Spotlight

MICHIGAN
Department of **Education**

on Student Assessment and Accountability

November 9, 2017

Key:

Reminder (previously run article)
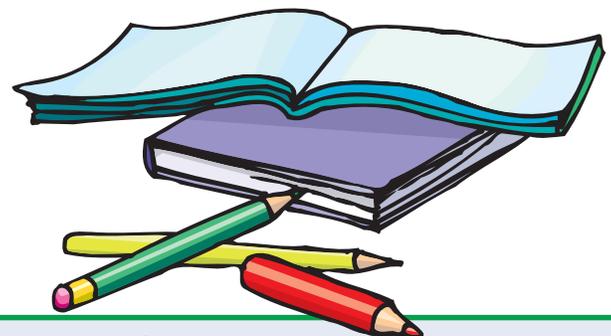
WIDA AMS Planned On-Demand Reporting Outage

WIDA AMS On-Demand reporting will be unavailable due to planned maintenance, starting at **7:00PM ET on Friday, November 10, 2017**. On-Demand reports allow educators to generate translated ACCESS for ELLs 2.0 student reports and WIDA Screener Online student reports. Actual downtime is expected to be about 12–15 hours (until approximately 9AM on Saturday). However, schools may want to plan for services to be unavailable the entire weekend in the event the maintenance takes longer than planned.

Order Form for WIDA Screener Orders

Educators have the option to order paper/pencil WIDA Screener materials for students in grades 1-12 who are considered recent arrivals (attended U.S. schools for 12 months or less) or whose IEP/504 plan indicates a need for the student to be assessed using a paper/pencil assessment.

Paper/pencil WIDA Screener materials **must** be ordered using the Michigan WIDA Screener Order Form located on the WIDA web page (www.michigan.gov/wida) under the **WIDA Screener and Kindergarten W-APT** section. **Please note:** Districts are not responsible for the cost, but the form should be completed in its entirety (quantity, prices, subtotals, etc.).

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

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MI-Access and the 1% Cap – What Should Be Done Now?

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 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.

In mid-November, Intermediate School District (ISD) special education directors have received the 2017 data on participation in the alternate assessment (for the ISD and Local Education Agencies [LEA] within the ISD). ISDs have been asked to have conversations with any school that currently has a participation rate of over 1%. A key component of this conversation is to look further to determine if the state guidelines for participation in MI-Access are being followed. These guidelines are located on the MI-Access web page (www.michigan.gov/mi-access) under **Current Assessment Administration**.

The Michigan Department of Education (MDE) has not yet set a date or a methodology for collecting information on participation in the alternate assessment for ISDs and LEAs whose participation rate exceeds 1%. This information will eventually be collected and made available to the public. At this time, February is the projected timeline for ISDs to collect and submit this information to MDE using a format and template that MDE will provide. For now, ISDs and LEAs should focus on looking at data and having conversations. ESSA and the 1% Cap is a guide for ISDs that can help with these conversations. It can be found on the MI-Access web page (www.michigan.gov/mi-access) under **General Information**.

Parent Feedback Sought on Proposed School Transparency Dashboard

Parents have until **November 15, 2017** to provide feedback on the state's new online "school transparency dashboard" designed especially for parents and caregivers. School and community leaders are encouraged to distribute the survey link widely to parents, grandparents, and other caregivers in their networks.

The Michigan Department of Education (MDE) has provided customizable communication tools to assist in that effort; request them by contacting ShrewsburyA@michigan.gov. 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 15, 2017**.

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

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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

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 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. Additionally, if a school is new and does not have an AI code, you must wait until you receive your AI code in December.

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 with in 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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The deadline for College Board accommodation requests for PSAT 8/9, PSAT 10, and SAT is **February 19, 2018**.

Trainings

The College Board is offering optional webinars to assist in the planning and preparation for test supervisors and SSD (Services with Students with Disabilities) coordinators. If you cannot attend a webinar during the live presentation, register for the event and the College Board will email you the presentation and the link to the recording when the webinar has finished. These resources will also be available on the College Board Michigan web page (www.collegeboard.org/michigan) approximately two weeks after the presentation.

If you were not able to attend the face-to-face implementation workshops this fall, the implementation overview will be the same information covered during these workshops.

