

# Spotlight

## on Student Assessment and Accountability

December 14, 2017

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### MME Day Briefing Recorded Webcast

The December 6, 2017 MME Day recorded webcast is now available on [MI Streamnet](http://mstreamnet.org) (mstreamnet.org) and the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) **What's New**.

If after viewing the presentation you have questions regarding the topics presented during MME Day, please email your questions to [MDE-webcastquestions@michigan.gov](mailto:MDE-webcastquestions@michigan.gov) by **Thursday, January 11, 2018**. MME Day presenters from MDE, College Board, and ACT will respond to the pre-submitted questions received by January 11 during two Q & A sessions:

- **Tuesday, January 16, 2018** – 10:00 to 11:00 AM
- **Thursday, January 18, 2018** – 3:00 to 4:00 PM

Additional questions will be answered if time permits after all pre-submitted questions have been addressed. In addition, within 2 weeks after the Q & A sessions, an FAQ document containing responses to the most common questions will be posted to the MME web page under **What's New**.

There are two ways to participate in either Q & A session:

- Use the [CONNECT ME](https://stateofmichiganmdeweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA) (https://stateofmichiganmdeweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA) link and follow the instructions provided.
- Join the Q & A sessions on your mobile device by calling 720-279-0026 and using Guest Passcode access number 569943.

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Go to [page 6](#) to learn about Michigan's NEW Parent Dashboard for School Transparency  
**Public Release scheduled for January 9, 2018**

**Key:**  includes supports and accommodations information

 information Tech Coordinators also need to know

 Reminder (previously run article)

► [Sign up for Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

For more information regarding the MME Day recorded webcast, or the scheduled Q & A sessions, send an email to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) with MME Day Webcast in the subject line.

## MME and PSAT List of Important Dates

The [MME and PSAT List of Important Dates](#) is now available on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **What's New**. The document starts with a consolidated list of Important Dates for all three components of the MME—M-STEP, SAT with Essay, and ACT WorkKeys. The consolidated list is followed by individual lists of Important Dates for each MME component.

## Secure Site Account Expiration

Your profile in DRC's eDIRECT (for M-STEP and MI-Access FI) and AMS (for WIDA) is based on your permissions in the Secure Site. If you do not log in every year, the Secure Site will disable your account automatically, which leads to disabling your accounts at DRC with the next update. District-Administrator level users of the Secure Site can re-enable accounts on the [Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

If your role rarely has reason to visit the Secure Site, it would be worthwhile to log in and make sure it is still active. Secure Site uses the same login information as the [Michigan Educator Information System \(MEIS\)](#) (<https://mdoe.state.mi.us/MEIS/Login.aspx>). To ensure your DRC account is not disabled prior to or during testing, log in to the Secure Site now. If you cannot log in, please ask your District Administrator to re-enable you (and make sure you have all the right test roles and permissions).

## Pre-Identification for SAT, PSAT, WorkKeys, M-STEP, and MI-Access (Grades 3-8 and HS) and Early Literacy and Mathematics (K-2)

On **January 8, 2018**, the Office of Educational Assessment and Accountability (OEAA) will pre-identify, in the Secure Site, students using the Fall 2017 MSDS General Collection and Student Record Maintenance (SRM) files submitted through **January 4, 2018** for the following state assessments. SRMS are not required, but will be used if they have been submitted.

- All students in grades 3-8, 11, and required grade 12 will be pre-identified for M-STEP.
- ♦ Students will be pre-identified as online testers unless they are enrolled in a school with an approved online waiver. Students in approved paper/pencil schools will be pre-identified for paper/pencil testing.
- ♦ Individual students in online schools that require a paper/pencil test may be reassigned for paper/pencil testing. Please refer to the document [Changing the Mode \(online, Paper/Pencil\) of Testing for Students](#) under the **Pre-Identification of Students** section on the [Secure Site Training web page](#) ([www.michigan.gov/secaresitetraining](http://www.michigan.gov/secaresitetraining)).
- ♦ Schools will be expected to move students from the M-STEP to MI-Access FI, SI, or P as appropriate.
- All students in grades 9 and 10 in established PSAT schools will be pre-identified for PSAT 8/9 or PSAT 10.

