

# Spotlight

## on Student Assessment and Accountability

August 18, 2016

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### Spring 2016 M-STEP Reports Now Available

We are excited to announce that the final M-STEP reports for the Spring 2016 administration are available in the Dynamic Reporting System through the Secure Site.

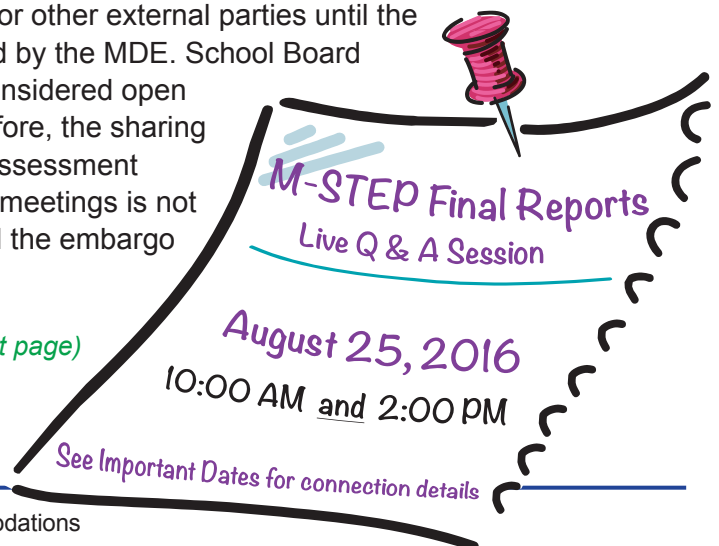
Comprehensive Reports are also now available in the Dynamic Reporting System.


Target Analysis Reports for English language arts and mathematics will be available later this fall. This report will compare assessment target performance to overall test performance within the school, district, ISD, or state.


**REMINDER** - The Spring 2016 M-STEP and MI-Access reports and data are **EMBARGOED** until the public release of Spring 2016 assessment results later this summer. 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 at this time, 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.

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Key:  information Tech Coordinators also need to know

 supports and accommodations information

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

Along with the availability of the final reports, the Office of Standards and Assessments (OSA) has produced several documents to aid in their use and to provide Professional Development:

- [M-STEP Guide to Reports](#)
- [How to Access and Navigate Michigan's Dynamic Score Reporting Site](#)
- [2016 Performance Level Scale Score Ranges](#)
- [2016 M-STEP Final Reports Informational Webcast](#)

These items are available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under the **What's New** section.

## 2016 Fall Early Literacy and Mathematics Benchmark Assessments

### Benchmark Assessment Guidance

The MDE-developed Fall 2016 Early Literacy and Mathematics Benchmark Assessments for grade 1 and grade 2 will be administered from October 3, 2016 through October 21, 2016. These online assessments in ELA and mathematics contain two parts. Each part is expected to take students approximately 30-40 minutes.

Schools/districts should administer benchmark assessments in the fall and spring for grades 1 and 2 beginning in the 2016–17 school year. Kindergarten students may be given a benchmark assessment in the spring, although there is no required testing in Kindergarten. MDE will provide its Early Literacy and Mathematics benchmark assessments this fall to students in grades 1–2, 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 below.

### **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

The MDE does not have an approved list of mathematics or ELA benchmark assessments. Instead, MDE has provided guidance around

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benchmark assessments by supplying a definition and specifying the criteria. It is the district's responsibility to ensure their selected benchmark assessment meets both the definition and criteria of benchmark assessments set by MDE.

## Pre-Identification

Schools that will be administering the MDE Early Literacy and Mathematics test this fall to grades 1 and 2 will need to pre-identify students on the [Secure Site](http://www.michigan.gov/baa-secure) ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) to the **Fall 2016 Early Literacy test cycle**.

- Pre-identification on the Secure Site is now available.
- Students can be pre-identified on the Secure Site using any of the following methods:
  - ◆ Early Roster file upload through the Michigan Student Data System (MSDS)
  - ◆ Pre-ID File Upload
  - ◆ MSDS Copy
  - ◆ One Student at a Time

Complete instructions for pre-identification of students for Early Literacy and Mathematics can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Quick Reference** section.

- Once students are pre-identified, they will need to be put into online test sessions **in the Secure Site before 5:00 PM, September 20, 2016**.
- If students are not put into a test session on the Secure Site by September 20, they can be put into test sessions in eDIRECT when it becomes available to schools.
- Additional Information on pre-identifying students is contained in the [August 11, 2016 Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

## Alternate Test Window Request

The test window for the Fall 2016 Early Literacy and Mathematics Benchmark Assessments is **October 3, 2016 through October 21, 2016**. DRC's test delivery engine (INSIGHT), which provides a secure online testing environment, will be available Monday - Friday from 7:00 AM to 4:00 PM unless an **Alternate INSIGHT Availability Request** is submitted and approved by **September 2, 2016**.

