

Spotlight

on Student Assessment and Accountability

SPECIAL EDITION

Monday, April 12, 2021

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High Schools Requested to Pause In-person Learning for Two Weeks

In the Friday, April 9, 2021 [press release](#), State Superintendent Dr. Michael Rice urged Michigan school districts to support Governor Gretchen Whitmer's call to have high schools pause in-person learning for the next two weeks in response to the recent surge in COVID-19 cases and hospitalizations.

On Tuesday, April 6, 2021, the U.S. Department of Education (USED) [denied](#) Michigan's request to waive the federal requirement for state summative assessments. As a result, local school districts will be expected to administer the state tests. These tests include the Michigan Merit Exam (MME), including SAT with Essay, ACT WorkKeys, and M-STEP science and social studies, for students in 11th grade as well as the PSAT in grades 8-10, M-STEP in grades 3-8, and the MI-Access assessments in grades 3-8 and 11.

The Michigan Department of Education (MDE) has informed school districts that during the COVID-19 pandemic, it does not support requiring otherwise remote or virtual students to be brought into school solely for the purpose of state assessment. Districts will have to **offer** remote or virtual students the opportunity to come into school to take the appropriate state summative assessments. However, those remote-only students will not be **required** to come into school for the sole purpose of taking the assessments.

In light of the Governor's request, this Special Edition Spotlight includes some additional and/or new information that can help schools navigate this assessment season for all grade levels, especially if transitioning to remote-only learning these next two weeks.

Testing Window Flexibilities for Spring 2021

The Michigan Department of Education (MDE) has worked with its assessment vendors to provide additional test days and extended testing windows for Spring 2021. The Spring 2021 Summative Testing Window has been updated to reflect these flexibilities.

Spring 2021 Testing Schedule for Summative Assessments																					
Assessment	Week of																				
	1/27-1-29	2/1-2/5	2/8-2/12	2/15-2/19	2/22-2/26	3/1-3/5	3/8-3/12	3/15-3/19	3/22-3/26	3/29-4/2	4/5-4/9	4/12-4/16	4/19-4/23	4/26-4/30	5/3-5/7	5/10-5/14	5/17-5/21	5/24-5/28	5/31-6/4		
M-STEP Grades 5, 8, 11												6 weeks									
M-STEP Grades 3, 4, 6, 7													6 weeks								
MI-Access Alternate Assessments												8 weeks									
College Entrance: SAT w/Essay												4/13 only		Makeup 4/27				Makeup Contingency 5/18			
Accommodated Testing Window												4/13 – 4/26		Makeup 4/27-29				Makeup Contingency 5/18-20			
Work Skills: ACT WorkKeys												4/14 only		Makeup 4/28		Makeup Contingency 5/5					
Accommodated Testing Window												4/14 – 4/27		Makeup 4/28-5/4		Makeup Contingency 5/5-11					
PSAT 8/9 (grade 8)												4/13 only Primary 4/14-16		Makeup 4/27-5/7							
Accommodated Testing Window												4/13 – 5/7									
PSAT 8/9 (gr 9) PSAT 10												Primary 4/13-16		Makeup 4/27- 5/7							
Accommodated Testing Window												4/13 – 5/7									
WIDA ACCESS & WIDA Alternate ACCESS for ELLs	Extended: January 27 - April 9, 2021																				



Additional details are in the [Spring 2021 Summative Testing Schedule](#) document located on each assessment web page. Additional guidance on how College Board and ACT assessments may be scheduled is found in the [Spring 2021 SAT, PSAT 10, PSAT 8/9, ACT WorkKeys Contingency Dates and Flexibility Options](#) document located on the [MME](#) and [PSAT](#) web pages (www.michigan.gov/mme and www.michigan.gov/psat).

