Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

January 5, 2017

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Happy New Year! 2017

Seeking Volunteers!

The Office of Standards and Assessment is seeking volunteers to serve on a focus group to discuss issues related to accessibility of Michigan's Early Literacy and Mathematics Benchmark Assessments. We are seeking professionals who currently work with students who typically require supports and accommodations for instruction in Kindergarten through 2nd grade. We would like to ensure we have representation from those working with students with disabilities and/or students who are English Learners. If you are interested in participating, please complete a very short survey (https://www.surveymonkey.com/r/Access_ELM_Focus) by **January 13, 2017**.

WIDA Tech Setup FAQ

WIDA ACCESS 2.0 for ELLs testing is ongoing in three states with no significant technical issues reported.

If you are using iPads for WIDA testing, you will need to update INSIGHT to version 7.2 or students will be prompted to do so when they first open INSIGHT. This is an iPad-only update that is optional outside WIDA testing (the update is for WIDA's Speaking domain).

The most common question this year relates to a change in how Testing Site Managers (TSMs) are referenced in the Device Toolkit. The TSM Content and Response Caching boxes in the Device Toolkit want the "TSM Server Domain" from the TSM, not the IP address or machine name.

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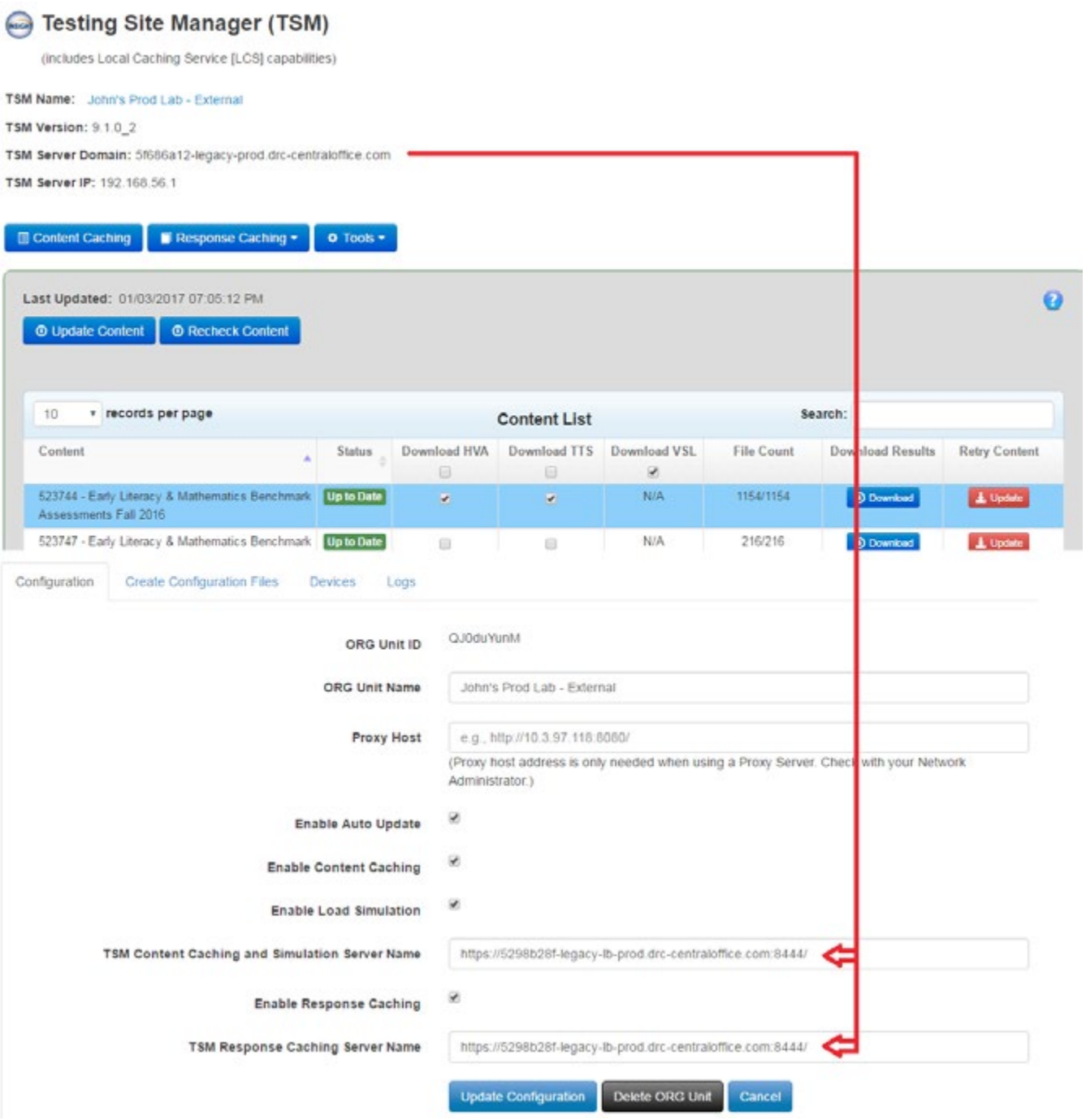
Key: Reminder (previously run article) — information Tech Coordinators also need to know