To submit a request for alternate availability, please email [BAA@michigan.gov](mailto:BAA@michigan.gov). Please place "Early Literacy and Mathematics Alternate Test Window Request" in the subject line and include the following information: district name, school name, grade level, contact name and phone number, reason for the request, and the alternate time schedule you are requesting.

## Supports and Accommodations Table and Resources Available

The [Early Literacy and Mathematics Benchmark Assessments \(K-2\) Supports and Accommodations Table and Resources](#) document is now available on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath)). This document provides information on availability of certain Universal Tools, Designated Supports, and Accommodations for students taking the MDE Early Literacy and Mathematics assessments this fall. Additional information such as a scribing protocol and read-aloud guidelines are also included and should be reviewed by educators administering this assessment.

## eDIRECT Access

All schools administering the MDE Early Literacy and Mathematics Benchmark Assessment for grades 1 and 2 this fall will need access to eDIRECT. eDIRECT is the application that schools will use to access documents and trainings for online testing, manage

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student test sessions, assign student supports and accommodations, and print test tickets.

Anyone can access the training documents and resource materials section without a login and password. However, access to student data to access testing software, manage student test sessions, assign student supports and accommodations, and to print test tickets, does require a login and password.

All district and school administrator level users of the Secure Site will automatically be given access to eDIRECT with no further action needed. Other users with the AMS (for WIDA testing) and eDIRECT roles assigned to them along with the Early Literacy assessments in the Secure Site are also given access to eDIRECT. A district or school administrator level user of the Secure Site can approve, request, and add these roles to users directly in the Secure Site, which will then allow them access to eDIRECT.

Once a user is granted access to eDIRECT through the Secure Site, in two business days an email from Michigan Online Assessments Customer Support Team (noreply@datarecognitioncorp.com) will be sent to the email address that is listed in [MEIS](http://www.michigan.gov/meis) (www.michigan.gov/meis) with the user's login and temporary password for eDIRECT. Check your MEIS account information to make sure your email address is current to ensure delivery of the login and password.

Detailed instructions for Secure Site administrator level users on how to add users to the Secure Site for eDIRECT access can be found on pages 1 and 2 of the [Assigning Roles in Secure Site for AMS & eDIRECT](http://www.michigan.gov/seuresitetraining) found on the [Secure Site Training web page](http://www.michigan.gov/seuresitetraining) (www.michigan.gov/seuresitetraining). Page 3 of the same document has instructions on how an individual can log on to the Secure Site and request the access directly through the Secure Site for their administrator level user to approve.

Please keep in mind users will receive an email with their eDIRECT login and password in two business days after their access on the Secure Site has been created or approved.

## New Video Released

A newly released video describes Michigan's Early Literacy and Mathematics Benchmark Assessments, for use in grades 1 and 2 during the 2016–17 school year. The five-minute video offers parents, staff, and other education stakeholders a concise description of the assessments, why and how they were developed, and how the results will be used by districts. The video also includes information about where viewers can access online tutorials and practice tests in order to help students' become comfortable with this new assessment.

The [video](#) is located on the [Early Literacy and Mathematics web page](#) (www.michigan.gov/earlylitandmath) under the **What's New** section.

## DRC INSIGHT and TSM Updates

On July 29, 2016, DRC released updates to the INSIGHT testing engine and the Testing Site Manager (TSM) that stores its content. Online testing for the 2016–2017 academic year will require uninstallation of the old versions of those and installation of the new versions. If you check auto-update, the software will update itself throughout the year after the new version is installed. Schools taking the Early Literacy and Mathematics Benchmarks offered by the Michigan Department of Education will need to perform this re-installation by the end of September.

The updated software and documentation on the updates are available on [eDIRECT](https://mi.drcedirect.com) (https://mi.drcedirect.com), along with slides from last Tuesday's tech webinar. Software downloads require an authorized login.

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Some notable changes:

- INSIGHT will try to re-connect automatically in the event of a disconnection. After three failed connection attempts, it will log out as it has in previous years. This should vastly reduce the number of disconnect issues seen this year.
- DRC has set up a monitoring server on the State Education Network to actively monitor statewide connection issues.
- Response caching is now optional for all tests. The updated INSIGHT 7.0 client will connect directly to DRC servers. Response caching remains available for fixed-form tests (like M-STEP science and social studies or MI-Access).
- 64-bit TSM installation options for Windows and Linux.
- More concurrent users per TSM. DRC is still testing how high that number can go.
- TSM content caching has improved download, reconnect, and validation options, along with better download transparency.
- TSMs have improved response handling, including automatically sending “stuck” files.
- TSM includes remote visibility and access for DRC customer service, rather than asking you to send logs and files.
- Minimum required RAM increased to 2 GB, recommended 4 GB. Please check updated system requirements for operating systems with support starting and ending.
- DRC is developing a “Central Office” to replace the TSMs and Device Toolkit. We want to make sure that is fully ready before adding that as an option.

