Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

What's New

Week of February 4, 2021

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- **WIDA Additional School/District Labels**

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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 and Accountability (OEAA) as soon as possible. A WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Incident Reporting (IR) Guide is available to help coordinators in this process. The guide identifies the incident categories and sub-categories 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 in a school during the WIDA ACCESS for ELLs test window must be screened first in order to identify them as English learners. Educators may continue to use the Temporary Guidance for Identifying Potential English Learners During Remote Learning or administer the in-person Kindergarten W-APT or WIDA Screener. The OEAA strongly recommends allowing students as much time as possible between the Kindergarten W-APT or WIDA Screener and the summative test, to ensure students do not experience testing fatigue.

WIDA Additional School/District Labels

By now, most schools and districts should have received an adequate supply of School/District Labels. However, if any schools/districts need to order additional labels, the district MUST send an email to mde-oeaa@michigan.gov with the following information, so the OEAA can request a shipment of those materials from DRC:

- District Name
- School Name
- Quantity of School/District Label Sheets (1 Sheet = 10 Labels)

▶ 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**

Spring 2021 Michigan Merit Exam/ PSAT in High School and Grade 8 Test Administration Trainings Part II

The *Spring 2021 Michigan Merit Exam (MME) and PSAT in High School Test Administration Trainings – Part II* and the *Grade 8 Test Administration Trainings – Part II* are now available on the Michigan Department of Education (MDE) MME web page (www.michigan.gov/mme) and PSAT web page (www.michigan.gov/psat). Select the **Training Videos/PPTs** tile near the top of the web page for a listing of all available trainings.

Training Videos/PPTs

MME, PSAT, Grade 8 Test Administration Training, 2021

These narrated PowerPoint presentations and video recordings provide test coordinators with information on what needs to be done now for a successful administration of the Spring 2021 assessments. Michigan's request for a waiver of federally required statewide assessments was delivered to the U.S. Education Department (USED) on January 25, 2021. While USED is reviewing the request, MDE and schools in the state must continue to prepare for spring summative assessments in the event the waiver is not approved.

New test coordinators are strongly urged to view the entire series of MME and PSAT in High School or Grade 8 presentations. Returning coordinators need view only segments of the training that are directly related to their assigned responsibilities.

Michigan Merit Exam and PSAT in High School Test Administration Trainings:
- Michigan Merit Exam and PSAT in High School Test Administration Training Part II
- College Board SAT with Essay, PSAT 10, PSAT 8/9 for Grade 8 and 9 Training Part II
- M-STEP Test Administration Training
- Test Security and Integrity
- Supports and Accommodations
- ACT WorkKeys Part II

- MME, PSAT, and Grade 8 Overview of Pre-Identification
- M-STEP and ACT WorkKeys Off-Site Testing
- Material Orders

Grade 8 Test Administration Trainings:
- Grade 8 Test Administration Training Part II
- College Board PSAT 8/9 for Grade 8 Training Part II
- M-STEP Test Administration Training
- Test Security and Integrity
- Supports and Accommodations
- MME, PSAT, and Grade 8 Overview of Pre-Identification
- M-STEP and ACT WorkKeys Off-Site Testing
- Material Orders

Part I Trainings remain available on the MME and PSAT web pages under the **Training Videos/PPTs** tile.

Assessment questions can be emailed to the Office of Assessment and Accountability at oeaa@michigan.gov.

Reminders

New MI- Access Science Alternate Content Expectations

Reminder: The new science alternate content expectations for MI-Access (Michigan's alternate assessment) were posted to the Michigan Department of Education (MDE) website in 2020. The alternate content expectations can be found on the MI-Access web page (www.michigan.gov/mi-access). Select the Michigan's alternate content expectations link at the top of the page.

Immediate Need: MI-Access Item Writers

New writers are needed to develop items for the new alternate science content expectations. Specifically, educators who work with students who typically take the Functional Independence level of the MI-Access assessment for science are needed. There is also an ongoing need for item writers at all levels of MI-Access in the content areas of English language arts, mathematics, and social studies.

If you are interested in writing items for the MI-Access assessments, fill out the Assessment Committee Participation Application. Be sure to indicate your interest in being an **Item Writer**. Item writers are supported throughout the item writing process and are also paid for items developed for MDE.

2021 Michigan School Testing Conference

The 2021 Michigan School Testing Conference (MSTC) will be held in mid-February, but this year in a very different manner—virtually. The uncertainties caused by the COVID-19 pandemic have affected all of us deeply and in very different ways. In planning the 2021 conference, the feasibility of an in-person conference became very challenging, given restrictions (or even bans) on large-group gatherings and the limited space for "social distancing" at the Sheraton Ann Arbor Hotel, where the conference was held during the past two years.