The workshop information and registration links are in the table below.

SAT Workshop Information

Date	Time	Title	Register
11/13/17	1:00–3:00 PM	**Implementation Overview:** Discuss key activities that are required for SAT or PSAT supervisors before, during, and after test day. We will also review enhancements for the Spring 2018 administration.	www.tinyurl.com/MichiganOverview
11/14/17	10:00–11:00 AM	**Accommodations and ELL Supports:** Information for SSD coordinators on the types of accommodations and how to apply. Supports for English Language Learners will also be covered.	www.tinyurl.com/MichiganSSD
3/21/18	3:00–4:00 PM	**Testing Tips:** Helpful hints for a successful preadministration session and test day.	www.tinyurl.com/MichiganTestingTips

Requesting Off-site Testing

Most schools participating in the state-provided test administrations in April 2018 will use their schools as the test location. However, if your school is a virtual school or if you want to administer the PSAT 8/9, PSAT 10, or SAT on the same day and don't have enough room in your school, you can request an off-site testing location. Schools using off-site testing for SAT will receive a test center code for each location.

These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. Here's how to request approval:

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

1. Identify a facility (or facilities) that will meet your needs for off-site testing.

2. Download and save the **College Board Off-site Testing Plan** spreadsheet available on the [College Board Michigan web page](#) (www.collegeboard.org/michigan).

3. Fill in the required cells in the **Questions** tab of the spreadsheet. Some required information includes name and address of the proposed testing location, off-site supervisor information, details on how materials will be kept secure, and how the site will meet seating and setup requirements. Use the **Instructions** tab in the spreadsheet for guidance.

4. Fill out the **Questions** tab for every off-site location your school needs by copying and pasting the **Questions** worksheet into a new tab.

5. Return the completed spreadsheet no later than midnight ET **December 15, 2017**.

6. The College Board will work with test supervisors requesting off-site testing locations to ensure the location meets the requirements. If necessary, the College Board will contact test supervisors to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.

7. Once approved, an email will be sent to the submitter communicating the approval, along with more information about administering the tests at the off-site location. The SAT-specific test center code will be sent separately at a later date.

A few things to note about off-site testing:

- A Test Supervisor must be identified in the Educational Entity Master (EEM) at the AI (Attending Institution). Additionally, a unique off-site Test Supervisor must be identified for each off-site test location in the testing plan. A single person may oversee all assessments administered at an off-site location or a different off-site Test Supervisor may be identified for each assessment. While contact information for the off-site supervisors will not be captured or reflected in the EEM, the College Board will store this administration-specific information locally. All communications will be sent to the Test Supervisor at the AI, who should disseminate information as necessary.

- Pre-identification will be completed by the AI, not each off-site location. It is the responsibility of the off-site Test Supervisors to be aware of which students are testing at each location.

- Test materials will also be shipped to the AI location. The Test Supervisor at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site Test Supervisor at each testing location.

Spotlight

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

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

Communications from ACT for the Spring 2018 administration of the ACT WorkKeys assessment has begun.

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 will be sent this week to the WorkKeys Test Coordinator as designated in the Educational Entity Master (EEM) (www.michigan.gov/eem).The email will contain instructions on how to complete 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 **Monday, November 6 – 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. This email includes a link and instructions to create your password. Once the WorkKeys

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Test Coordinator has created a password, they'll receive a confirmation email and be able to log into the system.

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

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Important Dates

Coming Next Week . . .

November 13, 2017, 1:00 to 3:00 PM
- **SAT, PSAT 10, and PSAT 8/9** Implementation Overview webinar – Click to Register

November 14, 2017, 10:00 to 11:00 AM
- **SAT, PSAT 10, and PSAT 8/9** Accommodations and ELL Supports webinar – Click to Register

November 15 – 16, 2017, 8:00 AM to 4:00 PM
- **WIDA** 2-day workshop: **Leading Schools for Language Learner Achievement** – REGISTRATION IS CLOSED

November 2017

Now – November 17, 2017:
- **SAT, PSAT 10, PSAT 8/9** Intent to Participate (i.e. Establishment) response window

Now – November 21, 2017:
- **M-STEP, MI-Access FI, and WIDA** Online Testing Waiver request window

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

November 6, 2017 – 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**

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

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