

# Spotlight


February 11, 2016


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Key:  supports and accommodations information

 information Tech Coordinators also need to know

## WIDA Testing: Important Reminders

### Using the Handwriting Option for Students in Grades 4-12

Students who are recently arrived (in U.S. schools for 12 months or less) or are a student with disabilities who should handwrite their responses to the Writing domain have the option to do so in grades 4–12. These students **MUST** be placed into a **Handwriting Response (HW)** test session. Educators should refer to page 39 in the WIDA AMS User Guide, Part 2.

### WIDA Student Transfer Process

Schools with students who transfer into or out of their schools during the WIDA ACCESS for ELLs 2.0 testing window **MUST** follow the guidance outlined in the [Michigan 2016 WIDA ACCESS for ELLs 2.0 Student Transfer Process](#) document on the [MDE WIDA web page](#) ([www.michigan.gov/wida](http://www.michigan.gov/wida)) under the **Current Assessment Information** section. Following these steps will ensure that students, in most cases, do not need to retake certain parts of the assessment even if they switch from online to paper/pencil between schools. This will additionally ensure that students' assessment is scored correctly.

Educators should **NOT** use the Student Transfer Form or the Transfer Process document found in WIDA AMS.

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► [Sign up for Spotlight](https://public.govdelivery.com/accounts/MIMDE/subscriber/new) (<https://public.govdelivery.com/accounts/MIMDE/subscriber/new>) today! Enter your email address and select Spotlight under Student Assessment.

## Special Instructions for Students Without Barcode Labels

Students who did not receive a barcode label must have all student information hand-bubbled on the Test Booklet. Instructions for hand-bubbling student demographic information are available in the WIDA ACCESS for ELLs 2.0 Test Administration Manual; however, additional steps **MUST** be followed to ensure proper scoring and identification of these students. Educators must refer to the Michigan Goldenrod sheet found at on the [WIDA webpage](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)). This document was also included in your materials shipments.

For questions related to WIDA AMS, please call DRC Customer Support at 855-787-9615 or send an email to [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com).

For questions related to functionality within the MDE Secure Site, please call 877-560-8378 and select Option 3 or send an email to [baa@michigan.gov](mailto:baa@michigan.gov).

## KEA/K–2 Early Literacy Assessment Update

The Michigan Department of Education (MDE) is finalizing its recommendation for the assessments portion of the MDE Early Literacy Initiative. This includes what is known as the Kindergarten Entry Assessment (KEA), as well as the benchmark assessments in mathematics and English language arts in grades K, 1, and 2.

The MDE is working to provide a final plan for the 2016–17 school year, including what needs to happen in the fall, in order to provide guidance to the field as quickly as possible. These efforts include coordinating with the Governor's Office, the Legislature, as well as MDE staff, all of which takes time. **Please note:** For the 2016-17 school year these early literacy assessments will **NOT** be part of any high-stakes accountability, but will be provided to support instruction for our youngest students.

A concrete plan will be provided as soon as possible. Thank you for your understanding.

## 31a for Accountability and the MSDS Collections

Just a quick reminder that 31a for accountability is derived from the overall district-based count in the applicable Fall, Spring, and End of Year MSDS collections. Only students counted as enrolled in the same district in at least two of the three collections and labeled in MSDS as "at risk" in at least one count are included for 31a accountability.

In order to apply the 31a accountability measures, districts are required to code at-risk pupils in MSDS with Code 3060, using the eligibility criteria specified in the legislation. The identification worksheets available on the [Educaton Improvement and Innovation - Section 31a At-Risk web page](http://www.michigan.gov/mde/0,4615,7-140-81376_51051-43638--,00.html) ([http://www.michigan.gov/mde/0,4615,7-140-81376\\_51051-43638--,00.html](http://www.michigan.gov/mde/0,4615,7-140-81376_51051-43638--,00.html)) may provide assistance with determining eligibility criteria. All students in Priority or Priority Successor schools are at-risk students.

For questions regarding 31a accountability, please email [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov).

## WIDA Bias/Sensitivity and Content Reviews

The WIDA Consortium and the Center for Applied Linguistics (CAL) are currently recruiting participants to serve on committees for the 2016 Bias and Sensitivity and Content reviews for new test items on the ACCESS for ELLs 2.0. Participants in the reviews should be educators with experience teaching English Learners (ELs) and with content expertise (English Language Arts, Mathematics, Social Studies,

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or Science) in one of the five grade clusters: Grade 1, Grades 2-3, Grades 4-5, Grades 6-8, and Grades 9-12.

The 2016 Bias and Sensitivity and Content reviews will occur in two phases:

1. Face-to-face training and Speaking and Writing reviews in Washington, D.C., March 7-11, 2016;
2. Online meetings March 28-April 1 and June 13-17, 2016.

### In-Person Meetings

Bias and Sensitivity Review

- **March 7–8, 2016**
- Washington, D.C.

