

Spotlight

on Student Assessment and Accountability

What's New

Week of March 4, 2021

- [Statewide Assessment Waiver Request Update](#)
- [Return to Learn Local Benchmark Assessment Collection Now Available](#)
- [WIDA and Spring 2021 Summative Assessments Must be Administered In-Person](#)
- [MI-Access Test Administration Manuals Now Available](#)
- [DRC Online Trainings for District and Building Coordinators – Recordings Available](#)
- [Who Takes the M-STEP Mathematics in Spanish?](#)
- [M-STEP Supports and Accommodations Office Hours](#)
- [Spring 2021 Michigan Educational Research Association \(MERA\) Virtual Conference](#)

Statewide Assessment Waiver Request Update

Please refer to this Michigan Department of Education (MDE) [press release](#) that details recent communication from the U.S. Department of Education (USED). This communication does not provide for any change to MDE plans for testing at this time. It simply states that USED is open to receiving waiver requests for accountability and assessment from states. MDE is still waiting for a response to our waiver request that was submitted in January. Until USED responds directly to Michigan's request, schools/districts are to continue to administer WIDA assessments and prepare for other spring testing. Remember, MDE would need flexibility from both federal and state requirements to change testing plans.

Return to Learn Local Benchmark Assessment Collection Now Available

[Public Act 149 of 2020](#) requires all districts to administer benchmark assessments to all students in grades K-8. If a district chooses to provide either benchmark assessments with progress monitoring tools or local benchmark assessments, the district must report to the Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI):

- the benchmark assessment(s) administered
- how that assessment measures change
- the district's plan for addressing any losses in learning

If a district uses multiple local assessments for different grade spans, each assessment and the grade served must be reported.

(Continued on next page)

If your district meets the local assessment criteria, you must complete the [survey](#) in MDE's GEMS-MARS system. This survey is now available, and all responses are due by **April 12, 2021**. To submit a response, users must sign-in with a Michigan Education Information System (MEIS) account. If you do not have an MEIS account, you may request one through the [Create a New MEIS Account](#) page. Additional resources, including a guide on how to [Get Access to GEMS/MARS](#), can be found on the [MDE GEMS/MARS web page](#).

As a reminder, districts administering NWEA MAP, Curriculum Associates iReady, Renaissance Star, DRC-delivered Smarter Balanced Interim, or the MDE Early Literacy and Mathematics Benchmark assessments will report benchmark assessment data through the Michigan Data Hub.

For additional information on PA 149, MDE has collected resources and communications on the [Benchmark Assessments - Return to Learn web page](#). If you have questions on reporting assessment information, contact cepi@michigan.gov. For questions regarding the GEMS-MARS application, email mde-gems@michigan.gov.

WIDA and Spring 2021 Summative Assessments Must be Administered In-Person

With planning underway for Michigan's Spring 2021 summative assessments, it is important for educators to understand that the assessments must be administered in-person.

All schools are to continue with their plans to prepare to test students as safely as possible in their local school buildings. While there is additional assessment

flexibility during the COVID-19 pandemic, there is not an option for "remote" or "at home" testing for WIDA, M-STEP, ACT WorkKeys, SAT with Essay, PSAT 8/9 and 10, or MI-Access assessments. In the context of state accountability assessments, remote testing would create significant issues with validity, equity, comparability, and security.

The Michigan Department of Education continues to work on flexibility in assessments during this difficult year. For more details, see the related article in this Spotlight, [Statewide Assessment Waiver Request Update](#).

More information and guidance on how to safely administer in-person assessments is available in the [Safe Testing Planning Guide](#).

Assessment coordinators must keep track of the reasons why students might be unable to test, including parent refusals and issues related to COVID-19. These reasons are to be submitted during each assessment's Students Not Tested window in the OEAA Secure Site later this spring.

MI-Access Test Administration Manuals Now Available

The 2021 MI-Access Test Administration Manuals (TAMs) are available on the [MI-Access web page](#) (www.michigan.gov/mi-access) under the **What's New** and **Current Assessment Administration** sections.

