

# Spotlight

## on Student Assessment and Accountability

January 9, 2020

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### Assessment Window Changes for Spring 2020 M-STEP

In 2016, the Michigan state legislature passed Michigan's Read by Grade 3 Law (MCL 380.1280f) and districts have been implementing components of the law since then. As prescribed in the law, this year's Michigan Student Test of Educational Progress (M-STEP) must be used to flag students who are eligible for retention.

After continued review of the law, MDE has decided to make a small adjustment to the M-STEP testing schedule to provide districts with more time to address the 30-day parental appeal window in the law. The second testing window, formerly scheduled to open on May 4 and close on May 29, will now open on **Monday, April 27 and close on Friday, May 22**. This change only affects tested grades 3, 4, 6, and 7 taking the online M-STEP. There are no changes to testing windows for students taking the paper/pencil M-STEP or who are taking MI-Access or other state assessments.

MDE understands that districts may have already set their testing schedules. This does not require that any district change those schedules unless they choose to do so or unless they were planning to test the week of May 25th after Memorial Day. Districts should also carefully review the [District-Level Plans for Assessment Windows, Read by Grade 3 Implementation, and Communicating Retention to Parents](#) document for more details on the actions districts will need to take for any students flagged for potential retention and make their decisions accordingly.

The following documents have been updated for Spring 2020 to reflect the change in the second M-STEP testing window. These documents can be found on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

- [2019-2020 Guide to State Assessments](#)
- [Spring 2020 Summative Testing Schedule](#)
- [Excel File of Important Dates for All Spring 2020 Assessments](#)
- [Spring 2020 M-STEP List of Important Dates](#)

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# Spotlight on Student Assessment and Accountability

MDE is available to help districts with any questions they may have. Questions related to the testing window itself can be directed to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

Questions related to the Read by Grade 3 law and literacy supports can be directed to [MDE-EarlyLiteracy@michigan.gov](mailto:MDE-EarlyLiteracy@michigan.gov).

## Important Dates Documents Updated

The **Excel File of Important Dates – Spring 2020** and the **List of Important Dates** PDFs have been updated to reflect the change in the M-STEP testing window for grades 3, 4, 6, and 7, as well as to account for minor date discrepancies across assessment programs. These updated documents can be found on the Michigan Department of Education (MDE) assessment web pages:

- [Early Literacy and Mathematics](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)
- [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat)

When viewing the Excel file of Important Dates, view the Change Log on the bottom tab of the spreadsheet to see changes that have been made to the Excel file. All updates are also noted in the List of Important Dates PDF documents.

Refer to the previous **Assessment Window Changes for Spring 2020 M-STEP** article for information on the change to the testing window for M-STEP grades 3, 4, 6, and 7.

## WIDA Test Setup Now Available

The Test Setup Window for the WIDA ACCESS for ELLs and Alternate ACCESS for ELLs runs now through **Friday, March 20, 2020**. During this window, you will have the ability to view students and modify test sessions in [WIDA AMS](http://www.wida-ams.us)

([www.wida-ams.us](http://www.wida-ams.us)). If you are administering ACCESS for ELLs online, you must make sure your students are entered in the appropriate test sessions.

For detailed instructions on Test Setup, refer to the WIDA AMS Guide and Videos section of the [WIDA Secure Portal](https://wida.wisc.edu) (<https://wida.wisc.edu>). You can find this by selecting **ACCESS for ELLs Training Courses**, then **Online Grades 1–12**. You may also refer to the [WIDA Assessment Management System \(WIDA AMS\) User Guide](#), located in WIDA AMS under **All Applications**, then **General Information**, then **Documents** for more information on Test Setup.

Contact **DRC Customer Support** with any questions at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or **1-855-787-9615**.

