

Spotlight

on Student Assessment and Accountability

September 21, 2017

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Online Testing Waiver Window

In Spring 2018, the M-STEP, MI-Access Functional Independence (FI), and WIDAACCESS for ELLs 2.0 assessments will be administered online. As mentioned in previous years, Spring 2017 was the last year for schools to request a paper/pencil version while transitioning to online assessments. Paper tests will still be available to individual students as an accommodation.

A small number of school buildings may never be able to test online. Examples could include buildings with no internet access, juvenile justice facilities that do not allow students online, or some center-based special education programs. These schools will have the opportunity to submit online waiver request(s) to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDAACCESS 2.0 assessments, **October 23 – November 21, 2017**. (MI-Access Supported Independence and Participation will remain paper only.) Districts must submit the online waiver request(s) by **November 21, 2017** in order to obtain the paper/pencil materials needed. **It is important to note that requests for EACH school and EACH assessment must be submitted separately.**

A school (or building) is the smallest unit that may request an online waiver. A school may not apply to have only certain grades or content areas take the paper/pencil assessments.

Schools that are administering online but have individual students who, as outlined in the [Student Supports Accommodations Table](#) located under the **Student Supports and Accommodations** section of each assessment web page, need to use a paper/pencil form due to a disability or for another reason will not need to request an online waiver. Schools will have the opportunity to order paper/pencil materials on the Material Order screens in the Secure Site to accommodate these individual students.

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Process:

Requests for an online waiver must be submitted through the MDE Secure Site by a user with District Administrator or Nonpublic School Administrator access using the process detailed in the Online Waiver Request document on the MDE [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under **Quick References** → **Miscellaneous**.

Bulk Print Option on Individual Level Student Reports for M-STEP and MI-Access

The bulk print option on the M-STEP Individual Level Student Reports (Individual Report, Student Overview Report, Parent Report) is now available through the Dynamic Score Reporting Site.

Users can access the reports by logging in to the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure), selecting the **Reports** drop-down menu, and then selecting **Dynamic Score Reports**. Once in the Dynamic Score Reporting Site, the bulk PDF option is available in the Actions menu.

This option will be available tomorrow, **September 21, 2017** for MI-Access Student Level Reports. The reports in the bulk PDFs include Student Growth Percentiles (SGP).

Section 104d Early Literacy Assessment Reimbursement Grant

As a part of the State 2017-2018 school aid appropriations (PA 108 of 2017), the Michigan Department of Education (MDE) is releasing the Section 104d Early Literacy Assessment

Reimbursement grant. Funds allocated under this grant provide \$4,000,000 for an equal per-pupil formula reimbursement to districts and public school academies (PSAs) that purchase a computer-adaptive assessment or one or more diagnostic tools, screening tools, or benchmark assessments that are intended to increase reading proficiency by the start of grade four.

Eligible applicants are districts and PSAs that have incurred a cost for the purchase of such an assessment **prior to October 1, 2017** and the assessment is intended to be administered to students during the 2017-2018 academic year.

The application for the Early Literacy Assessment Reimbursement grant will remain available for districts and PSAs to apply until **October 20, 2017**. Districts and PSAs can find the [application, instructions, and resources](#) on the [MDE web page](#) (www.michigan.gov/mde). On the left navigation bar, click **Academic Standards** → **Early Literacy** → scroll down to **Early Literacy Grants** → **Assessment Reimbursement Grant**.

Allocated grant funds will be dependent upon the number of applicants and based on a formula for an equal amount per-pupil basis for which the assessment was purchased, based on 2016-2017 student count.

If you have any questions regarding the Early Literacy Assessment Reimbursement grant, please contact MDE-EarlyLiteracy@michigan.gov.

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

WIDA Contact Information

The following table lists the contact information for questions regarding the WIDA Screener and Kindergarten W-APT.

WIDA Screener and Kindergarten W-APT Contact Information	
<ul style="list-style-type: none"> • WIDA Secure Portal Content • ACCESS for ELLs 2.0 Training Course Content • Test Administration Procedures • Accommodations and Accessibility Policies/Guidelines • Score Report Interpretation 	<p>WIDA Client Services help@wida.us 866-276-7735</p>
<p>All WIDA AMS Functionality:</p> <ul style="list-style-type: none"> • Materials Ordering • Adding students in Test Setup • Adding and editing test sessions and printing test tickets • INSIGHT and TSM Installation, Functionality, and Troubleshooting • Viewing and Downloading Student Reports • Materials Receipt, Inventory, and Return • Unique situations regarding paper materials: Handling damaged materials • When to transcribe 	<p>DRC Customer Service WIDA@datarecognitioncorp.com 877-560-8378, Option 5</p>
<ul style="list-style-type: none"> • OEAA Secure Site 	<p>baa@michigan.gov 877-560-8378, Option 3</p>

