

Spotlight

on Student Assessment and Accountability

February 1, 2018

Quick Links ... take you directly to articles or sections ...

- [WIDA Additional Material Order Window](#)
- [WIDA Incident Reports](#)
- [Screening Students During Testing Window](#)
- [M-STEP Test Administration Manual](#)
-  [2018 Supports and Accommodations Table](#)
-  [M-STEP Supports and Accommodations Companion Document](#)
- [Assessment Security Training for District and Building Level Assessment Staff](#)
-  [WIDA and M-STEP in INSIGHT](#)
- [New School Accountability Index System Reports and Accountability Student Datafiles](#)
- [Update on the 2017-18 Annual Education Report \(AER\)](#)
-  [Michigan School Testing Conference](#)
- [SAT Corner](#)
-  [ACT WorkKeys](#)
- [Important Dates](#)
- [Recently Asked Questions ...](#)



WIDA Test Window Opens Monday

The WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs testing window is **February 5 – March 23, 2018.**

WIDA Additional Material Order Window

The additional materials ordering window for ACCESS for ELLs 2.0 and the WIDA Alternate ACCESS for ELLs opened January 30, 2018 and runs through March 16, 2018. Testing coordinators may order additional testing materials through [WIDA AMS](http://www.wida-ams.us) (www.wida-ams.us). Educators must use the overage materials provided in the initial shipment before ordering additional materials and attempt to limit the number of additional material orders placed during the testing window.

For assistance with ordering additional materials, view the Managing Test Materials tutorial posted in the ACCESS for ELLs 2.0 training course on the [WIDA website](http://www.wida.us) (www.wida.us). Educators may access the training course on the WIDA home page by logging in using their username and password for their wida.us account. Once on the My Account & Secure Portal page, select the appropriate training course. For detailed instructions on ordering additional materials, please refer to the [WIDA Assessment Management System \(WIDA AMS\) User Guide](#), which is located on [WIDA's website](http://www.wida.us) (www.wida.us) or on [WIDA AMS](http://www.wida-ams.us) (www.wida-ams.us).

(Continued on next page)

Key:



Reminder (previously run article)



includes information Tech Coordinators also need to know



includes supports and accommodations information

WIDA Incident Reports

If testing irregularities occur before, during, or after testing, the Building or District WIDA Coordinator must report them to the Office of Educational Assessment & Accountability as soon as possible. A [WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Incident Reporting \(IR\) Guide](#) is available. This guide identifies the incident categories and sub-categories that are used in the Secure Site Incident Reporting tool and includes sample scenarios for each category or sub-category.

Screening Students During Testing Window

Students enrolling during the WIDA ACCESS for ELLs 2.0 test window are still required to be assessed on this assessment if they are identified as English Learners using MDE's Entrance & Exit Protocol. OEAA strongly recommends allowing students as much time between the Kindergarten W-APT or WIDA Screener and the summative test as possible to ensure students do not experience testing fatigue.

M-STEP Test Administration Manual

The M-STEP Test Administration Manual (TAM) is now available on the [M-STEP web page](#) (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections. The manual provides important information for District Assessment Coordinators, Building Assessment Coordinators, and Test Administrators who are responsible for both online and paper/pencil M-STEP administrations. All staff involved in the M-STEP administration are required to read and know the policies, procedures, and guidelines documented in the TAM to ensure a valid, equitable, and trouble-free M-STEP administration.

2018 Supports and Accommodations Table

The [2018 Supports and Accommodations Table](#) is available on the following assessment web pages under the **Student Supports and Accommodations** Section:

- [M-STEP](#) (www.michigan.gov/mstep)
- [MI-Access](#) (www.michigan.gov/mi-access)
- [MME](#) (www.michigan.gov/mme)
- [WIDA](#) (www.michigan.gov/wida).

This table identifies in detail what Universal Tools, Designated Supports, and Accommodations are allowable for each M-STEP and MI-Access assessment. Additional information for SAT, ACT WorkKeys, and WIDA assessments is also included.

