Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

What's New
Week of April 15, 2021

- **M-STEP Test Administration Directions and Manuals**
- **Now Available: Spring 2021 Summative Assessment Flexibilities Document**
- **M-STEP and MI-Access Additional Material Orders**
- **Read By Grade 3 Memo**
- **Common Problems: How to Avoid Testing Irregularities and Incident Reports**
- **Spring 2021 Preliminary Student Roster Reports for M-STEP and MI-Access**
- **Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available**
- 🖥 **Testing Technology: Top Issues and Solutions**

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- **Assessment and Accountability Frequently Asked Questions (FAQ)**
- **OEAA Secure Site Help**
- **FAME Project Accepting New Coach Applications for 2021-22**
- **Spring 2021 Michigan Educational Research Association (MERA) Virtual Conference**

Key: 🖥 includes information Tech Coordinators need to know

M-STEP Test Administration Directions and Manuals

All Test Administrators are required to read the test directions provided in the Test Administration Directions and Manuals (TADMs) to administer the M-STEP.

Schools have received (or will receive) printed TADMs in Initial Material Orders based on Pre-ID counts. Schools can also print TADMs from the M-STEP web page (www.michigan.gov/mstep). Select the "Important Documents" button at the top of the page or select "M-STEP Paper/Pencil Directions and Online Test Directions and Manual" under the **Current Assessment Administration** section. Test Administration Directions and Manuals are specific to grade and test mode (online and paper/pencil). Test Administrators can also read test directions by viewing the TADM on a tablet or computer.

For the Spring 2021 administration only, the Michigan Department of Education will add one TADM per order for Additional Material Orders (AMOs) with more than 15 test booklets ordered.

Contacting College Board and ACT

For questions on the Spring 2021 **SAT with Essay, PSAT 8/9 for grades 8 and 9, and PSAT 10**, call the Michigan Educator Hotline listed in the College Board Corner of the Spotlight.

For questions on the **ACT WorkKeys**, use the contact information in the ACT WorkKeys section of the Spotlight.

Using contact information other than what is listed in the Spotlight may cause long wait times and will not provide accurate information specific to the Michigan assessments.

Now Available: Spring 2021 Summative Assessment Flexibilities Document

The Spring 2021 Summative Assessment Flexibilities document is now available. This document summarizes the flexibility options being offered to schools/districts this year due to the unique circumstances COVID-19 is presenting to the administration of statewide summative assessments. The document addresses flexibilities for the M-STEP, MI-Access, SAT with Essay, PSAT 10, PSAT 8/9, and WorkKeys assessments and can be found on the following web pages:

- M-STEP (www.michigan.gov/mstep)
- MI-Access (www.michigan.gov/mi-access)
- MME (www.michigan.gov/mme)
- PSAT (www.michigan.gov/psat)

M-STEP and MI-Access Additional Material Orders

Schools can now order additional paper/pencil materials for MI-Access and M-STEP for all grades (3-8 and 11). Orders can be placed on the Office of Educational Assessment and Accountability (OEAA) Secure Site on the Additional Material Order page. Make sure you have enough materials to be ready to test your students on the day the school has scheduled for testing. Details can be found in the April 8, 2021 Spotlight.

Read By Grade 3 Memo

Please see this recent memo on guidance surrounding Michigan's Read By Grade 3 (RBG3) legislation. At this time the Michigan legislature has not amended the RBG3 requirements for this year.

Common Problems: How to Avoid Testing Irregularities and Incident Reports

It's been two years since we've administered M-STEP, and there are some common problems that occur during M-STEP test administrations that can easily be avoided. Let's take a minute to review these common issues so you can prevent retesting, test scores being invalidated, or any other type of misadministration.

Here are some common, and easily avoided, Incident Reports the Michigan Department of Education (MDE) sees each year:

- **Accommodations/Designated Supports not assigned:** One of the most common Incident Reports is that students did not receive their required Accommodation or Designated Support during testing.

  This can easily be avoided by:

  » carefully assigning Accommodations and Designated Supports **before** the test administration begins (communicate with Special Education staff)

  » ensuring all Test Administrators are aware of all Accommodations/Designated Supports in each test session (communicate with Test Administrators)

  » assigning Accommodations and Designated Supports **before** printing test tickets

- **Test not completed:**
  » **Remember:** English language arts and mathematics tests use Computer Adaptive Testing (CAT). **With CAT, it is not possible to submit a test without answering all items.** CAT tests cannot be unlocked and MDE does not regenerate CAT tests for this reason.

(There are some exceptions, specifically two accommodated forms of the ELA/mathematics assessments — Video Sign Language [VSL] and Stacked Spanish.)

» Science and social studies are fixed-form tests. Students must be instructed not to select submit until they have completed the assessment.

