Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

March 21, 2019

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Spring 2019 Test Window Extensions

Due to the record number of snow days Michigan's local school districts experienced this winter and the subsequent delays in student instruction, many school leaders have asked the Michigan Department of Education (MDE) to extend this spring's statewide testing windows.

Spring 2019 EXTENDED Testing Schedule

Assessment	4/8-4/12	4/15-4/19	4/22-4/26	4/29-5/3	5/6-5/10	5/13-5/17	5/20-5/24	5/27-5/31
M-STEP Grades 5, 8, and 11	4 weeks				extended 1 week			
M-STEP Grades 3 , 4, 6, and 7				4 weeks				extended 1 week
MI-Access Alternate Assessments	7 weeks							extended 1 week
College Entrance: SAT w/Essay*	4/9 only		Makeup 4/23					
Accommodated Testing Window	4/9 – 23							
Work Skills: ACT WorkKeys	4/10 only		Makeup 4/24					
Accommodated Testing Window	4/10 – 23							
PSAT 8/9 (grade 8)*	4/9	Makeup 4/10-16	Makeup 4/23-24					
Accommodated Testing Window	4/9 – 23							
PSAT 8/9 (grade 9) and PSAT 10**	4/9, 10, or 11	Makeup 4/10-16	Makeup 4/23- 24					
Accommodated Testing Window	4/9 – 23							

The MDE is committed to being as responsive, flexible, and accommodating as possible in offering options to local districts for administration of the M-STEP, MI-Access, and Early Literacy and Mathematics.

After discussions within the MDE and among our assessment vendors, and in consideration of the MDE's operational needs, we will be extending the Michigan-developed state assessment testing windows (M-STEP, MI-Access, and Early Literacy) by one week, for this year only. The designated paper/pencil dates for M-STEP are not changing.

These extensions will likely result in delays in the release of testing data and school-level results when testing is completed.

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Key: Reminder (previously run article) includes supports and accommodations information

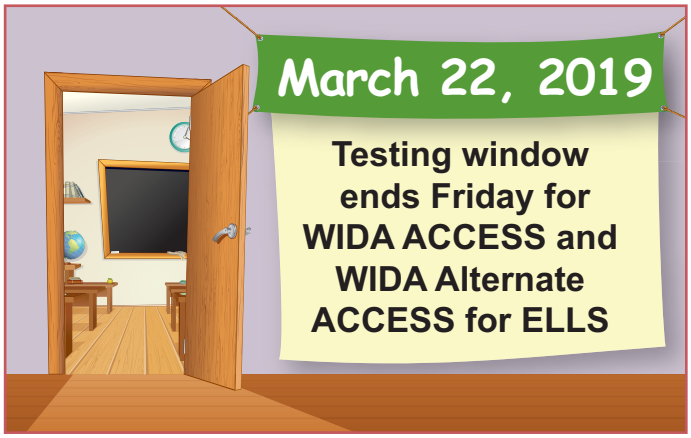
However, the nationally administered assessments—WIDA, PSAT, SAT, ACT WorkKeys—will be administered on their already-scheduled dates; these tests cannot be rescheduled for Michigan students.

This last-minute re-adjustment for the administration of state assessment will not be repeated after this year. The timing of statewide testing is critical in getting assessment data and other information back to our schools in a quick and timely manner. This is especially important for next year, given the requirements of Michigan's new "Read by Grade Three" law.

Updated Test Administration Documents

The following documents are being updated to reflect the test window extension information and will be available on the applicable web pages no later than the close of business **Thursday, March 21, 2019**:

- **List of Important Dates:**
  - M-STEP List of Important Dates
  - Grade 8 List of Important Dates
  - MME and PSAT List of Important Dates
  - MI-Access List of Important Dates
  - Early Literacy and Mathematics Benchmark List of Important Dates
  - 2018-2019 K-2 Testing Schedule
- **Spring 2019 Testing Schedule for Summative Assessments**
- **Test Administration Manuals (TAMs)**
  Note: the updated Testing Schedule and List of Important Dates supersede all other dates included in the manuals.
  - M-STEP
  - MI-Access Functional Independence
  - MI-Access Supported Independence and Participation
  - Early Literacy and Mathematics Benchmark Assessments
- **2018-2019 Guide to State Assessments**



WIDA ACCESS for ELLs End of Testing Reminders

The Michigan testing window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs ends at the end of the day on **Friday, March 22, 2019**.

