

March 16, 2017

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Key:  Reminder (previously run article)

 information Tech Coordinators also need to know

WIDA Test Window Closing and Student Completion Check

The testing window for **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs** will end on **Friday, March 24, 2017**. Districts and schools should ensure that all students scheduled to test have done so by this date.

To help monitor online testing completion, the Daily Cumulative Student Status Report can be generated in the [WIDA Assessment Management System \(WIDA AMS\)](#). Additional information about generating this and other testing Status Reports can be found in the [WIDA AMS User Guide](#), which is located on [WIDA's website](#) (www.wida.us).

This report can be used for comparison with your local roster of students who should be testing to ensure that all students have completed their online tests. Tests that have a status of **In Progress** or **Completed** at the close of the testing window will be included in final scoring and reporting. Tests that have a status of **Not Started** will not be included; however, these could represent students who were initially set up in test sessions and are no longer enrolled, or completed the paper version of WIDA ACCESS for ELLs 2.0 or WIDA Alternate ACCESS for ELLs.

Please contact **DRC Customer Support** with any questions about how to access this report at WIDA@DataRecognitionCorp.com or 1-877-560-8378, Option 5.

WIDA Materials Return and Test Booklet Bubbling

Districts must return all WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs materials by **March 31, 2017**, or paper-based student tests will not be scored. For

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directions on returning materials, please refer to the [Michigan-Specific WIDA ACCESS Test Administration Manual](#) (page 16) located on the [WIDA web page](#) (www.michigan.gov/wida) under the Current Assessment Administration section.

Educators must also be sure to refer to the [Michigan State-Specific Directions](#) (goldenrod sheet) that was included with materials to ensure correct bubbling of student booklets that do and do not have student labels.

Tracking Paper/Pencil Assessment Material Shipments

Testing materials for paper/pencil assessments are starting to ship with PSAT, SAT, and WorkKeys being the first. You can check the status and tracking of your assessment materials on the [Assessment and Accountability Secure Site](#) (www.michigan.gov/baa-secure). Once logged in, go to **Material Orders** under the **Assessment Registration** menu, select **Material Order Reports** and then **Material Order Summary**. Orders will be listed and once the orders have shipped, a tracking number will be present under the Tracking Info column. This will link you to the tracking information for the shipment.

MI School Data Initial Customer Feedback Survey

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) would like stakeholder feedback related to the assessment reports (Student Assessment section) on

[MI School Data](#) (www.mischooldata.org). These offices are interested in continuous improvement of student assessment reports. Please ask educators, parents, and others who may be interested to provide this initial feedback by filling out [this survey](#) (<https://www.surveymonkey.com/r/KNGKZ6S>).

This survey additionally invites stakeholders to participate in future surveys or focus group activities. For questions related to the **mischooldata.org reports**, please send an email to cepi@michigan.gov or call 517-335-0505, ext. 3. For questions related to this survey please send an email to baa@michigan.gov.

INSIGHT Versions

Any INSIGHT client installed for WIDA will also work for M-STEP, MI-Access, the Early Literacy and Mathematics Benchmarks, and the Michigan science pilot assessment. The configuration file will need to be updated to point to the M-STEP TSM. Instructions are in the [Technology User Guide](#) on [eDIRECT](#) (<https://mi.dracedirect.com>). One INSIGHT client can point to both M-STEP and WIDA TSMs, in which case the student would, after opening INSIGHT, click **Michigan Online Assessments** rather than **WIDA**.

There was an update to the INSIGHT client for WIDA's Speaking Domain. This was required for WIDA due to the Speaking Domain, but is optional for the rest of the statewide tests. The two versions and optional update have caused some confusion, and we apologize for that. From this point forward, if you have installed or updated INSIGHT since August 2016, the version you have is just fine for all the tests in April and May 2017.