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- All students in grade 11 and required grade 12 in established schools will be pre-identified for SAT and WorkKeys.
  - ◆ For guidelines on MI-Access students' eligibility to take the SAT and WorkKeys, read [Who Must/Can Take the MME?](#) on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under the **General Information** section.
  - ◆ Schools should unassign students who will be taking the MI-Access FI, SI, or P from the SAT test cycle.

This is a one-time pull from MSDS for pre-identification purposes for students taking the SAT, PSAT, WorkKeys, and M-STEP. The Pre-ID Student Report will be available to schools on the [Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) at **8:00 AM, January 8, 2018**. It is the responsibility of the district and/or school to update the Pre-ID Student Report by unassigning students who will not be testing and adding new students who will be testing directly on the Secure Site.

All initial standard materials for SAT, PSAT, WorkKeys, M-STEP, and MI-Access, as well as barcode labels printed by the contractor for paper/pencil tests, will be based on students pre-identified on the Secure Site by **February 13, 2018 at 5:00 PM**.

Schools will need to print barcode labels from the Secure Site for students pre-identified after the deadline above. All paper/pencil answer documents are required to have a barcode label for scoring to ensure the student receives the correct score. To ensure you get the appropriate number of assessment materials, it is **IMPORTANT** to make sure your pre-identification is accurate.

Options and instructions for pre-identification of students can be found on the [Secure Site Training web page](#) ([www.michigan.gov/secureritetraining](http://www.michigan.gov/secureritetraining)) under the **Pre-Identification of Students** section.

## Important Note About Michigan Merit Exam

When pre-identifying new students to the Michigan Merit Exam (MME), students must be pre-identified to each of the three components (SAT, WorkKeys, and M-STEP Science and Social Studies) separately. Once the student is pre-identified to one of the components, you can use the Mass Update Assessments page to easily copy them over to the other two components. This only applies to students added by the school or district on the Secure Site. OEAA will do this for students who are pre-identified by OEAA on January 8.

Instructions specific to this task, [Copy Students from One MME Component to other MME Components for Pre-Identification](#), can be found on the [Secure Site Training web page](#) ([www.michigan.gov/secureritetraining](http://www.michigan.gov/secureritetraining)) under the Mass Update Assessments document in the **Pre-Identification of Students** section.

## Pre-Identification for MI-Access

The MI-Access is an alternate assessment for special education students only and is based on the student's IEP. Since OEAA cannot determine which students will test using the MI-Access Functional Independence (FI), Participation (P), or Supported Independence (SI), all students will be pre-identified to M-STEP by OEAA during pre-identification from MSDS on January 8, 2018. It will be the district's and/or school's responsibility to move students from M-STEP to the appropriate MI-Access assessment in the Secure Site. This can be done for a group of students at the same time using the Mass Update Assessments function on the Secure Site.

Instructions to [Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification](#) can be found below the Mass Update Assessments link under the **Pre-Identification of**

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**Students** section of the [Secure Site Training web page](http://www.michigan.gov/seuresitetraining) ([www.michigan.gov/seuresitetraining](http://www.michigan.gov/seuresitetraining)).

All initial standard materials, including Expressing Ideas (available paper/pencil only) for online schools and barcode labels printed by the contractor for MI-Access Functional Independence (FI) paper/pencil, will be based on the students pre-identified on the Secure Site and identified as paper/pencil by **February 13, 2018**. Districts/school still need to enter a count for administrators who will be administering the MI-Access SI and MI-Access P to ensure receipt of assessment materials for each administrator.

### **Pre-Identification for Early Literacy and Mathematics Benchmark (K-2)**

The Early Literacy and Mathematics Benchmark assessment is not administered by all schools in the state. Therefore OEAA is not able to identify the schools that will be administering the assessment and cannot pre-identify students for the assessment. It is the district/school's responsibility starting **January 8, 2018** to pre-identify students who will be assessed using the Early Literacy and Mathematics Benchmark assessment directly on the Secure Site. This is an online test only, so there is no material order needed.

