

Spotlight

on Student Assessment and Accountability

JUNE 23, 2016

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Verification of Students Not Tested for SAT, M-STEP, and MI-Access

The Verification of Students Not Tested window is **open now through 5:00 PM on June 29, 2016**. This window is the last opportunity to review and appeal student test participation information (i.e., participation issues will not be appealable during the scorecard appeals window).

For any student listed on the Spring 2016 Not Tested reports on the [Secure Site](#) (www.mi.gov/baa-secure), please provide the reason the student was not tested for each content area flagged as **Not Received**. All Not Tested reasons must be submitted by **5:00 PM on June 29, 2016**. Submitted Not Tested reasons will be evaluated for a possible participation exception. However, please be aware not all reasons listed in the drop-down menu are valid exception reasons for accountability purposes.

For a full list and description of the Not Tested Reasons available for submission for SAT, M-STEP, and MI-Access, please go to the [Secure Site Training web page](#) (www.mi.gov/secsitesite/training), under the **Quick References** section, click the link for [Accountable Students & Test Verification – All Assessments](#), and go to page 11.

Also please note:

- **PSAT 8/9, PSAT 10, and WorkKeys** will not have Not Tested information provided as these tests will **NOT** be included in scorecards or rankings for the 2015-16 school year.
- **For MI-Access Participation (P) and Supported Independence (SI):** Schools with students in grades 5, 8, and 11 who were administered a locally approved/

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developed social studies test need to submit “Local Alternative Soc. Studies (P/SI Levels Only)” Not Tested issues for these students. This is necessary in order to avoid having these students count against the school’s social studies participation rate. For more information and the requirements related to this specific Not Tested reason, please review the “Verification of Students Not Tested for SAT, M-STEP, and MI-Access” article in the [June 16, 2016 Spotlight](#) (www.michigan.gov/mde-spotlight).

- For Not Tested reason **Medical Emergency**: Providing the doctor’s note on file for the condition in the initial submission of the Not Tested Issue will decrease the amount of back and forth time needed to process the issue.
- For **Shared Educational Entities (SEEs)** and **Specialized Shared Educational Entity (S2E2s)**: The district and school operating the SEE building or S2E2 classroom program is responsible for managing **all elements** of the of Verification of Not Tested window for the SEE/ S2E2 on behalf of the resident districts that participate and send students to the SEE/S2E2.

Spring 2016 WIDA Downloadable Data Files

Michigan educators will have access to the WIDA downloadable data file in the MDE Secure Site in July, 2016. This adjusted timeframe will:

- provide an error-free data file
- provide a familiar data file layout structure
- ensure consistency of data available across both WIDAAMS and the MDE Secure Site

Until the data file is available in July, the downloadable data files in WIDAAMS are disabled for all users.

Educators are still able to review the hard copy printed reports that were shipped to districts, as well as download the same PDF reports in WIDAAMS, when making English Learner (EL) exiting decisions. For information about how to access those reports, please watch the online [Module WIDAAMS: Accessing Score Reports](#) available on the [WIDA Access for ELLs 2.0 web page](#) (www.wida.us) under **Assessment** → **Access for ELLs 2.0**.

College Board SAT Educator Score Reports Now Available

Last week the College Board, through their online reporting system, released aggregate district and building level SAT® score report information. The College Board’s reporting system allows authorized personnel at high schools, districts, state education agencies, and their authorized agents to view assessment scores.

Individual student score reports have been available since May 18, 2016 for students with a College Board account and for authorized building and district users. For information on educator and student access, please visit the [College Board Michigan website](#) (www.collegeboard.org/michigan) and read the [SAT Corner](#) on page 4 of this Spotlight.

In Michigan, the SAT serves as both a college entrance exam and the Michigan English language arts and mathematics state assessment. When combined with the Michigan Student Test of Educational Progress (M-STEP) science and social studies components and the ACT WorkKeys® job skills assessment, they form the state’s general assessment for students in grade 11 called the Michigan Merit Exam (MME).

This interim release of SAT score reports will be followed by the statewide release of all MME results prior to the beginning of the 2016–17 school year.

1% MI-Access Proficiency Cap Exception Applications

The 1% MI-Access Proficiency Cap Exception applications are available **now through Monday, August 29, 2016 at 5:00 PM**. Applications are completely electronic and are available through the [Secure Site](http://www.mi.gov/baa-secure) (www.mi.gov/baa-secure) from the **Accountability** menu. Districts that already have an approved 1% exception application from the 2013–14 or 2014–15 school years need not reapply, as approved applications are active for three years of scorecard appeal windows. Approved 2015-16 applications will be active for 2015–16, 2016–17, and 2017–18. The list of currently approved 1% exception applications and their necessary reapplication dates can be found in the PDF MI-Access 1% Cap Exception Application List located on the [MDE Accountability web page](http://www.mi.gov/baa-accountability) (www.mi.gov/baa-accountability).

