

# Spotlight

## on Student Assessment and Accountability

December 6, 2018

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### WIDA Pre-Identification of Students and Initial Material Order

The Office of Educational Assessment and Accountability (OEAA) will be pre-identifying students for the WIDA ACCESS for ELLs Spring 2019 assessment in the OEAA Secure Site using the Fall 2018 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, December 7, 2018**. This will include students (K-12) enrolled in the school, that have been identified as being in an English learner (EL) program in an MSDS collection, and for whom an EL exit was not submitted in the 2017/18 school year or prior.

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, 2018** in the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). It will be 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** who 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

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## 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](http://www.michigan.gov/securesitetraining) (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 during or before the 2017/2018 school year.
  - ♦ 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 whether a student is an EL student, you should contact your district MSDS person for assistance.
    - If the student leaves the district, then the student should be unassigned from testing and exited from the district in the spring 2019 MSDS general collection.
  - ♦ If a student was submitted incorrectly in MSDS as an EL, meaning they were never an EL, the district can submit a False EL request. Directions for submitting a False EL request can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).
- All EL students will be pre-identified to test online unless the school has an approved online waiver for WIDA ACCESS for ELLs.
  - ♦ If you are an online school but have some students who will take the paper/pencil test, you will need to change the student's record from online to paper/pencil. You can find directions on how to change the mode (online, paper/pencil) of testing for students

on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under **Mass Update Assessments**.

- ♦ If you change the student from online to paper/pencil testing, 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** 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 who 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 students' answer documents for paper/pencil tests if they are pre-identified and designated as paper/pencil by **5:00 pm, December 27, 2018**.

The Initial Material Order screen on the Secure Site will also be available **December 11, 2018 through December 27, 2018** to order WIDA ACCESS for ELLs Braille and enlarged print. 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-ID 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. This will ensure you receive the appropriate paper/pencil materials. Also **check the**

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**Initial Material Order screen to verify the shipping address is correct.** Directions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

## WIDA Test Exceptions & False English Learner (EL) Guidance

The window for WIDA Test Exceptions will be open from **December 11, 2018 – January 25, 2019** in the Office of Educational Assessment and Accountability (OEAA) Secure Site. This window is a period of time in which educators may request a waiver from the Spring 2019 WIDA ACCESS for ELLs or the Alternate ACCESS for ELLs for students with specific disabilities that are unable to take the WIDA ACCESS or Alternate ACCESS for ELLs.

A WIDA Test Exception can also be submitted for a student who was incorrectly identified as an EL student in the Michigan Student Data System (MSDS) and was never an EL student. This is called a “False EL”.

All test exceptions must be applied for on an annual basis and approvals do not carry over from year-to-year with the exception of a False EL. Directions for submitting WIDA Test Exceptions can be found on the [Secure Site Training web page](http://www.mi.gov/securesitetraining) (www.mi.gov/securesitetraining) under the **Miscellaneous** section. For questions about how to submit WIDA Exceptions, please contact the Call Center (select Option 3) or email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

## Important Reminders

Click on the icon below to access the New **Assessment Coordinator Training Guide** or go to any assessment web page and look for the icon.



## M-STEP Online Passage-Based Field Test

The Michigan Department of Education (MDE) invites you to participate in an online **Passage-based Writing Field Test** for students in grades 3–8. The field test takes place **January 7 – February 1, 2019**.

See details regarding the Passage-based Writing Field Test on the following page.

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



## Writing Skills Practice for Students

The Michigan Department of Education (MDE) is looking for schools to participate in an M-STEP online Passage-based Writing Field Test **January 7–February 1, 2019**.

### 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. They will then respond to a prompt, which includes a checklist of components found in 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.

### Where will it take place?

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

### When do I sign up?

Sign up now, by going to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and pre-identifying 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](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

### 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 helps to ensure that items we are putting on the M-STEP are high quality. And, the more practice your students receive, the more improvement you will see in their writing!

**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 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)

### Reminders:

- The deadline to submit an off-site testing plan is **December 14, 2018**. Information can be found on the [College Board website](http://www.collegeboard.org) (www.collegeboard.org).
- Establishment activities continue. Be sure to review the Test Center Participation page in the Secure Site as we continue to assign AI codes and participation on a daily basis. Schools without a prior AI code will take longer to be assigned one. Although all participation status updates are expected to be completed by **December 14, 2018**, there may be a few exception cases where a status is not updated until early January. Contact the Michigan Educator Hotline if your participation is incorrect after December 14.

