Spotlight

on Student Assessment and Accountability

MICHIGAN Department of **Education**

JUNE 2, 2016

Congratulations!

and thank you for your part in making Spring 2016 testing successful!

Test Ticket Completed!

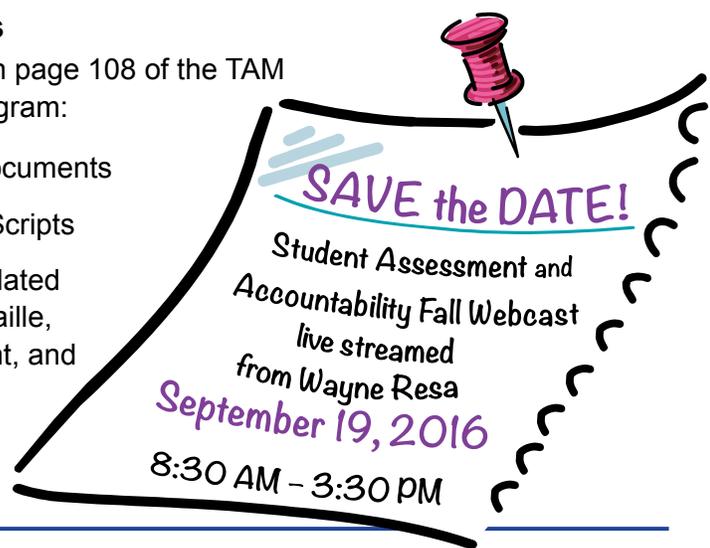## MI-Access Materials Return Deadline – Friday, June 3, 2016

Districts/Schools that administered the MI-Access Functional Independence (FI), Supported Independence (SI), and/or Participation (P) paper/pencil tests must ship test materials to Measurement, Inc., the scoring vendor, by **Friday, June 3, 2016**. For complete material return instructions please review pages 36-40 of the paper/pencil test administration manual (TAM) found on the MI-Access web page (www.michigan.gov/mi-access) under the **Current Assessment Administration** section.

Return Materials

See Appendix G on page 108 of the TAM for the packing diagram:

- FI Answer Documents

- FI Listening Scripts

- FI accommodated materials (Braille, Enlarged Print, and Audio CD)

SAVE the DATE!
Student Assessment and Accountability Fall Webcast live streamed from Wayne Resa
September 19, 2016
8:30 AM – 3:30 PM

Key:

Reminder

information Tech Coordinators also need to know

supports and accommodations information

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) today! Enter your email address and select Spotlight under Student Assessment.

- All Test Booklets (FI, SI, and P)

- P/SI Student Picture Cards

- All overage materials

- School Return Envelopes

- Report Code Sheets (if used)

- District Return Sheets

Retain in District
- OSA Security Compliance form must be retained for 3 years

- P/SI Scoring Documents for at least 1 year

Note: manuals may be retained or discarded at your discretion

Material returns post-marked after June 3, 2016 may be charged a late fee for processing. If you have any questions about returning materials, you may call 877-560-8378 option 3 or email baa@michigan.gov.

Deadline Extended for SAT/PSAT Verification of Answer Documents

Due to a delay in receiving some student answer document data from College Board for SAT, PSAT 8/9 (grade 9 only), and PSAT 10, the Verification of Answer Documents on the Secure Site for SAT, PSAT 8/9, and PSAT 10 is being **extended to Monday, June 6, 2016 at 5:00 PM**. This does NOT apply to the Wednesday, June 1, 5:00 PM deadline for Workkeys.

The MDE will continue to load answer document data as it is received from the College Board daily, meaning the Answer Documents Received page for your school could be updated with additional answer documents received.

We apologize for the inconvenience and delay and are working diligently with College Board to get the remaining student answer document data as quickly as possible.

Instructions for the Accountable Students and Test Verification process can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Quick References** section.

