Spotlight on Student Assessment and Accountability

MICHIGAN Department of Education

November 16, 2017

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Key: Reminder (previously run article)

The Spotlight will be on Holiday next week.

Look for the next edition on Thursday, November 30, 2017.

Online Testing Waiver Window

In Spring 2018, the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS for ELLs 2.0 assessments will be administered online. Spring 2017 was the last year for schools to request a paper/pencil version while transitioning to online assessments. Paper tests will still be available to individual students as an accommodation.

A small number of school buildings may never be able to test online. Examples could include buildings with no internet access, juvenile justice facilities that do not allow students online, or some center-based special education programs. These schools will have the opportunity to submit online waiver request(s) to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDA ACCESS 2.0 assessments. (MI-Access Supported Independence and Participation will remain paper only.) The request window closes **Tuesday, November 21, 2017**. Districts must submit the online waiver request(s) by **November 21, 2017** 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.**

A school (or building) is the smallest unit that may request an online waiver. A school may not apply to have only certain grades or content areas take the paper/pencil assessments.

Schools that are administering online but have individual students who—as outlined in the Student Supports Accommodations Table located under the **Student Supports**

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and Accommodations section of each assessment web page—need to use a paper/pencil form due to a disability or for another reason will not need to request an online waiver. Schools will have the opportunity to order paper/pencil materials on the Material Order screens in the Secure Site to accommodate these individual students.

Process:

Requests for an online waiver must be submitted through the OEAA Secure Site by a user with District Administrator or Nonpublic School Administrator access, using the process detailed in the Online Waiver Request document on the OEAA Secure Site Training web page (www. michigan.gov/securesitetraining) under **Miscellaneous**.

1% Cap on Alternate Assessment Public Notice Posted

The rules surrounding what is meant by "1%" relative to Michigan's alternate assessment has changed under the Every Student Succeeds Act (ESSA). Under these new rules, no more than 1% of students assessed in each subject area may be assessed (participate) using an alternate assessment. This is a departure from the past, in which 1% only referred to proficiency rates related to the state's accountability system.

Michigan anticipates that it will exceed the 1% Cap in 2018. To demonstrate our plan to bring Michigan into compliance with this regulation, MDE will be applying for a waiver for the 2018 testing window, as provided for by ESSA, which will be submitted to the U.S. Department of Education (ED). MDE is seeking comments on the waiver application from all interested parties.

For more information on this process and to find out how to submit your comments, please read the memo from State Superintendent Brian Whiston, which is located on the MI-Access web page (www.michigan.gov/mi-access) under the **What's New** section.

MI-Access Science Assessment Remains the Same

In Spring 2018, the Michigan Department of Education (MDE) will be conducting a statewide M-STEP Science Field Test based on the Michigan K-12 Science Standards. This M-STEP science field test will be administered in grades 5, 8, and 11.

However, it is important to note that the MI-Access assessment, Michigan's alternate assessment, is not changing in 2018. The MI-Access Science assessments, which are based on Michigan's Extended Benchmarks for Science, will continue to be administered at grades 4, 7, and 11. Students taking the Functional Independence, Supported Independence, or Participation levels of the MI-Access science assessment are not required to participate in the M-STEP science pilot.

The MDE is working on a process for revising and updating the alternate content expectations in science to align with the Michigan K-12 Science Standards. Please watch the Spotlight on Student Assessment and Accountability for future opportunities to participate in this process.

WIDA Test Exceptions & False English Learner (EL) Guidance

The window for WIDA Test Exceptions will be open from **December 11, 2017 – February 5, 2018** in the OEAA Secure Site. This window is a period of time in which educators may request a waiver from the Spring 2018 WIDA ACCESS for ELLs 2.0 or the

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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. 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 EL 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 Exceptions, please contact the Call Center (select Option 3) or email mde-oeaa@michigan.gov.

WIDA ACCESS for ELLs Content and Bias/Sensitivity Committee Writing Task Reviews

WIDA is recruiting current classroom educators who have experience teaching English Learners (ELs) and have content expertise (specifically English language arts and/or social studies) in grades 1-12 to participate in online review sessions of WIDA ACCESS for ELLs 2.0 Writing tasks. All participants are required to participate in one training session and the online review session of test questions. Below are the training and review session dates:

Content Review

Online Training Session:
Monday, January 22, 2018 (6:00 PM – 7:00 PM ET)

Online Writing Task Review Sessions:
Grades 1 & 2-3: Wednesday, January 24, 2018 (6:00 – 8:00 PM ET)

