

# Spotlight

## on Student Assessment and Accountability

September 19, 2019

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### Secure Site Down for Maintenance September 20, 2019


On **Friday, September 20, 2019** the OEAA Secure Site will be down for required maintenance in the early morning hours. If everything goes as planned, the Secure Site will be back up by 7:00 AM. If you are administering the Early Literacy and Mathematics Benchmark Assessments (K-2), we advise that you have students who will be testing on September 20 pre-identified on the Secure Site by September 19 to ensure the school doesn't incur any delays in testing.

This will only affect activities on the Secure Site and does not affect the testing of the Fall 2019 Early Literacy and Mathematics Benchmark Assessments in INSIGHT.

### Kindergarten WIDA Screener Field Test Opportunity

WIDA is developing a new Kindergarten screener that can be used to identify Kindergarten English learners. This test will eventually replace the Kindergarten W-APT. **WIDA is seeking schools that can administer this paper/pencil Kindergarten Screener to at least 20 students between January 6 and February 28, 2020.** WIDA will provide all test materials and a test administration manual to make the testing process as easy as possible. Sites that successfully complete the field test will receive \$100. If interested in participating, complete the [sign-up form](https://bit.ly/2TBA27q) (<https://bit.ly/2TBA27q>).

Questions about this field test opportunity can be directed to Joy Pfeiffer at [jcpfeiffer2@wisc.edu](mailto:jcpfeiffer2@wisc.edu) or by phone at 608-263-2735.

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

## Do You Need to Score Your Online WIDA Screener?

District English Learner (EL) Assessment Coordinators must identify the educators who will be responsible for scoring the Writing and Speaking responses, and do the following in the order listed:

1. Verify all educators have completed the necessary training to obtain certification to score the WIDA Screener writing and/or speaking tests. District Coordinators can review scoring certifications in their [Secure Portal account](https://wida.wisc.edu/login) (<https://wida.wisc.edu/login>).
2. Aid the person in obtaining a correct OEAA Secure Site account. Directions for obtaining accounts can be found on the [Secure Site Training web page](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). An OEAA Secure Site account will trigger the creation of a WIDA AMS account.
3. Ensure that these educators have established a WIDA AMS account before doing the next step.
4. E-mail or call DRC at [wida@datarecognitioncorp.com](mailto:wida@datarecognitioncorp.com) or 1-877-560-8378, Option 5, and provide Customer Service with the following information for all users who need to be assigned in order to score:
  - a. User Name
  - b. User Email
  - c. Domain to be assigned (writing, speaking, or both)

## 2019-2020 Guide to State Assessments

The Office of Educational Assessment and Accountability (OEAA) is working on the 2019-2020 version of the Guide to State Assessments. As many of the components of our assessment system are dependent on an approved state budget, the guide will not be published until early- to mid-October. Watch the Spotlight for further information.

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

Formative

Interim

Summative

Focus on Assessment Literacy

## What can we learn from state summative assessment score reports and what should we do with that knowledge?

Recently, the Michigan Department of Education (MDE) released statewide summative assessment score reports to families, schools, and the public. Score reports from these summative assessments contain information about what students know and can do in relation to Michigan’s academic standards, described in several ways:

- **scale score** – a score that has been statistically adjusted to a common scale across all forms of the test and all test takers in order to enable score comparisons
- **raw score** – points earned out of points possible
- **performance levels** – how student performance on an assessment -specific content-area test, for example: advanced, proficient, partially proficient, and not proficient
- **sub-scores** – provide more detail about student achievement on a sub-set of items. (Use caution when interpreting results based on a few items on the test.)

Assessment data can provide value to schools and districts when used according to the intended purpose of the assessment.

The intended purpose of statewide summative assessments is to evaluate curricular alignment to Michigan Academic Standards and provide evidence that students are making progress towards learning those standards. State summative assessments also provide information that educators can use to evaluate and adjust educational programs to improve student outcomes in an iterative, continuous improvement process. They are not intended to drive instruction for individual students.

It is important for educators to understand the intended purpose of an assessment and the appropriate interpretation of state summative assessment score reports.

The following table shows the aggregate reports provided by the MDE and their appropriate use:

Reports Provided	Assessment(s)	Appropriate Uses
<b>Comprehensive</b>	M-STEP MI-Access	<ul style="list-style-type: none"> <li>• analyze school-level overall performance</li> <li>• analyze curricular alignment to Michigan Academic Standards</li> <li>• identify needs for academic program improvement or continuous improvement goals</li> </ul>
<b>Demographic</b>	M-STEP MI-Access PSAT 8/9 (grade 8) SAT with Essay	<ul style="list-style-type: none"> <li>• analyze overall content area performance by sub-groups of students</li> <li>• identify achievement gaps by demographic sub-groups</li> <li>• analyze curricular alignment and program effectiveness by demographic sub-group</li> </ul>

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Reports Provided	Assessment(s)	Appropriate Uses
<b>Expectation Analysis</b> (M-STEP) / <b>Scoring Focus Analysis</b> (MI-Access)	M-STEP MI-Access	<ul style="list-style-type: none"> <li>identify content expectations on which students perform well and those on which students do not perform well</li> <li>analyze curricular alignment to content expectations</li> </ul> <p>These reports should be used with caution due to the small amount of items reported in each category.</p>
<b>Target Analysis</b> (M-STEP)	M-STEP	<ul style="list-style-type: none"> <li>identify aggregate group strengths and weaknesses by assessment target</li> <li>analyze curricular alignment to assessment targets</li> </ul> <p>This report should be used with caution due to the small amount of items reported in each category.</p>

Statewide summative assessment data should always be used within a comprehensive assessment system and should never be used as the primary component in making decisions about placement or programming for individual students or for the evaluation of a teacher's effectiveness.

