Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

January 14, 2016

Key:

🖥 information Tech Coordinators also need to know

🧩 supports and accommodations information

Spring 2016 Guide to State Assessemnts

The Office of Standards and Assessment (OSA) has posted the **Spring 2016 Guide to State Assessments**. This planning guide includes information on the following:

- Overview of Spring 2016 assessments

- Test Session Timings for online and paper/pencil grades 3 through high school

- MI-Access Alternate Assessments

- WIDA

- K-2 Early Literacy and Numeracy Field Tests

- Resources

- Supports and Accommodations

- Online Testing Technology Information

The **2016 Testing Schedule for Online and Paper/Pencil Assessments** has been combined with this document so you can find the online test windows, paper/pencil dates, and test timing information in one place. The guide can be found on the [M-STEP web page](#) (www.michigan.gov/mstep) or any of the assessment web pages under the **What's New** section.

Revised Draft ELA Essential Elements Documents Now Available for All Grade Levels

The draft Essential Elements with Michigan Range of Complexity for English language arts (ELA) and mathematics for grades K-5 were posted in late November.

► [Sign up for Spotlight](#) *(*https://public.govdelivery.com/accounts/MIMDE/subscriber/new*)* today! Enter your email address and select Spotlight under Student Assessment.

The most current draft Essential Elements with Michigan Range of Complexity for ELA at all grades are now available on the MI-Access Web page (www.michigan.gov/mi-access). Under the **What's New** section, click on **ELA and Mathematics Essential Elements**. The new draft documents are listed on the site by grade level and content area. Grades 6–12 for ELA have been revised and posted, bringing all grade levels for ELA up-to-date. It is anticipated that the mathematics documents will be posted early next week.

MI-Access Online Tools Training Has Been Updated!

The MI-Access Online Tools Training (OTT) gives students who are taking the MI-Access Functional Independence Assessment online the opportunity to practice. The MI-Access OTT will walk students through the navigation of the online test engine and give instructions regarding the different types of online tools available. After the tutorial, students will have the opportunity to practice with sample questions. The OTT has been updated to include new tools (such as an embedded calculator option), and new types of questions measured by the Essential Elements Range of Complexity (such as listening items and language items).

There are two ways to access the OTTs.

The first way is through the Insight software using the following steps:

1. Open the **Insight software**.

2. Click on the link for **Online Tools Training** under the MI-Access logo.

3. Click the **MI-Access** link.

4. Click on the bottom link: **MI-Access FI Practice-INSIGHT version–includes TTS**.

5. Log in using the username and password provided in the log-in box.

The second way to access the OTTs is to use a Chrome browser (this version will only work with a Chrome browser). It is best to use when your software is not yet set up. This version of OTT is the same as the Insight version, however, there will not be any sound (text-to-speech will not be functional). To experience the fully functional version of OTT, please use the version using the Insight software.

To access the Chrome browser version, use the following steps:

1. Go to the OTT web page (wbte.drcedirect. com/MI/portals/mi/ott2) using a **Chrome** browser.

2. Click on the link: **MI-Access**.

3. Click the top option: **MI-Access FI Practice Chrome browser version**.

4. Enter the username and password found on the log in page.

MI-Access Test Administration Training Videos

MDE has posted a new training video called **MI-Access Online Training Program Chapter One – Overview and What's New** on the MI-Access (www.michigan.gov/mi-access) webpage under **Professional Development**. This video is the first of a series of online training videos on M-STEP and MI-Access test administration for test coordinators and administrators that will be released on a rolling basis throughout January and February. Watch the Spotlight for notices announcing the release of these new videos.

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Supports and Accommodations Refresher Webinar PowerPoint Posted

The PowerPoint presentation from the January 6, 2016 Supports and Accommodations Refresher Webinar has been posted to the following web pages under **Student Supports and Accommodations**:

M-STEP (www.michigan.gov/mstep)

MI-Access (www.michigan.gov/mi-access)

MME (www.michigan.gov/mme)

WIDA (www.michigan.gov/wida)

The recording of the presentation is in production and will be posted the week of January 18, 2016. The final Supports and Accommodations Refresher Webinar will be held on **January 28, 2016 from 8:00 AM to 9:00 PM**.

