# Spotlight



on Student

**Assessment and Accountability** 

### What's New

Week of November 4, 2021

- Michigan School Grades Reports Coming Soon
- Spring 2022 MME, PSAT, and Grade 8 Test Administration Training Now Available
- Pre-Identification for Winter 2021 Early Literacy and Mathematics Benchmark Assessment (K-2)
- WIDA Pre-ID of Students and Initial Material Order
- WIDA ACCESS for ELLs Paper/ Pencil Materials
- WIDA Test Exceptions & False English Learner (EL) Guidance



The next issue of the Spotlight newsletter will be published on Friday, November 12 due to the Veterans Day holiday.

#### **Michigan School Grades Reports Coming Soon**

Per MCL 380.1280g, the Michigan Department of Education is still required to release all aspects of the A-F school grading system for which there are data. Many accountability and reporting requirements were <u>waived</u> for the 2020-21 school year; however, the legislature has not acted to suspend or waive the requirements of MCL 380.1280g.

MDE will make 2020-21 Michigan School Grades reports available for schools to preview on MI School Data (www.mischooldata.org) later this fall.

Schools will receive up to five letter grades and three ranking labels based on various school performance components. Schools will not receive an overall letter grade, per legislative requirements. Schools eligible to be Alternative Education Campuses (AECs) will have elements reported denoting compliance with applicable laws and meaningful academic progress in lieu of letter grades or rankings.

Authorized users of MI School Data will be able to preview school-level Michigan School Grades reports before results are released publicly. In order to preview school results, authorized individuals will need to log into MI School Data. Remember, the preview window is offered as a courtesy to schools so that they are prepared to communicate to their communities about their performance when these data are made public. Appeals and requests to clean up data will not be considered at this time. Schools were offered the opportunity to correct data errors prior to the preview window.

**Note:** Accountability reporting for 2020-21 will only include the calculation and release of School Grades results; School Index results will not be calculated nor released.

We encourage you to review the informational guides and other helpful resources available for the <u>Michigan School Grades System</u> (www. michigan.gov/mde-schoolgrades). Many of these resources will be updated in the coming weeks.

## Spring 2022 MME, PSAT, and Grade 8 Test Administration Training Now Available

Part I of the online training for test administration of the Spring 2022 Michigan Merit Exam (MME), the PSAT in High School, and Grade 8 Testing is now available. Videos and PowerPoint presentations are on the MME web page (www.michigan.gov/mme) and the PSAT web page (www.michigan.gov/psat) under the Training Videos/PPTs Tile at the top of the page.

Part I training provides test coordinators with

information on what needs to be done now in Fall 2021 in preparation for the Spring 2022 state summative assessments. Coordinators may view the entire MME/PSAT or Grade 8 presentations in about an hour, or they may view individual segments of the training that are directly related to



MME, PSAT, Grade 8 Test Administration Training, 2022

their assigned responsibilities.

Training segments include:

## Michigan Merit Exam and PSAT in High School Test Administration Trainings:

- MME and PSAT in High School Test Administration Training – Part I
- College Board SAT with Essay, PSAT 10, PSAT 8/9 for Grade 9
- ACT WorkKeys
- Test Security and Integrity
- Supports and Accommodations
- Educational Entity Master and the Office of Educational Assessment and Accountability

- · Test Center Participation
- Online Waiver Requests for State Assessments
- MME, PSAT, and Grade 8 Overview of Pre-Identification

#### **Grade 8 Test Administration Trainings:**

- Grade 8 Test Administration Training Part I
- College Board PSAT 8/9 for Grade 8
- · Test Security and Integrity
- · Supports and Accommodations
- Educational Entity Master and the Office of Educational Assessment and Accountability
- · Test Center Participation
- Online Waiver Requests for State Assessments
- MME, PSAT, and Grade 8 Overview of Pre-Identification

Part II training will be posted to the MME and PSAT web pages on February 1, 2022. Part II training will describe activities that need to be completed in Spring 2022, including instructions for completing the M-STEP assessments in Science and Social Studies for grades 8 and 11.

Email questions (oeaa@michigan.gov) about the assessments to the Office of Assessment and Accountability, or contact the Call Center at 1-877-560-8378.

#### Pre-Identification for Winter 2021 Early Literacy and Mathematics Benchmark Assessment (K-2)

Pre-identification of students for the Early Literacy and Mathematics Benchmark Assessment (grades K-2) will open on **November 15, 2021**. Students who took the Early Literacy and Mathematics Benchmark Assessment in the fall will automatically be pre-identified to the Winter 2022 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA).

