




# Spotlight



## on Student Assessment and Accountability

February 8, 2018

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### Pre-Identification and Initial Material Order Deadline Approaching


Just a reminder that the pre-identification deadline for printed barcode labels on the OEAA Secure Site for SAT, WorkKeys, PSAT 8/9, PSAT 10, M-STEP, and MI-ACCESS is **5:00 p.m. on February 13, 2018**. Schools are required to continue to pre-identify students for both online and paper/pencil testing directly on the Secure Site through the end of testing. For the paper/pencil test, schools are required to print barcode labels from the Barcode Label page of the Secure Site for students pre-identified after February 13.

Initial Material Orders for paper/pencil assessments will close at **5:00 p.m. on February 13, 2018**. Even though some standard test materials will be populated based on the pre-identification of students, it is important that the schools view each initial material order and do the following:

- verify that the amount of materials being ordered is accurate
- order accommodated materials as needed for WorkKeys, M-STEP, and MI-ACCESS
- enter the number of test administrators that will be administering MI-ACCESS Participation and MI-ACCESS Supported Independence
- select an alternate delivery date for M-STEP and MI-ACCESS if needed
- verify the shipping address for materials. If the shipping address is incorrect, the address for the test

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**Key:**  Reminder (previously run article)

 includes supports and accommodations information

coordinator for that assessment must be updated in the Educational Entity Master (EEM) by 5:00 PM on February 13, 2018. It is important to note that we use the address of the assessment coordinator at the district or school level (depending on the shipping destination selected) identified in the EEM (i.e., M-STEP Coordinator, MI-ACCESS Coordinator, etc.).

Online Test Sessions for M-STEP and MI-ACCESS FI testing can continue to be created or modified through **5:00 p.m. on February 26, 2018**. Students who are pre-identified and/or need to be added to an online test session after February 26 will need to be added to an online test session in eDIRECT starting on **March 9, 2018**. The Secure Site Online Test Session page can still be viewed after February 26, but all online test sessions will be managed through eDIRECT only.

Please see the [December 14, 2017 Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for full details about the pre-identification and initial material orders for Spring 2018. Instructions for pre-identification of students, online test sessions, barcode label printing and initial material orders can all be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)).

## Spring 2018 WIDA Testing Notes

### 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 & Accountability (OEAA) as soon as possible. A [WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Incident Reporting \(IR\) Guide](#) is available on the [WIDA web page](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)). This guide identifies the incident categories and sub-categories

that are used in the Secure Site Incident Reporting tool and includes sample scenarios for each category or sub-category.

### WIDA Test Booklet Bubbling

Educators should review the [State Specific Directions sheet](#) included with their WIDA materials shipment. This document, also located on the [WIDA web page](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)), provides information on what should be bubbled on test booklets for students who do and do not have labels.

### WIDA Testing Student Progress Check

Educators can monitor the status of students' WIDA ACCESS for ELLs 2.0 online testing in WIDA AMS. The Student Test Progress page will display a list of students by school and indicate test status: Not Started, In Progress, or Completed. Directions are on page 124 in the [WIDA AMS User Guide](#) located on [WIDA's website](http://www.wida.us) ([www.wida.us](http://www.wida.us)).

### WIDA Scratch Paper Policy Clarification

The [Michigan-Specific Test Administration Manual for WIDA](#) located on the [WIDA web page](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)) has been updated to indicate that scratch paper is allowable for students who may **need** it for all domains (Listening, Reading, Writing, and Speaking).

Although scratch paper can be used for the Speaking assessment, students should not be writing out lengthy responses to dictate them into the computer. The Speaking domain is intended to measure oral fluency as described within the English language development standards. A copy of the Speaking rubrics used for scoring can be found in the [WIDA Speaking and Writing Interpretive Rubrics](#).

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Educators are reminded that if scratch paper is used for students it must be treated as secure material and be securely destroyed.

## M-STEP Designated Supports & Accommodations Clarification

Understanding the difference between Designated Supports and Accommodations as they are listed in the Supports and Accommodations Table can be challenging. Many tools and supports can be used by students without the necessity of formal documentation.

