

# Spotlight

April 28, 2016

Quick Links ... take you directly to articles or sections ...

 **End of M-STEP Grades 5, 8, and 11 Testing Window Reminders**

 **Listening Scripts for Accommodated Versions of MI-Access and M-STEP**

• **Deadline Approaching: Accountable Students and Demographics for WIDA ACCESS for ELLS 2.0**

• **Preparing for Spring 2016 WIDA Scores and Reports**

• **Spring 2016 WIDA Testing Experience Survey**

• **M-STEP Parent Letter Available in Spanish and Arabic**

 **Meeting the 95% Test Participation Requirement: A Recipe for Success**

 **FAME Project Accepting New Coach Applications**

• **SAT Corner**

• **Important Dates**

• **Recently Asked Questions (RAQs)**



## **End of M-STEP Grades 5, 8, and 11 Testing Window Reminders**

**Friday, April 29, 2016**, is the end of the M-STEP testing window for grades 5, 8, and 11. All M-STEP testing in these grades must be completed by the end of the instructional day.

- Schools with **online** testers should remind their Technology Director to clear the Testing Site Manager TSM(s) after all testing has completed for the day. This will ensure all responses are sent to DRC for scoring. Please see page 146 of the [Technology User Guide](#), available on [eDIRECT](https://mi.drcdirect.com) (<https://mi.drcdirect.com>) under **Documents**, for information on viewing and sending unsent responses. Monday, **May 2, 2016 at 4:00 PM**, all "In Progress" M-STEP tests for grades 5, 8, and 11 will be marked "Complete," so please make sure that all responses have been sent by Monday morning.
- Schools with **paper/pencil** testers must ship test materials to the scoring vendor by the end of the day, **Wednesday, May 4, 2016** (the return shipments

*(Continued on next page)*

**Key:**  information Tech Coordinators also need to know

 supports and accommodations information

 Reminder

► [Sign up for Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) today! Enter your email address and select Spotlight under Student Assessment.

**must** be postmarked by May 4 to avoid penalties). Check now to ensure you have the necessary tools for returning materials. See pages 80-86 of the [Spring 2016 M-STEP Test Administration Manual \(TAM\)](#) for information on returning M-STEP test materials. The TAM may be downloaded from the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

## Listening Scripts for Accommodated Versions of MI-Access and M-STEP

It has come to our attention that the paper/pencil accommodated kits for MI-Access FI ELA: Accessing Print and the M-STEP ELA do not contain the Listening Scripts. The accommodated kits impacted are:

- MI-Access FI ELA: Accessing Print – Audio CD, Enlarged Print, and Braille kits
- M-STEP ELA: Enlarged Print and Braille kits

Listening Scripts were included with Initial Material Orders when MI-Access FI ELA: Accessing Print and M-STEP ELA tests were ordered and may be used with the accommodated kits.

If you did **not** place an Initial Material Order and require a Listening Script, an order for the Listening Script will need to be placed from the **Additional Material Order** screen of the Secure Site. Prior to placing an order for MI-Access, you should contact your coordinator to see if the grade appropriate listening script is available in your district coverage.

**Please note:** The following materials should also be ordered when placing an additional order for a standard M-STEP ELA or MI-Access FI ELA: Accessing Print test booklet, if needed:

- answer document
- listening script
- return materials kit

## Deadline Approaching: Accountable Students and Demographics for WIDA ACCESS for ELLS 2.0

The Accountable Students and Demographics for Spring 2016 WIDA ACCESS for ELLs 2.0 and the WIDA Alternate ACCESS for ELLs is now available on the [Secure Site](#) ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)). Corrections or changes to student enrollment and demographics should be submitted and certified in the Michigan Student Data System (MSDS) by **5:00 PM on May 2, 2016**.

Important instructions for Accountable Students and Demographics for WIDA can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Quick Reference** section.

If you need additional assistance, please contact the call center at 877-560-8378 and press option 3 or email [baa@michigan.gov](mailto:baa@michigan.gov).

