

Spotlight

on Student Assessment and Accountability

May 23, 2019

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

- MI-Access P/SI Online Answer Document Entries



SAT, PSAT 8/9, PSAT 10, and WorkKeys Answer Documents Received

- Assessment Coordinator Training Guide Focus Group

- Preview Student Suspension and Expulsion Data Now Available on Parent Dashboard

- No Automatic WIDA Screener Orders

- MDE Accepting Applications for Item Writers and Review Committee Members


- College Board Corner



ACT WorkKeys

- Important Dates

- Contacts

Key:  Reminder (previously run article)



Spring Testing Ends Friday, May 31, 2019

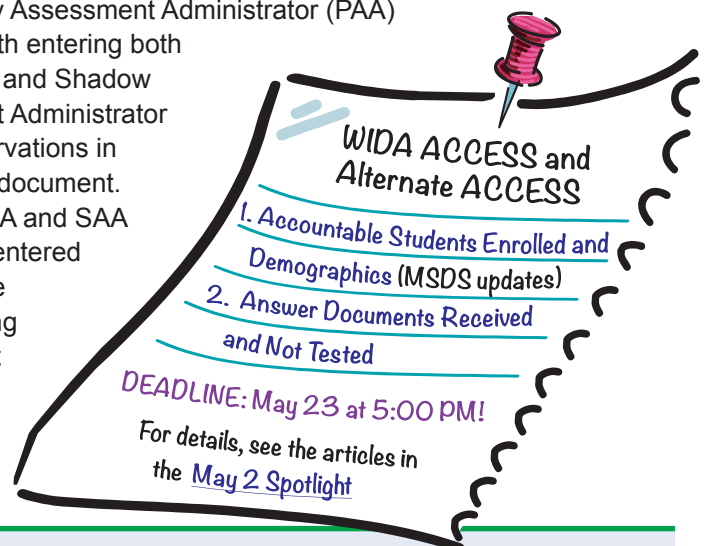
Refer to the [May 2, 2019 Spotlight](#) article on the closing of the grades 5, 8, and 11 window for information on how to ensure all of your students have completed testing.

MI-Access P/SI Online Answer Document Entries

The MI-Access Participation and Supported Independence (P/SI) student scores must be entered and submitted using the online answer document by **Friday May 31, 2019 at 4:00 PM**. Here are several things to consider:

- Check that both the test ticket and the online answer document contain the correct content area, form number and assessment level (designated with a "P" for Participation and "SI" for Supported Independence).
- The Primary Assessment Administrator (PAA) is tasked with entering both the Primary and Shadow Assessment Administrator (SAA) observations in the answer document. Both the PAA and SAA scores are entered on the same screen, using a single test ticket.

(Continued on next page)



- A brief tutorial on how to enter student responses into the online answer document can be found on [eDIRECT](http://mi.dracedirect.com) (mi.dracedirect.com). No login is required.
- Click on **All Applications** → **General Information** → **Documents** → **MI-Access P or SI** → **Mini-Modules** → **Show Documents**. Click on the icon for "How to Enter Student Responses in the MI-Access Online Answer Document."
- [MI-Access P/SI Online Answer Document Instructions for Score Entry](#) are also located on the [MI-Access web page](#) (www.michigan.gov/mi-access) under the **Current Assessment Administration** section.
- The [online answer document](https://www.surveysdrc.com/mi/mi2019/logon.aspx) (https://www.surveysdrc.com/mi/mi2019/logon.aspx) can be accessed on the [MI-Access web page](#), in the [Test Administration Manual](#), and on the [DRC welcome page](#).
- This process must be completed online **before May 31, 2019 at 4:00 PM**.

Sign the paper Scoring Documents used during your administration and give them to the district coordinator, who must store them along with your signed Security Agreements. All Scoring Document sheets should remain in the district for three years.



SAT, PSAT 8/9, PSAT 10, and WorkKeys Answer Documents Received

From **now through Wednesday, May 29, 2019 at 5:00 PM**, schools can verify that answer documents for the SAT® with Essay, ACT WorkKeys®, PSAT™ 8/9 (grades 8 and 9), and PSAT™ 10 have been received by the scoring vendor along with other answer document data.



It is important to verify answer documents received and submit issues directly on the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) on the **Answer Documents Received and Not Tested** page.

This is the only opportunity to submit answer document issues. Issues cannot be submitted or appealed after May 29, 2019.

Schools will submit reasons why a student did not test for SAT and PSAT 8/9 (grade 8 only) **June 10 – 17, 2019**, during the M-STEP and MI-Access answer document review. ACT WorkKeys and PSAT 8/9 for grade 9 and PSAT 10 are **not** currently included in accountability therefore Not Tested reasons will be **not** be collected.