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The most common recurring problem across recent years is not whitelisting DRC. If your filter allows wildcard addresses, whitelist "*.drcedirect.com"; it is safest to whitelist both the wildcard and the individual addresses. **Please note:** The first two individual addresses are not covered by the wildcard. This list covers both WIDA and M-STEP.

Address	Ports
https://www.wida-ams.us/	80, 443
http://drc-centraloffice.com/	80, 443
https://wida-insight.drcedirect.com/	80, 443
https://wbte.drcedirect.com/	80, 443
https://wida.drcedirect.com/	80, 443
https://dtk.drcedirect.com/	80, 443
https://api-gateway-cloud.drcedirect.com/	80, 443
https://api-gateway.drcedirect.com/	80, 443
https://cdn-content-prod.drcedirect.com/	80, 443
https://cdn-download-prod.drcedirect.com/	80, 443
http://mi-insight-client.drcedirect.com	80, 443
https://mi-insight.drcedirect.com	80, 443
https://mi.drcedirect.com	80, 443

Logging into WIDA Assessments

Students and other users will see the following screenshot when logging into the WIDA practice tests, sample items, or actual assessment.

All users and students should know that for the 2016–17 school year, the WIDA Screener options are not usable at this time.

WIDA Online Practice and Test Demo

As a reminder, the WIDA ACCESS for ELLs 2.0 Test Demos are available and designed to be viewed by students prior to taking the WIDA ACCESS for ELLs 2.0. The test demos use graphics, screen capture, and sound to present visual and verbal descriptions of the properties and features of the WIDA ACCESS for ELLs 2.0 assessment, walking students through animated test directions.

Each test demo is comprised of a series of small modules. There is a unique test demo for each of the following grade spans:

- Grades 1–3
- Grades 4–5
- Grades 6–12

The test demo can be viewed by students prior to the administration of the test practice items. Many schools schedule a test demo session for students and then immediately have students practice what they've viewed by completing the test practice items.

If your school's computer lab has capacity issues, Test Administrators may show the test demo in the regular classroom using an LCD projector and internet connection. This option could also be used with younger learners to ensure that students understand they do not need to interact with the video, but rather just listen and watch. However, the test practice items will require that students have access to individual devices.

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Students can be allowed to repeat the test demo as often as desired and needed. There are no restrictions on accessing this tool.

Educators preparing students for the online WIDA ACCESS for ELLs 2.0 assessment may also provide time for students to experience a practice test in each domain (Listening, Reading, Writing, and Speaking) in advance of their testing day. Login information for practice tests can be found in Part 2 of the WIDA Test Administrator Manual, which is located on the WIDA website (www.wida.us) under **Assessment → ACCESS for ELLs 2.0**.

WIDA Assessment Management System Account Information – IMPORTANT

All District Test Coordinators will see their role in the WIDA Assessment Management System (AMS) defined as "Teacher" instead of "District". This is not an error and does not impact appropriate available functionality for educators in this role.

For additional information related to all user roles in WIDA AMS, please refer to the Assigning Roles in Secure Site for AMS and eDIRECT document found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Security** section. Additional information about Michigan's specific WIDA AMS role functionality will be available soon.

