

# Spotlight

## on Student Assessment and Accountability

May 11, 2017

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Key:



Reminder (previously run article)

## Reporting Reminders

### Available Reports

The Early Literacy and Mathematics Benchmark Assessment reports and preliminary M-STEP and MI-Access reports are available in the Secure Site within 48 hours of student testing. For information on accessing the reports, see [How to Access and Navigate Michigan's Dynamic Score Reporting Site](#) on the [M-STEP](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)), [MI-Access](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)), and [Early Literacy and Mathematics](#) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath)) web pages under the **REPORTING** section.

### REPORTS AVAILABLE

M-STEP	MI-Access	Early Literacy and Mathematics Benchmark
Preliminary Student Roster	Preliminary Student Roster	Individual Student Report
		Student Roster

### Reporting Codes

District/schools can create a four-digit code to group students for reporting purposes. For example, if you want all of Mrs. Smith's math students grouped together, first you would decide on a four-digit number for Mrs. Smith (let's say 1234), and then put 1234 into each student's math Reporting Code field on the Secure Site. Of course, you can group the students however you would like and it does not have to be by teacher. This will allow you to filter the reports by the assigned Reporting Codes. Be sure to keep a list of the four-digit codes you use on the Secure Site and to whom or what group you are assigning that code.

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Users of the Secure Site can enter Reporting Codes for groups of students at one time using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)). Click on [Mass Update Assessments](#) under the **Pre-Identification/Student Search** section.

Reporting Codes can be used with Early Literacy and Mathematics Benchmark Assessment reports, as well as final M-STEP and MI-Access reports. These codes need to be entered in the Secure Site by **June 21, 2017** to be included in the Student Data File and assessment reports as applicable.

Reporting Codes can be used however the district or school chooses and are not used by the Department of Education in any way.

## SAT and PSAT Student Demographics

The College Board will be pulling student demographics from the Secure Site on June 9, 2017 for reporting in the College Board Educator Portal. This is ahead of the June 21, 2017 date for assessment and accountability reporting but does NOT change the date for assessment and accountability reporting for the SAT (PSAT is not currently included in accountability).

- The College Board Educator Portal will include the student demographic information that is on the Verification of Enrollment screen on the Secure Site as of **5:00 PM, June 8, 2017**.
- The SAT, PSAT 8/9, and PSAT 10 Student Data Files created by our office and available on the Secure Site will include the student demographics

that are on the Verification of Enrollment screen in the Secure Site as of **5:00 PM, June 21, 2017**.

- Accountability calculations for grade 11 and required grade 12 students will be based on the enrollment and student demographics on the Verification of Enrollment screen at **5:00 PM on June 21, 2017**. PSAT8/9 and PSAT 10 are not currently used for accountability.
- If changes are made to student demographics in the Michigan Student Data System (MSDS) **after** June 8, the College Board Educator Portal and the student data files on the Secure Site will be different. The data available at **5:00 PM on June 21, 2017** will be used for student data files and accountability calculations.
- SAT data reported on the MI School Data Portal is based on the Secure Site student data files and may not match the College Board Educator Portal if updates are made **after June 8, 2017**.

Allowing College Board to pull the student demographic information on June 9, 2017 enables them to get the student scores and information to schools much quicker.

Please continue to update the MSDS as indicated in the [April 20, 2017 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

## Paper WIDA Screener Ordering Reminders

Districts may begin ordering paper WIDA Screener materials now for use beginning **August 1, 2017** using the [Michigan WIDA Paper Screener Order Form](#) found on the [WIDA web page](#) ([www.michigan.gov/wida](http://www.michigan.gov/wida)) under **What's New**.

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

To determine what materials are included in a kit, educators should go to the [WIDA Store web page](http://www.wceps.org/store/wida) (www.wceps.org/store/wida) and select the appropriate kit for further information. It may be the case that material quantities included in the kits are sufficient and that individual WIDA Screener parts are not needed.

Additionally, when completing the order form please be sure to add the shipping rate by reviewing the shipping and handling information found on the [WIDA Store Shipping and Refund page](http://www.wceps.org/store/wida/RefundsReturns) (www.wceps.org/store/wida/RefundsReturns).