M-STEP Online Administration Survey

We are seeking feedback from District Assessment Coordinators, Building Assessment Coordinators, Assessment Administrators, and Proctors regarding the online administration of the Spring 2016 M-STEP. The results will be used to guide decision-making regarding future enhancements and development. Please complete the Spring 2016 M-STEP Online Administration Survey (https://baameap.wufoo.com/forms/zn820u711qrrxk/) by **June 17, 2016**.

K–2 Early Literacy and Mathematics Field Test Survey

The MDE is also seeking feedback from Assessment Administrators (usually classroom teachers), Proctors, and Technology Coordinators regarding the online administration of the **Spring 2016 K–2 Early Literacy and Mathematics Assessment Field Test**. Feedback results will be used to guide decision-making for future enhancements and development. There are two surveys, one for Assessment Administrators and Proctors (https://www.surveymonkey.com/r/K-2earlylitmathadminsurvey), and one for Technology Coordinators (https://www.surveymonkey.com/r/K-2earlylitmathspring2016techcoordinatorssurvey).

Best Practices in M-STEP and MI-Access Test Administration Training

We would like to know how you provide training for trouble-free assessment administration!

The MDE is designing a series of training modules to improve test administration practices across Michigan. If you routinely conduct training for the state summative test administration, we are looking for your input.

Please consider participating in a focus group and/or sharing training materials (PowerPoints, handouts, training agendas, etc.) that you use to prepare your test administrators, to help inform the content of our training.

Go to the Best Practices in Test Administration 2016 (https://baameap.wufoo.com/forms/best-practices-in-test-administration-2016/) online form to provide your contact information, indicate your interest in the focus group, or upload electronic materials. We will collect materials until **August 1, 2016**.

We look forward to hearing from you!

Michigan's ESSA Planning

This week, the MDE launched its web page for sharing information on the development of Michigan's plan for the federal Every Student Succeeds Act (ESSA). There you will find details on Michigan's approach to ESSA planning, information on how you or your organization can get involved and provide feedback at various stages of plan development, and sign up to receive updates on our ESSA efforts. A copy of the first edition of the MDE's ESSA Notes can be found on the ESSA Michigan web page (www.michigan.gov/essa) under the **ESSA Notes** button.

Sending Scores Back Program – Application Now Available!

Your ISD, consortium, or district may benefit by applying to participate in the **Sending Scores Back Program** for school accountability if they operate or participate in a school or program that is exclusively for one of the following purposes:

- Alternative Education
- Early/Middle College
- Gifted & Talented
- Special Education

Applying for the Sending Scores Back Program will designate your school building or classroom program as a **Shared Educational Entity (SEE)** or **Specialized Shared Educational Entity (S2E2)**. That status is then used to identify students and schools to be processed separately from regular school accountability reporting. SEEs and S2E2s do not receive a Michigan School Scorecard or Top-to-Bottom School Ranking for operating as a "good deed" school or program for special interest educational services. Instead, students in these schools/programs are attributed back to their resident district's accountability results. The Sending Scores Back Program is offered as a benefit for schools or programs offering these types of educational services, providing them additional flexibility in the reporting of traditional school accountability elements.

Shared Educational Entities (SEEs) and Shared Specialized Educational Entities (S2E2s) that participated in the Sending Scores Back program for the 2015-2016 school year will need to reapply to maintain their status as a SEE or S2E2 in the Sending Scores Back Program for the 2016-2017 school year.

Applications are a completely online process and are due by **Monday, August 29, 2016 at 5:00 PM**.

For more information on the 2016–2017 Sending Scores Back Program, including the application and other informational resources regarding SEEs/S2E2s, please visit the [Shared Educational Entities web page](www.michigan.gov/sees) (www.michigan.gov/sees).

