Spotlight

on Student Assessment and Accountability

MICHIGAN Department of **Education**

December 5, 2019

WIDA Pre-ID of Students and Initial Material Order

The Office of Educational Assessment and Accountability (OEAA) will be pre-identifying English learner students for the WIDA ACCESS for ELLs Spring 2020 assessment in the OEAA Secure Site on **December 11, 2019**. The OEAA will be using the Fall 2019 MSDS General Collection (fall student count day) and Student Record Maintenance (SRM) files submitted in the Michigan Student Data System (MSDS) through **5:00 p.m., December 7, 2019**. This will include students (K-12) enrolled in the school and that have been identified in an English learner (EL) program in an MSDS collection.

This is a one-time pull from MSDS for pre-identification purposes for students taking the WIDA ACCESS for ELLs.

The Pre-ID Student Report will be available to schools on **December 11, 2019** in the OEAA Secure Site (www.michigan.gov/oeaa-secure). It is the responsibility of the district and/or school to do the following in the OEAA Secure Site:

- Unassign students from the WIDA ACCESS test cycle that have exited the school
- Pre-identify EL students that are not on the Pre-ID Student Report that may be newly identified as EL or newly enrolled in the school
- Identify students that will need to take the paper/pencil test and change the mode of testing from online to paper/pencil
- Identify students who should take the Alternate ACCESS for ELLs and assign them to the WIDA Alternate ACCESS for ELLs. This can be done in the Mass Update Assessments page on the OEAA Secure Site for a group of students. To learn more about how to identify students to take the Alternate form of the WIDA ACCESS assessment, review the Alternate ACCESS for ELLs Selection Guidance.

(Continued on next page)

Key: Reminder (previously run article)

A few important things to note:

- Instructions for accessing the Pre-ID Student Report and steps for pre-identifying students can be found on the Secure Site Training web page (www.michigan. gov/securesitetraining).

- If OEAA pre-identifies a student for the WIDA ACCESS for ELLs, the student has been identified as EL by the school or another school in MSDS and was not exited from EL services.

  » The student will be expected to test. **Unassigning a student from the assessment does not remove the student from expecting to test or accountability calculations as an EL student.** If you have questions about a student being EL, you should contact your district MSDS person for assistance.

    □ If the student exits the district, then the student should be unassigned from testing and exited from the district in the spring 2020 MSDS general collection.

  » If a student was submitted incorrectly in MSDS as EL, meaning they were never EL, the district can submit a False EL request on the WIDA Test Exception page of the Secure Site. Directions for submitting a False EL request can be found on the Secure Site Training web page (www.michigan. gov/securesitetraining).

- All EL students will be pre-identified to online testing unless the school has an approved online waiver for WIDA ACCESS for ELLs. This is based on the grade and domain, if only available in paper/pencil, materials will be ordered automatically.

  » If you are an online school but have some students that will be taking the paper/pencil test, you will need to change the student's record from online to paper/pencil. You can find directions on the Secure Site Training web page (www.michigan. gov/securesitetraining) under **Mass Update Assessments** on how to change the mode (online, paper/pencil) of testing for students.

  » If you change the student to paper/pencil, the tier will default to Tier B. You can change this in the student's demographic screen accessed through the Student Search function.

- All students in schools that are administering the paper/pencil test (received an approved online waiver), will be defaulted to Tier B. This can be changed if needed on the student's demographic screen accessed through the Student Search function.

- All students pre-identified by OEAA were pre-identified to WIDA ACCESS for ELLs. Students that will be taking the WIDA Alternate ACCESS for ELLs need to be changed to **Tier T** in the student's demographic screen accessed through the Student Search function.

- Schools will receive printed barcode labels for the student's answer document for paper/pencil tests if pre-identified and designated as paper/pencil by **5:00 p.m., December 27, 2019**.

WIDA ACCESS for ELLs Paper/Pencil Materials

To receive paper/pencil materials for students at the beginning of the testing window, the students must be pre-identified in the OEAA Secure Site between **December 11** and **December 27, 2019**. Schools can also order WIDA ACCESS for ELLs braille and enlarged print directly from the Initial Material Order screen on the OEAA Secure Site during this time. All other material quantities will be based on pre-identification of students with the paper/pencil mode of testing.

