

Spotlight

on Student Assessment and Accountability

May 17, 2018

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**Spring Testing Ends
Friday, May 25, 2018**

M-STEP Grades 3, 4, 6, and 7 Paper/Pencil Testing Ends Friday, May 18, 2018

ALL M-STEP paper/pencil makeup testing must be completed by the **end of the day tomorrow – Friday, May 18, 2018**. Paper/pencil testing must follow the published [2018 Summative Testing Schedule](#) that is available on the [M-STEP web page](#) (www.michigan.gov/mstep).

Materials must be returned by May 23, 2018

The M-STEP return of materials deadline for grades 3, 4, 6, and 7 is **Wednesday, May 23, 2018**. All test materials must be handled according to the instructions on pages 78-86 of the [M-STEP Test Administration Manual \(TAM\)](#) located on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Current Assessment Administration**. Be sure to read and follow these directions explicitly.

Secure and unsecure materials have specific handling procedures that must be followed for both paper/pencil and online testing. Secure materials for online and paper/pencil tests must be handled according to the procedures outlined in the TAM.

Answer Documents Received and Not Tested Students Deadlines Approaching for WIDA ACCESS for ELLs

WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS **Answer Documents Received** and **Not Tested Students** have deadlines in this month.

- Submitting **Answer Documents Received** issues closes at **5:00 PM on Tuesday, May 22, 2018**.
- Submitting **Not Tested Students** issues closes at **5:00 PM on Wednesday May 30, 2018**.

It is very important to:

- review the Answer Documents Received and Not Tested Students page to ensure all tests taken have been received
- verify other answer document information such as tests marked for prohibited behavior, nonstandard accommodations, etc.
- provide reasons why students were not tested

See the article in the [May 10 edition of the Spotlight](#) (www.michigan.gov/mde-spotlight) for more details.

Accountable Students Enrollment and Demographics for WIDA ACCESS for ELLs – Closes May 22, 2018

The **Accountable Students Enrollment and Demographics** page of the OEAA Secure Site for WIDA closes on **Tuesday, May 22, 2018**. This screen allows districts and schools to view and verify student enrollment and data that is in the Michigan Student Data System (MSDS) and will be used for assessment and accountability reporting.

- Only student information submitted with an “as of date” on or before March 23 and submitted by **5:00 PM on May 22, 2018** will be used for assessment and accountability reporting.
- This list will only include English learner (EL) students in grades K-12 who would have been expected to take the WIDA ACCESS for ELLs 2.0 or WIDA Alternate ACCESS for ELLs.
 - ♦ Students who were enrolled up through March 23 should be listed. If they are not, an enrollment record needs to be submitted in MSDS.
 - ♦ Students who exited the school prior to March 23 should not be listed. If they are, then an exit record needs to be submitted in MSDS.
 - ♦ Student demographics should reflect a student’s status on March 23. If incorrect a record needs to be submitted in MSDS.

For more information on the Accountable Students Enrollment and Demographic pages, see the article in the [April 26 edition of the Spotlight](#) (www.michigan.gov/mde-spotlight).

Online Testing for M-STEP and Early Literacy and Mathematics Closes May 25, 2018

May 25, 2018 is the final day of testing for M-STEP grades 3, 4, 6, and 7 and for the Early Literacy and Mathematics Benchmark assessments (K-2). Access to INSIGHT testing engine closes at 4:00 PM. See the [April 26, 2018 Spotlight](#) (www.michigan.gov/mde-spotlight) for information about how to ensure all students have tested in eDIRECT.

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

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Schools must clear the Testing Site Manager (TSM) when all testing is complete on May 25. For detailed instructions for this task, see pages 72-73 in the [Technology User Guide](#) available on [eDIRECT](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) under **All Applications** → **General Directions** → **Documents**.

MI-Access Testing Window Closes May 25, 2018

The MI-Access testing window closes on **Friday, May 25, 2018 at 4:00 PM**. This is the last day to administer any MI-Access assessment and to enter all Supported Independence (SI) and Participation (P) scores.

Here are some important items to remember for MI-Access P/SI assessments:

- ALL P/SI student scores must be entered online by **May 25, 2018 at 4:00 PM**.
- The link to the [P/SI Score Entry](#) may be accessed on the [MI-Access web page](#) (www.michigan.gov/mi-access) under the **Current Assessment Administration** section and welcome page of **eDIRECT**.
- The MI-Access [Instructions for Score Entry of P/SI Online Answer Document](#) is also located in the **Current Assessment Administration** section and a [companion flowchart](#) in the **Professional Development** section.
- All Scoring Documents and signed Security Agreements should remain in the district for three years.