The MSTC Planning Committee is shifting the 2021 MSTC Conference to an all-virtual event to be held **February 16-18, 2021**. This year's conference will be the 61st annual event. 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 annual Michigan School Testing Conference consists of a day for workshops and two days of plenary and clinic sessions.

On **Tuesday, February 16, 2021, from 8:30 to 11:45 a.m. and 12:45 to 3:45 p.m.**, six half-day and two full-day workshops will be offered. Login will start at 8 a.m.

The conference itself takes place on **Wednesday, February 17, 2021** and continues through **Thursday, February 18, 2021**. Keynote presenters on Wednesday, February 17 include Jay McTighe (Educational Author/Consultant) and Andy Middlestead (Michigan Department of Education), while Mike Nettles (Educational Testing Service) will be the keynote speaker on Thursday, February 18.

For conference program information and registration, go to the MSTC online registration site.

Bright Ideas

Tips and strategies for putting assessment literate practice to work in the context of remote, online, or hybrid learning models.

Using online formative assessment strategies that keep students engaged

Keeping students engaged in online or hybrid teaching environments is a challenge frequently reported by teachers and parents alike. Distractions abound when students are physically distant from the classroom and teacher. Students can feel unseen and unheard, making it hard for them to stay motivated to learn and connected to their own learning goals.

One engagement tool that experienced online teachers use is the effective use of the formative assessment process. In a recent webinar titled Creating and Implementing Online Learning Lessons with Student Engagement in Mind, online instructors in the Formative Assessment for Michigan Educators (FAME) program offer the following strategies they use to boost student engagement.

Get organized

Successful online teachers develop robust organization systems to keep them and their students on task. Staying organized ensures that important learning goals are met and prevents teachers and learners from being pulled down rabbit-holes of distraction. Staying organized can also help prevent teacher and student burnout. Organization helps with time management, lesson planning (which often takes more time when teaching online), contacting families (especially important at the elementary level where you need home-based partners), professional learning, and more. Find or develop a system of checklists and time management tools (both paper-based and digital) that work for you.

Plan lessons ahead

Lesson planning is always important, but even more so when teaching and assessing in online and hybrid environments. Adapting lessons typically used during face-to-face learning can take thoughtful planning in advance. Before starting a lesson, successful online teachers identify:

- learning targets to be met
- strategies for gathering evidence of student learning
- which tech tools to use and when to use them (practice, practice, practice in advance!)
- varied opportunities to keep lessons interactive

Keep learning targets front and center

Students stay more focused when they understand up front **what** they will be learning, **why** they need to learn this concept, and **how** they will know when they are successful. Teachers can display visual tools to help students self-assess their own learning and use creative ways to gather evidence that students have met success criteria (see illustrations on the following page for examples). Referencing the learning target throughout the lesson helps keep students attentive and involved.

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

Spotlight

on Student Assessment and Accountability

Novice Apprentice Expert

I can . . .

1. SOMETHING I LEARNED...
2. SOMETHING I DIDN'T KNOW...
3. A QUESTION I STILL HAVE...

Hashtags About Today's Lesson

twitter
#

Set high expectations

Students engage more fully when they know what is expected from them during each session. Set clear classroom norms and take time up front to help them feel comfortable using the technology tools you deploy (raising their hands, using their microphones, posting comments). Help students and their families create distraction-free learning settings at home wherever and whenever possible. Finally, be consistent from session to session, re-teaching and reinforcing expected behaviors as needed. Bonus tip: encourage your district to identify schoolwide norms and one set of easy-to-use tech tools to help families with more than one student in school.

Incorporate Depth of Knowledge

Presenting questions at different levels of depth of knowledge keeps students challenged and creates visual reminders of the learning target they are trying to reach. Keeping the emphasis on critical thinking, rather than task completion, can be a more powerful tool for engagement. Experienced teachers suggest posing challenging questions, then building in wait time before students are asked to post their answers.

Collect quality evidence of learning

It's important to plan in advance the tools and activities that will provide evidence of student learning. Both high- and low-tech tools abound (see Teacher Tech Tools in resource list); investigate which tools will best engage your students **and** provide rich evidence of

learning. Then be sure to **use** the evidence you gather to inform instruction in this and future instruction.

Create online discussions

Once again, no matter what platform(s) you use, clear expectations around norms are critical! Students must feel safe and comfortable when expressing their ideas and have a solid understanding of the procedures and expectations for online discussions.

Provide lots of feedback

Explore a variety of tools for providing feedback to students, both in real-time sessions and after live class has finished. Immediate, specific feedback—focused on the learning target—is most engaging for students. Push students in their thinking by asking probing questions. Bonus tip: choose feedback tools that are easy to incorporate into your regular practice.

Stay available to students and families

Be sure everyone understands the **best** ways to communicate with you, and offer more than one method (such as email and Google Voice) to ensure no one lacks connection.