WIDA Assessment Management System Accounts

Prior to January 9, 2017, WIDA Testing Coordinators and Test Administrators can expect to receive an e-mail from Data Recognition Corporation (DRC) with account information to access the WIDA Assessment Management System (AMS). If an email is not received by this date, please contact the Call Center, (select Option 5). Educators coordinating and administering the WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs assessments will need a WIDA AMS account in order to complete the following testing activities as appropriate:

- manage online testing sessions
- print test tickets
- order additional materials
- monitor completion of testing
- add/assign accommodations
- view score reports

For more information on setting up Secure Site accounts, please refer to the Assigning Roles in Secure Site for AMS and eDIRECT document found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Security** section.

WIDA Materials Shipments

Districts should expect to receive materials by January 30, 2017. Educators are expected to inventory materials received. Please review the material inventory procedures in the WIDA Test Administrator Manual as well as the **Michigan-Specific Test Administrator Directions** document you will receive in your Initial Material Order shipment. If additional materials are needed, Additional Orders may be placed in the WIDA AMS.

Students testing online in grades 1–3 will automatically be shipped paper/pencil Writing booklets, which is the mode of administration for that domain. Students testing online in grades 4–12 will not automatically receive paper/pencil Writing booklets. Although these Writing booklets may be ordered in WIDA AMS once the Additional Material Order window is open, they are

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reserved for students who may have specialized needs based on their IEP/504 Plan necessitating this mode of testing or for students who are Recent Arrivals to the U.S. (attended U.S. schools for 12 months or less).

For directions on placing Additional Material Orders, please refer to the WIDA AMS User Guide.

WIDA Test Exceptions

The window for WIDA Test Exceptions is open now and runs through **January 26, 2017** on the Secure Site. This window is a period of time during which educators may request a waiver from the Spring 2017 WIDA ACCESS for ELLs 2.0 or the Alternate ACCESS for ELLs for some students with specific disabilities. All test exceptions must be applied for on an annual basis and approvals do not carry over from year to year.

For more information on WIDA Test Exceptions, please refer to the WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Test Exceptions and False LEP Guidance document found on the MDE WIDA web page (www.michigan.gov/wida). Directions for submitting WIDA Test Exceptions can be found on the Secure Site Training web page (www.mi.gov/securesitetraining) under the **Miscellaneous** section. For questions about how to submit WIDA Test Exceptions, please contact the Call Center (select Option 3) or email baa@michigan.gov.

Pre-Identification for SAT, PSAT, WorkKeys, M-STEP, and MI-Access (Grades 3–8 and HS)

On **January 9, 2017**, the Division of Accountability Services (DAS) will pre-identify, in the Secure Site, students using the Fall 2016 MSDS General Collection and Student Record Maintenance (SRM) files submitted through **January 6, 2017** for the following state assessments. SRMs are not required, but will be used if they are submitted.

- All students in grades 3-8 will be pre-identified for M-STEP. Students will be pre-identified as online testers unless they are enrolled in a school with an approved online waiver. Students in approved paper/pencil schools will be pre-identified for paper/pencil testing.
  - Individual students in online schools that require a paper/pencil test may be reassigned for paper/pencil testing. Please refer to the document Pre-Identification of State Assessments under the **Pre-Identification/ Student Search** section of the Secure Site Training web page (www.michigan.gov/securesitetraining).
  - Schools must move students from M-STEP to MI-Access FI, SI, or P, as appropriate.
- All students in grades 9 and 10 in established PSAT test centers will be pre-identified for PSAT 8/9 or PSAT 10.
- All students in grade 11 and required students in grade 12 will be pre-identified for SAT (if in established SAT test centers), Workkeys (if in established WorkKeys test centers), and M-STEP. Students who are eligible to test but not required will not be Pre-ID by DAS; this is the responsibility of the school.

This is a **one-time pull for pre-identification purposes** for students taking the SAT, PSAT, WorkKeys, and M-STEP. The Pre-ID Student Report will be available to schools on the Secure Site (www.michigan.gov/baa-secure) at **8:00 AM,**

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January 9, 2017. It is the responsibility of the district and/or school to update the Pre-ID Student Report by unassigning students who will not be testing and adding new students directly on the Secure Site.

All initial standard materials for SAT, PSAT, WorkKeys, M-STEP, and MI-ACCESS—as well as barcode labels printed by the contractor—will be based on the students pre-identified on the Secure Site by **February 14, 2017** at **5:00 PM**.