### **Online Sessions**

Students taking the M-STEP, MI-Access FI and Early Literacy and Mathematics Benchmark (K-2) online may be put into Online Sessions starting **January 8, 2018**. This can be done on the Secure Site up through **February 26, 2018**. Students pre-identified on the Secure Site after February 26, 2018 can be put into online sessions in eDIRECT only. Instructions for [Creating Online Sessions](#) can be found on the [Secure Site Training web page](http://www.michigan.gov/seuresitetraining) ([www.michigan.gov/seuresitetraining](http://www.michigan.gov/seuresitetraining)) under the **Pre-Identification of Students** section.

### **Unassigning Students from Assessments**

It is **IMPORTANT** to note that students that are unassigned from a test cycle on the Secure Site are **NOT** removed from accountability calculations, only from testing. To ensure a student that has left the district/school is removed from accountability calculations, the student must be exited in MSDS in the Spring MSDS General Collections or an SRM collection.

### **Initial Material Orders for Spring 2018**

There are two important steps for initial material orders:

1. verify that both the shipping address and the coordinator's name are correct on the Initial Material Order screen
2. verify or enter the number of materials needed for administering the assessment, including accommodated materials

**New this year:** 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 Material Order page is incorrect, it must be corrected in the Educational Entity Master (EEM) by the authorized district EEM user by **5:00 PM on February 13, 2018**. Don't know who your authorized district EEM user is? You can use the District and School Contact page on the [Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://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](http://www.michigan.gov/seuresitetraining) ([www.michigan.gov/seuresitetraining](http://www.michigan.gov/seuresitetraining)) under **Material Ordering**.

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## Early Literacy and Mathematics Benchmark Assessment (K-2)

This is an online test only. There are no material orders for this assessment.

## SAT, PSAT 8/9 and PSAT 10

Initial material orders for SAT (and PSAT 8/9 and 10) Standard Test Booklets will be based on the number of students pre-identified on the Secure Site by **5:00 PM on February 13, 2018**. 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 on the Secure Site. The Standard Test Booklets can only be adjusted by pre-identifying additional students and unassigning students from testing.

## WorkKeys

- Initial material orders for Standard Time, Regular Print WorkKey materials will be based on the number of students pre-identified on the Secure Site by **5:00 PM on February 13, 2018**.
- Accommodated materials and Spanish test booklets (new this year), if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM on February 13, 2018**.

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 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

- Initial material orders for Standard Test Booklets for M-STEP will be based on the number of students pre-identified as paper/pencil on the Secure Site by **5:00 PM, February 13, 2108**.
- Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM on February 13, 2018**.

**IMPORTANT NOTE:** If you enter an order for accommodated materials for M-STEP and save it, the number of Standard Test Booklets for paper/pencil testing will also save and will NOT continue to update based on the Pre-ID. You can adjust the number of Standard Test Booklets for M-STEP directly on the initial material order page, if needed, up through **5:00 PM on February 13, 2018**.

## 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 Secure Site by **5:00 PM, February 13, 2018**. This also includes the Expressing Ideas (available paper/pencil only) for all students that are pre-identified for testing.
- Accommodated materials (FI), if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM on February 13, 2018**.

**IMPORTANT NOTE:** If you enter an order for accommodated materials for MI-ACCESS FI and save it, the number of Standard Test Booklets for paper/pencil testing will also save and will NOT continue to update based on the Pre-ID. You can adjust the

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number of Standard Test Booklets for M-STEP directly on the initial material order page through **5:00 PM on February 13, 2018**.

## **MI-ACCESS Supported Independence (SI) and Participation (P)**

Since the MI-Access SI and P are administered one-on-one to students, and their responses are entered into the Online Answer Document by the school, separate materials are not needed for each student. On the Initial Material Order page, schools will need to enter the number of MI-Access SI and P assessment administrators by **5:00 PM on February 13, 2018**.

## **New Shipping Destination Option for MI-Access**

**New Last Year:** A district level user of the Secure Site can select a shipping destination of district or school. This option is only available to the whole district. For example, if school is selected, each school in the district will receive the MI-Access materials directly at the school. If district is selected, MI-Access materials for all schools in the district will be shipped to the district office for distribution. **The shipping destination will default to District**—meaning all initial materials will be sent to the district unless it is changed.

Materials shipped directly to the schools can be returned by the schools. This allows materials to be shipped directly after testing is completed, which can help facilitate scoring and reporting results.