## Online ACCESS for ELLs Grades 4–12 Writing Test Sessions

It is imperative that students who will handwrite their Writing response instead of using a keyboard are placed into a Handwriting Response (HW) test session in WIDA AMS. Before beginning any Grades 4–12 Online ACCESS Writing test sessions, verify that students are assigned to the test session in WIDA AMS that aligns with their response mode. Refer to pages 108-109 in the [WIDA AMS User Guide](#) for specific instructions on moving students to a HW test session.

Students who may be eligible to handwrite their Writing responses in grades 4–12 include students who are recent arrivals to the United States (12 months or less in U.S. schools) or students whose disability may necessitate taking that portion of the test using paper/pencil.

This year, the Online Grades 4–12 Writing Test has embedded field test items. This means that the third writing task may be different for some students. If a student has been assigned the incorrect test session in WIDA AMS, they may see a different field test item online than in the

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handwriting booklet. Should this occur after the test session is already in progress and the student has begun responding to tasks, the student should complete testing and the district should submit the Handwriting Response booklet for scoring as usual. The third task, or field test item, will not contribute to the student's overall score; the student will still receive a score for the Writing domain.

## WIDA English Language Development Standards Review Opportunity

WIDA—a leading support organization for English learners, educators, and families—is seeking public input on the 2020 edition of its [English Language Development \(ELD\) Standards](#). The WIDA English Language Development Standards are the standards on which the WIDA assessments are based. Michigan adopted the WIDA ELD Standards in 2013.

The 2020 edition builds on the same foundation and concepts, such as the [WIDA Can Do Philosophy](#) and WIDA's six [English language proficiency levels](#), that shaped WIDA's standards publications. The [five core WIDA ELD Standards](#) have not changed, but the updated edition incorporates a new set of resources that builds on and replaces earlier editions.

**WIDA invites anyone involved in multilingual learner education to share their views of the 2020 edition by completing an [online survey](#) by Jan. 20, 2020.** If you have questions about the WIDA ELD Standards send them to [mde-el@michigan.gov](mailto:mde-el@michigan.gov).

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

Districts and schools should be working on their Pre-ID Student report on the OEAA Secure Site for the Spring 2020 SAT, PSAT 8/9, PSAT 10, WorkKeys, M-STEP, and MI-Access. The paper/pencil materials and printed barcode labels are based on the students who are pre-identified by

**5 p.m., February 12, 2020.** It is important to read the articles in the [December 19, 2019 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) to ensure that you have accurate counts, know how to Pre-ID, and other important information.

## M-STEP Test Administration Manual Available NOW

The 2020 M-STEP Test Administration Manual (TAM) is now available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under the **What's New** and **Current Assessment Administration** sections. The manual provides important information for both online and paper/pencil M-STEP administrations.

### New for 2020:

- Test Administrators are no longer required to read the TAM. Instead, Test Administrators are required to read the **Test Administrator's Directions and Manual** document for each test they will administer (these will be posted soon – watch the Spotlight for details).
- The **Incident Reporting Guide** has been updated to reflect policy changes.
  - » Most incident reports are expected to be submitted within two school days; some incident reports must be submitted on the day of the incident in order for regeneration to be considered.
  - » In addition to District Assessment Coordinators, any authorized user of the OEAA Secure Site may submit incident reports, as determined by policy/procedure of the local district and/or building.
  - » Documentation to be submitted for incident reports involving errors in designated supports and/or accommodations has been updated.
- **TTS for Directions Only** is available on all M-STEP tests. Whether to use this new feature is determined by the District and/or Building Assessment Coordinator.

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All staff involved in the M-STEP administration should know the policies, procedures, and guidelines specific to their role, which are documented in the TAM and Assessment Integrity Guide, to ensure a valid, equitable, and trouble-free M-STEP administration.