## Preparing for Spring 2016 WIDA Scores and Reports

Spring 2016 WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs scores and reports will be available mid-June in the **MDE Secure Site** as well as through **WIDA AMS**. Hard copy reports will also be shipped at that time.

To prepare to receive and use this assessment data, educators should review the following resources on the [WIDA website](#) (<https://www.wida.us/assessment/ACCESS20.aspx#scoring>). **Please note: Michigan educators should ignore resources and information on the wida.us site pertaining to Data Validation, Incomplete Test Sessions, and Transferring Students.**

*(Continued on next page)*

## Guide to Reports

Educators should review the appropriate guide to reports listed below in order to understand how to interpret and use the Spring 2016 WIDA assessment scores.

- [ACCESS for ELLs Interpretive Guide for Score Reports](https://www.wida.us/get.aspx?id=25) (https://www.wida.us/get.aspx?id=25)
- [Alternate ACCESS for ELLs Interpretive Guide for Score Reports](https://www.wida.us/assessment/WIDA_ALT_interpretive_guide.pdf) (https://www.wida.us/assessment/WIDA\_ALT\_interpretive\_guide.pdf)

## Module for WIDA AMS: Accessing Score Reports

- To learn how to access reports on the WIDA AMS, view the online module: [Module for WIDA AMS: Accessing Score Reports](https://www.wida.us/assessment/ACCESS%20202.0/WIDA_AMS_AccessingScoreReports.aspx) (https://www.wida.us/assessment/ACCESS%20202.0/WIDA\_AMS\_AccessingScoreReports.aspx).

## Sample Reports

Sample reports are also available to schools to aid in their communication with parents/guardians.

- [ACCESS 2.0 Sample Individual Student Reports – English](https://www.wida.us/get.aspx?id=1960) (https://www.wida.us/get.aspx?id=1960)
- [ACCESS 2.0 Sample Individual Student Reports - Spanish](https://www.wida.us/get.aspx?id=1961) (https://www.wida.us/get.aspx?id=1961)
- [Kindergarten Sample Individual Report Sample](https://www.wida.us/get.aspx?id=1962) (https://www.wida.us/get.aspx?id=1962)
- [Kindergarten Parent/Guardian Report Sample – English](https://www.wida.us/get.aspx?id=1963) (https://www.wida.us/get.aspx?id=1963)
- [Kindergarten Parent/Guardian Report Sample - Spanish](https://www.wida.us/get.aspx?id=1964) (https://www.wida.us/get.aspx?id=1964)
- [Alternate Sample Individual Student Reports – English](https://www.wida.us/get.aspx?id=1965) (https://www.wida.us/get.aspx?id=1965)
- [Alternate Sample Individual Student Reports – Spanish](https://www.wida.us/get.aspx?id=1966) (https://www.wida.us/get.aspx?id=1966)

## Parent Guides – Available from the WIDA Download Library

Parent guides provide parents/guardians with general information about the summative WIDA assessments and help parents understand how to interpret the **Individual Student Reports** that are provided to parents.

- [Parent Guide for ACCESS for ELLs 2.0 Score Reports](https://www.wida.us/downloadLibrary.aspx) (https://www.wida.us/downloadLibrary.aspx)
  - ♦ Available in English, Arabic, Chinese, French, Haitian Creole, Hmong, Portuguese, Russian, Somali, Spanish, Tagalog, Urdu, and Vietnamese
- [Parent Guide for Kindergarten ACCESS Score Reports](https://www.wida.us/downloadLibrary.aspx) (https://www.wida.us/downloadLibrary.aspx)
  - ♦ Available in English, Arabic, Chinese, French, Haitian Creole, Hmong, Portuguese, Russian, Somali, Spanish, Tagalog, Urdu, and Vietnamese
- [Parent Guide for Alternate ACCESS for ELLs Score Report](https://www.wida.us/downloadLibrary.aspx) (https://www.wida.us/downloadLibrary.aspx)
  - ♦ Available in English, Arabic, Chinese, French, Haitian Creole, Hmong, Portuguese, Russian, Somali, Spanish, Tagalog, Urdu, and Vietnamese

## Sample Parent Letters to Accompany Score Reports

Sample parent letters to accompany students score reports are available in 23 languages and are located on the [WIDA download library](https://www.wida.us/DownloadLibrary.aspx) (https://www.wida.us/DownloadLibrary.aspx).

