# Spotlight

## on Student Assessment and Accountability

## June 11, 2020

### DRC Training Webinars for Fall 2020 Early Literacy and Mathematics Benchmark Assessments

Data Recognition Corporation (DRC) is offering two webinars for the Fall 2020 Early Literacy and Mathematics Benchmark Assessments.

- **Webinar #1: Technology Coordinator Training:** Thursday, August 6, 2020 from 10–11 a.m.

- **Live session:** Click to Join (https://datarecognitioncorp.zoom.us/j/98135475331)

This webinar is recommended for technology coordinators who are new to the role or looking to reconfigure a Central Office setup. Because the same technology setup applies to the Benchmark Assessments, WIDA Screener, WIDA ACCESS for ELLs, and Spring 2021 testing, Technology Coordinators can use this webinar to prepare for the whole year.

A recording of this training will be available in the DRC INSIGHT Portal (https://mi.drcedirect.com) by the end of the day **Friday, August 7, 2020**. To access the Technology Coordinator Training webinar recording, select **General Information**, **Documents**, and **Audience: Technology Coordinator** (or click the "Documents and Training Materials can be accessed **here**" link on the homepage).

- **Webinar #2: District and Building Coordinators: Training:** Thursday, August 13, 2020 from 10–11:00 a.m.

- **Live session:** Click to Join (https://datarecognitioncorp. zoom.us/j/94474365417)

This webinar is recommended for new coordinators or returning coordinators who need a refresher.

*(Continued on next page)*

**Key:** Reminder (previously run article)

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

**Topics include:**

- an overview of testing and 2020-2021 updates
- helpful online testing tips
- where to find important resources
- Q&A

A recording of this training will be available in the DRC INSIGHT Portal (https://mi.drcedirect.com) by the end of the day **Friday, August 14, 2020**. To access the District and Building Coordinator Training webinar recording, select **General Information**, **Documents**, and **Audience: District/Building Coordinator** (or click the "Documents and Training Materials can be accessed **here**" link on the homepage).

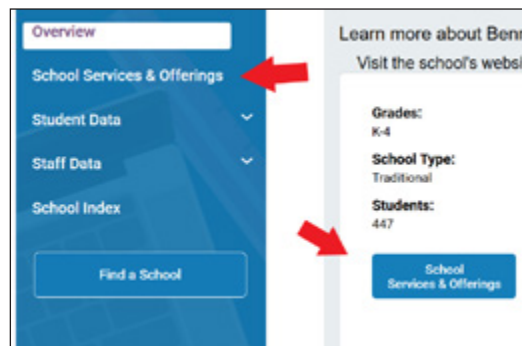## Parent Dashboard – Update School Services and Offerings

The Center for Educational Performance and Information (CEPI) will be pulling School Services and Offerings (also referred to as Points of Pride) information from the Educational Entity Master (EEM) on June 30, 2020.

School Services and Offerings information is displayed on the Parent Dashboard. Submission of this information is optional; however, it provides parents useful information on schools, including which sports, arts, and clubs are available at a school. This information is not tied to a specific school year, so it is recommended that schools review this information periodically to ensure its accuracy.

To check your existing School Services and Offerings information, review your school's Parent Dashboard report on MI School Data (www.mischooldata.org/ParentDashboard/).

Once you have navigated to your school, click on the "School Services and Offerings" link on the left-hand

menu or click the "School Services and Offerings" button in the school information section of the Overview.



On the School Services and Offerings page, you can expand the topics (such as Arts, Clubs, Music) to check if your school has submitted information. Certain topics, such as Advanced Placement classes, are collected from other data sources. A topic for which no information has been submitted will display a "No Data Available" message.

### Clubs

Clubs Offered at School

- No Data Available

A topic for which information has been submitted will display the values previously submitted by the school.

### Clubs

Clubs Offered at School

- Speech and Debate
- Music
- Other Clubs

Instructions are available on how to submit this information (www.michigan.gov/documents/training/EEM_and_PoP_621788_7.pdf).

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

# Spotlight on Student Assessment and Accountability

## College Board Corner

*Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board*

### Resources for Fall 2020 Testing

College Board and the Michigan Department of Education have prepared a number of informational resources to assist you in planning for Fall 2020 testing. The resources are posted to both the MME web page (www.michigan.gov/mme) and the PSAT web page (www.michigan.gov/psat). These documents are living documents and will be updated as additional information is known.

### Resources Available

- Fall 2020 School Day Testing for MDE-Provided SAT with Essay, PSAT/ NMSQT, and PSAT 8/9:
  » assessments to be administered to students in grades 9-12
  » separate table with dates for each assessment
  » information on accommodations
  » systems used to support this testing
  » parental consent for the Student Search Service
  » additional information to help in the planning for Fall 2020 testing

- Fall 2020 List of Important Dates: list of important dates and deadlines for fall testing

- Comparison of Fall 2020 and Spring 2021: highlights and explains the differences between the Michigan-provided Fall 2020 and Spring 2021 administrations

- Frequently Asked Questions, Fall Testing: provides answers to questions coordinators and administrators might have about the Fall 2020 administration

### Fall Testing Policies

The health and safety of educators and students is our first concern; therefore, College Board is analyzing potential impacts of COVID-19 on policies and procedures to fall testing. We will make you aware of any updates as they become available. We hope to have these finalized and made public this summer.

