

Spotlight

on Student Assessment and Accountability

March 22, 2018

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End of WIDA ACCESS Testing Reminders

Below is a list of important reminders about the close of the testing window for WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs on **March 23, 2018**:

- The deadline for UPS pickup of ALL secure test materials for return to DRC is **Friday, March 30, 2018**. If you do not have a UPS Return Label, call DRC at 877-560-8378 (Option 5) to order labels.
- Districts needing additional School/District labels can still order those labels by sending an email to mde-oeaa@michigan.gov with the District and School name, as well as the number of sheets of labels needed (1 sheet = 10 labels).
- Review the [Michigan Specific Directions](#), located on the [WIDA web page](#) (www.michigan.gov/wida) under **Current Assessment Administration**, for information on what should be bubbled in on all student booklets.
- Districts are encouraged to view the After Testing Tutorial posted in the ACCESS for ELLs 2.0 training course on the [WIDA website](#) (www.wida.us), as well as review and follow the return testing procedures outlined in the [District and School Test Coordinator Manual](#).

State Benchmark Assessment Award Pending

The Michigan Department of Technology, Management and Budget (DTMB) Procurement office has completed an evaluation of Administration, Scoring and Reporting of Statewide Benchmark Assessment proposals for the Michigan Department of Education. DTMB's Procurement office has recommended an award to Data Recognition Corporation

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Key:  Reminder (previously run article)

(DRC) and the Northwest Evaluation Association (NWEA), pending State Administrative Board approval and contract agreement. These two vendors are the only bidders that met the minimum requirements of technical review for reward consideration.

The two vendors are slated to provide three different benchmark options from which schools can choose.

- NWEA Measure of Academic Progress (MAP) assessment
- DRC BEACON benchmark assessment
- DRC Smarter Balanced Interim Comprehensive and Block assessment.

These tools will focus on mathematics and English language arts in grades 3-8 and pending final processes will be available in the fall of 2018.

Look for additional information in future issues of the Spotlight as plans begin to be built out.

New SAT Data Added to Michigan's Parent Dashboard for School Transparency

This week the "Percent of Graduates from High School who are Proficient on the SAT" was added to the state's [Parent Dashboard for School Transparency](http://www.mischooldata.org/ParentDashboard) (www.mischooldata.org/ParentDashboard) located on mischooldata.org.

The online Parent Dashboard was launched on January 9, 2018 by the Michigan Department of Education (MDE) in collaboration with the Center for Educational Performance and Information (CEPI) to advance the State Board of Education's vision of an easy-to-use dashboard filled with meaningful school-level data that offers a more balanced picture of school quality.

The Parent Dashboard:

- was designed with parents to show school information they say is important, and enhanced by ongoing parent feedback
- currently includes nearly 20 different factors—or measures—that parents say are important to them
- comes from data already collected from schools and reported in MiSchoolData.org.
- provides one easy location where parents and caregivers can view building-level information and data
- can be accessed on any computer or mobile device

The dashboard is designed to be a "living tool" that will be updated as new school data become available.

Future phases of the Parent Dashboard will include additional school comparison options and available new data not previously reported for schools. Proposed categories include early learning access, access to technology, services to students with disabilities and English learners, and extracurricular activities.

School Accountability Data in Secure Site and Upcoming Public Release

The Michigan Department of Education (MDE) has provided authorized school and district [Secure Site](http://www.mi.gov/oeaa-secure) (www.mi.gov/oeaa-secure) users a month-long courtesy window to review embargoed 2016-17 school accountability reports and student datafiles for the new Michigan School Index System. The Michigan School Index System was developed to comply with the accountability requirements set forth in Every Student Succeeds Act of 2015 (ESSA) and is to be used for identifying schools for state and federal supports.

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Authorized users of the Secure Site are able to download accountability student datafiles and aggregate school-level accountability reports. Aggregate reports include an overall school index value ranging from 0-100 indicating performance across subgroups and multiple data components. This preview window in the Secure Site is scheduled to close at **5:00 PM on March 26, 2018**. Schools will continue to have access to the unsuppressed accountability reports and student datafiles after the preview window closes.

To get started with accountability reports in the Secure Site, please review the [2016-17 Resource Toolkit](#) for the Accountability Preview Window.