## WIDA Pre-K Cycle Open

The WIDA ACCESS Placement Test (W-APT) Pre-K Cycle is now available in the Secure Site. Districts that may have students enrolling for Kindergarten between now and August 1, 2017 should screen students using the W-APT if a "yes" has been indicated on the student's Home Language Survey. All screener scores should be entered into the Secure Site regardless of a student's eligibility for English learner (EL) services. To make determinations as to which students should and should not be considered EL, educators must refer to the [Michigan Entrance and Exit Criteria](#) on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida). Under the **General Information** section, select **EL Entrance and Exit Protocol**.

For help in entering students and scores into the Secure Site, please visit the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) or call 877-560-8378 (Option 3).



## Important Information for the New WIDA Screener

Beginning **August 1, 2017**, districts will begin utilizing a new English learner (EL) screener. The new WIDA Screener will replace the grade 1-12 W-APT and will be available in both an online and paper format. Districts will continue to use the W-APT for Pre- K students, kindergartners, and first-semester 1st graders.

To prepare for this transition, the [WIDA Screener & W-APT Michigan Policy Manual](#) should be reviewed by educators. This document is located on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida) under the **What's New** section.

Additionally, educators with wida.us accounts will have access to the new WIDA Screener training modules beginning **May 8, 2017**. Please refer to the WIDA Screener & W-APT Michigan Policy Manual. It includes answers to many questions, such as how to gain access to wida.us.

## SAT Corner

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

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

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- contact the Call Center: 877-560-8378 (select Option 4)
- email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

### Answer Sheet Verification Window: May 24–31, 2017

The Michigan Department of Education (MDE) answer document verification process on the Secure Site provides a way for schools to verify that all answer documents have been received and processed by the College Board. It is also used to resolve other potential issues with answer documents. The deadline to review and report PSAT 8/9, PSAT 10, and/or SAT answer document issues through the Secure Site is **May 31, 2017**. Refer to next week's Spotlight article for information on how to complete the answer documentation verification process.

### Score Release

Students who participated on the initial test day(s) for SAT, PSAT 10, and PSAT 8/9 received access to their scores in their College Board account beginning on May 10, 2017. Please note that

students who tested as part of the makeup test day may not have been included in this initial release of scores; the scores for these students will be released on a weekly basis as they become available. **Educators will have access to scores in the K-12 reporting portal by the end of June, after the completion of all answer document verification-related activities.**

If students login to their College Board account and do not see a place to access their SAT scores, they need to link their registration to their scores (especially if the student is creating an account for the first time).

**Link Your Account to Your Registration:** If your student's SAT School Day registration does not appear, students will need to link their account to their registration.

- a. Select **My SAT**.
- b. On the SAT Registration page, click **Continue** to get started.
- c. In the **Previous Registration** section, choose "Yes" and enter the registration number for your student's SAT School Day in the **Your Previous Registration Number** box.

**You will need to provide the registration number to students. These can be found in the Roster Report of the K–12 Reporting Portal.**

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

- d. Select April 2017 for the **Date You Took the Test**.
- e. Complete the **Personal Info** section using your full legal name that matches what your school has on file.
- f. Complete the **High School** section by entering your expected graduation date and grade level.
- g. Complete the **Mailing Address** section.
- h. Verify your email address is correct. Click **Save & Exit**.
- i. There may still be cases where students may not be able to link the test registration and the College Board account because the information is too different. If students still do not see the registration on the My SAT page, they can call the College Board's Student SAT Help Line at 1-866-756-7346.

**Note:** It may take up to 24 hours for the scores to load into the account once linked.

**Important Student Demographic Information:**

Please see the [SAT and PSAT Student Demographics article](#) on page 2 for important information regarding the reporting of student demographic information.



Information on ACT WorkKeys® provided by the ACT®.

## ACT WorkKeys: Reporting

This week's article will cover ACT WorkKeys reporting for the Spring 2017 administration.

## Memo and Summary to Examinee Reports

The Memo and Summary to Examinee reports are printed-paper reports containing reportable scores (Level and Scale scores) and suggestions for improvement which are to be provided to the examinee. In addition, each participating school will receive a roster report of examinee reportable scores (Level and Scale scores) to be retained by the school. These reports are mailed to the Test Coordinator and are scheduled to arrive the **week of July 31, 2017**.

## The ACT National Career Readiness Certificate™ (ACT NCRC®)

New this year! Eligible students who achieved a score of three (3) or higher on each ACT WorkKeys subject test will receive an ACT NCRC. The printed certificate(s) will be mailed to the school Test Coordinator to be provided to examinees. The ACT NCRCs will arrive in schools no later than **August 11, 2017**.