- **Prohibited Behavior:** Make sure Test Administrators clearly state all behavioral expectations before test administration begins. Student use of cell phones/electronic devices is a common cause of Prohibited Behavior incident reports. Requiring students to store any devices away from their work area during testing will help prevent any issues.

Spring 2021 Preliminary Student Roster Reports for M-STEP and MI-Access

The M-STEP and MI-Access Preliminary Student Roster Reports are now available through the Office of Educational Assessment and Accountability (OEAA) Secure Site. These reports are available within 48 hours of students completing all portions of a content area test during the testing window.

The reports for M-STEP and MI-Access (FI online tests and SI/P online score entries) online assessments contain preliminary scale scores, points earned data where appropriate, and subscores (claim, strand, or discipline scores) by content area and grade. There are several things to remember about Preliminary Student Roster reports:

- They are for school use only, since the scores are preliminary and are subject to change. (For reasons why a preliminary scale score might

change for final reporting, refer to the M-STEP Interpretive Guide to Preliminary Reports and MI-Access Interpretive Guide to Preliminary Reports.)

- Preliminary scores are calculated using only machine-scored items available at the time the test is submitted.

- Constructed-response items and paper/pencil assessments are not included in preliminary scores.

- Scores and performance data presented in a preliminary report are not to be taken as a final evaluation of a student's performance.

The Preliminary Student Roster Reports are available in the Dynamic Score Reporting Site, which is accessed through the OEAA Secure Site. For information on how to access your school's Preliminary Student Roster Report, view the Dynamic Score Reporting User Guide on the M-STEP (www.michigan.gov/mstep) and MI-Access (www.michigan.gov/mi-access) web pages under the **Reports** section.

The guide contains step-by-step instructions for accessing the preliminary reports through the OEAA Secure Site.

Important Reminder: The preliminary report data is not be used for any high-stakes decisions, such as student grade or course placement (unless required by law), curricular evaluations, and/or teacher evaluations.

More information about the M-STEP Preliminary Student Roster report, including reasons why scores may change for final reporting, is available in the *Interpretive Guide to M-STEP Preliminary Reports* on the M-STEP web page. The *Interpretive Guide to MI-Access Preliminary Reports* is available on the MI-Access web page.

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

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that the Early Literacy and Mathematics Benchmark Assessments Student Level Reports for the Spring 2021 administration are available in the Dynamic Reporting System through the OEAA Secure Site. Reports are available within 48 hours of students completing all portions of a content area test.

Available reports include:

- **Domain Analysis Report** – Separated by content area, the domain report provides a list of selected students divided into three groups based on the number of Points Earned in each domain and content area for the fall test.

- **Individual Student Report** – Separated by content area, the ISR provides detailed information on individual students in the Content Summary section, which displays Points Earned out of Points Possible for each Domain in a content area. The report also provides Content Details, which displays Points Earned out of Points Possible for each assessment category within a content area.

- **Student Roster Report** – Separated by content area, the student roster provides a list of students by Points Earned out of Points Possible (Max Points) by grade, content, domains, and categories.

- **Student Trend Report** – Separated by content area, the Student Trend Report displays the percentage of points earned (for up to the last three academic years) for students who have completed the Early Literacy and Mathematics

Benchmark Assessments. The report also provides schools and state averages over the same period.

To view your school or district reports, go to the OEAA Secure Site (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu. For help in accessing and navigating the Dynamic Score Reporting Site, refer to the Dynamic Score Reporting User Guide. For information on these reports and recommendations on the appropriate use of them, refer to the Interpretive Guide to Early Literacy and Mathematics Reports. Both guides are located on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath) under the **Reporting** section.

🖥 Testing Technology: Top Issues and Solutions

The beginning of testing is a common time for finding issues in your schools' technical setup. Here are some recent issues that Michigan schools have encountered and how to fix them.

- Have student devices been updated in the last year? If the operating system (OS) is more than a year out of date, INSIGHT will not run. An easy way to check whether a device meets the minimum OS requirement is to try the Online Tools Training (https://wbte.drcedirect.com/MI/).

- ChromeOS 83 is the minimum version for Chromebooks and other Chrome devices for 2020-2021. If your Chromebooks have not reached Auto Update Expiration but are not updating, check your Admin Console to see if auto-updates were disabled under "Device

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Update Settings." The "Restrict Google Chrome version to at most" setting needs to be 83 or higher.

- If Chrome devices can receive updates but will not auto-update, students can force a manual update through the Chrome browser. Click the dots in the top-right of the screen, then select Help, About ChromeOS, and Check for Updates. If that does not work, the next troubleshooting step is reloading policies before updating. Do this by copying and pasting the following link: chrome://policy.

