

Spotlight

on Student Assessment and Accountability

June 21, 2018

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June 25 Deadline – Submitting Not Tested Reasons

While reviewing answer documents received on the **Answer Documents Received and Not Tested Students** page of the OEAA Secure Site, schools can submit reasons a student did not test for SAT (ELA and mathematics for grade 11 and 12), M-STEP, and MI-Access. The deadline to submit all reasons why students did not test is **5:00 PM on June 25, 2018**. **Please note:** This is one week later than the ability to submit an answer document issue from the same screen.

- Students taking MI-Access Participation and MI-Access 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 drop-down list and answer the questions.
- 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 drop-down list.

A full list of available not tested reasons can be found in the [Answer Documents Received and Not Tested Students](#) directions on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining).

Key:



Reminder (previously run article)

Early Literacy and Mathematics Benchmark Assessment Student Level Reports

A reminder that Early Literacy and Mathematics student-level reports for the Spring 2018 administration continue to be available in the Dynamic Reporting System through the Secure Site. To view your school or district reports, go to the [Secure Site](http://www.michigan.gov/baa-secure) (www.michigan.gov/baa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu. A new window will open to Dynamic Score Reports. Select the Test Cycle, District, and School.

The Domain Analysis Report and the Student Roster report have associated downloadable CSV files. Users will have the ability to download the data for the reports that have been generated in a CSV format. The formats of these files can be found by selecting the CSV File Format from the Action menu. Any filters applied by the user will also be applied to data in the CSV file.

The Student Data Files will be available after the demographic information has been updated near the end of June 2018.

Student level reports available include:

| Early Literacy and Mathematics Student Level Reports | | |
|--|--|------------------------|
| Student Roster Report | Separated by content area, the student roster provides a list of students by Points Earned out of Points Possible (Max Points) by grade, content, domains, and categories. | CSV download available |
| Domain Analysis Report | Separated by content area, the domain report provides a list of selected students divided into three groups based on the number of Points Earned in each domain and content area for the spring test. An additional student list is displayed from the fall test for students who also tested in fall. | CSV download available |
| Individual Student Report | Separated by content area, the ISR provides detailed information on individual students in the Content Summary section, which displays Points Earned out of Points Possible for each domain in a content area. It also provides Content Details, which displays Points Earned out of Points Possible for each assessment category within a content area. | |

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

2018-2019 INSIGHT Available Next Week

DRC's INSIGHT testing application will be updated to version 9.0 for 2018-2019 testing. The new version will be posted to eDIRECT and application stores late on Thursday, June 28, 2018. Schools that update or reimage student computers over the summer will want this new version.

Instructions for INSIGHT installation are in Volume IV of the [Technology User Guide](#) on [eDIRECT](#) (www.mi.drcedirect.com). When creating a configuration file, it is usually better to use the **Create Deployment Configuration** button on the **Deployment** tab of the Device Toolkit, rather than copying an existing, installed .json file. If you re-use an existing file, you may be copying the same device ID onto every testing computer. That will not stop you from testing, but troubleshooting is harder if one computer has a problem and every computer has the same device ID.

If INSIGHT is not updated, it will try to update itself the next time a student opens it to test. This could create testing delays, and your network protections may block students from installing updates themselves.

Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability

A new document, [Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability](#) has been posted to the [Accountability web page](#) (www.mi.gov/mde-accountability) under the Resources for Educators section.

This document is designed to help districts and schools understand how data submitted in multiple state systems (Michigan Student Data System [MSDS], Registry of Education Personnel [REP], etc.) impact accountability calculations (School Index and Parent Dashboard). It can be used to help district and school pupil accountants and assessment coordinators understand how, and from where, their student data is used for accountability purposes, with a focus on accurate reporting of:

- student demographics
- enrollment/exit dates
- instructional entity/program
- course information
- staffing information



2017-18 English Learner (EL) Exit Reporting Reminders

With Spring 2018 WIDA ACCESS 2.0 results now available in the OEAA Secure Site, districts have the latest data needed to determine if a student is eligible for EL exit based on the criteria given in the [EL Entrance and Exit Protocol](#) available on the [Title III web page](#) (www.mi.gov/mde-titleiii). For information on how to access Spring 2018 WIDA ACCESS 2.0 results in the OEAA Secure Site review the article **Spring 2018 WIDA ACCESS for ELLs Scores** in the [June 14, 2018 Spotlight](#) (www.michigan.gov/mde-spotlight).

