

# Spotlight



## on Student Assessment and Accountability

October 15, 2015

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Key:

 supports and accommodations information

### 2016 Paper/Pencil Testing Dates

The Michigan Department of Education (MDE) has posted calendars with designated paper/pencil testing dates as well as the complete testing schedule for summative assessments. The paper/pencil calendars and summative schedule have been combined into a single **2016 Testing Schedule for Online and Paper/Pencil Assessments** which can be found on the [Student Assessment](#) web page ([www.michigan.gov/das](http://www.michigan.gov/das)) at the top of the **Information on Michigan's Assessments** section. It can also be found on any of the assessment web pages in the **What's New** section.

### Online Testing Waiver Window

In Spring 2016, the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS 2.0 assessments will be administered online. A paper/pencil version of the assessments will be available for schools that are not yet ready to make the transition to online assessments. If your school is among those that are not yet ready to administer online assessments, we ask that you provide us with information about the reason(s) why the school will delay online administration. The responses will help the Michigan Department of Education (MDE) staff as they work to assure that all schools and students are prepared for the transition in the near future.

Districts will have an opportunity to submit online waiver request(s) for their school to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDA ACCESS 2.0 assessments beginning on October 26, 2015. Districts must submit the online waiver request(s) by November 20, 2015 in order to obtain the paper/pencil materials needed. **It is important to note that requests for EACH school and EACH assessment must be submitted separately.**

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## Considerations:

- Online assessment is now the default administration mode for M-STEP, MI-Access FI and WIDA ACCESS 2.0. (This will not preclude schools from ordering and administering paper/pencil tests to individual students based on need.) MDE will not approve online waiver requests for schools that administered online versions of the assessments in 2015.
- Schools that are administering online, but have individual students who need to use a paper/pencil form due to a disability or for another reason, will not need to request an online waiver. These individual student requests will be handled separately, through a separate material ordering process that will be communicated in detail at a later time.
- The new WIDA ACCESS 2.0 assessment uses the same Data Recognition Corporation (DRC) software as M-STEP and MI-ACCESS FI.
- WIDA ACCESS 2.0 will require the use of a microphone to capture a student's Speaking responses.
- A school (or building) is the smallest unit that may request an online waiver; that is, a school may not apply to have only certain grades or content areas take the paper/pencil assessments.
- MDE will not be able to honor online waiver requests after November 20, 2015 unless an emergency occurs that would prevent a school from testing online.

## Process:

Requests for an online waiver must be submitted through the MDE Secure Site by a user with District Administrator access, using the process found on the [MDE Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) in the **Quick Reference** section.

## Assessment and Accountability Customer Service

To help us better serve you and to ensure timely response to your questions on student assessment and accountability, please email questions regarding:

- **Student assessment**  
[baa@michigan.gov](mailto:baa@michigan.gov)
- **Accountability**  
[mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)

The email accounts listed above are always monitored so your email can be routed to the appropriate staff for timely response.

You can also call our **toll-free number: 1-877-560-8378**.

The toll-free number is answered by one of our trained support staff. If they are not able to help you, they will obtain the answer or transfer you to the correct person for that particular call.

Using the above email addresses and phone number will help us to better serve you and avoid delays in response even if the staff you are emailing or calling directly are out of the office.

## WIDA Annual Measurable Achievement Objectives (AMAOs) Preview Window

Districts that assessed students using WIDA will soon be able to preview AMAO results for the 2013–14 school year. It is currently anticipated that districts will be able to preview the results beginning October 26, 2015. The preview window is tentatively scheduled to close at 5:00 PM on November 6, 2015. During the preview window, authorized district users may access the 2013–14 AMAO results through the [Secure Site](https://baa.state.mi.us/BAASecure/Login.aspx) (https://baa.state.mi.us/BAASecure/Login.aspx).

Districts may also submit appeals during this time using the functionality in the Secure Site. Appeals regarding data that have had previous appeals

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windows (WIDA participation data, Accountability Scorecards) will not be considered. For more information and resources, including instructions on viewing and appealing AMAO results in preview, please visit the [AMAO web page](http://www.michigan.gov/amao) (www.michigan.gov/amao).

Questions not addressed through the resources available through the link provided above may be directed to the Office of Evaluation, Strategic Research, and Accountability (OESRA) via phone: 877-560-8378 or email: [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov).

## How to Indicate SAT Accommodations on the IEP

There have been questions regarding the language to be used on a student's Individualized Education Program (IEP) to address accommodations for high school students with disabilities taking the SAT or PSAT this spring. There are two types of accommodations that can be requested, each resulting in a different type of score outcome for the student. Accommodations based on student need that are applied for and approved from the College Board will be considered standard accommodations and will result in the student receiving a regular SAT score ("college reportable") that can be used by a student when applying to college. "State Allowable" accommodations are accommodations that will result in the student receiving a "non-college reportable" score. This report will give the student results, but will not be able to be used with college applications. A list of "State Allowable" accommodations is being finalized and will be posted in the coming weeks. For additional information on how to apply for accommodations for the SAT or PSAT, please visit the [Michigan college board website](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan).