The deadline for UPS pickup of **ALL** secure test materials for return to DRC is **Friday, March 29, 2019**. Remember, if you do not have daily UPS pickup, you must call UPS to schedule **the day before** you need the pickup. Materials returned **after** the deadline for UPS pickup **will not** be scored.

Resources to review:

- **After Testing Tutorial** – Available in the WIDA Secure Portal
- **Michigan-Specific Directions** for bubbling requirements
- **Michigan-Specific Test Administration Manual** for labeling and material return instructions
- **Material Inventory and Accountability Form** –in WIDA AMS, to confirm all secure materials are accounted for

ACCESS for ELLs Interpreting Score Reports Webinar

WIDA is hosting an **Interpreting Score Reports webinar** on **April 17, 2019 from 12:00 – 1:00 PM** to help educators better understand the WIDA ACCESS for ELLs assessment reports.

Educators do not need to register but should use this webinar link to attend the live webinar.

M-STEP Test Administration Training Series – Chapter 1 Available Now

The 2019 M-STEP Test Administration Training Chapter 1 is now available on the M-STEP web page (www.michigan.gov/mstep). It is posted under the **What's New** and **Professional Development** sections of the web page. This training will be a three-part series, organized into before, during, and after the M-STEP administration, for both paper/pencil and online assessments.

- **Chapter 1** discusses the tasks to do **BEFORE** the M-STEP administration
- **Chapter 2** will discuss the tasks to do **DURING** the M-STEP administration
- **Chapter 3** will discuss the tasks to do **AFTER** the M-STEP administration

A PowerPoint presentation and video will be provided for each chapter as they become available. Be sure to use this resource as you prepare to administer the 2019 M-STEP.

M-STEP Computer Adaptive Test Training Videos Updated

The Michigan Department of Education (MDE) has posted the ELA and Mathematics Computer Adaptive Test (CAT) Video Training Series in the **Professional Development** and **Content Specific Information** sections of the M-STEP Web page (www.michigan.gov/mstep).

- **Chapter 1:** The M-STEP ELA and Mathematics Computer Adaptive Test Overview Training Video
- **Chapter 2:** M-STEP ELA CAT Training Video
- **Chapter 3:** M-STEP Mathematics Training Video

These training videos will be helpful for teachers and test administrators in preparing students to take the CAT portion of the 2019 M-STEP.

The Office of Educational Assessment and Accountability recommends that classroom teachers review the videos and introduce online testing to their students by using the following tools to model navigating the CAT portion of the M-STEP test with students:

- Online M-STEP Student Tutorials located on eDIRECT (www.mi.drcedirect.com) under **All Applications → General Information → Test Tutorials**
- Online Tools Training for Math and ELA (OTTs) (https://wbte.drcedirect.com/MI/portals/mi/) – you must use the Chrome Browser to access the OTTs.

After students have viewed the Student Tutorials and the OTTs, students should be provided hands-on practice with the online Sample Item Sets contained within the OTTs, ideally using the device they will use during testing.

Text-to-Speech is NOT For All Students

Educators who are enabling either the **Text-to-Speech** option or the **Text-to-Speech Passage** option for students taking the M-STEP assessments this spring are reminded: this Designated Support and Accommodation must NOT be enabled for all students in a grade level, school, or district.

Text-to-Speech is a Designated Support option for mathematics, ELA, science, and social studies. It is intended to be a support that educators selectively designate **individual students to use**; its use is based on whether or not a student **needs it on a regular basis** in the classroom, and students should be **familiar with using this type of support in the classroom**.

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Text-to-Speech Passage is an accommodation for ELA grades 6 and 7 and is therefore **ONLY** available for use by students with an IEP or 504 plan and is **ONLY** available to those students if their IEP or 504 plan outlines the need for its use.