You can find additional information in the original article from the [May 9, 2019 Spotlight](#).

Assessment Coordinator Training Guide Focus Group

We'd like your feedback on the new [Assessment Coordinator Training Guide](#), published in 2018 by the Office of Educational Assessment and Accountability (OEAA). The OEAA will host a focus group in June to gather input from building and district assessment coordinators who are responsible for overseeing testing for M-STEP, MI-Access, SAT® with Essay, PSAT™ 8/9, PSAT™ 10, ACT® WorkKeys®, Early Literacy and Math Benchmark Assessments (K-2), and WIDA assessments. Over the next few months, the OEAA will be updating the guide to provide relevant and timely assessment administration-related information, and your suggestions for improvement are vital to the overall success of this project.

Lunch will be provided. Mileage reimbursement and SCECHs will be available. However, reimbursement for overnight accommodations will not be offered.

Time and place of the focus group:

Tuesday, June 18, 2019

9:00 AM to 3:00 PM

Michigan Assessment Consortium Office
1980 N. College Road, Mason, MI 48854

[Get Directions](#)

(Continued on next page)

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

Spotlight on Student Assessment and Accountability

If you would like to participate in the focus group, please fill out this [brief survey](https://www.surveymonkey.com/r/WJPTY76) (https://www.surveymonkey.com/r/WJPTY76).

Interested respondents will be contacted by **June 7, 2019** with further details on mileage reimbursement requests, SCECHs, and lunch options.

About the Assessment Coordinator Training Guide:

This Guide can be accessed on each assessment web page by clicking on the Assessment Coordinator Training Guide icon.



Preview Student Suspension and Expulsion Data Now Available on Parent Dashboard

A new graph has been added to the Parent Dashboard. The graph shows the number of students suspended or expelled for a selected school, similar schools, and the state. Schools can view this information now during a two-week preview period before it is made public.

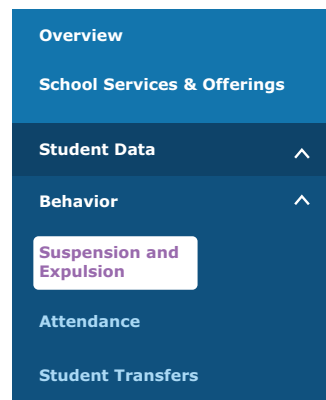
Graph Details:

- Numbers reflect the number of unique students suspended or expelled – students are only counted once in the metric, regardless of the number of discipline incidences they may have.
- Both in-school and out-of-school suspension types are included along with expulsions.
- The state average reflects all charter and traditional schools, including those that reported zero suspensions and expulsions.

Users with [MI School Data](http://www.mischooldata.org) (www.mischooldata.org) accounts may access this information by logging in and navigating to the Parent Dashboard.

Once on a school's dashboard, click on **Student Data, Behavior**, and then **Suspension and Expulsion** in the left-hand menu.

The preview window will close on **June 5, 2019**, and the Suspension and Expulsion metric will be available publicly on that date.



No Automatic WIDA Screener Orders

The Office of Educational Assessment and Accountability (OEAA) will **not** be placing automatic WIDA Screener material orders for schools for the 2019/20 school year. However, school districts can begin placing WIDA Screener orders (grades 1-12) for the 2019/20 school year using the [WIDA Screener Order Form](#) found on the [WIDA web page](#) (www.michigan.gov/wida). To ensure districts receive materials in time for screening incoming students at the beginning of the 2019/20 school year, orders should be placed as soon as possible. After **August 9, 2019**, the MDE cannot guarantee rapid fulfillment of orders for districts to screen students at the beginning of the school year.

Screening students using the online test is the default mode through which students should be assessed. However, some students may benefit from taking the paper/pencil form of the assessment. These students may be recent arrivals (attended U.S. schools for 12 months or less) or may have a disability that might require them to take the paper/pencil form of the Screener.

Although over-ordering is not encouraged, districts should order enough materials to account for these scenarios in a given school year.

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

Spotlight on Student Assessment and Accountability

MDE Accepting Applications for Item Writers and Review Committee Members

Be part of the team that contributes to the development of our state's benchmark and summative assessments. This is a fantastic opportunity for educators to gain valuable professional learning experiences, become more familiar with the state's assessment system, collaborate with other educators, and earn a little extra money for their expertise, time, and contributions.



The Michigan Department of Education (MDE) relies on teachers from all content areas, K-12, from across the state to help develop, write, and review items for our state assessments, including M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments. Our online application process recently underwent some improvements and is now back up and ready to go.

