

# Spotlight

## on Student Assessment and Accountability

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Week of April 29, 2021

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#### Secure Testing Environment Requirements for M-STEP and MI-Access Assessments

Certain procedures are required for maintaining a secure testing environment while administering the M-STEP and MI-Access assessments. These include:

- Students are not to have access to any additional technology while testing, including cell phones.
- Only those involved in the test administration process are allowed in the testing room.
- No pictures can be taken of the testing room or of students testing.
- Staff are to actively monitor students at all times during the test administration.

For further information on required secure testing practices, refer to the [Assessment Integrity Guide](#) and the [M-STEP Test Administration Manual](#). Both documents can be found on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

#### Known Issue with TTS Directions Only on iPads

The [April 22, 2021 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) reported an issue with the new TTS Directions Only functionality failing on some iPads. There has been no negative effect on listening items or the TTS designated supports and accommodations options. Not all schools are encountering this issue, but in affected schools the failure seems to affect all iPads.

DRC has researched the issue and does not expect a fix to be available during Spring 2021

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Check out the new [Upcoming Events](#) Section and learn about the virtual conference (June 28-30) on **Building A Better Assessment Future**.

testing. Schools using iPads and the new TTS Directions Only should be prepared to switch back to having the test directions read aloud to students. In the Test Administrator's Directions and Manual, the "For Administration without TTS Directions Only" instructions are on the page that follows the "For Administration with TTS Directions Only" instructions.

## Returning Test Materials to the Wrong Vendor

The Michigan Department of Education (MDE) has been notified that some testing materials have been returned by schools to the wrong vendors. Returning test materials to the wrong vendor has negative impacts on test security, jeopardizes timely scoring, and increases processing costs.

When returning test materials, be sure to follow vendor-specific return instructions. Material return instructions can be found in the Test Administrators Manual for each assessment. In order for testing materials to be scored in a timely manner, it is imperative that the materials are returned within the specified material return windows and to the correct vendor.

MDE's Office of Educational Assessment and Accountability will continue to monitor the return of testing materials, and schools will be notified if there is an irregularity in this process. An irregularity can result in future targeted test administration monitoring of the school.

## Advancing Equity: A Strategic Vision for English Learners

A new resource from the Michigan Department of Education – the [Advancing Equity: A Strategic Vision for English Learners](#) document – can guide the work of educational stakeholders and families across the state with focus on students who are English learners (ELs). The document provides a common vision to guide the work of schools, districts, intermediate school districts, and education and community organizations. The document is on the [English Learner Resources web page](#) ([www.michigan.gov/mde-el](http://www.michigan.gov/mde-el)).



## Reminders

### Assessment and Accountability Frequently Asked Questions (FAQ)

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

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

### 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.

### OEAA Secure Site Help

These virtual online office hours sessions are an opportunity for you to ask questions and receive support for the Secure Site. You can join on your computer or mobile app using Microsoft Teams and the information below:

#### Microsoft Teams Meeting

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

Drop in and stay the full hour or ask your question and drop out. The current schedule is:

- 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](#) ([www.surveymonkey.com/r/FAMENewcoach](http://www.surveymonkey.com/r/FAMENewcoach)) is available on the MDE [Formative Assessment Process page](#) ([www.michigan.gov/formativeassessment](http://www.michigan.gov/formativeassessment)) or the [FAME public page](#) ([www.famemichigan.org](http://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](mailto:youngk1@michigan.gov) or 517-712-8442.

### Important Material Return Instructions for WIDA ACCESS for ELLs and Alternate ACCESS

Here are directions for returning secure materials. Materials must be shipped by **April 30, 2021**. **Remember:** If your school/district does not have daily UPS pickup, you must call UPS the day before you need the pickup to schedule it.

If you need more information on how to return materials, view the After Testing tutorial on the WIDA Secure Portal. Log into the WIDA Secure Portal and

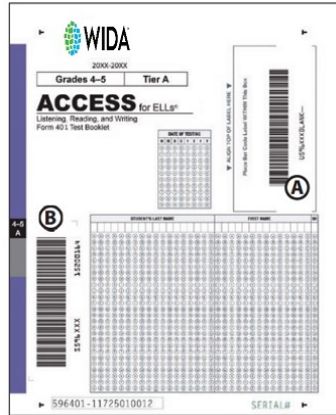
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**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

select the **Paper-Based** tile in the ACCESS for ELLs Training Courses. Then, select the **Afterward** tab and **After Testing**.