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

Assessment	Scheduling Flexibilities
SAT with Essay	Schools may assess students on: <ul style="list-style-type: none"> • April 13, 2021 – Primary Test Date • April 27, 2021 – Makeup Test Date • May 18, 2021 – Contingency Makeup Test Date
ACT WorkKeys	Schools may assess students on: <ul style="list-style-type: none"> • April 14, 2021 – Initial Test Date (Test Window 1) • April 28, 2021 – Makeup Test Date (Test Window 2) • May 5, 2021 – Contingency Makeup Test Date (Test Window 3)
PSAT 10	Schools may flexibly assess students: <ul style="list-style-type: none"> • Primary Test Window - April 13-16, 2021 • Makeup Test Window - April 27-May 7, 2021
PSAT 8/9	Schools may flexibly assess students: <ul style="list-style-type: none"> • Primary Test Window - April 13-16, 2021 • Makeup Test Window - April 27-May 7, 2021
M-STEP – grades 5, 8, 11	Schools may flexibly assess students as follows: <ul style="list-style-type: none"> • Online: April 12 – May 21, 2021 • Paper/Pencil grade 11: April 15 – May 21, 2021 • Paper/Pencil grade 8: April 14 – May 21, 2021 • Paper/Pencil grade 5: April 13 – May 21, 2021
M-STEP – grades 3, 4, 6, 7	Schools may flexibly assess students as follows: <ul style="list-style-type: none"> • Online: April 26 – June 4, 2021 • Paper/Pencil: April 27 – June 4, 2021
MI-Access	Schools may flexibly assess students between April 12 and June 4, 2021.

Assessment and Accountability Frequently Asked Questions (FAQ)

In light of the recent announcements on the approval of MDE’s accountability waiver and the denial of our assessment waiver, the Office of Assessment and Accountability has provided two FAQ document to address some of the frequently asked questions that have recently come into our office.

- [FAQ – Assessments](#)
- [FAQ - Accountability](#)

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

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

Important updates are being offered that are different than in last week's Spotlight due to the governor's recommendation for schools to be remote for the next two weeks.

New PSAT 8/9 and PSAT 10 Flexibility

College Board and MDE have agreed to allow additional flexibility for schools administering the PSAT 8/9 for Grades 8 and 9, and the PSAT 10.

Note: This is different than guidance in last week's Spotlight and in the Coordinator Manuals.

- Schools may hold onto their PSAT 8/9 and PSAT 10 testing materials to use throughout the April 27-May 7 makeup testing window. Makeup materials for PSAT 8/9 and PSAT 10 would not need to be ordered.
- If schools have already returned their PSAT 8/9 and PSAT 10 testing materials, you must use the makeup survey link (see completing the Makeup

Form, If Needed section) to order makeup test materials to use from April 27-May 7.

Updated SAT Makeup Guidance

Due to the anticipated increase in the number of high schools not administering the SAT with Essay on April 13, College Board will automatically send makeup purple SAT with Essay test books to be used on April 27 to all schools established for the SAT with Essay.

- The number of purple test books sent for April 27 will be the same as the number of purple test books sent for April 13.
- No makeup survey submission is required unless a school needs additional blue or lime SAT with Essay test books for the April 27-29 makeup accommodated testing window.
- If your school does not need the purple test books, decline receipt of the shipment when UPS attempts to deliver, beginning on April 23.
- Schools may also use the May 18 contingency test date to test students who were not able to test on April 13 or April 27. Information about requesting test materials for May 18 will be included in an upcoming Spotlight on Student Assessment and Accountability online newsletter.
- Purple test books for use on April 13 must not be used for any other test date or scores will be invalidated.

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Completing the Makeup Form, If Needed

If you need makeup materials based on the information noted above, you must complete the appropriate survey(s) before **April 15, 11:59 p.m. ET**:

- [SAT with Essay](#)
- [PSAT 10](#)
- [PSAT Grade 9](#)
- [PSAT Grade 8](#)

REMINDERS

Update on SAT Contingency Test Date – May 18

- Students unable to test on April 13 or April 27 due to a COVID-related event may test on the contingency test date of May 18. Test coordinators will receive an email the week of April 26 to request materials for the May 18 contingency test date for impacted students.

ACT WorkKeys

What's New!

ACT understands that you may have test materials that you will no longer be able to administer. For security reasons, the test booklets provided to schools are test window specific and may not be used outside of their specific test window and must be returned.

If your school does not test standard time students on April 14, 2021, returned the unused secure forms to ACT as soon as it is safe to return to your school.

The accommodations and English Learner (EL) support materials can be retained and used any time **April 14 – 27, 2021**. If your school does not test during this window, return the unused secure materials at the end of the test window.

Packing Test Forms for Return to ACT

Retain the following items for use during the makeup administration on **April 28, 2021** (Test Window 2) and/or the contingency makeup administration on **May 5, 2021** (Test Window 3):

- test administration manuals
- Test Administration Forms folders
- all answer documents and Pre-ID barcode labels
- all other non-secure ancillary items

All standard time secure test forms **must** be returned to ACT. Use the cartons in which the test materials were shipped and follow the instructions that begin on page 29 of the [ACT Test Coordinator Information Manual](#) to pack the carton(s) with the unused test materials.