The toolkit—along with new resources and other supporting materials to help schools and districts communicate school index results—is located on the [Accountability web page](#) (www.michigan.gov/mde-accountability). Click on the [Michigan School Index System Preview Window Resources - NEW!](#) link under the **Resources for Educators** section.

Please note that school index results are to remain embargoed until the public release of index results on MISchoolData.org in the coming weeks.

MDE Seeks Information on K–3 Literacy Assessments Clarification

The [March 15, 2018 Spotlight](#) (www.michigan.gov/mde-spotlight), the article on seeking information regarding assessment tools that may be used by local school districts with students up to 3rd grade did not include the following information:

Local districts may only submit for consideration an application and documentation for district-created assessments. Districts wanting to see a particular

vendor-created assessment on the list should encourage the vendor to participate in the information submission process.

Updated lists will be published by **April 30, 2018** and will be found with additional guidance on the [Academic Standards Early Literacy web page](#) (http://www.michigan.gov/mde/0,4615,7-140-28753_74161-410821--,00.html)

The [full article](#) is located on the [MDE Home page](#) (www.michigan.gov/mde) under Current Topics.

IMPORTANT REMINDER for Testing with Chromebooks

For students taking the M-STEP with a Chromebook, the Chromebook **MUST** have the keyboard setting set to the standard “US Keyboard”. If the Chromebook keyboard is set to “US International Keyboard”, quotation marks and apostrophes do not work.

To check keyboard settings **BEFORE** testing, go to Settings – then Keyboard Settings.

If this problem occurs **DURING** testing, click outside the text box and press CTRL-SHIFT-SPACE BAR to select the US Keyboard.

eDIRECT, WIDA AMS, and Secure Site Users Disabled

The Office of Educational Assessment and Accountability (OEAA) now runs a monthly process that disables users who have not logged into the OEAA Secure Site in the last 14 months. In order to get access to the online management systems, eDIRECT and WIDA AMS, a user must have a specific “enabled” role in the OEAA Secure Site. To keep

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your access to eDIRECT and WIDA AMS, and not be affected by the 14-month rule, you will need to log into the Secure Site once a year (even if you don't have any tasks to complete) so that your user role will not be disabled.

If a district administrator level user of the OEAA Secure Site reenables a user that has been disabled because of this process, the user should immediately log into the Secure Site to prevent their access from being disabled again during the next monthly process.

Additional Materials Orders

Schools have an opportunity to order additional materials for paper/pencil assessments, if needed, for each of the Spring 2018 assessments. Additional materials are ordered from the OEAA Secure Site on the Additional Material Order page. Detailed instructions can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Material Ordering** section, and at the top right of the Secure Site Additional Material Order page by clicking on the Page Instructions link.

As initial material orders come in, it is important to inventory the testing materials to ensure that you have received the expected items and quantities.

- Did you receive all the expected materials?
- Do you have newly enrolled students?
- Do you have students that have changed grade levels?
- Did you receive your FedEx return labels to ensure materials can be returned on time?
- Are there any students with new accommodations that were not planned for? Do they need an accommodated version?

- Do you have new students pre-identified to take MI-Access FI online and need to order Expressing Ideas? Expressing Ideas is only available as a paper/pencil assessment.

When you go into the additional material order page, if there is already a quantity completed for an item, you can add to that quantity by changing the number. If the previous entry is still available on the screen, this means that the order has not been pulled yet, so you can continue to add to it. If you remove quantities, it will change your order. Orders will be pulled at the end of every day by the vendors and immediately prepared for shipping.

The Additional Materials Ordering windows are as follows:

SAT, WorkKeys, PSAT 8/9 and PSAT 10

March 21 - 28, 2018

M-STEP Grades 5, 8 and 11

April 3 - April 24, 2018 (noon)

MI-Access Grades 3-8 and 11

April 3 - May 22, 2018 (noon)

M-STEP Grades 3, 4 and 7

April 24 - May 15, 2018 (noon)

WorkKeys Makeup Orders

April 11 - 12, 2018

SAT Makeup Materials

(order through College Board)

April 10 - 12, 2018

It is important to note: WorkKeys and SAT Makeup Orders are **separate** materials from the initial testing day, and have **separate** windows to order those materials.

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

Reminder: MI-Access Test Administration Manuals Available

The MI-Access Test Administration Manuals (TAMs) are available on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under the **Current Assessment Administration** section.

