

# Spotlight

on Student Assessment and Accountability

December 21, 2017

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Happy Holidays  
from us to you!

The Spotlight will be on Holiday  
December 28, 2017.  
Look for it to return in January 2018!

## Initial Material Orders and Pre-ID for Spring 2018

Initial Material Orders and pre-identification of students for Spring 2018 SAT, PSAT, WorkKeys, M-STEP, MI-Access, and Early Literacy and Mathematics (K-2) will begin on **January 8, 2018**. For detailed information about the process, school and district responsibilities, and important instructions, go to the [December 14, 2018 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

## WIDA Pre-Identification and Initial Material Order Close

The deadline for both the WIDA pre-printed barcode labels and ordering initial materials, braille, and enlarged print is **December 28, 2017 at 5:00 PM**. Educators should review the Pre-ID Student Report available in the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). For directions on using the Secure Site, please go to the [Secure Site Training page](#) ([www.michigan.gov/secaresitetraining](http://www.michigan.gov/secaresitetraining)).

Key:  Reminder (previously run article)

## WIDA AMS Accounts

All WIDA ACCESS for ELLs test coordinators and administrators will need access to the WIDA Assessment Management System (AMS). WIDA AMS accounts will be generated based on roles assigned in the OEAA Secure Site. Educators coordinating and administering the WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs assessments will need a WIDA AMS account in order to complete the following testing activities:

- manage online testing sessions
- print test tickets
- order additional materials
- monitor completion of testing
- add/assign accommodations
- view score reports

Educators needing WIDA AMS accounts should refer to the WIDA AMS directions.

**Please note:** Michigan educators do NOT conduct the following 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

With the exception of updating student demographics, these activities occur in the OEAA Secure Site. Student demographic information must be updated in the Michigan Student Data System (MSDS).

## WIDA Assessment Management System Account Information – IMPORTANT



All District Test Coordinators will see their role in WIDA Assessment Management System (AMS) defined as “Teacher” instead of “District”. This is not an error and does not impact appropriate available functionality for educators in this role. For additional information related to all user roles in the WIDA AMS, please refer to the following documents found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Security** section:

- [How do I Access the WIDA AMS?](#)
- [Create a New User](#)
- [Disabling and Changing User Access](#)

## New WIDA Test Coordinator and Test Administrator Accounts

New educators who are administering the Spring 2018 WIDA ACCESS for ELLs 2.0 will not have access to the online testing management site, the WIDA Assessment Management System (AMS), until **January 8, 2018**. 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](http://www.wida.us) (www.wida.us). **Note:** Technology Coordinators and educators who administered the Spring 2017 WIDA ACCESS for ELLs 2.0 currently have access to the WIDA AMS.

New educators will receive an email regarding their account. If an email is not received by January 8, please contact the OEAA Call Center, (select Option 5).

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

## WIDA AMS Test Setup Available

The WIDA AMS Test Setup window for ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs will be open **Monday, January 8, 2018** through **Friday, March 23, 2018**. During this window, educators will be able to view students in the system as well as view and modify test sessions.

Students for whom Pre-ID data was submitted in the OEAA Secure Site will automatically be placed into generic test sessions based on grade cluster and domain. To view the Test Sessions windows, log in to WIDA AMS and click on **Test Management > Manage Test Sessions**. You will be able to view all the test sessions for a specific district or school. The window displays the status of the test session – Not Started, In Progress, or Completed.

For detailed instructions on Test Setup, please refer to the WIDA online training course through educators' secure wida.us accounts and/or the [WIDA Assessment Management System \(AMS\) User Guide](#) located on the [WIDA AMS web page](https://www.wida.us/assessment/AMS.aspx) (https://www.wida.us/assessment/AMS.aspx).

## WIDA Initial Material Order Shipments

Districts should expect to receive materials by **January 30, 2018**. Educators are expected to inventory materials received. Please review the material inventory procedures in the WIDA Test Administrator Manual as well as the Michigan-Specific Test Administrator Directions document you will receive in your Initial Material Order shipment. If additional materials are needed, additional orders may be placed in the WIDA AMS. The Michigan Department of Education (MDE) asks that districts attempt to limit the number of orders placed.

Students testing online in grades 1–3 will automatically be shipped paper/pencil Writing booklets, which is the mode of administration for that domain. Students testing online in grades 4–12 will not automatically receive paper/pencil Writing booklets. These Writing booklets may be ordered in WIDA AMS once the Additional Material Order window is open. **Please note:** The paper/pencil writing booklets for students in grades 4-12 can be used with students who are recent arrivals or whose IEP or 504 requires this mode of writing.

## Michigan Specific WIDA Test Administration Manual & Checklist

Educators coordinating and administering the WIDA ACCESS for ELLs 2.0 and the WIDA Alternate ACCESS for ELLs can choose to download and use the [Michigan-Specific Test Administration Manual](#) from the [MDE WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida) under **What's New**. Use of this manual may be preferable to the generic Test Administration Manual used by multiple states that will be shipped with materials and is available on the [WIDA website](http://www.wida.us) (www.wida.us).