There is a separate [Supports and Accommodations Table](#) specifically for the K-2 English Language Arts and Mathematics Assessments. It is located on the [Early Literacy and Mathematics Benchmark Assessments web page](#) (www.michigan.gov/earlylitandmath) under the **Current Assessment Administration** section.

Reminder: Educators must make individual student decisions when selecting needed supports for students.

M-STEP Supports and Accommodations Companion Document

The [2018 M-STEP Supports and Accommodations Companion Document](#) for online and paper/pencil testing is now available. This document is intended to be a helpful resource in identifying how designated supports and accommodations on the Supports and

(Continued on next page)

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

Accommodations Table are identified within eDIRECT and on answer documents. This document can be found on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **Student Supports and Accommodations** Section.

Assessment Security Training for District and Building Level Assessment Staff

Test security is a vital consideration to ensure fair, reliable, and valid test scores, and to prevent misadministration. The Michigan Department of Education (MDE) is pleased to announce the release of the updated **Assessment Security Training** available now through the [Michigan Virtual University \(MVU\) Professional Learning Portal](http://bit.ly/MDEAssessmentSecurity) (http://bit.ly/MDEAssessmentSecurity). This four-module training series is free of cost and can be used as a supplement to your regular required district training to help your staff:

- understand the importance of test security before, during, and after test administration
- properly prepare for a smooth test administration
- identify the steps to take if something goes awry

Each module is designed to be completed in 10–15 minutes and contains a variety of engaging and interactive content pieces. Module descriptions are included below.

Module 1: An Introduction to Test Security and Planning – This module covers why test security is important.

Module 2: Getting Ready for Testing – This module covers steps to take before testing, such as staff training and preparing the testing environment. These steps will help you avoid common security problems, protecting both your staff and the validity of your test results.

Module 3: Test Administration – This module covers security concerns and considerations during testing. What should test administrators do on-site? What student behaviors should you watch for?

Module 4: Incident Response – This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring, and most can be mitigated with a quick and careful response.

Learners who complete all four modules and demonstrate their knowledge on a short test will be able to print a Certificate of Completion at the end of the training, which may be kept on file with other test administration documentation.

Note: This training is not intended to take the place of other documentation or training, such as the review of the Assessment Integrity Guide and Test Administration Manuals, or the completion of Security Compliance Forms and Seating Charts. It should be considered supplementary to the training you already conduct in your school or district.

WIDA and M-STEP in INSIGHT

All of Michigan's statewide online testing uses the Data Recognition Corporation (DRC) INSIGHT application. This includes WIDA Screener Online, WIDA ACCESS for ELLs 2.0, and the upcoming spring testing (M-STEP, MI-Access, and K-2 benchmarks).

For tech setup purposes, the WIDA tests are one program and M-STEP, MI-Access, and the Early Literature and Mathematics benchmarks are another. Each computer's INSIGHT installation can be configured for either or both testing programs. If configured for both, students will see a screen asking them to choose between WIDA and Michigan

(Continued on next page)

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

statewide testing before the usual INSIGHT welcome screen.

Schools handle this differently. Some may not have WIDA available on every device. Some may not have both programs available at all times. Some may have multiple INSIGHT installations or one that serves both programs. MDE and DRC support multiple options so schools can do what works best.

Please consult your local technology coordinator if you have questions about how your local INSIGHT is set up. Technology coordinators can consult Volume III of the Technology User Guide, available on [eDIRECT](http://mi.drcedirect.com) (<http://mi.drcedirect.com>) for information on setting up configurations in the “Central Office Services – Device Toolkit.” (That is the name of the updated Device Toolkit whether or not you are using Central Office Services this year. Testing Site Managers use the same “Central Office Services – Device Toolkit” (despite the name.) It is easier to combine WIDA and statewide testing under a single configuration this year.