All staff involved in the MI-Access administration should download, read, and know the policies, procedures, and guidelines documented in the TAMs that are relevant to their role in testing. This is important to ensure a valid, equitable, and trouble-free administration. The TAMs may be downloaded and provided to all staff involved in the test administration.

These two TAMs are:

- **2018 Functional Independence (FI) Test Administration Manual** – provides specific information for both online testing and students taking the paper/pencil version of the tests
- **2018 Supported Independence (SI) and Participation (P) Test Administration Manual** – provides specific information for the administration of the tests and the process for entering scores into the online answer document.

Important Reminders:

- All students taking the FI English language arts (ELA) assessment **must take the Expressing Ideas test on paper** whether they are testing online or with paper versions. **There is no online version of FI Expressing Ideas.**
- Supported Independence and Participation assessments are administered using paper materials but the responses for both the Primary and Shadow Administrators must be entered online. See the [P/SI Online Answer Document](#)

[Instructions for Score Entry](#) located on the [MI-Access web page](http://www.Michigan.gov/mi-access) (www.Michigan.gov/mi-access) for specific instructions on this process.

- The MI-Access **online** test directions for Functional Independence (FI) are embedded in the testing engine when a student is logged in and the test begins. The online directions are set up to begin text-to-speech upon login by default. Printed directions are **NOT** available for any online FI test.
- MI-Access paper/pencil test directions are included in the Test Administration Manual.

MI-Access Administration Training Opportunities

Training modules

The MI-Access team would like to highlight a great training tool for you and your staff that is available on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under the **Professional Development** section. The Participation (P) and Supported Independence (SI) assessments are designed to be administered by two test administrators and we have a [training module series](http://video1.resa.net/mde/PSI/module1.html) (<http://video1.resa.net/mde/PSI/module1.html>) provided in a classroom video format that has proven to be very helpful.

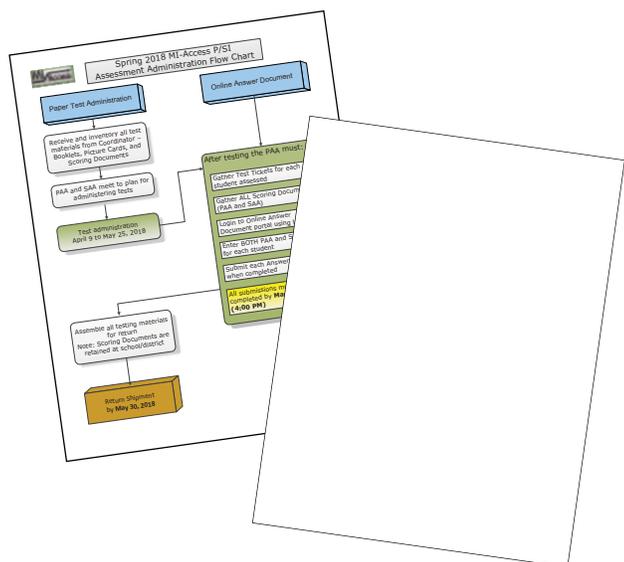
This classroom series is produced in seven modules and includes sections on how to prepare for P/SI testing and how to enter the student scores in the online answer document when testing is complete. We highly recommend that all P/SI test administrators review the modules annually. This series does not replace the test administration manual. Make sure all staff members have access to the P/SI Test Administrator Manual.

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

Administration Flow Charts

The administration flow charts for MI-Access are excellent new resources that provide a high-level view of how online and paper/pencil versions of the tests are administered from beginning to end.

The [Spring 2018 MI-Access FI Administration Flow Chart](#) and the [Spring 2018 MI-Access P/SI Administration Flow Chart](#) are helpful resources for training staff and reference tools for the administration of all the MI-Access assessments.



Look under the **Professional Development** and **Current Assessment Administration** sections of the [MI-Access web page](#) (www.michigan.gov/mi-access) for numerous training items and instructional materials (including the flow charts) to use when preparing for the administration of the MI-Access assessments.

M-STEP Test Administration Trainings Series – Chapter 2 Available

The 2018 M-STEP Test Administration Trainings Chapters 1 and 2 are 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 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 tasks to be do **before** the M-STEP administration.
- **Chapter 2** discusses tasks to do **during** the M-STEP administration.
- When available, **Chapter 3** will discuss tasks that will need to be done **after** the administration.

Be sure to use these resource as you prepare to administer the 2018 M-STEP!