ONLINE – Functional Independence (FI):

- **Important:** Students taking FI ELA: Accessing Print and Using Language must also complete

the FI ELA: Expressing Ideas assessment, which is exclusively a paper assessment. A [companion flow chart](#) has been developed to assist with this administration.

- All online testing must be completed and submitted by **4:00 PM on May 25, 2018**.
- DRC will mark all “In Progress” tests as complete and send them for scoring after **4:00 PM on May 25, 2018**.
- Schools must clear the Testing Site Manager (TSM) once all testing is completed. For details on how to perform this task, see pages 92-94 of the [Technology User Guide](#) available on [eDIRECT](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) under **All Applications** → **General Directions** → **Documents**. Select **District Technology Coordinator** under the **Audience** drop-down menu.

PAPER/PENCIL:

- All paper-based testing must be administered by the end of the school day **Friday, May 25, 2018**.
- All testing materials (FI, SI, and P) must be shipped by **May 30, 2018** to avoid possible late fees.
- Material return instructions are listed in both Test Administration Manuals found on the **Current Administration** section of the [MI-Access web page](#) (www.michigan.gov/mi-access).
- Schools have been provided return kits with their materials to facilitate direct returns. Check your inventory **now** to ensure you have the needed return materials.

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Electronic Device Use During Testing

Students are not permitted to access electronic devices during standardized testing. Anything that could be used for communication, capturing images of the test or testing room, or data storage (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.) can disrupt the testing environment and be used to compromise the security and confidentiality of the test. At a minimum, these devices must be powered off and stored away from student work areas at all times during a test session.

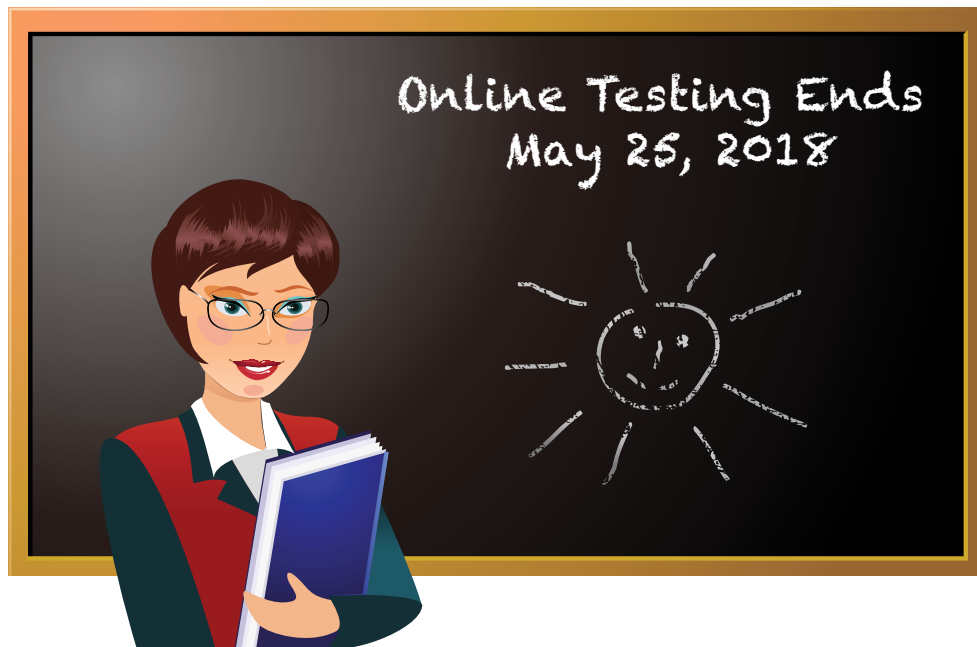
Students should be informed of this policy in advance and strongly encouraged to leave such items out of the testing room. Students should not have any of these prohibited devices near them during testing. If a student accesses any of these devices during testing,

it will constitute a prohibited behavior and the student's test results in that content area will be invalidated. Select the Prohibited Behavior on the Testing Codes tab in eDIRECT for the content area, or for paper/pencil tests, grid the prohibited behavior bubble on the answer document.

