Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

November 30, 2017

Key: Reminder (previously run article)

MME Day 2018 Presentation Notes

The presentation notes for **MME Day 2018** will be available on the MME web page (www.michigan.gov/mme) on **Tuesday, December 5, 2017** for download and review prior to the **MME Day 2018 webcast presentation on Wednesday, December 6, 2017**.

To view an agenda and to access the live streamed webcast on December 6, please visit the Michigan Merit Exam Spring 2018 Briefing web page (mistreamnet.org/videos/3894/live-briefing-michigan-merit-exam-spring-2018) on MI Streamnet (mistreamnet.org). The entire presentation will also be recorded and posted to the MI Streamnet and MDE/MME web pages during the week of December 18, 2017. For more information, please send an email to mde-oeaa@michigan.gov, with "MME Day" in the subject line.

1% Cap on Alternate Assessment Public Notice Posted

The rules surrounding what is meant by "1%" relative to Michigan's alternate assessment have 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, when 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. The waiver will be submitted

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to the U.S. Department of Education (USED). 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.

Please note: The window for providing public comment will close on December 20, 2017.

WIDA Pre-Identification of Students and Initial Material Order

The Office of Educational Assessment and Accountability (OEAA) will be pre-identifying students for the WIDA ACCESS for ELLs Spring 2018 assessment in the Secure Site using the Fall MSDS General Collection (fall student count day) and Student Record Maintenance (SRM) files submitted through **5:00 PM, December 6, 2017**. This will include students (K-12) enrolled in the school **AND** identified as enrolled in an EL program in an MSDS collection.

This is a one-time pull for pre-identification purposes for students taking the summative WIDA ACCESS for ELLs.

The Pre-ID Student Report will be available to schools on **December 11, 2017** in the OEAA Secure Site (www.michigan.gov/oeaa-secure). It is the responsibility of the district and/or school to update the Pre-ID Student Report by unassigning students who exit the school, adding students who enroll or are newly identified as EL directly, identifying students who should take the Alternate ACCESS for ELLs, and identifying students who may need to take the paper/pencil form of the WIDA ACCESS for ELLs 2.0 on the OEAA Secure Site.

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 Secure Site Training web page (www.michigan.gov/securesitetraining).

- If OEAA pre-identifies a student for the WIDA ACCESS for ELLs, this indicates the student has been identified as EL by the school or another school in MSDS and was not exited from EL services in the 2016/2017 school year.

  - The student will be expected to test. **Unassigning a student from the assessment does not remove the student from the expectation to test or accountability calculations as an EL student.** If you have questions about a student's EL status, contact the district's MSDS user for assistance.

    - If the student exits the district, the student should be unassigned from testing and exited from the district in the spring MSDS general collection.

  - If a student's status as an EL was submitted incorrectly in MSDS, meaning the student never was EL, the district can submit a False EL request. Directions for submitting a False EL request can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

- All grades 1-12 EL students will be pre-identified to online testing unless the school has an approved online waiver for WIDA ACCESS for ELLs. As a reminder, Kindergarten is a paper/pencil test.

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- If online schools have one or more students identified as taking the paper/pencil test, each student's record must be changed from online to paper/pencil. For directions, go to the [Secure Site Training web page](www.michigan.gov/securesitetraining). under **Mass Update Assessments** on [Changing the Mode (online, paper/pencil) of Testing for Students.](#)

- If a student's testing mode is changed from online to paper/pencil, the tier defaults to Tier B. If tier revisions are necessary, this can be changed in the student's demographic screen accessed through the Student Search function.

- All students in **schools** administering the test paper/pencil (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 were pre-identified to WIDA ACCESS for ELLs 2.0. Students that 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 PM, December 28, 2017**.

The Initial Material Order screen to order WIDA ACCESS for ELLs 2.0 Braille and enlarged print will be available **December 11, 2017** through **December 28, 2017** on the OEAA Secure Site.

All other material quantities will be based on pre-identification for those students taking a paper/pencil test. **It is IMPORTANT to make sure your pre-identification is accurate and 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 can be found on the [Secure Site Training web page](www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

2018 WIDA Alternate ACCESS for ELLs Decision Guidance

Students in grades 1–12 who have been identified as English Learners (EL) and are also students with disabilities have the option of being administered the Alternate ACCESS for ELLs as the students' yearly summative English language proficiency assessment instead of the general WIDA ACCESS for ELLs 2.0. The Alternate ACCESS for ELLs is most appropriate for students who have, or function as if they have, a significant cognitive disability. The [2018 WIDA Alternate ACCESS for ELLs](#) decision guidance document is intended to aid educators in making this yearly decision and is now available on the [WIDA web page](www.michigan.gov/wida) (www.michigan.gov/wida) under What's New.

Please note: Once the yearly decision has been made to administer the Alternate ACCESS for ELLs, educators must manually indicate this in the Secure Site during the WIDA Pre-ID/Initial Material Ordering window in December. Students who have taken the WIDA Alternate ACCESS for ELLs in prior assessment cycles are **not** automatically identified as taking the alternate form of the assessment.