All staff involved in the MI-Access administration should download, read, and follow the policies, procedures, and guidelines in the TAMs that are relevant to their role in testing. This is important to ensure a valid, equitable, and trouble-free administration.

(Continued on next page)

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

The two TAMs are:

- [2021 Functional Independence \(FI\) TAM](#) – provides specific administration information for both student-facing online testing and for students taking the paper/pencil version of the tests
- [2021 Supported Independence \(SI\) and Participation \(P\) TAM](#) – provides specific administration information for the administration of the observation tests and the process for entering scores into the online answer document after testing

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/pencil versions. There is no online version of FI Expressing Ideas. To receive

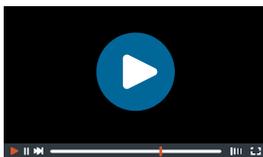
a valid score, both the Accessing Print and the Expressing Ideas tests must be completed.

- The MI-Access FI online test directions are embedded in the testing engine and are available 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 FI paper/pencil test directions are included in the Test Administration Manual.
- SI/P assessments are administered using paper/pencil materials during test observations, but the responses of both the Primary and Shadow Assessment Administrators must be entered online. For step-by-step instructions on this process, refer to the [SI/P Online Answer Document Instructions for Score Entry](#) located on the [MI-Access web page](#) and in the SI/P TAM.

DRC Online Trainings for District and Building Coordinators – Recordings Available

If you were unable to attend a live version of any of this week's Online District and Building Assessment Coordinator webinars with Data Recognition Corporation (DRC), you can view the PowerPoint and recorded presentations in the [DRC INSIGHT Portal](https://mi.drccdirect.com) (<https://mi.drccdirect.com>).

- The M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments PowerPoint presentations and recordings are available now.



» Direct link to [M-STEP recording](#)

» Direct link to [MI-Access recording](#)

» Direct link to [Early Literacy and Mathematics recording](#)

The PowerPoints and recordings can be accessed on the [DRC INSIGHT Portal](#). Select the **Documents and Training Materials** link. In the Document Types field, select **Training Presentations & FAQ** and then select **Show Documents**.

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

Who Takes the M-STEP Mathematics in Spanish?

Students who are English learners (EL) or who are in bilingual programs may benefit from taking the M-STEP mathematics assessment in Spanish. The “Stacked Spanish” Designated Support is available for online and paper/pencil testers. This Designated Support provides students with the Spanish text of the test question followed by the English text. For students testing online, the test form will include audio (by default) that provides students with a translation of the Spanish text.

Students with written Spanish fluency may take this full-text Spanish form of M-STEP assessment only in mathematics. Ideally, students using this support are proficient in Spanish and have high Spanish literacy skills. Use of this support will increase the student’s reading and cognitive load during testing. Students and educators can try out the online Stacked Spanish option for Mathematics in the [M-STEP Online Tools Training](https://wbte.drcedirect.com/MI/portals/mi) (https://wbte.drcedirect.com/MI/portals/mi) using a Chrome web browser.

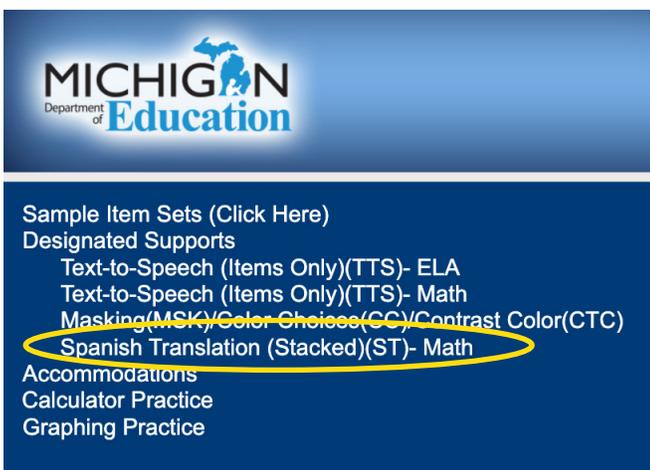
More information about this Designated Support and others that ELs may use for the assessments can be found in the [M-STEP Guide for Teachers of Students Who Are English Learners](#). Educators should also reference the [Supports and Accommodations Guidance Document](#). Both documents can be found on the on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