Designated Supports can be used by students without an Individualized Education Program (IEP) or section 504 plan. Although this type of documentation does not need to exist for students using these supports, students must have them identified as instructional needs by teachers or interventions teams. For example, a student who may be a struggling reader but does not have an IEP or section 504 plan may read aloud to themselves frequently in class and also receive interventions to help improve their decoding and comprehension skills. This student may benefit from using the text-to-speech designated support option for the M-STEP assessments.

Designated Supports are different from Accommodations. Accommodations are only for students who have those needs identified in an IEP or 504 plan. For example, a student with a hearing impairment may need to use the closed-captioning option for the Listening passages in the M-STEP English language arts (ELA) test.

## M-STEP Text-to-Speech Read-Aloud Decision Guidelines

The Office of Educational Assessment and Accountability (OEAA) has created a checklist to help determine which students (both students with and without disabilities) may need text-to-speech (TTS) or the read-aloud Designated Support or Accommodation for the M-STEP assessments. Educators can keep this checklist up to date in a student's permanent record file so it can be used to assist in making the best possible assessment decisions from year to year.

The intent of the checklist is not that all boxes must be checked to utilize the support; however, a preponderance of evidence should exist rather than a few marks in boxes for the student to be provided this level of support. The [checklist](#) and more information on TTS and read-aloud can be found on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) and in the [Supports and Accommodations Table](#).

## New School Accountability Index System Reports and Accountability Student Datafiles

It is anticipated that in the coming weeks, the Michigan Department of Education (MDE) will give authorized users of the Secure Site access to the new Michigan School Index System reports and accountability student datafiles for the 2016-17 school year.

The Michigan School Index System was developed to comply with the accountability requirements set forth in the Every Student Succeeds Act of 2015 (ESSA) and represents Michigan's implementation of its federally-approved consolidated state plan. Under this plan, schools will receive an overall school index value

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ranging from 0-100; indicating performance across subgroups in multiple data components. The overall school index values will be used for identifying schools for state and federal supports and interventions.

Under Michigan's approved ESSA plan, **schools will no longer receive a Top-to-Bottom School Ranking or School Scorecard color rating**; the Michigan School Index System replaces and unifies these former accountability reports. Data components included in school index calculations may come from: proficiency, growth, English learner (EL) progress, graduation rates, attendance rates, assessment participation rates, advanced coursework completion rates, postsecondary enrollment, and staffing levels.

Authorized users of the Secure Site may download all assessment-related student accountability information. They may download aggregate school-level reports that will show all school-level information related to the calculation of schools' overall index value in the Michigan School Index System.

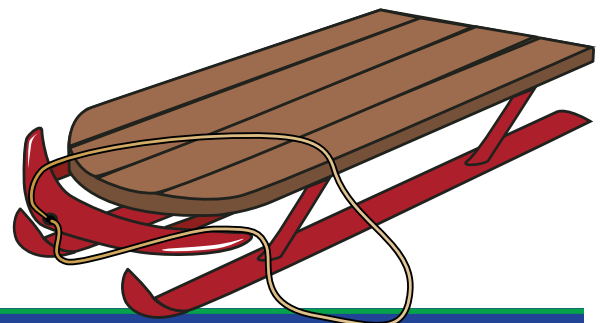
Implementation of the state's approved ESSA plan required many changes to school accountability reporting. Below is a list of some of the major differences between 2016-17 accountability reports and the rankings/scorecards produced in previous years:

- all schools will receive an overall school index on a 0-100 scale that will be used for identifying schools for state and federal supports and interventions
- schools now receive credit in each area based on the degree to which the school meets its targets instead of met/not met status

- targets for all index system components were established based on the 75th percentile of all school rates in the respective area statewide
- student growth now includes Adequate Growth Percentiles to determine if the growth component measure was met for each student

Authorized Secure Site users will be provided an MS Excel file with a tabbed report layout providing all aggregate-level data related to the computation of overall school(s) index value(s). A diagram and set of instructions for the school accountability index report—explaining the layout, components, and how authorized individuals can interact with the reports—will be available at that time. Index system guides, calculation replication instructions, business rules, and data dictionaries will also be provided at that time.

The MDE will provide a secure environment within the Secure Site for schools to discuss their school index results with MDE accountability staff. MDE accountability staff will review these secure communications to ensure that schools are provided ample time to review and understand their data, as well as clear up any concerns or confusion about the new set of accountability data and reports prior to the public release of school index values.