It is **important** to make sure your pre-identification is accurate and students taking the WIDA Alternate ACCESS for ELLs or the paper/pencil WIDA ACCESS for ELLs are correctly identified on the OEAA Secure Site to ensure you receive the appropriate paper/pencil materials. Also check the Initial Material Order screen to ensure the shipping address is correct. Directions can be found on the Secure Site Training web page (www.michigan.gov/ securesitetraining).

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

Important Note: Kindergarten and grades 1–3 writing are paper/pencil only. Those paper/pencil materials will be ordered automatically even though the Secure Site indicates online testing.

Parental Consent for PSAT 10 and SAT Optional Questionnaire Clarification

The U.S. Department of Education has provided guidance through the Privacy Technical Assistance Center (PTAC) regarding student privacy when college admissions examinations are administered by state or local educational agencies. The guidance states that testing companies are generally prohibited from re-disclosing personally identifiable information from an education record without the prior written consent of the parent or eligible student. This applies to the Student Search Service® and the voluntary questionnaires that are included on the SAT with Essay and PSAT 10 answer documents and completed in the preadministration session for these two assessments.

You should check with your district or school for consent policy. Schools and districts may choose to use the consent form that is provided by the Michigan Department of Education (MDE) and available on the MME (www.Michigan.gov/mme) and PSAT (www.Michigan.gov/psat) web pages, use their own consent form, or collect the consent through some other locally determined mechanism. Parental consent should be collected prior to conducting the preadministration session. MDE recommends the consent forms be retained by the district for three years. Consent forms are not required to be returned to College Board.

Note: The opt-in consent applies only to the optional questionnaires and Student Search Services. All public-school students are expected to take the grade appropriate assessment. Any 11th grader or eligible 12th grader who does not take the SAT with Essay will count against the school's participation metric in accountability.

Student Search Service gives students the opportunity to start the important conversations with colleges and scholarship organizations to explore their postsecondary options. When students choose to participate, their contact information and answers they provide as part of the optional questionnaire are shared with colleges and scholarship organizations. Students opt-in to Student Search Service and complete the optional questionnaire on their answer sheet. For students under 18, parents must provide consent for their child to opt-in.

This guidance applies to PSAT 10 and SAT with Essay. It does not apply to PSAT 8/9 since students do not have the opportunity to opt-in to Student Search Service or complete the optional questionnaire. Students can learn more about Search (http://studentsearch.collegeboard.org) by visiting the College Board web site.

The PTAC full guidance document can be found on the MDE PSAT (www.michigan.gov/psat) and MME (www.michigan.gov/mme) web pages.

M-STEP Passage-Based Writing Field Test: Test Administration Guide

The **Test Administration Guide** for the online M-STEP Passage-based Writing Field Test is now available on the M-STEP web page (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections.

This guide provides detailed information for schools and districts administering the field test. It includes the **Important Dates** for participating in the field test, policies and procedures to be followed, and information about the tasks that are done before, during, and after participating in the assessment.

The Test Administration Guide also includes the Test Directions to be used by Test Administrators while administering the test.

Spotlight on Student Assessment and Accountability

What is the Passage-based Writing Field Test?

The online M-STEP Passage-based Writing Field Test was written by Michigan authors for students in grades 3–8. The field test takes place **January 6 – 31, 2020**.

The purpose of this field test is to check the adequacy of testing procedures and statistical characteristics of new passage-based items, by testing them in the field before they appear on a spring assessment. Your participation in this field test helps to ensure the quality of the passages and prompts, and gives students an opportunity to practice a writing item before taking the spring M-STEP assessment.

During the field test, students will read one passage—either literary or informational from a variety of genres as prescribed by the standards—and then answer five stand-alone items and respond to a writing prompt, which includes a checklist of components of a well-written essay. Students will not receive a score, but they will have an opportunity to practice and use the checklist to improve their writing skills in the testing environment.

If you would like to participate in this field test, you just need to Pre-ID participating students in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www. michigan.gov/oeaa-secure). For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the Secure Site Training web page (www. michigan.gov/ securesitetraining).

We need your help in testing these new passage-based items for students in grades 3–8, and we thank you in advance for participating in the M-STEP online Passage-based Writing Field Test. If you have any questions regarding the field test, contact mde-oeaa@michigan.gov, and use the subject line "Passage-based Field Test."

K-12 Social Studies Teachers: MDE NEEDS YOU!

Become part of a team that contributes to the development of the social studies M-STEP. This is a fantastic opportunity for educators to learn more about the state's assessment system, to become more familiar with the revised social studies standards, to collaborate with other educators, and to earn a little extra money or SCECHs for their expertise, time, and contributions.