M-STEP Supports and Accommodations Office Hours

Educators are encouraged to attend the following open online M-STEP Office Hours for answers to questions pertaining to Universal Tools, Designated Supports, and Accommodations. No registration is required. All meetings will use the password “M-STEP”.

- **Text-to-Speech Office Hours**
 - » March 16, 10–11 a.m.
 - » [Zoom link](https://msu.zoom.us/j/94190062680) (https://msu.zoom.us/j/94190062680)
- **EL Supports Office Hours**
 - » March 23, 10–11 a.m.
 - » [Zoom link](https://msu.zoom.us/j/93546964531) (https://msu.zoom.us/j/93546964531)
- **Supports for Students with Visual Impairments Office Hours**
 - » March 30, 10–11 a.m.
 - » [Zoom link](https://msu.zoom.us/j/95275415801) (https://msu.zoom.us/j/95275415801)
- **Supports for Students Who are Deaf or Hard-of-Hearing**
 - » April 6, 10–11 a.m.
 - » [Zoom link](https://msu.zoom.us/j/98726516000) (https://msu.zoom.us/j/98726516000)

(Continued on next page)



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

There is no set agenda for these meetings. However, in advance of a meeting, educators should review the following documents that are available on the [M-STEP web page](#) (www.michigan.gov/mstep), in which many frequently asked questions are addressed:

- [M-STEP Guide for Teachers of Students Who Are English Learners](#)
- [M-STEP Guide for Teachers of Students Who Have a Visual Impairment](#)
- [M-STEP Guide for Teachers of Students Who Are Deaf or Hard-of-Hearing](#)
- [Supports and Accommodations Guidance Document](#)

Spring 2021 Michigan Educational Research Association (MERA) Virtual Conference

In this past year, educational learning and development have been interrupted and disrupted for millions of students. Data has been reshaped, causing great uncertainty that has become particularly challenging to public education, both academically and emotionally/socially.

During the conference, *The Effect of COVID-19 on Established Educational Data*, implications of this challenge will be shared; updates of interest will be provided; dialogue will take place during the various sessions; and suggestions will be offered from a diverse panel of presenters, leaving participants with a set of next steps to consider moving forward.

- **Date:** Friday, April 30, 9:00 a.m. – 2:30 p.m.
- **Cost:** \$25
- [Registration](#) | [Program](#)

Note: A Zoom link will be sent to registrants the day before the conference.

CB College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board

Questions about Spring SAT, PSAT 8/9, or PSAT 10?

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email: michiganadministratorsupport@collegeboard.org

WHAT'S NEW

Planning for a Preadministration Session

To save time on test day, schools are urged to schedule a preadministration session for the PSAT 10 and SAT with Essay, to allow students to fill out the demographic information on their answer sheet, complete the optional questionnaire, and identify their four free score sends (SAT only). However, schools understandably may be challenged to conduct this session ahead of test day this year.

- If a preadministration session cannot be conducted prior to test day, the assessment-specific manuals provide information about how students can complete the demographic information prior to starting the test. The manuals also provide direction on how the students can fill out the optional questionnaire portion once testing is complete but before the students are dismissed from the testing room.
- Students taking the PSAT 8/9 will not complete the optional questionnaire on the answer sheet and student answer sheet instructions will not be sent. Therefore, a preadministration is not necessary if the school feels the students can bubble-in the required fields on test day.

