June 6, 2019

Congratulations on completing another successful year of testing!

Thank you for your hard work and dedication!

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

• Answer Documents Received and Not Tested Students

• Student Suspension and Expulsion Data Now Publicly Available on Parent Dashboard

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• DRC eDIRECT/INSIGHT Portal Summer Upgrades

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Answer Documents Received and Not Tested Students

The Answer Documents Received and Not Tested Students page on the OEAA Secure Site will be open June 10 — 17, 2019. For the M-STEP and MI-Access Spring 2019 assessments, schools will have the ability to review answer documents received, submit answer document issues, and submit reasons why students did not take one or more of the required content areas. Submission of not tested reasons will also be available for SAT and PSAT 8/9 (grade 8 only).

• Answer document issues for M-STEP and MI-Access must be submitted by 5:00 PM on June 17, 2019.

• Reasons that students did not test for SAT, PSAT 8/9 (grade 8 only), M-STEP, and MI-Access must be submitted by 5:00 PM on June 17, 2019.

• Please note that the ability to submit not tested reasons is a one week window, unlike prior years.

(Key: includes information Tech Coordinators also need to know)

(Continued on next page)
This is the only opportunity for schools to review the Answer Documents Received and Not Tested Students page to do the following:

- 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

All answer document issues and not tested reasons must be submitted by 5:00 PM on June 17, 2019.

It is strongly suggested that you read the Answer Documents Received and Not Tested Students instructions on the Secure Site Training web page (www.michigan.gov/secsitesiteindex). This document walks you through the process, gives pointers on what to look for, shows how to report issues and how to fix an error when possible, along with how to identify possible issues. A list of the various not tested reasons available for submission is also provided in the instructions.

Students for whom the school is accountable will be listed on the Answer Documents Received and Not Tested Students page and indicated as tested or untested.

- If a student is included as accountable but tested elsewhere, they will be displayed and indicated as tested, and the building where they were tested will be shown.
- If a student is included as accountable but is not currently enrolled, the student’s withdrawal from the school should be reported and certified in the Michigan Student Data System (MSDS) by 5:00 PM on June 17, 2019, using an “as of date” on or before May 31, 2019. This will ensure your school is not held accountable for unenrolled students. Details for Accountable Students Enrolled and Demographics are available on the Secure Site Training web page (www.michigan.gov/secsitesiteindex) and in the May 2 Spotlight (Michigan.gov/mde-spotlight).

Students for who the school tested but for whom the school is not accountable will be listed on the Answer Documents Received and Not Tested Students page and indicated as not accountable.

Please note:

- The deadline to submit answer document issues for SAT and PSAT 8/9 in grade 8 was May 29, 2019. No additional answer document issues can be submitted for these assessments.
- ACT WorkKeys, PSAT 9, and PSAT 10 are not currently included in accountability; therefore, not tested reasons will not be collected for these assessments.

There are several important considerations for MI-Access:

- Students taking MI-Access Participation and Supported Independence in grades 5, 8, and 11 should have been given a locally created social studies assessment. To report the information about the given assessment, select the student and click on the Student Did Not Test button and select Local Alternative Soc. Studies from the not tested reason dropdown list.
- For students in grade 5 and 8 who would have taken a MI-Access science test if it were available (there is no MI-Access science test for grades 5 and 8), select the student and click the Student Did Not Test button and select the Grades 5 and 8 Science Only – IEP Indicates Alternate Assessment from the not tested reason dropdown list.

REMINDER: Submission of student data in the Michigan Student Data System (MSDS) for assessment and accountability reporting must be submitted and certified in MSDS by 5:00 PM on June 17, with an “as of date” on or before May 31, 2019 for grades 3-8, 11, and required 12 who were expected to take the MME, PSAT 8/9 (grade 8 only), M-STEP, and MI-Access. See the directions for Accountable Students Enrolled and Demographics on the Secure Site Training web page (www.michigan.gov/secsitesiteindex) and the May 2 Spotlight (www.michigan.gov/mde-spotlight) for details.

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Summary of OEAA Secure Site After-Testing Tasks

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Student Suspension and Expulsion
Data Now Publicly Available on Parent Dashboard

A new graph has been added to the Parent Dashboard (https://www.mischooldata.org/ParentDashboard/). The graph shows the number of students suspended or expelled for a selected school, similar schools, and the state. The preview window made available for schools has now closed and these data are 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.

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

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues
When Will Reports Be Available?

M-STEP and MI-Access Preliminary Reports are available now in the OEAA Secure Site (www.michigan.gov/oeaa-secure). Select Reports, then Dynamic Score Reports to open the Dynamic Score Reporting Site.

M-STEP and MI-Access Student Data files and Aggregate Data files will be available in late July. These will be available in the OEAA Secure Site. Select Reports, then Student Test Scores.