Content Review & Item Writing Workshop

- **March 9–11, 2016**
- Washington, D.C.

### Online Follow-up Reviews

- Listening Review: **March 28–April 1, 2016** [exact days & times to be decided]
- Reading Review: **June 13–17, 2016** [exact days & times to be decided]

Travel costs for participants will be reimbursed by WIDA. Reimbursement includes airfare or car mileage, lodging expenses, meal expenses, and taxis and other transportation expenses for business travel purposes.

If you are interested in participating, please complete the [online interest form](http://alturl.com/u7fic) (http://alturl.com/u7fic) by **February 19, 2016**. If you have questions regarding these reviews please contact Alex Bauer at [alex.bauer@wisc.edu](mailto:alex.bauer@wisc.edu).

### eDIRECT Availability

Beginning on **March 4, 2016**, eDIRECT will be available to schools for test administration activities such as creating/updating online test sessions and assigning online accommodations for the M-STEP and MI-Access assessments and the K-2 Literacy and Mathematics field test. eDIRECT is Data Recognition Corporation's (DRC's) custom-built web application that allows state of Michigan users to access training materials, download testing software, manage online test sessions, print test tickets, assign and manage online testing accommodations, and monitor testing progress. eDIRECT is used in connection with DRC's student-facing online test engine, INSIGHT.

Each new eDIRECT user will receive his/her own login information and password with specific permissions based on his/her role as entered in the Secure Site **by March 4, 2016**. If a user already exists in eDIRECT, the email will not have a new password but will indicate that they now have permissions to new administrations within eDIRECT.

For information on how to request access to eDIRECT please see the [Assigning Roles in Secure Site for AMS & eDIRECT](#) document located under **Quick References** on the [Secure Site Training web page](#) ([www.michigan.gov/seuresitetraining](http://www.michigan.gov/seuresitetraining)).

## SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

### Accommodations Requests – Submit by February 16, 2016

Remember to submit your accommodations requests for all students requiring accommodations for PSAT 8/9 (9th grade), PSAT 10 (10th grade), and SAT with Essay (11th grade). The state-sponsored administration requires **ALL** accommodations requests to be submitted through [SSD Online](https://www.collegeboard.org/students-with-disabilities/ssd-online) (<https://www.collegeboard.org/students-with-disabilities/ssd-online>). And, remember, if a student has been approved for a College Board Accommodation previously, for example if they tested PSAT/NMSQT in fall 2015 or AP testing in a prior year, the accommodations request does not need to be resubmitted unless there has been a change.

### Test Day Training – February and March

SAT Test Day training for Test Center Supervisors and SSD Coordinators will open this month. You will receive an email with instructions on how to access the training system. The training is an online module that you can complete on your own schedule. The online training will open **February 19, 2016** and must be completed before test materials can be shipped.

PSAT 8/9 and PSAT 10 Test Day training will be conducted in March via a webinar. Due to concerns about the timing we've heard from

educators, **we are moving the training date up to the week of March 14, 2016**. Stay tuned for more details in an upcoming Spotlight.

### Preparing for Test Day – Pre-administration Activities

All schools will receive test materials 3 weeks prior to test day, **around March 23, 2016**. We have heard from some of you who are concerned about having enough time for pre-administration activities. Please know we recognize the challenges and will continue to work towards adjusted dates for next year. However, here is some additional information to help you plan for this year's schedule.

**SAT** – There are two pre-administration activities for SAT: affixing Pre-ID labels to answer sheets and completing the Student Data Questionnaire. When the test materials arrive, locate the answer sheets and plan to affix labels to the answer sheets before test day to speed up the process on test day. On test day, students will bubble basic information (name, address, date of birth, registration number, and test center number) on their answer sheet. The schedule allows for approximately 30 minutes for students to complete this on test day. All test books should remain shrink-wrapped until test day.

For the Student Data Questionnaire (SDQ), you will receive an extra set of labels to affix to the questionnaire. We typically recommend

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having students complete this in advance of test day. It takes approximately 30-45 minutes for students to complete. However, if the SDQ cannot be completed before test day, you may have student's complete post-test day if needed. Please return no later than the Friday after test day. Once complete, return all SDQ forms in the provided shipping envelope.

**PSAT 10 and PSAT 8/9** – The pre-administration activity for PSAT 10 and PSAT 8/9 is to affix the Pre-ID labels to the answer sheets. When the test materials arrive, locate the answer sheets and plan to affix labels to the answer sheets. All test books should remain shrink-wrapped until test day. In addition, we highly encourage having students complete the demographic information in advance of test day, under supervision in school, which will take about 30 minutes for PSAT 8/9 and 45 minutes for PSAT 10. If this is not completed in advance, you will need to plan accordingly on test day to allow time for the pre-administration activities.

