

Spotlight

on Student Assessment and Accountability

What's New Week of December 2, 2021

- **Fast Approaching Deadline: Benchmark Assessments Reporting and Funding Application**
- **2021-22 Annual Education Report (AER) Coming Soon**
- **ACT WorkKeys Manage Participation Due Now; College Board Intent to Participate for Spring 2022 Assessments Past Due**
- **Invitation to Participate in the Writing Skills Field Test**

Reminders

- **Public Comment for MI-Access 1% Cap Waiver Request is Closing Soon**
- **2022 Michigan School Testing Conference, February 22-24**

Fast Approaching Deadline: Benchmark Assessments Reporting and Funding Application

The deadline for districts to complete and submit their [2021-2022 Benchmark Assessments Reporting and Funding Application](#) form is fast approaching. The deadline for completing the form – available through the Grant Electronic Monitoring System/ Michigan Administrative Review System (GEMS/MARS) – is **Friday, December 10, 2021 at 5:00 p.m.** All public school districts and ISDs with enrolled students in grades K-8 must complete the form.

Districts that do not have enrolled students in grades K-8 are not required to complete the form.

This form surveys districts on benchmark assessments they used, helps with reporting requirements, and provides an avenue for districts to apply for funding for eligible assessments approved by the Michigan Department of Education (MDE); these are the i-Ready, STAR, and NWEA assessments.

To access the form on GEMS/MARS, you will need a MEIS account. If you do not have a MEIS account or are not sure what your MEIS login and/or password is, follow the processes outlined at <https://mdoe.state.mi.us/MEIS/Login.aspx>.

Note: Districts that administered benchmark assessments from the MDE-approved provider list must also report assessment data through the Michigan Data Hub (MiDataHub) by **December 10, 2021**.



(Continued on next page)

The MDE-approved provider list is:

- Curriculum Associates i-Ready
- NWEA Map
- Renaissance STAR
- the Smarter Balanced Interim Assessments in grades 3-8 (offered through Data Recognition Corporation [DRC])
- the MDE Early Literacy and Mathematics Assessments in grades K-2 (offered through DRC)

As noted in the November 19, 2021 Michigan Data Hub newsletter, the team at MiDataHub has simplified the process for verifying your district's current status with the 2021-22 Michigan Assessment Benchmark Reporting Requirement. They have created a dashboard located in the Michigan Data Hub cockpit. The dashboard has three key focus areas:

1. Required – Key Integration Status
2. Optional – Key Integration Status
3. Data Readiness Status

For more information, check out the [November 19, 2021 Michigan Data Hub Newsletter](#) and contact the MiDataHub at support@midatahub.org with any additional questions.

The following resources to help districts meet the reporting and funding requirements of [Public Act 49, section 104a](#) are available on the MDE Benchmark Assessments web page:

- [2021-22 Benchmark Assessments Reporting and Funding Application memorandum](#)
- [2021-2022 Benchmark Assessments Reporting and Funding Application form](#)
- updated [Benchmark Fact Sheet and FAQ document](#)

2021-22 Annual Education Report (AER) Coming Soon

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) are finalizing the data and materials for schools to use in publishing the Annual Education Report (AER). It is anticipated that 2020-21 AER data and materials necessary for the creation of 2021-22 AERs will be available in preview for schools in December, at www.MISchoolData.org. Once these materials are available for preview, school/district users can log into MI School Data to review their reports.

Please note that the report information, cover letter templates, and combined report data currently located on the Annual Education Report section at MISchoolData.org have not yet been updated to reflect the materials to be used for the 2021-22 school year AERs. MDE will be providing these materials and additional AER information when the AER is available in preview.

Due to COVID-19, the United States Department of Education (USED) waived some but not all the required data elements for the 2021-22 AER. More information will be provided in the coming weeks.