Social Media Monitoring for Security

As in previous years, MDE is using a social media monitoring service during testing to watch for security issues (and only security issues). For example, if a student or staff member were to post a photo of test questions, that would be a security violation, and MDE would seek to have that post removed.

It is okay to talk about the M-STEP experience, as long as it doesn't include secure information.



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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)
- email michiganadministratorsupport@collegeboard.org

Scores for students who took the SAT with Essay, PSAT 10, or PSAT 8/9 on the makeup test dates will be available on **May 17, 2018**. **Please note:** Some scores will be released later for reasons that may include 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 the end of June, after the completion of all answer document verification activities.

Answer Document Verification Window: May 23-May 30, 2018

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 for 9th grade, PSAT 10, and/or SAT with Essay answer document issues through the Secure Site is **May 30, 2018**. See the **Answer Documents Received and Not Tested Students** article in the [May 10 edition of the Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for information on these processes. Student data released in the College Board's K-12 Reporting Portal is based on the information verified during this window and changes cannot be made once the window has closed.

PSAT 8/9 for 8th Grade Webinar

PSAT 8/9 will be administered in 8th grade starting in Spring 2019 for accountability in ELA and mathematics. The College Board is offering an introductory webinar on **Tuesday, May 22, 2018** from **10:00–11:00 AM** to provide brief information on the assessment, 2019 test dates, accommodations, reporting features, and how to begin preparing for the 8th grade administration. To register, click [here](https://tinyurl.com/8GradePSAT) (<https://tinyurl.com/8GradePSAT>).

Answer Document Verification

The Michigan Department of Education (MDE) Answer Document Verification process on the OEAA Secure Site provides a way for schools to verify that all answer documents have been received and processed by ACT. The window to review and report missing WorkKeys answer documents is **May 23 - 30, 2018**. For information on these processes, refer to the **Answer Documents Received and Not Tested Students** article in the [May 10 edition of the Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight).

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244
9:30 AM – 6:00 PM ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

Friday, May 18, 2018:

- **LAST DAY** to administer an **M-STEP grades 3, 4, 6, or 7** paper/pencil test.

Tuesday, May 22, 2018

- **MI-Access grades 3-8 and 11** Additional Material Orders Window in the OEAA Secure Site (**CLOSES at noon**)
- Answer Document Verification window for **WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs** (**CLOSES at 5:00 PM**)
- Accountable Students Enrollment and Demographics for **WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs** (**CLOSES at 5:00 PM**)
- **M-STEP and MI-Access: DEADLINE** for Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – [submit request](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/) (<https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/>)

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

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Approaching Deadlines! (continued)

Wednesday, May 23, 2018:

- **LAST DAY** to return **M-STEP** grades 3, 4, 6, and 7 paper/pencil materials

Friday, May 25, 2018 (CLOSES at 4:00 PM):

- **M-STEP** grades 3, 4, 6 and 7 **Online Test Administration Window**
- **MI-Access** grades 3-8 and 11 **Online and Paper/Pencil Test Administration Window**
- **MI-Access P/SI Online entry of answer documents**
- **Early Literacy and Mathematics Benchmark Assessment Test Administration Window**

Coming Next Week . . .

May 22, 2018 from 10:00–11:00 AM:

- **PSAT 8/9** 8th Grade Informational Webinar
Register [here](https://tinyurl.com/8GradePSAT) (<https://tinyurl.com/8GradePSAT>)

May 2018

WIDA

Now – May 30, 2018 (5:00 PM Deadline):

- Not Tested Students window for **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs

MI-Access

May 30, 2018:

- Last day to return **MI-Access** testing materials

ACT WorkKeys

May 23–30, 2018 (5:00 PM Deadline):

- Answer Document Verification window for **ACT WorkKeys**

SAT, PSAT 10, and PSAT 8/9

May 23–30, 2018 (5:00 PM Deadline):

- Answer Document Verification window for **PSAT 8/9** for 9th grade, **PSAT 10**, and **SAT with Essay**

June 2018

June 11–18, 2018 (5:00 PM Deadline):

- **M-STEP** and **MI-Access**: Answer Document Verification window

June 11–25, 2018 (5:00 PM Deadline):

- **SAT, M-STEP, and MI-Access**: Not Tested Students window

Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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