Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

What's New
Week of December 16, 2021

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Benchmark Assessment Thank You!

The Michigan Department of Education (MDE) and the Center for Educational Performance (CEPI) are giving a big shout-out to the districts that completed the Benchmark Assessment Reporting and Funding Application form. All expected districts – yes, 100 percent of you - completed the form, so **Thank You**!

The information from the form will be used to develop and inform required legislative reporting, approve funding requests, and verify benchmark data is flowing as expected through the Michigan Data Hub. Please continue to monitor Spotlight in the new year for additional information and updates related to the 2021-22 Benchmark Assessment law.

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.

Spotlight

on Student Assessment and Accountability

Request for Public Comment on Alternate Assessment Science Reporting Waiver

Michigan's alternate assessment (MI-Access) is aligned with Michigan's alternate content standards in English language arts (ELA), mathematics, science, and social studies. The alternate assessment is designed to allow students with the most significant cognitive disabilities to demonstrate their knowledge and skills.

Students with the most significant cognitive disabilities receive instruction and are assessed based on the alternate content expectations. Michigan adopted new content standards for science in 2015, and in 2020 the state extended them to new alternate content expectations for science. After the new content standards for science were adopted, the M-STEP general assessment field tested new assessments, beginning in 2017 and continuing through 2019. These field tests allowed three years of gradually expanding and developing the test content, while students began to be instructed under the new standards. Spring 2021 was the first operational assessment year for M-STEP science under the new content standards.

The Michigan Department of Education (MDE) is proposing that the Spring 2022 MI-Access science assessment should also be a field test, providing a full year in which the assessment itself is evaluated rather than student performance on the assessment. There would be no reporting based on these results. This would be a one-year field test, with operational assessment and normal reporting returning in Spring 2023.

MDE is seeking public input on its plan to apply for a waiver from the United States Department of Education for one year without MI-Access science reporting. Any interested party may submit comments by **5:00 p.m. on Thursday, January 6, 202**2, through an online survey: https://www.surveymonkey.com/r/8MDDS3H.

WIDA Test Exceptions & False English Learner (EL) Guidance

The window for WIDA Test Exceptions is open December 13, 2021 – January 14, 2022 in the OEAA Secure Site (www.michigan.gov/oeaa-secure). During this window, educators may request a waiver from the Spring 2022 WIDA ACCESS for ELLs or the Alternate ACCESS for ELLs for 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.

Note: This process is not to request waivers for students due to COVID-19 related reasons.

For more information on WIDA Test Exceptions, refer to the WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Test Exceptions and False EL Guidance document found on the WIDA web page (www.michigan.gov/wida). An updated document for this school year will be available in the coming weeks. Directions for submitting WIDA Test Exceptions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the Quick Reference section. For questions about how to submit WIDA Exceptions, contact the Call Center (select Option 3) or email mde-oeaa@michigan.gov.

Pre-identification/Initial Materials for WIDA ACCESS and WIDA Alternate ACCESS

Pre-identification is now open for the Spring 2022 WIDA ACCESS and WIDA Alternate ACCESS on the OEAA Secure Site. Full details are in the November 12, 2021 Spotlight.

Here are a few tips and reminders:

- Students who were pre-identified by OEAA have been identified as an English learner in the Michigan Student Data System (MSDS). If an idenitified student is no longer an English learner because they have tested as proficient, work with your district MSDS user to verify when/if the student was exited from the EL program or if a reentry date was entered in MSDS. However, these students will be expected to take the Spring 2022 WIDA assessment.

- If a student was never an English learner but was identified as such in error, a district-level user of the OEAA Secure Site is to submit a False EL request on the WIDA Test Exception page on the OEAA Secure Site.

- Unassigning a student from testing will NOT remove them from being an English learner, nor will it remove them from accountability calculations.

- OEAA pre-identified all students to the WIDA ACCESS. Schools will need to identify students who are taking the WIDA Alternate ACCESS by changing the tier designation to "T". This can be done in the Student Assessment Details (formerly Student Demographic) page located through the Student Search function on the Secure Site. It can also be changed using the Mass Update Assessments on the Secure Site. Educators are to make a decision about which students should take the WIDA Alternate ACCESS assessment,

by using the WIDA Alternate ACCESS Selection Guidance found at www.michigan.gov/wida.