The Michigan Department of Education (MDE) relies on teachers from all social studies content areas, grades K-12, from across the state to help develop, write, and review items for our state assessments.

The MDE application process allows teachers to apply online to work with the following committees:

- **Item Writing** – Teachers develop the items for Michigan's social studies M-STEP assessments. The process begins with an overview of the new standards and a closer look at some of the more significant changes. Teachers learn how to design items that assess student understanding of these learning expectations and develop stand-alone items as well as items that will be part of a "context" or stimulus-based question set.
- **Content Advisory Committees** – Teachers not involved in the item writing process are needed to provide content-related feedback and recommendations on those items both before and after they have been field tested.
- **Bias and Sensitivity Committees** – Teachers not involved in the item writing process are needed to provide bias and sensitivity-related feedback and recommendations on those items both before and after they have been field tested.

We begin new test development work this February, so apply soon! Please complete the online application (https://www.cvent.com/d/pgq6sr).

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Public Input Sought on 1% Cap Waiver

Michigan's alternate assessment (MI-Access) is aligned to the Michigan 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.

In 2018-2019, as provided for under the Every Student Succeeds Act (ESSA), Michigan applied for and received a waiver on the 1% cap for the participation rate regarding students who take the alternate assessment (MI-Access). Part of this waiver was an agreement for the Michigan Department of Education (MDE) to implement a plan to ensure students are properly assessed using the state assessment system programs. The waiver (https://www.michigan.gov/documents/mde/1_Cap_Waiver_renewal_request_and_approval_2018-_2019_652598_7.pdf) was filed and approved by the US Department of Education on April 12, 2019.

Analysis of the 2018-2019 state assessment data shows a reduction in the participation rate of the alternate assessment in Michigan from 2.2% to 2.0% in mathematics and 2.1% in ELA. This represents a reduction in approximately 3,000 fewer students taking the alternate assessment in Michigan in 2019 from 2017.

Given that the participation rate on the alternate assessment is still over 1%, Michigan intends to apply for a renewal of the waiver provided for under ESSA. Michigan has made substantial progress on the plan and intends to take further measures to provide guidance and assistance to districts in making individualized and appropriate assessment decisions.

The plan continues to demonstrate an innovative and cohesive approach that supports an aligned, coherent education system at all levels (state, ISD, district, and school) as it relates to MDE's Top 10 in 10 goal of being student-focused and supporting the education system at all levels. The guidance is outlined as follows.

As required, Michigan's waiver application will (inclusive of grades 3–8 and 11):

- Be submitted at least 90 days prior to the start of the testing window

- Provide state-level data from the 2019 testing cycle to show the number and percentage of students (including sub-groups) who took an alternate assessment of all students tested in each subject

- Demonstrate that Michigan has tested at least 95% of all students and 95% of students with disabilities across all summative assessments

- Provide assurances that Local Education Agencies (LEAs) contribute to the state exceeding the 1% cap have adhered to the participation guidelines and address any disproportionality in any sub-group of students taking the alternate assessment

Further, the waiver will include a plan and timeline by which the state will:

- Explicitly define "students with the most significantly cognitive impairments" as it relates to consideration of participation in the alternate assessment; this will be embedded in guidance documents, online learning tools, and shared in a multitude of media formats

- Post ISD justification forms; currently MDE is putting justification forms into the electronic monitoring system to ensure extraction of this data, for the purposes of public reporting, will be accessible

- Require local agencies to calculate a projected participation rate for 2020, in addition to responding to 2019 data

- Collect Data for justification forms that are set up in the electronic monitoring system to ensure ease of analysis of data

- Review justification forms will be conducted in a "train the trainer" format as follows:
  » MDE will coordinate off-site workshops with intermediate school districts to oversee review of LEAs by the ISDs.

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» MDE will support the ISDs in providing feedback to their constituent LEAs.

» MDE will continue to provide targeted attention to districts considered to require tier III supports.

» MDE will focus not only on determining the appropriate assessment for each and every student with a disability, but will complement this effort by adding a focus on how IEP teams make decisions on targeting instruction unique to a student's need, whether by utilizing the general education or alternate content standards.