### Webinar

The Fall 2020 testing webinar from June 10, 2020, was recorded, and will be posted to the appropriate Michigan websites in approximately one week.

### Test Ordering Site is Open

The College Board test ordering site (TOS) is now open to place orders for Fall 2020 testing. If your school has never accessed TOS before, an email was sent on June 9 to principals and test coordinators with a one-time access code needed to use TOS. You can begin to place your orders once this access code is utilized. If you did not receive the email, contact the Michigan Educator Hotline (866-870-3127) to obtain your access code.

### Issue Being Resolved

There is a known issue associated with TOS that you may see but does not impact your ability to order. The Digital PSAT 8/9 may not be shown as "Covered by Contract" in TOS. It is covered by MDE, if schools choose to administer the test digitally. We are working to get this issue resolved as soon as possible and apologize for the inconvenience.

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# Spotlight

**ACT**
**WorkKeys**

*Information on ACT® WorkKeys® provided by the ACT.*

We hope you and your students continue to stay safe. The health and safety of your students, educators, and testing staff remain ACT's top priority during this very challenging time.

We understand that you may have test materials that you were unable to administer. For security reasons, the test booklets may not be used outside of the canceled test window and must be returned to ACT. **Do not** hold onto test booklets or use those materials to test students.

All secure test materials, including prepared student answer documents, must be stored in a secure location until the WorkKeys Test Coordinator can safely return to their building(s) to return the WorkKeys test materials to ACT.

## Packing Test Materials for Return to ACT

If you have not unpacked your test materials, it is not necessary to unpack them. You can:

- open all cartons
- reverse the box flaps to expose the pre-paid FedEx shipping label
- reseal all cartons

If you have already unpacked your test materials:

- recycle the administration manuals, site header, Test Administration Forms, blank answer documents, and other non-secure ancillary items
- discard the processing envelopes and polymailers

- securely destroy the barcode labels and all answer documents containing student data
- return the secure test forms, including test booklets and accommodations materials, to ACT using the cartons in which the test materials were shipped. Follow the instructions and illustration on page 35 of the ACT Test Coordinator Information Manual to pack the test booklets, all alternate test forms (such as braille and USBs), and the translated test directions. Any unused cartons may be recycled.

Store the boxes in a secure location within the district or school buildings until you are able to return them to ACT. Materials must not be taken home.

## Returning Test Materials to ACT

After packing the test materials, the WorkKeys Test Coordinator can follow any of these four procedures:

1. Send an email to statetesting@operations.act.org to request a pickup and provide the following information:
   » dates and times your school will be open
   » location of the boxes
   » number and approximate weight of boxes
   » address, phone number, and contact name at the school
2. Call ACT (800-553-6244, ext. 2800) to schedule a pickup.

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3. Call FedEx at 1-800-463-3339 to schedule a pickup. Request the confirmation number for your records. You will be asked to provide:

   » number and approximate weight of boxes

   » address, phone number, and contact name at the school

4. Take the materials to your local FedEx drop-off location and keep the receipt for your records.

### Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (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

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# Important Dates

## June 2020

### SAT and PSAT

**Now – August 25, 2020**
- Materials Ordering window for **SAT with Essay** standard and nonstandard materials (for September 23 test date)

**Now – September 16, 2020**
- Materials Ordering window for standard and nonstandard materials for:
- **SAT with Essay and PSAT NMSQT** (for October 14 Primary test date and Accommodations window)
- **PSAT NMSQT** (for October 28 Primary test date and Accommodations window)
- **PSAT 8/9** (Primary test date window and Accommodations test window)

### WIDA

**Now – June 26, 2020**
- Accountable Students and Student Demographics in OEAA Secure Site for **WIDA ACCESS** and **WIDA Alternate ACCESS for ELLs**

**June 23 – June 26, 2020**
- Answer Documents Received for the Spring 2020 **WIDA ACCESS** and **WIDA Alternate ACCESS for ELLs**

**June 25, 2020**
- 2019-20 **WIDA Screener** Scoring Closing in WIDA AMS

## July/August 2020

### WIDA

**August 7, 2020**
- Final **WIDA ACCESS** and **WIDA Alternate ACCESS for ELLs** Material Return Deadline - Round 2

### Early Literacy and Mathematics

**Thursday, August 6, 2020 from 10–11 a.m.**
- DRC Webinar: **Technology Coordinator Training** – applies to the Benchmark Assessments, WIDA Screener, WIDA ACCESS for ELLs, and Spring 2021 testing

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