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



FAME Project Accepting New Coach Applications through May 5, 2017

The Formative Assessment for Michigan Educators (FAME) project is entering its tenth year, and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process; rather FAME coaches are learners along with their learning team. More information on the FAME project and access to the online [2017–18 New FAME Coach application](#) is available on the [MDE Formative Assessment Process page](#) (www.michigan.gov/formativeassessment) under **What's New**. The deadline to apply is **Friday, May 5, 2017**. If you have any questions, please contact Kimberly Young, MDE/OSA at youngk1@michigan.gov or 517-373-0988.

eDIRECT Issue Resolved

The issue reported in the March 2 issue of Spotlight regarding mass assigning student supports and accommodations in eDIRECT has been resolved.

When mass assigning student supports and accommodations, if a user assigns an accommodation that is not allowed for the assessment, a warning screen appears notifying the user that at least one not-allowed accommodation has been assigned. The system does **NOT** save any not-allowed accommodation.

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 at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Material Shipments

Testing materials are scheduled to arrive **March 20-23, 2017**. The test center supervisor and principal will receive an email with tracking information when the shipments are sent. Some tracking emails were sent before the packages were actually picked up by UPS for shipment. These tracking numbers will become active once UPS ships the packages.

Accommodated testing materials will be shipped for all approved and pending accommodations, in the chance that the approval will be made in time for the student to test. Therefore, receipt of testing materials does not indicate that the student is approved for use of the materials. Services for Students with Disabilities (SSD) coordinators should check the dashboard in SSD Online to verify approval of requests before administering the test with accommodations.

Additional Material Order Window – March 23 - March 30

If you need additional standard testing materials for SAT, PSAT 10, or PSAT 8/9, you will use the Secure Site to order standard test books,

standard answer sheets, or supervisor's manuals. The orders will be processed on a daily basis during the window. **Note:** If answer sheets or manuals are ordered, only these materials will be shipped. If test books are ordered, then the subsequent number of answer sheets, an answer sheet test return kit, and manuals necessary for the administration and return of these tests will also be automatically sent – you don't need to order those separately.

Student Data Questionnaire (SDQ)

In preparation for students to complete the SDQ, place one Pre-ID label in the upper-right corner of the SDQ. There is no designated place for a label on the SDQ. Each student will need a copy of the **Registration and Questionnaire Booklet**, which will walk the students through how to answer the questions, starting on page 5. This publication is **not** Michigan-specific, so direct the students to ignore references to admission tickets, etc. Each student will also need a copy of the **SAT School Day Score Reporting Code List**, which will help them answer questions 20–22 on the SDQ. This "SAT School Day Score Reporting Code List" will also be used when students identify their four free score sends on their answer sheet. SDQs can be completed and returned any time before **April 28, 2017**. Both publications needed to complete the SDQ will be sent to you.

The Pre-ID label has the student UIC number in the upper left corner, which students will use

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when asked for the “Student ID” or “Registration Number” on the SDQ and the answer sheet.

UIC
1234567890 Last Name First Name
9876543210 School Name
DOB: mm/dd/yyyy
GENDER: M GRD: XX
Assessment Name/Year 321654987
(Pre-ID Label)

Attending Institution (AI) and Test Center (TC) Numbers

The AI code is used to connect your students' scores to your school. The same AI code will be used for students taking the SAT, PSAT 10, and PSAT 8/9, and will most likely be the same AI code you used last year. This code is a 6-digit number and usually starts with “23”. The TC numbers are used **only** for the SAT and are unique to an administration; therefore, this TC number will only be used for the state-provided SAT in April. The TC number indicates the location where the student is testing, so schools administering the SAT at an off-site location will receive a unique TC number for each site. The TC number is a 5-digit number and usually starts with “8”.

As much as possible, the manuals will refer specifically to the **AI code**, **6-digit AI code**, **test center number**, or the **5-digit test center number**. You were sent an email with your AI and TC numbers in January. If you do not have access to these numbers, the Test Center Establishment Page in the Secure Site lists the SAT AI/HS Code and the SAT Test Location

Code, which is your school's test center number. Please note that off-site locations will only list the AI/TC for the primary AI and not for each off-site location. Please refer to the email you received for each off-site test center number.