The Michigan Department of Education seeks public comment on this plan. Any interested party may leave comments in the following ways **before the end of the day on Monday, January 6, 2020**:

- **Survey** (https://www.surveymonkey.com/r/1_Pct_Cap_Waiver_2020)

- **Email**: mde-oeaa@michigan.gov (be sure to include "1% alternate assessment waiver" in the subject line)

- **Via mail**: Michigan Department of Education, 608 W. Allegan Street, P.O. Box 30008, Lansing, MI 48909, **Attn:** OEAA 1% waiver – 2nd floor

2018-19 Public Availability of School Index Results

Results for the 2018-19 Michigan School Index System (www.mischooldata.org/SchoolIndex/Location.aspx) will be publicly available **December 9, 2019** on MI School Data (www.MISchoolData.org). The embargo for 2018-19 school accountability data will be lifted upon public release.

Supporting information and resources for the Michigan School Index System can be found on the Accountability web page (www.mi.gov/mde-accountability) under **Resources for Educators**.

When districts choose to share or communicate any of the information from their Index score, please be aware that any student datafiles or screenshots of the School Index

reports downloaded from MI School Data when logged in as a secure user are never to be shared publicly. Reports and files visible to logged-in users of the site contain unsuppressed and potentially personally identifiable information.

Note: The Michigan School Index system is a separate and distinct accountability system from the A-F school grading system approved by the state legislature in December 2018 and signed into law by Governor Snyder. That system will be provided prior to the end of March 2020. Results from that system may be different from the results of the School Index system. While the MDE and the State Board of Education were not supportive of this additional system, we are working to fulfill the requirements of the law.

2018-19 School Accountability Reports and Student Datafiles Available for Preview

Embargoed 2018-19 accountability reports and student datafiles for the Michigan School Index System are now available for review to authorized MI School Data users at www.mischooldata.org. Schools have a courtesy one-week window ending **Friday, December 6, 2019 at 5 p.m.** to review School Index results and submit issues. School Index results are embargoed and not to be shared publicly until results are publicly available on MI School Data.

Authorized users of MI School Data are now able to download accountability student datafiles, submit issues, and view aggregate, school-level accountability reports for the Michigan School Index System. Users can access student datafiles and submit issues by navigating to **Other Data & Files** and choosing **Accountability Review**.

To get started, including how to get access to MI School Data, review the 2018-19 Resource Toolkit for the Accountability Preview Window (http://www.mi.gov/documents/mde/Accountability_Preview_Window_Resource_Toolkit_615468_7.pdf).

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To access the embargoed School Index reports for 2018-19, go to MI School Data (www.mischooldata.org) and select **Login** in the upper right-hand corner of the display. Once logged in, choose the **K-12th Grade** menu item on the navigation bar of the website and then select **School Index**. You will need to type in the name of your school in the search bar or use the map to zoom and select your school to view its results.

Additional supporting materials are described and linked in the resource toolkit above. These resources are also available on the Accountability web page (www.mi.gov/mde-accountability) under the **Resources for Educators** section by selecting the link for "Michigan School Index System Resources."

Note: The Michigan School Index system is a separate and distinct school accountability system from the A-F school grading system approved by the state legislature in December 2018 and signed into law by Governor Snyder. While the MDE and the State Board of Education were not supportive of this additional system, we are working to fulfill the requirements of the law. A-F system results will be provided prior to the end of March 2020. Results may differ from those of the School Index system.

Fall Collection and SRMS Pre-Identification for Spring 2020

The Office of Educational Assessment and Accountability (OEAA) will be pre-identifying students for the SAT, PSAT, WorkKeys, and M-STEP Spring 2020 assessments in the OEAA Secure Site on **January 8, 2020**. The OEAA will be using the Fall 2019 MSDS General Collection (fall student count day) and Student Record Maintenance (SRM) files submitted in the Michigan Student Data System (MSDS) through **5:00 pm, January 3, 2020**. This will include students in grades 3–11 and some required grade 12 based on the enrollment in MSDS.

This is a one-time pull from MSDS for pre-identification purposes for students taking the SAT, PSAT, WorkKeys and M-STEP. Districts/schools will be expected to pre-identify any additional students directly on the OEAA Secure Site that are not pre-identified by OEAA on January 8, 2020.

Watch the weekly OEAA Spotlight in the coming weeks for more information.

2020 Michigan School Testing Conference

The 2020 Michigan School Testing Conference (MSTC) will be held **February 11–13, 2020** at the Sheraton Ann Arbor Hotel in Ann Arbor, Michigan. This year's conference will be the 60th annual event.

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.