Helpful Tips from the Field

The Michigan Department of Education is gathering a list of helpful tips from Assessment Coordinators, Administrators, and anyone involved in administering state assessments, to share ideas that have worked for you in preparing for and administering state assessments. If you have an idea that you think might be helpful to a colleague, please submit it to mde-oeaa@michigan.gov so we can share your ideas with other Michigan educators!

We have received some helpful tips already – so thank you to those who have already contributed!

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Spring 2018 State Assessment Parent Resources Available

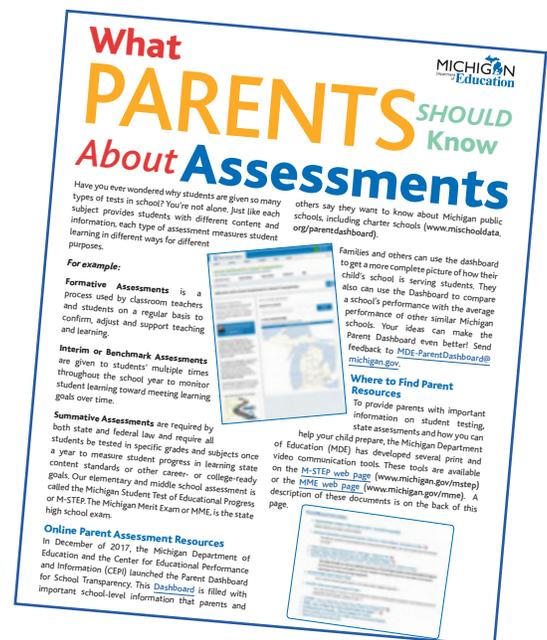
As the M-STEP/MME testing window approaches, schools and teachers will start to get questions from parents regarding how their children will experience state testing in 2018. The communications team at the Michigan Department of Education has prepared several helpful documents that can help you communicate with parents before this year's testing window opens. These documents can also assist you in answering questions that might arise—including requests to allow children to “opt out” of testing.

The [Spring 2018 State Assessment Communication Toolkit](#) complete with customizable tools and information to provide to educators, parents and your community, is available now on the [M-STEP](#) (www.michigan.gov/mstep) and [MME](#) (www.michigan.gov/mme) web pages under the **General Information** section.

There are also a variety of helpful resources geared specifically to parents and students that are available under the **Parent/Student Information** section:

- [Parent/Student Video: Spring 2018 M-STEP video](#)
- [Michigan's State Assessment System: What it is, What it Means – And What it Offers](#)
This popular one-page handout has been updated (spanish, and Arabic translations coming soon). A companion PowerPoint presentation in English has also been updated. This publication provides an overview of Michigan's state assessment system and the upcoming Spring 2018 testing schedule.

- [Student Testing: What Parents Can Do to Help Students Prepare](#)
This NEW resource helps put state assessment into perspective and provides practical tips on how families can ease students' anxieties and foster success (spanish, and Arabic translations coming soon).
- [M-STEP: What can students expect? Video](#) (an updated version will be available soon)
- [Parent Guide to State Assessments in Michigan - National PTA](#)
- [Parent letter from State Superintendent Brian Whiston](#) (including opt-out information)
- [What Parents Show Know About Assessment](#)
This NEW resource outlines various types of assessment, available materials, videos and more.



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Also available on the MI-Access web page (www.michigan.gov/mi-access):

- [Parent Guide to MI-Access](#)

Thank you for reviewing and sharing these useful tools with your staff.



FAME Project Accepting New Coach Applications through May 4, 2018

The Formative Assessment for Michigan Educators (FAME) project is entering its eleventh 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 [2018-19 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 4, 2018**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-373-0988.



- In 2016-17, 59% of FAME Coaches were classroom teachers. These coaches lead learning teams that were composed of 93% classroom teachers. 50% of learning team members had 16+ years of professional experience and 36% had 6 -15 years.
- We have posted a case study on the MDE Formative Assessment Process page that showcases Muskegon ISD's efforts to build formative assessment practices and assessment literacy throughout the county. Read "The Muskegon Story: Building Trust, Raising Expectations".
- "FAME is a staff-led opportunity that allows our professionals a safe space to examine assumptions about students learning and develop a clear picture of learning before a unit assessment." – Middle School Principal

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

Shipments

Preadministration materials and secure testing materials will arrive this week. All materials will be addressed to the test supervisor. **Please note:** Supervisors will receive numerous boxes, and standard and accommodated materials will likely come separately. Although the majority of materials should have arrived by today, refer to the tracking information in Secure Site or the tracking emails received by the supervisor to track your shipments.

