Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

What's New

Week of February 25, 2021

- **Statewide Assessment Waiver Request Update**

- **DRC District and Building Coordinator Training Webinars**

- **Winter 2021 Early Literacy and Mathematics Benchmark Student Data Files and Aggregate Data Files**

- **Early Literacy and Mathematics Aggregate Reports**

Statewide Assessment Waiver Request Update

Please refer to this Michigan Department of Education (MDE) press release that details recent communication from the U.S. Department of Education (USED). This communication does not provide for any change to MDE plans for testing at this time. It simply states that USED is open to receiving waiver requests for accountability and assessment from states. MDE is still waiting for a response to our waiver request that was submitted in January. Until USED responds directly to Michigan's request, schools/districts are to continue to administer WIDA assessments and prepare for other spring testing. Remember, MDE would need flexibility from both federal and state requirements to change testing plans.

DRC District and Building Coordinator Training Webinars

The Data Recognition Corporation (DRC) District and Building Coordinator Trainings for online testing webinars for the Spring 2021 M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Benchmark Assessments are coming soon. These webinars provide training about:

- what's new for 2021
- helpful online testing tips
- where to find important resources
- Q&A

The dates and time for each presentation are listed on the following page. If you are unable to attend a live version of any webinar, the PowerPoints and recorded presentations will be posted in the DRC INSIGHT Portal (https://mi.drcedirect.com) by the next day.

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions | **Call Center: 877-560-8378**

CB Corner / **ACT WorkKeys** / **Important Dates** / **Contacts**

- **M-STEP Administration Training: March 2, 2021 from 10–11 a.m.**

  » [Join M-STEP Webinar](https://datarecognitioncorp.zoom.us/j/94599036792) (https://datarecognitioncorp.zoom.us/j/94599036792)

  Or Telephone:

  » Dial (for highest quality, dial a number based on your current location):

    1-651-372-8299 or 1-470-381-2552 or 1-929-205-6099 or 1-206-337-9723 or 1-720-928-9299 or (toll-free) 877-853-5257

  Webinar ID: 945 9903 6792

- **MI-Access Administration Training: March 3, 2021 from 10–11 a.m.**

  » [Join MI-Access Webinar](https://datarecognitioncorp.zoom.us/j/96281020555) (https://datarecognitioncorp.zoom.us/j/96281020555)

  Or Telephone:

  » Dial (for highest quality, dial a number based on your current location):

    1-651-372-8299 or 1-470-381-2552 or 1-929-205-6099 or 1-206-337-9723 or 1-720-928-9299 or (toll-free) 877-853-5257

  Webinar ID: 962 8102 0555

- **Early Literacy and Mathematics Administration Training: March 4, 2021 from 10–11 a.m.**

  » [Join Early Literacy Webinar](https://datarecognitioncorp.zoom.us/j/96204131392) (https://datarecognitioncorp.zoom.us/j/96204131392)
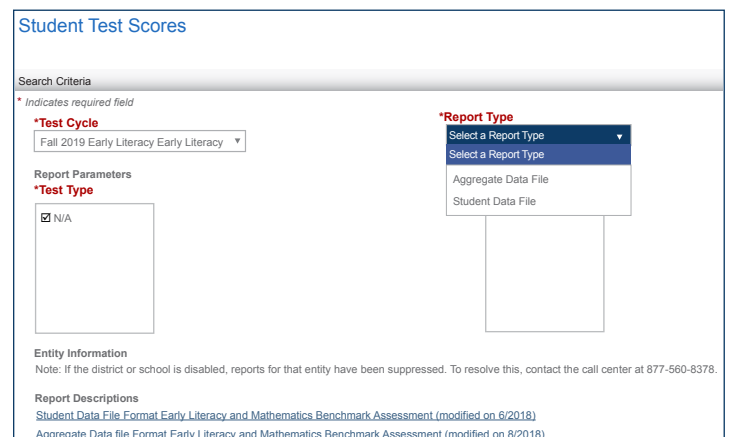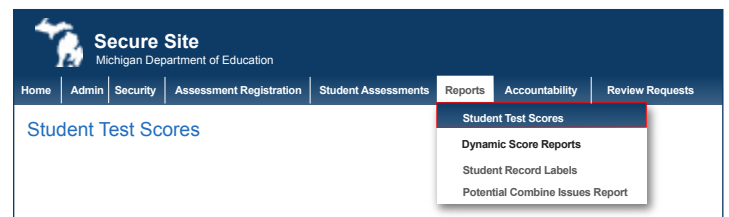
  Or Telephone:

  » Dial (for highest quality, dial a number based on your current location):

    1-651-372-8299 or 1-470-381-2552 or 1-929-205-6099 or 1-206-337-9723 or 1-720-928-9299 or (toll-free) 877-853-5257

  Webinar ID: : 962 0413 1392

Winter 2021 Early Literacy and Mathematics Benchmark Student Data Files and Aggregate Data Files

The downloadable Winter 2021 Student Data Files and Aggregate Data Files for the Early Literacy and Mathematics Benchmark assessments are now available on the [Office of Educational Assessment and Accountability (OEAA) Secure Site](www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

To download your school's data files, go to the **Report** menu and select **Student Test Scores**. Then choose the desired Test Cycle and request the Report Type. You will find the Early Literacy and Mathematics Benchmark Assessment Data File Format under **Report Descriptions** on the Student Test Scores page.

Early Literacy and Mathematics Aggregate Reports

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that the Early Literacy and Mathematics Benchmark Assessment aggregate-level Reports for the Winter 2021 administration are available in the Dynamic Score Reporting System through the OEAA Secure Site (www.michigan.gov/oeaa-secure).

Detailed directions for accessing reports can be found in the Dynamic Score Reporting Site User Guide, which is located on the Early Literacy and Mathematics web page (www. michigan.gov/earlylitandmath) under the Reporting section.

Report	Description	Aggregation
Demographic Report	• provides aggregated raw score data that displays number of students assessed, mean percent of points earned, and the mean points earned for all selected demographic subgroups of students by grade and content	• School • District • State
Change Report	• displays number of students assessed and the Mean Points Earned and Mean Percentage of Points Earned for students who have completed pre-test and a post-test • displays the percentage of students who had a Decrease, No Change, or Increase in points earned on pre-test compared to the post-test	• School • District • State
Student Trend Report	• displays the percentage of points earned by a student for up to three academic years • displays the of average points earned at the school and state levels	• School • District • State

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

CB College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™10 provided by the College Board

Questions about Spring SAT, PSAT 8/9, or PSAT 10?

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email: michiganadministratorsupport@collegeboard.org

WHAT'S NEW

Coordinator Planning Kits

Coordinator planning kits will arrive next week. 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 22, 2021. There is a separate kit for PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, and SAT with Essay. If your school is administering both PSAT 8/9 to Grade 8 and Grade 9, you will receive one kit for each grade.

Training

There is one required Michigan online training. All coordinators are required to complete the training each spring, even if it was completed in the fall of 2020 or in prior years. Test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 will receive an email with a link to access the required training next week. Once the training becomes available beginning **March 2, 2021**, it can be accessed online (www.collegeboard.org/ptat).

The Michigan Coordinator training is divided into three modules: one for coordinators, one for proctors, and one for SSD coordinators. The user must select their appropriate role. While there are separate selections of roles users should note that the SSD coordinator training module is the same as the coordinator training module. If the SSD coordinator is acting as a proctor on test day, it is recommended that the SSD coordinator complete the proctor training rather than the coordinator training. The proctor module is specific to test day activities related to proctor responsibilities.

The coordinator is responsible for training test day staff. The table on the following page describes options to accomplish this. Using the online training requires a College Board Professional Account. If needed, an account can be created on the College Board website (www.collegeboard.org).

Coming Soon

- The Nonstandard Administration Report (NAR) in SSD Online will be available to generate the week of **March 15, 2021**.
- Preadministration and test materials arrive the week of **March 22, 2021**. Schools on spring break during that week will receive their materials the week of **March 29, 2021**.