The Michigan Department of Education (MDE) closely monitors over use of this Designated Support and Accommodation during the testing window. Over use may lead to training remediation plans being requested by OEAA and schools could be designated as a school that should be monitored for the 2020 M-STEP testing window.

For full descriptions and requirements about the use of these and other Universal Tools, Designated Supports, and Accommodations, review the Supports & Accommodations Guidance Document.

Invite Staff from MDE to Visit Your School During Testing

Would you like to show the Michigan Department of Education (MDE) how standardized assessment looks in your district or building? Would you like an opportunity to sit down with MDE staff to discuss what works – and what doesn't – when administering the M-STEP and MI-Access assessment(s)?

MDE test administration staff are working to schedule school visits during the spring testing windows. The goal of these visits is to observe one or two test sessions and talk to your building and/or district team about what goes well during testing, and where we could improve.

If you are interested in having staff from MDE visit your district or school during testing, please email mde-oeaa@michigan.gov with:

- your school or district information
- your contact information
- when you would like to invite us (please provide a few options based on your testing schedule)
- anything specific you would like to show or discuss

Statewide School Index Report Tools Now Available

In the interest of transparency and data utility, the Michigan Department of Education (MDE) has produced statewide Microsoft Excel lookup tools for School Index reports for both 2016-17 and 2017-18 school year accountability data. The publicly available Statewide School Index Report Tools are similar in format to the Accountability Report Excel tools downloadable last year from the OEAA Secure Site, but have been suppressed to remove student data privacy concerns. Publicly available Statewide School Index Report Tools can be downloaded from the Accountability web page (www.mi.gov/mde-accountability), by clicking the links for the tools under the **General Information** section.

Important Reminders

FAME Project Accepting New Coach Applications for 2019-20

The Formative Assessment for Michigan Educators (FAME) project is entering its 12th year and is now seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process 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 2019-20 New FAME Coach application (https://www.surveymonkey.com/r/FAMEnewcoachapp) is available on the MDE Formative Assessment Process page (www.michigan.gov/mde/0,4615,7-140-22709_55936---,00.html) or the FAME public page (https://famemichigan.org).

The deadline to apply is **Friday, May 3, 2019**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-241-7061.

FAME — FORMATIVE ASSESSMENT FOR MICHIGAN EDUCATORS

Notable and Quotable

- FAME has a public website with several resources to share with colleagues on the formative assessment process.

  Visit the FAME website (www.FAMEMichigan.org)

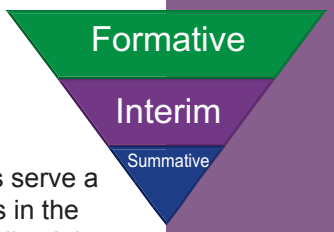
- Under **What is the Formative Assessment Process?**, you will find a 15-minute Formative Assessment Process Overview Module.

- FAME has a partnership with the Michigan Assessment Consortium.

  Visit the MAC's website (www.michiganassessmentconsortium.org) for additional assessment literacy resources.

Click on the icon below to access the **Assessment Coordinator Training Guide** or go to any assessment web page and look for the icon.

Assessment Coordinator Training Guide



Focus on Assessment Literacy

What Is the Purpose of Assessment?

Understanding the purpose of assessment is key to becoming assessment literate. Assessments serve a variety of different purposes in teaching and learning and attend to a wide variety of stakeholders in the educational community – students, teachers, parents, administrators, policy makers, and the public. It is critical that the purpose and use of results for an assessment be carefully and clearly defined before any assessment is given.

No single assessment can meet all of the needs and purposes required, especially for all users at the various levels of the educational system. Addressing all of the needs and purposes requires an approach to assessment that combines several different types of assessments.

In general, there are two basic types of assessment:

1. **Assessments for learning** – these assessment processes, used primarily in the classroom, occur frequently and continuously **during** instruction and help teachers to adjust instruction and students to adjust their learning. These assessments tend to be formative in nature and provide the greatest opportunity to impact student learning. They are generally used to determine which learning targets to address next to address the gap between students' existing and expected knowledge, and to inform students of their own learning processes.