The College Board ships accommodated materials for all students in the pending and approved status in Michigan's contracted grade levels (11 and 12 for SAT, for example). Therefore, you will likely receive extra materials for students you don't plan to test. You will also get materials for a student who has not yet been approved to use those materials, 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.

Additional Material Order Window for Standard Testing Materials

If after inventorying materials, a school determines the need for additional standard test books; answer sheets; and/or supervisor manuals for

SAT with Essay, PSAT 10, or PSAT 8/9 for 9th grade; these materials should be ordered through the Secure Site during the Additional Materials Ordering Window. This window is open **March 21 – 28, 2018**. For questions about using the Secure Site, visit the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining). If additional Student Guides are required, please call the Michigan Educator Hotline at 866-870-3127 to place an order.

Rosters

There are no required templates for rosters to use this year. Supervisors can identify all the students pre-identified for the applicable assessment by running the Student Pre-ID Report in the OEAA Secure Site. For questions about using the Secure Site, visit the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

The Supervisor Manual provides suggestions for fields to use when creating a Master Student List, a list of all students who will be taking the applicable assessment. However, supervisors do not have to use the suggested fields in the manual. Use whatever information is helpful for test day staff. Supervisors should make a copy of the Master Student List and return this with the testing materials.

Once supervisors have the full list of students that will be testing, these students will then likely need to be divided into individual room rosters. There are no required templates for the individual room rosters.

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

SAT Preadministration Session: Student Answer Sheet Instructions

Students should be provided a copy of the Student Answer Sheet Instructions for use during the preadministration session. This will walk students through the questions of the optional questionnaire as well as provide college codes for identifying the student's four free score sends.

Please be aware of an error on page 2 of the instructions that refers to an incorrect page number of the answer sheet.

Share the following information with your associate supervisors: Before beginning the preadministration script, direct students to turn to page 2 of their SAT School Day Student Answer Sheet Instructions and find at the top of the second column "Turn to page 7 of the answer sheet." Then direct them to replace the "7" with "11." Return to the script and start your preadministration session.

Administration Supplement and State Use Questions

The [Administration Supplement](#) has been posted to the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) in the **Administration** stage under **Supplements** and a copy was included with your non-secure test materials. This document contains additional information about:

- Examinee Transfers
- Exceptions to Non-Test Information
- Barcode Labels
- State Use Questions (block 26) are used to collect additional information about examinees and accommodation usage. School staff must grid responses to these questions on the answer documents in block 26 – Local Items. These questions can be completed before or after the examinees complete their non-test information, but they must be completed before the actual testing session begins. You may disregard the “Do not use Questions 18-20” in the instructions and answer all 20 questions. Questions that are not applicable to a particular student should be left blank.

Preparing for the Test Administration

In previous Spotlight Newsletters we've shared the following information about preparing for the ACT WorkKeys test administration:

- [January 18, 2018](#) – WorkKeys 2.0 Student Resources and Practice Tests
- [February 1, 2018](#) – Overview of Accommodated Testing
- [March 1, 2018](#) – Testing Staff Requirements
- [March 8, 2018](#) – Test Administration Materials and Testing Facility Requirements
- [March 15, 2018](#) – Test Room Selection and Setup, Test Material Quantities, and Tracking Initial Materials Shipments

This week we'll focus on Answer Document Preparation, Required Break, Lunch Policy, and Administering Extended Multiple-Day Sessions.

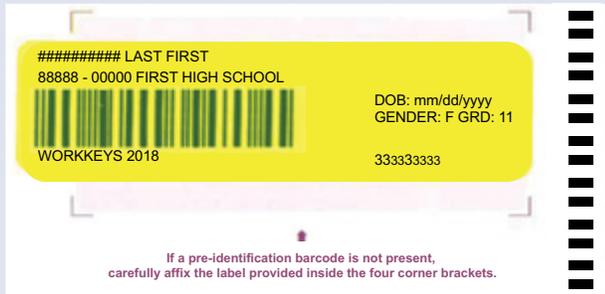
Answer Document Preparation

There are several steps needed to prepare the answer documents prior to testing day.