SAVE THE DATE! Student Assessment and Accountability Fall Webcast

The MDE is pleased to announce the **Student Assessment and Accountability Fall Webcast** for the 2016–2017 school year. Mark your calendar for **September 19, 2016** from **8:30 AM to 3:30 PM**. This webcast is replacing the fall conferences and will be streamed live from Wayne RESA in Wayne, Michigan. Topics will include:

- Student Assessments
- Early Literacy
- Supports and Accommodations
- Reporting
- Accountability

An email address will be provided during the broadcast for questions. The full presentation will be recorded and posted on the MDE website after the webcast. Bridging will be provided by Wayne RESA. All ISDs and RESAs interested in connecting to the webcast should contact Steve Michael at 734-334-1557 or email michaels@resa.net. Additional details will be provided in upcoming Spotlight editions.

Early Literacy and Mathematics Benchmark Assessments (K-2) Criteria

The Michigan Department of Education (MDE) recently provided a recommendation on benchmark assessments given in the earliest grades—kindergarten, first, and second—that will take effect in the 2016–17 school year and beyond. The details

of the benchmark assessment recommendation were posted in the May 26, 2016 edition of the Spotlight

Benchmark (Interim) Assessment Definition: Benchmark assessments are used to evaluate student knowledge and skills relative to a specific set of academic goals within a limited time frame, and are designed to inform decisions at the classroom level and beyond. In many cases, the timing of benchmark assessments is determined by the district, which may impact classroom use of the results. The results of a benchmark assessment are meaningfully aggregated and reported at a level beyond the classroom. Benchmark assessments are used to predict a student's ability to succeed on a large-scale summative assessment, evaluate a particular educational program or pedagogy, or diagnose gaps in student learning.

Benchmark Assessment Criteria include the following:

- Administered at regular intervals (at least once before any summative assessment)
- Aligned to Michigan-approved academic standards in mathematics and English language arts
- Complement Michigan's Summative Assessment System
- Rates of improvement are specified
- Provide information on pupil achievement with regard to learning the content required in a given year or grade span

Schools/districts should administer benchmark assessments in the fall and spring in grades 1 and 2 beginning in the 2016–17 school year. Kindergarten students may be given a benchmark assessment in the spring. MDE will provide its Early Literacy and Mathematics benchmark assessments for grades K–2, or districts may choose to use a different benchmark

assessment tool. There is no planned high stakes accountability for benchmark assessments.

If a district chooses to administer a benchmark assessment other than the MDE-developed Early Literacy and Mathematics benchmark assessment, it must meet the benchmark definition and criteria detailed above.

How to Prepare for Answer Documents Received and Not Tested Windows

M-STEP and MI-Access Verification of Answer Documents will be available

- **June 15, 2016 at 8:00 AM – June 22, 2016 at 5:00 PM.**

SAT, M-STEP, and MI-Access Verification of Not Tested will be available

- **June 15, 2016 at 8:00 AM – June 29, 2016 at 5:00 PM**.

These functions are very important to ensure accurate accountability calculations and assessment reporting. We realize that schools are busy with other end-of-year activities, so we have put together some suggestions on how to start preparing now while staff are still in the buildings.

- Meet with your district MSDS person to create a process or communication flow to assist with updating student records in MSDS for assessment and accountability purposes.

- Ask teachers to provide a list of students who did not take one or more of the required content areas for SAT, M-STEP, and MI-Access and the reason why.
  - This will allow you to quickly identify which tests were not taken versus which ones may be missing.

- You can then submit a missing test issue (if the test was taken) or a Not Tested reason (if the student did not test).

- It is important to know the reason that a student did not test and to not guess as this information is used for federal reporting and reviewed for a possible accountability exception to the participation requirement.
  - Start gathering documentation (i.e., doctor notes, illness dates, enrollment date for late enrollment, etc.) for students who did not test.

- If an English Learner (EL) student did not take the ELA test because they were new to a US school, you will need the student's enrollment date. EL students can be exempt from ELA once if they meet all of the following criteria:
  - student is enrolled in a US school one year or less
  - student is identified in an LEP program in MSDS
  - student has taken the W-APT or the WIDA and is documented in the Secure Site

- Work with your district MSDS person to make sure students who took the MI-Access are identified in MSDS in a special education program to ensure the MI-Access test is not invalidated.
  - Since all students who test must be pre-identified to obtain a barcode label, the Pre-ID Student Report can be used now to help identify those students who may have tested.