*(Continued on next page)*

## **MDE Secure Site Student Data File**

When Spring 2016 WIDA data becomes available, it can be accessed on the MDE Secure Site. Directions for accessing the downloadable **Student Data File** are in the document titled [Accessing Student Test Score Reports and Data Files](#), located on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)).

## **Spring 2016 WIDA Testing Experience Survey**

WIDA is interested in gathering feedback from Test Administrators, Test Coordinators, and Technology Coordinators on the Spring 2016 WIDA ACCESS for ELLs 2.0 testing experience. The results will be used to help make decisions regarding future enhancements and development. Please fill out the [ACCESS for ELLs 2.0 Testing Experience Survey](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHKhf6R80jfArj) ([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_cCHKhf6R80jfArj](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHKhf6R80jfArj)) by **June 30, 2016**.

## **M-STEP Parent Letter Available in Spanish and Arabic**

State Superintendent Brian Whiston's letter to parents providing an M-STEP overview is now available in Spanish and Arabic. The English version of the M-STEP 2016 Parent Letter was sent to districts in late March and was announced in the [March 31 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

School leaders are encouraged to distribute the M-STEP 2016 Parent Letter to parents prior to or during student testing. The letter can assist in answering questions that parents may have about the M-STEP assessments.

The [English](#), [Spanish](#), and [Arabic](#) versions of the M-STEP 2016 Parent Letter are now available in the **Parent/Student Information** section of the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).



## Reminders

### Meeting the 95% Test Participation Requirement: A Recipe for Success

Taking the following actions now will help to ensure that assessment participation rates are accurately reported later for accountability purposes and will help your school meet the 95% participation requirement:

- 1. Make sure local enrollment and exit records are up to date** so that records can be pulled and uploaded to MSDS **by June 10, 2016**. Schools and districts have the opportunity through the end of the Verification of Enrollment and Demographics window to review and update enrolled and exited students in the MSDS.
- 2. Make note of any student whose test is flagged for Prohibitive Behavior or Non-Standard Accommodations.** Schools and districts will have the opportunity during the Verification of Answer Documents in the Secure Site to review students with these flags and appeal the flag if it was set in error.
- 3. Gather the necessary documentation for students who go untested on state assessments** (i.e., a signed doctor's note with start- and end-date of a medical condition). Schools and districts will have the opportunity to submit "not tested" reasons for these students in the Secure Site during the Verification of Not Tested Students window. Submitted "not tested" reasons will be reviewed for the possibility of excluding the student(s) from participation rate calculations.

**TENTATIVE** verification window dates:

- **Enrollment:** early May – early June
- **Answer Docs:** mid June – late June
- **Not Tested:** mid June – late June

More detailed information for each verification window will be provided in the Spotlight as we approach each window's open date.



### FAME Project Accepting New Coach Applications – Deadline is May 6, 2016

The Formative Assessment for Michigan Educators (FAME) project is entering its ninth year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process, rather FAME coaches are learners along with their learning team. More information on the FAME project and access to the online 2016–17 New FAME Coach application is available on the [DAS Formative Assessment Process web page](http://www.michigan.gov/formativeassessment) (www.michigan.gov/formativeassessment) under **What's New**. The deadline to apply is **Friday, May 6, 2016**. If you have any questions, please contact Kimberly Young, MDE/DAS at [youngk1@michigan.gov](mailto:youngk1@michigan.gov) or 517-373-0988.

## SAT Corner

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

### Return Makeup Test Materials

If you haven't already done so, please be sure to return your makeup test materials for scoring.