## **Michigan's NEW Parent Dashboard for School Transparency**

### **Public Release scheduled for January 9, 2018**

Over the past several months, the Michigan Department of Education has been working with the

Center for Educational Performance and Information (CEPI) to advance the State Board of Education's vision of an easy-to-use online dashboard filled with meaningful school-level data for families. The official launch of the new **PARENT DASHBOARD for School Transparency** will occur during the **January 9, 2018** meeting of the State Board of Education. The dashboard will be available on the [MI School Data Parent Dashboard page](http://www.MiSchoolData.org/ParentDashboard) ([www.MiSchoolData.org/ParentDashboard](http://www.MiSchoolData.org/ParentDashboard)).

### **Preview Window for schools available starting December 28, 2017**

Schools and districts are expected to have early access to the new Parent Dashboard starting **December 28, 2017**. The Preview will remain open through **January 8, 2018** to users of the MISchoolData.org web portal with a secure login account. The Dashboard will be populated with 2016-17 data already collected by the State of Michigan.

School leaders are encouraged to familiarize themselves with the Dashboard so they can communicate effectively about their data. School, district, or ISD administrators can contact their ISD Technical or Curriculum Contact to request access.

**PLEASE NOTE:** The Parent Dashboard for School Transparency reports and data are **EMBARGOED** until the public release scheduled for **January 9, 2018**. Districts and schools will be notified once the embargo has been lifted.

### **Dashboard Communication Tools for Schools**

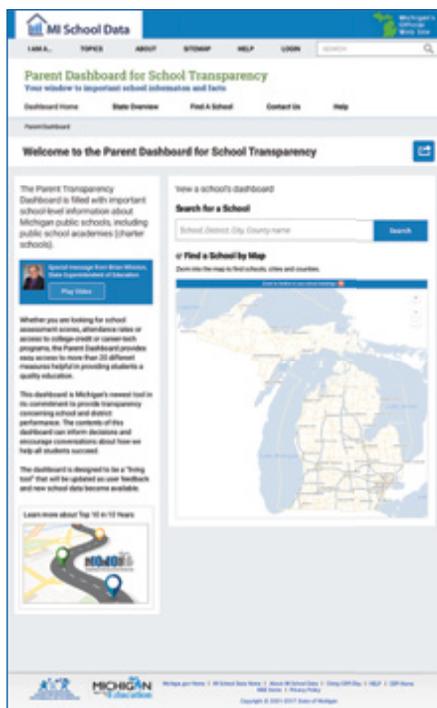
The MDE has developed a set of communications tools to help schools, districts, and organizations discuss and share this exciting new dashboard with parents and the community.

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Visit the [MDE Parent Dashboard web page](http://www.michigan.gov/MDE-ParentDashboard) ([www.michigan.gov/MDE-ParentDashboard](http://www.michigan.gov/MDE-ParentDashboard)) soon to download the following tools:

- one-page handout
- Parent Dashboard Fact Sheet
- customizable messaging and communication tools (e.g. newsletter, email, social media, presentations)
- flyer for posting near office or public computers or distributing to families
- graphic “badge” that can be posted to school building web pages and linked directly to that school’s Dashboard data



- provides one easy location where parents and caregivers can view building-level information and data
- can be accessed on any computer or mobile device
- offers a more balanced picture of school quality, since it contains more information than just test scores

### Information in the Parent Dashboard:

- includes nearly 20 different factors—or measures—that parents say are important to them
- comes from data that are already collected from schools
- can be viewed for a whole school, or viewers can dig in deeper to see performance for certain groups of students
- can inform decisions and encourage conversations about school progress—with students, with other parents, with school leaders, and within communities

### WIDA Braille & Alternate ACCESS for ELLs Clarification

English learners (ELs) in grades 3-12 with visual impairments are eligible to be exempt from the Speaking domain because there is no paper/pencil braille form of the **Speaking** domain for the WIDA ACCESS for ELLs 2.0.

For students who will be taking the Alternate ACCESS for ELLs, the summative WIDA test designed for students who have or function as if they have cognitive impairments, a WIDA Test Exception is not required.

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We appreciate your help in sharing the news at that time and reminding parents regularly about this convenient and informative tool.

