Spotlight on Student Assessment and Accountability

MICHIGAN Department of Education

December 20, 2018

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

- Winter 2019 Testing Window Opens January 7!
- Is WIDA Alternate ACCESS the Right Test?
- WIDA Coordinators and Test Administrator Checklist
- WIDA ACCESS for ELLs Online Test Setup & AMS Accounts
- School Accountability Index System Reports and Accountability Student Datafiles Coming January
- Opportunity to Participate in a Collaborative Scoring System Field Test
- 2019 Michigan School Testing Conference
- Fall Early Literacy and Mathematics Benchmark Reports Updated
- College Board Corner
- ACT WorkKeys
- Important Dates
- Contacts

Happy Holidays!

The Spotlight will be taking a holiday break. Look for the next edition on **January 10, 2019.**

Winter 2019 Testing Window Opens January 7!

The Winter 2019 testing window is open from **January 7 - February 1, 2019**.

Passage-based Writing Field Test: Students in grades 3-8 must be pre-identified in the Secure Site. Test sessions are set up in eDIRECT. The **Passage-based Writing Field Test Test Administration Guide** on the M-STEP web page (www.michigan.gov/mstep) provides information about the test and test policies, and includes test directions.

Early Literacy and Mathematics Benchmark Assessment: Grades K-2 students who tested in the fall have been automatically pre-identified to the Winter 2019 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 2018 administration but will not test in the Winter 2019 administration. Students who did not test in the Fall 2018 administration must be pre-identified in the Secure Site. eDirect is currently available for test session setup. The **Early Literacy and Mathematics Benchmark Test Administration Manual** and **Online Test Directions** can be found of the Early Literacy and Mathematics Benchmark Assessment web page (www.michigan.gov/earlylitandmath).

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For both the **Passage-based Writing Field Test** and the **Early Literacy and Mathematics Benchmark Assessments**:

- Directions for all methods of pre-identification on the OEAA Secure Site can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).
- For detailed information on adding and editing test sessions in eDIRECT, go to eDIRECT (https://mi.drcedirect.com) and refer to the **Test Sessions – Adding, Editing, Printing Test Tickets** guide and mini-module.

For additional information on the **Passage-based Writing Field Test**, see the article in the October 25, 2018 Spotlight (www.michigan.gov/mde-spotlight).

Is WIDA Alternate ACCESS the Right Test?

The Office of Educational Assessment and Accountability (OEAA) provides a guidance document to help educators decide if the WIDA Alternate ACCESS for ELLs is more appropriate for some students than the WIDA ACCESS for ELLs. The WIDA Alternate ACCESS for ELLs is a summative paper/pencil assessment for ELs in grades 1-12 who may have significant cognitive disabilities. The WIDA Alternate ACCESS for ELLs guidance document can be found on the WIDA web page (www.michigan.gov/wida).

Students for whom this assessment has been deemed appropriate should have their testing mode and tier (Tier T) updated in the Secure Site prior to the close of the initial Pre-ID window on **December 27, 2018**. This will ensure that needed test materials arrive with the initial material shipment in January. The Mass Update Assessments page on the OEAA Secure Site can be used to change the tier for a group of students at one time. Mass Update Assessments instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under **Pre-Identification of Students**.

WIDA Coordinators and Test Administrator Checklist

The **Michigan-Specific WIDA ACCESS for ELLs Online and Paper Checklists** are now available on the WIDA web page (www.michigan.gov/wida). These must-have documents outline the testing process "to do's" and identify where information specific to Michigan may be different from the standard documentation provided to all states in the WIDA Consortium.

WIDA ACCESS for ELLs Online Test Setup & AMS Accounts

The WIDA AMS Test Setup window for the 2019 ACCESS for ELLs and Alternate ACCESS for ELLs will begin **Monday, January 7, 2019** and ends **Friday, March 22, 2019**. During this window, you will be able to view students in WIDA AMS as well as view and modify test sessions. If you are administering ACCESS for ELLs online, you must make sure your students are entered in the appropriate test sessions. New students should continue to be pre-identified on the OEAA Secure Site through the end of testing and will be copied over daily to WIDA AMS. Once new students are in WIDA AMS, schools will to add them to test sessions or create new test sessions.

Educators who have followed directions for WIDA AMS account setup found on the Secure Site Training page will have access to WIDA AMS enabled for them on **January 7, 2019**.