## Labeling Booklets:

Ensure correct and complete information is either entered on the label or bubbled-in on each student booklet. Failure to correct incorrect, missing, or incomplete student information and labels may result in no score for the student. Follow these steps carefully.



- Place the Student Pre-ID, District/School, or Do Not Process Label (when applicable) on the front of the test booklet only in the designated area (marked A).
  - » If there is no Student Pre-ID label, apply the District/School Label in the box (marked A).
    - If the District/School Label is applied, bubble-in all demographic information on the back cover, using a number 2 pencil.
    - Do not place any label on the security barcode (marked B).**
    - Leave unused test booklets blank – apply no labels.

If a District/School or Student Pre-ID label is placed on a test booklet, the test booklet will be processed and scored.

## Verifying Information and Bubbling Booklets

When the materials are gathered after testing, it is crucial that the information displayed on the test booklets is verified before they are returned.

- **District/School Labels:** Confirm that the following information bubbled on the booklet matches what is in the Michigan Student Data System (MSDS): District, School, First Name, Last Name, State Student ID, Birth Date, Grade.

If you do not have these labels, send an email to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) with your district name, the name of the building, and the number of labels needed.

- **Student Pre-ID Labels:** If a Pre-ID label is incorrect, it can still be used; you must update the information in MSDS.
- To prevent a test booklet from being processed, place a Do Not Process label over the District/School label or Pre-ID label. Do not cross out the original label or cover it with a black marker. Do not use Do Not Process labels for booklets you want scored.
- Refer to the Special Instructions for Paper/Pencil on pages 160-161 of the [Michigan Specific Test Administration Manual](#), which is located on the [WIDA web page](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)), for information about what you do and do not need to bubble-in on test booklets.

## Material Inventory and Accountability Form

The same process that was used to inventory the original shipment of materials should be completed for returned materials, to confirm all secure materials are accounted for. Every school or district will have received a Security Checklist that details every secure material delivered. It is the responsibility of the district or school personnel to verify that every secure material (used or unused) is returned.

If there are any missing materials, the district/school should complete the Accountability Form and explain the discrepancy, including the secure barcode of the

material that is not being returned. This form is found in [WIDA AMS](http://www.wida-ams.us) (www.wida-ams.us) under **Materials - Accountability Form**. At the bottom of the list of materials on the form, there is a space labeled “Record reasons for discrepancies here”. Record the barcode of the materials and explain reason(s) for the discrepancy.

## Return Instructions

- Be sure to return all the secure materials (CDs, Scripts, Response Booklets) you received.

You do not have to return these non-secure materials:

- » Test Administrator Manual
- » District and School Test Coordinator Manual
- » Return Material Instructions
- » Any unused labels (securely destroy)
- » Security Checklists (keep for your records)
- » Confidentiality Agreement (keep for your records)
- » Packing lists
- » School Range Sheets
- » Scratch paper (securely destroy)
- Line each box with a plastic return bag to protect the test materials during transit.
- Secure the materials inside the plastic bag with a zip tie before sealing the box.
- Large Print and Braille materials can be folded to fit inside a standard-sized box.
- Use the boxes from the original shipment to return used materials. If a box is damaged or lost, substitute a box of similar size and strength.
- Place DRC return and UPS shipping labels on top of each box.

## Return Materials via UPS

- Pre-paid UPS return shipping labels are provided in the Return Materials Instruction Packet.
- If your school/district does not have a regularly scheduled UPS pickup, you must call UPS at 866-857-1501 at least one day prior to the day you plan to ship your materials to arrange for pickup.
- Make a complete count of all the boxes, and advise UPS of the number of boxes they will be picking up
- Keep the boxes in a secure location until they are given to the UPS driver. Materials are not be taken home by anyone – they must remain in district or school buildings.
- You will not be asked to give payment to UPS.
- Note the UPS tracking number for each box. Keep the numbers for future reference and to document the return of the materials to DRC.

## UPS Shipping and DRC Return Labels

If you need UPS Return Labels, contact **DRC Customer Service**. You will receive (through email) PDFs of the UPS return labels that you can print out.

## Contact Information

For any questions, contact DRC Customer Support:

- email: [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com)
- phone: 1-855-787-9615



## 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](mailto:michiganadministratorsupport@collegeboard.org)

### WHAT'S NEW

#### Score Release

Students who participated in testing during the week of April 13 will receive access to their scores in their College Board accounts beginning on **May 5, 2021**. Students who participated in PSAT 8/9 or PSAT 10 will receive access beginning on **May 17, 2021**.