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

CB

Role	Information about Training	How to Access Online Training
Test Coordinator	Online coordinator training—required every spring	Select link in training email or access online (www.collegeboard.org/ptat).
SSD Coordinator	Online SSD coordinator training—optional but highly recommended, must be trained by the test coordinator in some way	Access the training link, then choose training for SSD coordinator (same training as the test coordinator training) or proctor.
Backup Coordinator	Online coordinator training—optional but highly recommended, must be trained by the test coordinator in some way	Access the training link, then choose training for test coordinator.
Proctor	Online training module for proctors is optional but highly recommended. Must be trained by the test coordinator in some way; can be completed individually or in a group environment	Access the training link, then choose training for proctor.
Hall and Room Monitors	Must be trained by the coordinator in some way; PowerPoint presentation is available for viewing by monitors. (can be viewed individually or in a group environment)	Hall and Room Monitor Training on MME web page (www.michigan.gov/mme) or PSAT web page (www.michigan.gov/psat).

REMINDERS

Missed the Pre-ID Deadline?

Students who were not pre-identified on the Office of Educational Assessment and Accountability (OEAA) Secure Site by 5 p.m., February 17, must still be pre-identified on the OEAA Secure Site. Also, schools will have to print barcode labels for those students from the OEAA Secure Site.

Standard test materials will be shipped based on the number of students pre-identified by the deadline. A 10 percent overage of materials will be automatically sent to schools to meet demands based on changes in enrollment. Accommodated test materials will be shipped automatically to public and nonpublic schools based on student approvals in SSD Online.

For information on how to Pre-ID students and how to print labels, refer to the Secure Site Training web page (www.michigan.gov/securesitetraining).

All paper/pencil answer documents must be returned with a student barcode label that was either provided by College Board or printed from the OEAA Secure Site. If an answer document is returned without a student barcode label, the test may not be scored, or may be attributed to the incorrect student or the incorrect school.

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ACT WorkKeys

What's New

Testing Staff Requirements

The ACT WorkKeys test coordinators are responsible for selecting their test day staff using the guidelines detailed in the ACT Test Coordinator Information Manual posted on the ACT state testing website (www. act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

Test day staff include:

- **ACT WorkKeys Test Coordinator** – has overall responsibility for coordinating test site operations and ensures that all students in their school test under the same conditions as students at every other school

- **Substitute Test Coordinator** – acts as the ACT WorkKeys Test Coordinator if the original coordinator is unable to serve on test day

- **Accommodations Test Coordinator** – assists with the administration of accommodations and English learner supports

- **Room Supervisors** – assists the ACT WorkKeys Test Coordinator in preparing for test day, checking in students, administering the tests, and returning all test materials

- **Proctors** – assists the ACT WorkKeys Test Coordinator and Room Supervisors in preparing for test day, checking in students, administering

the tests, and returning all test materials; also responsible for actively monitoring students during testing and reporting prohibited behavior (the number of proctors required in a testing room is proportional to the number of students testing)

The full list of responsibilities for each role listed begins on page 15 of the ACT Test Coordinator Information Manual.

To protect school staff (including athletic coaches) and relatives or wards of staff members from conflicts of interest or allegations of impropriety, there are strict guidelines on who may and may not serve as ACT WorkKeys testing staff. These guidelines begin on page 13 of the ACT Test Coordinator Information Manual. Student's scores will be canceled if any of these policies are violated.

The Michigan Department of Education (MDE) Assessment Integrity Guide provides additional guidance on the identification of testing personnel. The guide is located on the MME web page (www. Michigan.gov/mme) under the **M-STEP Grade 11 Science and Social Studies** section.

Training Your Testing Staff

The ACT WorkKeys test coordinator is required to hold a training session before test day to ensure testing staff understand their responsibilities and are prepared for test day activities. In addition, on each

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

ACT WorkKeys

test day morning, the ACT WorkKeys test coordinator is required to hold a briefing session to discuss any site-specific information, last minute issues, or concerns staff members may have.

A **Training Session Outline** is available in the test administration manuals posted on the ACT state testing website (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage:

- ACT WorkKeys Administration - Standard Time Paper

- ACT WorkKeys Administration Manual for Accommodations and English Learner Supports

A short training video for Room Supervisors—Test Day Overview for Room Supervisors for WorkKeys—is available on the ACT state testing website on the **WorkKeys on Paper** page in the **Preparation** stage under **Prepare your Facility, Staff, and Test Materials**.

