

Spotlight

on Student Assessment and Accountability

December 7, 2017

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Michigan's NEW Parent Dashboard for School Transparency

Public Release Scheduled for January 9, 2018

Over the past several months, the Michigan Department of Education has been working with the Center for Educational Performance and Information (CEPI) to advance the State Board of Education's vision of an easy-to-use online dashboard filled with meaningful school-level data for families. The resulting **PARENT DASHBOARD for School Transparency** was developed with extensive input from parents and educators. It includes nearly 20 school-level metrics parents and others say are important to them. The official launch for the new Parent Dashboard will occur during the January 9, 2018 meeting of the State Board of Education.

Preview Window for Schools Available Starting December 28, 2017

Schools and districts will have early access to the new Parent Dashboard starting in late December (watch for an email alert from CEPI). **The Preview Window for the Dashboard will open December 28, 2017 to users of the MiSchoolData.org web portal with a secure login account.**

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Weekend WIDA Outage

DRC is planning an outage from **Saturday, December 9 at 4:00 PM to Sunday, December 10 at 11:00 PM.** During this time, the WIDA Screener online test (including scoring in WIDA AMS) will be unavailable. **This affects only WIDA systems.** eDIRECT and Michigan Online Tools Training will still be available.

The Dashboard will be populated with 2016-17 data that already appears on [MI School Data](http://MiSchoolData.org) (MiSchoolData.org).

School leaders are encouraged to familiarize themselves with the Dashboard so they can communicate effectively about their data. **PLEASE NOTE:** The Parent Dashboard for School Transparency reports and data are EMBARGOED until the public release scheduled for January 9, 2018. Districts and schools will be notified once the embargo has been lifted.

Dashboard Communication Tools for Schools

The MDE is developing a set of communications tools (available soon) to help schools, districts, and organizations discuss and share this exciting new dashboard with parents and the community. Included in the set are customizable templates that schools and organizations can use to tell their own story around the dashboard data.

W-APT & WIDA Screener Cycle II

Educators should now begin administering the on-grade level screeners to enrolling students whose parents/guardians answer "yes" to either of the two state approved Home Language Survey questions. For example, a newly enrolling student in grade 4 should be administered the grade level cluster 4-5 WIDA Screener instead of the grade 2-3. Newly enrolling Kindergartners should be administered all four domains—Listening, Reading, Writing, and Speaking—of the WIDA ACCESS Placement Test (W-APT) instead of solely the Listening and Speaking domains.

Scores for Cycle II will be entered into the OEAA Secure Site just as they were entered in Cycle I using

the 2017-18 EL Screener test cycle. Users will no longer select between multiple screener test cycles in the Secure Site.

Are You Established? (for SAT, PSAT, and WorkKeys)

The windows for establishing your school for the Spring 2018 SAT, PSAT, and WorkKeys assessments have come and gone. The establishment process tells the testing vendors that your school will be participating in the MME this spring. College Board and ACT have different names for this process – College Board calls it "Intent to Participate" and ACT calls it "Manage Participation". Regardless of the names used, schools must complete both of these processes or they will not receive test materials and important communications.

The OEAA Secure Site has a page called Test Center Establishment you can view to verify that your school is in fact established for the SAT, PSAT 10, PSAT 8/9, and WorkKeys assessments. To access the Test Center Establishment page:

1. log into the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)
2. select the **Assessment Registration** tab
3. select the **Test Center Establishment** dropdown
4. select the **2017-2018 Academic Year**
5. provide your ISD, district, and school
6. select **Search**

If you do not see a "Yes" in the columns for SAT and WorkKeys (and PSAT 8/9 or PSAT 10 if you intend to administer either or both of those assessments) then it is important for you to take immediate action.

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

Please contact the appropriate call center(s):

- College Board (for SAT, PSAT 10, PSAT 8/9):
 - ♦ call 866-870-3127 (select Option 1)
 - ♦ email michiganadministratorsupport@collegeboard.org
- ACT (for WorkKeys):
 - ♦ call 800-553-6244 ext. 2800
 - ♦ [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)

Do not delay! Take action today.

MME Day Webcast

Due to unforeseen technical difficulties, the Wednesday, December 6, 2018 MME Day Briefing did not stream properly during the scheduled presentation. The Michigan Department of Education (MDE) sincerely regrets the inconvenience to all who were unable to connect to the broadcast. The webcast was recorded and will be posted as soon as it is available. In addition, there will be two Question and Answer (Q & A) sessions scheduled in early- to mid-January to address your MME-related questions. The availability of the MME Day recording and the dates and times of the Q & A sessions will be provided in the Spotlight.