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

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that the Early Literacy and Mathematics Benchmark Assessments Student Level Reports for the Winter 2020 administration are available in the Dynamic Reporting System through the Secure Site. Reports are available within 48 hours of students completing all portions of a content area test. Available reports include:

- **Domain Analysis Report** – Separated by content area, the domain report provides a list of selected students divided into three groups based on the number of Points Earned in each domain and content area for the fall and winter tests.
- **Individual Student Report** – Separated by content area, the ISR provides detailed information on individual students in the Content Summary section, which displays Points Earned out of Points Possible for each Domain in a content area. It also provides Content Details, which displays Points Earned out of Points Possible for each assessment category within a content area.
- **Student Roster Report** – Separated by content area, the student roster provides a list of students by Points Earned out of Points Possible (Max Points) by grade, content, domains, and categories.

To view your school or district reports, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu. Once in the Dynamic Score Reports, select the **Test Cycle**, **District**, and **School**.

## 2020 MME/PSAT and Grade 8 Assessment Training Presentations

The Office of Educational Assessment and Accountability (OEAA) has released a series of pre-recorded presentations that cover topics related to the **Spring 2020 MME and High School Assessments** and **Spring 2020 Grade 8 Assessments** administrations. All presentations and their related PowerPoint slides are posted to the following web pages in the **What's New** section:

- [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat)
- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)

## 2020 MME and High School Assessment Presentation Topics

- MME and High School Assessment Overview
- The College Board Assessments
  - » SAT with Essay
  - » PSAT 8/9 for Grade 9
  - » PSAT 10 for Grade 10
- ACT WorkKeys
- Grade 11 M-STEP
- OEAA Secure Site Test Administration Tasks
- **Supports and Accommodations Overview—NEW**

## 2020 Grade 8 Assessments Presentation Topics

- Grade 8 Assessments Overview
- PSAT 8/9 for Grade 8
- Grade 8 M-STEP
- OEAA Secure Site Test Administration Tasks
- **Supports and Accommodations Overview—NEW**

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## College Board Corner

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

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

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

### Pre-ID Window Now Open

Test materials and Pre-ID labels for the SAT with Essay, PSAT 10, and PSAT 8/9 will be based on the number of students pre-IDed in the Secure Site by **February 12, 2020 at 5 p.m.** For information on the pre-ID process, refer to the [December 19, 2019 Spotlight Newsletter](#) (<http://www.michigan.gov/mde-spotlight>).

### State-Allowed Accommodations Window Opening Next Week

Requests for state-allowed accommodations (recommended for 8th graders) can be entered in the Services for Students with Disabilities (SSD) online system starting **January 14, 2020**. Once logged into SSD Online, SSD coordinators should select the link that says, **Go to State-Allowed Accommodations Dashboard** and enter student information. Requests will be approved automatically within a few days, and no documentation will be required. The deadline for entering requests is **February 24, 2020**.

### Transferring Students in SSD Online

If students were approved for College Board accommodations for testing in Spring 2019 and will be testing under a different AI code in Spring 2020, these

students must be transferred in SSD Online. They will not automatically be transferred for you. To transfer a student:

1. Select “Submit Accommodations Request” in the top right corner of the SSD Online dashboard of the school the student is now attending.
2. Respond “Yes” to these two questions:
  - » Has a request for accommodations already been submitted for this student?
  - » Is this a Transfer Student?
3. You will be asked for the student’s name, date of birth, and their College Board SSD number. To obtain a student’s College Board SSD number:
  - » Ask the student or parent if they have a copy of the eligibility letter.
  - » Have the student log into their College Board account to obtain a copy of the eligibility letter.
  - » Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
  - » Contact the SAT School Day Educator Hotline and choose the option for SSD. They may request that the student be present in order to provide permission to give the SSD number to the school.

If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at your school, documentation review may be required.

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## Accommodations and Supports Webinar

A recording and a PDF of the webinar conducted in December is now posted on the MME [www.michigan.gov/mme](http://www.michigan.gov/mme) and [PSAT](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) web pages.

## Coming Soon

PDFs of testing manuals and translated test directions will be available for download in February.