School Accountability Index System Reports and Accountability Student Datafiles Coming January

Beginning in January 2019, the Michigan Department of Education (MDE) will be making Michigan School Index System reports and accountability student datafiles for the 2017-18 school year results available to authorized users of MI School Data (www.mischooldata.org). The Office of Educational Assessment and Accountability (OEAA) Secure Site will continue to house historical accountability data files, however, new accountability reports and data files will only be available on MI School Data. Authorized MI School Data users will be able to preview accountability results until late January, when results will be made public. Accountability data and results will be embargoed until the results are public, in late January/early February.

Accountability user accounts on MI School Data are only necessary if you plan to download student-level data files or create and submit accountability issues or concerns regarding the accuracy of your school/student data. Existing MI School Data users will already have access to view their School Index reports on MI School Data and do not need to do anything further. Review the following table to determine if you will need additional access, or to have a new MI School Data account created.

If your current status is...	The action you should take is...
I HAVE an existing user account on MI School Data and will NOT NEED access to student-level accountability data files nor the ability to submit accountability issues.	No further action.
I HAVE an existing user account on MI School Data and DO NEED access to student-level accountability data files nor the ability to submit accountability issues.	Contact your ISD Accountability Administrator to have the accountability permissions added to your existing account.
I DO NOT HAVE a user account on MI School Data and will NOT NEED access to student-level accountability data files nor the ability to submit accountability issues.	Contact your ISD Technical Contact to have a MI School Data Account created.
I DO NOT HAVE a user account on MI School Data and DO NEED access to student-level accountability data files nor the ability to submit accountability issues.	Contact your ISD Accountability Administrator to have a MI School Data Account created.

Please note: OEAA Secure Site user accounts do not work for accessing MI School Data.

The MDE will provide more information regarding MI School Data accounts and access later this week.

Informational guides and other helpful resources for upcoming 2017-18 school year accountability results will be posted as they become available on the Accountability web page (www.mi.gov/mde-accountability); follow the **Michigan School Index System Resources for Schools** link.

The MDE will announce the opening of the preview window for the 2017-18 School Index accountability reports and data in early January.

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

Opportunity to Participate in a Collaborative Scoring System Field Test

The Michigan Assessment Consortium (MAC) is seeking K-12 arts teachers (dance, music, theat and visual arts) to participate in a field test of the NEW MI-Collaborative Scoring System (MI-CSS). The field test begins **January 31, 2019**, runs through **June 5, 2019**, and includes a stipend.

Participating arts teachers will:

- use developed Michigan Arts Education Instruction & Assessment (MAEIA) performance assessments (2-4 total) during Winter/Spring 2019
- score and upload the student work
- score a comparable number of pieces of student work that belong to another teacher

The intention in using this platform and process is to enable educators to produce reliable scores for MAEIA performance assessments. These assessments—which were commissioned and endorsed by MDE—are available for teacher use now, on the MAEIA website (http://maeia-artsednetwork.org).

Read details and apply to participate in the MI-CSS field test by clicking this link (https://tinyurl.com/MAEIA-CSS).

2019 Michigan School Testing Conference

The 2019 Michigan School Testing Conference (MSTC) will be held **February 12-14, 2019** at the Sheraton Ann Arbor 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. 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.

Conference workshops are offered on Tuesday, **February 12, 2019** from **8:30 – 11:45 AM** and **12:45 – 4:00 PM**, with registration beginning at 7:30 AM. A continental breakfast and light lunch will be offered for all conference workshop attendees.

The regular conference takes place on **Wednesday, February 13, 2019** and continues through **Thursday, February 14, 2019**. Keynote presenters include Nell Duke (University of Michigan), Andy Middlestead (MDE), Guadalupe Valdes (Stanford), and Dean Elizabeth Moje (University of Michigan). Registration includes continental breakfast and lunch on both days.

For conference program information and registration, go to the MSTC online registration site (http://gomasa.org/events/mstc2019/1549958400/1550160900/)

Fall Early Literacy and Mathematics Benchmark Reports Updated

The Fall 2018 Early Literacy and Mathematics Benchmark Assessment reports have been updated using the official fall collection of Michigan Student Data System (MSDS) data. This means that the demographic data such as Grade level—and the additional reporting groups e.g., English Learner (EL), Former English Learner (FEL), Students with Disabilities (SWD), Homeless, and Economically Disadvantaged (ED)—will display a student's current status. The Date last modified on the Demographic Report will display a December date of 12/20/2018, indicating data pulled from the Michigan Student Data System (MSDS) data has been updated.