### Fast Facts About the Parent Dashboard

The new easy-to-use Parent Dashboard:

- was designed with parents to show school information they say is important, and enhanced by ongoing parent feedback

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However, educators must update the student's tier to Tier T in the Secure Site by **December 28, 2017** to receive those materials. Updating the student's tier can be done on the student's demographic screen, accessed through the Student Search function on the Secure Site. For more directions, please go to the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

As a reminder, all test exceptions must be applied for on an annual basis and approvals do not carry over from year-to-year. For more information on WIDA Test Exceptions, please refer to the [WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Test Exceptions and False EL Guidance](#) document found on the [MDE WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida). Directions for submitting [WIDA Test Exceptions](#) can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Miscellaneous Secure Site Functions** section. For questions about how to submit WIDA Exceptions, please contact the Call Center (select Option 3) or email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

## WIDA ACCESS for ELLs 2.0 Training

Educators who have never before administered the WIDA ACCESS for ELLs 2.0 or Alternate ACCESS for ELLs must review the videos and resources that are part of the Training Courses found through their secure WIDA.us accounts. Educators must additionally pass the relevant quizzes with a score of 80% or greater to receive their Training Certificate. It is not necessary to review materials or pass quizzes associated with parts of the assessment, specific grade bands, or assessment types that an educator will not be overseeing or administering. For example, a high school teacher who will be administering the test to high schoolers only does not need to review

the materials or pass the quiz associated with the Kindergarten WIDA ACCESS for ELLs.

Educators who will be scoring the Speaking domain for the paper/pencil test must have a training certificate that was completed during this academic school year. Please note that the Speaking quizzes for Grades 1-12 are the same as those for the Screener.

Educators who will be scoring the Kindergarten or WIDA Alternate ACCESS for ELLs must also have a training certificate that was completed during this academic school year. Recertification is necessary to ensure that the educator scoring required for these assessments results in valid and reliable scores for students.

All other educators administering these assessments should review relevant resources and materials to ensure a smooth WIDA administration.

If you or your staff do not have a WIDA.us account to complete these requirements, please contact your district's English Learner Assessment Coordinator. If you do not have someone designated in this role, identify someone as your district's EL Assessment Coordinator. Once that person is identified, please direct them to review the [WIDA New Assessment Coordinator Primer](#) on the [MDE WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida) under the **Professional Development** section.



## 2018 Michigan School Testing Conference

The 2018 Michigan School Testing Conference (MSTC) will be held **February 13–15, 2018** at the Kensington Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as

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information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state- and nationally-renowned experts in the field.

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

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

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



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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](mailto:michiganadministratorsupport@collegeboard.org)

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

### English Learner Supports

English learners taking the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 will have access to translated test directions and word-for-word bilingual glossaries. The assessment results, when these supports are used, are college and scholarship-reportable and do not require an approval or request in SSD Online. **Please note:** These supports are not currently available when taken on a national, weekend administration of the SAT.

Translated test directions and approved bilingual glossaries will be supported in Albanian, Arabic, Bengali, Bosnian, Cambodian (Khmer), Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, and Vietnamese. Additional languages are still being considered and the College Board will provide more information if these

languages are approved for spring testing. The College Board also supports “on the fly” translations by district-approved translators. Translators must also adhere to the testing staff requirements of the College Board and the Michigan Department of Education. When the English learner supports are used, students can be tested in the standard testing rooms, unless they are approved for accommodations that require testing in a separate testing room. Schools will be required to print the necessary translations, which will be available in February on the [College Board Michigan web page](http://www.collegeboard/Michigan) ([www.collegeboard/Michigan](http://www.collegeboard/Michigan)). The list of approved glossaries is currently posted at this location.

There’s a research study being conducted this fall on the use of extended time for English learners in order to provide college and scholarship-reportable scores. More information on providing this support will be available after the release of the findings; however, extended time for English learners will not be available as reportable scores in spring 2018.

### New Photo ID Policy

Students now only need to provide photo identification (ID) if they are not familiar to the testing staff. If a student can be identified by testing staff, no photo ID is required. If your school is testing students who are unfamiliar to you (homeschooled students, for example), they

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must present acceptable photo identification. The supervisor's manuals will identify the requirements for an acceptable photo ID. If a student does not have a photo ID or is not allowed to have one, a photo ID form is available at on the [College Board Michigan web page](http://www.collegeboard/Michigan) (www.collegeboard/Michigan) in the **Resources** section.