- Get a list of students who had a prohibited behavior (PB) or used a nonstandard accommodation (NS) on the M-STEP or MI-Access and information about the situation.

- A list of students identified with a prohibited behavior or nonstandard accommodation will be listed on the Answer Documents Received. If they are identified as PB or NS incorrectly or if new information was learned, there will be an opportunity to appeal the PB or NS.

- Have a list of students in grades 5, 8, and 11 who took the MI-Access Supported Independence and MI-Access Participation tests. Each of these students were expected to take a local social studies assessment, either off-the-shelf or teacher-created. You will need to submit a Not Tested appeal for each of these students. To complete the appeal you will need to know the following about the local social studies test that was given:

  - Was one given?

  - Was the student proficient?

  - The item types that were included:
    - □ Constructed Response
    - □ Multiple Choice
    - □ Other
    - □ Performance Tasks
    - □ Portfolio

  - Rating Scale/Observation Checklist

  - How was proficient determined?
    - □ Commercial Assessment Guidelines
    - □ IEP Team Determination
    - □ Local School Board Policy
    - □ Other

You can find the complete instructions for the Accountable Students and Test Verification - All Assessments (includes Verification of Not Tested) process on the [Secure Site Training web page](#) (www.

michigan.gov/securesitetraining) under the **Quick Reference** section. We **strongly suggest** you review these instructions to assist you in identifying issues and how to resolve them when possible.

Accountable Students & Test Verification Windows for Grades 3-8 and HS

The Accountable Students & Test Verification windows are an important process to verify the list of students that will be used in Spring 2016 accountability calculations, verify answer documents have been received, report answer document issues, and provide a reason why a student did not test for required federal reporting and a possible accountability exception.

It is important the accountable students and test verification reports are reviewed, as appeals for issues that could have been resolved during these windows will not be reviewed or accepted later (including during the Scorecard appeals window).

Verification of Enrollment for Accountability Purposes

The Accountable Students list can be viewed now on the [Secure Site](#) (www.mi.gov/baa-secure) by hovering over the Student Assessments section and then clicking on the "Accountable Students & Test Verification" option. When verifying the Accountable Students list, you should use an "As of Date" of May 27, 2016. All students enrolled on May 27 should be listed. If they are not, a Student Record Maintenance (SRM) file with the correct student enrollment information should be submitted in the MSDS. If a student exited the school prior to May 27, an SRM should be submitted with the student exit information in the MSDS. Student demographics can also be updated or corrected in the MSDS with an SRM. Please see the

instructions for which demographics can be changed and those that cannot. The Accountable Student list will be updated from MSDS daily through the final pull on June 22, 2016 at 5:00 PM.

It is IMPORTANT to remember that any SRM data corrections will only be made if the records have BOTH:

- **An "As of Date" on or before May 27, 2016**

- **AND are submitted and certified in MSDS by 5:00PM on June 22, 2016**

The End-Of-Year Collection will **NOT** update enrollment and demographic information for assessment and accountability reporting purposes. Please communicate this with your district MSDS person.

Verification of Answer Documents

The Verification of Answer Documents report includes students who tested online and paper/pencil and it is important to review to ensure all tests taken are listed. It is also important to verify other answer document information such as tests marked for prohibited behavior, nonstandard accommodations, etc.

Verification of Answer Documents will be available:

- **SAT, PSAT 8/9 (grade 9 only), PSAT 10:** May 26 – June 6, 2016 at 5:00 PM (**EXTENDED**)

- **WorkKeys: Now closed**

- **M-STEP and MI-Access:** June 15, 2016 at 8:00 AM – June 22, 2016 at 5:00 PM

Verification of Students Not Tested

The Verification of Students Not Tested reports include students who were enrolled but not tested in one or more content areas. Schools will need to submit a

reason for each student who did not test in one or more required content areas for federal reporting and also for a possible accountability exception to the participation requirement. **This will be available for SAT, M-STEP, and MI-Access only**. Since PSAT 8/9, PSAT 10, and WorkKeys will **NOT** be used for accountability calculations in Spring 2016, schools will not need to submit a reason a student did not test for these three tests.