If students tested in Fall 2021 and will not be testing in Winter 2022, no action is needed from schools, even if students are automatically pre-identified by OEAA.

Schools that choose to participate will need to pre-identify additional students for testing directly on the <u>OEAA Secure Site</u> (www.michigan.gov/oeaa-secure) using any of the following methods:

- MSDS Copy Function
- Pre-ID File Upload
- Student Search one student a time

Schools should also put students into <u>online test</u> <u>sessions</u> on the OEAA Secure Site through **December 6, 2021**. After December 6, students must be pre-identified on the OEAA Secure Site and then put into online test sessions in the DRC INSIGHT Portal.

Schools will have access to manage student data and test sessions in the DRC INSIGHT Portal starting **December 10, 2021**. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **February 4, 2022**.

## WIDA Pre-ID of Students and Initial Material Order

The Office of Educational Assessment and Accountability (OEAA) will be pre-identifying English learner students for the WIDA ACCESS for ELLs Spring 2022 assessment in the OEAA Secure Site on December 13, 2021. The OEAA will use the Fall 2021 Michigan Student Data System (MSDS) General Collection (fall student count day) and Student Record Maintenance (SRM) files submitted in the MSDS through 5:00 p.m., December 2, 2021. Please work with your authorized district MSDS user to ensure that the MSDS is updated by December 2, 2021. This will include enrolled students (K-12) who have been identified as being in an English learner (EL) program in an MSDS collection. Educators are advised to be aware of dates that may impact their ability to submit SRMs.

This is a one-time pull from MSDS for pre-identification purposes for students taking the WIDA ACCESS for ELLs. Districts and schools are responsible for pre-identifying any additional students after December 13.

The Pre-ID Student Report will be available to schools on **December 13, 2021**, in the <u>OEAA Secure Site</u> (www.michigan.gov/oeaa-secure).

It is the responsibility of the district and/or school to do the following in the OEAA Secure Site:

- Unassign students who have exited the school from the WIDA ACCESS test cycle
- Pre-identify EL students who are not on the Pre-ID Student Report who might be newly identified as EL or are newly enrolled in the school

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- Identify students who will need to take the paper/ pencil test and change their mode of testing from online to paper/pencil
- Identify students who should take the Alternate
   ACCESS for ELLs and assign them to Tier T
   to indicate the WIDA Alternate ACCESS for
   ELLs. This can be done in the Mass Update
   Assessments page on the OEAA Secure Site for
   a group of students. To learn more about how
   to identify students for the Alternate form of the
   WIDA ACCESS assessment, review the Alternate
   ACCESS for ELLs Selection Guidance (https://
   www.michigan.gov/documents/mde/WIDA\_
   Alternate\_Access\_for\_ELLs\_641416\_7.pdf).

#### A few important things to note:

- Instructions for accessing the Pre-ID Student Report and steps for pre-identifying students can be found on the <u>Secure Site Training web page</u> (www.michigan.gov/securesitetraining).
- If OEAA pre-identifies a student for the WIDA ACCESS for ELLs, the student has been identified as EL by their current school or another school in MSDS and was not exited from EL services.
  - » The student will be expected to test. Unassigning a student from the assessment does not remove the student from the expectation to test or from accountability calculations as an EL student. If you have questions about a student being EL, contact your district MSDS person for assistance.
  - » A student who exits the district is to be unassigned from testing and exited from the district in the Spring 2022 MSDS general collection.

- » If a student was submitted incorrectly in MSDS as EL, meaning they were never EL, the district can submit a False EL request on the WIDA Test Exception page of the OEAA Secure Site December 13, 2021 – January 14, 2022. Directions for submitting a False EL request can be found on the Secure Site Training web page. Guidance on which students may be eligible for the False EL request will be available in the coming weeks at the WIDA web page (www.michigan.gov/ wida).
- All EL students will be pre-identified for online testing unless the school has an approved online waiver for WIDA ACCESS for ELLs. Some materials, based on grade and domain, are only available as paper/pencil testing. These materials will be ordered automatically for schools and districts based on the number of students pre-identified by 5:00 p.m., December 28, 2021.
  - » If you are an online school but have some students who will be taking the paper/pencil test, you will need to change the student's record from online to paper/pencil. You can find directions on how to change the mode (online, paper/pencil) of testing for students on the Secure Site Training web page under Mass Update Assessments.
  - » If you change the student to paper/pencil testing, the tier will default to Tier B. You can change this in the student's demographic screen, accessed through the Student Search function.

