

Spotlight

on Student Assessment and Accountability

What's New

Week of December 9, 2021

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2021-22 Annual Education Report (AER) Preview Available

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) have finalized the data and materials for schools to use in publishing the Annual Education Report (AER).

2021-22 AERs are available in preview for schools at www.MISchoolData.org. School/district users must log into MI School Data to review their reports. The preview window will end on December 21, 2021, and AERs will become public the same day.

Due to COVID-19, the United States Department of Education (USED) waived some of the required data elements for the 2021-22 AER. Further details can be found in the AER FAQ on MI School Data.

Benchmark Assessments Reporting and Funding Application Deadline is Friday, December 10

The deadline for districts to complete and submit their [2021-2022 Benchmark Assessments Reporting and Funding Application](#) form is **Friday, December 10, 2021 at 5:00 p.m.**

The form is available through the Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS). 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. For complete information, please see the [December 2 issue of the Spotlight newsletter](#).



Off-Site Request Calendar for 2021-22 School Year

If your school or district is planning to administer certain assessments at off-site locations, Off-Site Test Administration Requests must be completed through the Office of Educational Assessment and Accountability (OEAA).

These assessments include the ACT WorkKeys, MI-Access, M-STEP, and WIDA ACCESS for ELLs and/or WIDA Alternate ACCESS for ELLs, Kindergarten W-APT, and WIDA Screener. This year's form has been streamlined and should be much quicker to complete.

This table shows the Off-Site Test Administration Requests windows for the 2021-22 school year.

Off-Site Test Administration Request Window for Building/Grade Level and Individual Students		
	Opens	Closes
WIDA Access for ELLs and WIDA Alternate ACCESS for ELLs	December 13, 2021	March 25, 2022
Kindergarten W-APT and WIDA Screener	September 17, 2021	July 28, 2022
ACT WorkKeys	January 5, 2022	May 4, 2022
MI-ACCESS	January 5, 2022	May 27, 2022
M-STEP Grade 3 (ELA only)	January 5, 2022	May 6, 2022
M-STEP Grades 3 (math only), 4,5,6,7,8,11	January 5, 2022	May 20, 2022

When the request windows open, links to be followed to complete requests will be found on each assessment's web page:

- [ACT WorkKeys](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [MI-ACCESS](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [WIDA](http://www.michigan.gov/wida) (www.michigan.gov/wida).

Early Literacy and Mathematics Benchmark Assessments Winter 2022 Test Window

The Winter 2022 Early Literacy and Mathematics Benchmark Assessments testing window will be open **January 3 – February 4, 2022**. Students in grades K-2 who tested in Fall 2021 have been automatically pre-identified to the Winter 2022 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA).

No action is necessary for students who tested in the Fall 2021 administration but will not test in the Winter 2021 administration. Students who did not test in the Fall 2021 administration must be pre-identified in the [OEAA Secure Site](https://baa.state.mi.us/BAASecure/Login.aspx) (https://baa.state.mi.us/BAASecure/Login.aspx).

The [Early Literacy and Mathematics Benchmark Test Administration Manual](#) and Online Test Directions can be found on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the Current Assessment Administration section.

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

WIDA ACCESS for ELLS Pre-ID/Material Order Reminder

Students enrolled in grades K-12 who were identified as an English learner student in the Michigan Student Data System (MSDS) by December 2 will be pre-identified for the WIDA ACCESS for ELLs by the Office of Educational Assessment and Accountability in the OEAA Secure Site. The Pre-ID Student Report and pre-identification of additional students will open on December 13, 2021.

It is important that students who will be taking the WIDA Alternate ACCESS are identified and changed to Tier T in the OEAA Secure Site.

All English learner students must be pre-identified on the OEAA Secure Site for either online testing or paper/pencil testing to ensure they are transferred to WIDA AMS for online management or to receive paper/pencil materials and printed barcode labels.

Please see the [November 4, 2021 Spotlight](#) for details.