A helpful resource, [2015–16 MI-Access 1% Cap Application Process and Exception Information](#), has also been posted to the MDE Accountability web page. It provides detailed information on:

- the 1% cap
- how the 1% cap is calculated
- how to access the MI-Access Proficiency Cap Exception Application
- sample responses to the questions on the 1% exception application

Please note: Because the window to submit applications is open until Monday, August 29, 2016 at 5:00 PM, MDE will not begin processing applications until late summer or early fall

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SAT Corner

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

Help with the College Board Reporting Portal

There are a number of resources to assist you with generating, understanding, and accessing reports available on the [College Board website](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan). Also, please check with your ISD for any scheduled trainings conducted by our Michigan Field team.

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.

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 Free Application for Federal Student Aid (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 how our professional development offerings can prepare you for Spring 2017. Register at: www.collegeboard.org/satschoolday.

Schedule:

- 8:30 – 9:00 AM: Counselor Workshop Registration and Breakfast
- 9:00 – Noon: Counselor Workshop Presentation
- Noon – 1 PM: SAT School Day Implementation Registration and Lunch
- 1:00 – 3:00 PM: SAT School Day Implementation Presentation

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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



Information on ACT WorkKeys® provided by the ACT®.

ACT WorkKeys: The National Career Readiness Certificate

Frequently Asked Questions

What is an NCRC?

- ◆ The National Career Readiness Certificate™ (NCRC®) is based on an individual's performance on three ACT WorkKeys® skills assessments: Applied Mathematics, Locating Information, and Reading for Information. Scores on these assessments determine the certificate level – bronze, silver, gold, or platinum – an individual can earn.

What do the NCRC assessments measure?

- The NCRC assessments measure a range of essential work skills, including the ability to:
 - ◆ Perform basic mathematic operations relevant to the workplace
 - ◆ Read and understand documents commonly found in the workplace
 - ◆ Find information presented in common workplace graphics
 - ◆ Set up and solve complex work-related math problems
 - ◆ Determine the relevance of written information to work-related tasks
 - ◆ Apply information derived from graphics to work-related problems

Why is the NCRC important?

- The NCRC gives individuals proof that they possess the skills employers deem essential to workplace success. This improves career outcomes for everyone from people just entering the workforce to longtime employees – and it enhances employers' hiring, training, and promotion decisions.

The WorkKeys Summary report to students indicates that students can access their NCRCs via the MyWorkKeys.com online account. Does the Memo to Examinee (the report the students receive) have all the information needed to create an online account on MyWorkKeys.com?

- Yes, the school's ACT WorkKeys test coordinator should provide the student with the ACT WorkKeys "Memo to Examinee." The upper right-hand corner of this report shows the student's Exam ID which is needed to create an account on MyWorkKeys.com.

How would a student create an online account on myworkkeys.com?

- View the [Create a New Account Quick Start Guide](http://www.act.org/content/dam/act/unsecured/documents/WorkKeysCreateAccount.pdf) (<http://www.act.org/content/dam/act/unsecured/documents/WorkKeysCreateAccount.pdf>) for detailed instructions on creating a new **MyWorkKeys** account.
- The Guide contains step-by-step instructions on creating an account, sharing NCRC information with others, and ordering an

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official, printed NCRC to be mailed to an address specified by the student when they created their account.

What are the fees associated with creating an online account on MyWorkKeys.com?

- No fee is required to create an account on MyWorkKeys.com.

Is there a fee to share NCRC data electronically?

- No fee is required to share a certificate electronically.

Is there a fee to order an official printed NCRC?

- Yes. There is a fee of \$20 to order an official printed copy of a student's NCRC from MyWorkKeys.com. The printed NCRC will arrive at the address specified by the student in 3–4 weeks.

Who do I call if I have any questions?

- You may call ACT at 800-967-5539.

Important Dates

Approaching Deadlines . . .

M-STEP, MI-Access, and SAT

- **June 29 at 5:00 PM:** Verification of Not Tested window closes

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) (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](http://www.michigan.gov/sees) (www.michigan.gov/sees).

September 2016

WIDA

- **September 16, 2016 at 5:00 PM:** DEADLINE— Student Record Maintenance (SRM) **English Learner (EL) Exits** must be submitted and certified using an "As of Date" on or before June 30, 2016 **AND** an "LEP Exit Date" on or before June 30, 2016.

M-STEP

- **September 26, 2016 8:30 AM to 3:30 PM:** The Student Assessment and Accountability Fall Webcast (streamed live and recorded on MI Streamnet).

► Access previous [Spotlight editions](http://www.michigan.gov/mde-spotlight) (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.