Additionally, educators are **strongly encouraged** to use the [Michigan Checklist](#) that identifies all necessary assessment steps for coordinators and administrators.

## Early Literacy and Mathematics Benchmark Assessment Aggregate Reports

We are excited to announce that the final Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Reports for the Fall 2017 administration are available in the Dynamic

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Reporting System through the Secure Site. Detailed directions for accessing these reports are documented in the [How to Access and Navigate Michigan's Dynamic Score Reporting Site](#) document which is located on the [Early Literacy and Mathematics web page](#) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath)).

The Demographic Report provides aggregated raw score data by displaying the number of students assessed, the mean percent of points earned, and the mean points earned for all selected demographic subgroups of students by grade and content. Data is aggregated at the School, District, ISD, and State levels.

## MME Day Briefing Recorded Webcast

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

The recorded webcast is composed of five parts and is closed-captioned:

- Part 1: **Welcome and MME Overview**
- Part 2: **M-STEP Science Field Test and Social Studies**
- Part 3: **College Board Briefing – Michigan SAT with Essay, PSAT 10, and PSAT 8/9**
- Part 4: **ACT WorkKeys Administration Training**
- Part 5: **OEAA Secure Site**

After viewing the presentations, questions on topics presented during MME Day can be emailed to [mde-webcastquestions@michigan.gov](mailto:mde-webcastquestions@michigan.gov) by **Thursday, January 11, 2018**. During the two Q & A sessions, MME Day presenters from MDE, College Board, and ACT will respond to the pre-submitted questions received by January 11, 2018. The Q & A sessions are scheduled:

- **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 two weeks after the Q & A sessions, an FAQ document containing responses to the most common questions will be posted to the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) 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>) 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.

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.



## 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 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.

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

# Spotlight on Student Assessment and Accountability

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/>).

## SAT Corner

*Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board*

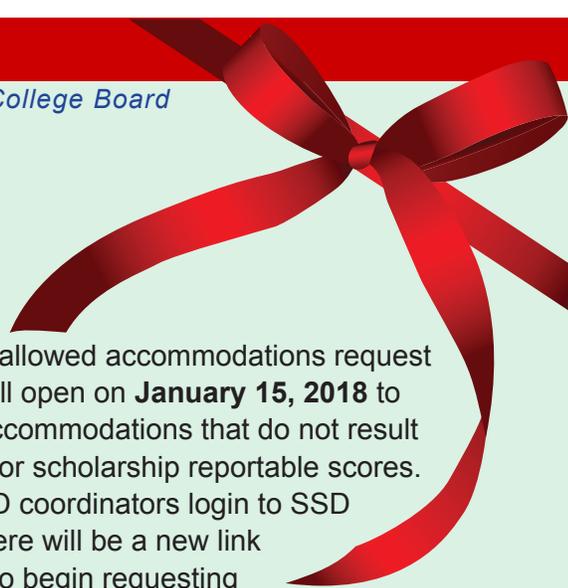
### Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- 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.com/michigan) ([www.collegeboard.com/michigan](http://www.collegeboard.com/michigan)).

### Upcoming Activities

The Pre-ID window will open on **January 8, 2018** in the OEAA Secure Site. Students taking the PSAT 8/9 for 9th grade, PSAT 10 for 10th grade, and SAT with Essay must be pre-identified in the Secure Site prior to **February 13, 2018**. Pre-ID labels for student answer sheets will be sent for all students pre-identified before this deadline. Students not pre-identified by February 13, 2018, must be pre-identified before testing and printing labels locally.



The state-allowed accommodations request window will open on **January 15, 2018** to request accommodations that do not result in college or scholarship reportable scores. When SSD coordinators login to SSD Online, there will be a new link available to begin requesting state-allowed accommodations. These accommodations will automatically be approved and require no additional documentation.

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



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

The window for Managing Participation is **closed**. All schools, both public and nonpublic, must confirm they are participating in order to receive test materials and administer the WorkKeys assessment. If schools have not yet completed Manage Participation, please refer to the [November 16, 2017 Spotlight Newsletter](#) for further information on completing the process in PearsonAccessnext. This process takes approximately five minutes. 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. If you are a school or district WorkKeys testing coordinator and have not received ACT's emails, please refer to the [December 14, 2017 Spotlight Newsletter](#) for additional information on updating the EEM.

## 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 three standard-time assessments, including the 15-minute break after the Applied Math test, is now three 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 Español when they test using the Spanish materials and score 3 or higher on all three 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.

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

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, for FREE!

## 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 28, 2017:

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

#### December 28, 2017:

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

### December 2017

#### 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

#### 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

#### January 30, 2018:

- **WIDA** Initial Materials arrive in districts

#### 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