OEAA Secure Site Virtual Help

Do you have questions or need help with the OEAA Secure Site? This is a time to receive support live on any Secure Site topics, including:

- pre-identification of students for Spring 2022 assessments
- initial material orders for Spring 2022 assessments
- managing users on the Secure Site to ensure staff have access to WIDA AMS, DRC INSIGHT Portal, and the OEAA Secure Site
- any OEAA Secure Site topic of concern

The Office of Educational Assessment and Accountability (OEAA) will be holding open-ended

virtual sessions when you will be able to drop in and ask questions and receive support for these OEAA Secure Site functions. There will be **no agenda**; simply join the event using the link provided below, ask questions and/or listen to others' questions and answers, and drop off when you like.

- Monday, December 13, 2021, 3:00 - 3:45 p.m.
- Wednesday, January 5, 2022, 3:00 - 3:45 p.m.
- Wednesday, January 19, 2022, 3:00 - 3:45 p.m.

Microsoft Teams Meeting

- [Join the meeting](#)
- Call in (audio only): 1-248-509-0316
Phone Conference ID: 27143456#

Note: You cannot use student names or share a screen with student information during the meeting as there will be other participants.

Spring 2022 Initial Material Orders

Even though standard materials are ordered based on the pre-identification of students to assessments, it is still important for schools/districts to access the Initial Material Order page on the OEAA Secure Site.

(See the [November 18 Spotlight](#) for details on pre-identification.) On the Initial Material Order page, these steps can be taken:

1. Verify that both the shipping address and the coordinator's name are correct.
2. Verify or enter the number of materials needed for administering the assessment, including accommodated materials.
3. If needed, select an alternate shipping date for M-STEP and MI-Access paper/pencil materials.

If the address and/or coordinator name on the Initial

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Material Order page is incorrect, it must be corrected in the [Educational Entity Master \(EEM\)](#) (www.michigan.gov/eem) by the authorized district EEM user by **February 16, 2022 at 5:00 p.m.**

Important Note: Assessment materials are shipped to the address of the assessment coordinator in the EEM, not to the building address. Don't know who your authorized district EEM user is? You can use the District and School Contact page on the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) to locate the name and contact information.

Instructions for Initial Material Orders can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the Material Ordering section.

SAT, PSAT 8/9, and PSAT 10

Initial material orders for SAT, PSAT 8/9, and PSAT 10 Standard Test Booklets will be based on the number of students pre-identified on the OEAA Secure Site by **5:00 p.m. on February 16, 2022.**

Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page of the OEAA Secure Site. The quantity of Standard Test Booklets shipped can only be adjusted by pre-identifying additional students and unassigning students from testing.

ACT WorkKeys

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by **5:00 p.m. on February 16, 2022.** Accommodated materials and Spanish test booklets (if needed) must

be ordered through the OEAA Secure Site on the Initial Material Orders page by **5:00 p.m. on February 16, 2022.**

The projected number of Standard Time, Regular Print materials that will be sent based on pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

M-STEP and MI-Access Functional Independence (FI)

M-STEP

Initial material orders for standard test booklets for M-STEP will be based on the number of students preidentified as paper/pencil testers on the OEAA Secure Site **by 5:00 p.m. on February 16, 2022.** Accommodated materials (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5:00 p.m. on February 16, 2022.** Schools testing online will receive the M-STEP Online Test Administrator's Directions and Manual and graph paper (for grades 6 and 7) based on the number of students pre-identified. Schools will not be able to see this order on the Initial Material Order screen and do not need to place an order for these items.

MI-Access Functional Independence (FI)

Initial material orders of standard test materials for MI-Access FI will be based on the number of students pre-identified for paper/pencil on the OEAA Secure Site by **5:00 p.m. on February 16, 2022.** This includes ELA: Expressing Ideas (available in paper/pencil only) for all students who are pre-identified for testing. FI Accommodated materials (if needed) must be

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ordered through the OEAA Secure Site on the Initial Material Orders page **by 5:00 p.m. on February 16, 2022.**

Important Note: If you enter an order for accommodated materials for M-STEP and/or MI-Access FI on the Secure Site and save the order, the number of Standard Test Booklets for paper/pencil testing will also save and will not continue to update based on the Pre-ID. If needed, you can manually adjust the number of standard test booklets for MI-Access FI directly on the initial material order page through **5:00 p.m. on February 16, 2022.**

MI-Access Supported Independence (SI) and Participation (P)

