Spotlight

MICHIGAN Department of Education

March 28, 2019

Key: Reminder (previously run article)

Additional Material Orders for Spring 2019

Schools will have the opportunity to order additional materials from the Additional Material Order page on the Office of Educational Assessment and Accountability (OEAA) Secure Site for the Spring 2019 assessments as listed below.

MI-Access

- Schools can order both standard and accommodated materials **April 2 – May 28, 2019 at NOON**.

- All students taking the MI-Access FI: ELA, whether online or paper/pencil, will take the Expressing Ideas on paper/pencil. If you have additional students pre-identified for MI-Access FI online, don't forget to order the paper/pencil Expressing Ideas.

- For Participation and Supported Independence, you will need to enter the number of administrators who will be administering the assessment (don't forget to include the shadow in the count).

M-STEP (grades 5, 8, and 11): April 2 – 23, 2019 at Noon

M-STEP (grades 3, 4, 6, and 7): April 23 – May 14, 2019 at Noon

- Schools can order both standard and accommodated paper/pencil materials.

- If ordering ELA assessment materials, don't forget to order the listening CD or download a listening script if the school does not already have one or if more will be needed.

- When ordering Braille or Enlarged Print Kits, the answer document and standard test booklet are also included.

  ◆ Contracted and uncontracted braille is available for ordering; make sure to know which one the student needs before ordering.

  ◆ When ordering Braille or Enlarged Print Kits, make sure the student testing is marked as paper/pencil, so the students will come up in the "Select Students" list, allowing you to order the materials.

(Continued on next page)

- Answer documents are not automatically included when test booklets are ordered (unless part of an accommdated kit). Be sure to order one for each test booklet, if needed.

- Glossary Reference Sheets in many different languages are available to download and print from the Additional Material Orders page.

- If you are testing all students online, no paper/pencil materials need to be ordered.

When your initial materials arrive, make sure to check for your FedEx Airbill, Scorable Return Label, and Special Handling Envelope to return paper/pencil materials. Don't wait until it's time to return the testing materials. Return materials can be ordered during the additional material orders window if needed.

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

What to Expect in Your Initial Material Orders Shipment

M-STEP

Schools testing online will receive:

- **Online Test Administration Directions** – one for every 15 students pre-identified for testing in each grade (also available to download from the M-STEP web page)

- **OEAA Security Compliance Forms** – minimum of two per grade with pre-identified students; one per 50 students pre-identified (also available to download from the M-STEP web page)

- **Graph Paper** – if the school has students pre-identified for testing in grades 6 or 7, one per student (also available to download from the M-STEP web page)

- **Return Kit** – return materials are included for online schools in case the school submits orders for paper/pencil materials during the Additional Material Orders window; there may not be materials to return for schools testing online

  ◆ Instructions for Materials Return – one per test window

  ◆ FedEx Air bills – one per test window

  ◆ Special Handling Envelope – one per test window

Schools who have pre-identified a small number of students for paper/pencil testing as an accommodation will receive the online testing materials, plus:

- **Test Booklets** – one per student according to pre-identification

- **Answer Documents** – one per student according to pre-identification

- **Pre-ID Labels** – one per student according to pre-identification

- **Paper/Pencil Test Administration Directions** – one for every 20 students pre-identified for testing in each grade, minimum of two (also available to download from the M-STEP web page)

Schools testing paper/pencil will receive:

- **Test Booklets** – one per student according to pre-identification

- **Answer Documents** – one per student according to pre-identification

- **Pre-ID Labels** – one per content area for each student according to pre-identification

- **Blank Labels** – two sheets per school

- **Paper/Pencil Test Administration Directions** – one for every 20 students pre-identified for testing in each grade (also available to download from the M-STEP web page).

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

- **OEAA Security Compliance Forms** – minimum of two per grade with pre-identified students; one per 50 students pre-identified (also available to download from the M-STEP web page)

- **Graph Paper** – if the school has students pre-identified for testing in grades 6 or 7, one per student (also available to download from the M-STEP web page)

- **Return Kit**
  - Return Kit Cover Letter
  - Instructions for Materials Return – one per test window
  - FedEx Air bills – one per test window
  - Special Handling Envelope – one per test window

Schools that have submitted orders for accommodated materials will receive those materials in the Initial Order shipment.

The M-STEP Test Administration Manual (TAM) is not printed or shipped to schools. The TAM is available on the M-STEP web page (www.michigan.gov/mstep). Schools can view the TAM online or print a copy from the website.

