Report under the Assessment Registration menu and the sub-menu of Material Orders.

If you do not receive your test materials by April 1, 2022, call ACT at 800-553-6244, ext. 2800 for resolution.

If your order did not include the correct quantities of the following materials, call ACT for resolution:

- Test Administration Forms
- Site Headers
- Return polymailers, colored return labels, and/or FedEx return labels

Within 24 hours of receiving the shipment(s), compare the packing list to the materials received, using the guidelines found in the ACT Test Coordinator Information Manual (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf). This manual is posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the Administration stage.

ACT® WorkKeys®

Ordering Additional ACT WorkKeys Test Materials

If, after checking in your test materials, you find the number of students scheduled to test April 14 – 27, 2022 exceeds the number of test materials received, order additional ACT WorkKeys materials through the OEAA Secure Site (www.michigan.gov/oeaa-secure), from **March 22 through April 7, 2022** at **5:00 p.m. ET.** Do not submit materials orders in PearsonAccess^{next}.

Instructions for the **Additional Material Order** function can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

If a new student arrives in your school after February 16, pre-ID their student data in the OEAA Secure Site and print a barcode label locally, using the blank page of labels that ACT will include with your test materials, or a white label you have purchased elsewhere.

Student Preparation – Go for Platinum!

Encourage students to understand the types of questions they will see on the WorkKeys test, since these differ from other types of exams. Students and teachers can access **free** practice questions from all three tests, ranging from easier content (Level 3) to the most difficult (Level 7). Teachers and students 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). This allows students to pace themselves in real-time test scenarios and receive scores indicating how they may perform on the WorkKeys tests.

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
   - » email accommodations questions to ACTStateAccoms@act.org

Important Dates

Happening Now: Test Setup & Administration Requests

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.

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

Now – 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

College Board Accommodations in SSD Online for the SAT with Essay, PSAT 10, and PSAT 8/9

February 22, 2022

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

Alternate INSIGHT Availability Request

Now – March 18, 2022

- Alternate INSIGHT Availability Request (https://forms.office.com/g/5e0tfVWDi7) for schools with regular instructional hours after 4:00 p.m. that plan to schedule M-STEP or MI-Access online test sessions extending beyond 4:00 p.m.

WIDA ACCESS and Alternate ACCESS for ELLs Off-Site Test Administration Requests

Now – March 24, 2022

- Request off-site testing through the OEAA Secure Site

WIDA AMS Test Setup Window

Now – March 25, 2022

ACT WorkKeys Off-Site Test Administration Requests

Now – April 24, 2022

- Request off-site testing through the OEAA Secure Site

M-STEP Off-Site Test Administration Requests

Now – May 19, 2022

- Request off-site testing through the OEAA Secure Site

MI-ACCESS Off-Site Test Administration Requests

Now – May 26, 2022

- Request off-site testing through the OEAA Secure Site

Important Dates

Happening Now: Pre-Identification

WIDA ACCESS and Alternate ACCESS for ELLs

Now – March 25, 2022

- Pre-ID of students for WIDA ACCESS and Alternate ACCESS for ELLs in OEAA Secure Site (www.michigan.gov/oeaa-secure) by 5:00 p.m. Friday, March 25, 2022

M-STEP (Online and Paper/Pencil Testing)

Now – May 19, 2022

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

MI-ACCESS (Online and Paper/Pencil Testing)

Now – May 26, 2022

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

February 2022

WIDA ACCESS and Alternate ACCESS for ELLs Testing Window is Open

Now – March 25, 2022

March 2022

M-STEP Administration Training

March 1, 2022, 10:00 - 11:00 a.m.

- Join the M-STEP Webinar (https://datarecognitioncorp.zoom.us/j/83014100280)

MI-Access Administration Training

March 2, 2022, 10:00 - 11:00 a.m.

- Join the MI-Access Webinar (https://datarecognitioncorp.zoom.us/j/87353229007)

Early Literacy and Mathematics Administration Training

March 3, 2022, 10:00 - 11:00 a.m.

- Join the Early Literacy Webinar (https://datarecognitioncorp.zoom.us/j/82742852068)

WorkKeys Assessments Administration Training

March 8, 2022

- Register to attend the WorkKeys Assessments Training webinar (https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4)

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 all 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