Retain the unused cartons to return the accommodations and EL support materials at the end of the test window.

Store the boxes in a secure location within the district or school building until they can be either picked up by FedEx or taken to a local FedEx office.

Returning Test Materials to ACT

A FedEx pickup for standard time materials has been pre-scheduled for April 15, 2021. If you are unable to return your test materials on this date, the WorkKeys Test Coordinator can either:

1. send an email to statetesting@operations.act.org to request a new pickup and provide the following information:
 - » Dates and times your school will be open
 - » Location of the boxes
 - » Number and approximate weight of boxes
 - » Address, phone number, and contact name at the school
2. call ACT (800.553.6244, ext. 2800) to schedule a pickup
3. take the materials to your local FedEx drop off location and keep the receipt for your records.

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

ACT WorkKeys

Order Test Materials for Makeup Testing (Test Window 2) and Contingency Makeup Testing (Test Window 3)

The ordering window for **makeup standard time and accommodations test materials** using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) is April 14 and April 15. The ordering window **closes April 15 at 5 p.m. ET**—orders cannot be accepted after this deadline.

The ordering window for the **contingency makeup standard time and accommodations test materials** using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) is April 28 and April 29. The ordering window **closes April 29 at 5 p.m. ET**—orders cannot be accepted after this deadline.

Instructions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Material Ordering** section.

Makeup (Test Window 2) and Contingency Makeup (Test Window 3) Test Administrations

The makeup standard time test date is **Wednesday, April 28, 2021**. The accommodations makeup testing window is **April 28 – May 4, 2021**.

The contingency makeup standard time test date is **Wednesday, May 5, 2021**. The accommodations makeup testing window is **May 5 – May 11, 2021**.

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 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

April 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

April 12 – June 30, 2021

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

WIDA

April 30, 2021

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

M-STEP

Now – May 18, 2021

- **M-STEP** Additional Material Order window for grades 5, 8, and 11

April 12 – May 21, 2021

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

April 13 – May 21, 2021

- Paper/Pencil assessment window for **M-STEP** grade 5

April 14 – May 21, 2021

- Paper/Pencil assessment window for **M-STEP** grade 8

April 15 – May 21, 2021

- Paper/Pencil assessment window for **M-STEP** grade 11

April 15 – June 1, 2021

- **M-STEP** Additional Material Order window for grades 3, 4, 6, and 7

April 26 – June 4, 2021

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

April 27 – June 4, 2021

- Paper/Pencil assessment window for **M-STEP** grades 3, 4, 6, and 7

MI-Access

Now – June 1, 2021

- **MI-Access** Additional Material Order window for all grades

April 12 – June 4, 2021

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

SAT and PSAT

April 13-26, 2021

- **SAT with Essay** Accommodated Testing Window

April 13 – May 7, 2021

- **PSAT 8/9** and **PSAT 10** Accommodated Testing Window

ACT WorkKeys

April 14-27, 2021:

- Administer **ACT Workkeys** Accommodations tests

April 19-27, 2021

- Receive **ACT Workkeys** test materials for makeup testing

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

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13

April 27, 2021

- Return **ACT WorkKeys** initial accommodations test materials

April 28, 2021

- Administer Makeup **ACT Workkeys** Standard Time tests

April 29, 2021

- Return **ACT WorkKeys** makeup standard time test materials

April 28 – May 4, 2021

- Administer **ACT Workkeys** Accommodations tests

May 2021

SAT and PSAT

May 18, 2021

- **SAT with Essay** Contingency Test Day available for students not able to test on the Primary Test Day or Makeup Test Day due to a COVID 19-related event

May 18-20, 2021

- **SAT with Essay** Contingency Accommodated Testing Window available for students not able to test during the Accommodated Testing Window or Makeup Accommodated Testing Window due to a COVID 19-related event

ACT WorkKeys

May 5, 2021

- Return **ACT WorkKeys** makeup accommodations test materials

May 5, 2021

- Contingency Makeup date for **ACT Workkeys** Standard Time tests for students unable to test on the Initial Test Day and the Makeup Test Day due to a COVID 19-related event

May 5 – 11, 2021

- Contingency Makeup window for **ACT Workkeys** Accommodations tests for students unable to test during the Accommodated Initial Testing Window or the Accommodated Makeup Testing Window due to a COVID 19-related event

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