

# Spotlight



## on Student Assessment and Accountability

February 4, 2016

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

- [WIDA Testing Window for English Learners Opens Monday, February 8, 2016](#)

 [WIDA Known Technological Issues](#)

- [MI-Access Student Level Reports and Aggregate Data File Available](#)
- [Alternate Delivery Date for M-STEP and MI-Access Materials](#)
- [M-STEP Mathematics Information: Keypad Input and Calculators](#)

 [Supports and Accommodations Resources](#)

- [DRC Providing Additional Training for District and Building Coordinators](#)
- [M-STEP Parent Information Now Available in Arabic and Spanish](#)
- [M-STEP Comparability Study](#)

 [Initial Material Orders for Spring 2016](#)

- [Online Test Session Scheduling Clarification](#)

 [SAT Corner](#)

- [Important Dates](#)

### WIDA Testing Window for English Learners Opens Monday, February 8, 2016

This is a reminder that the WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs testing window is open from **February 8 – March 25, 2016**. Please read this article in its entirety for the most current information for Michigan WIDA testing.

### WIDA AMS Account Setup

All WIDA AMS users (test administrators, school test coordinators, etc.) **MUST** have an account in the MDE Secure Site. Users created in the Secure Site will receive an email from DRC in two business days with a login and password for AMS.

For directions on setting up accounts in the Secure Site, including the roles for AMS, please review the Approving, Creating, Modifying Users – Secure Site document or the Assigning Roles in Secure Site for AMS and eDIRECT located on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

If you need additional help or have further questions about setting up your AMS account, please call 1-877-560-8378 and select Option 3 or e-mail [baa@michigan.gov](mailto:baa@michigan.gov).

### WIDA.us Secure Portal Account - Training Materials

If you are a WIDA District Coordinator or will be administering either the online or paper/pencil WIDA assessment you will need access to the [WIDA Secure Portal](http://www.wida.us) (www.wida.us). This account will provide you with access to the training materials

*(Continued on next page)*

Key:  supports and accommodations information

 information Tech Coordinators also need to know

 Reminder

► [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.

that are required of all test coordinators and test administrators.

To create an account, if you have not done so already, please go to the [WIDA Secure Portal](http://www.wida.us) (www.wida.us) and use michigan as your username and mitten as your password. If you do not see your district listed, please e-mail [baa@michigan.gov](mailto:baa@michigan.gov). For additional information about being identified as the English Learner Assessment District Coordinator in EEM please contact your District Authorized EEM User. This is typically the Student Pupil Accounting person. If you need help in identifying who this person is in your district, please call 517-335-0505, ext. 3, so that additional access can be granted in the WIDA Secure Portal.

Please note that this account is not tied to the MDE Secure Site or WIDA AMS. Account information from these sites will not work for the [WIDA Secure Portal](http://www.wida.us) (www.wida.us).

### Accommodations in AMS

Beginning on February 4, 2016, district and school users in AMS will have access to the “student add/edit” permission which will allow users to add accommodations for students. Please note that users will not be able to add/remove students or modify additional student information directly in AMS, students must be added in the Secure Site. Educators should refer to the [Access for ELLs 2.0 Accessibility and Accommodations Guidelines](https://www.wida.us/assessment/WIDA_AccessAccGuidelines.pdf) (https://www.wida.us/assessment/WIDA\_AccessAccGuidelines.pdf) and [Access for ELLs 2.0 Accessibility and Accommodations Descriptions](https://www.wida.us/assessment/WIDA_AccessAccDescriptions.pdf) (https://www.wida.us/assessment/WIDA\_AccessAccDescriptions.pdf) documents in the WIDA Secure Portal for more information about availability of supports.

Directions on how to add accommodations can be found in the WIDA AMS User Guide, Part 2 (page 25).

### WIDA Additional Material Orders

The additional materials ordering window for WIDA ACCESS for ELLs 2.0 is available now through Friday, March 18, 2016, in the WIDA Assessment Management System (AMS). Please use the overage materials provided in your initial material shipment before ordering additional materials. The Additional Materials Ordering functionality in AMS is only available to **district level** users in AMS.