### Resources

[What are summative assessments?](#) This article from the Michigan Assessment Consortium outlines how summative assessment data can be used in a comprehensive assessment system.

For more information on Michigan's reporting system and the appropriate use of score report data, see the Interpretive Guide to Reports documents on the Michigan statewide assessment web pages:

[M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)

[MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)

[MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)

[PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat)

### Put Into Practice

How has your school or district used statewide summative assessment data to:

- evaluate curricular alignment
- analyze educational program efficacy
- identify areas for improvement

Discuss this "Put into Practice" activity with a colleague and reflect on how your school uses state assessment data. Do you think it is an appropriate use? Why or why not?

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## College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 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](mailto:michiganadministratorsupport@collegeboard.org)

### Updating EEM

For the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for grade 8 and grade 9 administrations in Spring 2020, College Board will use contact information from the EEM (Educational Entity Master) to identify staff responsible for implementing the assessments. Test shipments will be sent to the address associated with the test coordinator's record in the EEM. If the EEM information is not accurate, communications and test shipments may be impacted. **Staff can serve multiple roles, if needed.**

Contact information should be provided in the EEM for each of the following roles:

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

For public schools, review the contacts listed in the EEM. If changes are required, contact your authorized district EEM user to make the updates. If you are unsure who your authorized EEM user is, use the **District and School Contact Page**, under the **Assessment Registration** tab, of the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to retrieve the name and contact information for your district. If no changes are needed, no further action is required.

For nonpublic schools, provide any updates or additions to the Nonpublic School Office at [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) or 517-241-5384. If no changes are needed, no further action is required.

Common errors that cause issues with communications and shipments:

1. The EEM is not updated for the 2019-20 school year.
2. The EEM is updated at the district level instead of the school level.
3. The address associated with the test coordinator's record in the EEM is incorrect.

College Board will start processing any updates the first week of October. If the EEM is updated throughout the school year, it takes 7-10 days for College Board to receive and process the updates.

### Access to SSD Online for New SSD Coordinators

The primary SSD (Services for Students with Disabilities) Coordinator must be identified in the EEM for communication purposes. If multiple SSD coordinators are listed in the EEM, only the most recently added will receive communications from

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College Board. A school can, however, have multiple SSD coordinators to submit accommodation requests in the SSD Online system. Any SSD coordinators who will be submitting accommodation requests will need access to SSD Online to do so. Directions on obtaining access:

1. Find the school's AI (Attending Institution) code on the Test Center Participation page of the OEAA Secure Site. You will need the AI code for the SSD Coordinator Form. If you do not have an AI code, you will have to wait until November, when AI codes are assigned to schools that do not have one.
2. Fill out and fax the [SSD Coordinator form](http://www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf) (www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf).

The SSD coordinator will receive an email with an access code to gain access to SSD Online within a few days of faxing the form.

If an SSD coordinator already has access from previous years, they do not need to fill out another form.

Test coordinators may also request access to SSD Online if they want to check on approval status for accommodation requests. Consider your district policy regarding student privacy when accessing information for students with disabilities before requesting access.

## Getting Ready for 2020 –Fall Implementation Workshops and Webinar

Implementation workshops are free and provide information about the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9 administrations in the spring of 2020. Schools that will administer the PSAT 8/9 for grade 8 are HIGHLY encouraged to attend. The College Board is partnering with MCAN (Michigan College Access Network) to provide SCECHs to registered participants.

See the [August 22 edition of Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) to review dates and locations. [Workshop registration](http://www.collegeboard.org/michiganworkshops) (www.collegeboard.org/michiganworkshops).

A webinar version of the face-to-face workshop will be available to those who cannot attend a workshop in person. The presentation in the webinar will be the same content as the workshops. The webinar will be recorded and the presentation slides will be emailed to registrants. The recording and slides will also be available on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the MDE [PSAT web page](http://www.michigan.gov/psat) ( www.michigan.gov/psat) within two weeks of the presentation.

**Date:** November 7, 2019

**Time:** 9-10:30am

[Webinar Registration](https://tinyurl.com/2020MichiganImplementation) (https://tinyurl.com/2020MichiganImplementation)

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



## Updating the EEM

An important first step in preparing for the Spring 2020 ACT WorkKeys assessment is to ensure that your building/school's "WorkKeys Test Coordinator" has the correct contact name, email address, phone number, and mailing address in the [Educational Entity Master \(EEM\)](https://cepi.state.mi.us/eem) (<https://cepi.state.mi.us/eem>) system. The mailing address cannot be a post office box.