In addition, MDE requires District and Building Coordinators to read the Assessment Integrity Guide **and** to complete the Assessment Security online course (http://bit.ly/MDEAssessmentSecurity) through Michigan Virtual (one-time training with following year refresher update).

Test Administrators, Room Supervisors, and Proctors must read the Assessment Integrity Guide **and/or** complete the Assessment Security online course.

Reminders

ACT WorkKeys Training Webinars

On **March 9, 2021,** ACT will host a training webinar that provides an overview of how to administer the WorkKeys assessments.

Register to attend.

The session will be recorded and posted to the ACT state testing website (act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.

ACT WorkKeys Test Materials Shipments

Secure and non-secure standard time and accommodations materials will be shipped for delivery either the week of **March 22, 2021** or **March 29, 2021**, as selected by the school on the Manage Participation screen in PearsonAccess[next]. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

For additional information, refer to the February 18, 2021 Spotlight on Student Assessment and Accountability Newsletter (www.michigan.gov/mde-spotlight).

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ACT WorkKeys

Ordering Additional ACT WorkKeys Test Materials

As test materials are checked in at the school, if the number of students scheduled to test April 14–27, 2021 exceeds the number of test materials received, order additional ACT WorkKeys materials through the OEAA Secure Site (www. michigan.gov/oeaa-secure), from **March 23** through **April 6, 2021** at **11:59 p.m. ET**.

For additional information, refer to the February 18, 2021 Spotlight on Student Assessment and Accountability Newsletter (www.michigan.gov/mde-spotlight) for additional information.

For all upcoming events and deadlines, be sure to reference the following documents:

- ACT WorkKeys Schedule of Events, posted on the **WorkKeys on Paper** page
- MME and High School PSAT List of Important Dates, found on the MME web page (www.michigan.gov/mme) under **General Information**

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 between 9:30 a.m. – 6:00 p.m. 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!

Friday, March 5, 2021

- Window **CLOSES** for Alternate INSIGHT Availability requests – for schools with regular instructional hours after 4 p.m., who plan to schedule **M-STEP** or **MI-Access FI** test sessions that extend beyond 4 p.m.

Coming Next Week . . .

Friday, March 5, 2021

- The DRC INSIGHT Portal opens for student and test session management for **M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments**

March 2021

WIDA

Now – April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Off-site Test Administration Request window in OEAA Secure Site

Now – April 9, 2021

- **WIDA ACCESS for ELLs** Pre-identification of students in OEAA Secure Site window

Now – April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** testing window (extended for Spring 2021)

Early Literacy and Mathematics

Now – June 29, 2021

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Pre-identification of students in OEAA Secure Site window

M-STEP, MI-ACCESS and Early Literacy and Mathematics

March 2, 2021 from 10–11 a.m.

- **M-STEP Administration Training:** Join M-STEP Webinar (https://datarecognitioncorp.zoom.us/j/94599036792)

  Webinar ID: 945 9903 6792

March 3, 2021 from 10–11 a.m.

- **MI-Access Administration Training:** Join MI-Access Webinar (https://datarecognitioncorp.zoom.us/j/96281020555)

  Webinar ID: 962 8102 0555

March 4, 2021 from 10–11 a.m.

- **Early Literacy and Mathematics Administration Training:** Join Early Literacy Webinar (https://datarecognitioncorp.zoom.us/j/96204131392)

  Webinar ID: : 962 0413 1392

  Telephone options (for all assessments):

  » Dial (for highest quality, dial a number based on your current location):

  1-651-372-8299 or 1-470-381-2552 or 1-929-205-6099 or 1-206-337-9723 or 1-720-928-9299 or (toll-free) 877-853-5257

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ACT WorkKeys

March 9, 2021:

- **ACT WorkKeys** Test Administration Training Webinar
  [Register](#)

Week of March 22, 2021:

- Receive **ACT WorkKeys** test materials this week (if chosen during Manage Participation)

Week of March 29, 2021

- Receive **ACT WorkKeys** test materials this week (if chosen during Manage Participation)

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), DRC INSIGHT Portal, 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 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:
mde-oeaa@michigan.gov

For accountability questions:
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