Schools will need to print barcode labels from the Secure Site for students pre-identified after the deadlines above. All answer documents are required to have a barcode label for scoring.

To ensure you get the appropriate number of assessment materials, it is **IMPORTANT** to make sure your pre-identification is accurate.

Options and instructions for pre-identification of students can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on Pre-Identification of State Assessments under the **Pre-Identification/Student Search** section.

Michigan Merit Exam (MME)

When pre-identifying new students to the Michigan Merit Exam (MME), students must be pre-identified to each of the three components (SAT, WorkKeys, and M-STEP Science and Social Studies) separately. Once the student is pre-identified to one of the components, you can use the **Mass Update Assessments** page to easily copy them over to the other two components. This only applies to students added by the school or district on the Secure Site. DAS has already done this for students who were pre-identified by DAS. Instructions specific to this task for MME can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on Mass Update Assessments-Copying Students from One MME Component to other MME Components under the **Pre-Identification/Student Search** section.

Pre-Identification for MI-Access

MI-Access is an alternate assessment for special education students only and is based on a student's IEP. Since DAS cannot determine which students will test using MI-Access Functional Independence (FI), Participation (P), or Supported Independence (SI), all students will be pre-identified to M-STEP by DAS during our initial Pre-ID. It will be the districts' and/or schools' responsibility to move students from M-STEP to the appropriate MI-Access assessment in the Secure Site. This can be done for a group of students at the same time using the Mass Update Assessments function found under the Student Assessments menu on the Secure Site. Instructions specific to this task for MI-Access can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on Mass Update Assessments-Copying Students to MI-Access Assessments under the **Pre-Identification/Student Search** section.

All initial standard materials and barcode labels printed by the contractor for MI-Access Functional Independence (FI) paper/pencil will be based on the students pre-identified on the Secure Site and identified as paper/pencil by **February 14, 2017** at **5:00 PM**.

NOTE: Students assessed with MI-Access assessments must be in a special education program in the Michigan Student Data System (MSDS) by **June 21, 2017** in order to receive a valid score.

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Online Sessions

Student taking the M-STEP and MI-ACCESS FI online tests may be put into Online Sessions starting **January 9, 2017**. This can be done on the Secure Site through **February 27, 2017**. Students pre-identified after February 27—or who were not put into an online testing session by February 27—can be put into online sessions in eDIRECT. Instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on Online Sessions under the **Pre-Identification/Student Search** section.

New this year: Students in sessions can be copied into other sessions as a group and you can filter by **Reporting Codes** (previously known as Class/Group Codes) to create sessions.

Unassigning Students from Assessments

Please note: Students who are unassigned from testing on the Secure Site are **NOT** removed from accountability calculations, only from testing. To ensure a student is removed from accountability calculations, the student must be exited in MSDS in the Spring 2017 MSDS General Collections or an SRM collection.

Initial Material Orders for Spring 2017

There are two important steps to initial material orders:

1. verify on the Initial Material Order screen that both the shipping address and the coordinator's name are correct
2. verify or enter the number of materials needed for administering the assessment

When verifying, if the address and/or coordinator name on the Initial Material Order page is incorrect, it must be corrected in the Educational Entity Master (EEM) by the authorized district EEM user (usually the district pupil accounting person) by **5:00 PM** on **February 14, 2017**.

Instructions for Initial Material Orders can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on Initial Material Orders under the **Material Ordering** section.

SAT

Initial material orders for SAT Standard Test Booklets will be based on the number of students pre-identified on the Secure Site by **5:00 PM** on **February 14, 2017**. Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the Secure Site. The SAT Standard Test Booklets can only be adjusted by pre-identifying additional students and unassigning students from testing.

WorkKeys

Initial material orders for Standard Time Regular Print WorkKey materials will be based on the number of students pre-identified on the Secure Site by **5:00 PM** on **February 14, 2017**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM** on **February 14**. 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 Secure Site. The number of Standard Time Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from testing.

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PSAT 8/9 and PSAT 10

Initial material orders for PSAT 8/9 and PSAT 10 Standard Test Booklets will be based on the number of students pre-identified on the Secure Site by **5:00 PM** on **February 14, 2017**. Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the Secure Site. The PSAT 8/9 and PSAT 10 Standard Test Booklets can only be adjusted by pre-identifying additional students and unassigning students from testing.