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

ACT WorkKeys Manage Participation Due Now; College Board Intent to Participate for Spring 2022 Assessments Past Due

The deadline for completing the **ACT WorkKeys Manage Participation** process is **Friday, December 3, 2021**. Schools must complete this process to participate in the Spring 2022 ACT WorkKeys assessment. Using the Office of Educational Assessment and Accountability (OEAA) Secure Site Test Center Participation page, schools should verify they are set up to participate in the ACT WorkKeys assessment. Refer to the **ACT Manage Participation Guide for Spring 2022**, located on the [MME web page](#) under ACT Workkeys (www.michigan.gov/mme), for information and instructions on completing ACT's Manage Participation process.

Schools should have already completed the College Board **Intent to Participate** establishment process for the College Board Suite of Assessments (SAT with Essay, PSAT 10, and PSAT 8/9); **the deadline was November 22, 2021**.

Most public schools were automatically established to participate, based on rules agreed to by the College Board and the Michigan Department of Education.

Using the Office of Educational Assessment and Accountability (OEAA) Secure Site [Test Center Participation page](#), schools should verify they are set up to participate in each of the College Board assessments. If a school was not automatically established to participate, an email was sent to the school with instructions on how to complete establishment. If a school's establishment information is not correct in the OEAA Secure Site, the school should continue to monitor the Participation page. If the information is not correct by December 17, 2021, schools should call the Michigan Educator Hotline at 866-870-3127 (select Option 1) or send an email to michiganadministratorsupport@collegeboard.org.

For more information on the ACT WorkKeys Manage Participation process and the College Board Intent to Participate process, see the College Board and ACT Workkeys articles in the November 4, 2021, edition of the [Spotlight on Student Assessment and Accountability](#).

Invitation to Participate in the Writing Skills Field Test

Preparation for Passage-based Writing

The Michigan Department of Education (MDE) is looking for schools to participate in an M-STEP online Passage-based Writing Field Test, January 3 – February 4, 2022.

Field tests are used to check the adequacy of testing procedures and statistical characteristics of new test items by testing them in the field before they appear on an actual assessment. This test follows the same setup and security as the M-STEP. The field test helps to ensure that the items we are putting on the M-STEP are high quality.

[Download this flyer](https://www.michigan.gov/documents/mde/Writing_skills_Practice_for_Students_667966_7.pdf) (https://www.michigan.gov/documents/mde/Writing_skills_Practice_for_Students_667966_7.pdf) to learn who can participate, what is involved, and how to sign up. This is a great opportunity – sign up today!

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



Reminders

Public Comment for MI-Access 1% Cap Waiver Request is Closing Soon

The Michigan Department of Education is accepting public comment on the components of Michigan's ongoing plan for alternate assessments that will be included in its 2022 alternate assessment 1% Cap Waiver Request.

Refer to the article on page 2 of the [November 12 Spotlight on Student Assessment](#) for details and links. Comments can be submitted through an online survey, by email, or by mail no later than **5:00 p.m. on December 3, 2021**.

2022 Michigan School Testing Conference, February 22-24

The 2022 Michigan School Testing Conference (MSTC) will be held virtually on February 22-24, 2022. If you're a new Testing Coordinator, you'll want to attend this full-day conference workshop.

Testing 101 for New Coordinators

Are you new to your testing coordinator role? Do you need training on everything that needs to be done in order to test your students? Come join staff from the Michigan Department of Education, the Office of Educational Assessment and Accountability, College Board, and ACT as they provide the steps and resources to help you navigate the summative testing process from start to finish. You will learn what needs to be done before testing, during testing, and after testing, with suggestions and tools for keeping organized. The session will cover the M-STEP, MI-Access, SAT with Essay, PSAT 8/9, PSAT 10,

ACT WorkKeys, WIDA, and the Early Literacy and Mathematics Benchmarks test administrations.

The annual MTSC consists of a day for workshops and two days of plenary and clinic sessions:

- On **Tuesday, February 22, from 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m.**, eight half-day and one full-day workshops will be offered. Login begins at 8:00 a.m.
 - » Eight half-day workshops
 - » One full-day workshop
- The conference itself takes place on **Wednesday, February 23, from 9:30 a.m. to 4:30 p.m.**, and continues through **Thursday, February 24, from 9:30 a.m. to 4:00 p.m.** There will be 37 clinics and three keynote presentations offered.
 - » Margaret Heritage (Educational Author/Consultant) and Andy Middlestead (Michigan Department of Education) will be the keynote speakers on Wednesday, February 23.
 - » Suzanne Lane (University of Pittsburgh) will be the keynote speaker on Thursday, February 24.