MI-Access

Schools testing online with Functional Independence (FI) will receive:

- **OEAA Security Compliance Forms**

- **Note:** There are no paper versions of online Test Directions. Test Directions are embedded in the test and will automatically read to student via Text to Speech.

- **FI: ELA Expressing Ideas (EI) Assessment Booklet** – All students assessed with ELA, regardless of testing mode, must complete the EI assessment using the paper/pencil version. (All students pre-identified for ELA will receive a booklet and answer document).

- **Return Kit**
  - Return Kit Cover Letter

  - Instructions for Materials Return
  - FedEx Air Bills
  - Special Handling Envelope (green)
  - Yellow Material Return Label
  - Gold Divider Sheet

Schools testing paper/pencil will receive:

- **OEAA Security Compliance Forms**

- **Student Test Booklets for FI**

- **Answer Documents for FI only** – P/SI utilize an online answer document for student response entries

- **Assessment Administrator Booklet –** for Participation and Supported Independence (P/SI)

- **Student Picture Cards** (P/SI)

- **Scoring Documents** (P/SI only) – used during test observations to record student responses

- **Listening Scripts** (FI: ELA students only)

- **Accommodated versions of the test** (FI only) – these are based on specific orders made by the school/district

- **Pre-ID Labels** – One per student, plus a supply of blank labels

- **Note:** The test directions are located in the Test Administration Manual found on the MI-Access web page (www.michigan.gov/mi-access)

- **Return Kit**
  - Return Kit Cover Letter
  - Instructions for Materials Return
  - FedEx Air Bills
  - Special Handling Envelope (green)
  - Yellow Material Return Label
  - Gold Divider Sheet

Spotlight
on Student Assessment and Accountability

The Test Administration Manuals are available electronically for FI and P/SI on the MI-Access web page (www.michigan.gov/mi-access). No paper versions will be printed or included with the testing materials.

Spring 2019 Test Windows Extensions

Last week's March 21 Spotlight announced extensions to several Spring 2019 test windows. As you finalize your plans for testing that starts on **Monday, April 8, 2019**, here is a reminder of what has changed and what has not changed.

What has changed:

- The first online M-STEP test window (grades 5, 8, 11) has been extended by one week. The updated window is open from **Monday, April 8, 2019** to **Friday May 10, 2019**.

- The second online M-STEP test window (grades 3, 4, 6, 7) has been extended by one week. The updated window is open from **Monday, April 29, 2019** to **Friday, May 31, 2019**.

- The MI-Access test window (all grades, and all test types: Functional Independence, Supported Independence, and Participation) has been extended by one week. The updated window runs from **Monday, April 8, 2019** to **Friday May 31, 2019**.

- The Early Literacy and Mathematics Benchmark test window (grades K, 1, 2) has been extended by one week. The updated window runs from **Monday, April 8, 2019** to **Friday May 31, 2019**.

What has not changed:

- The first paper/pencil M-STEP test window (grades 5, 8, 11) has not changed. Tests must be administered on the designated test days from **Tuesday, April 9, 2019** to **Friday, April 26, 2019**.

- The second paper/pencil M-STEP test window (grades 3, 4, 6, 7) has not changed. Tests must be administered on the designated test days from **Tuesday, April 30, 2019** to **Friday, May 17, 2019**.

- Previously published test dates for the SAT with Essay (grade 11), PSAT 10 (grade 10), PSAT 8/9 (grades 8 and 9) have not changed.

- Previously published test dates for the ACT WorkKeys (grade 11) have not changed.

Refer to the updated assessment-specific **List of Important Dates** for a comprehensive list of all impacted dates. These can be found on the following web pages along with other updated documents:

- M-STEP (www.michigan.gov/mstep)
- MI-Access (www.michigan.gov/mi-access)
- MME (www.michigan.gov/mme)
- PSAT (www.michigan.gov/psat)
- Early Literacy and Mathematics (www.michigan.gov/earlylitandmath)

MI-Access Test Administration Training Presentation Available

The **2019 MI-Access Test Administration Training presentation** is now available on the MI-Access web page (www.michigan.gov/mi-access) under the **What's New** and **Professional Development** sections.

This narrated PowerPoint presentation focuses on activities for the MI-Access administration. It is designed to explain the unique administration features of the paper/pencil and online components of the MI-Access assessments. This presentation is a great resource as you train or prepare to administer the 2019 MI-Access assessments.