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- All students in schools that are administering the paper/pencil test (having received an approved online waiver) will be defaulted to Tier B. This can be changed if needed on the student's demographic screen, accessed through the Student Search function.
- All students pre-identified by OEAA will be preidentified to WIDA ACCESS for ELLs. Students who will be taking the WIDA Alternate ACCESS for ELLs need to be changed to Tier T in the student's demographic screen, accessed through the Student Search function.
- Schools will receive printed barcode labels for the student's answer document for paper/pencil tests (if pre-identified and designated as paper/ pencil) by 5:00 p.m., December 28, 2021.

## WIDA ACCESS for ELLs Paper/Pencil Materials

To receive paper/pencil materials for students at the beginning of the testing window, the students must be pre-identified in the OEAA Secure Site between **December 13 - 28, 2021**. Schools can also order WIDA ACCESS for ELLs braille and enlarged print materials directly from the Initial Material Order screen on the OEAA Secure Site during this time. All other material quantities will be based on pre-identification of students with the paper/pencil mode of testing selected.

It is important to make sure your pre-identification is accurate and that students taking the WIDA Alternate ACCESS for ELLs or the paper/pencil WIDA ACCESS for ELLs are correctly identified on the OEAA Secure Site to ensure you receive the appropriate paper/pencil materials. Also check the Initial Material Order screen to ensure the shipping address is correct.

Directions for Initial Material Orders can be found on the <u>Secure Site Training web page</u> (www.michigan. gov/securesitetraining).

## WIDA Test Exceptions & False English Learner (EL) Guidance

The window for WIDA Test Exceptions is open **December 13, 2021 – January 14, 2022** in the OEAA Secure Site (www.michigan.gov/oeaa-secure). During this window, educators may request a waiver from the Spring 2022 WIDA ACCESS for ELLs or the Alternate ACCESS for ELLs for 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.

**Note:** This process is not to request waivers for students due to COVID-19 related reasons.

For more information on WIDA Test Exceptions, refer to the WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Test Exceptions and False EL Guidance document found on the WIDA web page (www.michigan.gov/wida). An updated document for this school year will be available in the coming weeks. Directions for submitting WIDA Test Exceptions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the Quick Reference section. For questions about how to submit WIDA Exceptions, contact the Call Center (select Option 3) or email mde-oeaa@michigan.gov.



## College Board Corner

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

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

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

#### WHAT'S NEW

## **Important Tasks for the Spring 2022 Administration**

- Register for upcoming optional webinars (see Reminders section for registration links).
- Check the Test Center Participation Page of the Office of Educational Assessment and Accountability (OEAA) Secure Site to verify if your school is established to participate in the Spring 2022 assessments.
- Respond to the intent to participate communication, if received, by November 22, 2021.
- Request off-site testing, if needed, by January 21, 2022. Refer to the article in the October 21 edition of the Spotlight on Student Assessment and Accountability online newsletter.
- Review the <u>Coordinator Implementation</u>
   <u>Handbook, Spring 2022</u> for information about preparing your school for the Spring 2022
   assessments. Refer to the article in the
   <u>October 21 edition</u> of the Spotlight on Student Assessment and Accountability
   online newsletter.

#### Fall 2021 Invoice Generation Process

Although the Michigan Department of Education is providing the Fall 2021 SAT, PSAT/NMSQT, and PSAT 8/9 for Grade 9 administrations to eligible students and schools, it is important that schools complete the invoicing process in the College Board test ordering site to avoid fees billed to the school. Schools can use this process to change the grades that students indicated on their answer sheets, if needed.

To generate your invoice, log into the test ordering site during the invoice generation windows listed below. Select **Adjust Invoice Information** and follow the instructions. Do not forget to repeat the steps for each assessment date that was administered once the window opens.

**Note:** When you complete this process in TOS, there will be no indication that MDE is paying for the tests. This is expected and not an error. As long as you administered the fall assessments to the applicable grades (SAT to grade 12, PSAT/NSMQT to grades 11 and 10, and PSAT 8/9 to grade 9), you will not receive an invoice. Additionally, schools are not responsible for unused test fees.

Invoices send to schools that do not correct ineligible student grade levels in TOS during the invoice generation process will not be waived. The school will be responsible for paying those invoices.