Reporting Codes (formerly known as Class/ Group Codes) for All State Assessments

District/schools can create a four-digit code to group students for reporting, sorting barcode labels and creating Online Sessions. For example, if you want all of Mrs. Smith's math students grouped together, first

you would decide on a four-digit number for Mrs. Smith (let's say 1234), and then put 1234 into each student's math Reporting Code field on the OEAA Secure Site. You can group the students any way that works for your school and it does not have to be by teacher. This will allow reports, barcode labels, and online sessions to be filtered by assigned codes.

Reporting Codes can be entered on the OEAA Secure Site once Pre-ID is open for the assessment and through the Answer Documents Received period, which is usually a few weeks after testing. Keep in mind if you are using the codes to sort barcode labels or to filter and use when assigning Online Sessions, they will need to be entered on the OEAA Secure Site by those deadlines.

Users of the Secure Site can enter Reporting Codes for groups of students at one time using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Pre-Identification** section.

Reporting Codes are optional and are not used by the Office of Educational Assessment and Accountability (OEAA) for reporting in any way.

How do Reporting Codes affect paper/pencil barcode labels?

If you are a school administering paper/pencil tests for M-STEP and/or MI-ACCESS and reporting codes are entered prior to the barcode labels Pre-ID deadline of February 13, 2018, the barcode labels will come sorted and grouped by the Reporting Codes. This is only available for M-STEP and MI-ACCESS Functional Independence and is not true for SAT, WorkKeys, PSAT 8/9, PSAT 10 and WIDA ACCESS for ELLs 2.0.

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How can I use Reporting Codes with Online Sessions?

If you create Reporting Codes prior to putting students who are testing online into Online Sessions in the OEAA Secure Site, you can filter the students on the Online Sessions page by Reporting Code. For Example, if you have assigned a reporting code to Mrs. Smith's math class, 1234, you can filter the list of students on the Online Sessions page after you have created a math session, by 1234 under the Reporting Code column and then select all students and put them into a math online session.

You do not have to set up your Online Sessions the same as students are grouped with Reporting Codes. You can create completely different groups. The Reporting Code is just available on the Online Sessions screen to filter students if it is helpful for you.

How do Reporting Codes affect reports and the Student Data Files for the different assessments?

- M-STEP, MI-Access, and Early Literacy reports on the Dynamic Score Reports page can be filtered by Reporting Codes. Reporting Codes are included in the Student Data File. If a label is created (see the next section below), the label will also be included in the Student Data File.
- SAT, PSAT 8/9, PSAT 10, and WorkKeys and Student Data Files will include the Reporting Codes. Reporting codes will not be included on any additional reports. If a label is created (see the next section below), the label will also be included in the Student Data File.
- Reporting Codes will NOT be included in reports or the Student Data File for WIDA ACCESS for ELLs, therefore should not be used for WIDA ACCESS for ELLs 2.0.

Can I create a label, such as the name "Mrs. Smith," to be displayed on reports?

New this year, you can use the Reporting Codes page, under the Assessment Registration menu on the OEAA Secure Site, to attach a label to the code that you create. For example, students who are filtered on a math report under the reporting code of 1234 will have the label "Mrs. Smith", if that is the label that you create in the Reporting Codes page. If you do not want to use labels, you do not need to create a label for a Reporting Code.

Please Note: This online functionality replaces the paper bubble sheets that were previously used to attach a label to a Reporting Code.

Research Codes 1 and 2 Available for All State Assessments

Research Codes are a two-digit field that can be used by the district/school to collect additional information about students for the M-STEP, MI-ACCESS, Early Literacy and Mathematics Benchmark Assessment (K-2), SAT, WorkKeys, PSAT 8/9, and PSAT 10.

There are two separate codes (1 and 2) for each content area the student is taking. You can collect additional information such as which students came from a different school, which students were in Mrs. Smith's class last year, which students have computers at home, etc. The Research Codes will only be included in the Student Data File and not on the additional score reports.

Be sure to keep a list of the two-digit codes you use on the OEAA Secure Site and the group or question you are associating with that code. There is no process in the OEAA Secure Site to place a label or describe the code you create.

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Users of the Secure Site can enter Research 1 and 2 codes for groups of students at a time using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Pre-Identification** section.

The Research 1 and Research 2 codes need to be entered on the Secure Site by the end of the Answer Documents Received deadline, which is usually a few weeks after testing.

Research Codes are optional and are not used by the Office of Educational Assessment and Accountability (OEAA) for reporting in any way.

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

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).

Start Time

Following the standard schedule for SAT with Essay, testing room doors close at 8:00 AM to complete test day administrative activities. Testing begins at 8:30 AM. Schools may alter the start time by 30 minutes, and therefore close testing room doors as early as 7:30 AM or as late as 8:30 AM.

Schools must start testing no later than 9:00 AM. For consideration and approval to start earlier or later than these times, schools should contact the Michigan Educator Hotline at 866-870-3127 (Option 1). The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations.