The annual Michigan School Testing Conference consists of a day for workshops and two days of plenary and clinic sessions.

On **Tuesday, February 11, 2019**, from **8:30 to 11:45 a.m.** and **12:45 to 4:00 p.m.**, six half-day and two full-day workshops will be offered, including a full-day workshop for new assessment coordinators. Registration begins at 7:30 a.m. A continental breakfast and light lunch will be offered for all conference workshop attendees.

The conference takes place **Wednesday, February 12** through **Thursday, February 13, 2019**. Registration includes continental breakfast and lunch on both days.

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on Student Assessment and Accountability

Keynote presenters on Wednesday, February 12 include Tom Guskey (University of Louisville) and Andy Middlestead (MDE). Jim Pellegrino (University of Illinois-Chicago) and a panel of current and retired educators who will celebrate the 60th anniversary of the conference are the keynote presenters on Thursday, February 13.

For conference program information and registration, go to the MSTC online registration site (www.gomasa.org/MSTC2020).

Focus On Assessment Literacy

Formative
Interim
Summative

Featured in the October 14 Spotlight

Validity: The Most Important Concept in Educational Testing

Have you had a chance to:

- read the article?
- check out the resources?
- reflect on one or more of the "Put into Practice" suggestions?

The Michigan Assessment Consortium has created an entire module on Establishing Validity for Common Assessment Development (www.michiganassessmentconsortium.org/common-assessment-modules/19-test-validity). This module offers resources and a deeper dive into the concept of validity and is an ideal professional learning opportunity for district- and school-based teams responsible for developing high-quality common assessments.

Coming in December: Reliability: The Necessary Precursor to Validity

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

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 6–January 31, 2020**.

Why have a stand-alone field test?
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. And, the more writing exposure your students receive, the more improvement you will see!

Who can participate?
Students in grades 3-8 can participate in field-testing items written by Michigan authors for Michigan's state assessments.

What is involved?
During the field test, students will read one passage, either literary or informational, from a variety of genres as prescribed by the standards. Students will then answer five multiple choice questions and respond to a writing prompt, which includes a checklist of components found in a well-written essay. They will not receive a score, but will have an opportunity to prepare for the M-STEP and use the checklist to improve their writing skills in the testing environment.

Where will it take place?
The online field test will take place in your school on computers.

When do I sign up?
Beginning November 18, 2019, go to the OEAA Secure Site (www.michigan.gov/oeaa-secure) to Pre-ID students for testing. For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the Secure Site Training Site (www.michigan.gov/securesitetraining).

Don't miss this great opportunity! Sign up today!

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

College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™10 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

All accommodations requests will be submitted through the College Board Services for Students with Disabilities (SSD) Online system. There are two types:

- **College Board-Approved Accommodations:** Students with approved accommodations will receive college or scholarship reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.

- **State-Allowed Accommodations (SAAs):** Students, schools, and the state will receive scores; however, the scores are not accepted by colleges, universities, or scholarship programs. These accommodations apply to state testing only and are requested for each state administration.

  » The use of state-allowed accommodations is recommended for 8th graders because PSAT 8/9 scores are not sent to colleges, universities or scholarship programs, and SAAs align with the student's current IEP/504. Using an SAA in 8th grade does not preclude a student from using College Board-approved accommodations in future years, when scores are desired to be sent to colleges.

  » The window for requesting SAAs starts the week of **January 14, 2020**. All state-allowed accommodation requests are automatically approved within a few days and require no documentation.

  » When the window opens, SSD Online will contain a link to request state-allowed accommodations.

English Learner (EL) Supports

SSD coordinators and test coordinators can work with district English Learner coordinators (if applicable) to identify students needing EL supports. English learners will be able to utilize EL supports for the spring 2020 Michigan-provided PSAT 8/9, PSAT 10, and SAT with Essay. These supports include the use of a College Board-approved word-to-word bilingual glossary, translated test directions, and 50% extended time. Students can use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used.

- Use of a College Board approved word-to-word bilingual glossary does NOT require approval by the College Board. The approved list is being updated and will be available by January.

- Translated test directions will be available in PDF format in February 2020. Schools must print the directions for students; no printed test directions will come with the test materials. Use of translated test directions does NOT require approval by the College Board.

  » Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese,

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Russian, Spanish, Urdu, and Vietnamese. The College Board will also support "on the fly" translations of directions not provided in PDF format by district-approved translators.