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## Michigan School Testing Conference

The 2018 Michigan School Testing Conference (MSTC) will be held **February 13–15, 2018** at the Kensington Hotel in Ann Arbor, MI. 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 conference workshops are offered on **Tuesday, February 13, 2018** from 8:30–11:45 AM and 1:00–4:15 PM, with registration beginning at 7:30 AM.

A light lunch will be offered for all conference workshop attendees.

The regular conference takes place on **Wednesday, February 14** and **Thursday, February 15, 2018**.

Keynote presenters include Andrew Ho (Harvard), Andy Middlestead (MDE), and Mark Reckase (Michigan State University).

For conference program information and registration, go to the [MSTC online registration site](http://gomasa.org/events/2018-michigan-school-testing-conference/) (<http://gomasa.org/events/2018-michigan-school-testing-conference/>).

## SAT 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)

### Shipments

Shipments will start arriving in mid-February, beginning with the Supervisor Planning Kit. A school will receive **one** Supervisor Planning Kit, which will include the materials for SAT with Essay, PSAT 10, and PSAT 8/9. If there are multiple test supervisors at your school, coordinate the distribution of these materials for each

assessment. This also means that a school that houses grades 7-9 and administers only the PSAT 8/9 for 9th grade would still receive materials for PSAT 10 and SAT. You can disregard these extra materials if they are not needed at your school, or distribute them to buildings with the appropriate grade levels, as needed.

District assessment coordinators will also receive a Supervisor Planning Kit for review purposes and to assist test supervisors at the school.

Pre-administration materials and secure test materials will arrive the week of **March 19, 2018**. Note that shipments will come in multiple boxes. **All** materials, both standard and nonstandard, will be addressed to the test supervisor.

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## SAT with Essay Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Supervisor Planning Kit (will contain SAT, PSAT 10, and PSAT 8/9 materials)	Week of 2/19/18	Sample manuals for each assessment Sample forms for each assessment Posters
Pre-administration Materials and Pre-ID Labels	Week of 3/19/18	SAT Student Guides Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	SAT Test books Extra answer sheets Supervisor's Kit (forms and return supplies)

## PSAT 10 Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Pre-administration Materials and Pre-ID Labels	Week of 3/19/18	PSAT 10 Student Guides Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	PSAT 10 Test books Extra answer sheets Answer sheet return envelopes/boxes

## PSAT 8/9 for 9th Grade Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Pre-administration Materials and Pre-ID Labels	Week of 3/19/18	Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	PSAT 8/9 Test books Extra answer sheets Answer sheet return envelopes/boxes

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## Order Initial Materials and Pre-Identify Students

The window to order ACT WorkKeys standard-time and accommodations materials and to submit student data for printed Pre-ID barcode labels for the initial test dates (April 11 - 24, 2018) is **January 8 – February 13, 2018, 5:00 PM ET**, using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

Directions for these activities can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Material Order** section and the **Pre-Identification of Students** section.

**CRITICAL:** Test materials will be sent to the WorkKeys Coordinator mailing address as listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)). Refer to the [December 14, 2017 Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for more information about confirming contact information and updating the EEM.

Students who enroll in your school after February 13, 2018 will need to be pre-identified and a bar code label printed from the Secure Site. Additional test day materials can be ordered from Additional Material Order page on the Secure Site from **March 21 - 28, 2018**. Makeup materials, which are different than the initial test administration materials, will be ordered from the Additional Material Order page of the Secure Site **April 11 – 12, 2018**.

## Register for the Second ACT WorkKeys Q&A Session

ACT will be hosting a second optional WorkKeys Question and Answer webinar session on **Tuesday, March 20, 2018 from 3:30–4:30 PM**. Click this [link](https://act.ilinc.com/register/bwtkkjx) (<https://act.ilinc.com/register/bwtkkjx>) to register for the session. Registration must be completed 48 hours prior to the selected session date. The session will be recorded and posted to the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) in the **Preparation** stage, for those unable to attend.

