Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

October 22, 2015

Key:

supports and accommodations information

Establishment for ACT WorkKeys Deadline October 23, 2015

Establishment for ACT WorkKeys is currently in progress. As a reminder, the deadline to establish your school for the ACT WorkKeys assessment is **October 23, 2015**.

On Tuesday, October 20, ACT sent an email to ACT WorkKeys test coordinators if one of the following conditions was met:

1. Your ACT WorkKeys school test coordinator has not completed any part of the Establishment process.

2. Your ACT WorkKeys school test coordinator started the Establishment process in PearsonAccess^next (PA Next), but did not complete either one or both of the following required fields:

   ▶ **Test Coordinator Agreement** indicating the name of the ACT WorkKeys school test coordinator.

   ▶ **Not Participating** field indicating your school is not planning to administer ACT WorkKeys in spring 2016.

Please check (or have your ACT WorkKeys school test coordinator check his/her email box and possibly junk folder) for an email from **statetesting@act.org** with a subject line of: "**ACT State and District Testing: Reminder – Please Establish Your School**." If your ACT WorkKeys school test coordinator received this email, p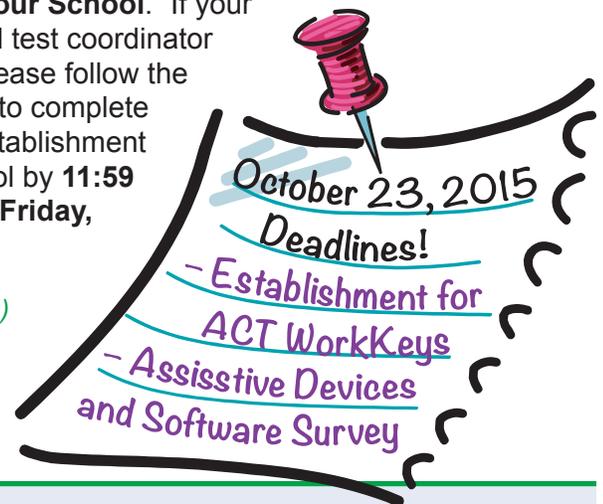lease follow the following action steps to complete the ACT WorkKeys establishment process for your school by **11:59 PM Eastern Time on Friday, October 23, 2015**.

October 23, 2015 Deadlines!
- Establishment for ACT WorkKeys
- Assisstive Devices and Software Survey

▶

ACT WorkKeys School Test Coordinator ACTION STEPS:

1. Create an account in PA Next (if you haven't already done so)

   a. Locate system information in the PearsonAccess^{next} Basics document located on the ACT WorkKeys – Paper web page (http://www.act.org/content/act/en/products-and-services/state-and-district-solutions.html) and click on **Test site Establishment Information** to access and review information about PA Next.

   b. Look in your inbox for the email from **NoReplyTheACTOnline@act.org** that includes a link and instructions to create your PA Next password.

   c. Click on the link in the above-referenced email. Follow the prompts to create a PA Next password and submit the request.

   d. Once you've created your account in PA Next, you'll receive a confirmation email with a link to log in to the system.

   e. If you do not receive an email, or have misplaced the email previously been sent to you, please call ACT immediately at 800-553-6244 ext. 2800 to request a duplicate email.

2. Enter your school's information for the ACT WorkKeys assessment in to PA Next by doing the following:

   a. Go to the ACT WorkKeys – Paper web page (http://www.act.org/content/act/en/products-and-services/state-and-district-solutions.html) and click on **Test Site Establishment Information** to access and review the School Establishment Guide for information and instructions.

   b. 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.

   c. 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.

   d. Check the Test Coordinator Agreement and/or the Not Participating fields to make sure they are completed.

   e. Follow the online prompts to complete the ACT WorkKeys Establishment process.

Important Notes:

- If the ACT WorkKeys information for your school is inaccurate or out of date, you will need to update the Educational Entity Master (EEM) system as soon as possible to ensure the current school test coordinator receives the PA Next login information via email to start the Establishment process.