- Initial material orders will be based on the number of students pre-identified to the WIDA ACCESS. The mode of testing is paper/pencil for students identified for WIDA Alternate ACCESS (tier "T"). If enlarged print or braille materials are needed, they need to be ordered on the OEAA Secure Site on the Initial Material Order page.

- It is **important** that the Shipping Address on the Initial Material Order page is checked to ensure materials will be shipped to the correct location. The deadline for Initial material orders is **December 28, 2021**.

- For students who require a paper/pencil test instead of online, schools will need to change the test mode to paper/pencil. This can be done in the Student Assessment Details (formerly Student Demographic) page located through the Student Search function on the Secure Site. It can also be changed using the Mass Update Assessments on the OEAA Secure Site. The deadline for initial material orders is **December 28, 2021**.

- Student barcode labels will be provided for students who are pre-identified for the Spring 2022 WIDA paper/pencil assessment and identified as such for WIDA Alternate ACCESS by **December 28, 2021**. Any paper/pencil test materials that do not have a student barcode label will need to have the District/School labels (provided by the vendor) and complete student information applied to the test, along with the barcode number from the OEAA Secure Site.

- Directions for OEAA Secure Site functions can be found at www.michigan.gov/securesitetraining.

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

📌 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. 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.

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.

- **Wednesday, February 23, 9:30 - 10:30 a.m. Opening Keynote Presentation**
  Formative Assessment in Support of Thinking-Centered Learning
  Margaret Heritage (Educational Author/Consultant)

- **Wednesday, February 23, 12:00 - 1:30 p.m. Luncheon Speaker**
  What's Next with Michigan's Assessments?
  Andy Middlestead (Michigan Department of Ed.)

- **Thursday, February 24, 9:30 - 10:30 a.m. General Session - Frank B.Womer Invitational Keynote Presentation**
  Evaluation of Consequences in State Assessment and Accountability Systems
  Suzanne Lane (University of Pittsburgh)

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.

Invitation to Participate in the Writing Skills Field Test

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

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

Download this flyer (https://www.michigan.gov/documents/mde/Writing_skills_Practice_for_Students_667966_7.pdf) to learn who can participate, what is involved, and how to sign up.

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

Accommodations and Support Webinar Posted

The December 9, 2021 Accommodations and Supports webinar presentation has been posted on the Michigan Merit Examination web page (www.michigan.gov/mme) and on the PSAT web page (www.michigan.gov/psat).

REMINDERS

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.
- If you have more than 10 students to transfer, send an email to ssd@info.collgeboard.org and request a bulk transfer template. It is expected that transfers will occur in 3-5 days.

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

ACT® WorkKeys®

What's New

The Latest ACT Updates and Enhancements

ACT continually makes enhancements to systems, services, and products to better serve our customers. The following changes have been made since the last test cycle.

Update to Schedule of Events

The Schedule of Events is now color coded to match the administration manuals.

Using ACT-Hosted Webpage

The ACT-hosted webpage includes links to the test administration process steps. Each process step includes a description of the phase. Step 3 has been renamed Accommodation and contains resources to complete this step in the process.

Updates to Email Communications

Emails sent by ACT will have preheaders in each subject line to indicate the purpose of the email. These preheaders include *To-Do, Reminder, Notice,* and *Invitation.* The content of the emails is structured to provide actionable tasks.

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/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.

ACT® WorkKeys®

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 (www.michigan.gov/oeaa-secure) under the Assessment Registration drop-down menu.
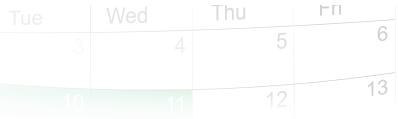
Contacting ACT

If you have questions, you may:

1. Contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. Call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET

   » standard time: ext. 2800
   » accommodations: ext. 1788

3. Email accommodations questions to: ACTStateAccoms@act.org

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

Important Dates

December 2021

WIDA ACCESS for ELLs Initial Material Order window (Braille & Enlarged Print)

Now – December 28, 2021

- Initial Material Order Window (Braille and Enlarged Print) by 5:00 p.m. on Tuesday, December 28, 2021

WIDA ACCESS and Alternate ACCESS for ELLs Pre-Identification Window for Barcode Labels

Now – December 28, 2021

- Pre-identification of students for barcode labels in the OEAA Secure Site window by 5:00 p.m. by Tuesday, December 28, 2021

WIDA ACCESS and Alternate ACCESS for ELLs Test Exception Request Window

Now – January 14, 2022

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.