The new software was successfully pilot tested in another state. Minor updates will continue to address issues seen last spring, so please turn on auto-update.

## Updating Entity and Contacts in the Educational Entity Master (EEM)

All district and school information, including grade-levels serviced, address, and contacts, is pulled from the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) for the Secure Site functions and assessment communications. Each public school district has at least one authorized user who can make updates to the EEM for the district and schools within the district. It is important to keep this information accurate and up-to-date. We ask that you take a moment to review your district and school in the EEM and submit any changes or updates to your authorized district person.

For assessments, it is especially important to verify the following contact types and make the changes in the EEM as needed:

- Principal
- M-STEP Coordinator
- MI-Access Coordinator
- English Learner Assessment Coordinator
- Workkeys Test Coordinator
- Technology Director
- District Assessment Coordinator
- Interim Assessment District and Building Coordinator (used for Early Literacy and Mathematics Benchmark Assessment)
- SAT Test Coordinator
- SAT Backup Test Coordinator

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- SAT Services for Students with Disabilities Coordinator
- PSAT 10 Test Coordinator
- PSAT 8/9 Test Coordinator
- PSAT Backup Coordinator

## WIDA W-APT Frequently Asked Questions (FAQ) Available

The [Michigan WIDA ACCESS Placement Test \(W-APT\) Frequently Asked Questions](#) document is now available on the [MDE WIDA web page](#) ([www.michigan.gov/WIDA](http://www.michigan.gov/WIDA)). The W-APT is the assessment that **MUST** be administered to any newly enrolling students who have one 'yes' to either of the two [Home Language Survey \(HLS\) questions](#). As outlined in the [Entrance and Exit Protocol](#), schools should include the HLS questions in their enrollment process for parents/guardians of newly enrolling students to complete.

If you are a new principal or new English Learner Assessment Coordinator, you may also find it helpful to review the following documents available on the [michigan.gov/wida](http://michigan.gov/wida) page:

- [WIDA New Principal Primer](#)
- [WIDA New Assessment Coordinator Primer](#)

These documents are designed to give you basic information about the WIDA assessments as well as help you think about how best to plan for important assessment related activities.

Please note: if you are a nonpublic school, you will need to call 517-373-1833 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) to have changes made to the EEM.

For any questions related to the EEM, contact CEPI at 517-335-0505 or [cepi@michigan.gov](mailto:cepi@michigan.gov) for assistance.

## Guidelines for 2015–16 English Learner (EL) Exits

Schools and districts should currently be:

1. reviewing their available data to determine which English Learner (EL) students are eligible to exit EL services
2. working with their district's pupil accounting person to report the EL/LEP Exit information in the state's enrollment system (MSDS; Michigan Students Data System) for those EL students (LEP; Limited English Proficient is an older term to reference ELs that is still used in MSDS)

**Any 2015–16 English Learner (EL) students not reported as exited from a LEP program in MSDS using the conditions below will continue to be EL students for 2016–17.**

To determine which EL students are eligible to be exited from an EL/LEP program, schools and districts must use the [EL Entrance & Exit Protocol](#) (posted at [www.mi.gov/mde-titleiii](http://www.mi.gov/mde-titleiii)), which in part uses Spring WIDA results. The student data file containing Spring 2016 WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs scores has been loaded into the [Secure Site](#) ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) under **Reports → Student Test Scores**.

Once a school or district has determined an EL student is eligible to be EL exited, they will need to work with their district pupil accounting person to submit LEP Exit information in MSDS. The MSDS 2015–16 LEP exit records must be uploaded and certified in MSDS with all of the following to successfully exit the student from an EL/LEP program:

- [LEP Exit Date] on or before **June 30, 2016**
- [As Of Date] on or before **June 30, 2016**
- [Certification Date] on or before **September 14, 2016** (i.e., be uploaded and processed by this date)

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**Please Note:** The [Certification Date] deadline was previously misreported as September 16, 2016. **The correct [Certification Date] deadline is September 14, 2016.**

## Now Available! Updated 2016 M-STEP Communication Toolkit

School leaders now have access to an updated M-STEP Communication Tool Kit. This resource provides districts and schools customizable and printable communications tools for use during the Michigan Department of Education's release of data results from the 2016 Michigan Student Test of Educational Progress (M-STEP) and Michigan Merit Exam (MME).