For in-depth instructions on ordering additional materials, please refer to the WIDA Assessment Management System (WIDA AMS) User Guide Part 2 (page 8) on the ACCESS for ELLs 2.0 Training Course. Do not hesitate to contact DRC Customer Service with any questions at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or 1-855-787-9615 pertaining to WIDA AMS.

### Barcode Labels

Every district received a quantity of yellow (District/School) barcode labels without student names in your shipment of WIDA materials. These labels are to be used for students who you did not receive a white Pre-ID student barcode label for. This also applies to online testers who will be submitting their writing response via the WIDA paper/pencil Writing Booklet. For more information about the barcode labels in your shipment of WIDA materials, please reference pages 28-32 in your ACCESS for ELLs 2.0 Paper Test Administration Manual.

### WIDA Writing Booklets for Online Testers in Grades 4-12

Some students in grades 4–12 who will be taking the online form of the WIDA ACCESS for ELLs 2.0 (summative assessment for English Learners) may have the option to handwrite their responses to the computer-based Writing section questions in a separate paper/pencil booklet. Only the following students may be eligible for this option:

*(Continued on next page)*

- A student with disabilities (IEP or 504 plan) whose disability necessitates a handwritten response.
- A recently arrived student (12 months or less in the U.S.) whose limited familiarity with keyboarding may create significant interference for them during their testing experience. This policy does not require that these students handwrite their response. These students' IEP Teams, English as a Second Language (ESL) teachers, or primary educators should still determine the most appropriate response mode based on the needs and skills of the individual student.

## Migrant Students

All students who are identified as ELs, including ELs who are migrant students and are enrolled in a district during the WIDA ACCESS for ELLs 2.0 testing window, are expected to be tested. For migrant students who are no longer enrolled or who will not return until after the close of the WIDA ACCESS for ELLs 2.0 window you must do the two steps below:

1. Exit the student in MSDS using the Student Record Maintenance (SRM). This will ensure that districts' AMAOs are not negatively impacted by these students not testing.
2. Unassign the student from the Spring 2016 WIDA test cycle in the Secure Site.

If you need assistance or have additional question related to **Migrant programming**, please email Michelle Williams at [williamsm48@michigan.gov](mailto:williamsm48@michigan.gov) or call 517-373-6066.

If you need assistance or have additional questions related to the **MDE Secure Site functionality**, please email [baa@michigan.gov](mailto:baa@michigan.gov), or call 877-560-8378 and select option 3.

## Screening Newly Enrolling Students

Students who are enrolling **for the first time in a Michigan school district** during the WIDA ACCESS for ELLs 2.0 testing window are still required to follow the [Entrance & Exit Protocol](https://www.michigan.gov/mde/0,4615,7-140-81376_51051-252886--,00.html) ([https://www.michigan.gov/mde/0,4615,7-140-81376\\_51051-252886--,00.html](https://www.michigan.gov/mde/0,4615,7-140-81376_51051-252886--,00.html)) to determine if a student should be identified as an English Learner (EL). The student must be administered the W-APT screener to determine eligibility as an EL. If the student is identified as an EL, they must also be administered the summative WIDA ACCESS for ELL 2.0 Assessment. It is recommended that the time between administering the W-APT screener and the ACCESS for ELLs summative assessment be as great as possible to alleviate testing fatigue for students, while still administering the ACCESS for ELLs within the summative testing window **February 8 – March 25, 2016**.



## WIDA Known Technological Issues

The testing window for WIDA ACCESS for ELLs 2.0 starts Monday, February 8, 2016. Over one million test sessions have been completed in other states so far this year, and the following issues have been identified.

- Bandwidth is the primary concern, particularly within your network. Downloading audio files through the TSM reduces traffic on the network, but audio files must still be transferred within your network. DRC recommends a **100 Mbps or faster LAN connection** between testing devices and the TSM.
- For the Speaking domain, DRC has **reduced** the recommended number of concurrent testers to 25 and is recommending 5 or fewer concurrent testers if the TSM is being run on a low-end computer (less than 4 GB of RAM and 4 x 2.4

*(Continued on next page)*

GHz processors). The TSM compresses audio to save bandwidth, but that takes some processing power. The reduced number of concurrent testers applies to the **Speaking domain only**.