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

Now – February 3, 2022

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

WIDA ACCESS and Alternate ACCESS for ELLs Pre-Identification Window

Now – March 25, 2022

- WIDA ACCESS and Alternate ACCESS for ELLs pre-identification of students in OEAA Secure Site window by 5:00 p.m. Friday, March 25, 2022.

January 2022

Early Literacy And Mathematics Benchmark Assessment, Online Test Administration Window, Winter 2022

January 3 – February 4, 2022

- Early Literacy And Mathematics Benchmark online test administration window

M-STEP Passage-based Writing Field Test Administration Window

January 3 – February 4, 2022

- M-STEP Passage-based Writing Field Test online test administration window

Important Dates

January 2022

OEAA Secure Site Office Hours for Virtual Assistance

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](#)

SAT with Essay, PSAT 10, and PSAT 8/9 Pre-Identification of Students and Material Order Review

January 5 – February 16, 2022

- Window to pre-identify students for barcode labels and review material orders for the SAT with Essay, PSAT 10, and PSAT 8/9 in the Office of Educational Assessment and Accountability (OEAA) Secure Site

ACT WorkKeys, Pre-Identification of Students and Initial Material Order Window

January 5 – February 16, 2022

- Window to pre-identify students for barcode labels and to review initial material orders for the ACT WorkKyes in the Office of Educational Assessment and Accountability (OEAA) Secure Site

M-STEP and MI-ACCESS Online Test Session Setup in OEAA Secure Site

January 5 – February 21, 2022

- Test sessions are pulled into the DRC INSIGHT portal based on online pre-identification after 5:00 p.m. on February 21. All students must be pre-identified for online testing to set up test sessions through the OEAA Secure Site.

M-STEP and MI-ACCESS Alternate INSIGHT Availability Request

January 5 – March 18, 2022

- To administer any M-STEP and/or MI-ACCESS online tests outside of the daily 7:00 a.m. – 4:00 p.m. window, districts must request Alternate INSIGHT Availability. The window to complete this request is January 5 through March 18, 2022.

M-STEP Pre-Identification of Students for Online and Paper/Pencil Testing

January 5 – May 19, 2022

- Pre-ID for online and paper/pencil testing begins January 5, 2022. **To receive printed barcode labels for students pre-identified to paper/pencil testing, pre-identification must be completed by 5:00 p.m. February 16**; pre-identification remains open through each test window.

M-STEP Off-Site Test Administration Requests

January 5 – May 19, 2022

- Request off-site testing through the OEAA Secure Site beginning January 5, 2022

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

Important Dates

January 2022

MI-ACCESS Off-Site Test Administration Requests

January 5 – May 26, 2022

- Request off-site testing through the OEAA Secure Site beginning January 5, 2022

MI-ACCESS Pre-Identification of Students for Online and Paper/Pencil Testing

January 5 – May 26, 2022

- Pre-ID for online and paper/pencil testing begins January 5, 2022. **To receive printed barcode labels for students pre-identified to paper/pencil testing, pre-identify must be completed by 5:00 p.m. February 16**; pre-identification remains open through each test window.

WIDA AMS Test Setup Window

January 6 – March 25, 2022

SAT with Essay, PSAT 10, and PSAT 8/9 Accommodations Request Window for EL Supports and State Allowed Accommodations

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 Office Hours for Virtual Assistance

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. Microsoft Teams Link

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

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

February 2022

WIDA ACCESS and Alternate ACCESS for ELLs Testing Window

February 7 – March 27, 2022

College Board Deadline to Request 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 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 WIDA AMS, 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