Apply Barcode Labels to Answer Documents

For each examinee, school staff must apply the Pre-ID barcode label on page 4 of the answer documents in the shaded area. All answer documents must have a Pre-ID label, no exceptions! Apply the labels right-to-left to ensure the timing tracks are not covered and processing is not delayed. Do not place the barcode label on the front page or in any other location on the answer document.

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Block 18 – Reporting High School Code

It is not necessary to complete block 18 – Reporting High School Code. Reports will be sent to the school where the examinee tested even if this field is completed.

Updates from Q&A Webinar held March 20, 2018

- **Block 26 – Local Use Items**

For each examinee, school staff must complete block 26 – Local Use Items using the State Use Questions listed in the [Administration Supplement](#), received with your test materials and posted on the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) in the **Administration** stage.

These questions are used to collect additional information about examinees and accommodation usage and can be completed before or after the examinees complete their non-test information (if done in a separate pre-test session), but they must be completed before the actual testing session begins. You may disregard the “Do not use Questions 18-20” in the instructions and answer all 20 questions. Questions that are not applicable

to a particular student should be left blank.

- **Completing the Demographic Information**

All examinees must complete the demographic and address information in blocks 1 through 15, including block 3–ID number. This can be done prior to test day in a separate pre-test session or a part of their actual test session. Completing these fields ensures that students are correctly matched across the ACT, SAT, and M-STEP assessments—the required components of the Michigan Merit Exam—in the event the barcode label comes off or becomes unscannable.

Required Break Between Applied Math and Graphic Literacy

ACT requires a 15 minute break between Applied Math and Graphic Literacy for all students, standard-time and accommodated, to allow them time to relax or go to the restroom. The break timing starts when you call stop on Applied Math and ends when you begin reading the verbal instructions for Graphic Literacy, no more than 15 minutes later. The following policies and guidelines apply:

- do not skip, delay, lengthen, or reschedule this break waiting for other rooms or examinees
- all test booklets must be closed during the break or collected if examinees stay in the room
- do not leave the test room or test booklets unattended
- examinees returning late can be readmitted,

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but they cannot make up lost time

- continuously monitor examinees during the break for prohibited behavior
- this break may not include lunch; snacks are allowed but only outside the test room
- if the break is longer than 15 minutes, explain why on the Irregularity Report; breaks longer than 15 minutes will be questioned and may result in canceled scores

Lunch Policy

Standard-time and single-day accommodated students are not allowed a lunch break during the testing session. Snacks during the 15-minute break between test 2 and test 3 are allowed but only outside the test room.

Accommodated students testing over multiple days are allowed a lunch break between tests. However, each test must be completed in a single session, and the examinee may not return to a test after being dismissed from that test session.

Administering Extended and Multiple-Day Sessions

Standard-time students must be allowed the entire 55 minutes per test even if it appears that all students have finished early.

When administering an extended and/or multiple-day testing sessions, the following policies apply.

- **Testing with Extended Time:** All examinees testing in the same room must test with the same timing and begin each test at the same time. Examinees must sit quietly until everyone

has completed each test or until stop is called. If all examinees in a room complete a test before time is called, you may begin the next test or dismiss them if it is the last test of the day. In addition, any examinees being tested with any of the administration codes may NOT test in a standard time room. Administration codes are listed on page 11 of the [ACT WorkKeys Administration Manual – Accomms](#), located on the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) in the **Administration** stage.

- **Testing with Stop-the-Clock Breaks:** Any examinees given stop-the-clock breaks must test individually, each in a separate room.
- **Testing over Multiple Days or During Separate Sessions:** If an examinee is testing over multiple days, each test must be completed in a single session, and the examinee may not return to a test after being dismissed from that test session. The days do not have to be consecutive, but all tests must be completed in sequence within the designated two-week window.

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

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

Important Dates

Approaching Deadlines!



Friday, March 23, 2018:

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

March 28, 2018:

- **SAT with Essay, PSAT 10, and PSAT 8/9 for 9th Grade Additional Material Order Window for standard testing materials only in the OEAA Secure Site CLOSES**
- **ACT WorkKeys Additional Material Order Window for standard testing and accommodated materials in the OEAA Secure Site CLOSES**

March 30, 2018

- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs material return shipment date**

Coming Next Week . . .