Invoice generation must be completed separately for each administration date that was conducted by your school.

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The window for schools to review and make any needed corrections:

Administration	Window Opens	Window Closes
October 13 SAT School Day	11/2/2021	12/9/2021
October 28 SAT School Day	11/17/2021	12/9/2021
PSAT/NMSQT	11/18/2021	12/10/2021
PSAT 8/9	11/18/2021	12/1/2021

#### REMINDERS

#### **Preparing for Spring 2022**

Tasks you can be doing now to prepare your school for the Spring 2022 administration of PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay:

- Test coordinators Register for the <a href="Implementation Webinar">Implementation Webinar</a> (https://tinyurl. com/2022MichiganImplementation), November 16, 9:00-10:30 a.m. This webinar will focus on activities that test coordinators can be doing through the end of 2021 to prepare their school and students for testing.
- SSD coordinators Register for an Accommodations and Supports Webinar (https://tinyurl.com/2022MichiganAccommodations),
  December 7, 11:00-12:30 p.m. This webinar will assist new and returning SSD coordinators with the process of applying for accommodations through the SSD Online system. This will be especially helpful for new SSD coordinators. We will also review administering the SAT with Essay, PSAT 10, or PSAT 8/9 for Grade 8 and 9 with accommodations and English Learner supports.

These webinars are optional and will be recorded and posted on the MME web page (www.michigan.gov/mme) and PSAT web page (www.michigan.gov/psat) approximately one week after the webinar is completed.

 Read the information below about establishment, and ensure your school is established to administer the appropriate assessments by December 17, 2021.

#### **Spring 2022 Establishment**

Establishment is the process College Board uses to determine which schools are administering the PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay. The process is based on rules that are coordinated with the Michigan Department of Education.

Public schools and nonpublic schools are established through different processes.

- Most traditional public schools will be automatically established to participate.
- Nonpublic schools must indicate their intent to participate each year for each assessment. If a nonpublic school chooses to administer the SAT, all parts of the Michigan Merit Exam (ACT WorkKeys and M-STEP) must also be administered. If a nonpublic school chooses to administer the PSAT 8/9 for Grade 8, M-STEP must also be administered.

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District assessment coordinators, principals, and test coordinators of all nonpublic schools and the public schools that do not meet automatic establishment rules will receive an email the week of November 1 with instructions on how to indicate their intentions to participate. If you receive this email, follow the enclosed instructions as soon as possible, but no later than November 22. You might not be able to administer the assessments if you do not respond in time. Also follow the instructions if you do not plan to administer the assessments, so you can be removed from future communications this school year.

The Test Center Participation page in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure) identifies which assessments your school is established to administer; this information will be updated daily as establishment activities occur. For information on accessing this page, visit the Secure Site Training web page (www.michigan.gov/securesitetraining).

Important Note: Schools must be established to participate separately for each College Board assessment they expect to administer in Spring 2022. For example, a traditional public high school should verify on the OEAA Secure Site Test Center Participation page that they are set up to participate in the SAT with Essay, the PSAT 10, and the PSAT 8/9 for Grade 9. All public schools with grade 8 students should verify that they are established to participate in the PSAT 8/9 for Grade 8.

You can verify the assessments your school has been established for in the OEAA Secure Site starting now and continuing through December.

- If your school is listed as participating and plans to administer the assessment, no further action is needed.
- If your school is listed as participating but does not plan to administer the assessment, contact the Michigan Educator Hotline immediately with information about why you request to be unestablished.
- Establishment occurs on a rolling basis.
   Participation will be reflected as establishment activities occur. Note: Allow for potential updates. If your establishment information is not correct by December 17, 2021, contact the Michigan Educator Hotline.
- Once your school provides information on your intent to participate, allow 1-2 weeks for this information to be refreshed in the <u>OEAA</u> <u>Secure Site</u> (www.michigan.gov/oeaa-secure).

Fall participation in the Michigan-provided SAT, PSAT/NMSQT or PSAT 8/9 does not establish your school for spring testing. You must verify your spring participation status in the OEAA Secure Site or provide your intent to participate, as needed.



#### Reminder

#### **Completing Manage Participation**

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full MME, which consists of the ACT WorkKeys, SAT, and M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components to their students, they are expected to administer all three components.