- There are three known bugs that may or may not appear during your test administration. DRC is working on a workaround and a long-term fix to prevent the problem from happening, but at present if one of the issues below occur, please contact DRC customer support:
  - ◆ If you receive a “Content Error” on the testing device, particularly if multiple students are stuck on the same test item, you may have a corrupt content file on the TSM.
  - ◆ Students who start the test instructions, quit without starting the test, then re-start may not be allowed to re-start.
  - ◆ Specific to the Speaking domain, if the speaking response is not properly encrypted on the TSM, the response cannot be transmitted and students cannot progress in Speaking.

These bugs are occurring inconsistently and may not appear during your testing. The MDE will provide notification when workarounds and permanent fixes are available.

DRC Customer Support can be contacted at 1-855-787-9615 or email [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com).

## MI-Access Student Level Reports and Aggregate Data File Available

The MI-Access reporting vendor, Measurement Incorporated (MI), has shipped Parent Reports and Student Record Labels to schools where students tested last spring. It is MDE’s expectation that all reports should have arrived in schools during the week of January 25, 2016.

Please disseminate the reports to parents and guardians. The Parent Reports are also located on the Michigan Interactive Assessment Reporting website and available to download and print as needed. In addition to this report, we have other student level reports available including:

- Individual Student Report
- Student Overview
- Student Roster

The reporting website may be accessed by authorized users through the Secure Site (<https://baa.state.mi.us/BAASecure>). Information on accessing the Interactive Assessment Reporting Website can be found in the **How to Access and Navigate Michigan’s Interactive Assessment Reporting Site** guide, which is located under the “What’s New” section on the [MI-Access web page](http://www.michigan.gov/mi-access) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)).

The next phase of reports will include the Demographic, Comprehensive, and Analysis reports. We are currently validating these reports and hope to release them soon for both MI-Access and M-STEP.

The MI-Access Aggregate Data File is also available on the Secure Site. Since there is no embargo on the results, districts and schools may share with appropriate staff.

## Alternate Delivery Date for M-STEP and MI-Access Materials

Initial material orders for M-STEP (grades 5, 8, 11) and MI-Access (all grades) are scheduled to arrive in schools **March 24–29, 2016**. School staff must be on site to accept delivery of the testing material (there will be no weekend deliveries). If your school is not in session during this time frame, please complete the **Alternate Initial Material Order Delivery Request** survey to request **delivery April 4–6, 2016**.

*(Continued on next page)*

The survey may be accessed at the following link: <https://baameap.wufoo.com/forms/alternate-initial-material-order-delivery-request/>. **Please note: alternate delivery date requests MUST be submitted by Friday, February 19, 2016.**

## M-STEP Mathematics Information: Keypad Input and Calculators

Please share with your classroom teachers!

The Equation Builder used last year in the Spring 2015 online administration of the M-STEP mathematics test has been replaced with a new and improved Keypad Input. The

Keypad Input allows for the entry of numbers, expressions, equations, etc., but does not perform any actual computations. Students can also enter numbers using their keyboard, but alpha characters cannot be entered.

- The Keypad Input buttons will vary according to required components of an item. Any necessary variable will be included on the Keypad.
- Computations are to be performed using the online calculator associated with items that are calculator-permitted.
- Some items will have both the Keypad Input and a calculator. Other items will have either the Keypad Input or the calculator. Some items will have neither.

Grades 6–8 have both non-calculator and calculator-permitted items. The mathematics Sample Items Sets are partitioned into sections to reflect this. The calculator used by students in grade 6 is a basic calculator, while students in grades 7 and 8 use a scientific calculator.

Students in grades 3–5 are not permitted to use a calculator on any portion of the mathematics test.

## Supports and Accommodations Resources

The [Supports and Accommodations Table](#) and accompanying [Manual](#) have been posted to the **Student Supports and Accommodations** section of [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)). You can find it under the same heading on each of the assessment web pages. Information pertaining to allowable and standard universal tools, designated supports, and accommodations for the M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA can be found in these documents.

Because not all tools, supports, and accommodations are available across all assessments, modes of testing (online or paper/pencil), or content areas, educators must pay close attention to these details.