SAT Online Rosters

SAT test center supervisors should have received an email providing instructions for accessing the online attendance roster. All students testing under the supervision of the test center supervisor, who were pre-identified by the deadline, are now available on the roster, sooner than expected. The online attendance rosters must be used and a copy will be submitted when returning the answer sheets. The email to access the SAT online attendance roster includes directions in the email attachment for setting up your user profile. This includes selecting **Service Provider Supervisor** as your role. If you choose “Supervisor” you will receive tax information, which is only applicable to test center supervisors for national weekend administrations and not the Michigan April test day. If you accidentally choose the “Supervisor” role, you do not need to change anything and you will still have access to your roster. Simply disregard the tax information message. Additionally, you will need to use your test center number, which is a 5-digit number that usually starts with “8”. Test center supervisors and district assessment coordinators received an email with confirmation of the AI code and test center number in January.

For off-site locations, only the SAT test center supervisor at the primary AI (attending institution) receives the email for accessing the attendance roster. If you would like the off-site supervisors at

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each location to have access, you can forward the email and those supervisors can create their own account. Keep in mind that the online attendance roster will not have individual rosters for each off-site location as we do not know where your students will be testing. The test center supervisor will need to create individual site rosters.

Remember that students testing under the supervision of the SSD coordinator will be listed on the NAR. This list of these students is still in process.

If you have inaccurate information in the online attendance roster, check these common occurrences:

1. Is the student scheduled to test in the two-week accommodated window? If so, they will be listed on the NAR once this list gets finalized.
2. Is the student pre-identified in the Secure Site? If not, Pre-ID the student and they should show up on the roster in 7-10 days. Make sure to locally print a Pre-ID label for the student.
3. The registrations for 12th grade students are taking longer to process. If you pre-identified 12th graders for the SAT, they will be visible on your roster no later than **March 24, 2017**.

For other inconsistencies, contact the Michigan Educator Support Hotline.

Critical Updates to SAT MP3 Script

Critical updates have been made in the SAT SSD Manual, specifically Script 5 (starting on page 65) for administering the assessment with MP3 audio. The PSAT MP3 scripts do not need to be updated. We will be printing updated copies of Script 5 and mailing to schools that have students who have been approved to use MP3 audio to coincide with the delivery of testing materials. A PDF of the corrected script is also available on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme).

Upcoming Webinar

If you cannot attend the webinar during the scheduled time, you can register and the presentation will be emailed to you afterwards.

- **Using Rosters for Administering the SAT – March 28, 2017 at 3:00 PM EST:** How to use the online attendance roster and NAR to help finalize room assignments.

[Register](http://www.tinyurl.com/MIRosters) (www.tinyurl.com/MIRosters)



Information on ACT WorkKeys® provided by the ACT®.

Facility and Test Security Requirements

In last week's Spotlight article we shared information about ACT WorkKeys testing staff requirements. This week's article will focus on ACT WorkKeys facility and test security requirements. All of the information in this article can readily be found in the ACT WorkKeys Administration Manual, located on the **ACT/Michigan website** (www.act.org/stateanddistrict/michigan).

Testing Facility Requirements

The ACT WorkKeys test coordinator must select the test site and reserve rooms for administration of the test. Test sites and rooms must meet several requirements to help ensure a fair and secure test environment.

Facilities

Be sure to select facilities that:

- allow testing staff to control access to the testing areas
- have a phone that staff can use on test day

You may also want to have:

- a room to use as test-day headquarters for staff and materials

When selecting test rooms, be sure to select rooms that:

- can be reserved to allow time for the entire test session, plus any potential delays
- can be rearranged, if needed, to meet testing requirements
- are quiet and as free as possible from potential distractions
- have good lighting, temperature, and ventilation
- have convenient and adequate access to restrooms

ACT WorkKeys test coordinators should avoid rooms with multiple levels or graduated seating unless you have no alternative, as these types of rooms make security more difficult.