Explore More On This Topic

MDE's Assessment Literacy Series
- Bright Ideas Column #2: Using the Formative Assessment Process in a Virtual World

Other Resources
- Teacher Tech Tools and Formative Assessment
- Learning Map: It's Possible! Transferring the Formative Assessment Process to Virtual Environments

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 Fall or Spring PSAT 8/9, PSAT 10, or SAT?

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

WHAT'S NEW

Upcoming Deadlines

February 17, 2021

- Deadline to Pre-ID students for the SAT with Essay, PSAT 10, and PSAT 8/9 for standard material orders and pre-printed Pre-ID labels

February 22, 2021

- Deadline to request state-allowed accommodations and English learner extended time support in SSD Online for SAT with Essay, PSAT 10, and PSAT 8/9
- Deadline for requests to enter or change College Board approved accommodations for SAT with Essay, PSAT 10, and PSAT 8/9

REMINDERS

Any testing materials and manuals that you might have in your building from Fall 2020 administrations of the PSAT 8/9, PSAT/NMSQT, or SAT must not be used for Spring 2021 testing.

This includes answer sheets, manuals, and especially test books. Materials including answer sheets, extra forms, and manuals can be securely destroyed. We recommend doing this before your shipment of Spring 2021 materials arrive in March, to eliminate the possibility of the materials being mixed up.

Test books for the October 2020 PSAT/NMSQT and the PSAT 8/9 did not need to be returned to College Board. These can be distributed to students. If the books have not been returned to students, keep them separate from the Spring 2021 materials that will arrive the week of March 22, 2021. Use of any Fall 2020 test books in April 2021 will result in student scores being invalidated.

Coming Soon

- Coordinator planning kits will arrive in schools the week of **March 1, 2021**. The kits include a sample set of manuals coordinators can use to begin preparing for the administration.
- Coordinators will receive an email the week of March 1, 2021, with a link to access the required online training from College Board. Completion of this training is required each spring. More information about training will be available in February.

ACT WorkKeys

What's New

Multiple Standard Time Test Sessions

For Spring 2021 only, ACT has authorized the use of multiple standard time test sessions on April 14 (Test Window 1, initial test day), April 28 (Test Window 2, makeup test day), and May 5 (Test Window 3, contingency makeup test day). If you conduct multiple test sessions on the same date, use the following guidelines:

- Overlap test sessions when possible:
  - » use additional rooms and staff to provide multiple testing sessions
  - » keep students arriving for the second session separate from those who are on break or completed testing during the first session
- Non-overlapping sessions:
  - » morning and afternoon sessions are allowed
  - » mobile phones of students from the first session must be held securely until the start of the second test session
  - » the time between sessions must be kept as short as reasonably possible
  - » all standard time testing must be completed on the same day

Note: This policy does not apply to students testing with accommodations and/or EL supports since there are multi-day windows available in which to test them.

Reminders

ACT WorkKeys Training Webinars

ACT hosted a training webinar on February 3, 2021 that provided an overview of how to administer the WorkKeys assessments. You may view it on-demand.

The same webinar will be repeated on **March 9, 2021**. Register to attend.

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

Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for Pre-ID barcode labels and order ACT WorkKeys standard-time, accommodations, and EL support materials is open until **February 17, 2021, 5 p.m.** using the OEAA Secure Site (www.michigan.gov/oeaa-secure).

Refer to the **Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access** and the **Spring 2021 Initial Material Orders** articles in the December 17, 2020 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for complete information.

Refer to the January 14, 2021 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about the WorkKeys test materials that are available for ordering.

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

ACT WorkKeys

Off-site Testing

Approval of off-site testing is required by the Office of Educational Assessment and Accountability (OEAA). Submit your requests using the OEAA Secure Site (www.michigan.gov/oeaa-secure) through **May 11, 2021**. Refer to the December 3, 2020 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information.

ACT additionally requires that the location name and address is documented in the Test Room Report portion of the Test Administration Form folder.

Upcoming Events and Deadlines

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!

February 5, 2021

- **Winter 2021 Early Literacy and Mathematics Benchmark Assessments** online test administration window **CLOSES**

- **M-STEP Passage-based Writing Field Test** online test administration window (refer to the November 12 Spotlight for information) **CLOSES**

February 2021

M-STEP and MI-Access

Now – March 5, 2021

- Window 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.

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)

SAT and PSAT

Now – February 22, 2021

- Window to submit state-allowed accommodations and English learner extended time requests for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**

M-STEP, MI-Access, SAT, PSAT, and ACT WorkKeys

Now – February 17, 2021

- **M-STEP, MI-Access, SAT, PSAT, and ACT WorkKeys** Pre-ID for barcode labels and Materials Order window

March 2021

ACT WorkKeys

March 9, 2021:

- Test Administration Training Webinar Register here

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), 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