An [M-STEP Companion Document](#) ([http://www.michigan.gov/documents/mde/Supports\\_and\\_Accommodations\\_Companion\\_485850\\_7.pdf](http://www.michigan.gov/documents/mde/Supports_and_Accommodations_Companion_485850_7.pdf)) has also been posted. This document may be used to match up supports and accommodations listed in eDIRECT for M-STEP and MI-Access and on answer documents with those listed in the Supports and Accommodations Table.

Educators planning to coordinate or administer any of the spring assessments may download the optional **Supports and Accommodations Tracking Sheet** which is located under the "Student Supports and Accommodations" section of each of the assessment's web pages. The Tracking Sheet is intended only for organizational purposes and is not intended to replace or usurp team level decisions or documentation of student needs on an IEP or section 504 plan. Please note that this document is also not intended to be used

*(Continued on next page)*

as part of an upload process for this information into eDIRECT or the Secure Site.

This document coupled with the Supports and Accommodations Table will help you know which supports to turn **ON** for students in eDIRECT for M-STEP and MI-Access. You could also use this document to mark supports and accommodations used on the paper-pencil assessment which only require bubbling-in on the answer document what was used by the student. You will notice that supports and accommodations that must be turned **ON** in eDIRECT are gray. Please refer to the Test Administrator Manual when available for more information on these steps.

If educators have questions about information within the Supports and Accommodations resource documents please send them to [baa@michigan.gov](mailto:baa@michigan.gov) or call 1-877-560-8378.

## DRC Providing Additional Training for District and Building Coordinators

DRC will provide District and Building Coordinator training for the Spring 2016 M-STEP, MI-Access, and K-2 Early Literacy and Mathematics online assessments. This training is beneficial for schools that have any students testing online and will provide the following information:

- An overview of what's new for 2016
- Opportunities for student practice
- Helpful online testing tips
- Finding resources
- Q&A

The dates and time for each presentation are listed below:

- **March 1, 2016, 3:00–4:00 EST** – K-2 Literacy and Mathematics Administration Training
- **March 2, 2016, 3:00–4:00 EST** – M-STEP Administration Training
- **March 3, 2016, 3:00–4:00 EST** – MI-Access Administration Training

If you are unable to attend the training, a recording of each Administration training will be posted to eDIRECT by the end of the day on March 4, 2016. Look for registration links to each training in upcoming Spotlight editions.

## M-STEP Parent Information Now Available in Arabic and Spanish

The Guide to M-STEP: What it is, What it means - And What it Offers is now available in both Arabic and Spanish on [M-STEP Web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under **Parent/Student Information**. If you have Arabic or Spanish populations in your districts, please feel free to broadly disseminate these documents.

## M-STEP Comparability Study

We have received many questions about perceived differences in scores between paper/pencil and online administrations. MDE is currently studying the results from both the online and paper/pencil delivery modes, but the statewide comparability study has not yet been completed. We will present our findings in the Spotlight when the comparability study is completed.



## Reminders

### Initial Material Orders for Spring 2016

There are two important steps to initial material orders: 1) verify on the Initial Material Order screen that both the shipping address and the coordinator's name are correct, and 2) verify or enter the number of materials needed for administering the assessment. When verifying the address and coordinator name on the Initial Material Order page, if it is incorrect, it must be corrected in the Educational Entity Master (EEM) by the authorized district EEM user (usually the Student Pupil Accounting person) by the deadlines that follow.

Instructions for Initial Material Orders can be found on the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining) by clicking on **Initial Material Order** under the Quick References section.

There will be another opportunity once the initial material orders have been received to order additional materials if needed.

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

Initial material orders for SAT and PSAT 8/9 and PSAT 10 Standard Test Booklets will be based on the number of students pre-identified on the Secure Site by **5:00 PM on February 16, 2016**. Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the Secure Site. The SAT Standard Test Booklets can only be adjusted by pre-identifying additional students and unassigning students from the testing.

### WorkKeys

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the Secure Site by **5:00 PM**

**on February 16, 2016**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM, February 16, 2016**. The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing.

### M-STEP

Initial material orders for Standard Test Booklets for M-STEP materials will be based on the number of students pre-identified on the Secure Site by **5:00 PM, February 26, 2016**. Accommodated materials, if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM on February 26, 2016**.