M-STEP

Initial material orders for Standard Test Booklets for M-STEP will be based on the number of students pre-identified on the Secure Site by **5:00 PM** on **February 14, 2107**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM** on **February 14**.

IMPORTANT NOTE: If you enter an order for accommodated materials for M-STEP and save it, the number of Standard Test Booklets will also save and will **NOT** continue to update based on the Pre-ID. You can adjust the number of Standard Test Booklets for M-STEP directly on the initial material order page through **5:00 PM** on **February 14, 2017**.

MI-ACCESS Functional Independence (FI)

Initial material orders of Standard Test Booklets for MI-ACCESS FI will be based on the number of students pre-identified on the Secure Site by **5:00 PM** on **February 14, 2017**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM** on **February 14**.

IMPORTANT NOTE: If you enter an order for accommodated materials for MI-ACCESS FI and save it, the number of Standard Test Booklets will also save and will **NOT** continue to update based on the Pre-ID. You can adjust the number of Standard Test Booklets for M-STEP directly on the initial material order page through **5:00 PM** on **February 14, 2017**.

MI-ACCESS Supported Independence (SI) and Participation (P)

Since the MI-Access SI and P will be administered one-on-one to students and their responses entered into the Online Answer Document by the school, separate materials are not needed for each student. On the Initial Material Order page, schools will need to enter the number of assessment administrators by **5:00 PM** on **February 14, 2017**.

New Shipping Destination Option for MI-Access

New this year: A district level user of the Secure Site can select a shipping destination of district or school. This option is only available to the whole district. For example, if school is selected, each school in the district will receive the MI-Access materials directly at the school. If district is selected, MI-Access materials for all schools in the district will be shipped to the district office for distribution. The shipping destination will default to District—meaning all initial materials will be sent to the district unless it is changed.

Materials shipped directly to the schools can be returned by the schools. This allows materials to be shipped directly after testing is completed, which will help facilitate scoring and reporting results.

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Early Literacy and Mathematics Pre-ID and Test Session Creation

Pre-Identification

Schools that will be administering the MDE's Early Literacy and Mathematics Benchmark Assessments this spring in grades K–2 will need to pre-identify students on the Secure Site (www. michigan.gov/baa-secure) to the **Spring 2017 Early Literacy test cycle**. Students must be pre-identified before they can be placed into test sessions.

- The MDE will not pre-identify students for the Spring 2017 Early Literacy and Mathematics assessments. Pre-identifying is the responsibility of the district or school.
- Pre-identification on the Secure Site will be available **starting January 9, 2017** and is open until **May 26, 2017**.
- The initial data pull of pre-identified students to eDIRECT will be on **February 27, 2017**, after **5:00 PM**.
- Schools will have access to the pre-identified students and test sessions in eDIRECT on **March 7, 2017**.
- After the initial load of students into eDIRECT, any new or additional students must still be pre-identified on the Secure Site. The students will be copied into eDIRECT twice a day through the end of testing.
- Students can be pre-identified on the Secure Site using any of the following methods:
  - Pre-ID File Upload
  - MSDS Copy
  - One Student at a Time

Complete instructions for pre-identification of students for Early Literacy and Mathematics can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Pre-Identification/ Student Search** section.

Test Session Creation

Pre-identified students will need to be put into online test sessions.

- **Before 5:00 PM, February 27, 2017** – Test Sessions can be created in the Secure Site. Students who have been placed into an online testing session on the Secure Site by **5:00 PM, February 27, 2017** will have their test sessions copied into eDIRECT.
- **After 5:00 PM, February 28, 2017** – Test Sessions must be created in eDirect. Before students can be placed into a test session in eDirect, they will need to be pre-identified on the Secure Site. The pre-identification window is open until **May 26, 2016**.

Complete instructions for Online Testing Sessions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Quick Reference** section.

If you do not have access to the Secure Site and need access, instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on **How do I get access to the Secure Site?**

Alternate Material Delivery Date Requests for M-STEP and MI-Access

Alternate Material Delivery date requests accommodate those schools that cannot receive testing materials during the regularly scheduled delivery dates for each test and test window.

