

Spotlight



on Student Assessment and Accountability

March 17, 2016

Happy St. Patrick's Day!



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WIDA End of Testing Reminders

WIDA Additional Material Orders

Because the WIDA ACCESS for ELLs 2.0 testing window closes on **March 25, 2016** the window for placing Additional Material Orders in WIDAAMS will close at **10:00 PM on March 18, 2016**. Districts are expected to attempt to assess EL students who may enroll after this date if additional materials are readily available within the district.

Returning WIDA Materials

All WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs materials must be shipped by **April 8, 2016**. Districts are asked to follow procedures for packaging and returning materials that can be found in the following sections of each test administration manual:

- Grades 1–12 WIDA ACCESS for ELLs 2.0 **Paper** Test Administration Manual – Section 9, page 83
- Grades 1–12 WIDA ACCESS for ELLs 2.0 **Online** Test Administration Manual – Section 9, page 111
- Kindergarten WIDA ACCESS for ELLs Test Administration Manual – Please follow directions in Section 9 of the Grades 1–12 WIDA ACCESS for ELLs 2.0 **Paper** Test Administration Manual
- Alternate ACCESS for ELLs Test Administration Manual – Page 45

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Key:  supports and accommodations information

 information Tech Coordinators also need to know

► [Sign up for Spotlight](https://public.govdelivery.com/accounts/MIMDE/subscriber/new%20today!) (https://public.govdelivery.com/accounts/MIMDE/subscriber/new today!) Enter your email address and select Spotlight under Student Assessment.

Bubbling Test Booklets

Educators are reminded that for students who **DO** and **DO NOT** have a label for their test booklet some information **must** be bubbled in. More information about what must be bubbled in can be found in the [2016 WIDA Answer Document Information to Bubble](#) which can be found on the MDE [WIDA web page](#) (www.michigan.gov/wida) under **Current Assessment Administration**. Schools are asked to bubble in information on booklets that **DO** have labels in order to ensure that test scores can be matched up to students in the event that a label is damaged. Without this backup there is no way to make sure test scores can be attributed to the correct student.

MSDS Data Pull for Limited English Proficient (LEP) Students in Grades K–12 for WIDA

The Division of Accountability Services (DAS) will do a final pull of student enrollment and demographics for WIDA assessment and accountability reporting from the Michigan Student Data System (MSDS) using the data submitted and certified by **5:00 PM on May 2, 2016**. We will pull the Fall MSDS General Collection (fall count day), Spring MSDS General collection (spring count day), and student record maintenance (SRM) files submitted through May 2, 2016 at 5:00 PM, with an “as of date” on or before March 25, 2016. Student exit and enrollment information along with student demographics will be pulled from MSDS. It is especially important to make sure students who take the WIDA are identified as LEP in MSDS by May 2, 2016 with an “as of date” on or before **March 25, 2016** or the **WIDA test will be invalidated** and the student will not receive WIDA scores.

If students have taken the Alternate ACCESS for ELLs, they must additionally be identified as a student receiving special education services by May 2, 2016 with an “as of date” on or before **March 25, 2016** or the **WIDA test will be invalidated** and the student will not receive WIDA scores.

The Secure Site is currently updating student demographics (not enrollment or exits) from MSDS daily. If you pre-identify a student to the WIDA, and LEP is not updated and marked on the Secure Site by the following day, check with your district MSDS person to make sure the student will be included in the Spring MSDS General Collection as LEP.

SAT WEBINAR CLARIFICATION Updating Existing Contacts in the Educational Entity Master (EEM)

Public schools should notify their district’s **EEM authorized user** to update any existing contacts. If additional assistance with the EEM is needed, please send an email to CEPI@michigan.gov or call 517-335-0505 and select option 3. Provide your name, district name and code, telephone number (including area code and extension), and email address along with your specific question.

Nonpublic schools should contact Tami Feldpausch at 517-373-1833 or email nonpublicschools@michigan.gov for updates to the EEM.