### English Learner Supports

Services for Students with Disabilities (SSD) coordinators and test coordinators can work with district English Learner (EL) coordinators (if applicable) to identify students needing EL supports. English learners will be able to utilize

some EL supports for the Spring 2019 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, however educators should ensure that only students who truly need these supports are provided with access to them. 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 available on the [College Board Michigan web page](http://www.collegeboard.org/Michigan) (www.collegeboard.org/Michigan) in the **Resources** section. Students not familiar with using a bilingual glossary on a regular basis in the classroom should not use this support for the sole purpose of taking the assessment.
- Translated test directions will be available in PDF format in **February 2019**. 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), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu,

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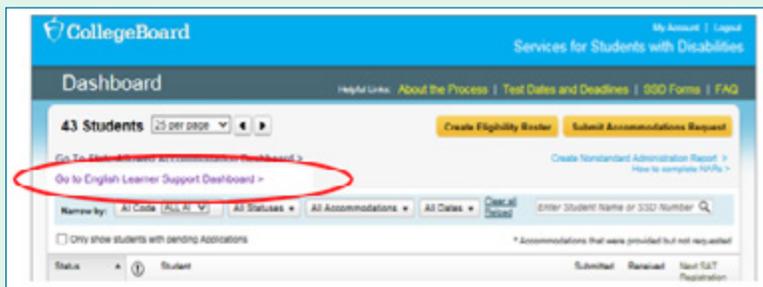
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and Vietnamese. The College Board will also support “on the fly” translations of directions not provided in PDF format by district-approved translators. Students with very limited English proficiency may benefit from having directions read aloud to them for the purposes of orienting them to the tasks at hand.

- 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 25, 2019.**

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

To determine if the use of EL supports for a student is appropriate please use the guiding questions included in the **2019 Supports & Accommodations Guidance Document** when the document is released.



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

## Managing Participation for ACT WorkKeys is Past Due

All schools, public and participating nonpublic, must confirm in PearsonAccess<sup>next</sup> that they are participating in order to receive test materials and to administer the WorkKeys assessment. This process is called **Manage Participation** and will only take approximately five minutes. You will indicate your school's test dates and select your preferred materials receipt dates. The window to complete the Manage Participation is **November 5 through November 30, 2018**.

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

If schools have not completed Manage Participation using the PearsonAccess<sup>next</sup>™ system yet, refer to the [November 29, 2018 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (<http://www.michigan.gov/mde-spotlight>) for further information on completing the process.

**Please Note:** Manage Participation must be completed at the **school level**, not the district level.

District and Building Assessment Coordinators should ensure that all public schools within your district have completed the Manage Participation process, even if schools are not testing. All public schools with 11th grade and eligible 12th grade students are expected to administer the ACT WorkKeys. The only exception is any student with an Individualized Education Program (IEP)

or 504 plan that specifies MI-Access as the most appropriate assessment to administer.

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](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). The Test Center Participation page is located in the Secure Site under the **Assessment Registration** drop-down menu.

The window for submitting Pre-ID student data and ordering ACT WorkKeys standard time and accommodated materials via the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) is **January 7 – February 13, 2019**. Only schools that have completed the Manage Participation process will be allowed to Pre-ID students and order test materials.

ACT began contacting outstanding schools the week of **December 3, 2018**.

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) (<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](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **General Information**.  
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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## 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](http://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)

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

## Important Dates

### Approaching Deadlines!

#### SAT and PSAT

**Friday, December 14, 2018**

- **SAT and PSAT** Off-Site Testing Request window **CLOSES**

### December 2018

#### M-STEP, Early Literacy and Mathematics, and WIDA

**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**

#### WIDA

**December 11 – 27, 2018:**

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

**December 11, 2018 – January 25, 2019:**

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

### January 2019

#### Early Literacy and Mathematics and M-STEP

**January 7 – February 1, 2109:**

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

#### ACT WorkKeys

**January 7 – February 13, 2019:**

- Submit Pre-ID Student Data and Order **ACT WorkKeys** Test Materials

#### WIDA

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

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

#### 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 <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 <ol style="list-style-type: none"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[MDE-Accountability@michigan.gov](mailto: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