- The recommended time for students to complete the optional questionnaire is 30-45 minutes for the PSAT 10, and 45-60 minutes for the SAT with Essay. If students are to complete the questionnaire on test day, be sure to add this time to the test day schedule.
- Prior to conducting the preadministration session, check the district/school policy regarding the collection of parental consent for students to opt into Student Search Service® and complete the optional questionnaire. The Michigan Department of Education (MDE) has provided the SAT Suite of Assessments Participation in College Planning Options Consent Form that a school/district can use. The form is posted on the MDE [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat). MDE requires that consent forms be retained by the district for three years. Consent forms are not to be returned to College Board.
- **New this year:** To help reduce the time needed for the preadministration session in school on test day, students taking the PSAT 10 and SAT with Essay can now opt into Student Search Service and complete the optional questionnaire [online](http://studentsearch.collegeboard.org) (<http://studentsearch.collegeboard.org>). Parental notification is required if schools encourage students to complete the questionnaire at home. At this time, there is no easy way for coordinators to determine if a student has completed this option at home.

(Continued on next page)

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



Students who use the online completion option can only identify their four free score sends on their SAT with Essay answer sheet (field 15); they should be given the opportunity to do this on test day.

For the Spring 2021 administration, the required and optional fields of the answer sheet are listed below.

Assessment	Required Fields	Optional Fields
SAT with Essay	1–Name 5–Student ID Number (UIC) 7–Date of Birth 9–Test Type A–Form Code B–Test ID C–Test Book Serial Number Certification Statement	2-4, 6, 8, 10-39, D
PSAT 10	1–Name 5–Student ID Number (UIC) 8–Date of Birth A–Form Code B–Test ID C–Test Book Serial Number Certification Statement	2-4, 6-7, 9-22, D, E
PSAT 8/9	1–Name 5–Student ID Number (UIC) 8–Date of Birth A–Form Code B–Test ID C–Test Book Serial Number Certification Statement	2-4, 6-7, 9-20, D, E

REMINDERS

Refer to the [February 25 edition of Spotlight](#) for information about staff training requirements and accessing the required online trainings.

Coming Soon

- The Nonstandard Administration Report (NAR) in SSD Online will be available for generation during the week of **March 15, 2021**.
- Preadministration and test materials arrive at schools during the week of **March 22, 2021**. Schools on spring break during that week will receive their materials the week of **March 29, 2021**.

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

ACT WorkKeys

What's New

Preparing for the Test Administration

The ACT WorkKeys Test Coordinator will receive the test materials for the April 14, 2021 test day, in either the week of **March 22, 2021** or the week of **March 29, 2021**, as selected by the school on the Manage Participation screen in PearsonAccess^{next}. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week. Refer to the [February 18, 2021 Spotlight](#) (www.michigan.gov/mde-spotlight) for additional information about receiving, checking in, and ordering additional test materials.

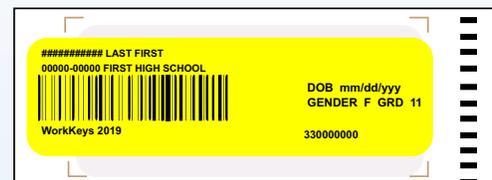
The ACT WorkKeys Test Coordinator must select and train test day staff using the guidelines detailed in the [ACT Test Coordinator Information Manual](#). This manual, plus training videos and links to the ACT-hosted training webinars, are posted on the [ACT state testing website](#) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

Additional guidance on the identification of testing personnel can be found in the Michigan Department of Education (MDE) [Assessment Integrity Guide](#) on the [MME web page](#) (www.michigan.gov/mme) under the **General Information** section.

The ACT WorkKeys Test Coordinator must select the test site and reserve testing rooms using the guidelines detailed in the [ACT Test Coordinator Information Manual](#).

School staff must prepare each student's answer document:

- **Apply pre-identification barcode label**
Apply the supplied Pre-ID barcode label in the shaded area of page 4 of the answer document. All answer documents must have a Pre-ID label (the school can print a label from the OEAA Secure Site, if needed). **Apply the label from left to right** making sure the black bars in the label space are not covered (if they are covered, processing could be delayed). Do not place the barcode label in any other location on the answer document.