## 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](http://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 13, 2018:

- **M-STEP, MI-Access, SAT, PSAT 8/9, PSAT 10, and WorkKeys DEADLINE** to:
  - ♦ Pre-ID students for printed barcode labels
  - ♦ verify and adjust initial material orders

### February 2018

#### Now – February 19, 2018:

- **SAT, PSAT 10, PSAT 8/9** College Board accommodation request window

#### Now – February 19, 2018:

- **SAT, PSAT 10, and PSAT 8/9** state-allowed accommodation request window

#### Now – February 26, 2018:

- **M-STEP, MI-Access, and Early Literacy & Mathematics** – place students in online test sessions through the Secure Site

#### Now – March 8, 2018:

- **M-STEP, MI-Access, and Early Literacy & Mathematics** Alternate INSIGHT Availability Request window for schools that hold regular instructional hours after 4:00 PM and plan to schedule test sessions that extend beyond 4:00 PM.

#### Now – March 23, 2018:

- **WIDA AMS** Test Setup Available

#### Now – May 22, 2018:

- **M-STEP** and **MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students.

#### February 5, 2018 – March 23, 2018

- **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** testing window

### March 2018

#### March 20, 2018, 3:30–4:30 AM:

- **ACT WorkKeys** Q&A Session - pre-registration is required: <https://act.ilinc.com/register/bwtkkjx>



## Recently Asked Questions . . .

### **Can students using Text-to-Speech be tested in the same room with students that are not using Text to Speech?**

Yes. Students using Text-to-Speech (TTS) may test in the same room as long as they are using headphones and the audio cannot be overheard by students sitting nearby. For MI-Access FI online tests, TTS is automatically turned on at the start of testing. TTS may be turned off using the options button.

### **My school is administering the online M-STEP and MI-ACCESS FI to all students. Do I need to place an order for any materials? Will I receive any materials for online testing?**

For M-STEP, schools will automatically receive Online Test Administration Directions, Graph Paper—for schools with students in grades 6, 7, or 8—and OEAA Security Compliance Forms. There is no need to place an order.

Schools assessing students with MI-Access FI ELA will automatically be sent the Expressing Ideas materials based on the Pre-ID count. This test is available in paper/pencil mode only.

The District Coordinator is responsible for making sure the pre-identification process is complete for all students and then placing the orders. Districts can choose, in the Secure Site, to have materials shipped directly to schools.

### **Will I receive M-STEP and MI-ACCESS manuals with my materials or do I need to print them?**

M-STEP and MI-Access Test Administration Manuals (TAMs) are not printed or shipped with materials. The TAMs are posted to the M-STEP and MI-Access web pages for schools to download or print.

### **My district did not submit a WIDA Test Exception for a student by the February 5 deadline. What do I do now?**

Schools or districts that missed the WIDA Test Exceptions deadline of February 5, 2018 can submit those issues after testing during the Spring 2018 WIDA Verification of Students Not Tested window using the Not Tested Reason of “Medical.”

However, please be aware that not all Not Tested Issues are accepted. If the issue is rejected, the student will count as not tested, and count against the school’s participation rates for accountability.

Schools and Districts that have missed applying for a False EL request will need to apply next year. Those students for whom the False EL application window was missed are expected to be assessed on the Spring 2018 WIDA ACCESS for ELLs.

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## Recently Asked Questions . . .

### If all students finish an ACT WorkKeys test early, can they move on to the next test?

No, the test times and the break schedule must be followed exactly. Each room must provide the full 55 minutes for each test even if one or all examinees appear to have finished early.

### Where/when can I get a copy of the ACT WorkKeys Question and Answer presentation from February 6, 2018?

The audio recording of the session, including the PowerPoint presentation, will be posted on the [ACT hosted state testing web page](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan) by **Wednesday, Feb 14, 2018** in the **WorkKeys Preparation – Prepare for testing** stage. An announcement will be made in the Spotlight when it is available.

### How many ACT WorkKeys administration manuals will come with the initial shipment of test materials?

Each school will receive:

- one Test Coordinator Information manual
- one Administration Manual for every 25 standard-time students
- one Accommodated Administration Manual for every four accommodated students

### Where/when can I order ACT WorkKeys test materials?

All standard-time and accommodated test materials orders must be submitted via the OEAA Secure Site. Initial test day materials can be ordered now through **Tuesday, February 13 at 5:00 PM ET**. Additional materials orders for the initial test day can be submitted **March 21–28, 2018**. Orders for the makeup administration can be submitted **April 11–12, 2018**.

### Will we receive any overage of ACT WorkKeys answer documents and test books?

Yes. For the initial order only, schools will receive a small quantity of additional answer documents and test books to replace damaged ones.



### Have Questions?

Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

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