Downloading Online Test Content

Test content for M-STEP, MI-Access, and the K-2 field test is downloaded to your Testing Site Manager (TSM). This is your local cached copy, saving you bandwidth during testing. That content is saved securely until the testing window opens, and then it is sent to students’ testing computers when they log in.

Testing content is being quintuple-checked in the delivery system and will soon be ready for download. This will happen progressively as tests receive final approval. If a computer with an installed TSM is powered on, it is normal for the TSM to periodically check for updates and download them. If you check

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your TSM, you will see “Out of Date” when new content is available to download and “Up to Date” once the download completes. You probably have your TSM computers on and online so students can use the practice tests in INSIGHT. If not, the updates are cumulative, so the computers will receive all the updates whenever you can download. There is no need to repeatedly or manually download as content becomes available.

As April 11, 2016 approaches, you will want to make sure your content is up to date. If any TSM computers are not regularly on and online, it is advisable to bring them online and give them a chance to download the content. Ideally, all TSMs will show “Up to Date” before you leave on Friday, April 8, 2016. (Adjust as appropriate for your school’s spring break.) You may want to leave TSM computers on for the weekend to make sure all updates are ready on day one of testing. There may also be updates as testing starts for other grades, so you would repeat this for Monday, April 25 and May 9, 2016.

Please plan to check your TSMs before testing each day. Students cannot test without up to date content. If the latest content has not been downloaded on Monday morning, you may experience delays as you download it.

Pages 143–145 of the Technology User Guide discuss content caching. The Technology User Guide is available on [eDIRECT](https://mi.dracedirect.com/) (https://mi.dracedirect.com/) under **Documents**.

MI-Access Functional Independence (FI) Online Assessments Important Login Information

The Office of Standards and Assessment (OSA) has published a document of helpful tips for the administration of the 2016 MI-Access Functional

Independence (FI) online assessment. While the online assessment is a student-facing testing environment, some active participation by the assessment administrator is required. While the online assessment may mean increased independence it does not mean complete independence. It requires that you know your student’s limitations in the use and engagement with technology. This list of helpful tips, [MI-Access FI Online Assessments Important Log-In Information](#), can be found on the MI-Access web page (www.michigan.gov/mi-access) under the **What’s New** section.



FAME Project Now Accepting New Coach Applications – Deadline is May 6, 2016

The Formative Assessment for Michigan Educators (FAME) project is entering its ninth 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 2016–17 New FAME Coach application is available on the [DAS Formative Assessment Process web page](#) (www.michigan.gov/formativeassessment) under **What’s New**. The deadline to apply is **Friday, May 6, 2016**. If you have any questions, please contact Kimberly Young, MDE/DAS at youngk1@michigan.gov or 517-373-0988.

Updated Assessment Integrity Guide

An updated version of the [Assessment Integrity Guide](#) has been posted under **What's New** on each of the assessment web pages:

[M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)

[MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)

[MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)

[WIDA](http://www.michigan.gov/wida) (www.michigan.gov/wida)

This is the first update to the Assessment Integrity Guide since it was originally published and approved by the State Board of Education in 2009. Though much has changed with Michigan's assessment system since 2009, such as the move to M-STEP from MEAP and the transition to online testing, the general principles and guidelines for educators to ensure proper test administration and testing integrity remain largely the same. The new Assessment Integrity Guide builds upon the original by including information about online testing and refining and/or clarifying certain policies. The new Assessment Integrity Guide is up for approval by the State Board of Education at their April meeting. Feedback about the new Assessment Integrity Guide can be sent to baa@michigan.gov through **April 8, 2016**.