2. **Assessment of learning** – these are assessments that occur at the **conclusion** of instruction, which may be at the end of a unit, course, marking period, semester, or school year. They tend to be summative in nature and are used to certify that learning has occurred. They may also be used more broadly to make programmatic, evaluative, or instructional and curricular decisions. At the state level, summative assessment results are used primarily for public reporting and accountability.

Both types of assessments are important but vary in purpose and in the way the results are reported and used, and by whom. When used together in a school's or district's assessment system, they provide a more balanced approach to assessment, and can meet the needs of all users.

Resources

Module 3: Determining the Purposes of the Common Assessment – designed to help instructional teams explore the different purposes of assessment

Developing Michigan into a Top 10 Education Performing State Over the Next Ten Years – The Michigan Assessment Consortioum's recommendation for the role of assessment to move Michigan into a Top 10 education performing state.

Put Into Practice

1. View the video **Module 3: Determining the Outcome of the Assessment** in the resource list. Work with a colleague and make a list of the assessments administered to students in your classroom or school. Can you identify the purpose of each assessment you're currently using?

2. How do we clearly communicate the purpose of the assessments we use and to whom? How are the results connected to the purpose of the assessment?

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

College Board Corner

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

Shipments

Preadministration materials and secure testing materials started arriving in schools this week. **All boxes were addressed to the test coordinator.**

Please note: Coordinators will receive numerous boxes; standard and accommodated materials will come separately. Here are some questions that may arise when it comes to shipments:

Why did you send me accommodated SAT materials that I don't need?

The College Board ships accommodated materials for all students in the pending and approved status in Michigan's contracted grade levels (11th and 12th for SAT, for example) in SSD Online and does not compare this to whether a student was pre-identified or not. Therefore, you will likely receive extra SAT materials for students you don't plan to test. Likewise, you will get materials for any student in the pending status, in the event that the approval occurs before test day. The Services for Students with Disabilities (SSD) coordinator must ensure that a student has been approved for accommodations before the accommodations are provided.

Why did I get so many boxes? And it seems to be of the same materials?

Let's say a school Pre-IDs 100 students for PSAT 10 and has 15 students approved in SSD Online for 50% extended time. We will send a standard order of 110 orange PSAT 10 test books (based on 100 students being pre-identified plus a 10% overage) AND we will send an additional accommodated order of 15 orange test books for the students in SSD Online.

We send what is in the approved and pending status automatically in SSD Online and do not match it to whether a student was pre-identified. This would mean the school will get a total of 125 test books. The school will receive a standard order and the accommodated order separately.

My school is administering the PSAT 8/9 to both 8th and 9th grades under the same AI code. Will I get an 8th grade shipment and a 9th grade shipment or just one PSAT 8/9 shipment?

Schools administering both assessments under the same AI code will get an 8th grade shipment and a 9th grade shipment. However, for these schools, the Pre-ID labels for 8th and 9th graders will come together in **EITHER** the 8th grade or the 9th grade shipment. Organize with the other test coordinator in your school to look for the Pre-ID labels for all your students.

More students enrolled at my school after the Pre-ID deadline and I don't have enough materials. Can I get some more?

After inventorying materials, if a school determines the need for additional standard test books, answer sheets, and/or coordinator manuals for SAT with Essay, PSAT 10, or PSAT 8/9, these materials should be ordered via the OEAA Secure Site during the Additional Materials Ordering Window. This window is open from **March 20, 2019 – March 28, 2019**. For questions about using the Secure Site, visit the Secure Site Training web page (www.michigan.gov/securesitetraining). Note that you may have enough with the 10% overage already provided.

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I entered students after the accommodations deadline and didn't get materials for them. What do I do?

First, refer to the Nonstandard Administration Report (NAR) in SSD Online to determine what color test book the student needs. A student may be approved for an accommodation but may still use the same book. This is especially true for PSAT 10 and PSAT 8/9 as accommodated students will only use a different color book if they are testing with state-allowed accommodations. Second, determine if you have extra materials that were sent to you that the student can use (see first and second question above). Third, if you still determine you need additional accommodated materials (MP3 audio, large block answer sheet, etc), call the Michigan Educator Support line immediately.

Will accommodated materials come assigned to a particular student?

No, you will just receive an accommodated shipment. Individual test books or formats will not be assigned to students.