College Board 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

Accommodations and Supports Webinar – Common Questions

The Accommodations and Supports webinar was held on December 5, 2018. We are working on posting a recording of this presentation on the College Board Michigan web page (www.collegeboard.org/michigan). It should be available in early January. Common questions from the webinar are reviewed here:

Are there exemptions for the ELA (English language arts) portion of the SAT, PSAT 10, and PSAT 8/9 for students in the U.S for a year or less?

Students who are identified as English Learners 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 may be eligible to receive a one-time exception from having to take the ELA portion of state assessments. For a student to be eligible for an exception from the ELA portion of a state assessment, the student needs to have at least one of the following for the current year:

- WIDA ACCESS Placement Test (W-APT) or WIDA Screener with their scores provided in the Secure Site
- a valid WIDA ACCESS for ELLs or WIDA Alternate ACCESS score

If eligible, apply for a state-allowed accommodation for **EL-Math Only** starting the **week of January 7, 2019** in SSD Online. A math-only version of the assessment will not be shipped. Students will use a lime test book but will only be administered the math section.

I see there is a testing calendar in SSD Online. Do I have to update this calendar with the test dates our school is going to use?

It depends. Although Michigan is providing the SAT on a school day to your students, some students may also choose to register for a national administration of the SAT at their own expense. For national testing, most students will test in a weekend test center. These test centers are normally housed in high schools or colleges that applied to the College Board and were approved for weekend testing. Many accommodations—including 50% extended time, extra breaks, use of a calculator, and others—can be provided in a weekend test center. However—students who have certain accommodations, such as 100% extended time, MP3 audio, assistive technology-

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compatible (ATC), braille, or large font greater than 20 points—have the option to test in their school due to their special testing needs. This is referred to as "school-based testing." This means your school, even if you have not signed up to be a national test center, may have students looking to test there. The primary SSD coordinator of a school serves as the contact for the College Board and students who require school-based testing.

To support this process, we ask that each primary SSD coordinator fill out their SSD School Testing Calendar online, which is accessible on the SSD Online Dashboard. It allows you to notify us if there are administrations for which you will not be able to provide school-based testing for students. The testing calendar in SSD Online is for SAT only. For schools that are only testing PSAT, this can be updated. **Note:** the calendar is not related to state testing in any way.

More information about the SSD coordinator's role in national weekend testing is available in the SSD coordinator handbook, located on the MME (www.michigan.gov/mme) and PSAT (www.michigan.gov/psat) web pages.

What if a student needs to use an accommodation for something like a broken arm? Is that an accommodation that needs to go through SSD Online?

No. Submit the **Support for Students with Temporary Physical/Medical Conditions** form, found in the Appendix of the SSD Coordinator Handbook. Because these conditions may occur after the February 19, 2019 accommodations deadline, submit the form as soon as possible after the condition occurs. Note that the student may have to take the test on a makeup date.

My student doesn't have an IEP or 504 plan but uses a health plan for testing their blood sugar. Is a health plan acceptable to submit a request for accommodations?

College Board allows for submissions that are within a formal plan. Criteria for a formal plan includes the plan using tests or evaluations that:

1. are appropriate for the student's diagnosis and needs
2. were administered by those who meet state and/or professional guidelines for administering the evaluations and for diagnosing the disability in question, and
3. demonstrate the student's disability and need for accommodations.

The plan should also be created by a group of people who know the student, the meaning of the evaluation results, and the available accommodations. This group may include an SSD coordinator.

My student usually takes MI-Access; do they have to take the PSAT 8/9 for 8th grade?

Typically, students who take the MI-Access will continue to take that assessment. Information on Who Takes the Alternate Assessment can be found on the Assessment Coordinator Training Guide web page under **Module 5: Getting Ready for Testing**. Go to any assessment web page and look for the Assessment Coordinator Training Guide icon.

