Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

Quick Links . . . *take you directly to articles or sections . . .*

MDE Secure Site Maintenance Notification

The Secure Site will be down 12:00 noon on Friday, December 2 through 8:00 AM Monday, December 5 for maintenance
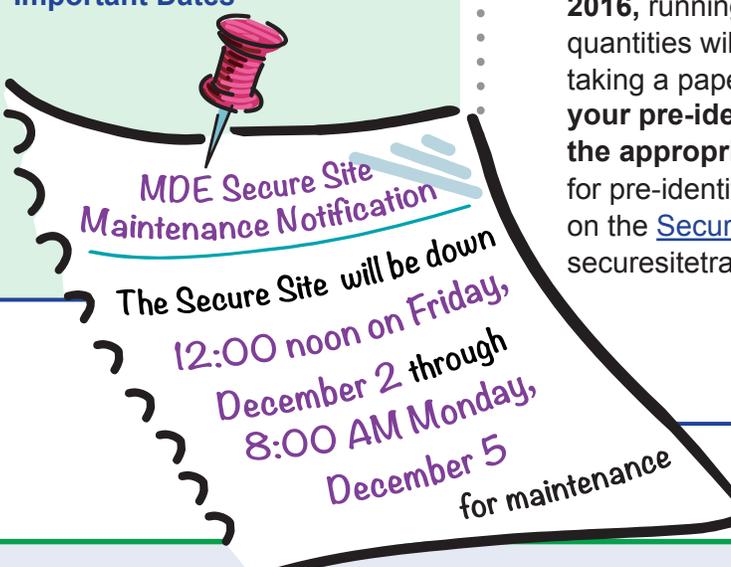
WIDA Initial Material Order and Pre-ID Window Open

The Michigan Deparment of Education (MDE) will be pre-identifying, in the Secure Site, all English learner (EL) students (grades K-12) for Spring 2017 WIDA ACCESS for ELLs testing using the Fall 2016 MSDS General Collection and Student Record Maintenance (SRM) files submitted through December 6, 2016.

This is a one-time pull for pre-identification purposes for students taking the summative WIDA ACCESS for ELLs. The Pre-ID Student Report is expected to be available to schools on **December 8, 2016** in the Secure Site (www.michigan.gov/baa-secure). It will be the responsibility of the district and/or school to update the Pre-ID Student Report by un-assigning students who exit the district, and adding students who enroll or are newly identified as EL directly on the Secure Site.

All students identified by any district in an LEP program in MSDS are expected to take the WIDA ACCESS for ELLs or the Alternate ACCESS for ELLs.

The Initial Material Order screen to order WIDA Braille and enlarged print will also be available the **week of December 8, 2016,** running through **December 28, 2016**. 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 to ensure you receive the appropriate paper/pencil materials.** Detailed instructions for pre-identification and material orders will be available on the Secure Site Training web page (www.michigan.gov/securesitetraining) by December 8, 2016.

WIDA Test Exceptions

The window for WIDA Test Exceptions will be open from **December 8, 2016 – January 26, 2017** in the Secure Site. This window is a period of time in which educators may request a waiver from the Spring 2017 WIDA ACCESS for ELLs 2.0 or the Alternate ACCESS for ELLs for some 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 LEP 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 **Quick Reference** section. For questions about how to submit WIDA Exceptions, please contact the Call Center (select Option 3) or email baa@michigan.gov.

WIDA Guidance on Pre-ID, Initial Material Order, and Tier Selection

The assessment window for the WIDA ACCESS for ELLs 2.0 (Michigan's annual summative assessment for English Learners) opens **February 6, 2017** and ends **March 24, 2017**. In addition to this assessment, there also exists the opportunity for students with significant cognitive disabilities to take the WIDA Alternate ACCESS for ELLs.

In preparation for both of these assessments, the Pre-ID Student Report is expected to be available to schools on **December 8, 2016** in the MDE Secure Site (www.michigan.gov/baa-secure). The Initial Material ordering window in the Secure Site will be

open the week of December 8 and runs through **December 28, 2016**. At that time districts must be prepared to do the following:

- identify tiers (A, B, or C) for students taking the paper/pencil assessment

- identify students who will be taking the Alternate ACCESS for ELLs (Tier T)

- identify whether or not an online test taker will need a paper/pencil book for the writing domain (Grades 4–12 ONLY—available only for students identified as recent arrivals in U.S. schools 12 months or less, or for students with a need identified in their IEP/504 plan necessitating a paper/pencil booklet for the Writing domain)

- identify which students may need accommodations that are only available on the paper/pencil assessment

When attempting to determine if the A, B, or C tier is appropriate for students, educators should refer to guidance found in Criteria for Tier Selection (https://www.wida.us/get.aspx?id=288).