**IMPORTANT NOTE:** If you enter an order for accommodated materials for M-STEP and save it, the number of Standard Test Booklets will also be saved and will NOT continue to update based on the Pre-ID. Once an order is "Saved", you can adjust the number of Standard Test Booklets for M-STEP directly on the initial material order page if needed through **5:00 PM on February 26, 2016**. If you do not enter accommodated materials on your order and "save" it, then the Standard Test Booklets will continue to update based on the students pre-identified to test.

### MI-Access Functional Independence (FI)

Initial material orders for Standard Test Booklets for MI-Access FI materials will be based on the number of students pre-identified on the Secure Site by **5:00 PM, February 26, 2016**. Accommodated materials,

*(Continued on next page)*

if needed, must be ordered through the Secure Site on the Initial Material Orders page by **5:00 PM on February 26, 2016**.

**IMPORTANT NOTE:** If you enter an order for accommodated materials for MI-ACCESS FI and save it, the number of Standard Test Booklets will also be saved and will NOT continue to update based on the Pre-ID. You can adjust the number of Standard Test Booklets for MI-Access directly on the initial material order page if needed through **5:00 PM on February 26, 2016**. If you do not enter accommodated materials on your order and “save” it, then the Standard Test Booklets will continue to update based on the students pre-identified to test.

### **MI-Access Supported Independence (SI) and Participation (P)**

Since the MI-Access SI and P will be administered one-on-one to students and their responses entered into the INSIGHT by the Primary Assessment Administrator, separate materials are not needed for each student. On the Initial Material Order page, schools will need to enter the number of administrators who will be administering the assessment by **5:00 PM on February 26, 2016**.

### **Online Test Session Scheduling Clarification**

New this year, **online tests** will remain open and available for testing until the student ends or submits his or her test. This means that students will have the capability to exit their test at the end of the scheduled test session and resume testing in another scheduled session during the 3-week grade-level online testing window. A school can determine the appropriate amount of time for students to spend in a single test session. For example, if the estimated time for a test session is 90 minutes, you may decide to schedule

- one 2-hour session with a break;
- two 60-minute sessions;
- three forty-minute sessions; or
- one 60- and two 30-minute sessions.

**These sessions may be scheduled on a single day or on multiple days during the 3-week grade-level online testing window.** The net result for schools is that you schedule what you think is an appropriate amount of time for students to be in test sessions. Students will follow the directions to exit the test without submitting, allowing them to finish the test in another scheduled session.

## SAT Corner

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

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

All schools should have begun the process of requesting accommodations for these tests. 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.

**Requests should be submitted for all students requiring accommodations for PSAT 8/9 (9th grade), PSAT 10 (10th grade), and SAT**

*(Continued on next page)*

**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>); this may be different than what you did in Fall 2015.

In addition, there has been an update to the SSD Online system for PSAT 8/9. When entering PSAT 8/9 accommodations requests for 9th grade, select “PSAT 8/9” in the Next Intended College Board Test dropdown. Previously, this option was not available. If you submitted before the option was available, no action is required.

Next Intended College Board Test

Test:

Date:  /

The request process for 9th graders is unique to the Michigan sponsored PSAT 8/9 contract. If you are participating in PSAT 8/9 with 8th graders, accommodations requests are not required to be submitted.

## SAT Supervisor Test Day Online Training – Opens February 18, 2016

Test Center Supervisors and SSD Coordinators should look for an email from College Board around February 18, 2016 with information on how to access the online training. In addition, you will receive a Testing Manual and samples of all test day forms for reference during your training.

## 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 18 – March 30, 2016:** SAT Supervisor Test Day Online Training

**Late March:** PSAT 8/9 and PSAT 10 Test Day Training Webinar

**March 23, 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

### February

#### WIDA

- **February 4, 2016:** Availability to set WIDA accommodations for online testers in AMS.
- **February 8 – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

#### 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](#).

#### 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.

#### M-STEP/MI-Access

- **February 19, 2016:** Deadline 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.

## 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

- **Late March:** PSAT 8/9 and PSAT 10 Test Day Training Webinar
- **March 23, 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).

- ▶ Access previous [Spotlight editions](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html) ([http://www.michigan.gov/mde/0,4615,7-140-22709\\_70117-280911--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html))

### 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.