

# Spotlight

## on Student Assessment and Accountability

February 14, 2019

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### WIDA – Bubbling-In Student Information on Test Booklets

Educators are reminded that some information should still be bubbled in on all student's test booklets regardless if a Pre-ID label is affixed to the booklet. Districts choosing to not bubble in the minimum amount of information for students who do have a Pre-ID label are risking the ability of DRC and MDE to match a test booklet to a particular student in the event that a label is damaged or falls off. For the minimum list of information to be filled in, refer to the [Michigan Specific Directions](https://wida.wisc.edu/sites/default/files/state-specific-directions/MI-State-Specific-Directions.pdf) (<https://wida.wisc.edu/sites/default/files/state-specific-directions/MI-State-Specific-Directions.pdf>). This document can also be found on the [WIDA website](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)).

### Student Transfers During WIDA ACCESS for ELLs Testing Window

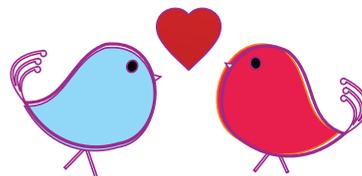
If a student transfers in or out of the district during Michigan's testing window, it may be possible to transfer the student's Online tests to the receiving district. This process can help ensure students are not unnecessarily tested twice. More specific information about student transfers can be found in the WIDA AMS User Guide as well as the Michigan Specific Test Administration Manual.

### PSAT/SAT Accommodations — Deadline Soon!

The last day to apply for accommodations for College Board assessments is **February 19, 2019**. If a student needs accommodations on these assessments, applications must be made using the SSD online system. This is true for PSAT 8/9 (including grade 8), PSAT 10, and SAT. Please be sure requests have been submitted for all students who need accommodations by this date.

Key:  Reminder (previously run article)

 includes supports and accommodations information



## MI-Access and PSAT Flexibility for Grade 8

PSAT 8/9 for students in grade 8 will be administered this Spring 2019. MDE allows for flexibility for Individualized Education Program (IEP) teams to allow students to participate in both MI-Access and PSAT in different content areas, with one specific limitation. The ELA and mathematics assessments may NOT be separated between the assessments. The ELA and mathematics tests are designed to be paired together within that assessment and not divided across the two. It is important for the IEP to document the selection of the assessment taken.

Information and training opportunities regarding who should take the alternate assessment can be found on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access).

## 2017-18 School Accountability Reports and Accountability Student Datafiles Now Available for Preview on MI School Data!

Embargoed 2017-18 school accountability reports and accountability student datafiles for the Michigan School Index System are now available for preview to authorized users of [MI School Data](http://www.mischooldata.org) (www.mischooldata.org). Schools have been provided a two-week window, closing Friday, **February 22, 2019 at 5 PM**, to preview school accountability results and submit perceived issues. Accountability results will be publicly released on MI School Data shortly after the preview window closes. Accountability results are embargoed and not to be shared with unauthorized individuals until results are available publicly on MI School Data.

Authorized users of MI School Data are now able to download accountability student datafiles, submit issues, and view aggregate, school-level accountability reports for the 2017-18 Michigan School Index System.

To get started, including instructions on obtaining access to School Index reports in MI School Data, please review the [2017-18 Resource Toolkit](https://www.michigan.gov/documents/mde/Accountability_Preview_Window_Resource_Toolkit_615468_7.pdf) (https://www.michigan.gov/documents/mde/Accountability\_Preview\_Window\_Resource\_Toolkit\_615468\_7.pdf) for the Michigan School Index Preview Window.

Additional supporting materials are described and linked in the Toolkit. These resources are also available on the [MDE Accountability webpage](http://www.mi.gov/mde-accountability) (www.mi.gov/mde-accountability) under the “Resources for Educators” section.

## 2018-19 Annual Education Report (AER) Coming Soon

The Michigan Department of Education (MDE) is finalizing the data and materials for schools to use in publishing their Annual Education Report (AER). It is anticipated that 2017-18 AER data and materials necessary for the creation of 2017-18 AERs will be available in preview for schools next week on the [MI School Data website](http://www.MISchoolData.org) (www.MISchoolData.org). Please note that the report information, cover letter templates, and combined report data currently located on the Annual Education Report section at MI School Data.org have not yet been updated to reflect the materials to be used for the 2018-19 school year AERs. MDE will be providing these materials and additional AER information when the 2018-19 AER is available in preview next week.

## Alternate INSIGHT Availability Request Window: January 14 – March 7, 2019

Schools that hold regular instructional hours after 4:00 PM, Monday-Friday and who plan to schedule M-STEP or MI-Access test sessions that extend beyond that time will need to submit an Alternate INSIGHT Availability request in order to have access to the testing software after 4:00 PM. Assessment Coordinators can complete [this request survey](https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/) (https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/). The request survey is also available on the [M-STEP web page](https://www.michigan.gov/mde/0,4615,7-140-22709_70117---,00.html) (https://www.michigan.gov/mde/0,4615,7-140-22709\_70117---,00.html) under the **What's New** and **Current Assessment Administration** sections.

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

## Important Reminders

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



## 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)

### Services for Students with Disabilities (SSD) Coordinator

All requests for accommodations must go through the College Board SSD Online system. This is true even if an SSD coordinator is identified in the Educational Entity Master (EEM). The College Board uses the EEM to gather contact information for communications. Any SSD coordinator who will be submitting accommodation requests will need access to the SSD Online to do so. Directions on obtaining access:

1. Find the school's AI code on the **Test Center Participation** page of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). You will need the AI code for the SSD Coordinator Form.
2. Fill out and fax the [SSD Coordinator form](http://www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf) ([www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf](http://www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf)) to 866-360-0114.
3. The SSD coordinator will receive an email with an access code to gain access to SSD Online within a few days of faxing the form.
4. If an SSD coordinator already has access from previous years, they do not need to fill out another form.