## Student Access to MyWorkKeys.com

An examinee can view his or her scores by creating and logging into their account at [myworkkeys.com](http://myworkkeys.com). In order to access scores, examinees will need to provide matching criteria when creating their account. The five matching criteria are first name, last name, month of birth, day of birth and state assigned student ID number (SASID). **Please note:** The SASID is the same as the Unique Identification Code (UIC) that is assigned through the Michigan Student Data System (MSDS) for each student. Scores will be available online after **June 21, 2017**.

**Note:** Examinees who earned an ACT NCRC will have an account automatically created. Login information will be printed on the back of their printed ACT NCRC certificate.

## 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](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244
  - ♦ 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

### May 2017

#### Online Testing

##### Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments**, and **Michigan Science Pilot Assessment**

##### Now – May 26, 2017:

- **Early Literacy and Mathematics Benchmark Assessment** Test Window: Grades K–2
- **Michigan Science Standards Pilot Test** Window: Grades 5, 8, and 11

##### Now – May 26, 2017:

- **M-STEP** Test Window: Grades 3, 4, 6, and 7

##### May 31, 2017, 8:00 AM – 4:00 PM:

- **WIDA Workshop for Online Screener**  
**REGISTRATION IS CLOSED**

#### Online and Paper/Pencil Testing

##### Now – May 24, 2017 at 5:00 PM:

**WIDA ACCESS for ELLs 2.0** Verification of Enrollment for Accountability window.

##### Now – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request [here](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

##### Now – May 26, 2017:

- **MI-Access** Test Window: 3-8 and 11

##### May 26, 2017:

- **MI-Access P/SI** Online entry of answer documents **closes**

##### Now – May 26, 2017:

- eDIRECT available for online test administrative tasks for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments**, and the **Michigan Science Standards Pilot**

##### Now – June 21, 2017 at 5:00 PM:

- **M-STEP**, **MI-Access**, and **SAT** 3-8, 11, and required 12 Verification of Enrollment for Accountability window

#### Paper/Pencil Testing

##### Now – May 16, 2017 at noon:

- **M-STEP Grades 3, 4, 6, and 7** additional materials and makeup orders

##### Now – May 19, 2017:

- **M-STEP** Test Window: Grades 3, 4, 6, and 7

Paper/Pencil testers do not have the entire online window for testing. Please refer to the [Paper/Pencil Summative Testing Schedule for content specific dates](#) located on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Current Assessment Administration**.

##### May 24, 2017:

**M-STEP Grades 3, 4, 6, and 7** Materials and Answer Documents Return Deadline. May 24, 2017 is the final date to ship without penalty and for inclusion in Answer Document Verification. See the [M-STEP Test Administration Manual \(TAM\)](#) on the [M-STEP web page](#) (http://www.michigan.gov/mstep), pages 81-88, for detailed instructions.

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

## Important Dates

### Paper/Pencil Testing (continued)

**Now – May 25, 2017 at noon:**

- **MI-Access** additional materials and makeup orders

**May 30, 2017:**

- **MI-Access Grades 3–8 and 11** Materials and Answer Documents Return Deadline. May 30, 2017 is the final date to ship without penalty and for inclusion in Answer Document Verification. See the [MI-Access Test Administration Manual \(TAM\)](#) on the [MI-Access web page](http://www.michigan.gov/mi-access) (<http://www.michigan.gov/mi-access>), pages 91-94, for detailed instructions.

### June 2017

#### Online Testing

**June 1, 2017, 9:00 AM – 4:00 PM:**

- **WIDA Paper Screener Workshop**  
For more information and to register for a workshop, go to the [Spring 2017 WIDA Workshops Registration page](https://www.surveymonkey.com/r/WIDASpringWorkshops) (<https://www.surveymonkey.com/r/WIDASpringWorkshops>). **Seats are still available for this workshop. Register Today!**

## Recently Asked Questions . . .

### **Is it permissible to administer multiple tests during the same test session?**

No. This is not allowable during the initial administration of any test because the test directions include specific directions for each test and therefore must be read aloud for each test. It is permissible to test more than one test during a makeup session, as long as the Test Administrator ensures the student has previously had the test directions read aloud.



#### **Have Questions?**

Email [BAA@michigan.gov](mailto:BAA@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

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