Grades 4-5, 6-8, & 9-12: Tuesday, January 23, 2018 (6:00 – 8:00 PM ET)

Bias/Sensitivity Review

Online Training Session:
Wednesday, January 24, 2018 (6:00 – 7:00 PM ET)

Online Writing Task Review Sessions:
Grades 1-3, 4-5, 6-12: Thursday, January 25, 2018 (6:00 – 8:00 PM ET)

Interested educators should complete the Recruitment Survey (https://uwmadison.co1.qualtrics.com/jfe/form/SV_3WwaCJsOtIqRYFf) no later than **December 15, 2017**. Please send questions related to these committees to Alex Bauer at alex.bauer@wisc.edu.

Parent Survey on School Transparency Dashboard Deadline Extended

Parents now have until **November 26, 2017** to provide feedback on the state's new online "school transparency dashboard" designed especially for parents and caregivers.

School, community, and parent leaders are encouraged to distribute the survey link widely to parents, grandparents, and other caregivers in their networks. Schools, libraries, and other organizations can also download and print a flyer to post near public computers or distribute to families. Download the flyer (www.michigan.gov/documents/mde/Transparency_Dashboard_Flyers_604808_7.pdf)

- The online survey (www.surveymonkey.com/r/MDEESSA_Dashboard2017) is available through **November 26, 2017**.

The survey can be completed on any computer, tablet, or mobile device. It should take no more than 15 minutes to complete, and all answers will be confidential.

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 Educator Hotline: 866-870-3127 (select Option 1)
- email michiganadministratorsupport@collegeboard.org

Reminder: If the principal or test supervisor received an email regarding the intent of your school to participate in the Spring 2018 PSAT 8/9, PSAT 10, or SAT, the deadline to respond is **Friday, November 17, 2017**.

Accessing SSD (Services for Students with Disabilities) Online

SSD coordinators will use the SSD Online to submit accommodation requests on the behalf of students for PSAT 8/9, PSAT 10, and SAT. **Schools can have multiple SSD coordinators**, but only one should be listed as the primary coordinator in the EEM, who will receive communications from the College Board. Once the SSD coordinator(s) are identified, they need to request access to the SSD Online system.

To access the system as a new SSD coordinator(s):

1. Sign up for a College Board professional account on the College Board website (www.collegeboard.org) if you don't already have an account.
2. Complete the SSD Coordinator Form, found on the College Board Services for Students with Disabilities (SSD) web page (www.collegeboard.org/ssd).
3. Receive an access code to link your SSD Online access to your College Board professional account (first time only). It may take 1-2 days to receive the access code.
4. Accommodation requests may begin once the access code is used for SSD Online.

Preparing to Request Accommodations

The process for requesting accommodations can be more efficient if the SSD coordinator has certain information about the student(s) on hand. This information includes:

- IEP or 504 Plan
  - information about the diagnosed disability
  - month/year that the IEP or 504 plan was first created
- Demographic information
  - official student name that the student will be pre-Identified within the Secure Site
  - student or parent email address
  - date of birth
  - estimated graduation date
  - gender
  - student mailing address
  - student phone number

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

Types of Accommodations

All accommodations requests will be submitted through our Services for Students with Disabilities (SSD) Online system. There are two types:

- **College Board Accommodations:** Students with approved accommodations will receive college or scholarship reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
- **State Allowed Accommodations (SAA):** These are state-specific accommodations or supports defined by the Michigan Department of Education. Students, schools, and the state will receive scores; however the scores are not accepted by colleges, universities, or scholarship programs. These accommodations apply to state testing only and are requested for each state administration. Examples of SAAs include taking only the math section of the assessment for first-year English Learners and the use of American Sign Language for test questions and student responses.
  - The window for requesting state allowed accommodations starts on **January 15, 2018**. All state allowed accommodation requests are automatically approved and require no documentation.
  - When the window opens, SSD Online will contain a link to request state allowed accommodations.

The deadline for **all** accommodation requests for PSAT 8/9, PSAT 10, and SAT is **February 19, 2018**.

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Managing Participation for ACT WorkKeys® Opened Monday, November 6, 2017

The first step in the ACT WorkKeys assessment, for both public and nonpublic schools, is to complete the **Manage Participation** process (previously referred to as the "establishment" process). An email from ACT was sent on November 6, 2017 to the WorkKeys Test Coordinator as designated in the Educational Entity Master (EEM) (www.michigan.gov/eem). The email contained links to instructions on completing the Manage Participation process to indicate your school's participation status and to select the preferred materials receipt dates.