Multiple-year Assessment Calendar

MDE has a three-year assessment calendar in progress that will be published in next week's Spotlight. We can confirm the following information for Spring 2017, 2018, and 2019 at this time:

- The overall test window will begin the second week of April and end before Memorial Day.
- The SAT will be administered the 2nd Tuesday in April, with the make-up day on the 4th Tuesday in April.
- The ACT WorkKeys assessment will be administered the 2nd Wednesday in April, with the make-up day on the 4th Wednesday in April.
- The PSAT administration dates will be the 2nd Tuesday/Wednesday in April, with all students in the same grade testing at the same time
- The PSAT make-up administration dates will be the 4th Tuesday/Wednesday in April, with all students in the same grade testing at the same time.

The complete calendar for the next three years will be published in next week's Spotlight.

SAT Corner

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

The College Board has established a new number to better support Michigan educators with accommodations related inquiries. SSD Coordinators may now use **1-855-539-1595** to access the College Board's Services for Students with Disabilities team.



NEW Support Line
for Michigan SSD
Coordinators!
1-855-539-1595

Clarification for SAT, PSAT 10 and PSAT 8/9 Accommodations

We understand that conflicting information has been given and want to provide clarification. Accommodation requests submitted after the February 16, 2016 deadline are currently being reviewed by the College Board Services for Students with Disabilities (SSD) team. They will continue to review requests, in the order received. SSD coordinators should continue to monitor their SSD Online Dashboard for status updates. As requests are approved, you will see the updates in the SSD Online Dashboard and Non Standard Accommodations Roster (NAR) once available. Materials will automatically be sent to schools even if expedited shipping is required for the initial test date April 12, 2016. Furthermore, the SSD team will continue to review and approve requests to support the makeup administration on April 26, 2016. If you have not received the adequate amount of materials by **April 4, 2016** please contact us at 1-800-257-5123 for SAT or 1-888-477-7728 for PSAT 10 and PSAT 8/9.

Test Materials

Beginning the week of March 21, 2016, **Test Center Supervisors** will begin receiving College

Board materials. There will be three separate shipments:

- SAT Student Data Questionnaires and Instructions
- Pre-ID Labels
- Test Materials including test books, test day forms, and answer sheets

The above shipments should arrive in schools by March 23, 2016. Tracking information will be available in the Secure Site beginning the week of March 21, 2016 and will continue to be updated as shipments are sent. In addition, **SSD Coordinators** will begin receiving non-standard test materials the week of March 21, 2016. Non-standard materials will continue to be shipped up through test day as appropriate based on accommodation approvals.

Test Center Supervisors and SSD Coordinators should check the contents of the boxes within 24 hours of delivery using the enclosed packing lists and store the materials securely. Contact Test Administration Services (TAS) at 800-257-5123 immediately if there are any problems with the shipment.

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Pre-administration activities

SAT – There are two pre-administration activities for SAT: 1) affixing Pre-ID labels to answer sheets and 2) completing the Student Data Questionnaire. When the test materials arrive, locate the answer sheets and plan to affix labels to the answer sheets before test day to speed up the process on test day. On test day, students will bubble basic information (name, address, date of birth, registration number (UIC), and test center number) on their answer sheet. Please note, students will bubble their UIC number in the registration number field of their answer sheet. The schedule allows for approximately 30 minutes for students to complete the bubbling on test day. All test books should remain shrink-wrapped until test day.

For the Student Data Questionnaire (SDQ), you will receive an extra set of labels to affix to the questionnaire. We typically recommend having students complete the SDQ in advance of test day. It takes approximately 30-45 minutes for students to complete. However, if the SDQ cannot be completed before test day, you may have student's complete it post-test day if needed. Please return it no later than Friday, April 15, 2016. Once complete, return all SDQ forms in the provided shipping envelope.