Are answer sheets different for accommodated students?

No, each assessment has one answer sheet. The only difference would be for a student approved for a large block answer sheet.

If I order standard materials during the Additional Material Order Window, when will I receive my materials?

Materials will be delivered between **March 25** and **April 4, 2019**. We will pull orders from the OEAA Secure Site and ship on a daily basis, so the earlier you order, the earlier you will receive your materials.

Coming Soon

- Additional material order window closes in the OEAA Secure Site on March 28, 2019
- Coordinators receive email about UPS pickup for returning test materials and email to order makeup materials on April 8, 2019

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

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

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Pre-Test Activities

Test day is just a few weeks away, so it's time to start preparing!

Receiving Test Materials

The ACT WorkKeys Test Coordinator will receive test materials for the April 10, 2019 test date no later than **March 22, 2019**, Refer to the February 28, 2019 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about tracking shipments and checking in test materials.

If after checking in your test materials, the number of students scheduled to test on the initial test day exceeds the number of test materials received, order additional ACT WorkKeys materials through the OEAA Secure Site (www.michigan.gov/oeaa-secure) beginning **Wednesday, March 20, 2019** through the following **Wednesday, March 28, 2019 at 5:00 PM ET**. Order early to ensure test materials arrive in time for testing.

Instructions for the Additional Material Orders function can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

If you are missing any materials that are not orderable via the OEAA Secure Site—such as FedEx return labels, Test Administration Forms, return polymailers, etc.—call ACT for resolution.

Selecting Testing Staff

Refer to the February 28, 2019 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about who may, and who may not, serve as testing staff, the various roles and responsibilities of your testing staff, and training resources.

Preparing Student Answer Documents

Refer to the March 7, 2019 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about preparing each student's answer document prior to test day.

Preparing Students — Go For Platinum!

Refer to the March 14, 2019 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about preparing students for testing and encouraging them to Go For Platinum!

Selecting and Setting Up Testing Rooms

The ACT WorkKeys Test Coordinator must select and set up testing rooms using the guidelines that begin on page 7 of the ACT Test Coordinator Information Manual. This manual is posted on the ACT state testing website (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

For all upcoming events and deadlines, be sure to reference the following documents:

- ACT WorkKeys Schedule of Events, posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.
- MME and PSAT List of Important Dates, found on the MME web page (www.michigan.gov/mme) under **General information**.

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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, 9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

Friday, March 22, 2019:

- Off-Site Test Administration request window **DEADLINE** for individual students, such as homebound or students expelled with services, for **WIDA**
- Window for Test Setup in **WIDA** AMS **CLOSES**
- **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** Test Administration Window **CLOSES**

Thursday, March 28, 2019:

- Additional material order window **CLOSES** in the OEAA Secure Site for **ACT WorkKeys** standard time test booklets, answer documents, and accommodated materials
- Additional material order window **CLOSES** in the OEAA Secure Site for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9** standard test books, answer sheets, and manuals

Friday, March 29, 2019:

- **DEADLINE** for UPS pickup of ALL **WIDA ACCESS** secure test materials for return to DRC

Coming Next Week . . .

March 28, 2019, from 3:00–4:00 PM:

- **Testing Tips Webinar** to assist **SAT with Essay**, **PSAT 10,** and **PSAT 8/9** coordinators with planning for an effective preadministration session and test day Register here (www.tinyurl.com/2019MITestingTips)

March 2019

Early Literacy and Mathematics, M-STEP, and MI-Access

Now – May 30, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP, MI-Access,** and **Early Literacy and Mathematics Benchmark Assessments**

ACT WorkKeys

Now – April 19, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **ACT WorkKeys**

April 2019

SAT and PSAT

April 11, 2019:

- Deadline for coordinators to respond to makeup ordering survey for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**

WIDA

April 17, 2019, from 12:00 – 1:00 PM:

- **Interpreting Score Reports Webinar** to help educators better understand the **WIDA ACCESS for ELLs** assessment reports – Use this webinar link to attend (No registration needed)

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), Test Management System (TSM), eDIRECT, 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 all 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, Central Office Services (COS), and Test Management System (TSM)
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

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