## Resources

Various resources have recently been posted to the [College Board Michigan web page](http://www.collegeboard/Michigan) (www.collegeboard/Michigan).

- **Supervisor's Implementation Handbook –** This handbook provides SAT and PSAT test supervisors with detailed information on the activities that are necessary to implement the SAT with Essay, PSAT 10, and PSAT 8/9 in your school, leading up to the receipt of your Supervisor's Manuals that will arrive in February. A specific handbook for SSD coordinators will be available by December 14, 2017.
- **Accommodations Matrix –** This document will provide guidance to SSD coordinators and test supervisors regarding the accommodations that can be grouped together and if students will test on the primary test day or during the accommodated testing window. This will help for planning purposes before the Nonstandard Administration Report (NAR) is available in SSD Online.
- **Approved list of word-for-word glossaries for English Learners –** More information about supports for English Learners will be in next week's Spotlight.
- **Webinar presentations –** The presentations of the "Implementation Overview" webinar and "Accommodations and Supports" webinar are available for your review in PDF format.

## Reminder: Managing Participation for ACT WorkKeys® Past Due

The window for Managing Participation is **closed**. District Test Coordinators should ensure that all schools within your district have completed the Manage Participation process using the PearsonAccess<sup>next</sup>™ system, even if you are not testing. This process takes approximately 5 minutes. If schools have not yet completed Manage Participation, please refer to the [November 16, 2017 Spotlight Newsletter](#) for further information on completing the process.

All schools, both public and nonpublic, must confirm they are participating in order to receive test materials and administer the WorkKeys assessment. If your school is not testing, please indicate the reason why you are not testing.

The window for submitting Pre-ID student data and ordering ACT WorkKeys standard time and accommodations materials via the OEAA Secure Site is **January 8 – February 13, 2018**. Only schools who have completed the Manage Participation process will be allowed to Pre-ID students and order test materials.

## Receiving Communications for the Spring 2018 WorkKeys Administration

ACT provides important communications to the WorkKeys school and district testing coordinators, including deadline reminders and policy information. ACT received a number of returned

emails from communications sent in November and December. If you are a school or district WorkKeys testing coordinator and did not receive emails, action is required.

First, confirm the [EEM](#) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) has your most current ACT WorkKeys test coordinator contact information. If the EEM is current, but you have not received communications from ACT, check your email account's junk folder. The email may have been delivered to that folder. You may need to work with your IT department to white-list the [statetesting@act.org](mailto:statetesting@act.org) email address. Your school or district firewall settings may be preventing the delivery of ACT communications.

If the information in the EEM or on the District and School Contact page of the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) is inaccurate or out-of-date, please contact your district's authorized EEM user to update the EEM. If you are not sure who is the district authorized EEM user, you can use the District and School Contact page on the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to retrieve the name and contact information for the authorized EEM user for your district. Instructions for using the District and School Contacts page are available on the [Secure Site Training web page](#) ([www.michigan.gov/secsitesite/training](http://www.michigan.gov/secsitesite/training)) under **Miscellaneous**. Nonpublic schools should contact Kevin Walters at 517-335-0543 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for updates to the EEM.

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## What's New with ACT WorkKeys in 2018?

ACT has launched a new portfolio of the ACT WorkKeys assessments and the ACT WorkKeys National Career Readiness Certificate credential, WorkKeys 2.0. The new content is contemporary and relevant to today's workplace skills and keeps pace with the impacts of new technology in the workplace.

Reading for Information is now **Workplace Documents**, Applied Mathematics is now **Applied Math**, and Locating Information is now **Graphic Literacy**. Students will have **55 minutes** to complete each standard-time assessment. The total time needed for all 3 standard-time assessments, including the 15-minute break after the Applied Math test, is now 3 hours.

Spanish is now offered in standard time, extended time, large type, and Braille. Also available in Spanish are Reader Scripts and Audio DVDs. Students can now earn an ACT WorkKeys National Career Readiness Certificate en Espanol when they test using the Spanish materials and score 3 or higher on all 3 assessments.