The Verification of Not Tested will be available:

- **PSAT 8/9, PSAT 10, and WorkKeys:** N/A – These assessments will **NOT** be used in accountability and therefore do not have a verification of Not Tested window.

- **SAT, M-STEP, and MI-Access:** June 15, 2016 at 8:00 AM – June 29, 2016 at 5:00 PM.

It is **strongly suggested** you view the **Accountable Students & Test Verification – All Assessments** instructions on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Quick Reference** section. This document will walk you through the process, giving pointers on what to look for, how to report issues and how to fix an error when possible, along with helping to identify possible issues.

Please note that for Shared Educational Entities (SEEs) and Specialized Shared Educational Entity (S2E2s), the district and school operating the SEE building or S2E2 classroom program must be the one that manages all elements of the of Accountable Students and Test Verification functions on behalf of the resident districts that participate and send students to the SEE/S2E2.

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

Reporting Reminders for Educators

To access scores, you must have a College Board Professional account and have been granted access to reporting by your school's Data Access Tool Manager. Each district/school must have at least one Data Access Tool (DAT) Manager. This person is responsible for assigning access to educators within the school. The DAT Manager will assign a user role to each educator. The online reporting portal consists of two areas:

- **Report Center:** Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports

- **Download Center:** Data files available to manage electronic score downloads – manual and automatic

The DAT Manager does not automatically have access to the Reporting portal. The DAT Manager will need to assign themselves roles in the portal as well if they need to review scores. If you are unsure if your school has a DAT Manager established, contact Jason Feig (jfeig@collegeboard.org) or Ted Gardella (tgardella@collegeboard.org) so that we may verify and provide access if needed. PSAT scores are available in the Report and Download Center now. SAT scores are available in the Download Center now and in the Report Center on June 14, 2016. Scores will continue to be updated in the reporting portal as the answer sheet verification process is completed and scores with holds are released.

Reporting Reminders for Students

Student may access their scores for SAT, PSAT 10, and PSAT 8/9 by using their College Board account and logging into the student reporting portal (studentscores.collegeboard.org). If a score is not shown, students may use the **Add Scores** button and follow the on-screen instructions to associate their account to their score report.
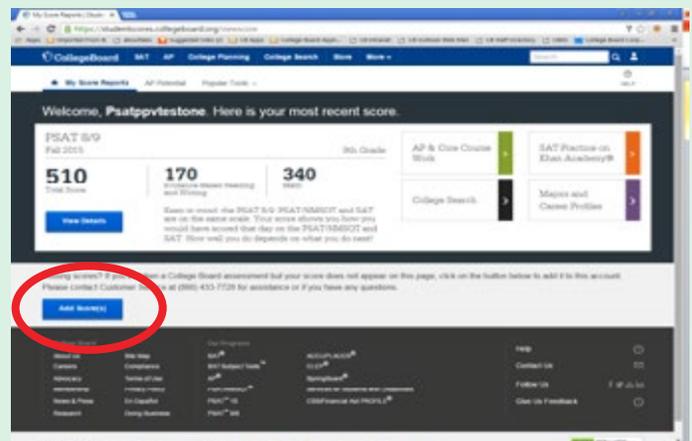
To associate scores for SAT, students will need the registration number provided in the **Score Send** instruction document sent to schools or listed in the **educator electronic score report data file (Download Center)**. For PSAT, an access code will be provided on the paper score reports sent to schools this month or it is listed on the **Educator Roster Report (Report Center)**. If a score is not available or students have problems associating their account and scores they may call:

- 866-756-7346 for a status of their SAT score, or

- 866-433-7728 for a status of their PSAT score.