Since the MI-Access SI and P assessments will be administered one-on-one to students and their responses will be entered into the Online Answer Document by the school, separate materials are not needed for each student. Schools will be sent one set of test administration materials for every five students pre-identified to SI and P assessments. If your school would like more than one set for every five students, you can enter the number of assessment administrators who will be administering the SI and P assessments on the Initial Material Order page by **5:00 p.m. on February 16, 2022.**

Webinar – “The Critical Role of Focus

Skills & Trip Steps” with Renaissance Star Assessments

Discover the critical role of Renaissance’s Focus Skills in math recovery — directly tied to your Star Assessments. Which math skills are most difficult for students to learn at each grade level? Now, more than ever, educators need to know where to focus to accelerate learning.

Join the Renaissance team on **December 16, 10:00 - 11:00 AM a.m.** for a free webinar as they:

- explore Renaissance’s Focus Skills™, a research-based collection of the most critical skills among the Michigan Academic Standards. Focus Skills are directly connected to your Star Reports so you can easily build a plan to accelerate learning.
- show you Renaissance’s Trip Steps, a set of disproportionately difficult math skills across grade levels

With Focus Skills and Trip Steps at your fingertips, you have key information to support instructional planning and nurture positive math attitudes among each emerging Michigan mathematician.

Attendance for this recorded webinar is limited to 1,000. All who [Register for the live event](#) will receive a link to the recorded presentation.

For questions contact: La Keshia Neal (248) 321-5392
lakeshia.neal@renaissance.com.

2021-22 Winter Break Reading List

Formative

Interim

Summative

Hoping to get in a little reading over winter break? This may be the perfect time to take a deeper dive into the assessment topics covered this fall in the [Focus on Assessment Literacy Series](#). The following articles appeared in the Spotlight newsletter: [Accelerated Learning](#) (August 12), [Diagnostic Assessments](#) (September 16), [Social and Emotional Learning Assessments](#) (October 21), and [Student Self-Assessment](#) (November 18).

Here are a few suggestions:

August – How can assessment be used to accelerate student learning?

- *How to Look at Student Work to Uncover Student Thinking* (2021) by Susan Brookhart and Alice Oakley
The authors provide a more student-centered approach to looking at student work and the information it holds; not to find what's right or wrong, but to reveal what students are thinking about the content.
<https://www.ascd.org/books/how-to-look-at-student-work-to-uncover-student-thinking?variant=122011>
- *Mastering Formative Assessment Moves: 7 High-Leverage Practices to Advance Student Learning* (2017) by Brent Duckor and Carrie Holmberg
The authors describe seven research-based, high-leverage formative assessment practices to improve instruction and advance student learning.
<https://www.amazon.com/Mastering-Formative-Assessment-Moves-High-Leverage-ebook/dp/B073DF99TW>

September – How to use diagnostic assessments to advance student learning?

- *How to Make Decisions with Different Kinds of Student Assessment Data* (2015) by Susan Brookhart
In this book, the author helps teachers and administrators understand the critical elements and nuances of assessment data and how that information can best be used to inform improvement efforts in the school or district.
<https://www.ascd.org/books/how-to-make-decisions-with-different-kinds-of-student-assessment-data?variant=116003>

October – How does social and emotional learning (SEL) fit into a comprehensive assessment system?

- Communicating the “Learning” in Social-Emotional Learning (Nov. 2021) Learning Policy Institute, a blog post by Linda Darling-Hammond and Sheldon Berman.
This addresses the importance of communicating the interconnectedness of SEL and academic learning.
[Communicating the “Learning” in Social-Emotional Learning \(learningpolicyinstitute.org\)](https://learningpolicyinstitute.org)

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- 4 Reasons Social and Emotional Learning is Essential for Access & Equity (n.d.) by CASEL's Justina Schlund
The author highlights the key benefits of SEL.
<https://casel.org/fundamentals-of-sel/how-does-sel-support-educational-equity-and-excellence/>
- *Handbook of Social and Emotional Learning: Research and Practice* (2016) by Durlak, Joseph A., et al.
This comprehensive and timely handbook covers all aspects of social and emotional learning research, practice, and policy.
https://www.amazon.com/Handbook-Social-Emotional-Learning-Research/dp/1462527914/ref=asc_df_1462527914?tag=bingshoppinga-20&linkCode=df0&hvadid=79989522877587&hvnetw=o&hvqmt=e&hvbmt=be&hvdev=c&hvllocint=&hvllocphy=&hvtargid=pla-45835891-14606409&psc=1