This application process lets teachers apply to work on any of the following committees:

- **Content Advisory Committees** – review and make content-related recommendations to items before and after field testing
- **Bias and Sensitivity Committees** – review and make bias- and sensitivity-related recommendations to items before and after field testing
- **Item Writers** – write items for Michigan Assessment Programs (M-STEP, MI-Access, Michigan Early Literacy and Mathematics Benchmark Assessments)
- **Rangefinding Committees** – set the “range” for score point designation from an established rubric for hand-scoring items such as constructed response items
- **Standard Setting** – follow a prescribed process post-test administration to recommend cut scores or re-establish cut scores based on performance level descriptors and performance data; this process happens periodically during the life of an assessment, less frequently than the other committees

Interested educators are encouraged to learn more about the state's assessment system generally and to [access the online application](https://www.cvent.com/d/pgq6sr) (https://www.cvent.com/d/pgq6sr) on the Office of Educational Assessment and Accountability (OEAA) [Student Assessment web page](http://www.michigan.gov/oeaa) (www.michigan.gov/oeaa).

The online application can also be found on the [M-STEP](#), [MI-Access](#), and [Early Literacy and Mathematics Benchmark Assessment](#) web pages.

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

College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 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

Reminder

Do **not** order in the College Board test ordering system for the April 2020 Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for 8th and 9th grades. If you need assistance with ordering assessments other than the Michigan-provided assessments, contact a member of the Michigan field team:

- **Jason Feig:** jfeig@collegeboard.org
- **Kari Anama:** kanama@collegeboard.org

Start Preparing for Spring 2020

If you know who your test coordinator(s) and SSD (Services with Students with Disabilities) coordinator will be for the 2019-2020 school year, update the EEM prior to leaving for the summer.

Answer Document Verification Window

See the Spotlight from [May 16, 2019](#) (www.michigan.gov/mde-spotlight) regarding the answer document verification window, which is now open through **May 29, 2019**.

Score Release

See the [May 9, 2019 Spotlight](#) (www.michigan.gov/mde-spotlight) for dates and information on score release for students and educators for the SAT with Essay, PSAT 10, and PSAT 8/9.

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



Verification of Answer Documents Received and Not Tested Students

The Michigan Department of Education's 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 open **now through May 29, 2019**. Refer to the **SAT, WorkKeys, PSAT 8/9, and PSAT 10 Answer Documents Received** article on page 2 of the [May 9, 2019 Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for more information.



Score Reports and National Career Readiness Certificates

School and student-level paper reports will be mailed to the test coordinator and are due to arrive no later than **August 9, 2019**. Refer to the [May 2, 2019 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for more

information about the reports you'll receive, the ACT WorkKeys National Career Readiness Certificates®, and student's access to myworkkeys.com.

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

Important Dates

Approaching Deadlines!

May 23, 2019

- **WIDA** Submitted Issues for Answer Documents, Answer Documents Received, and Students Not Tested **DEADLINE**

May 28, 2019 at noon

- **MI-Access** Additional Materials Order window for standard and accommodated materials **CLOSES**

May 29, 2019

- Answer Document Verification Window for **SAT**, **WorkKeys**, **PSAT 8/9**, and **PSAT 10** **CLOSES**

May 30, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments** **CLOSES**

May 31, 2019

- **MI-Access** Testing window – all grades **CLOSES**
- **M-STEP** Online Testing Window – grades 3, 4, 6, and 7 **CLOSES**
- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Testing window **CLOSES**

May 2019

M-STEP, MI-Access, SAT, and PSAT 8/9

Now – June 17, 2019

- Accountable Students Enrolled and Demographics window for the **Spring 2019 Test Period** (i.e. **M-STEP**, **MI-Access**, **SAT**, **PSAT 8/9**)

June 2019

SAT and PSAT 8/9

June 10 – 17, 2019

- Submit Not Tested reasons for **SAT** and **PSAT 8/9 (grade 8 only)** – **NOTE:** No need to submit Not Tested reasons for ACT WorkKeys, PSAT 8/9 (for grade 9), and PSAT 10. They are not included in accountability at this time.

M-STEP and MI-Access

June 10 – 17, 2019

- Verify and submit answer document issues and Not Tested reasons for **M-STEP** and **MI-Access**

July-August 2019

Act WorkKeys

August 9, 2019:

- Receive **ACT Workkeys** score reports

August 16, 2019:

- Students access **ACT WorkKeys** scores and National Career Readiness Certificates

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), Test Management System (TSM), eDIRECT, 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"> 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, Central Office Services (COS), and Test Management System (TSM)
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