- INSIGHT will also auto-update when it opens unless system settings block updates. This keeps INSIGHT up to date but may cause a delay the first time a device is used for testing.

- Windows users who upgraded to the new 64-bit INSIGHT but did not uninstall the old 32-bit application first may encounter issues and conflicts as devices try to open the old version. Remove the 32-bit version before redeploying the 64-bit version. Changing from 32-bit to 64-bit is upgrading to a new application, not updating the old one.

- Are all the boxes checked in Central Office Services (COS) for content downloads? This is visible to Technology Coordinators in the DRC INSIGHT Portal (https://mi.drcedirect.com/), under **Central Office Services** in the Content Management tab of each Configuration. If students are getting error messages about MP3 files or at the start of accommodated testing, MI-Access, or M-STEP English language arts

testing, there is probably an unchecked box, meaning the audio has not been downloaded.

- Remember to update your allowlist (whitelist) listings, as described in the August 27, 2020 Spotlight (https://www.michigan.gov/mde-spotlight). Content filters may also have separate settings for different device types; check this if Chromebooks are being blocked but Windows devices are not (or vice versa).

- Check that firewall settings have not been reset by updates. This is a likely cause if student devices cannot reach the COS Service Device, or if one kind of device cannot. This can be confirmed in the Readiness Check or by trying the Online Tools Training.

- Are student devices connecting to the right wireless access points (WAP)? If you have rolling disconnects and internal bandwidth issues, you may have devices "locked on" to the same WAP, instead of all trying to reach the nearest WAP. If you have fixed this issue in the past, it might have "un-fixed" itself when student devices were sent home and tweaked during the pandemic.

- "Run updates, reboot, and try again" solves most problems. In general, "reboot and try again" solves many problems.

Some old "first year" system issues are reappearing at schools that sent devices home with students for the first time this past year, as settings have been adjusted for virtual learning. Those settings may need to be returned to previous settings for in-building testing.

Reminders

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

OEAA Secure Site Help

Several one-hour virtual online office hours sessions have been set up for questions and support for the OEAA Secure Site. This will be an opportunity for you to ask questions and receive support for the Secure Site. You can join using Microsoft Teams and the information below:

Microsoft Teams Meeting
Join on your computer or mobile app

- Join the meeting
- Or call in (audio only): 1-248-509-0316
  Phone Conference ID: 27143456#

You are free to drop in and stay the full hour or ask your question and drop out. The current schedule is:

- Tuesday, April 20   3 – 4 p.m.
- Tuesday, May 4   3 – 4 p.m.
- Tuesday, May 11   3 – 4 p.m.

FAME Project Accepting New Coach Applications for 2021-22

The Formative Assessment for Michigan Educators (FAME) project is entering its 14th year and is 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 of the FAME project and access to the online 2021-22 New FAME Coach application (https://www.surveymonkey.com/r/FAMEnewcoach) is available on the MDE Formative Assessment Process page (www.michigan.gov/formativeassessment) or the FAME public page (www.famemichigan.org).

The deadline to apply is **Friday, May 7, 2021**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-712-8442.

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.

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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

As announced in the special edition of Spotlight on Monday, April 12, important updates are being offered that are different than the information in last week's Spotlight, due to the Governor Whitmer's recommendation for schools to be remote for the next two weeks. The following information was shared:

New PSAT 8/9 and PSAT 10 Flexibility

College Board and the Michigan Department of Education (MDE) have agreed to allow additional flexibility for schools administering the PSAT 8/9 for Grades 8 and 9, and the PSAT 10. **Note:** The following is different than guidance in the April 9 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 have to be ordered.
- Schools that have already returned their PSAT 8/9 and PSAT 10 testing materials 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.

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

CB

Completing the Makeup Form, If Needed

If you need makeup materials based on the information noted in the previous section, 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

PSAT-Related Alternate Test Formats

Students taking the PSAT 10 or PSAT 8/9 with College Board-approved accommodations—specifically pre-recorded audio (MP3), a human reader, braille, or the assistive technology compatible (ATC) format—must be provided a test book with the subtitle "For use with MP3, Reader, Braille, or ATC" printed on it. These are red or orange test books.

Booklets for students taking the PSAT 10 or PSAT 8/9 with state-allowed accommodations—pre-recorded audio (MP3), human reader, braille, or assistive technology compatible (ATC) format—do not have this subtitle on the cover. These students will use a green test book.

Update on May 18 SAT Contingency Test Date

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.

SAT Test Books for Pre-Recorded Audio (MP3)

Students approved to test with pre-recorded audio for SAT with Essay will use a blue test book that says, "Regular Type Print" on the cover. The cover will not say "For MP3 Audio", as the SAT Accommodated Testing Manual indicates.