Authorized Access

Staff access to secure materials must be limited to only those activities necessary to prepare for test day, the test administration itself, and counting and packing materials for return to ACT. Access to test materials prior to test day is restricted to the test coordinator and back-up test coordinator. A designated staff member may assist with materials if the test coordinator is present and if that individual does not have a relative or ward testing on test day. Do not permit unauthorized personnel

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to access the materials. Examinees and anyone who may test within the next 12 months are not permitted access to the materials.

Off-Site Testing and Transfer of Materials

Some schools may need to utilize an alternative location for testing. Examples of off-site locations are community colleges, churches, banquet halls, or other high schools. You do not need approval to test at an off-site location. However, ACT requires you to provide information about the location on your test day administrative forms. Use only the test materials assigned to your school. If examinees test with materials that have been transferred from another school, the answer documents will NOT be scored.

Security of Test Materials

Secure test materials include all ACT WorkKeys test booklets and all answer documents with examinee identifying information (even if the examinee completed only the non-test portions or if only a barcode label was applied).

The test coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned. The test coordinator must protect the materials from damage, theft, loss, or conditions that could allow prior access to the tests.

ACT WorkKeys test booklets are copyrighted and cannot be photocopied, used for any purpose other than testing, or opened by any person other than the examinee on test day. Testing staff and examinees are prohibited from disclosing test questions or response choices to anyone. Scores

earned by examinees who may have had advance access to test content will be canceled. These scores will not be reported to examinees and will be ineligible for career readiness certificates.

In the Event of a Security Breach

Call ACT immediately at 800-553-6244, ext. 2800, if any of the following occurs:

- any items are missing from your shipment
- you receive test booklets that do not match the serial numbers on your ACT WorkKeys Pack/Return Slip
- any test booklet seals are broken at any time except by examinees as instructed on test day
- the cartons or materials appear to have been tampered with in any way
- a test booklet is lost, stolen, or otherwise missing (even if only temporarily) at any time
- you have reason to believe someone had unauthorized access to the materials
- a test booklet is discovered missing during testing—if this happens, do not permit examinees to leave without calling ACT for instructions

Storage Before Testing

After you have counted and checked the condition of all materials in your shipment, reseal the cartons with the provided tape and write your name across the seal. Lock them in secure storage. Protect the materials from damage, theft, loss, or from any conditions that could allow prior access to or knowledge of the tests.

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

Secure Storage

Materials must be kept inside a locked safe or vault to which only the test coordinator and back-up test coordinator have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the back-up test coordinator may have access to the cabinet or closet. The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

Removal from Storage and Assignment to Rooms

Before test day, sort booklets and other test materials for distribution to individual rooms, and then return them to locked storage. Do not remove the checked-in and sorted test materials from the security of locked storage until test day morning. Test booklets must be personally handed to room supervisors by the test coordinator.

The test coordinator and each room supervisor must record the number and sequence(s) of test booklets received by the room supervisor, initialing the “Received Before Testing” on the Test Booklet

Count Form (C-4). After the test, test booklet counts must also be reconciled and initialed using the “Returned After Testing” on the same form.

Storage after Testing

After accounting for all materials, prepare them for return after each test date (see “Collecting, Packing, and Returning Materials,” page 47). Return all used and unused test booklets to your locked storage area immediately after each test administration.

Please refer to the ACT WorkKeys Administration Manual pages 12-13 for detailed information on test security. The Manual is located [here](http://www.act.org/content/dam/act/unsecured/documents/WKSandDAdminStdTimePaper.pdf) (<http://www.act.org/content/dam/act/unsecured/documents/WKSandDAdminStdTimePaper.pdf>).

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244
 - ♦ standard time: ext. 2800
 - ♦ accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org



Important Dates

Approaching Deadlines!

Paper/Pencil Testing

March 17, 2017:

- **WIDA Additional Materials Order Window DEADLINE**

Online and Paper/Pencil Testing

March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window **CLOSES**

Coming Next Week . . .