PSAT 10 and PSAT 8/9 – The pre-administration activity for PSAT 10 and PSAT 8/9 is to affix the Pre-ID labels to the answer sheets. When the test materials arrive, locate the answer sheets and plan to affix labels to the answer sheets. All test books should remain shrink-wrapped until test day. In addition, we highly encourage having students complete the demographic information in advance of test day, under supervision in school, which will take about 30 minutes for PSAT 8/9 and 45 minutes for PSAT 10. If this is not completed in advance, you will need to plan accordingly on

test day to allow time for the pre-administration activities. See page 7 in the PSAT 10 Supervisor's Manual or page 5 in the PSAT 8/9 Supervisor's Manual for more information.

As you prepare for test day, if you have any questions about administration policies; please contact us for assistance:

- **For SAT:** 800-257-5123 or tas@ets.org
- **For PSAT:** 888-477-7728 or psat10@info.collegeboard.org

Calculator Policy

The College Board standard calculator policy is for students to supply their own calculator if desired so that they are familiar with the operation of it. **However, schools may provide calculators for students as well.** Students may use calculators on the Math with Calculator section if they find it helpful. Students may use most graphing and all scientific and four-function calculators (four-function calculators are allowed, but not recommended). Check the list of approved graphing calculators in your Supervisor Manual (SAT pg. vi; PSAT 10 pg. 15; PSAT 8/9 pg. 14). Students may not use:

- laptops or other computers, tablets, cell phones, smartphones, smartwatches, or wearable technology;
- models that can access the Internet, have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type feature;
- models that have typewriter-like keypad, pen-input, or stylus; or
- models that use electrical outlets, make noise, or have paper tape.

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In addition, the use of hardware peripherals such as a stylus with an approved calculator is not permitted. Some models with touch-screen capability are not permitted. Students who have an approved accommodation to use a calculator on the Math Test – No Calculator may only use a four-function calculator.

Michigan leads the way!

Michigan is leading the Midwest in accessing the new College Board Electronic Scores and Reporting (ESR) Portal. Currently, 95% of Michigan High Schools that participated in the fall testing program have accessed the ESR. Of these schools, 83% have downloaded a detailed report from the portal. The Michigan Department of Education and the Michigan field team of the College Board wish to acknowledge our partners at ISDs and RESAs. The MAISA General Education Leadership Network (GELN) has collaborated on over 45 initial workshops held at Michigan ISD/RESAs and school districts. Without this critical partnership, the Michigan field team of the College Board would not have been able to provide professional development on the data access management tool and on the ESR portal. There is much work yet to do, including workshops on advanced reports that are now live in the ESR, and ensuring that all Michigan schools and districts gain access to the tool for scores and reports on spring assessments – but this partnership work with MAISA GELN has laid a strong framework for the Michigan spring assessment program.

Michigan is also currently a leader nationally in helping students connect to resources. Of the students who took a fall College Board assessment, 25% have already connected their College Board accounts to the Khan Academy SAT practice.

Students are using the world-class practice resources in the Khan Academy platform to prepare for Michigan's spring assessments, and to connect to classroom instruction. Each MAISA GELN workshop has featured tutorials on connecting student College Board accounts to fall scores, and connecting student College Board accounts to the Khan Academy SAT practice resources – the critical step that helps to create customized practice for each student.

Key Dates

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).





Information on ACT WorkKeys® provided by the ACT®.



ACT WorkKeys Test Administration Materials

The ACT WorkKeys initial test date is just around the corner – Wednesday, April 13, 2016. To help you manage your school's ACT WorkKeys materials, today's article will focus on what you need to know about initial ACT WorkKeys materials, placing orders for additional ACT WorkKeys materials, and ordering ACT WorkKeys make-up materials.

Initial ACT WorkKeys Materials: Non-Secure Materials

Non-secure materials were shipped from ACT on March 4, 2016 for distribution to schools from March 7–10, 2016. In fact, as you are reading this article your materials will most likely have been delivered to your school. Be sure to check the materials as soon as you receive them to make sure your school has a sufficient supply for your test administration.

