

# Spotlight

on Student Assessment and Accountability

**December 8, 2016**

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 **SAT Corner**

- **ACT WorkKeys**

 **2017 Michigan School Testing Conference**

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The Spotlight on Student Assessment and Accountability Newsletter is winding down for the holidays.

The last newsletter of 2016 will be on Thursday, December 15.

Spotlight will resume on January 5, 2017.

**Key:**  supports and accommodations information



## 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 customer service line at 866-870-3127 (select Option 1) or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

### Exciting Changes to the Accommodation Request Process

On December 1, 2016, the College Board announced a simplified process for requesting accommodations, making it easier for eligible students to receive the support they need on College Board assessments. Beginning January 1, 2017, the vast majority of students who are approved for and using testing accommodations at their school through a current IEP or 504 Plan will have those same accommodations automatically approved for taking the SAT, PSAT 10, and PSAT 8/9.

Under this new policy, SSD coordinators need to answer only two questions when submitting most requests for students: “Is the requested accommodation(s) in the student’s plan?” and “Has the student used the accommodation(s) for school testing?” If the answer is yes to both questions, eligible students can be approved to receive most accommodations on College Board

exams. This new process is expected to reduce the approval time for an overwhelming majority of accommodation requests.

Additionally, EL students taking the state-provided PSAT 8/9, PSAT 10, and SAT during the school day in Michigan will have access to testing instructions in Spanish, Arabic, Haitian Creole, Mandarin, Portuguese, Polish, Russian, and Vietnamese, and will be able to use approved word-to-word bilingual glossaries. The assessment results, when these supports are used, will now be college- and scholarship-reportable and do not require an accommodation request in SSD online.

In order to review and answer questions about these policies, we will be hosting a webinar for SSD coordinators on **December 14, 2016 from 3:30-5:00**. If you cannot view the webinar live, you can still register and we will email you a link to the recording and the PowerPoint when the webinar is complete.

- Click [here to register](http://tinyurl.com/MISSDWebinar) (<http://tinyurl.com/MISSDWebinar>)

We thank you once again for your continued collaboration and feedback so that we can improve the assessment experience for students and Michigan educators!

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

## Notification of Attending Institution (AI) Codes and Test Center (TC) Numbers

During the week of December 12, 2016 the test center supervisor and the district assessment coordinator will receive an email with each school's Attending Institution (AI) code and Test Center (TC) number.

### AI Codes

The AI code is used to connect your student's scores to your school. The same AI code will be used for students taking the SAT, PSAT 10, and PSAT 8/9, and will most likely be the same AI code you used last year. This code is a 6-digit number and can be found [here](https://collegereadiness.collegeboard.org/k-12-school-code-search) (https://collegereadiness.collegeboard.org/k-12-school-code-search).

### TC Numbers

The TC numbers are used only for the SAT and are unique to an administration; therefore, this TC number will only be used for the state-provided SAT in April. The TC number indicates the location where the student is testing, so schools administering the SAT at an off-site location will receive a unique TC number for each site. The TC number is a 5-digit number.

We know there was confusion last year regarding these numbers, so we have tried to improve how we refer to each in the manuals. As much as possible, the manuals will refer specifically to the AI code, 6-digit AI code, test center number, or the 5-digit test center number. Please save the email that you will receive for administering assessments this spring as students will need to record them on their answer sheets and test center supervisors will use them on SAT School Day forms and material shipments. If you lose these numbers, please call the Michigan Educator Hotline number or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

## Off-site Testing Plan Notification

We are continuously reviewing off-site testing plans as they are submitted and final plans are due by December 15, 2016. The template for the off-site plan can be found on the [College Board Michigan website](http://www.collegeboard.org/Michigan) (www.collegeboard.org/Michigan). If you have submitted an off-site testing plan and it has been approved, you will soon be getting an email with confirmation. If you do not receive an email, your plan is still in review and we will notify you as soon as approval has been granted. Test Center Supervisors supporting off-site locations and included on the Testing Plan will receive a communication prior to test day with the test center information specific to their off-site location.

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Information on ACT WorkKeys® provided by the ACT®.