If the WorkKeys Test Coordinator who is identified in the EEM did not receive this email by November 6, 2017, please check the EEM (www.michigan.gov/eem) to verify that your name and contact information exists in the system and is accurate. If you are listed accurately in the EEM as the WorkKeys Test Coordinator for your school, please check your email account's junk folder. The email may have been delivered to that folder. If all the information is listed correctly, and you are unable to locate the email, please contact ACT at the phone number or website shown at the end of this article on the following page.

If the information in the EEM system is inaccurate, please contact your district's authorized EEM user to update the EEM system. If you are not sure who is the district authorized EEM user, you can use the District and School Contact page on the OEAA Secure Site (www. michigan.gov/oeaa-secure) to retrieve the name and contact information for the authorized EEM user for your district. Also verify that the WorkKeys Coordinator on the District and School Contact page of the OEAA Secure Site is accurate if you have access. Instructions for using the District and School Contacts page are available on the Secure site Training web page (www.michigan.gov/securesitetraining) under the Miscellaneous section. Nonpublic schools should contact Kevin Walters at 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.

The window for managing participation for ACT WorkKeys is open until **Friday, December 1, 2017**. All schools must use the PearsonAccess^{next}™ system to confirm they are participating to receive test materials and to administer the WorkKeys assessment.

Access to PearsonAccess^{next}

Only the assigned WorkKeys Test Coordinator on file in the EEM system received an "ACT Account Access: New Account" email from **NoReplyTestAdmin@act.org** on November 6, 2017 that includes a link and instructions to create your password. Once the WorkKeys Test Coordinator has created a password, they'll receive a confirmation email and be able to log into the system.

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How to Submit Your ACT WorkKeys Participation Information

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

1. You can find the **PearsonAccess^{next} User's Guide for ACT WorkKeys (Manage Participation)** on the ACT state testing website (www.act.org/stateanddistrict/michigan) under the **WorkKeys: Configuration** section.
2. Follow the instructions in the Manage Participation section to complete your participation information.

Note: If you are not participating in the testing program, you've completed the Manage Participation process after finishing the last step of the Manage Participation section.

Deadline

You must submit your participation information by **Friday, December 1, 2017**.

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
   9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

November 17, 2017:

- **SAT, PSAT 10, PSAT 8/9** Intent to Participate (i.e. Establishment) response window **DEADLINE**

November 21, 2017:

- **M-STEP, MI-Access FI, and WIDA** Online Testing Waiver request window **DEADLINE**

November 2017

Now – December 1, 2017:

- **ACT WorkKeys** Manage Participation (i.e. Establishment) window

Now – December 15, 2017 (midnight):

- **SAT, PSAT 10, PSAT 8/9** Off-site Testing Request Window

Now – January 12, 2018:

- Off-Site Test Administration Request window for **M-STEP**, **MI-Access**, **WIDA ACCESS for ELLs 2.0**, **WIDA Alternate ACCESS for ELLs**, and **Early Literacy & Mathematics** – the request link can be found on each assessment's web page under **What's New** and **Current Assessment Administration**

Now – February 19, 2018:

- **SAT**, **PSAT 10**, **PSAT 8/9** College Board accommodation request window

December 2017

December 6, 2017, 9:00 AM to 3:30 PM:

- **MME Day** for Spring 2018 MME Administration – Webcast will be streamed from Wayne RESA via MI Streamnet

December 6, 2017, 10:00 AM to 11:00 AM:

- Technology Coordinator training on Central Office (optional software upgrade for **M-STEP**, **MI-Access FI**, and **Early Literacy and Mathematics**). Click here to join.

December 15, 2017, 9:00 AM to 12:00 PM:

- **WIDA** workshop: **WIDA ACCESS Online Test Administration** – REGISTRATION IS CLOSED

December 15, 2017, 1:00 to 4:00 PM:

- **WIDA** workshop: **WIDA ACCESS Paper/Pencil Test Administration** – To REGISTER

January 2018

January 15 – February 19, 2018:

- **SAT**, **PSAT 10**, **PSAT 8/9** State allowed accommodation request window

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

Recently Asked Questions . . .

Are the WIDA workshops being recorded so they can be available for those unable to attend the webinars?

The WIDA workshops will not be recorded. The same information is available through the online modules in your wida.us account.

Do we still have to complete the training modules on wida.us if we attend the WIDA workshops?

If you attend the workshops you still need to complete the online modules and take the embedded quizzes.

Have Questions?

Email mde-oeaa@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