The Video DVDs have been replaced with Audio DVDs; Braille materials are available in UEB format only; and we've added a new English Learner Support – Translated Test Instructions - which contains the test instructions in 12 different languages: Arabic, Chinese (Simplified), Chinese (Traditional), French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese.

The process for returning test materials to ACT has been simplified. Answer documents will be placed in colored envelopes and returned in the same boxes with all the other test materials. Return materials are also color-coded by administration type; standard time materials are purple and accommodated materials are gold.

The reports have new titles:

- **Summary Score Report** is a student-level report providing information to the examinee on their scores.
- **Individual Summary Score Report** is a student-level report providing information to the examinee about their scores and what it means to be at that skill level.
- **Roster Score Report** is the school-level report listing the examinees, the tests taken, and the scores they received.

Students will print their own ACT WorkKeys NCRC from [myworkkeys.com](http://myworkkeys.com), for FREE!

## ACT-hosted Michigan WorkKeys State Testing Website

The ACT-hosted [Michigan WorkKeys state testing website](http://www.act.org/stateanddistrict/michigan) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) has a new look! Resources are now categorized by stages within the WorkKeys testing cycle for easier accessibility:

- Orientation stage helps you get familiar with the testing program
- Configuration stage provides access to systems like PearsonAccess<sup>next</sup>

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

- Verification stage helps you ensure nothing was missed
- Preparation stage prepares you for testing and includes links to Facility Requirements, Training Testing Staff, Sample Questions, and Receipt/Check in of materials
- Administration stage assists you in conducting a successful test administration and includes links to Test Administration Forms, Administration Manuals, Calculator Policy, etc.
- Transportation stage helps you return your test materials with links to specific portions of the applicable manuals
- Interpretation stage helps you understand and interpret the score reports

Be sure to reference the [Schedule of Events](#) posted on the homepage for upcoming activities and dates.

## 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  
9:30 AM – 6:00 PM ET
  - standard time: ext. 2800
  - accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

## Important Dates

### Approaching Deadlines!

#### December 15, 2017 (midnight):

- **SAT, PSAT 10, PSAT 8/9** Off-Site Testing Request window closes

#### 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](https://baameap.wufoo.com/forms/fall-2017-wida-registration/)  
(<https://baameap.wufoo.com/forms/fall-2017-wida-registration/>)

### December 2017

#### Now – December 28, 2017:

- Pre-ID window for barcode labels for **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs**

#### Now – December 28, 2017:

- Initial Material Orders window for **WIDA ACCESS for ELLs 2.0** Braille and enlarged print

#### Now – January 12, 2018:

- Off-Site Test Administration Request window for **M-STEP, MI-Access, WIDA ACCESS for ELLs 2.0, WIDA Alternate ACCESS for ELLs, and Early Literacy & Mathematics** – the [request link](#) can be found on each assessment's web page under **What's New** and **Current Assessment Administration**

#### Now – February 5, 2018:

- Window for **WIDA** Test Exceptions in the OEAA Secure Site

#### Now – February 19, 2018:

- **SAT, PSAT 10, PSAT 8/9** College Board accommodation request window

### January 2018

#### January 8 – February 13, 2018:

- **M-STEP, MI-Access, SAT, PSAT 8/9, PSAT 10, and WorkKeys:**
  - ◆ Pre-ID students for printed barcode labels
  - ◆ verify and adjust initial material orders

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## January 2018 (continued)

### January 8 – February 26, 2018:

- **M-STEP, MI-Access, and Early Literacy & Mathematics** – place students in online test sessions through the Secure Site

### January 15 – February 19, 2018:

- **SAT, PSAT 10, and PSAT 8/9** State-allowed accommodation request window

### January 16, 2018 10:00 AM to 11:00 AM and January 18, 2018 3:00 PM to 4:00 PM

- Both **MME** Recorded Webcast Q & A Sessions will address all questions pre-submitted to [mde-webcastquestions@michigan.gov](mailto:mde-webcastquestions@michigan.gov) by **January 8, 2018**

To connect to a Q & A Session:

- ♦ Use the [CONNECT ME](https://stateofmichiganmdeweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA) (<https://stateofmichiganmdeweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA>) link and follow the instructions provided.
- ♦ Join the Q & A session on your mobile device by calling 720-279-0026 and using Guest Passcode access number 569943

### Have Questions?

Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

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