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NEW! English Learner (EL) Exit Reporting Guidelines Document

To aid districts in better understanding the EL exit reporting process, a NEW document, [EL Exit Reporting Guidelines](#), has been developed by MDE and CEPI and posted on the [Title III web page](#) (www.mi.gov/mde-titleiii).

This document was developed to provide a clearer set of directions for staff around the process of reporting EL exits. If districts have additional feedback on ways to make this document clearer, please send it to mde-oeaa@michigan.gov.

For information on dates and EL Exit specifications, see the article in the [June 14, 2018 Spotlight](#) (www.michigan.gov/mde-spotlight).

Don't forget to respond to the following MDE surveys before they close:

- The [Early Literacy and Mathematics Benchmark Assessments survey](#)



closes tomorrow – Friday, June 22, 2018
(<https://www.surveymonkey.com/r/ZWLM8MW>)

- The [MI-Access survey](#)

closes Friday, June 29, 2018
(<https://www.surveymonkey.com/r/WH56PLB>)

We appreciate your feedback. Thank you!

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

Educator Score Release

Scores for the Michigan-provided 2018 administration of the SAT with Essay, PSAT 10 for 10th grade, and PSAT 8/9 for 9th grade will be available in the [College Board K-12 score portal](#) as noted below. For information on obtaining access to the K-12 score portal, visit the [College Board Michigan web page](#) (www.collegeboard.org/michigan).

- **SAT with Essay**
Week of June 25, 2018
- **PSAT 10 and PSAT 8/9 for 9th Grade**
Week of July 9, 2018

Scores will be released based on school verification and appeals made during the Answer Document Verification window in the OEAA Secure Site. No changes can be made to the students who appear in the K-12 score portal once the Answer Document Verification window activities are complete.

Embargo Reminder

Once test scores are available to educators starting the **week of June 25, 2018**, please remember that all test results are **EMBARGOED**

until notification from the Michigan Department of Education (MDE). The embargo will be lifted when school- and district-aggregated SAT results are made publicly available through the MISchoolData portal in late summer or early fall. Prior to public release, PSAT 8/9, PSAT 10, and SAT results may be shared with building and district staff to support their work with students, school improvement, and other internal efforts. However, it is NOT permissible to share any school-, district-, or state-level results with parents, the community, or other external parties until the embargo is lifted by the MDE. School Board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible until the embargo is lifted.

The Question Analysis Report in the K-12 score portal has been temporarily turned off while we are making enhancements to the portal. This report will be available later this year.

Counselor Workshops

Michigan counselors or other school personnel may have received an email about the College Board's Counselor Workshops, which traditionally take place in the fall. These workshops provide information about College Board assessments and programs from a national perspective. To register for the national workshops, go to the [College Board website](#) (www.collegeboard.org/cw).

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For the past three years, the College Board Michigan field team has also presented Implementation Workshops on the same days as the Counselor Workshops to provide information about the Michigan administration of the SAT Suite of Assessments as a part of MME. This year, the College Board Michigan field team will schedule the Implementation workshops later. This will allow us to provide the most up-to-date and comprehensive information on the Michigan administration, including the most accurate

information on the implementation of the PSAT 8/9 in 8th grade in the spring of 2019. Middle school educators should not sign up for the national Counselor Workshops – rather they should attend the Implementation Workshops that will be held later in the fall. High school staff should be represented at both kinds of workshops.

Registration links for the Implementation Workshops will be in Spotlight once the scheduling is completed.