Michigan Offering K, 1, 2 Benchmark Assessments in ELA and Mathematics

MDEs Office of Standards and Assessment (OSA) is conducting a field-test administration of the K-2 Early Literacy and Numeracy assessments (formerly known as the Interim K-2s) this spring. The K-2s are benchmark assessments in mathematics and ELA for students in grades K, 1, and 2. The K-2s are completely aligned to Michigan's content standards, and are administered online only (no paper/pencil version). Benchmark assessments such as the K-2s are designed to be administered at least two times during the school year, typically once in the fall and again in the spring, and can be used as one measure of student growth on Michigan's content standards. Field-tests are optional assessments.

The Spring 2016 online administration of the K-2s will use the same online delivery engine as the M-STEP

assessments. The K-2s may be given to students at any time during the M-STEP testing window (**April 11 to May 27, 2016**) in order to allow schools maximum flexibility in scheduling. Schools participating in the K-2s need to pre-identify their students in the Secure Site using the Pre-ID function. There is no need to inform OSA via telephone or email on the intent to participate. Schools have the flexibility to administer the K-2s in just one classroom, or several classrooms, in one content area, or both content areas. It is important to note that field-test data are not returned to the school (no reports or student data files generated). OSA, in conjunction with teams of educators, will review the item level data from the Spring 2016 K-2 administration to determine item quality. If an item performs well, it will become a future operational item (counting towards student score). If an item performs poorly, it may require revisions and a second round of field-testing.

Recent legislation taking effect in school year 2016–17 requires students in grades K, 1, and 2 be administered assessments in ELA and mathematics to support early literacy and numeracy across Michigan. The OSA and Michigan educators have worked diligently to develop age-appropriate, engaging items aligned to the standards for early elementary students. The Spring 2016 field-test administration will be the 3rd administration of the K-2 Early Literacy and Numeracy assessments. Students who participate in the K-2s this spring will contribute to the data collected on each item as the OSA prepares for the operational K-2 assessments that will be available in the 2016–17 school year. The Early Literacy action teams are still meeting. Look for an MDE communication in February regarding the 2016–17 school year.

To participate in the K-2 Early Literacy and Numeracy field-test in spring 2016, schools will need to do the following:

1. A contact person for the district and school

should be entered into the Educational Entity Master (EEM) under the Interim Assessment Coordinator contact type. This will be changed to Early Literacy Coordinator in the future.

2. Staff that pre-ID students in the Secure Site, or set up test sessions and print test tickets from eDIRECT for the Early Literacy and Numeracy assessments will need access to the Secure Site and eDIRECT.

   a. Early Literacy is a new assessment in the Secure Site. If a staff member already has access to the Secure Site and/or eDIRECT, the users access may need to be updated in the Secure Site to include the Early Literacy assessment.

   b. Instructions on how to get access to the Secure Site along with instructions on how district administrator level users can give access to users in the Secure Site and eDIRECT can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Quick References** section.

3. Students participating in the online Early Literacy assessment will need to be pre-identified on the Secure Site to the Spring 2016 Early Literacy test cycle.

   a. Students pre-identified by **end of day February 26, 2016** will be available in eDIRECT **starting March 4, 2016**. Students can continue to be pre-identified on the Secure Site and they will be loaded daily into eDIRECT.

   b. Pre-Identification of students in the Secure Site can be done using the MSDS Copy function, Pre-ID File Upload, or through the student search function one student at a time.

   c. Information about each method of pre-identification along with instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Quick References** section. There are also a few Camtasia presentations available on the page regarding pre-identification.

   d. Students will not be put into an Online Test Session on the Secure Site as done with other online state assessments. Students will be loaded into eDIRECT in a generic test session and users will have the ability to put the students into test sessions in eDIRECT.

4. This is an online assessment, no paper/pencil assessments are available, so there are no materials that need to be ordered.