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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

Update EEM by October 6

For the state-provided SAT, PSAT 10, and PSAT 8/9 administrations in Spring 2018, College Board will use contact information from the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) to identify SAT and PSAT contacts at each school. You can verify the contacts listed in this article in the EEM or on the District and School Contact page of the OEAA Secure Site (if you have access to the OEAA Secure Site). If a contact is not correct, the EEM must be updated or you will **NOT** receive critical testing communications.

Updating the EEM can only be done by the authorized district EEM user. If you are not sure who the district authorized EEM user is, you can use the District and School Contact page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to retrieve the name and contact information for the authorized EEM user for your district. Instructions for using the District and School Contact page are available on the [Secure Site Training web page](http://www.michigan.gov/secure-sites-training) (www.michigan.gov/secure-sites-training) under the **Miscellaneous** section. Nonpublic schools should contact Kevin Walters at 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.

Contact information (name, phone number, and email) should be provided, in EEM, for each of the following contacts:

- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- PSAT 10 Test Coordinator
- PSAT 8/9 for 9th grade Test Coordinator
- PSAT Backup Coordinator
- District Assessment Coordinator

If no changes are needed, no further action is required.

Establishment

Establishment is the process whereby the College Board knows which schools are administering the PSAT 8/9, PSAT 10, and SAT, and is based on rules that are coordinated with MDE. Private schools and public schools are established through different processes.

Private School Establishment

Private schools must indicate intent to test every year for each assessment. If a school chooses to administer the SAT, they must administer all parts of the MME.

- Roles should be identified or reviewed in EEM by **October 6, 2017**. If updates need to be made, contact nonpublicschools@michigan.gov.

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

- Using the contact information in EEM, College Board will send an email to all private schools requesting confirmation of their intent to participate in MME or PSAT.
- Emails will be sent to the test supervisor and principal identified in EEM in late October.
- Follow the directions in the email to confirm your intent. Schools can call (866) 870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org. Please do not call or email until you receive the email.
- Provide your state-assigned district and building codes, the name of your school, and the names of the assessments you wish to administer.

Public School Establishment

Public schools are automatically established for PSAT 8/9, PSAT 10, and SAT for Spring 2018 if the school returned used answer sheets for that particular assessment in Spring 2017. For example, if a school returned answer sheets for PSAT 10 but did not administer PSAT 8/9, the school will be established for PSAT 10 but not for PSAT 8/9.

- For public schools that did not provide any or all College Board assessments in 2017, supervisors and principals will receive an “intent to test” email in late October.
- This email will contain instructions on how to give your intent to test any new assessments in 2018. This outreach will be made to schools with new grades or brand new schools as long as contact information is available in EEM.

The establishment process will begin in late October. Pay attention to future Spotlight information or email communications that your test supervisor and principal may receive in late October regarding your intent to participate in testing this spring. If you do not respond to the intent to test communications, your school may not be able to administer assessments this spring. If your school is automatically established for all three assessments, you will not receive the intent to test communication.

All schools can confirm establishment in December in the Establishment Page in the **OEEA Secure Site**.

Get Ready for Spring 2018 – Register for Fall Counselor and Implementation Workshops

The counselor workshop is free and open to all counselors across the country. At the workshop, you'll receive updates on College Board programs, as well as tools, tips, and resources designed to make it easier for you to clear a path to college and career success for your students.

To register, click [here](http://collegeboard.org/cw) (collegeboard.org/cw).

The implementation workshop is free and provides information about the Michigan-provided SAT, PSAT 10, and PSAT 8/9 for grade 9 administrations in Spring 2018. It will also provide a brief introduction of the PSAT 8/9 for grade 8 that will be coming in Spring 2019. The workshop is important for building administrators, counselors, and SAT and PSAT supervisors.

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Learn about:

- the latest enhancements and changes for the spring administration
- preparing for and administering the College Board exams
- spring implementation timelines
- our professional development offerings to prepare you for Spring 2018

To register, click [here](http://collegeboard.org/satschoolday) (collegeboard.org/satschoolday).

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

9:00 AM – Noon: Counselor Workshop Presentation

Noon – 1:00 PM: SAT School Day and PSAT Registration* and Lunch

1:00 – 4:00 PM: SAT School Day and PSAT Presentation

Attendees can sign up for either or both workshops; however, ***registration for each workshop is required**. Space is still available for all locations!