(Continued on next page)

Spotlight

on Student Assessment and Accountability

Fall Counselor and Implementation Workshops

The Counselor Workshops are three-hour workshops designed for counselors and will provide important College Board Program updates for the 2016–17 school year, including: SAT Suite of Assessments, how score reports can help students improve their college readiness skills, free official SAT practice on Khan Academy, and upcoming changes to the 2017–18 FAFSA. Register at www.collegeboard.org/cw.

The SAT and PSAT Implementation Workshops are two-hour workshops for Administrators, Counselors, and Test Center Supervisors to provide updates and changes to the Michigan SAT, PSAT 10, and PSAT 8/9 administrations in the spring of 2017. Learn about preparing for and administering the College Board exams; find out about the spring implementation timelines; and about our professional development offerings to prepare you for Spring 2017. Register at www.collegeboard.org/satschoolday.

Schedule:

- 8:30 – 9:00 AM: Counselor Workshop Registration and Breakfast

- 9:00 AM – Noon: Counselor Workshop Presentation

- Noon – 1 PM: SAT School Day Implementation Registration and Lunch

- 1:00 – 3:00 PM: SAT School Day Implementation Presentation

Locations:		
Dearborn	Friday, Sept. 30, 2016	University of Michigan-Dearborn
Detroit	Thursday, Sept. 29, 2016	Wayne State University
East Lansing	Tuesday, Sept. 27, 2016	Michigan State University
Grand Rapids	Tuesday, Sept. 20, 2016	Northview High School
Jackson	Wednesday, Sept. 28, 2016	Jackson Intermediate School District
Kalamazoo	Wednesday, Sept. 21, 2016	Western Michigan University-Kalamazoo
Marquette	Wednesday, Sept. 21, 2016	Northern Michigan University
Mount Pleasant	Monday, Sept. 26, 2016	Central Michigan University
Saginaw	Monday, Sept. 19, 2016	Saginaw Intermediate School District
Traverse City	Monday, Sept. 19, 2016	Traverse Bay Area Intermediate School District
Waterford	Friday, Sept. 16, 2016	Oakland Intermediate School District

Spotlight on Student Assessment and Accountability

Important Dates

Approaching Deadlines! . . .

MI-Access

- **June 3, 2016:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

SAT, PSAT 8/9, and PSAT 10

- **June 6 at 5:00 PM:** Extended Deadline for Verification of Answer Documents.

June 2016

M-STEP and MI-Access

- **June 15 at 8:00 AM – June 22 at 5:00 PM:** Verification of Answer Documents window.

M-STEP, MI-Access, and SAT

- **June 15 at 8:00 AM – June 29 at 5:00 PM:** Verification of Not Tested window.

M-STEP

- **June 17, 2016:** Deadline to complete the Spring 2016 M-STEP Online Administration Survey (https://baameap.wufoo.com/forms/zn820u711qrrxk/) Results will be used to guide decision-making regarding future enhancements and development.

MSDS

- **June 22, 2016 at 5:00 PM:** DEADLINE—Student Record Maintenance (SRM) additional data and corrections must be submitted and certified using an "As of Date" on or before May 27, 2016.

WIDA

- **June 30, 2016:** Deadline to fill out the ACCESS for ELLs 2.0 Testing Experience Survey (https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHkhf6R80jfArj).

August 2016

Sending Scores Back Program

- **Monday, August 29, 2016 at 5:00 PM:** Deadline to submit applications for the 2016–2017 Sending Scores Back Program. For more information, including the application and other informational resources regarding SEEs/S2E2s, please visit the Shared Educational Entities web page (www.michigan.gov/sees). See article on page 3.

September 2016

M-STEP

- **September 19, 2016 8:30 AM to 3:30 PM:** the Student Assessment and Accountability Fall Webcast (streamed live and recorded). See article on page 4.

► Access previous Spotlight editions (www.michigan.gov/mde-spotlight)

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.