2016 Michigan School Testing Conference

The 2016 Michigan School Testing Conference (MSTC) will be held this year **February 16–18, 2016** at the Kensington Court Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practice from the educators themselves, as well as state and nationally renowned experts in the field. Pre-conference workshops will be offered on **Tuesday, February 16, 2016 from 8:30 to 11:45 AM and 1:00 to 4:15 PM**, with registration beginning at 7:30 AM. A light lunch will be offered for all pre-conference workshops. The regular conference will begin on **Wednesday, February 17, 2016 at 9:00 AM** and will continue through **3:45 PM on Thursday, February 18, 2016**.

For conference program information and registration, go to the MSTC online registration site (http://www.gomiem.org/).

ACT WorkKeys® Q & A Sessions

Mark your calendars! ACT will be providing online Q & A sessions to help you with test administration. Following is some important information for these sessions.

What the WorkKeys Test Administration Q & A Sessions Will Cover

ACT staff will answer questions you and your staff might have regarding the ACT WorkKeys assessment:

- staff and facility requirements
- preparing for test day
  - the completion of non-test information by examinees
  - the handling of test materials
- test day policies and procedures

How to Register for a Session

To register for a session, click on the preferred date/time below. You need to register by **two days (48 hours)** before the session date.

- January 26, 2016, 10:00 AM ET
  act.ilinc.com/register/bwhszxm
- March 22, 2016, 3:30 PM ET
  act.ilinc.com/register/wzjycwv

You'll receive a confirmation email after you register.

Note: Each session is scheduled for an hour.

How to Participate in a Session

Twenty-four hours before the session, we'll send a reminder email with a link. Select the link to join the session. You can use this link to join up to 20 minutes before the start time.

We suggest you submit your questions prior to the session to ensure your questions are answered during the Q&A session. You may email your questions to: statetesting@act.org.

During the session, you may ask questions for ACT staff using any of these methods:

- using your telephone access to ask audible questions
- using the chat feature of the session to type questions

Test Administration Training Videos

Videos about test administration are available online. To view them, take the following steps:

1. Go to the ACT WorkKeys website (http://www.act.org/aap/michigan/workkeys.html).
2. Select the **Training** heading.
3. Select the **Test Administration Training** link under that heading.
4. Select your **city** and **school**.
5. Enter your first and last name and then select **Next**.
6. Select the active links for the videos you wish to view. Future videos are indicated by "Coming Soon" next to their titles.

Note: If you have problems viewing the videos, please try using a different browser.

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Contacting ACT

If you have questions, you may:

- Electronically via the Contact Us web page (www.act.org/aap/state/contact.html)

- Call 877-560-8378, Option 4 and Option 3

- Email accommodations questions to

ACTStateAccoms@act.org

We're looking forward to answering your questions for the upcoming Spring 2016 administration of ACT WorkKeys.

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Training Materials

There has been a change in the mailing date for SAT training materials. Training materials will be mailed approximately a week later than originally planned, however they will still arrive in conjunction with the opening of online training on **February 18, 2016**.

PSAT 8/9 Accommodations Requests – Submit by February 16, 2016

Accommodations requests for 9th graders participating in the Michigan Sponsored administration MUST be submitted through College Boards SSD Online system (https://www.collegeboard.org/students-with-disabilities/ssd-online) by February 15, 2016. To complete a request for a 9th grader taking the PSAT 8/9, enter the student information and when asked for the Next Intended College Board Test, enter "Other".

The request process for 9th graders is unique to the Michigan-sponsored PSAT 8/9 contract. If you are participating in PSAT 8/9 with 8th graders, accommodations requests are not required to be submitted.

PSAT/NMSQT Score Reporting and Khan Academy

Unlock the power of personalized practice! Online score reports were released to Educators and Students for the Fall 2015 PSAT/NMSQT last week. With the release of scores, students may now choose to link their accounts between College Board and Khan Academy to access their personalized practice plan. To link their accounts students need to:

1. Login to or create a Khan Academy account (www.satpractice.org)

2. When prompted, agree to link your Khan Academy and College Board accounts. The site will ask if you want to send your PSAT

(Continued on next page)

results to Khan whether you are a new user or already have an account.

3. From Khan Academy students will be directed to sign in or create a College Board account. After successfully logging in, they will be asked for permission to link the accounts.