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

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Receiving Communications for the Spring 2019 WorkKeys Administration

ACT provides important communications, including deadline reminders and policy information, to the WorkKeys Test Coordinators and District Assessment Coordinators. If you are a school WorkKeys Test Coordinator or District Assessment Coordinator and have not received ACT's emails, refer to the **Updating Entity and Contacts in the Educational Entity Master (EEM)** section of the September 6, 2018 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for information on updating the EEM (www.michigan.gov/eem).

What's New with ACT WorkKeys in 2019

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

- Approval of off-site testing is required by the Office of Educational Assessment and Accountability (OEAA). The request form is located on the MME web page (www.michigan.gov/mme) and must be submitted no later than **January 11, 2019**.
- The ACT® WorkKeys® test booklets now have a symbol on the front cover to help you keep the standard time and accommodations materials separate for testing and returning to ACT.
  - Standard time booklets – triangle
  - Accommodations booklets – circle
- Students who need prerecorded audio will use an audio USB instead of a DVD, which allows students to use a computer instead of a video player. DVDs are no longer available as part of the prerecorded audio kits. Usage guidelines will be included in the audio kits.
- The calculator policy now clarifies that students are fully responsible for making sure any calculator they bring to the test is an allowed model. Staff will continue to check for prohibited behavior during testing, which includes using a prohibited calculator or using a calculator improperly.

  Note: If your school provides calculators to students for testing, the school is responsible for making sure those calculators are acceptable.
- All student multiple choice item responses recorded in the test booklet or large type answer documents must be transferred to a scannable answer document. ACT will not provide scores for any responses provided in test booklets or on large type answer documents. **The test coordinator must arrange to transfer the responses to the answer document in the student's presence after testing.**
- The process for returning materials to ACT has been updated. Pre-paid polymailers will be used to return scoreable answer documents and administrative documentation. Pre-paid cartons will be used to return non-scoreable test materials.

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

- The ACT-hosted Michigan WorkKeys state testing website (http://www.act.org/stateanddistrict/michigan) has a new look! Please refer to the December 13, 2018 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information.

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

- ACT WorkKeys Schedule of Events, posted on the ACT state testing website (http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) under **WorkKeys on Paper**
- MME and PSAT List of Important Dates, found on the MME web page (www.michigan.gov/mme) under **General Information**.

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, 9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

WIDA

Thursday, December 27, 2018:

- 2019 Pre-ID window for **WIDA ACCESS** and **WIDA Alternate ACCESS CLOSES**

December 2018 / January 2019

Early Literacy and Mathematics and M-STEP

Now – January 31, 2019

- Winter 2019 Pre-ID window for the **Early Literacy and Mathematics Benchmark Assessments** and **M-STEP Passage-Based Writing Field Test**

January 7 – February 1, 2109:

- **Early Literacy and Mathematics Benchmark Assessments** and **M-STEP Passage-based Writing Field Test** – Test Administration Windows

M-STEP, MI-Access, and ACT WorkKeys

Now – January 11, 2019:

- Building-wide off-site test administrations request for **M-STEP**, **MI-Access**, and **WorkKeys**

WIDA

Now – January 25, 2019:

- Window for **WIDA** Test Exceptions and False EL Applications

January 7 – March 22, 2019:

- Window for Test Setup in **WIDA** AMS

Thursday, January 10, 2109, 2:00 – 3:00 PM ET:

- **WIDA Technology Coordinator – During Testing: Technology Troubleshooting Webinar –** Join Now

Tuesday, January 29, 2019:

- **WIDA** test materials arrive in districts

M-STEP, SAT, PSAT, ACT WorkKeys, and MI-Access

January 7 – February 13, 2019:

- Pre-ID for barcode labels and Materials Order window for **M-STEP**, **SAT**, **PSAT**, **ACT WorkKeys**, and **MI-Access**

Early Literacy and Mathematics

February 4 – February 25, 2109:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **Spring Early Literacy and Mathematics Benchmark Assessments**

M-STEP and MI-Access

January 7 – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **M-STEP** and **MI-Access**

SAT and PSAT

January 7 – February 19, 2019:

- Window to apply for state-allowed accommodations for **SAT with Essay**, **PSAT 10**, **PSAT 8/9**

January 25, 2019 – February 19, 2019:

- Window to identify English learners for 50% extended time for **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), Test Management System (TSM), eDIRECT, 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 all 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, Central Office Services (COS), and Test Management System (TSM)
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