**Note:** Some scores will be released later, for reasons that may include student participation in the extended PSAT testing window, the accommodated testing windows, the SAT makeup testing date(s), late receipt of answer sheets, missing information on the answer sheet, or other exceptional conditions that require additional attention. Scores for these students will be released daily as they become available.

Educators will have access to scores in the K-12 reporting portal by mid-summer, after all answer document verification activities are completed. More information about the answer document verification window will be available soon, along with an educator score release date. **Note:** Scores that will be available in the K-12 reporting portal are not the official results used in Michigan Department of Education reporting.

#### Student Access to Scores

Students will need a College Board account to view their scores. Students who do not have an account yet can [sign up](http://www.collegeboard.org) ([www.collegeboard.org](http://www.collegeboard.org)) for their free account. Paper score reports for the PSAT 8/9 and PSAT 10 will be sent to schools this summer; paper score reports are not provided for SAT with Essay.

The table below and on the following page includes some common issues you and your students may encounter while reviewing scores, and potential courses of action for addressing these scenarios:

Issue	Most Common Scenarios	Course of Action
Student has access to score, but educator does not	Educator scores have not yet been released in the K-12 reporting portal	Check in mid-summer for access to scores.

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



Issue	Most Common Scenarios	Course of Action
<b>Educator has access to score, but student does not</b>	College Board was not able to automatically link score report to student's College Board account	See the steps outlined following this table.
	Student does not have a College Board account	Have the student create a College Board account and follow the steps to link scores, as outlined following this table.
	Student has multiple College Board accounts	The student can call the College Board's Student SAT Helpline (866-756-7346) to merge their accounts. If the educator calls on the student's behalf, be sure the student is present to provide consent to the Customer Service team.
<b>Neither student nor educator has access to score</b>	School has not responded to a query from Educational Testing Service (ETS) regarding a testing irregularity, so the score is on hold	The school must respond to ETS outreach to resolve the situation.
	Used answer sheets were returned in the white accommodated testing envelope and the student was not approved for an accommodation or extended time as an English learner	ETS will reach out to the school to confirm if the student tested with accommodations; the school must respond to this outreach.
	Score was invalidated due to a misadministration or other misconduct (use of cell phone, for example)	No action is available in most cases. The school will receive a letter regarding the misadministration.
	Student submitted a Request to Cancel Scores form	No action is available. Scores will be available to MDE but will not be available to the student or school in the portal.
	Student score is slightly delayed due to testing on the makeup date, accommodated window, late receipt of answer sheets, missing information on the answer sheet, other reason	Continue to monitor scores. Students should call the CB Student SAT Helpline (866-756-7346) if their scores are not available by mid-June.

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



## Matching Student Scores to a College Board Account

If a student is signed into their College Board account but does not see their scores, one reason may be that we were not able to automatically link their score report and their account. For security reasons, a student must verify additional information before scores can be displayed. Students will need either their SAT registration number (found in the roster report of the K-12 reporting portal) or the pre-identification UIC (student ID number) they were issued by the school.

To match, the student will:

1. [Log into or create](#) a College Board account.
2. Scroll down and select **Matching Tool**.
3. Review their personal information.

4. If any information is incorrect, select **Update** to revise. (Students will be prompted to re-enter their password.)
5. If the information is correct, select **Get My Scores**.
6. The student will have to select one of the following options:
  - a. I can supply my test information (test date and SAT registration number).
  - b. I can supply my student ID (using the UIC the student was pre-identified with).

In some cases, students will not be able to view their scores using the steps above because their information is inconsistent, the student has multiple College Board accounts, or their scores have not been released yet. If students cannot view their scores, they should call the College Board's Student SAT Helpline at 866-756-7346.



## ACT WorkKeys

### Reminders

#### Returning Makeup (Test Window 2) Test Materials

Refer to the [April 15, 2021 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for detailed information about packing and returning materials to ACT.

If you still have secure materials from the initial test date, return them with your makeup materials.

FedEx is scheduled to pick up the makeup standard time test materials on **April 29, 2021** and the accommodations test materials on **May 5, 2021**. Be sure your materials are ready for pickup by 8 a.m. on each of these days.

- If your materials are not picked up within two business days after the scheduled pickup date, contact ACT to arrange a new pickup.

**Important:** All standard time initial and makeup materials must be received at ACT no later than **May 6, 2021** and all accommodations initial and makeup materials must be received at ACT no later than **May 13, 2021**.