- **Block 3 – ID Number**
Schools' use of this field is optional, but it is highly recommended to ensure that students are correctly matched across the ACT, SAT, and M-STEP assessments—the required components of the MME—in the event the barcode label comes off or becomes unscannable. Be sure to use the 10-digit student UIC number, found on the barcode label immediately preceding the student's name.
- **Block 16 – Form Type**
Complete this block by filling in the applicable form type that the individual student will be taking.
- **Block 17 – Report Codes**
Complete this block by filling in the applicable reporting code for the individual student. If the pre-printed choices do not apply to an individual student, leave the field blank.

(Continued on next page)

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

ACT WorkKeys

• **Block 18 – Reporting High School Code**

Do not complete this block. Student's score reports will be sent to the school where the student tested even if this field is completed.

• **Block 26 – Local Use Items**

Complete this block using the State Use Questions listed in the [Administration Supplement](#) received with the test materials and posted on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Administration** stage.

These questions collect additional information about students and accommodations usage. This collection can be done before or after the students complete their demographic information in a non-test session, but it must be completed before the actual testing session begins. Questions that do not apply to an individual student should be left blank.

Each student must complete the demographic and address information in blocks 1 and 2, 4 through 15, and 25 on their own answer document.

- Plan a 30-minute session for students to complete this information, either in a separate non-test session or right before the actual test. Completing these fields after testing will be considered a misadministration and scores will be canceled.
- Verbal instructions for completing the demographic fields are detailed in the administration manuals posted on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Administration** stage:

- » [ACT WorkKeys Administration Manual – Standard Time Paper](#)
- » [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#)

The ACT WorkKeys Test Coordinator must store all secure test materials, including student answer documents, in a secure location until test day, using the guidelines detailed in the [ACT Test Coordinator Information Manual](#).

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

- [ACT WorkKeys Schedule of Events](#), posted on the **WorkKeys on Paper** page
- [MME and High School 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 between 9:30 a.m. – 6:00 p.m. 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 5, 2021

- Window **CLOSES** for [Alternate INSIGHT Availability requests](#) – for schools with regular instructional hours after 4 p.m., who plan to schedule **M-STEP** or **MI-Access FI** test sessions that extend beyond 4 p.m.



Coming Next Week . . .

March 9, 2021:

- ACT WorkKeys** Test Administration Training Webinar
[Register](#)

March 2021

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

Friday, March 5, 2021

- The DRC INSIGHT Portal opens for student and test session management for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

WIDA

Now – April 9, 2021

- WIDA ACCESS** and **Alternate ACCESS** for **ELLs** Off-site Test Administration Request window in OEAA Secure Site
- WIDA ACCESS** for **ELLs** Pre-identification of students in OEAA Secure Site window
- WIDA ACCESS** and **Alternate ACCESS** for **ELLs** testing window (extended for Spring 2021)

Early Literacy and Mathematics

Now – June 29, 2021

- Early Literacy and Mathematics Benchmark Assessments (K-2)** Pre-identification of students in OEAA Secure Site window

ACT WorkKeys

Week of March 22, 2021:

- Receive **ACT WorkKeys** test materials this week (if chosen during Manage Participation)

Week of March 29, 2021

- Receive **ACT WorkKeys** test materials this week (if chosen during Manage Participation)

April 2021

M-STEP

April 12 – May 7, 2021

- M-STEP** Online testing window for grades 5, 8, and 11

April 26 – May 21, 2021

- M-STEP** Online testing window for grades 3, 4, 6, and 7

MI-Access

April 12 – May 28, 2021

- MI-Access** Online testing window for all grades

Early Literacy and Mathematics

April 12 – June 30, 2021

- Early Literacy and Mathematics Benchmark Assessments (K-2)** Online testing window

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

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), DRC INSIGHT Portal, 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 <ol style="list-style-type: none"> 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 WIDAAMS, INSIGHT, and Central Office Services (COS)
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