## Managing Participation for the Spring 2017 Administration

### Managing Participation for ACT WorkKeys® is past due

The deadline to manage school participation for ACT WorkKeys® passed on November 30, 2016, yet many public schools have yet to complete the process. All public schools are required to administer the ACT WorkKeys assessment. If the school's participation information has not been completed for ACT WorkKeys, you will not be able to administer the ACT WorkKeys test on April 12, 2017. Please take action to confirm that the manage participation screen in **PearsonAccess<sup>next</sup>** has been completed and saved.

Schools will manage their participation (previously referred to as establishment) using the **PearsonAccess<sup>next</sup>** system. To use **PearsonAccess<sup>next</sup>**, test coordinators who are listed in the [Educational Entity Master \(EEM\) site](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) were sent an email with login instructions.

If you are the test coordinator, make sure the EEM has your most current ACT WorkKeys test coordinator contact information. If the information for your school is inaccurate or out of date, please ask your authorized district EEM user to update the EEM as soon as possible to ensure

your school receives the **PearsonAccess<sup>next</sup>** login information to start the manage participation process. If you do not know who your authorized district user is, please contact the Center for Educational Performance & Information (CEPI) at 517-335-0505, ext. 3 or [cepi@michigan.gov](mailto:cepi@michigan.gov).

### Access to **PearsonAccess<sup>next</sup>**

If you are the assigned test coordinator for your school and did not receive an email from **NoReplyTestAdmin@act.org**, please check the EEM to verify that your name and contact information exists in the system and is accurate.

If you are listed accurately in the EEM, as the test coordinator for your school, please check your email account's junk folder. The **PearsonAccess<sup>next</sup>** email may have been delivered to that folder.

### How to Submit Your ACT WorkKeys Participation Information

To submit your school's participation information, take the following steps:

1. You can find the [Manage Contacts and Participation Guide](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) under the **ACT WorkKeys: Michigan – Pearson Access Next Guides** section.

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2. Follow the instructions in the Participation, Part 1: How to Submit Participation Data section to complete your participation information.

**Note: If you are not participating in the testing program, you're done after completing the last step of the Part 1 section.**

## 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
  - ♦ standard time: ext. 2800
  - ♦ accommodations: ext. 1788
3. Email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)



## Reminders

### 2017 Michigan School Testing Conference

The 2017 Michigan School Testing Conference (MSTC) will be held February 14-16, 2017 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. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practice from the educators themselves, as well as state and nationally renowned experts in the field.

Conference workshops will be offered on Tuesday, **February 14, 2017** from **8:30 to 11:45 AM** and **1:00 to 4:15 PM**, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference will begin on **Wednesday, February 15, 2017 at 9:00 AM** and will continue through **3:45 PM on Thursday, February 16, 2017**, with registration beginning at 8:00 AM both days. Keynote presenters include Margaret Heritage (WestEd), Venessa Keesler (MDE), and Brian Gong (Center for Assessment).

For conference program information and registration, go to the MSTC online registration site (<https://gomiem.org>).

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## Important Dates

### Coming Next Week . . .

#### College Board SSD Webinar

- **December 14, 2016 from 3:30–5:00:** Michigan Accommodations Webinar for SSD coordinators. Click [here to register](http://tinyurl.com/MISSDWebinar) (<http://tinyurl.com/MISSDWebinar>) See the [SAT Corner](#) for more information.

### December 2016

#### Off-site Test Administration

- **Now – February 27, 2017:** The Off-site Test Administration request window for M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments, and WIDA Spring 2017 administration. To submit the online request form, click on this [link](https://baameap.wufoo.com/forms/z1lu5n0l1dvl7kx/) (<https://baameap.wufoo.com/forms/z1lu5n0l1dvl7kx/>).

#### WIDA

- **Now – December 28, 2016:** Pre-ID and Initial Material Order window
- **Now – January 26, 2017:** WIDA Test Exceptions window

### February 2017

#### Michigan School Testing Conference

- **February 14 – 16, 2017:** Michigan School Testing Conference (MSTC) – for information and registration, go to the MSTC online registration site (<https://gomiem.org>).

#### Have Questions?

Email [BAA@michigan.gov](mailto:BAA@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

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