Formative

Interim

Summative

November – Student Self-Assessment: An essential component of the formative assessment process

- *Giving Students a Say: Smarter Assessment Practices to Empower and Engage* (2021) by Myron Dueck
The author suggests changing the practice of assessment to give students, giving them the power to choose and create their own methods of measurement.
<https://www.amazon.com/Giving-Students-Say-Assessment-Practices/dp/1416629807>

Happy reading! The Focus on Assessment Literacy series will resume in January.

Resources

On January 18, 2022, 4:00 – 6:30 p.m., the [Michigan Assessment Consortium](#) (MAC) is hosting an event, “Four Assessment Capabilities: What Are They and Why Our Children Would Want Their Teachers to Have Them.” This special Assessment Learning Network (ALN) session will feature an introspective look at the differences in assessment cultures across four countries, to propose four shared assessment capabilities worth developing among our teachers.

To learn more and register for the event, visit the MAC Events web page: <https://www.michiganassessmentconsortium.org/event/four-assessment-capabilities-what-they-are-and-why-our-children-would-want-their-teachers-to-have-them/>

Put Into Practice

Winter Break Reading List 3-2-1 Reflection Exercise

After reading your selection, consider the following questions:

- What are three assessment techniques I learned about in the reading that I can use in my teaching practice right away?
- What are two ways this reading changed my understanding of assessment?
- If I could ask one question of the author(s), what would I ask?



Reminders

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>.



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**.

Why have a stand-alone field test?

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. And, the more writing exposure your students receive, the more improvement you will see!

Who can participate?

Students in grades 3–8 can participate in field-testing items written by Michigan authors for Michigan's state assessments.

What is involved?

During the field test, students will read one passage, either literary or informational, from a variety of genres as prescribed by the standards. Students will then answer five multiple choice questions and respond to a writing prompt, which includes a checklist of components found in a well-written essay. They will not receive a score, but will have an opportunity to prepare for the M-STEP and use the checklist to improve their writing skills in the testing environment.

Where will it take place?

The online field test will take place in your school on computers.

When do I sign up?

Beginning November 15, 2021, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to Pre-ID students for testing. For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the [Secure Site Training Site](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining).

**Don't miss this great opportunity!
Sign up today!**



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

State-Allowed Accommodations and English Learner Supports Window

- Beginning in the week of January 10, 2022, Services for Students with Disabilities (SSD) Coordinators can submit requests for state-allowed accommodations (SAAs) and English learner time and one-half (+50% extended time) support in SSD Online.
- As of now, if your school administered Fall 2021 College Board assessments, you **may** be able see the option of submitting requests for English learner extended time in SSD Online. If the option is not currently available, check again in the week of January 10, 2022.
- If you already requested extended time for your English learners for the Fall 2021 testing, you do not need to re-enter those requests for Spring 2022 testing; the request is good for the academic year.
- SAAs are good for one academic year only. If a student used an SAA for Spring 2021 testing, the SSD Coordinator must either request the SAA again or request a College Board-approved accommodation for Spring 2022 testing.

SSD Online Issue

- There is a known issue in SSD Online, causing SSD Coordinators to receive a message about “Error Adding Student” when attempting to add a new student in SSD Online. This error will not occur with all students nor with all requests.
- If you receive this error message, use the Transfer/Move Request Form in SSD Online to add that student to your school’s dashboard.
- SSD Coordinators will need the student’s SSD number to submit the form. To locate their SSD number, students can log into their College Board account, select “Update Your Account”, then scroll to the bottom of the page and follow the directions there.
- If the transfer takes longer than seven days to complete, or if further assistance is needed, contact the Michigan Educator Hotline and choose the option for SSD.

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

REMINDERS

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.
- (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 of the webinar](https://bit.ly/3l6sZfR) (https://bit.ly/3l6sZfR) is available now.