  ► Public schools should notify their district's EEM authorized user to request updates to EEM. If you do not know who the district authorized user is, please contact CEPI at 517-335-0505 or cepi@michigan.gov.

  ► Nonpublic schools should contact Tami Feldpausch at 517-373-1833 or email nonpublicschools@michigan.gov for updates to the EEM.

- The district test coordinator can update PA Next with the current ACT WorkKeys test coordinator contact information; however, any changes must also be made in the EEM system.

If you have any questions or need additional assistance with the ACT WorkKeys Establishment process, please call ACT at 800-553-6244 ext. 2800, Monday-Friday 8:00 AM – 6:00 PM Eastern Time/7:00 AM – 5:00 PM Central Time.

Spotlight

on Student Assessment and Accountability

KEA Implementation Window Closes October 31, 2015

Teachers implementing the KEA **must** finalize all student records in TS Gold by midnight, October 31, 2015. Please refer to the "Checkpoints" portion of the **Teacher's Quick Start Guide**, pages 25-34, which can be found (after logging in) on the TS Gold website under the Checkpoint tab. Participating Kindergarten teachers received this document via email on Monday, October 19. This guide should be used during these final two weeks of data collection and checkpoint finalizing.

If you have questions or need additional information, please email baa@michigan.gov or call 1-877-560-8378.

KEA Bi-Weekly Webinar Reminder

October 29, 2015, 4:00 – 5:00 PM
This is the final bi-weekly webinar for KEA participants to dialogue with OSA and TS Gold staff, ask questions, and review the success and challenges of KEA implementation. This webinar will focus on Checkpoint finalization.

Online Testing Waiver Window Opens October 26, 2015

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(s) 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.**

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 (www.michigan.gov/securesitetraining) in the **Quick Reference** section.

## 2014-15 M-STEP Test Results Communications Toolkit

During the past week, Superintendents and building principals received an email containing a toolkit filled with customizable communications materials in preparation for our soon to be released Spring 2015 M-STEP data results. This kit titled **2014-15 M-STEP Test Results Communications Toolkit** can be found on the Home page of the MDE Secure Site (after logging in). The kit contains a new document and link to a PowerPoint presentation called **M-STEP: What it is, What it Means – and What it Offers** that may helpful to staff, parents and your community.

These documents are available on the M-STEP web page (www.mi.gov/mstep) in the **Parent/Student Information** Section or by clicking M-STEP: What it is, What it means - And What it Offers and/or M-STEP: What it is, What it means - And What it Offers PresentationPDF icon.

For many parents and community members, these results could be their first introduction to the assessment. They are likely to have questions about the assessment and why the assessment is important.

Schools and districts have a vital role in helping staff, students, parents and their communities better understand these changes and possible impact on student proficiency.

We hope these documents provide a valuable resource. Thank you for your continued support and all that you do each day to help students achieve and succeed.