March 26 – 28, 2018:

- **M-STEP Grades 5, 8 and 11 materials arrive in schools**

March 2018

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 – submit request [here](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)**

April 2018

M-STEP

April 2 – 4, 2018:

- **M-STEP—grades 5, 8, and 11 materials arrive in schools for schools that requested alternate delivery dates**

April 3 – 24, 2018 (closes at noon):

- **M-STEP—grades 5, 8, and 11 Additional Material Orders Window in the OEAA Secure Site**

April 9 – May 4, 2018:

- **M-STEP—grades 5, 8, and 11 Online Test Administration Window**

April 24 – May 15, 2018 (closes at noon):

- **M-STEP—grades 3, 4, 6, and 7 Additional Material Orders Window in the OEAA Secure Site**

April 30 – May 25, 2018:

- **M-STEP—grades 3, 4, 6 and 7 Online Test Administration Window**

MI-Access

April 3 – May 22, 2018 (closes at noon):

- **MI-Access—grades 3-8 and 11 Additional Material Orders Window in the OEAA Secure Site**

April 9 – May 25, 2018:

- **MI-Access Alternate Assessments—grades 3-8 and 11 Online and Paper/Pencil Test Administration Window**

(Continued on next page)

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

SAT/PSAT

April 10, 2018:

- SAT with Essay **Initial Test Day**

April 10 and/or 11, 2018:

- PSAT for grades 9 and 10 **Initial Test Dates**

April 10-12, 2018:

- SAT Makeup Materials – order through College Board **April 11, 2018:**

April 10 – 24, 2018:

- SAT/PSAT **Accommodated Test Administration Window**

April 24, 2018:

- SAT **Makeup Test Day**

April 24 – 25, 2018:

- PSAT **Makeup Test Days**

ACT WorkKeys

April 11, 2018:

- ACT WorkKeys **Initial Test Day**

April 11 - 12, 2018:

- ACT WorkKeys Order materials for makeup test administration

April 11 – 24, 2018:

- ACT WorkKeys **Accommodated test administration window**

April 25, 2018:

- ACT WorkKeys **Makeup standard-time test administration**

April 25 – May 1, 2018:

- ACT WorkKeys **Makeup accommodated test administration window**

Recently Asked Questions . . .

We have new students that have been submitted in the Michigan Student Data System (MSDS). Why are they not showing on the OEAA Secure Site or eDIRECT?

The Office of Educational Assessment and Accountability (OEAA) did a one-time pull in January from MSDS for pre-identification of students for the Spring 2018 assessments. The OEAA does not continue to pull student enrollment information from

MSDS for pre-identification. Schools are responsible for pre-identifying students directly on the OEAA Secure Site through the end of testing.

Student enrollment information is not required to be submitted in MSDS at this time to pre-identify a student for the spring assessments. Additional information can be found in the [December 14, 2017 Spotlight](#) (www.michigan.gov/mde-spotlight).

(Continued on next page)

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What materials for M-STEP or MI-Access will be sent to a school testing ONLINE ONLY?

Materials shipped for schools testing online only are as follows:

M-STEP – Online Only

- Security Compliance forms
- Online Test Administration Directions
- Materials Return Kits
- Grades 6, 7, 8 – graph paper

MI-Access Functional Independence (FI) – Online Only

- Security Compliance forms
- All students taking FI ELA will receive PAPER versions of the Expressing Ideas component regardless of mode of testing
- Materials Return Kits

MI-Access Participation and Supported Independence (P/SI) – Paper/Pencil with Online Only Answer Document

The P/SI assessments are still paper/pencil administrations. Schools will receive:

- administrator test booklets
- student picture cards
- scoring documents for the administration

The P/SI answer document is online only for student score entries. See the **Instructions for P/SI score entry** link on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under **Current Assessment Administration**.

Please Note: Districts have the option to ship directly to schools, so schools should be sure to watch for their delivery of materials and secure them.

Updated student information was submitted in the Spring 2018 MSDS General Collection and it has not been updated in the Secure Site yet. When will be updated?

The Spring 2018 MSDS General Collections is expected to be certified by districts March 28, 2018. The Center for Educational Performance and Information (CEPI) will be running their process and quality checks before closing out the collection. CEPI is expected to have their process closed out the week of April 23, 2018. Once that is done, the student records on the Secure Site will be updated. OEAA will not Pre-ID any additional students based on enrollment in MSDS, only update the student records that are pre-identified for testing.



Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

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

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