If your school does not yet have an SSD Coordinator with access to SSD Online, submit the request form as soon as possible to get access to the system. The deadline to request accommodations is **February 19, 2019**.

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

## Testing Tips Webinar

A live webinar to assist SAT with Essay, PSAT 10, and PSAT 8/9 coordinators, with helpful hints for planning for an effective pre-administration session and test day, will be held on **March 28, 2019 from 3:00-4:00 PM**. If you cannot attend the live presentation, it will be recorded and available on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [Michigan College Board Website](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan) at a later date.

[Click here to register](http://www.tinyurl.com/2019MITestingTips)

(www.tinyurl.com/2019MITestingTips)

## Nonstandard Administration Report

The Nonstandard Administration Report (NAR) is the roster of students approved for accommodations and English Learner 50% extended time. It should be printed from [SSD Online](http://www.collegeboard.org/ssdonline) (www.collegeboard.org/ssdonline) by the SSD coordinator; this will help with room and material planning. It will be available approximately four weeks prior to test day.

## Coordinator Planning Kits Arriving Next Week

Coordinator planning kits will begin to be shipped the week of February 18, 2019. The kits contain a sample set of Michigan testing manuals and sample forms for early review by the test coordinator. The full set of testing manuals to support your school will arrive the week of March 18, 2019. There is a separate kit for PSAT 8/9, for PSAT 10, and SAT with Essay. If you are a school that is administering both PSAT 8/9 to 8th grade and 9th grade, you will receive one kit for each grade although the contents will be the same.

## Coming Soon

- Mandatory coordinator training will be available the week of **February 25, 2019**
- Pre-administration and test materials arrive the week of **March 18, 2019**
- Additional material order window opens in the OEAA Secure Site on **March 20, 2019**

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

## ACT WorkKeys Q&A Sessions

ACT hosted a Question and Answer webinar on February 5, 2019. The recording of the session is now available for on-demand viewing at the [registration link](https://event.on24.com/wcc/r/1865112/04230801349FDEAB24CD65D4FB2104BD) (https://event.on24.com/wcc/r/1865112/04230801349FDEAB24CD65D4FB2104BD). This link is also posted on the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page, in the **Preparation** stage under **Train Your Staff**.

ACT will host a second optional Workkeys Question and Answer webinar on **Tuesday, March 19, 2019** from **3:30-4:30 PM ET**. You must [register for the session](https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF) (https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF). For those unable to attend, the recording will be available for on-demand viewing at the registration link about an hour after the session ends. This link is also posted on the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page, in the **Preparation** stage under **Train Your Staff**.

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/stateanddistrict/michigan) (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.
- [MME and PSAT List of Important Dates](#), found on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General information**.

## 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)
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)

## Important Dates

### Approaching Deadlines!

#### February 19, 2019:

- Window to apply for state-allowed accommodations for **SAT with Essay, PSAT 10, PSAT 8/9 CLOSES**
- Window to identify English Learners for 50% extended time for **SAT with Essay, PSAT 10, and PSAT 8/9 CLOSES**
- **DEADLINE** to apply for College Board-approved accommodations and state-allowed accommodations for **SAT with Essay, PSAT 10, and PSAT 8/9**

### February

#### Early Literacy and Mathematics, M-STEP, and MI-Access

##### Now – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **M-STEP** and **MI-Access**

##### Now – March 7, 2019:

- Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM that plan to schedule **M-STEP** or **MI-Access** test sessions to extend beyond 4:00 PM. [Submit request](https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/) (<https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/>).

##### Now – May 24, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments**

### WIDA

#### Now – March 22, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **WIDA**

#### Now – March 22, 2019:

- Window for Test Setup in **WIDA AMS**

### ACT WorkKeys

#### Now – April 19, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **ACT WorkKeys**

### Early Literacy and Mathematics

#### Now – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **Spring Early Literacy and Mathematics Benchmark Assessments**

### WIDA

#### Now – March 22, 2019:

- **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** Test Administration Window

### SAT and PSAT

#### February 26, 2019:

- Mandatory coordinator training is available for **SAT with Essay, PSAT 10, and PSAT 8/9**

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

## March 2019

### M-STEP, MI-Access, and Early Literacy and Mathematics

#### March 5, 2019 from 10:00–11:00 AM

- **M-STEP** District and Building Coordinator Training for Online Testing Webinar:  
[Click to Join](#)  
(presentations will be available prior to training)
- Meeting number: 283 759 317
- Meeting password: Spring2019

#### March 6, 2019 from 10:00–11:00 AM

- **MI-Access** District and Building Coordinator Training for Online Testing Webinar:  
[Click to Join](#)  
(presentations will be available prior to training)
- Meeting number: 288 641 391
- Meeting password: Spring2019

#### March 7, 2019 from 10:00–11:00 AM

- **Early Literacy and Mathematics** District and Building Coordinator Training for Online Testing Webinar:  
[Click to Join](#)  
(presentations will be available prior to training)
- Meeting number: 286 482 841
- Meeting password: Spring2019

### SAT and PSAT

#### March 20, 2019 – March 28, 2019

- Additional material order window in the OEAA Secure Site for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9** standard test books, answer sheets, and manuals.

### ACT WorkKeys

#### Tuesday, March 19, 2019, 3:30–4:30 PM:

- **ACT WorkKeys Q&A Webinar #2** – [Register here](https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF)  
(<https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF>)



**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