**Note:** Ensuring that the test coordinator contact information is accurate must be done for each school in the district and not at the district level.

ACT uses the information in the EEM system to call, send emails, and to ship test materials to the WorkKeys Test Coordinator. Inaccurate information will result in not receiving critical information in a timely manner and consequently overlooking key deadlines and delaying the receipt of test materials.

If the information for your building/school is inaccurate, have your authorized district EEM user update the EEM no later than **Wednesday, October 2, 2019** to ensure your school receives the necessary information to start the Manage Participation process in November.

**Note:** Updating the EEM system can only be done by the district's authorized EEM user. If you are not sure who your authorized EEM user is, use the **District and**

**School Contact** page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to retrieve their name and contact information.

- Instructions for using the **District and School Contact** page are available on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Miscellaneous** section.
- Nonpublic schools should call 517-241-5384 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for updates to the EEM system.

Refer to the [September 5, 2019 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information on how to update the EEM.

## 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](http://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

## Important Dates

### September 2019

#### SAT, PSAT, and ACT WorkKeys

**Now – October 1, 2019**

- Update **SAT, PSAT 8/9, PSAT 10, and ACT WorkKeys** Test Coordinator and other EEM contact information

#### Early Literacy and Mathematics

**Now – October 3, 2019**

- Pre-identification of students on the OEAA Secure Site for the fall **Early Literacy and Mathematics Benchmark Assessments (K-2)**

#### Early Literacy and Mathematics

**Now – October 4, 2019**

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Fall Testing Window

### October 2019

#### WIDA

**Tuesday and Wednesday, October 1 and 2, 2019, 9:00 AM to 4:00 PM:**

- **Workshop 2: Leading Schools for Multilingual Learner Achievement**  
**Location:** Wayne Community College – Downriver Campus, 21000 Northline Rd., Taylor MI 48180 EPAC 5 & 6  
[Registration link](https://wida-leading-schools-el-achievement.eventbrite.com) (<https://wida-leading-schools-el-achievement.eventbrite.com>)

#### SAT and PSAT

**October 1 – November 1, 2019**

- Implementation Workshops for **SAT with Essay, PSAT 10, and PSAT 8/9** – [Workshop Registration](http://www.collegeboard.org/michiganworkshops) ([www.collegeboard.org/michiganworkshops](http://www.collegeboard.org/michiganworkshops))

### November 2019

#### SAT and PSAT

**November 7, 2019**

- Implementation Webinar for **SAT with Essay, PSAT 10, and PSAT 8/9** – [Webinar Registration](https://tinyurl.com/2020MichiganImplementation) (<https://tinyurl.com/2020MichiganImplementation>)

### December 2019

**December 4, 2019, 10:00 AM Eastern**

- **DRC Technology Coordinator Webinar** – more information to come

#### WIDA

**December 3, 2019, 9:00 AM – 12:00 PM**

- **WIDA Access for ELLs Test Administration Online Workshop 1** – Library of Michigan, Lake Michigan Room, 702 W. Kalamazoo St. Lansing, MI 48909  
[Registration link](https://wida-access-online-training120319am.eventbrite.com) (<https://wida-access-online-training120319am.eventbrite.com>)

**December 4, 9:00 AM – 12:00 PM**

- **WIDA Access for ELLs Test Administration Online Workshop 2** – Wayne County Community College Downriver Campus, EPAC 5&6, 21000 Northline Road, Taylor, MI 48180  
[Registration link](https://wida-access-online-training120419am.eventbrite.com) (<https://wida-access-online-training120419am.eventbrite.com>)

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## WIDA (continued)

### December 3, 1:00 – 4:00 PM

- **WIDA Kindergarten ACCESS Test Administration Workshop 1** – Library of Michigan, Lake Michigan Room, 702 W. Kalamazoo St., Lansing, MI 48909  
[Registration link](https://wida-k-access-online-tatraining-120319pm.eventbrite.com) (https://wida-k-access-online-tatraining-120319pm.eventbrite.com)

### December 4, 1:00 – 4:00 PM

- **WIDA Kindergarten ACCESS Test Administration Workshop 2** – Wayne County Community College Downriver Campus, EPAC 5&6, 21000 Northline Road, Taylor, MI, 48180  
[Registration link](https://wida-k-access-online-tatraining-120419pm.eventbrite.com) (https://wida-k-access-online-tatraining-120419pm.eventbrite.com)

### December 18, 2019, 10:00 – 11:30 AM

- **WIDA Alternate ACCESS Overview Webinar**  
[Registration link](https://wida-alternate-accessoverview-121819-1000-1130.eventbrite.com) (https://wida-alternate-accessoverview-121819-1000-1130.eventbrite.com)

## Contacts

For assistance with assessment or accountability issues:

### Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <ol style="list-style-type: none"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT®, PSAT™ 8/9, and PSAT™ 10 – College Board</li> <li>3. WorkKeys® – ACT®</li> </ol>
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

### Email

For assessment questions:

[mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov)

**For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:**

(for questions not covered in options 3 and 5 in the table above)

### WIDA Client Services

866-276-7735

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