Each school's WorkKeys Test Coordinator must indicate the school's participation status—either Participating or Not Participating—in the PearsonAccess<sup>next</sup> website during the Manage Participation window, by December 3, 2021, regardless of previous participation. If your school will participate in the WorkKeys assessments in Spring 2022, you must also select your preferred test materials receipt week. This process will take approximately five minutes.

Note: Manage Participation must be completed at the individual school level, not at the district level, even if the school is not participating. Reminder emails will be sent periodically to all schools that have not completed the Manage Participation process.

Refer to the October 28, 2021 issue of the Spotlight on Student Assessment and Accountability newsletter (https://www.michigan.gov/documents/mde/Spotlight\_10-28-21\_739643\_7.pdf) for information and high-level instructions on how to complete ACT's Manage Participation process. Detailed step-by-step instructions are provided in the ACT WorkKeys Spring 2022 Manage Participation Guide (https://www.michigan.gov/documents/mde/ACT\_WorkKeys\_Manage\_Participation\_Guide\_-\_Michigan\_739479\_7.pdf) located on the MME web page (www.michigan.gov/mme).

**Deadline:** You must submit your participation information by **Friday**, **December 3**, **2021**.

#### **Contacting ACT**

If you have questions, you may:

- 1. Contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)
- 2. Call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET
  - » standard time: ext. 2800
  - » accommodations: ext. 1788
- 3. Email accommodations questions to: ACTStateAccoms@act.org

## Important Dates Second Second

#### November 2021

## College Board Testing Intent to Participate Window

Now - November 22, 2021

 Window to indicate intent to participate for SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9 for all nonpublic schools and public schools that do not meet automatic establishment rules

#### **Online Testing Waiver**

#### **Now - November 23, 2021**

Requests for online waiver for the Spring 2022
 M-STEP, MI-Access Functional Independence
 (FI), and WIDA ACCESS for ELLs assessments
 must be submitted through the OEAA Secure
 Site (www.michigan.gov/oeaa-secure)

## **ACT WorkKeys Manage Participation Window**

#### Now - December 3, 2021

Information about completing the Manage
 Participation process was emailed to the District
 Assessment Coordinators and the WorkKeys
 Test Coordinators listed in the <u>Educational Entity</u>
 <u>Master</u> (EEM) (www.michigan.gov/eem) this week.

#### M-STEP Writing Skills Field Test

#### November 15, 2021 - February 3, 2022

 Participate in an M-STEP online Passage-based Writing Field Test. Go to the <u>OEAA Secure Site</u> (www.michigan.gov/oeaa-secure) to Pre-Identify students for testing.

#### Webinar: College Board Testing Implementation Overview

November 16, 2021, 9:00 - 10:30 a.m.

 Implementation Overview Webinar for SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9

Link to Webinar

## Webinar: WIDA ACCESS for ELLs Test Administration Review

November 30, 2021, 9:30 - 11:00 a.m.

 Assessment training review webinar for new English Learner (EL) Assessment Coordinators and new test administrators
 Register for the webinar

#### December 2021

## Webinar: WIDA Alternate ACCESS for ELLs Test Administration Review

December 1, 2021, 9:30 - 11:00 a.m.

 Assessment training review webinars for new English Learner (EL) Assessment Coordinators and new test administrators
 Register for the webinar

## Webinar: Technology Coordinator Training

December 1, 2021, 10:00 a.m.

 Winter/Spring 2022 Technology Coordinator Training Zoom webinar <u>Join the webinar</u>

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## **Important Dates**

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#### December 2021

## Webinar: WIDA ACCESS for ELLs Test Administration Review

December 1, 2021, 2:00 - 3:30 p.m.

 Assessment training review webinars for new English Learner (EL) Assessment Coordinators and new test administrators Register for the webinar

#### **WIDA Assessment Office Hours**

December 2, 2021, 3:00 - 4:00 p.m.

 Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff <u>Microsoft Teams Link</u>

## Webinar: College Board Testing Accommodations

December 7, 2021, 11:00 a.m. - 12:30 p.m.

 Accommodations Webinar for SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9 Link to Webinar

#### **WIDA Assessment Office Hours**

December 9, 2021, 3:00 - 4:00 p.m.

 Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff Microsoft Teams Link

#### **WIDA Assessment Office Hours**

December 16, 2021, 3:00 - 4:00 p.m.

 Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff Microsoft Teams Link

### **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  1. Eligibility, MDE policies, and OEAA Secure Site Support  2. SAT, PSAT 8/9, and PSAT 10 – College Board  3. WorkKeys – ACT	
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

For accountability questions:

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