Paper/Pencil Testing

March 21, 2017 at 3:30 PM:

- **ACT WorkKeys Q & A Session 2:** Registration will need to be completed 48 hours prior to the session date:
[Session 2](#)

March 2017

Paper/Pencil Testing

March 28, 2017 at 3:00 PM:

- **Using Rosters for Administering the SAT webinar** – How to use the online attendance roster and NAR to help finalize room assignments.
[Register](http://www.tinyurl.com/MIRosters) (www.tinyurl.com/MIRosters)

March 31, 2017:

- **WIDA Materials Return Date**

Online Testing

Now – May 5, 2017:

- **FAME Project** Accepting New Coach Applications through May 5, 2017. Information is available on the [MDE Formative Assessment Process page](http://www.michigan.gov/formativeassessment) (www.michigan.gov/formativeassessment) under **What's New** (see the article on [page 3](#)).

Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments**, and **Michigan Science Pilot Assessment**.

Online and Paper/Pencil Testing

Now – March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

Now – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request [here](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

Now – May 26, 2017:

- eDIRECT available for online test administrative tasks for **M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments**.

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

Important Dates

March 17 – May 26, 2017:

- eDIRECT available for online test administrative tasks for the **Science Pilot**

April 2017

Online and Paper/Pencil Testing

April 27 and 28, 2017 from 8:00 AM – 4:00 PM:

- **WIDA Workshop for School Leaders**
REGISTRATION IS CLOSED

April 10 – May 26, 2017:

- **MI-Access** Test Window: All Grades

Online Testing

April 10 – May 5, 2017:

- **M-STEP** Test Window: Grades 5, 8, and 11

April 10 – May 26, 2017:

- **Early Literacy and Mathematics Benchmark Assessment** Test Window: Grades K–2
- **Michigan Science Standards Pilot Test** Window: Grades 5, 8, and 11

Paper/Pencil Testing

April 11 – 28, 2017:

- **M-STEP** Test Window: Grades 5, 8, and 11
Please see the [Paper/Pencil Summative Testing Schedule for content specific dates](#) located on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Current Assessment Administration**.

April 11, 2017 (Initial) and April 25, 2017 (Makeup):

- **SAT**: Grade 11

April 12, 2017 (Initial) and April 26, 2017 (Makeup):

- **ACT WorkKeys**: Grade 11

April 11–12, 2017 (Initial) and April 25–26, 2017 (Makeup):

- **PSAT 8/9**: Grade 9
- **PSAT 10**: Grade 10

May 2017

Online Testing

May 1–26, 2017:

- **M-STEP** Test Window: Grades 3, 4, 6, and 7

May 31, 2017 from 8:00 – 4:00 PM:

- **WIDA Workshop for Online Screener**
REGISTRATION IS CLOSED

Paper/Pencil Testing

May 2–19, 2017:

- **M-STEP** Test Window: Grades 3, 4, 6, and 7
Please see the [Paper/Pencil Summative Testing Schedule for content specific dates](#) located on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Current Assessment Administration**.

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Recently Asked Questions . . .

Is there a paper/pencil option for Early Literacy and Mathematics Benchmarks?

No. The Early Literacy and Mathematics Benchmarks are online only; there is no paper/pencil option.

Do you have to do the performance task (PT) and computer adaptive test (CAT) math and ELA in a certain order? For example, does the PT need to be done before the CAT?

For online tests, no. But all testing must be completed in the scheduled testing window. **As a reminder:** For paper/pencil tests, schools must follow the published test schedule for each part of each test.

I unassigned a student from a test cycle in the Secure Site but the student is still showing in eDIRECT or WIDA AMS?

The student can be unassigned from the test cycle on the Secure Site and they can be removed from the test session in eDIRECT or WIDAAMS, but they cannot be completely removed from eDIRECT or WIDAAMS. Keep in mind that accountability is based on enrollment in the Michigan Student Data System (MSDS) and not based on the pre-identification in eDIRECT, WIDA AMS, or the Secure Site.

Have Questions?

Email BAA@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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