Educators should consider the following criteria when attempting to determine if the Alternate ACCESS for ELLs is appropriate for a student:

1. The student has been classified as EL.

2. The student has, or functions as if they have, a significant cognitive disability and is eligible for special education services under IDEA.

3. The student is working towards alternate achievement standards aligned with Michigan's academic standards. This student also typically participates in MI-Access (Michigan's alternate

accountability assessment). Additionally, it is important to review the Alternate ACCESS for ELLs Sample Items (https://www.wida.us/get.aspx?id=487) to best determine if the assessment level is appropriate for a student.

A list of available accommodations for paper/pencil and online delivery can be found in the ACCESS for ELLs 2.0 Accessibility and Accommodations Supplement on the WIDA website (www.wida.us/assessment/ACCESS20.aspx) under **Key Resources**. For questions, please send an email to baa@michigan.gov or contact the Call Center (select Option 5).

WIDA Training and Preparation

Because materials on the wida.us site as well as the Test Administrator Manual that will be shipped to schools are not Michigan specific, educators should review the Michigan ACCESS for ELLs 2.0 Checklist (www.wida.us/membership/checklists/MI-checklist.pdf) and follow the outlined tasks.

Test Administrators and Coordinators who are administering the **online** WIDA ACCESS for ELLs 2.0 and were certified for the Spring 2016 WIDA ACCESS for ELLs assessment are not required to recertify. Educators administering the Kindergarten and paper/pencil form of the WIDA ACCESS for ELLs 2.0 are required to recertify.

However, all **new** Test Administrators and Coordinators (for online testing and paper/pencil) must complete the online training modules available through the secure portal on wida.us and pass the associated quizzes with a score of at least 80%. Educators in both roles

do not need to review the following chapters within each of the corresponding modules because they are **not** relevant to Michigan:

- Ordering Materials: **Module may be skipped**

- Test Scheduling: **Chapters 13, 14, 15, 16, 17 may be skipped**

As a reminder, please note that Michigan educators do **NOT** conduct these activities in the WIDA Assessment Management System (AMS):

- Pre-ID students for testing

- order initial materials

- add new students directly into AMS

- create new WIDA AMS users directly in AMS

- update student demographics

- conduct data validation

New WIDA Test Coordinator and Test Administrator Accounts

With the exception of Technology Coordinators and educators who administered the Spring 2016 WIDA ACCESS for ELLs 2.0, **new** educators who are administering the Spring 2017 WIDA ACCESS for ELLs 2.0 will **not** have access to the online testing management site, the WIDA Assessment Management System (AMS), until the beginning of January. This does not impact training and preparation for the assessment as training modules can be completed through a separate online system on the WIDA website (www.wida.us).

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2017 Michigan School Testing Conference

The 2017 Michigan School Testing Conference (MSTC) will be held February 14-16, 2017 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. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practice from the educators themselves, as well as state and nationally renowned experts in the field.

Conference workshops will be offered on Tuesday, **February 14, 2017** from **8:30 to 11:45 AM** and **1:00 to 4:15 PM**, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference will begin on **Wednesday, February 15, 2017 at 9:00 AM** and will continue through **3:45 PM on Thursday, February 16, 2017**, with registration beginning at 8:00 AM both days. Keynote presenters include Margaret Heritage (WestEd), Venessa Keesler (MDE), and Brian Gong (Center for Assessment).

For conference program information and registration, go to the MSTC online registration site (https://gomiem.org).

New ESSA Notes Newsletter Available

A new issue of ESSA Notes is now available and was distributed to subscribers on December 1, 2016. The new edition highlights:

- U.S. Department of Education releases:
    - Final Regulations to implement ESSA
    - ESSA Guidance Document for fiscal changes and equitable services
- ESSA Feedback Forums
- and more

The newsletter provides news and updates on Michigan's Every Student Succeeds Act (ESSA) plan, and it is available on the ESSA web page (www.michigan.gov/essa). Just click on the **ESSA Notes** button and then the 12/01/2016 ESSA Notes Newsletter. The ESSA web page also describes details about Michigan's ESSA work plan and offers opportunities to stay informed and participate in planning.

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

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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 customer service line at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Reminders

1. Off-site testing plans are due December 15, 2016.

2. You can begin applying for College Board accommodations as soon as your school has an AI code and the SSD coordinator has access to the SSD online system. AI codes will be emailed to the test center supervisor in mid-December if you do not currently have an AI code.

State-Allowed Accommodations (SAAs)

- In addition to College Board Accommodations, the College Board will be supporting State-Allowed Accommodations (SAAs) for students taking the Michigan-provided assessments in April 2017. SAAs are in place to support state-required accommodations that the College Board does not allow for college-reportable scores, such as an English Learner who requires a glossary when taking College Board assessments. SAAs provide scores to students, K-12 educators, and the Michigan Department of Education; however, students who test with an SAA will NOT receive a college or scholarship reportable score.