PSAT 8/9, PSAT 10, and SAT with Essay scores are available now to students through their online College Board accounts.

Educators will have access to scores in the College Board K12 Reporting Portal by the end of June. Final MDE reports will be available from the OEAA Secure Site in mid to late August.

ACT WorkKeys scores will be available to students through their online ACT accounts July 16, 2019. Educators will receive scores by mail August 9, 2019, and final MDE reports will be available from the OEAA Secure Site in mid to late August.

Early Literacy and Mathematics Benchmark Assessments final reports are available now in the OEAA Secure Site (www.michigan.gov/oeaa-secure). Select Reports, then Dynamic Score Reports to open the Dynamic Score Reporting Site.

WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Individual Student Reports, Student Roster, School Frequency, and District Frequency PDF reports will be available in mid-June in WIDAAMS. Hard copies of these reports will arrive in districts on July 1, 2019.

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<td>MI-Access</td>
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<tr>
<td>Early Literacy and Mathematics</td>
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<td>available now</td>
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<tr>
<th>Assessment</th>
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<th>Summary and Roster Score Reports (mailed to test coordinator)</th>
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<td>mid to late July</td>
<td>mid to late August</td>
<td>after public release</td>
<td>after public release</td>
<td>late June</td>
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<tr>
<td>PSAT 8/9 (grade 8 only)</td>
<td>mid to late July</td>
<td>mid to late August</td>
<td>after public release</td>
<td>after public release</td>
<td>N/A</td>
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### Transition from TSMs to COS Service Devices

Spring 2019 was the last year of Data Recognition Corporation (DRC) support for the Testing Site Manager (TSM) caching software. Going forward, that need will be covered by Central Office Services (COS) Service Devices. This is the next generation of the software with easier content hosting and management, including being able to use the same server for M-STEP and WIDA.

Schools using INSIGHT for WIDA Screener Online or the Early Literacy and Mathematics Benchmarks Assessments in the fall will need to make the switch to COS Service Devices before fall testing starts.

The COS Service Device software is available now for download on [eDIRECT](https://mi.drcdirect.com). The software auto-updates, so you will receive any summer updates no matter when you download or install.

### DRC eDIRECT/INSIGHT Portal Summer Upgrades

eDIRECT/AMS users will notice user interface changes this summer, beginning on the evening of **Thursday, June 6, 2019**. The interface is being redesigned for more intuitive navigation that also has better accessibility compliance. This will be most noticeable for users that have access to both WIDA and statewide testing (M-STEP, MI-Access) or other DRC products.

Details have been posted to [eDIRECT](https://mi.drcdirect.com) under **All Applications → General Information → Documents**.

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<td>N/A</td>
<td>N/A</td>
<td>late June</td>
<td>N/A</td>
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<tr>
<td>ACT WorkKeys</td>
<td>mid July</td>
<td>mid to late August</td>
<td>after public release</td>
<td>after public release</td>
<td>N/A</td>
<td>early August</td>
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<table>
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<tr>
<th>Assessment</th>
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<th>MI School Data</th>
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<td>ongoing</td>
<td>N/A</td>
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</tr>
<tr>
<td>WIDA ACCESS for ELLs</td>
<td>late June</td>
<td>mid June</td>
<td>after public release</td>
<td>after public release</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIDA Alternate ACCESS for ELLs</td>
<td>late June</td>
<td>mid June</td>
<td>N/A</td>
<td>after public release</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Not Tested Students

Reasons that students did not test for SAT and PSAT 8/9 (grade 8 only) must be submitted by 5:00 PM on June 17, 2019. See the article on page 1 for details.
Spotlight on Student Assessment and Accountability

Important Dates

Coming Next Week . . .

Wednesday, June 12, 2019, 11:00–12:00 ET

• Technology coordinator webinar on switching from TSMs to COS Service Devices. The webinar is hosted by WIDA, but the TSM to COS transition applies to all Michigan online tests (WIDA, M-STEP, MI-Access FI, and Early Literacy and Mathematics)

UPDATED WEBINAR INFORMATION:
Webinar Link (https://datarecognitioncorp.zoom.us/j/286364682)
Webinar ID: 286 364 682

NOTE: The webinar will be hosted on Zoom and will be live once the host has started the meeting.

June 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)

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

July 16, 2019:

• Students access ACT WorkKeys scores and National Career Readiness Certificates

August 9, 2019:

• Receive ACT Workkeys score reports

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)

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<td>to report cheating and unethical behavior by a district/school in regards to state assessments</td>
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<tr>
<td>2</td>
<td>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)</td>
</tr>
<tr>
<td>3</td>
<td>for support of the OEAA Secure Site for all state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting</td>
</tr>
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| 4       | for questions about the CollegeEntrance and Workskills assessments  
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