The following language is recommended for IEP teams:

### SAT/PSAT 8/9/PSAT 10

- "The following accommodations will be requested from the College Board as standard accommodations that, if approved, will result in a college reportable score."

The IEP team will then list the accommodations that the school will request for the student.

- "The following state-approved accommodations will be available to the student. These are Michigan-allowable accommodations only, and will not result in a college reportable score. The student and school will receive a letter indicating the student's performance rather than a College Board report."

The IEP team will then list the accommodations that the school will request for the student.

## Establishment for ACT WorkKeys is Due October 23, 2015

Please see the information below for details about how to establish your school for the Spring 2016 administration of the ACT WorkKeys assessment.

**New this year!** Schools will establish themselves using a new online tool called **PearsonAccess Next (PA Next)**. To use PA Next, test coordinators who are listed in the [Educational Entity Master](http://www.michigan.gov/eem) (EEM) site (www.michigan.gov/eem) should have received an email with login instructions.

We encourage you (or your district test coordinator) to make sure the EEM site has your school's most current ACT WorkKeys test coordinator contact information, as ACT has pulled all organizational data from the EEM site to generate the emails for PA Next access. The PA Next login information has already been sent to the test coordinator on file in the EEM site. If the information for your school is inaccurate or out of date, ask your authorized district EEM user to update the EEM site as soon as possible to ensure your school receives the

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PA Next login information to start the Establishment process. If you do not know who your district authorized user is, please contact CEPI at 517-335-0505 or [cepi@michigan.gov](mailto:cepi@michigan.gov).

**Please note:** The district test coordinator can update PA Next with the current test coordinator contact information; however, any changes must also be made in the EEM system.

The window for the ACT WorkKeys Establishment process is **Monday, October 12 – Friday, October 23, 2015**.

### Access to PearsonAccessnext

The named test coordinator for your school should have already received an “ACT Account Access: New Account” email from [NoReplyTheACTOnline@act.org](mailto:NoReplyTheACTOnline@act.org) that includes a link and instructions to create your password. Once the test coordinator has created a password, they will receive a confirmation email and be able to log in to the system.

If you are the named test coordinator for your school and did not receive an email from the email address above, please check the EEM system to verify that your name and contact information exists in the system and is accurate.

If you are listed in the EEM system as the test coordinator for your school, and your email is accurate, please check your junk folder, as the PA Next email may have diverted to that folder.

### How to Submit Your ACT WorkKeys Establishment Information

To submit your school's information, take the following steps:

1. You can find the **School Establishment Guide** at <http://www.act.org/aap/michigan/>.

2. Follow the instructions in the **Establishment, Part 1: How to Submit Participation Data** section to complete your establishment (“participation”) information.

**Note:** If you are not participating in the testing program, you're done after this step.

3. Follow the instructions in the **Establishment, Part 2: How to Verify Test Coordinators and Shipping Addresses** section to view your test coordinator and school information.

4. Contact your district official to make any changes to this information, including email or school physical address. All changes will also need to be made in the EEM system.

**Note:** If you're not able to be the test coordinator, you must contact your district official. The district official will need to make this change in the ACT online system and the EEM system (both systems).

### Deadline

**You must submit your establishment information by October 23, 2015.**

### Contacting ACT

If you have questions, you may:

- Contact ACT electronically 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))
- Call ACT at 800-553-6244
  - ▶ standard time ext. 2800
  - ▶ accommodations ext. 1788
- Email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

## SAT Corner

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

### Test Date Preparation

In this Spotlight, MDE has shared the Michigan testing schedule for the 2015–16 school year. To assist with the College Board assessments, here is further information for each test date.

#### SAT

##### April 12, 2016: Primary Administration

All students testing in the standard room(s) are required to test on this date. This includes non-accommodated students as well as those students approved for accommodations allowed in the standard testing environment such as preferred seating, large print test books, etc.

##### April 12 – April 15, 2016: Accommodated Testing Window

Any students testing with accommodations must complete testing during this window. These accommodations include braille, reader script, assistive technology compatible, MP3 audio, scribe, students testing over two days (100% extended time), etc. For accommodations that don't require multiple days, student testing must be completed on one of the days during the window. For testing for students who test over multiple days must test on consecutive days. For more information about accommodations, please see the **Services for Students with Disabilities** section on our [website](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan).

##### April 26, 2016: Makeup Administration

All students who miss the primary or accommodated testing administrations are required to test in the makeup administration.

The only exception is for students testing with 100% extended timing, they must begin on April 26, 2016 however they have through April 27, 2016 to complete their testing.