Those schools requesting the Alternate Delivery Date must complete the 2017 Alternate Material Delivery Request Form (https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) **by February 3, 2017**. This survey should be completed by the Building Assessment Coordinator; if an entire district requires the alternate delivery date, then each building within the district must submit its own Alternate Material Delivery Date request survey. This survey can be completed to request the alternate delivery date for any combination of one or all of the M-STEP testing window delivery dates and for MI-Access delivery dates.

When completing the survey, it is important that all district and building names are the same names as listed in the EEM (http://www.cepi.state.mi.us/eem/) and that district and building codes are accurate, in order to ensure delivery to the appropriate location. Please be sure to check that all information is entered accurately.

Please submit all requests **no later than February 3, 2017**.

M-STEP

M-STEP has two testing windows with two alternate delivery date requests. All requests can be submitted through the 2017 Alternate Material Delivery Request Form (https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/).

First Testing Window: M-STEP Grade 5, 8, and 11:
The regular scheduled delivery dates for the first testing window are March 27-19, 2017. Schools can request the alternate delivery date of **April 3-5, 2017**.

Second Testing Window: M-STEP Grades 3, 4, 6, and 7:
The regular scheduled delivery dates for the second testing window are April 17–18, 2017. Schools can request the alternate delivery date of **April 24–26, 2017**.

MI-Access

MI-Access has only one testing window, therefore only one alternate delivery date. The regular scheduled delivery dates for MI-Access are March 27–29, 2017. Schools can request the alternate delivery date of **April 3–5, 2017**.

New ESSA Notes Newsletter Available

A new issue of ESSA Notes is now available and was distributed to subscribers on January 4, 2017. The new edition highlights:

- an invitation to participate in Stakeholder Feedback Surveys
- findings from an online survey of Michigan parents

The newsletter is available on the ESSA web page (www.michigan.gov/essa). Just click on the **ESSA Notes** button and then the January 4, 2017 ESSA Notes Newsletter. Visit our ESSA web page for more details on this work and to sign up to receive updates on Michigan's Every Student Succeeds Act (ESSA) State Plan.

SAT 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 customer service line at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Reminder

On the morning of December 15, 2016, an email was mistakenly sent reminding schools to order testing materials for the spring College Board assessments. A correctional email was sent in the afternoon of December 15, clarifying and apologizing for this message. As a reminder, schools should **NOT** order materials for the Michigan-provided PSAT 8/9 for grade 9, PSAT 10, or SAT in the test ordering site of College Board. If you placed an order, please cancel it at this time. We have been reaching out to schools that have an order so that cancellations can occur as soon as possible. Once again, we apologize for the confusion that the email caused.

Pre-ID Window

Materials for the PSAT 8/9 for 9th grade, PSAT 10, and SAT will be sent based on the number of students pre-identified in the Secure Site and the accommodations approved in the SSD online system.

The window to Pre-ID students in the Secure Site is January 9 – February 14, 2017, which ensures that Pre-ID labels get printed and shipped to schools for College Board assessments.

Refer to the pre-identification article (on page 7) in this week's Spotlight for more information on the process.

Important Dates

January 2017

Paper/Pencil Testing

January 9 – February 3, 2017:

- Alternate Material Delivery Request Window for **M-STEP** and **MI-Access**

January 9 – February 14, 2017:

- Initial Material Order window for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Pre-ID for material order counts for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Pre-ID for printed barcode labels for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Accommodated material ordering for **M-STEP** and **MI-Access (FI only)**

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

January 16 – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**

January 30 – March 17, 2017:

- **WIDA** Additional Materials Order Window in WIDA AMS

January 30, 2017:

- Districts receive **WIDA** test materials

Online Testing

Now – January 26, 2017:

- **WIDA** Test Exceptions window

January 9 – February 27, 2017:

- Online Test Session setup in Secure Site for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

January 9 – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

February 2017

Paper/Pencil Testing

February 3, 2017:

- 2017 Alternate Material Delivery Request Form– Use this form (https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) to request alternate material delivery dates for **M-STEP** and **MI-Access** Materials.

Online and Paper/Pencil Testing

February 6 – March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

MSTC

February 14 – 16, 2017:

- Michigan School Testing Conference (MSTC) – for information and registration, go to the MSTC online registration site (https://gomiem.org)

Have Questions?

Email BAA@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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