New School Accountability Index System Reports and Accountability Student Datafiles

In the next few weeks, the Michigan Department of Education (MDE) will be making new Michigan School Index System reports and accountability student datafiles available for the 2016-17 school year to authorized users of the Secure Site.

The Michigan School Index System was developed to comply with the accountability requirements set forth in the Every Student Succeeds Act of 2015 (ESSA) and represents Michigan's implementation of its federally approved consolidated state plan. Under this plan, schools will receive an overall school index value ranging from 0-100 that indicates performance across

subgroups in multiple data components. The overall school index values will be used for identifying schools for state and federal supports and interventions.

Under Michigan's approved ESSA plan, schools will no longer receive a Top-to-Bottom School Ranking or School Scorecard color rating, as the Michigan School Index System replaces and unifies these former accountability reports. Data components included in school index calculations may come from: proficiency, growth, English learner (EL) progress, graduation rates, attendance rates, assessment participation rates, advanced coursework completion rates, postsecondary enrollment, and staffing levels.

Authorized users of the Secure Site will be able to download all assessment-related student accountability information in addition to aggregate school-level reports that will show all school-level information related to the calculation of schools' overall index value in the Michigan School Index System.

Implementation of the state's approved ESSA plan required many changes to how school accountability reporting has traditionally taken place. Below is a list of some of the major differences between 2016-17 accountability reports and the rankings/scorecards produced for accountability reporting in previous years.

- All schools will receive an overall school index on a 0-100 scale that will be used for identifying schools for state and federal supports and interventions.
- Schools receive credit in each area based on the degree to which the school meets its targets.
- Targets for all index system components were established based on the 75th percentile of all school rates in the respective area statewide.

(Continued on next page)

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

- Student growth now includes Adequate Growth Percentiles to determine if the growth component measure was met for each student.

Authorized Secure Site users will be provided an MS Excel file with a tabbed report layout providing all aggregate-level data related to the computation of overall school(s) index value(s). A diagram and set of instructions for the school accountability index report explaining the layout, components, and how authorized individuals can interact with the reports will be available at that time. Index system guides, calculation replication instructions, business rules, and data dictionaries will also be provided at that time.

The MDE will also be providing a method for schools to inquire securely about their school index results with MDE accountability staff. MDE accountability staff will review these secure communications to ensure that schools are provided ample time to review and understand their data, as well as clear up any concerns or confusion about the new set of accountability data and reports.

Update on the 2017-18 Annual Education Report (AER)

The Michigan Department of Education (MDE) is currently preparing the data to be used in publishing the Annual Education Report (AER). It is anticipated that 2016-17 data necessary for the creation of 2017-18 AERs will be available in Spring 2018. As such, please note that the general report information, cover letter templates, and combined report data located on the Annual Education Report section at MISchoolData.org have not been updated to reflect the materials to be used for the 2017-18 school

year AERs. MDE will be providing additional AER information in the coming weeks.



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.

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

Shipments

Shipments will start arriving in mid-February, beginning with the supervisor planning kit. A school will receive one Supervisor Planning Kit, which will include the materials for SAT with Essay, PSAT 10, and PSAT 8/9. If there are multiple test supervisors at your school, coordinate the distribution of these materials for each assessment. This also

means that a school that houses grades 7-9 and administers only the PSAT 8/9 for 9th grade would still receive materials for PSAT 10 and SAT. You can disregard these extra materials if they are not needed at your school, or distribute them to buildings with the appropriate grade levels, as needed.

District assessment coordinators will also receive a supervisor planning kit for review purposes and to assist test supervisors at the school.

Pre-administration materials and secure test materials will arrive the week of **March 19, 2018**. Note that shipments will come in multiple boxes. All materials, both standard and nonstandard, will be addressed to the test supervisor.