#### PSAT 10 and PSAT 8/9

##### April 12, 2016 OR April 13, 2016: Primary Administration

All students testing in the standard room(s) are required to test on either date. This includes non-accommodated students as well as those students approved for accommodations allowed in the standard testing environment such as preferred seating, large print test books, etc.

**Note: All students in the same grade must be tested on the same day.** Schools can choose the date that works best for them.

Schools can elect to administer the test to 9th graders on one day, 10th graders on the other day, or test students from both grades on the same day.

##### April 12 – April 27, 2016: Accommodated Testing Window & Make-ups

Any students testing with accommodations must complete testing during this window. These accommodations include braille, reader script, assistive technology compatible, MP3 audio, scribe, students testing over two days (100% extended time), etc. For accommodations that don't require multiple days, student testing must be completed on one of the days during the window. For students testing over two days, testing must be on consecutive days and their

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testing must begin by April 26th in order for all testing to be completed by April 27, 2016. For more information about accommodations, please see the Services for **Students with Disabilities** section on our [website](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan).

Any students who missed the primary administration can test any one-day during the testing window. There is no specific makeup date.

## Implementation Workshops—One More Addition!

We've added one more in-person workshop! The content of each workshop is the same, so choose the most convenient date and location and register by clicking the link below:

- **October 21, 2015:** [Ingham ISD](#) 9 AM–noon  
(<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011510212>)
- **October 21, 2015:** [Ingham ISD](#) 1–4 PM  
(<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011510211>)
- **\*\*NEW\*\* October 30, 2015 – [Kalamazoo RESA](#)**, 9 AM–noon  
(<https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011510301>)

Register for the webinar version by clicking the link below. The webinar will be recorded and posted to our website for viewing after the scheduled sessions as well.

- **October 20, 2015, 3–6 PM**  
To register, [click here](#)  
(<https://collegeboardtraining.webex.com/collegeboardtraining/onstage/g.php?d=632763515&t=a>)
- **October 21, 2015, 9 AM–Noon**  
To register, [click here](#)  
(<https://collegeboardtraining.webex.com/collegeboardtraining/onstage/g.php?d=634739061&t=a>)

Alternatively, you can register by going to the [College Board Meeting Registration](https://apps2.collegeboard.com/olrWebApp/find_meeting.jsp) page ([https://apps2.collegeboard.com/olrWebApp/find\\_meeting.jsp](https://apps2.collegeboard.com/olrWebApp/find_meeting.jsp)), select **Michigan** as your state, and click **submit**. This will take you to a list of all Michigan workshops. Click on the workshop link to register.

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

## Important Dates

### Approaching Deadlines!

#### WIDA

- **October 21, 2015:** WIDA ACCESS 2.0 Supplemental Training will focus on administering the online WIDA ACCESS 2.0. To [register](#) for this event please go to: <https://www.surveymonkey.com/r/BWBDFP8>.
- **October 22, 2015:** WIDA ACCESS 2.0 Supplemental Training will focus on administering the new paper/pencil version of the WIDA ACCESS for ELLs. To [register](#) for this event please go to: <https://www.surveymonkey.com/r/BWBDFP8>.

#### ACT WorkKeys

- **October 23, 2015:** Deadline for the ACT WorkKeys Establishment process. (See article beginning on page 3.)

#### Assistive Devices and Software Survey

- **October 23, 2015:** Deadline to submit the [Assistive Devices and Software Survey](https://www.surveymonkey.com/r/7F5NPDZ) (<https://www.surveymonkey.com/r/7F5NPDZ>). This survey has been developed to identify specific devices and software used on a regular basis in the classroom to assist students who have a variety of disabilities.

This information is necessary to work towards making these or similar assistive technologies compatible with Michigan's online testing platforms.

### October

#### KEA

- **October 29, 2015, 4 – 5 PM:** The final bi-weekly webinar for KEA participants to dialogue with OSA staff and each other regarding the success and challenges of KEA implementation.

#### WIDA

- **October 26 – November 6, 2015:** Preview window for WIDA AMAO results for the 2013–14 school year. Authorized district users may access the 2013–14 AMAO results through the [Secure Site](https://baa.state.mi.us/BAASecure/Login.aspx) (<https://baa.state.mi.us/BAASecure/Login.aspx>).

Districts may also submit appeals during this time using the functionality in the Secure Site. For more information and resources, please visit the [AMAO web page](http://www.michigan.gov/amao) ([www.michigan.gov/amao](http://www.michigan.gov/amao)).

#### Online Waiver Requests

- **October 26 – November 20, 2015:** Window for schools to submit online waiver request(s) for their school to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDA ACCESS 2.0 assessments.

### November

#### MME

- **November 4, 2015:** MME Test Administration Webcast.
- ▶ Access previous [Spotlight editions](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html), ([http://www.michigan.gov/mde/0,4615,7-140-22709\\_70117-280911--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html))

#### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.