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

ACT WorkKeys

What's New!

Updates to the April 12, 2021 Special Edition Spotlight

ACT has added additional flexibility around material handling for Initial (April 14, Test Window 1) and Makeup (April 28, Test Window 2) testing. In light of Governor Whitmer's request for a two-week pause in-person learning for high school due to COVID-19 concerns, ACT canceled all pickups scheduled for April 15 but is allowing some extra flexibility for schools to test on either April 14 or April 28 using the materials you have already received. Refer to the table below to determine the course of action that fits your school's needs:

You WILL test ALL students during Test Window 1 April 14 – Initial Test Day and April 14-27 Initial Accommodated Window	You WILL test SOME but not all students during Test Window 1 April 14 – Initial Test Day and April 14-27 Initial Accommodated Window	You will NOT be testing during Test Window 1 April 14
IF: you plan on testing **all** students with standard time materials on April 14 or with accommodated materials during April 14-27	**IF:** you plan on testing **some** students with standard time materials on April 14 and/or with accommodated materials during April 14-27	**IF: no** students were tested on April 14 and **no** students will be tested during the Initial Accommodated Window (April 14-27).
THEN: ACT will manually schedule pickups for your test materials. Complete the [survey](#) to inform ACT a pickup is needed.	**THEN:** ACT will manually schedule pickups for your test materials that were administered on April 14. Complete the [survey](#) to inform us that you will need this done. **You must return all materials.** Using leftover test materials in a later testing window will result in test invalidations. **ALSO:** You must place an additional material order on the OEAA Secure Site for testing during Test Window 2, (makeup testing window – April 28). **Do not save materials from April 14 for testing on April 28.** The Additional Material Ordering page opened at **noon** on Wednesday, April 14, and will close at 11:59 p.m. on Thursday April 15.	**THEN: Keep** the materials you received for April 14 testing. You may use these materials for makeup testing on April 28 and the Makeup Accommodated Window April 28 – May 4 (Test Window 2) **only** if you did not test any students during Test Window 1. You do **not** need to fill out the survey. **Contingency Makeup Testing:** If you are unable to test all students during the makeup administration (Test Window 2 – April 28) or plan to use the contingency makeup day (Test Window 3 – May 5), you must order additional materials for the contingency makeup window (Test Window 3) on the OEAA Secure Site April 28 and 29.

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

ACT WorkKeys

The accommodations and English Learner (EL) support materials can be retained and used any time April 14 – 27, 2021 (Test Window 1). A FedEx pickup has been pre-scheduled for April 28. If your school does not test during this window, return the secure materials at the end of the test window and order contingency makeup materials as necessary.

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

ACT will need to manually schedule pickups for your test materials that were administered on April 14. Complete the survey to inform us that you will need this done. You must return all secure materials.

Reminders

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 (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 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 (www.michigan.gov/securesitetraining) under the **Material Ordering** section.

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

ACT WorkKeys

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 (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, April 16, 2021

- **PSAT 8/9 for Grade 8** Primary Test Window (for absentees on April 13) **CLOSES**
- **PSAT 8/9 for Grade 9 and PSAT 10** Primary Testing Window **CLOSES**

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

Now – 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

Now – May 21, 2021

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

Now – May 21, 2021

- Paper/Pencil assessment window for **M-STEP** grades 5, 8, and 11

Now – 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

Now – June 4, 2021

- **MI-Access FI** Online and Paper/Pencil assessment window for all grades
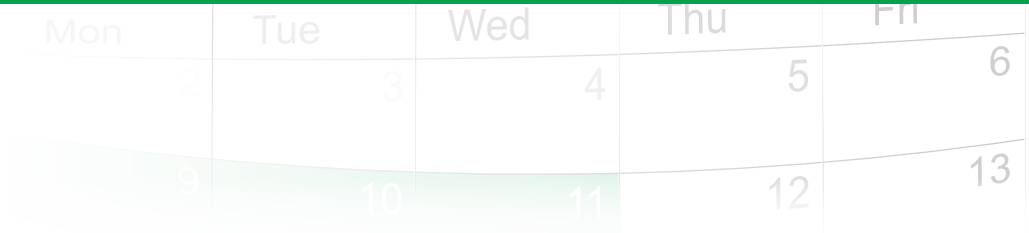- **MI-Access SI/P** online score entry

SAT and PSAT

Now – April 26, 2021

- **SAT with Essay** Accommodated Testing Window

Now – May 7, 2021

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

(Continued on next page)

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

ACT WorkKeys

Now – April 27, 2021:

- Administer Initial **ACT Workkeys** Accommodations tests

April 28, 2021

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

April 28 – May 4, 2021

- Administer Makeup **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

- 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 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, 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