Registration and Confirmation for College Board Workshops

Due to input from our workshop participants, the College Board has revised registration and confirmation procedures for our workshops this fall. The same procedures apply for our counselor workshops and our SAT implementation workshops. Please make sure that you are looking for the reminder emails, the “Check In” emails, and that you follow directions to ensure confirmation and certificate distribution.

Registering Online

- Use your existing College Board Education Professional login information.
- Instantly receive a registration confirmation email.
- Registration modifications can be done online. You will need your confirmation number from the registration confirmation email.
- Group registration and registration on behalf of someone else is now available.

Two Weeks Before the Event

- You will receive a reminder email with additional information about the event location, parking information, and passes, if applicable.

Checking In Online

- **You will receive an email 72 hours before the event to check in.**
- Click the link within the email and enter one of the two possible search criteria.
- Select your name and click **Check in**.
- **PLEASE NOTE:** A successful check-in will return you to the initial check-in page.
- If you do not check in within 24 hours of the event, you will receive an email with a reminder to check in.

Event Certificate

- Proof of attendance will be available online at the conclusion of the event and only to those who have checked in. We will email a link to access and print your certificate.

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Schedule of Workshops

Schedule of Workshops		
Waterford	Monday, September 25, 2017*	Oakland Intermediate School District
Marquette	Monday, September 25, 2017	Northern Michigan University
Detroit	Tuesday, September 26, 2017	Wayne State University
Dearborn	Wednesday, September 27, 2017	University of Michigan-Dearborn
Boyne City	Wednesday, September 27, 2017	Boyne District Library
Saginaw	Thursday, September 28, 2017	Saginaw Intermediate School District

* Date has changed

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Information on ACT WorkKeys® provided by the ACT®.

Preparing for the Spring 2018 Administration

While the Spring 2018 administration of the ACT WorkKeys assessment is many months away, we want to remind you that an important first step is to make sure your school has accurate information in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem).

Please take note: We encourage you (or your District Test Coordinator) to make sure the EEM has your school's most current ACT "WorkKeys Test Coordinator" contact information, as ACT will be pulling all organizational data from the EEM to generate emails as part of the **Manage Participation** process (formerly known as the "establishment" process).

The Manage Participation login information will only be sent to the WorkKeys Test Coordinator on file in the EEM. If the information for your school is inaccurate or out-of-date, you will need to update the EEM no later than **Friday, October 6, 2017** to ensure your school receives the necessary information to start the Manage Participation process. Also take the time to verify the mailing address for your school is correct as that is the address where materials will be shipped. The mailing address cannot be a post office box.

Please note: Updating the EEM can only be done by the authorized district EEM user. If you are not sure who is the district authorized EEM user, you can use the District and School

Contact page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to retrieve the name and contact information for the authorized EEM user for your district. Instructions for using the District and School Contact page is available on the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining) under the **Miscellaneous** section. Nonpublic schools should contact Kevin Walters at 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.

The Manage Participation process will begin on **November 6, 2017**. Watch for an email from ACT during the week of **October 31, 2017** that will contain instructions on how to complete the Manage Participation process (previously referred to as the "establishment" process). All schools must confirm they are participating to receive test materials.

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 between 9:30 AM and 6:00 PM ET
 - ♦ standard time: ext. 2800
 - ♦ accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

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Important Dates

September 2017

Now - morning of October 6, 2017:

- Pre-Identification of students in grades K, 1, and 2 who will be taking the Fall 2017 **Early Literacy and Mathematics Benchmark Assessments**

September 11, 2017 – October 6, 2017:

- The Michigan Department of Education's Fall 2017 **Early Literacy and Mathematics Benchmark Assessments** testing window

Now – October 6, 2017:

- Review/update testing staff in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) for **PSAT 8/9, PSAT 10, and SAT** – see article on [page 4](#)

Now – October 6, 2017:

- Update **ACT WorkKeys** Test Coordinator contact information in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) – see article on [page 8](#)

October 2017

October 18, 2017, 10:00-11:00 AM:

- M-STEP Technology Coordinator Training
Click [here to join](#) or go to the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) and click on the link under **What's New**.

October 23 – November 21, 2017:

- **M-STEP, MI-Access FI, and WIDA** Online Testing Waiver request window

November 2017

November 6 – 30, 2017:

- **ACT WorkKeys** Manage Participation window

Have Questions?

Email BAA@michigan.gov for assessment questions.

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

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