## Key Dates

### February 16, 2016:

- Accommodations request deadline
- Deadline to Pre-ID students in the Secure Site to receive pre-printed barcode labels with your materials shipment

**February 19 – March 30, 2016:** SAT Supervisor Test Day Online Training

**Week of March 14, 2016:** PSAT 8/9 and PSAT 10 Test Day Training Webinar

**Week of March 21, 2016:** Test Material arrivals

**April 12, 2016:** SAT Test Administration

**April 12–15, 2016:** SAT School-based Accommodated Testing Window

**April 12–13, 2016:** PSAT 8/9 and PSAT 10 Test Administration

**April 12–27, 2016:** PSAT 8/9 and PSAT 10 Accommodated Testing Window

**April 26, 2016:** SAT Makeup Test Administration


**April 26–27, 2016:** PSAT 8/9 and PSAT 10 Makeup Test Administration

Along with news in the Spotlight, the College Board will continue to update information about the spring implementation on our [Michigan website](http://www.collegeboard.org/michigan) ([www.collegeboard.org/michigan](http://www.collegeboard.org/michigan)).


## Important Dates

### Approaching Deadlines!

#### SAT, PSAT 10, PSAT 8/9

-  **February 16, 2016:** Deadline to submit accommodations requests to College Board to ensure that the appropriate materials will be provided on test day.

#### ACT WorkKeys

-  **February 16, 2016 at 5:00 PM:** Deadline to order accommodated materials through the MDE Secure Site on the Initial Material Orders page.

#### SAT, PSAT 10, PSAT 8/9, and WorkKeys

- February 16, 2016 at 5:00 PM:** Deadline to Pre-ID students on the MDE Secure Site for vendor-printed barcode labels and initial standard materials.

### Don't Forget . . .

#### MSTC Conference

- February 16–18, 2016:** The 2016 Michigan School Testing Conference (MSTC) at the Kensington Court Hotel in Ann Arbor, MI. Pre-conference workshops will be offered on **Tuesday, February 16, 2016**. The regular conference will be on **February 17–18, 2016**. For conference program information and registration, go to the [MSTC online registration site](http://gomiem.org) (<http://gomiem.org>).

### February

#### WIDA

- Now – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

#### M-STEP/MI-Access

- February 19, 2016:** Deadline to submit requests for Alternate Delivery Date of the M-STEP and MI-Access materials.

#### M-STEP/MI-Access Online

- February 26, 2016:** Deadline for putting students into online sessions in the Secure Site for the M-STEP and MI-Access FI. Test sessions entered into the Secure Site by February 26 will be automatically loaded into eDIRECT. After February 26, 2016, you can no longer set up test sessions in the Secure Site; students will need to be put into online test sessions in eDIRECT.

#### M-STEP, MI-Access FI Paper/Pencil

- February 26, 2016 at 5:00 PM:** Deadline for students to be pre-identified and identified as paper/pencil testers on the Secure Site for barcode labels, initial materials, and accommodated materials.

#### K-2 Early Literacy and Mathematics

- February 26, 2016 at 5:00 PM:** Students pre-identified on the Secure Site by this date will be available in eDIRECT **starting March 4, 2016**. Students can continue to be pre-identified on the Secure Site and they will be loaded daily into eDIRECT.

## Important Dates

### MI-Access P and SI

- **February 26, 2016 at 5:00 PM:** Deadline to enter the number of administrators administering the assessment through the Secure Site on the Initial Material Orders page.

### SAT Test Online Training

- **February 19, 2016 - March 30, 2016**

## March 2016

### K-2 Literacy and Mathematics

- **March 1, 2016:** K-2 Literacy and Mathematics Field Test Administration Training.

### M-STEP/MI-Access

- **March 2, 2016, 3–4 PM:** M-STEP Administration Training
- **March 3, 2016, 3–4 PM:** MI-Access Administration Training

### WIDA

- **March 18, 2016:** Deadline for WIDA Additional Material Orders in the WIDA Assessment Management System.

### SAT, PSAT 10, PSAT 8/9

- **Week of March 14, 2016:** PSAT 8/9 and PSAT 10 Test Day Training Webinar
- **Week of March 21, 2016:** Test Material arrivals

### M-STEP/MI-Access

- **March 24 – 29, 2016:** M-STEP and MI-Access materials delivered to schools and districts (no weekend deliveries).

## Recently Asked Questions

**I have 9th and 10th grade students who have typically been assessed using the MI-Access alternate assessment and will likely be tested in grade 11 using the alternate assessment. What assessment should these students take in Spring 2016?**

There is no alternate assessment for the PSAT 8/9 or PSAT 10. If an IEP team determines that the PSAT 8/9 or PSAT 10 is inappropriate for a student to take, they will not test in grades 9 or 10. PSAT does not feed the accountability system in Spring of 2016 and students not testing for the aforementioned reason will not count against a school's "tested" rate.

### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.