Spotlight
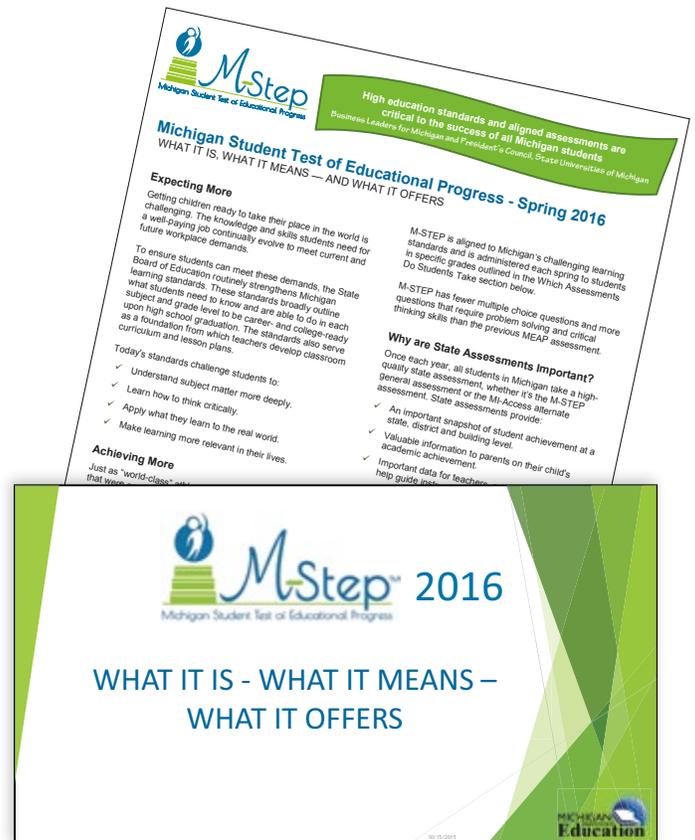
SAT Corner

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

⚙ Accommodations

As you prepare for spring testing, below are a few guidelines to follow when submitting your accommodations requests.

- Accommodation requests should be made in SSD Online by February 16, 2016 for all three assessments—SAT for 11th grade students, PSAT 10 for 10th grade students, and PSAT 8/9 for 9th grade students. It is the recommendation of the Michigan Department of Education and College Board to start this process early to ensure a thorough review.

- Any schools with an attending institution (AI) code may begin requesting accommodations now. For schools that do not yet have an AI code from College Board, you will need to wait until you receive your AI Code from College Board in early December.

- If you don't already have access to SSD Online, the SSD Coordinator should request access at https://www.collegeboard. org/students-with-disabilities/ssd-online/get-access .

- Remember there are no set documentation requirements. We provide guidelines for common documentation that we find useful to help us learn about the students' needs. However, any documentation that is provided will be reviewed.

- When submitting documentation, including IEP and 504 plans, please be sure it is comprehensive and provides information to answer the following questions:

  ► What is the student's disability?

  ► How is the student functionally impacted?

  ► Why is the accommodation being requested?

- Documentation that includes the following is most helpful in the review process:

  ► State the specific disability as diagnosed

  ► Be current (varies based on disability/ documentation)

  ► Provide relevant educational, developmental and medical history

  ► Describe the comprehensive testing techniques

  ► Describe the functional limitations

  ► Describe the specific accommodations

  ► Establish the professional credentials of the evaluator

- Send documentation that was used to make the determination (even if out of date) with any current information about the student. **Please note that schools are not required to have students retested to support any documentation request.**

For more information, please see the materials and recording from the Spring 2016 Accommodations webinar posted on our website (www.collegeboard.org/michigan). Scroll down to the Services for Students with Disabilities section. More information regarding Accommodations

will be shared on the MME Test Administration Webcast November 4, 2015. We'll be adding another webinar in January 2016.

College Board Student Accounts

Now is also a good time to encourage your students to create an online account with the College Board (collegeboard.org). While students are not required to create an account to participate in the Michigan Merit Exam, with a College Board account, students can access their SAT, PSAT, and AP scores online and send them to colleges. Having an account also lets them manage their personal college lists, save scholarship searches, and compare costs at colleges that interest them. Setting up an account is simple, takes only a few minutes, and just involves a few steps:

Go to collegeboard.org

- Click on "Sign Up" in the upper left-hand corner
- Select "I am a Student"
- Provide contact information
- Create a user name and password

- Read and agree to the Terms & Conditions

Students should be prepared to answer basic questions, including name, sex, date of birth, email address, high school name, expected high school graduation date, and zip code. They can also provide a parent's name and email address and opt-in to receive important reminders about deadlines, test preparation strategies, score availability, and more.

Implementation Workshops—One More Left!

We've added one more in-person workshop!

- **October 30, 2015 –** Kalamazoo RESA, 9 AM–noon (https://apps2.collegeboard.com/olrWebApp/meetingDetail.do?meetingID=0011510301)

Alternatively, you can register by going to the College Board Meeting Registration page (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 (www.collegeboard.org/michigan).

Spotlight on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

ACT WorkKeys

- **October 23, 2015:** Deadline for the ACT WorkKeys Establishment process. (See article beginning on page 1.)

Assistive Devices and Software Survey

- **October 23, 2015:** Deadline to submit the Assistive Devices and Software Survey (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.

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.

October

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).

  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 (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)

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

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