**Late-arriving answer documents will not be scored.**

#### Order Test Materials for Contingency Makeup Testing (Test Window 3)

The ordering window for the contingency makeup standard time and accommodations test

materials using the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) closes **April 29 at 11:59 p.m. ET** — orders cannot be accepted after this deadline.

Ordering instructions are located on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Material Ordering** section.

#### Contingency Makeup (Test Window 3) Test Administrations

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

All makeup administrations must follow the test day policies and procedures that are detailed in the [ACT WorkKeys Administration - Standard Time Paper](#) and the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) manuals. Both manuals are posted on the [ACT-hosted website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) on the **WorkKeys on Paper** page in the **Administration** stage.

#### Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](#) ([www.act.org/aap/state/contact.html](http://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](mailto:ACTStateAccoms@act.org)

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

## Important Dates

### Approaching Deadlines!

#### Thursday, April 29, 2021

- **DEADLINE** to order May 18 **SAT** Contingency Test Day makeup materials
- **SAT with Essay** Makeup Accommodated Testing Window **CLOSES**
- **DEADLINE** to order **ACT WorkKeys** test materials for contingency makeup testing (Test Window 3)

#### Friday, April 30, 2021

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

#### Tuesday, May 4, 2021

- Makeup **ACT Workkeys** Accommodations test Window **CLOSES**

#### Friday, May 7, 2021

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

### M-STEP

#### Now – May 18, 2021

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

#### Now – May 21, 2021

- Online and 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

#### Now – June 4, 2021

- Online and 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

### May 2021

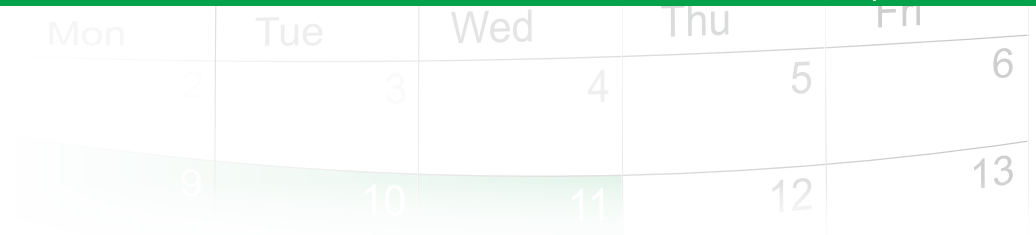
#### SAT and PSAT

##### 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

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



## 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

## May 20, 2021

- Final deadline to return any **SAT, PSAT 10**, or **PSAT 8/9** testing materials in order for answer documents to be scored

## 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 6, 2021

- **ACT Workkeys** Return of Materials deadline – Makeup Test Day Standard Time

## 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

## May 12, 2021

- Final deadline to return all **ACT WorkKeys** test materials for processing



## Upcoming Events

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

### Building a Better Assessment Future

Virtual Conference

**June 28–30, 2021**

**9:00 a.m. – 3:45 p.m.**

Did you know that about 80 percent of the assessments given to students are the result of decisions made by local educators? Those decisions will be the focus of the [Building a Better Assessment Future](#) virtual conference. This “not-to-be-missed” event offers support for district teams as they reimagine their districts’ assessment systems and improve learning for all students.

The BBAF conference will take place **June 28-30, 2021** and is hosted by [Michigan Assessment Consortium \(MAC\)](#) in partnership with Michigan Department of Education’s [FAME](#) (Formative Assessment for Michigan Educators) program and [Oakland Schools](#). Event participants will hear from and engage with respected national and international assessment experts, such as Susan Brookhart, Jan Chappuis, Margaret Heritage, Jim Pellegrino, Ken O’Connor, and Rick Stiggins.

Participants will also have ample time to work with Michigan assessment leaders, reflect on their current assessment practices, and collaborate to find new opportunities to improve student learning through assessment.

### Come as a team or attend on your own!

Educators and policy makers at all levels are invited to attend with schools/districts encouraged to register and work in teams of three or more. The event will feature group work time and office hours with selected experts, allowing participants to address their schools’ unique opportunities. Plus, the FAME program and the MAC will support each team’s work after the conference through private consultation and group engagements designed to keep the collaboration going.

### Learn more

Download and share the [BBAF conference flyer](#).

Find more details and register on the [Conference event page](#) ([bit.ly/MAC-BBAF](https://bit.ly/MAC-BBAF)).

**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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto: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