A daily registration fee to cover access to all presentations for each day is being offered again this year.

View the full conference details here: <http://gomasa.org/events/2022-michigan-school-testing-conference/>

View printable registration form here: <http://gomasa.org/wp-content/uploads/mstcPromo2022.pdf>.

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

CB 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

Spring 2022 Policy Updates

- The Essay is still required for all students taking the Michigan-provided SAT in Spring 2022.
- To improve flexibility for students and educators on test day, testing staff may give students who are testing over a single day a lunch break (up to 30 minutes) between Section 4 and the Essay. This policy only applies to students taking the SAT with Essay; it does not apply to students who are already approved to test over two days. Providing a lunch break is optional; however, if one is provided, it must be provided to all eligible students.
- Scripts for the assistive technology compatible (ATC) format accommodation have been removed from the testing manuals. Stand-alone scripts will be provided for proctors administering the ATC format. The SSD coordinator will download and print a copy of the applicable script for each ATC room.
- Printed score reports for PSAT 10 and PSAT 8/9 will no longer be shipped to schools in the summer following the assessment administration. Score reports will be available in the K-12 Reporting Portal for access as needed.

Preparing for Test Day Webinar

Educators who will administer the Spring 2022 Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9 can now [register](https://bit.ly/3lIEVRh) (<https://bit.ly/3lIEVRh>) for an optional webinar that will review the activities a test coordinator will be required to complete on test day and after testing is complete. The webinar is scheduled for 2:00 – 3:00 p.m. on January 27, 2022. A recording of the live webinar will be posted on the [Michigan Merit Examination web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and on the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) approximately one week after the presentation.

Fall 2021 Invoice Generation Webinar

The College Board Field Team, in collaboration with Wayne RESA, recently presented a short webinar about the invoice generation process for fall testing. A [recording](https://bit.ly/3l6sZfR) (<https://bit.ly/3l6sZfR>) of the webinar is available now.

REMINDERS

Spring 2022 Implementation Webinar (held on Tuesday, November 16, 2021)

A recording of the webinar on SAT with Essay, PSAT 10, and PSAT 8/9 Implementation is posted on the [Michigan Merit Examination web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and on the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).

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



What's New

ACT WorkKeys Assessments Overview

The ACT WorkKeys assessment consists of three tests that measure real-world skills that employers consider critical to job success and increase career opportunities:

- **Applied Math** measures critical thinking, mathematical reasoning, and problem-solving techniques for actual situations that occur in today's workplace.
- **Graphic Literacy** measures skills needed to locate, synthesize, and use information from charts, graphs, diagrams, and other sources.
- **Workplace Documents** measures skills needed to read and use written text, such as memos, letters, directions, bulletins, and policies.

The assessments are offered for students who need a standard time form and for those who need an accommodations form. Students who test using the standard time form require no special test forms or English learner supports. Students with disabilities and/or those identified as English learners can test using accommodations and/or accessibility supports that are not intended to help the students academically during testing, but instead make interaction and communication possible and fair for every student.

The test coordinator determines which students qualify for ACT-allowed accommodations and supports, based on the student's Individualized Education Program (IEP), 504 plan, or other

educational plan on file at the school. Students who will use accommodations and/or accessibility supports during testing must have prior experience using these tools in their regular learning. The test coordinator must obtain documentation verifying that the use of an accommodation/accessibility support matches an identified need and is effective for the individual.

The accommodations forms available in English are:

- extended time (time-and-a-half, double time, triple time, and multi-day testing)
- large type
- Audio USB
- UEB Braille
- Reader Script

The accommodations forms available in Spanish are:

- standard time
- extended time (time-and-a-half, double time, triple time, and multi-day testing)
- large type
- American Spanish Braille
- Audio USB
- Reader Script

(Continued on next page)

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



For guidelines on identifying students who might benefit from taking the tests in Spanish, refer to the [MDE Supports and Accommodations Guidance Document](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf) (https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf).