4. After clicking Send, students will be redirected back to the Khan Academy site to begin practicing.

Students may choose to unlink their accounts by clicking on "Revoke" in the College Board Account Settings. For more information and video instructions go to the Student Score Reports web page (https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/scores/student-score-reports). If for some reason, the students' account doesn't yet reflect their scores, it's likely because College Board was unable to link their student account to their score report. Once students receive their paper report, which ships beginning January 15, 2016, they will be able to manually link their score and account by using the access code provided on their score report.

Key Dates

January 11, 2016: Pre-ID Window opens in the Secure Site

January 15, 2016: Offsite Testing Requests Due

February 16, 2016: Accommodations request deadline

April 12, 2016: SAT Test Administration

April 12-13, 2016: PSAT 8/9 and PSAT 10 Test Administration

Along with news in the Spotlight, the College Board will continue to update information about the Spring 2016 implementation on our Michigan website (www.collegeboard.org/michigan).

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Important Dates

Approaching Deadlines!

M-STEP

- **January 15, 2016:** Deadline to request an off-site administration of the M-STEP. To request access, go to the Spring 2016 M-STEP Off-Site Authorization Request.

SAT, PSAT10, PSAT 8/9

- **January, 15, 2016:** Deadline to request an off-site administration of the SAT, PSAT 10, and PSAT 8/9.

January 2016

Supports and Accommodations

- **January 25, 2016 – 9:00–10:00 AM:** Webinar **FOR NEW TEST COORDINATORS** on universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, PSAT, WorkKeys, and WIDA assessments.

- **January 28, 2016 – 8:00–9:00 AM:** Refresher webinar on universal tools, designated supports, and accommodations for the 2016 M-STEP, MI-Access, SAT, PSAT, WorkKeys, and WIDA assessments.

WIDA

- **Week of January 25, 2016:** WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs materials will be delivered on or before this date. For questions regarding delivery, please call DRC Customer Service at 1-855-787-9615 or email DRC Customer Service at WIDA@datarecognitioncorp.com.

- **January 27 – March 18, 2016:** WIDA Additional Material Orders window is open in the WIDA Assessment Management System.

ACT WorkKeys

- **January 26, 2016, 10:00 AM:** Webinar in which ACT will be providing Q & A sessions to help with test administration.

February 2016

WIDA

- **February 8, 2016 – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

SAT, PSAT10, PSAT 8/9

February 16, 2016: Deadline to submit State-Allowed Accommodations (SAA) requests to ensure that the appropriate materials will be provided on test day.

ACT WorkKeys

February 16, 2016 at 5:00 PM: Deadline to order accommodated materials through the MDE Secure Site on the Initial Material Orders page.

SAT, PSAT10, PSAT 8/9, and WorkKeys

- **February 16, 2016 at 5:00 PM:** Deadline to Pre-ID students on the MDE Secure Site for vendor printed barcode labels and initial standard materials.

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Important Dates

MSTC Conference

- **February 16–18, 2016:** The 2016 Michigan School Testing Conference (MSTC) at the Kensington Court Hotel in Ann Arbor, MI. Pre-conference workshops will be offered on **Tuesday, February 16, 2016**. The regular conference will be on **February 17–18, 2016**.

M-STEP/MI-Access Online

- **February 26, 2016:** Deadline for putting students into online sessions for M-STEP and MI-Access FI. After February 26, students can be put into online sessions in eDIRECT.

M-STEP, MI-Access FI Paper/Pencil

- **February 26, 2016 at 5:00 PM:** Deadline for students to be pre-identified and identified as paper/pencil on the Secure Site for barcode labels, initial materials, and accommodated materials.

K-2 Early Literacy and Numeracy

- **February 26, 2016 at 5:00 PM:** Students to be pre-identified on the Secure Site by this date will be available in eDIRECT **starting March 4, 2016**. Students can continue to be pre-identified on the Secure Site and they will be loaded daily into eDIRECT.

MI-Access P and SI

- **February 26, 2016 at 5:00 PM:** Deadline to enter the number of administrators administering the assessment through the Secure Site on the Initial Material Orders page.

► Access previous Spotlight editions (http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html