- Although not an accommodation, EL students requiring 50% extended time will need to be identified in SSD Online. Schools can request 50% extended time for ELs starting the week of **January 14, 2020**.

- Students using 50% extended time will be automatically approved within a few days, and no supporting documentation is required. These students can be tested with other students using accommodations testing with the same timing and test materials.

EL supports may not be appropriate for all English learners. For guidance on providing EL supports, go to the Supports and Accommodations Guidance Document available on the MME (www.michigan.gov/mme) and PSAT (www.michigan.gov/psat) web pages in the **Student Supports and Accommodations** section.

Math-Only Exception

Students that are identified as an English Learner (EL) 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 English language arts portion of state assessments.

- In order for a student to be eligible for an exception from the ELA portion of a state assessment, the student needs to have taken:
  » the WIDA ACCESS Placement Test (W-APT) or WIDA Screener with their scores provided in the Secure Site
  » the most recent administration of the summative WIDA ACCESS for ELLs or WIDA Alternate ACCESS if enrolled prior to the test administration window
- Enter in SSD Online as a state-allowed accommodation starting **January 14, 2020**.
- A math-only version of the assessment will not be shipped. All students will use a lime test book but only be administered the math section.

Requests in SSD Online

Category	College Board-Approved Accommodations **SCHOOL VERIFIED**	College Board-Approved Accommodations **DOCUMENT REVIEW**	State-Allowed Accommodations	English Learner Support
When?	SSD Online is always open for CB-approved accommodations. Deadline is February 24, 2020.	SSD Online is always open for CB-approved accommodations. Deadline is February 24, 2020.	January 14 – February 24, 2020	January 14 – February 24, 2020
Examples (not exhaustive)	50% extended time, large block answer sheet, extra breaks, extended breaks, permission to test blood sugar	Large print greater than 20 point, more than 100% extended time, anything listed as "other"	First year EL-math only, any accommodation for 8th grade	50% extended time
Verification Needed	School verifies that the accommodation is in the IEP/504 and is being used in school; Automatically approved within a few days and no documentation needed	Requires documentation – could take up to seven weeks	Automatically approved within a few days and no documentation needed	Automatically approved within a few days and no documentation needed

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ACT
WorkKeys

Information on ACT® WorkKeys® provided by the ACT.

Reminder: Managing Participation for ACT WorkKeys Past Due

The window for completing Managing Participation is **past due**. If schools have not yet completed Manage Participation using the PearsonAccess^next system, refer to the November 7, 2019 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for further information. **Note:** Manage Participation must be completed at the individual **school level**, not the district level.

District Assessment Coordinators should ensure that all schools within your district have completed the Manage Participation process, even if they are not testing.

Schools that have completed the Participating section 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.

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) on the **WorkKeys on Paper** page.

- MME List of Important Dates - Spring 2020 – 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

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Spotlight on Student Assessment and Accountability

Important Dates

December 2019

Early Literacy and Mathematics

Now – January 30, 2020

- Pre-identification for **Early Literacy and Mathematics Benchmark Assessment for grades K-2**

M-STEP

Now – January 30, 2020

- Pre-identification for **M-STEP Passage-Based Writing Field Test for grades 3-8**

SAT and PSAT

Now – December 20, 2019

Off-Site Testing Requests for **SAT with Essay, PSAT 10,** and **PSAT 8/9** (refer to the November 7 Spotlight for details)

Now – February 24, 2020

Window to request College Board-approved accommodations in SSD Online for **SAT with Essay, PSAT 10**, and **PSAT 8/9**.

WIDA

December 11 – December 27, 2019

- **WIDA** Pre-ID Window for materials and barcode labels

December 11, 2019 – January 25, 2020

- **WIDA** Test Exceptions & False EL Window

December 18, 2019, 10:00 – 11:30 AM

- **WIDA Alternate ACCESS Overview Webinar** Registration link (https://wida-alternate-access-overview-121819-1000-1130.eventbrite.com)

January 2019

Early Literacy and Mathematics

January 6 – January 31, 2020

- **Early Literacy and Mathematics Benchmark Assessment for grades K-2** testing window

M-STEP

January 6 – January 31, 2020

- **M-STEP** testing window for the online Passage-based Writing Field Test

February 2019

WIDA

February 3 – March 20, 2020

- **WIDA** Test Administration window

SAT and PSAT

February 24, 2020

- Deadline for requests to enter, change, or remove accommodations 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

Spotlight on Student Assessment and Accountability

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

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