Students who arrive late can be admitted to a testing room where the associate supervisor has not begun timed testing. We also suggest having a late arrivals room. Admittance to a late arrivals room is not allowed after regular testing rooms have begun their first break. Students who cannot be admitted to a testing room should be scheduled for the makeup. If your school does not have the staff or rooms to accommodate late arrivals, plan to test students who arrive late on the makeup date.

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

We will support afternoon testing for PSAT 10 and PSAT 8/9. If testing in the afternoon, be sure that students eat lunch before they begin and that all students start early enough to end testing before school ends.

New Photo ID Policy

Students now only need to provide photo identification (ID) if they are not familiar to the testing staff. If a student can be identified by testing staff, no photo ID is required. If your school is testing students who are unfamiliar to you (homeschooled students, for example), they must present acceptable photo identification. The supervisor's manuals will identify the requirements for an acceptable photo ID. If a student does not have a photo ID or is not allowed to have one, a photo ID form is available at on the [College Board Michigan web page](http://www.collegeboard.com/michigan) (www.collegeboard.com/michigan) in the **Resources** section.

Resources

Various resources have recently been posted to the [College Board Michigan web page](http://www.collegeboard.com/michigan) (www.collegeboard.com/michigan).

- **Supervisor's Implementation Handbook –** This handbook provides SAT and PSAT test

supervisors with detailed information on the activities that are necessary to implement the SAT with Essay, PSAT 10, and PSAT 8/9 in your school, leading up to the receipt of your Supervisor's Manuals that will arrive in February. A specific handbook for SSD coordinators will be available by December 14, 2017.

- **Accommodations Matrix –** This document will provide guidance to SSD coordinators and test supervisors regarding the accommodations that can be grouped together and if students will test on the primary test day or during the accommodated testing window. This will help for planning purposes before the Nonstandard Administration Report (NAR) is available in SSD Online.
- **Approved list of word-for-word glossaries for English Learners –** More information about supports for English Learners will be in next week's Spotlight.
- **Webinar presentations –** The presentations of the "Implementation Overview" webinar and "Accommodations and Supports" webinar are available for your review in PDF format.

Reminder: Managing Participation for ACT WorkKeys® Past Due

The window for Managing Participation is closed. District Test Coordinators should ensure that all schools within your district have completed the Manage Participation process using the PearsonAccessnext™ system. If schools have not completed Manage Participation yet, please refer to the [November 16, 2017 Spotlight Newsletter](#) for further information on completing the process. All schools, both public and nonpublic, **must** confirm they are participating in order to receive test materials and administer the WorkKeys assessment. ACT has begun contacting outstanding schools this week.

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**.

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. ACT received a number of returned emails from communications sent in October and November. If you are a school or district WorkKeys testing coordinator and did not receive emails, action is required.

First, confirm the [EEM](#) (www.michigan.gov/eem) has your most current ACT WorkKeys test coordinator contact information. If the EEM is current, but you have not received communications

from ACT, check your email account's junk folder. The email may have been delivered to that folder. You may need to work with your IT department to white-list the statetesting@act.org email address. Your school or district firewall settings may be preventing the delivery of ACT communications.

If the information in the EEM is inaccurate or out-of-date, please contact your district's authorized EEM user to update the EEM. If you are not sure who is the district authorized EEM user, you can use the District and School Contact page on the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) to retrieve the name and contact information for the authorized EEM user for your district. Also verify that the WorkKeys Coordinator on the District and School Contact page of the OEAA Secure Site is accurate. Instructions for using the District and School Contacts page are available on the [Secure Site Training web page](#) (www.michigan.gov/secsitesite/training) under **Miscellaneous**. Nonpublic schools should contact Kevin Walters at 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.

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!

December 15, 2017 (midnight):

- **SAT, PSAT 10, PSAT 8/9** Off-Site Testing Request window closes

Coming Next Week . . .

December 15, 2017, 9:00 AM to 12:00 PM:

- **WIDA** workshop: **WIDA ACCESS Online Test Administration** – REGISTRATION IS CLOSED

December 15, 2017, 1:00 to 4:00 PM:

- **WIDA** workshop: **WIDA ACCESS Paper/Pencil Test Administration** – [To REGISTER](#) (<https://baameap.wufoo.com/forms/fall-2017-wida-registration/>)

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 19, 2018:

- **SAT, PSAT 10, PSAT 8/9** College Board accommodation request window

December 11 – December 28, 2017:

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

December 11 – December 28, 2017:

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

December 11, 2017 – February 5, 2018:

- Window for **WIDA** Test Exceptions in the OEAA Secure Site.

January 2018

January 15 – February 19, 2018:

- **SAT, PSAT 10, PSAT 8/9** State-allowed accommodation request window

Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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