Initial ACT WorkKeys Materials: Secure Materials (Standard Time and Accommodated)

Most schools will receive a supply of ACT WorkKeys standard time and accommodated secure materials during the week of March 28–April 1, 2016. However, if your school indicated during the establishment process that it would not be open to receive materials during the week of March 28–April 1, 2016, we will ship initial ACT WorkKeys materials to your school for receipt during the following week of April 4–8 2016.

A Note about Initial ACT WorkKeys Materials (Standard Time and Accommodated)

The quantities of all initial ACT WorkKeys materials are based on your school's Pre-ID counts pulled from the Michigan Department of Education's (MDE's) Division of Accountability Services (DAS) Secure Site. If after receiving and checking in your ACT WorkKeys materials you find the number of examinees scheduled to test exceeds the number of ACT WorkKeys materials you received, you will need to order additional ACT WorkKeys materials through the Additional Materials Order page of the Secure Site. Please keep reading for information on placing orders for additional ACT WorkKeys materials.

Ordering Additional ACT WorkKeys Materials

Please note: Your school will not be able to place orders for additional ACT WorkKeys materials until after the shipments for initial materials have been shipped to schools.

ACT WorkKeys Standard Time and Accommodated Materials

KEY DATES! Following are the windows for ordering additional ACT WorkKeys standard time and accommodated materials through the Additional Material Order page of the Secure Site:

Standard Time Materials:

Thursday, March 31 – Friday, April 8, 2016 at 12:00 Noon Eastern Time

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Accommodated Materials Window #1:

Thursday, March 31 – Friday, April 20, 2016 at 12:00 Noon Eastern Time

Make-up Materials

KEY DATES! Following is the window for ordering standard time make-up ACT WorkKeys materials through the Additional Material Order page of the Secure Site:

Wednesday, April 13 – Thursday, April 14, 2016 at 5:00 PM Eastern Time.

Please note: the deadline date (April 14, 2016) and time (5:00 PM Eastern Time) are firm, and no exceptions can be made after the deadline.

If you have any questions about the ACT WorkKeys assessment, please call us at 800-553-6244, ext. 2800 (enter code 23), Monday through Friday from 9:30 AM – 6:00 PM Eastern Time.

Important Dates

Coming Next Week. . .

SAT, PSAT 10, PSAT 8/9

- **March 23, 2016:** Test Material arrivals

March 2016

SAT

- **Now – March 30, 2016:** SAT Supervisor Test Day Online Training

WIDA

- **Now – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

M-STEP/MI-Access

- **March 24 – 29, 2016:** M-STEP and MI-Access materials delivered to schools and districts (no deliveries on March 26-27).

M-STEP

- **March 30, 7:00 AM – April 26, 12:00 noon:** Grades 5, 8, and 11 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

WorkKeys

- **March 31, 7:00 AM – April 8 at 12:00 noon:** Additional standard test booklets will be available to order from the Additional Material Order page of the Secure Site.

Important Dates

WorkKeys (cont'd)

- **March 31, 7:00 AM – April 20 at 12:00 noon:** Accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

April 2016

MI-Access FI, P, and SI

- **April 1, 7:00 PM – May 25 at 12:00 noon:** Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.
- **April 11, 2016:** Testing begins for grades 5, 8, and 11, and MI-Access all grades. Please refer to the [Spring 2016 Testing Schedule](http://www.michigan.gov/documents/mde/S16_Testing_Schedule_498529_7.pdf) (http://www.michigan.gov/documents/mde/S16_Testing_Schedule_498529_7.pdf).

WorkKeys

- **April 13, 7:00 AM – April 14 at 5:00 PM:** Makeup standard test booklets can be ordered from the Additional Material Order page of the Secure Site.

M-STEP

- **April 13 7:00 AM – May 10, 12:00 noon:** Grades 3 and 6 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.
- **April 27, 7:00 AM – May 24, 12:00 noon:** Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

SAT, PSAT 10, PSAT 8/9

- **April 14, 2016, 11:59 PM:** Deadline to order makeup materials.

► 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)

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.