- When applying for accommodations for SAT, PSAT 10, or PSAT 8/9, we recommend

applying for College Board Accommodations first, unless the accommodation requested is one of the following, as defined by MDE:

- reading content and questions in the student's native language

- use of a bilingual word-for-word, non-electronic translation glossary for English language learners

- signing of the content and test questions in American Sign Language (ASL)

- student responds in American Sign Language (ASL)

- extended time for EL learners

- math-only for first-year EL learners

- All SAAs should be submitted via the SSD Online system (https://www.collegeboard.org/students-with-disabilities/ssd-online) beginning in January 2017. At that time, once logged in, SSD Coordinators will see a link in the upper left corner to go to the SAA Dashboard. For SAA requests, the submission of student information should be initiated from the SAA Dashboard.

- All SAA requests will be automatically approved and do not require documentation.

- All requests should be submitted by **February 14, 2017**, for SAT for 11th graders, PSAT 10 for 10th graders, and PSAT 8/9 for 9th graders, in order to ensure that the appropriate materials will be provided on test day. SAAs are available only for the Michigan-provided administration.

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- For each of the accommodations above, the test will need to be administered in a separate room.

New SAA for 2017

- The MDE is able to provide certain exceptions to the state assessment policy for first-year, EL students. Students must be identified as Limited English Proficient (LEP) in the Michigan Student Data System (MSDS) and have been enrolled in U.S. schools for 12 months or less at the time of taking a state assessment in order to receive a one-time exemption from having to take the English language arts portion of the SAT, PSAT 10, or PSAT 8/9. For more information on MDE's policy, go to the MME web page (www.michigan.gov/mme). This exception means that a student only needs to take the math test of the SAT and this will count towards a school's percentage of students tested.

- To apply for the math-only exception, choose EL-Math Only from the State-Allowed Accommodations list. The accommodation will be automatically approved and students will test with a lime-green test book.

- The SSD coordinator will only use the scripts for the math test in the SSD coordinator manual when administering the test. The test book will include all of the other tests; however, the student will only complete the math test.

Previous SAA Now a Reportable Score

Last year, the reading of test directions in a student's native language was a SAA. This year, scores will be college and scholarship reportable.

- No accommodation request is required.

- Printed versions of the test directions will be downloadable for educators to distribute to students on test day as needed.

- The languages that will be available to print include: Spanish, Arabic, Haitian Creole, Mandarin, Portuguese, Polish, Russian, and Vietnamese. Printed directions will be available to print on the Michigan College Board web page (www.collegeboard.org/Michigan) in the spring.

- If other languages are needed, these can be translated during the reading of the test directions by district-approved translators.

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ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Receiving Communications for the Spring 2017 Administration

ACT provides important communications to WorkKeys school and district testing coordinators, including deadline reminders and policy information. ACT has received a large number of returned emails from communications sent on October 21, November 7, and November 10. If you are a school or district WorkKeys testing coordinator and did not receive emails on these dates, action is required.

First, confirm the EEM has your most current ACT WorkKeys test coordinator contact information. If the information for your school or district is inaccurate or out-of-date, please ask your authorized district EEM user to update the EEM as soon as possible to ensure your school receives communications from ACT. If you do not know who your authorized district user is, please contact the Center for Educational Performance & Information (CEPI) at 517-335-0505, ext. 3 or cepi@michigan.gov.

If the EEM is current, but you did not receive communications from ACT, work with your IT department to have the statetesting@act.org email address white-listed. Your school or district firewall settings may be preventing the delivery of ACT communications.

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
   - 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

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Important Dates

Coming Next Week . . .

MME

- **December 6, 2016**: MME Day for Spring 2017 Webcast will be streamed from Wayne RESA via MI Streamnet. To access the event, go to Michigan Merit Exam Spring 2017 Briefing on MI Streamnet (www.mistreamnet.org). The agenda can be found on the MME web page (www. michigan.gov/mme).

December 2016

Off-site Test Administration

- **Now – February 27, 2017:** The Off-site Test Administration request window for M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments, and WIDA Spring 2017 administration. To submit the online request form, click on this link.

WIDA

- **Week of December 8 – December 28, 2016:** Pre-ID and Initial Material Order window

- **December 8, 2016 – January 26, 2017:** WIDA Test Exceptions window

February 2017

Michigan School Testing Conference

- **February 14 – 16, 2017:** Michigan School Testing Conference (MSTC) – for information and registration, go to the MSTC online registration site (https://gomiem.org).

Have Questions?

Email BAA@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