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

Spotlight
on Student Assessment and Accountability

Educational Entity Master Updates for Parent Dashboard

In early April, Educational Entity Master (EEM) data displayed in Parent Dashboard, AER, and Our Schools at a Glance will be refreshed. Make sure the information in EEM is up to date for your school, particularly: lead administrator, contact information, and School Services and Offerings (previously referred to as Points of Pride).

To be reflected in this refresh, all updates must be made by **April 5, 2019**.

📌 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 (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

- A coach provided feedback on the support that was received by their FAME Lead coach, "I appreciated the reflecting conversation we had that helped me plan the next meeting. I will reach out again when that support is needed."

- Did you notice that in addition to Cognitive Coaching, FAME has added a Launching into Learning at Marquette-Alger RESA?

- An important finding in the meta-analysis of Black and Wiliam's, Inside the Black Box, is that "improved formative assessment helps low achievers more than other students and so reduces the range of achievement whole raising achievement overall." (Black & Wiliam, 1998b. p.141).

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

Assessment Coordinator Training Guide

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College Board Corner

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

Training

Complete the required coordinator training if you haven't already done so. Refer to the February 28 Spotlight (www.michigan.gov/mde-spotlight) for more information on how to access training and and who needs to complete it.

Answer Sheets

Although we recommend bubbling all demographic fields (fields 1-8 on all answer sheets), the student is only required to bubble in their Name, Student ID Number (students will use their UIC), and Date of Birth on their answer sheet.

Students taking the PSAT 8/9 will not complete the optional questionnaire. A preadministration is not necessary for PSAT 8/9 if the school feels the students can bubble the three required demographic fields on test day.

Test Books

Refer to page 11 of the PSAT 8/9 Coordinator Manual, page 12 of the PSAT 10 Coordinator Manual, and page 13 of the SAT Coordinator Manual for a helpful chart on what color test book the student should use. The manuals can be found on the MDE PSAT and MME web pages.

Any student using a state-allowed accommodation (for any assessment) will use a green test book.

Cell Phones

Cell phones are a prohibited device during testing (unless used for an approved accommodation).

If a student is seen with a cell phone once the proctor gives directions to put phones away in the testing area or during a break, **whether they are using the device or not**, it is a cause for immediate dismissal. The student is not eligible for a makeup.

The best prevention is to encourage students **NOT** to bring a cell phone into the testing room at all. If allowable under school policy, collect cell phones as students enter the testing room.

Irregularity Reports

If something unexpected occurs on test day, refer to the irregularity charts in the appendix of all the manuals to identify the action to take.

If the chart indicates you should fill out an irregularity report, do so immediately with the instructions given in the chart. Be specific in the details you give for quicker resolution of the issue.

Coming Soon

Coordinators will receive two emails on April 8, 2019. One will have information on ordering makeup materials and the other will provide information about the prearranged UPS pickups. More information will be available in the April 4 edition of Spotlight.

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

Spotlight on Student Assessment and Accountability

This week's focus is on the ACT WorkKeys Test Day Activities.

Briefing Session with School Staff

Test coordinators must hold a briefing session each test day morning, even with experienced staff. A list of discussion topics is detailed on page 21, and the guidelines for distributing test materials begins on page 27, of the ACT Test Coordinator Information Manual, 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.

Arrival, Identification, and Seating of Students

When you are ready to admit students to the testing room, be sure to follow the "Admitting Examinees to the Test Room" instructions that begin on page 21 of the ACT WorkKeys Administration - Standard Time Paper and on page 33 of the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports manuals, posted on the ACT state testing website (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

Reading Verbal Instructions

To ensure uniform administrations throughout the state, follow the instructions in the administration manuals exactly, and read the directions verbatim. Do not deviate from the text.

To conduct a successful testing session, use the guidelines that begin on page 26 of the ACT WorkKeys Administration - Standard Time Paper or on page 38 of the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports manuals.

If students are completing the demographic portion of the answer document as part of the test session, follow the instructions that begin on page 38 of the ACT WorkKeys Administration - Standard Time Paper or page 50 of the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports. An additional 15-30 minutes may be needed for completing the demographic information.

If students previously completed the demographic portion of the answer document in a pre-test session, follow the instructions that begin on page 41 of the ACT WorkKeys Administration - Standard Time Paper or page 53 of the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports.

Distribute Secure Test Materials to Students

At the designated time during the verbal instructions, individually hand each student a test booklet. Do not pass them back or across aisles. **Keep an exact count of the number of test booklets distributed.** Be sure to write the test booklet number for each student on the Seating Diagram (page 2 of the Test Administration Forms folder).