## 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 for the initial test dates (April 15–28, 2020) is **January 8 – February 12, 2020, 5 p.m.** using the OEAA Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

Instructions for these activities can be found at [Secure Site Training web page](http://www.michigan.gov/securetraining) ([www.michigan.gov/securetraining](http://www.michigan.gov/securetraining)) 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 p.m. on February 12, 2020**. Accommodated materials and Spanish test booklet (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5 p.m. on February 12, 2020**.

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-Identification** and **Initial Materials Ordering** articles in the [December 19, 2019 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://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)
- 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 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)

Answer documents, administration manuals, Test Administration Forms folders, a small overage of

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regular print English test books, return labels, and other ancillary materials will automatically be included in the test materials shipments.

All test materials will be sent to the WorkKeys Test Coordinator's mailing address (not the building address) as listed in [EEM](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) as of **February 11, 2020**. Refer to the [September 5, 2019 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information about updating EEM.

## ACT WorkKeys Training Webinars

All school staff are invited to attend ACT's optional Workkeys training webinars that will provide an overview of how to administer the WorkKeys assessments, including receiving and returning test materials. Use the links below to register for one or both sessions. Each session will be recorded and posted to the ACT hosted website in the Preparation stage, for those unable to attend.

- **Tuesday, February 4, 2020**, 10:00-11:00 a.m. ET, [Register here](#)
- **Tuesday, March 10, 2020**, 3:30-4:30 p.m. ET, [Register here](#)

## Student Preparation – Go For Platinum!

Encourage students to understand the types of questions they will see, since they differ from other types of exams. Students and teachers can access **free practice questions** from all three tests that range 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) (<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 [ACT state testing website](http://www.act.org/districtandstate/michigan.html) ([www.act.org/districtandstate/michigan.html](http://www.act.org/districtandstate/michigan.html)) on the **WorkKeys on Paper** page.
- [MME List of Important Dates - Spring 2020](#) – found on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **General Information**.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244, 9:30 AM – 6:00 PM ET
  - standard time: ext. 2800
  - accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

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



## Important Dates

### January 2020

#### Early Literacy and Mathematics

**Now – January 30, 2020**

- Pre-identification for **Early Literacy and Mathematics Benchmark Assessment** for grades K-2

#### M-STEP

**Now – January 30, 2020**

- Pre-identification for **M-STEP Passage-Based Writing Field Test** for grades 3-8

#### SAT and PSAT

**Now – February 24, 2020**

Window to request or update College Board-approved and state-allowed accommodations in SSD Online for **SAT with Essay, PSAT 10, and PSAT 8/9.**

#### WIDA

**Now – March 19, 2020**

- Pre-Identification for **WIDA**

**Now – January 24, 2020**

- **WIDA** Test Exceptions & False EL Window

#### Early Literacy and Mathematics

**Now – January 31, 2020**

- **Early Literacy and Mathematics Benchmark Assessment** for grades K-2 testing window

#### M-STEP

**Now – January 31, 2020**

- **M-STEP** testing window for the online Passage-based Writing Field Test

#### M-STEP, WorkKeys, SAT, PSAT, and MI-Access

**Now – February 12, 2020:**

- Pre-ID for barcode labels and Initial Materials Order window

#### WIDA

**January 29, 2020**

- **WIDA** Materials arrive in districts and Additional Material Order Window Opens

### February 2020

#### WIDA

**February 3 – March 20, 2020**

- **WIDA** Test Administration window

#### ACT Workkeys

**February 4, 2020**

- ACT Workkeys training webinar, 10:00-11:00 a.m. ET, [Register here](#)

### March 2020

#### ACT Workkeys

**March 10, 2020**

- **ACT Workkeys** training webinar, 3:30-4:30 p.m. ET, [Register here](#)

**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 <ol style="list-style-type: none"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT®, PSAT™ 8/9, and PSAT™ 10 – College Board</li> <li>3. WorkKeys® – ACT®</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[MDE-Accountability@michigan.gov](mailto: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