SAT with Essay Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Supervisor Planning Kit (will contain SAT, PSAT 10, and PSAT 8/9 materials)	Week of 2/19/18	Sample manuals for each assessment Sample forms for each assessment Posters
Pre-administration Materials and Pre-ID Labels	Week of 3/19/18	SAT Student Guides Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	SAT Test books Extra answer sheets Supervisor's Kit (forms and return supplies)

(Continued on next page)

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

PSAT 10 Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Pre-administration Materials and Pre-ID Labels	Week of 3/19/18	PSAT 10 Student Guides Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	PSAT 10 Test books Extra answer sheets Answer sheet return envelopes/boxes

PSAT 8/9 for 9th Grade Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Pre-administration Materials and Pre-ID Labels	Week of 3/19/18	Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	PSAT 8/9 Test books Extra answer sheets Answer sheet return envelopes/boxes

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

Order Initial Materials and Pre-Identify Students

The window to order ACT WorkKeys standard-time and accommodations materials and submit student data for Pre-ID barcode labels for the initial test dates (April 11 - 24, 2018) is **January 8 – February 13, 2018, 5:00 PM ET**, using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Directions for these activities can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Material Order** section and the **Pre-Identification of Students** section.

CRITICAL: Test materials will be sent to the WorkKeys Coordinator mailing address as listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem). Refer to the [December 14, 2017 Spotlight](#) for more information about confirming contact information and updating the EEM.

For students who enroll in your school after the February 13, 2018 deadline, submit a materials order during the Additional Order window (**March 21 - 28, 2018**) or schedule them for a makeup session and order materials during the makeup ordering window (**April 11 – 12, 2018**). Be sure to submit student data so Pre-ID student barcode labels can be printed locally.

Register for ACT WorkKeys Q&A Session

ACT will be hosting two optional WorkKeys Question and Answer webinar sessions in preparation for the April test administration. To register for a session, please use the links in the table below. Registration must be completed 48 hours prior to the selected session date. Each session will be recorded and posted to the ACT-hosted website in the Preparation stage for those unable to attend.

Date	Time (ET)	Registration Link
Tuesday, February 6	10:00-11:00 AM	act.ilinc.com/register/kfjssxx
Tuesday, March 20	3:30-4:30 PM	act.ilinc.com/register/bwtkkjx

Overview of Accommodated Testing

In accordance with Title III of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, ACT supports the use of test accommodations and supports for individuals with disabilities and identified English learners. These accommodations and supports make interaction and communication possible and fair for each examinee.

(Continued on next page)

Determining who qualifies for ACT-allowed accommodations and supports requires well informed educational judgement and documentation of a student's personalized accommodation plan, transition plan, or signed affidavit attesting that the student has been treated as if such a need exists. Examinees who use accommodations and supports must have prior experience using these tools. The test coordinator must obtain documentation verifying that the use of the accommodation matches an identified need and is effective for the individual. Retain the documentation for at least one year (do not send it to ACT.)

Beginning Spring 2018, Spanish is no longer considered an accommodation. Students are now eligible for a National Career Readiness Certificate (NCRC) en español if they take all three tests in Spanish and score a minimum of three on each one.

Examples of National Career Readiness Certificate (NCRC) eligible accommodations include:

- extended time testing (time-and-a-half, double time, three hours, and multi-day testing)
- use of reader/sign language interpreter for test directions, passages, and items
- alternate-format materials (Braille, Audio DVDs, and Large-Print)
- small group testing
- assistance in recording responses
- use of English Learner Supports that include:
 - ◆ use of translated test directions
 - ◆ use of word-to-word bilingual dictionary
 - ◆ locally provided verbal translation of test directions

Examples of NCRC-ineligible modifications that change what the tests measure and result in non-reportable scores to schools and students include:

- translation of test items other than use of the Spanish test forms
- use of dictionaries with word definitions
- use of any word-to-word dictionary not approved by ACT

Every student testing with an accommodation must have the appropriate Administration Code gridded on the answer document for each test administered with an accommodation. It is critical that you grid the correct administration codes as they may affect a student's eligibility for scores and the NCRC.