An Audio USB form is available for Arabic-speaking students.

ACT also offers Translated Test Directions in Arabic, Chinese Simplified, Chinese Traditional, French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese languages.

The accommodations forms, Arabic USB, and the Translated Test Directions must be ordered through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) January 5 – Feb 16, 2022. Additional information about ordering test materials will be provided in a future Spotlight article.

Students may also benefit by testing with accessibility supports that include:

- individual testing
- testing in small groups
- testing with interpreters, readers, or transcribers
- seating at the front of the room
- using a left-handed desk
- use of an ACT-approved word-to-word bilingual dictionary without definitions
- locally provided verbal translation of test directions

Examples of ineligible modifications – those that change what the tests measure and will result in non-reportable scores to schools and students – include:

- use of dictionaries with word definitions
- use of any word-to-word dictionary not approved by ACT

For more detailed information about ACT's accommodations, supports, and policies, refer to the [ACT WorkKeys Administration Manual - Accommodations Paper](#) posted on the [ACT state testing website](#) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page under **Step 5: Administration**.

For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](#) posted on the on the **WorkKeys on Paper** page.
- ACT WorkKeys List of Important Dates found on the [MME web page](#) (www.michigan.gov/mme) under **General information, List of Important Dates**.

(Continued on next page)

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



Reminder

Complete ACT's Manage Participation Process

You must submit your participation information by **Friday, December 3, 2021**. Refer to the October 28, 2021 [Spotlight on Student Assessment and Accountability Newsletter](#) (www.michigan.gov/mde-spotlight) 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).

District Assessment Coordinators should ensure that all high schools in the district have completed the Manage Participation process, even if they are not testing.

The names of schools that have completed their Test Date and Materials Receipt Selections are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District and Building Assessment Coordinators can verify each school's status by reviewing the Test Center Participation page on the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) under the **Assessment Registration** drop-down menu.

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

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
9	10	11	12	13

December 2021

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 [Educational Entity Master](#) (EEM) (www.michigan.gov/eem).

Early Literacy and Mathematics Benchmark Assessment (K-2) Pre-Identification Window

Now – February 3, 2022

- Pre-identification of students for the Early Literacy and Mathematics Benchmark Assessment (grades K-2). Students who took the ELMBA in the fall will automatically be pre-identified to the Winter 2022 ELMBA by OEAA

Webinar: College Board Accommodations and Supports

December 9, 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](#)

Invoice Generation Window for College Board SAT School Day, Oct. 13

Now – December 9, 2021

- Window to complete the invoice generation process for the October 13 SAT School Day in the College Board test ordering site

Invoice Generation Window for College Board SAT School Day, Oct. 28

Now – December 9, 2021

- Window to complete the invoice generation process for the October 28 SAT School Day in the College Board test ordering site

Invoice Generation Window for College Board PSAT/NMSQT

Now – December 10, 2021

- Window to complete the invoice generation process for the PSAT/NMSQT in the College Board test ordering site

December 2021

(Continued on next page)

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

Important Dates

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
9	10	11	12	13

Invoice Generation Window for College Board PSAT 8/9

Now – December 10, 2021

- Window to complete the invoice generation process for the PSAT 8/9 in the College Board test ordering site

Webinar: Preparing for Test Day for the SAT with Essay, PSAT 10, and PSAT 8/9

January 27 2022, 2:00 – 3:00 p.m.

- Preparing for Test Day Webinar for the SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9. [Webinar Registration](#)

Benchmark Assessments Reporting and Funding Application Window

Now – December 10, 2021, 5:00 P.M.

- Complete the [Benchmark Assessments Reporting and Funding Application](#) to identify the benchmark assessments administered, report on local and other benchmark assessments, and apply for funding for i-Ready, NWEA Map, and Star

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](#)

M-STEP Passage-based Writing Field Test Pre-Identification Window

Now – February 3, 2022

- Pre-identification window of students for the M-STEP Passage-based Writing Field Test. The field test will be offered January 3 – February 4, 2022. District and schools must pre-identify students through the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) to participate

January 2022

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

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 <ol style="list-style-type: none"> 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 WIDAAMS, 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

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