The updated **2016-2017 M-STEP Data Release Communications Tool Kit** is available on the [M-STEP web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)). The kit includes numerous customizable communications materials that can be adapted for multiple audiences (e.g.,

teachers, parents, and the media) to assist in districts' stakeholder engagement activities related to their 2016 M-STEP/MME data results.

The kit also includes several new and updated printable handouts for building/district use, including:

- **How to Read a Student Score Report** – Two new documents, one for parents of students in grades 3-8 and one for parents of students in grade 11, designed to accompany the student score reports sent to parents.
- **Michigan's Alternate Assessment: WHAT IT IS, WHAT IT MEANS — AND WHAT IT OFFERS** – This new one-sheet printable handout provides a helpful overview for parents of students with disabilities who will take the MI-Access tests.

The **M-STEP Parent Report Video** that visually walks viewers through an M-STEP parent report is currently under revision, and an updated version will be available soon.

## SAT Corner

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

### Score Reporting – Differences between Secure Site and College Board Portal

Many of you have been working with the College Board Reporting Portal for some time now. As the Michigan Department of Education (MDE) prepares to release the MME reports, and data is available in Secure Site, we wanted to explain some key differences between the two.

You will find that Secure Site data will be different than what you see in the College Board Reporting Portal. The Secure Site may include information about students who tested but whose College Board scores were invalidated. For non-public schools, results are published and included in the entity breakdown table where the school is located.

The College Board Reporting Portal is designed to provide access for educators to student scores but more importantly to assist you in connecting student results to classroom instruction, by allowing you to analyze the reports in a number of ways. The Portal will report valid SAT, PSAT 10, or PSAT 8/9 scores. Some key differences to highlight include:

- The number of students tested will vary since the College Board portal only includes students with valid test scores and will not include scores for students who opted to cancel their test scores or had their scores canceled due to a testing irregularity.
- The participation numbers shown in the portal are provided for informational purposes only and use the most recent federal statistics for enrollment. They do not reflect your actual student participation.

### Have you signed up for a Fall Counselor or Implementation Workshop yet?

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](http://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 learn how our professional development offerings can prepare you for Spring 2017. Register at: [www.collegeboard.org/satschoolday](http://www.collegeboard.org/satschoolday).

#### Schedule:

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

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## Locations for Fall Counselor and Implementation Workshops

|                |                           |  |
|----------------|---------------------------|--|
| 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           |

## Important Dates

### Coming Next Week . . .

#### M-STEP

- **Thursday, August 25, 2016 – 10:00 AM and 2:00 PM:** Live Question and Answer sessions for the 2016 M-STEP Final Reports release. To connect to the Q & A session's conference line, use the [Connect Me link](https://stateofmichiganmdeweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA) (https://stateofmichiganmdeweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA) and follow the instructions to create a new user profile. To access audio only, dial 720-279-0026 and use Guest Passcode 569943.

### August 2016

#### Early Literacy and Mathematics

- **Now - September 20, 2016:** Secure Site Online Test Session Setup for the Fall 2016 Early Literacy and Mathematics Benchmark Assessments.
- **Now - Friday, October 21, 2016:** Window for Pre-Identification of students who will be taking the Fall 2016 Early Literacy and Mathematics Benchmark Assessments.

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

## [1% MI-Access Proficiency Cap Exception Applications](#)

- **Monday, August 29, 2016 at 5:00 PM:** Deadline to submit applications for an exception to the 1% MI-Access Proficiency Cap for 2016–17. See the full article on page 3 of the [August 4 Spotlight](#).

## September 2016

### [WIDA](#)

- **DATE CHANGED! September 14, 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.

## [Early Literacy and Mathematics](#)

- **September 22, 2016, 3:00 PM – 4:00 PM:** **District Building Coordinator Training**— You can join the Skype for Business Meeting using this [link](https://meet.lync.com/drc365/smasterson/q1hpmj4y) (<https://meet.lync.com/drc365/smasterson/q1hpmj4y>). Unlike WebEx, Skype for Business does not have a registration step – users will simply click on the link when it is time for the meeting.

## [M-STEP, MI-Access, MME, & Early Literacy](#)

- **September 26, 2016, 8:30 AM to 3:30 PM:** The Student Assessment and Accountability Fall Webcast – streamed live and recorded on [MI Streamnet](#) (<http://mistreamnet.com>). See the full article on page 1 of the [August 4 Spotlight](#).

## October 2016

### [Early Literacy and Mathematics](#)

- **October 3 – October 21, 2016:** Window for the Fall 2016 Early Literacy and Mathematics Benchmark Assessments for grades 1 and 2.

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

### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

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