For more detailed information about ACT's accommodations, policies, and the list of Administration Codes, please refer to the [ACT WorkKeys Administration Manual - Accomms Paper](#) posted on the [ACT State Testing website](#) (www.act.org/stateanddistrict/michigan) in the **Configuration** stage.

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

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

Important Dates

Approaching Deadlines!

February 5, 2018:

- **DEADLINE** for **WIDA Test Exceptions** in the OEAA Secure Site



Coming Next Week . . .

February 6, 2018, 10:00–11:00 AM:

- **ACT WorkKeys** Q&A Session - pre-registration is required: act.ilinc.com/register/kfjssxx

February 2018

Now – 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

Now – February 19, 2018:

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

Now – February 19, 2018:

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

Now – February 26, 2018:

- **M-STEP, MI-Access, and Early Literacy & Mathematics** – place students in online test sessions through the Secure Site

Now – March 8, 2018:

- **M-STEP, MI-Access, and Early Literacy & Mathematics** Alternate INSIGHT Availability Request window for schools that hold regular instructional hours after 4:00 PM and plan to schedule test sessions that extend beyond 4:00 PM – submit request [here](#)

Now – March 23, 2018:

- **WIDA AMS** Test Setup Available

Now – May 22, 2018:

- **M-STEP** and **MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – submit request [here](http://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)

February 5, 2018 – March 23, 2018

- **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** testing window

March 2018

March 20, 2018, 3:30–4:30 AM:

- **ACT WorkKeys** Q&A Session - pre-registration is required: act.ilinc.com/register/bwtkkxj

Recently Asked Questions . . .

I currently do not have access to WIDA AMS and need access — how do I get it? Also what role do I request?

Please refer to the [How do I get Access to WIDA AMS?](#) instructions available on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Security** section.

Is it true that I can only test 1% of my students with an alternate assessment?

Every Student Succeeds Act (ESSA) requires that no more than 1% of all students assessed in a content area for the state may be assessed using an alternate assessment. The individualized Education Program (IEP) team is the decision-making body that determines which assessment a student should take. The IEP team must follow the state guidelines for assessment selection, [Guidelines for Participation in MI-Access - Should My Student Take the Alternate Assessment?](#) located on the [MI-Access web page](#) (www.michigan.gov/mi-access) under **Current Assessment Administration**.

Local Education Agencies that exceeded 1% in 2017 must submit a [justification form](#) to their Intermediate School District (ISD). This form is located on the [MI-Access web page](#) (www.michigan.gov/mi-access) under **What's New**.

ISDs will send a summary for each ISD to the state. Both the state and ISD will use this information to develop and prioritize technical assistance. Individual schools and teachers should not try to make decisions about assessment participation solely to try and stay within the 1%. To do so would be violating the provision that the IEP team make the decision on assessment selection.

Are we required to test homebound students?

Yes, homebound students who are receiving services are required to test. An Off-Site Test Administration request located on any of the assessment web pages, under **Current Assessment Administration** can be submitted to test the student in an Off-Site location.

(Continued on next page)



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

Recently Asked Questions . . .

Are we required to test seat time waiver students?

Yes, seat time waiver students are expected to test. An Off-Site Test Administration request located on any of the assessment web pages can be submitted to test students in an off-site location.

I need to order additional materials for WIDA ACCESS for ELLs and but WIDA is not listed in the drop-down on the Additional Material Order page.

Additional materials for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs can only be ordered through WIDA AMS and not the OEAA Secure Site.

How do I update a student's name, gender, ethnicity or DOB in the Secure Site?

The Secure Site pulls student information from MSDS nightly. The authorized district MSDS user can submit a student record maintenance (SRM) file to update student information in MSDS and the Secure Site will pick it up nightly. If it is a slight change, the Secure Site may not pick it up. In that case, please email mde-oeaa@michigan.gov with the student's UIC number and what field is incorrect. Do not include the student's name in the email for security reasons. We can verify in MSDS and then update the student's record on the Secure Site. However, it must be updated in MSDS first before we can update the Secure Site record.

Have Questions?

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

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

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