- **For SAT:** You received a pre-labeled bag (or box) for the return of used answer sheets and a return label to apply to the original carton for test book return. Non-standard makeup test material shipments for NAR accommodations included individual return materials.
- **For PSAT 10 and PSAT 8/9:** Return materials were recently shipped to your school. For PSAT 8/9, you should have returned both used answer sheets and test books. A pre-labeled bag (or box) was provided for the return of used answer sheets and a return label to apply to the original carton to return the test books. For PSAT 10, the return materials included a pre-labeled bag (or box) for the return of used answer sheets. Test books are not returned.

### Sending Score Reports to Colleges and Universities

Students will have through **May 16, 2016** to send their score reports to colleges and universities. Students will use their College Board online student account to identify the colleges, universities, and scholarship programs they wish to send their SAT scores to electronically. When sending scores, students do not need to know school codes, but rather just the name and state location of the school. To assist students with sending score reports, the College Board will be sending a one-page document to Test Center Supervisors for distribution to students to help guide them through using their four free score sends. Instructions will arrive in schools by **May 9, 2016** and will include:

- how to create a College Board Student Account;
- how to link their student account to the Michigan SAT School Day, if it didn't happen automatically; and
- how to select colleges and/or universities for which to send SAT scores.

## Important Dates

### Important Testing Information . . .

#### M-STEP

- **April 29, 2016:** End of test window for grades 5, 8, and 11. Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted.
- **May 2, 2016 by 5:00 PM:** Deadline to submit and certify corrections or changes to student enrollment and demographics for WIDA in the Michigan Student Data System (MSDS) – see related article on page 2.
- **May 4, 2016 – Grades 5, 8, and 11:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification – see related article on page 1.

### April 2016

- **Now – May 10, 12:00 noon:** Grades 3 and 6 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.
- **Now – May 24, 12:00 noon:** Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

#### MI-Access FI, P, and SI

- **Now – May 24 at 12:00 noon:** Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

### May 2016

#### TSM

- **Before testing begins on May 9, 2016:** Be sure your TSM shows "Up-to-Date" – see related article in the [April 21 Spotlight](#), ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) on page 8.

#### FAME

- **Friday, May 6, 2016:** Deadline to apply to be a FAME coach. More information on the FAME project and access to the FAME Coach application, go to the [DAS Formative Assessment Process web page](#) ([www.michigan.gov/formativeassessment](http://www.michigan.gov/formativeassessment)) and look under **What's New**.

#### M-STEP

- **May 13, 2016:** End of test window for grades 3 and 6. Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted.
- **May 18, 2016 – Grades 3 and 6:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.
- **May 27, 2016:** End of test window for grades 4 and 7. Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted.

*(Continued on next page)*

## Important Dates

### MI-Access

- **May 27, 2016:** End of test window for all grades. To do in the following order:
  - ♦ 4:00 PM Deadline to enter P/SI answer documents online.
  - ♦ Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted.

### MI-Access

- **June 3, 2016:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

### WIDA

- **June 30, 2016:** Deadline to fill out the [ACCESS for ELLs 2.0 Testing Experience Survey](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHkhf6R80jfArj) ([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_cCHkhf6R80jfArj](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHkhf6R80jfArj)).

## June 2016

### M-STEP

- **June 1, 2016 – Grades 4 and 7:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

## Recently Asked Questions

**My principal is trying to find out what our lesson/classroom activity is for the math performance task and we can't seem to locate the answer. Can you tell me how to find information on classroom activities for M-STEP?**

Classroom Activities are **not** part of the Spring 2016 M-STEP in mathematics and ELA. This is one of the major changes this year. The performance tasks were determined to have sufficient embedded resources to allow students to demonstrate what they know and can do without participating in a preceding classroom activity. This change also contributes to a reduction in testing time.

This information was published to the field in the following communications:

- [Spring 2016 Guide to State Assessments](#)  
– located on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))
- [January 7, 2016 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight))

---

► Access previous [Spotlight editions](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight))

### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.