2018 WIDA ACCESS for ELLs 2.0 Checklist

District and School WIDA Test Coordinators as well as Test Administrators are encouraged to review the Michigan ACCESS for ELLs 2.0 Checklist available on the Michigan wida.us web page in advance of the WIDA ACCESS for ELLs 2.0 testing window. This document is valuable because it contains state-specific directions for Michigan schools that are not included in the WIDA Test Administration Manual. The checklist highlights all tasks that need to be completed before, during, and after testing within a school or district and identifies the educator who typically completes these tasks.

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 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.

2018 Michigan School Testing Conference

The 2018 Michigan School Testing Conference (MSTC) will be held **February 13–15, 2018** at the Kensington Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state- and nationally-renowned experts in the field.

The conference workshops are offered on **Tuesday, February 13, 2018** from 8:30–11:45 AM and 1:00–4:15 PM, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference takes place on **Wednesday, February 14** through **Thursday, February 15, 2018**. Keynote presenters include Andrew Ho (Harvard), Andy Middlestead (MDE), and Mark Reckase (Michigan State University).

For conference program information and registration, go to the MSTC online registration site (http://gomasa. org/events/2018-michigan-school-testing-conference/).

College Board Announces Student-Level Growth Estimates for the SAT Suite of Assessments

In response to requests from other states, the College Board has announced they will calculate and report student-level growth estimates for the SAT suite of assessments on the College Board Educator Reporting Portal starting in the 2018–2019 school

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year. These growth estimates will be calculated independently using a different methodology than the student growth data currently provided by the Michigan Department of Education (MDE) for accountability and teacher evaluation purposes. Educators interested in using the College Board growth estimates may review the Student-Level Growth Estimates for the SAT Suite of Assessments white paper located in the **Resources** section of the College Board Michigan website (www. collegeboard.org/michigan). Please exercise care and judgement in the use of this data.

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: Off-site testing plans are due December 15, 2017. Information can be found on the College Board Michigan web page (www.collegeboard/Michigan).

Start Time

Following the standard schedule for SAT with Essay, testing room doors close at 8:00 AM to complete test day administrative activities. Testing begins at 8:30 AM. Schools may alter the start time by 30 minutes, and therefore close testing room doors as early as 7:30 AM or as late as 8:30 AM. Schools must start testing no later than 9:00 AM. For consideration and approval to start earlier or later than these times, schools should contact the Michigan Educator Hotline at 866-870-3127 (Option 1). The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations.

Students who arrive late can be admitted to a testing room where the associate supervisor has not begun timed testing. We also suggest having a late arrivals room. Admittance to a late arrivals room is not allowed after regular testing rooms have begun their first break. Students who cannot be admitted to a testing room should be scheduled for the makeup. If your school does not have the staff or rooms to accommodate late arrivals, plan to test students who arrive late on the makeup date.

We will support afternoon testing for PSAT 10 and PSAT 8/9. If testing in the afternoon, be sure that students eat lunch before they begin and that all students start early enough to end testing before school ends.

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

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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

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**.

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Spotlight on Student Assessment and Accountability

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Reminder: Managing Participation for ACT WorkKeys® Due Friday, December 1, 2017

The window for Managing Participation is open until **Friday, December 1, 2017**. District Test Coordinators should ensure that all schools within your district have completed the Manage Participation process using the PearsonAccessnext™ system. If schools have not completed Manage Participation yet, please refer to the November 16, 2017 Spotlight Newsletter for further information on completing the process. All schools, both public and nonpublic, must confirm they are participating in order to receive test materials and administer the WorkKeys assessment. ACT will begin contacting outstanding schools the week of **December 4, 2017**.

The window for submitting Pre-ID student data and ordering ACT WorkKeys standard time and accommodations materials via the OEAA Secure Site is **January 8 – February 13, 2018**.

Receiving Communications for the Spring 2018 WorkKeys Administration

ACT provides important communications to the WorkKeys school and district testing coordinators, including deadline reminders and policy information. ACT received a number of returned emails from communications sent in October and November. If you are a school or district WorkKeys testing coordinator and did not receive emails, action is required. First, confirm the EEM (www. michigan.gov/eem) has your most current ACT WorkKeys test coordinator contact information. If the EEM is current, but you have not received communications from ACT, check your email account's junk folder. The email may have been delivered to that folder. You may need to work with your IT department to white-list the statetesting@ act.org email address. Your school or district firewall settings may be preventing the delivery of ACT communications.

If the information in the EEM is inaccurate or out-of-date, please contact your district's authorized EEM user to update the EEM. 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. Instructions for using the District and School Contacts page are available on the Secure Site Training web page (www.michigan.gov/ securesitetraining) under **Miscellaneous**. Nonpublic schools should contact Kevin Walters at 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.

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

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

Spotlight on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

Now – December 1, 2017:
- **ACT WorkKeys** Manage Participation (i.e. Establishment) window

Coming Next Week . . .

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.

November 2017

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 11 – December 28, 2017:
- Pre-ID window for barcode labels for **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs**

December 11 – December 28, 2017:
- Initial Material Orders window for **WIDA ACCESS for ELLs 2.0** Braille and enlarged print

December 11, 2017 – February 5, 2018:
- Window for **WIDA** Test Exceptions in the OEAA Secure Site.

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

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Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

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