Score Reports – Important Updates

Since many schools will be closed in July, the school-level and student-level paper reports are scheduled for delivery the **week of August 6–10, 2018**. The shipment will include the following:

- **Individual Summary Score Report** – an examinee-level report containing the examinee’s reportable scores (Level and Scale scores) and explanations of what the scores mean. The test coordinators will receive one paper report per examinee to be given to the examinee.
- **How to Use Your WorkKeys Results flyer** – shares with examinees how to access and use their results and their National Career Readiness Certificate (NCRC). Examinees will learn what benefits they gain from higher WorkKeys scores and what information they’ll need to access their myworkkeys.com accounts. The test coordinators will receive one paper copy per examinee to be given to each examinee.
- **Summary Score Report** - an examinee-level report containing the examinee’s reportable scores (Level and Scale scores) but without the explanations of what the scores mean. The test coordinator will receive one paper report per examinee to be retained by the school.
- **Roster Score Report** - a roster of examinees showing their scores and when they took the test. The test coordinator will receive one paper report to be retained by the school.

Samples and full descriptions of the reports can be found on the [ACT-hosted website](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan) under drop-down menu #7, **WorkKeys: Interpretation—Receive score reports and data** → **Score Reports and Impact of Test Data**.

REMINDER - The Spring 2018 ACT WorkKeys reports and data are **EMBARGOED** until the public release of the Spring 2018 assessment results in late summer or early fall. Districts and schools will be notified through the Spotlight on Student Assessment and Accountability Newsletter when the embargo has been lifted.

IMPORTANT – While individual student results may be shared with parents when they become available, it is NOT permissible to share any school-, district-, or state-level results with parents, the community, or other external parties until the embargo is lifted by the MDE. School board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible until the embargo is lifted.

ACT WorkKeys National Career Readiness Certificates (NCRCs)

Examinees who achieve a minimum score of three (3) or higher on each subject test will earn an ACT WorkKeys NCRC (or an ACT WorkKeys NCRC en Espanol if they took the tests in Spanish). The scores on these assessments determine the certification level:

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- Score a minimum of 3 out of 7 on all 3 assessments - **Bronze**
- Score a minimum of 4 out of 7 on all 3 assessments - **Silver**
- Score a minimum of 5 out of 7 on all 3 assessments - **Gold**
- Score a minimum of 6 out of 7 on all 3 assessments - **Platinum**

National Career Readiness Certificates will not be printed and mailed to the test coordinators this year. Instead, examinees can create an account on myworkkeys.com and print their own certificate for **FREE**. A Quick Start Guide is available on the login page, which contains instructions on creating an account, sharing NCRC information with prospective employers, and other available features.

For more information about NCRCs, go to [ACT WorkKeys National Career Readiness Certificate](http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html) (<http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html>).

Examinee Access to MyWorkKeys.com

Examinees can view their scores online after **August 8, 2018** and print their own NCRC by creating an account at myworkkeys.com (www.myworkkeys.com). **Please note:** An account will not automatically be created for them this year.

Examinees will need to provide the following five matching criteria when creating an account:

- First name
- Last name
- Month of birth
- Day of birth
- State Assigned Student ID Number (SASID). **Please note:** This is the same number as the Unique Identification Code (UIC) that is assigned through the Michigan Student Data System (MSDS) for each student.

Scores from the prior WorkKeys assessments and the current WorkKeys 2.0 assessments cannot be combined to earn the new ACT WorkKeys NCRC. Scores and certificates from the prior WorkKeys assessments and the current WorkKeys 2.0 assessments will be available online indefinitely.

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!

June 25, 2018 (5:00 PM DEADLINE):

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

Coming Next Week . . .

Week of June 25, 2018:

- **SAT with Essay** results released through the [College Board K-12 Score Portal](#)

June 2018

June – September 2018:

- **EL Exit Reporting** – see the [2017-18 English Learner \(EL\) Exit Reporting Reminders](#) article
In the [June 14 edition of the Spotlight](#) (www.michigan.gov/mde-spotlight) for details and dates

July–August 2018

Week of July 8, 2018:

- **PSAT 10 and PSAT 8/9 for 9th grade** results released through the [College Board K-12 Score Portal](#)

August 6–10, 2018:

- Receive printed **ACT WorkKeys** reports

Have Questions?

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

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

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