What's New

Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials is **January 5 – February 16, 2022, 5:00 p.m.**, using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Instructions for these activities can be found at the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** and the **Material Ordering** sections.

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by **5:00 p.m., February 16, 2022**. Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5:00 p.m., February 16, 2022**.

The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

Refer to the **Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access** article in the [November 18, 2021 Spotlight on Student Assessment and Accountability Newsletter](#) (www.michigan.gov/mde-spotlight) and the Spring 2022 Initial Material Orders article in this week's newsletter for complete information.

The following WorkKeys test materials will be available for ordering:

- Standard Time (Regular Print English Book)
- English Answer Documents
- Extended Time (Regular Print English Book)
- Reader Script (comes with a Regular Print Book)
- English Audio USB (comes with a Regular Print English Book)
- Arabic Audio USB (comes with a Regular English Print Book)
 - » A video displays the page of the English test book that corresponds with the audio of the question and responses. The following items are translated into Arabic:
 - Workplace Documents – directions only, not test items
 - Applied Math – Directions and all test items
 - Graphic Literacy – Directions and all test items

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- Large Print (comes with a Regular Print English Book)
- Braille UEB (comes with a Regular Print English Book)
- Translated Test Instructions — contains test instructions in Arabic, Chinese (Simplified), Chinese (Traditional), French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese
- Spanish Standard time (comes with a Regular Spanish Print Book)
- Spanish Answer Documents
- Spanish Extended Time (comes with a Regular Spanish Print Book)
- Spanish Reader Script (comes with a Regular Spanish Print Book)
- Spanish Audio USB (comes with a Regular Spanish Print Book)
- Spanish Large Print (comes with a Regular Spanish Print Book)
- American Spanish Braille (comes with a Regular Spanish Print Book)

These materials will automatically be included in the initial test materials shipment: barcode labels, answer documents, administration manuals, Test Administration Forms folders, a small overage of regular print English test books, return labels, and other ancillary materials.

All test materials will be sent to the WorkKeys Test Coordinator's mailing address (not the building address) as listed in the [Educational Entity Master](#)

— EEM (www.michigan.gov/eem) — as of February 15, 2022. Refer to the September 2, 2021 Spotlight article — [It's Time to Ensure School and District Contacts Are Updated in the Educational Entity Master \(EEM\)](#) — for additional information on updating the EEM.

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.

Reminder

Complete ACT's Manage Participation Process

The window for completing Managing Participation is **past due**. If your school(s) has not yet completed Manage Participation using the PearsonAccess^{next} system, 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).

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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 will be participating 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](http://www.michigan.gov/oeaa-secure) (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](http://www.act.org/aap/state/contact.html) (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

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

Important Dates

December 2021

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

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

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

Webinar – “The Critical Role of Focus Skills & Trip Steps” with Renaissance Star Assessments

December 16, 2021, 10:00 – 11:00 a.m.

- Discover the critical role of Renaissance’s Focus Skills in math recovery — directly tied to Star Assessments. [Event Registration](#)

OEAA Secure Site Virtual Help

December 16, 2021, 3:00 – 4:00 p.m.

- OEAA is offering open-ended virtual sessions for educators to drop in, ask questions and receive support for OEAA Secure Site functions. [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](#)

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.

(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

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](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to participate.

[Microsoft Teams Link](#)

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](#)

January 2022

OEAA Secure Site Virtual Help

January 5, 2022, 3:00 – 4:00 p.m.

- OEAA is offering open-ended virtual sessions for educators to drop in, ask questions and receive support for OEAA Secure Site functions.

[Microsoft Teams Link](#)

Accommodations Request Window for ELs taking SAT with Essay, PSAT 10, and PSAT 8/9

January 10 - February 22, 2022

- Window to request state-allowed accommodations and English learner extended time in SSD Online for the SAT with Essay, PSAT 10, and PSAT 8/9

OEAA Secure Site Virtual Help

January 19 2022, 3:00 – 4:00 p.m.

- OEAA is offering open-ended virtual sessions for educators to drop in, ask questions and receive support for OEAA Secure Site functions.

February 2022

Deadline to Request College Board Accommodations

February 22, 2022

- Deadline to request College Board accommodations in SSD Online for the SAT with Essay, PSAT 10, and PSAT 8/9

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