Administer All Three Tests in Order

The tests **must** be administered in order—Workplace Documents, Applied Math, and Graphic Literacy— to all students in all rooms. If this order is altered, the answer documents will not be scored.

Be sure to record the timing of each test on page 3 of the Test Administration Forms folder. You may post the start and stop times on the board at the start of each test.

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

Spotlight on Student Assessment and Accountability

Be sure to enter the applicable Administration Code for each student testing with accommodations on page 3 of the Accommodations Test Administration Forms folder.

During the tests and the break, continuously monitor students for irregularities and prohibited behavior. Irregularity policies and procedures begin on page 31 of the ACT WorkKeys Administration - Standard Time Paper and on page 43 of the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports manuals.

For standard-time students, the full 55 minutes must be allowed for each test even when it appears that all students have finished early. Encourage students to review their work on the current test (only) in the remaining time. Students testing with Spanish materials must be allowed 70 minutes.

Students testing with extended time (Time-and-a-Half, Double-Time, Three Hours) may begin the next test if all students in the room complete a test before time is called. Be sure to record the actual stop time on the Timing Report.

There must be a full 15-minute break between Applied Math and Graphic Literacy for all students. The guidelines for this break begin on page 28 of the ACT WorkKeys Administration - Standard Time Paper and on page 41 of the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports manuals.

Collect/Verify Test Materials

After testing is completed and while students remain in their seats, follow the directions that begin on page 52 of the ACT WorkKeys Administration - Standard Time Paper to collect and verify answer documents and test booklets. These same directions are also listed at the end of each timing section within the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports manual.

Complete the Test Room Report on page 1 of the Test Administration Forms. The number of used and unused test booklets must equal the number you received for your room. Room supervisors must personally return all testing materials to the test coordinator after testing. Students may not assist with the transportation of any test materials.

Question & Answer Webinars

The recordings of the ACT-hosted Question and Answer webinars held on February 5 and March 19, 2019 are available for on-demand viewing at the registration links posted on the ACT state testing website (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page, in the **Preparation** stage under **Train Your Staff**. PDF versions of the PowerPoint presentations are also available.

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**.

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

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

Important Dates

Approaching Deadlines!

Friday, March 29, 2019:
- **DEADLINE** for UPS pickup of ALL **WIDA ACCESS** secure test materials for return to DRC

Friday, April 5, 2019:
- **DEADLINE** for **Educational Entity Master (EEM)** updates for Parent Dashboard, AER, and Our Schools at a Glance.

March/April 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**

April 2 – 23, 2019 at noon
- **M-STEP (grades 5, 8, and 11)** Additional Materials Order window for standard and accommodated materials

April 23 – May 14, 2019 at noon
- **M-STEP (grades 3, 4, 6, and 7)** Additional Materials Order window for standard and accommodated materials

April 2 – May 28, 2019 at noon
- **MI-Access** Additional Materials Order window for standard and accommodated materials

April 8 – May 10, 2019
- **M-STEP** Online Testing Window – grades 5, 8, and 11

April 29 – May 31, 2019
- **M-STEP** Online Testing Window – grades 3, 4, 6, and 7

April 8 – May 24, 2019
- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Testing Window

April 8 – May 31, 2019
- **MI-Access** Testing Window – all grades

ACT WorkKeys

April 10, 2019:
- Administer **ACT WorkKeys** Standard Time tests

April 10 – 23, 2019:
- Administer **ACT WorkKeys** Accommodations tests

April 10 – 11, 2019:
- Order **ACT WorkKeys** test materials for the makeup test on April 24, 2019

April 11, 2019:
- Return **ACT WorkKeys** Standard Time tests to ACT

Now – April 19, 2019:
- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **ACT WorkKeys**

(Continued on next page)

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

April 24, 2019:
- Return **ACT WorkKeys** Accommodations tests to ACT

SAT and PSAT

April 9, 2019:
- **SAT with Essay** Initial Test Day

April 9 – 11, 2019:
- **PSAT 8/9 for grade 9** and **PSAT 10** Initial Test Days

April 9 – 23, 2019:
- **SAT** and **PSAT** Accommodated Testing window

April 10 – 16, 2019:
- **PSAT 8/9** and **PSAT 10** first Makeup window

April 11, 2019:
- Deadline for coordinators to respond to makeup ordering survey for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**

April 23, 2019:
- **SAT with Essay** Makeup Test Day

April 23 – 24, 2019:
- **PSAT 8/9** and **PSAT 10** second Makeup window

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 <u>all</u> 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