

Spotlight

on Student Assessment and Accountability

September 28, 2017

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Fall 2017 WIDA Workshops Registration Now Open

The Office of Educational Assessment and Accountability and WIDA are offering three free workshops this fall that may be of interest to school improvement teams, building and district-level administrators, Title III directors, English Learner (EL) educators, WIDA test coordinators, and content area teachers. The workshops are designed to aid educators in using student achievement results in meaningful and appropriate ways for instructional and school improvement purposes, as well as offering in-depth training for administering the assessments.

For more information and to register for a workshop, go to the [Fall 2017 WIDA Workshops Registration page](https://baameap.wufoo.com/forms/fall-2017-wida-registration/) (<https://baameap.wufoo.com/forms/fall-2017-wida-registration/>). A complete list of [2017-2018 WIDA/MDE workshops](#), is located on the following web pages:

- [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida) under the **What's New** section
- [Office of Field Services web page](http://www.michigan.gov/ofs) (www.michigan.gov/ofs) – under the **Programs** section, select **Title III - English Learner & Immigrant Education Programs**

Space is limited, so early registration is recommended.

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Workshops Information

Workshop 1:

Leading Schools for Language Learner Achievement: Realizing Success for ELs through Leadership, Accountability, and School Improvement

Educational leaders are key to improving academic language development and academic achievement for linguistically and culturally diverse children and youth. Although research has pointed to this fact for numerous years, new English Learner accountability requirements for districts and schools bring a renewed spotlight on the achievement of these students.

Leading schools with a focus on language learner achievement means that the entire school community shares a commitment to creating equitable opportunities to learn and advance academic language development.

This two-day workshop will emphasize the importance of cultivating the collaborative relationships between teachers, students, families, and data teams that are necessary for language learners to thrive. Participants will consult national policy documents, ESSA accountability requirements, and WIDA resources to prepare for the establishment of school language policies, implement the WIDA Standards Framework, and capitalize on school improvement processes to support language learner achievement. School leaders will identify next steps toward a school improvement process that advances educational opportunity and academic language achievement for language learners. They will synthesize their learning from colleagues and experts in the fields of leadership and language learning and apply it to school-specific action steps.

This workshop is recommended for District- and Building-level administrators and Title III directors.

Breakfast and lunch will be provided.

Dates of Workshop: Wednesday, November 15 AND Thursday, November 16, 2017 (2-day workshop) **8:00 AM to 4:00 PM**

Location: Troy School District Services Building, 4420 Livernois Road, Troy, MI 48098

Workshop 2:

WIDA ACCESS Online Test Administration

This workshop is designed as a supplemental workshop for test coordinators where the online ACCESS for ELLs 2.0 assessment is being administered in grades K through 12. During this workshop, test coordinators will learn how to best set up sessions and tickets, monitor certification of test administrators, and facilitate the assessment process. All participants must bring computers or tablets with an internet connection to access sample items and the WIDA Assessment Management System (AMS).

Continental breakfast will be provided.

Please note: This workshop does not replace the required completion of the online modules and quizzes through educators' secure wida.us accounts to receive certification to administer the WIDA ACCESS for ELLs assessments. Educators who have never before administered this assessment are required to complete these modules. It is strongly recommended that even educators who previously administered the assessment recertify to ensure a successful WIDA administration.

Date of Workshop: Friday, December 15, 2017 (1/2-day workshop) **9:00 AM to 12:00 PM**

Location: Library of Michigan, Lake Michigan Room, Lansing, MI 48909

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

Workshop 3:

WIDA ACCESS Paper/Pencil Test Administration

This workshop is designed as a supplemental workshop for test administrators of the paper-based ACCESS for ELLs 2.0 assessment in grades 1 through 12. During this workshop, test administrators will explore how the WIDA Standards connect to the ACCESS for ELLs 2.0 assessment. Participants will learn how to administer and monitor the group sections of the tests, and there will be a focus on administering and scoring the speaking section of the assessment.

Afternoon snack will be provided.

Please note: This workshop does not replace the required completion of the online modules and quizzes through educators' secure wida.us accounts to receive certification to administer the WIDA ACCESS for ELLs assessments. Educators who have never before administered this assessment are required to complete these modules. Educators administering the paper/

pencil WIDA ACCESS for ELLs assessment must again complete their Speaking certifications. However, educators who have completed their ACCESS & Screener Speaking Quiz during this school year (Grades 1-5 and Grades 6-12) are not required to recertify.

Date of Workshop: Friday, December 15, 2017 (1/2-day workshop) **1:00 to 4:00 PM**

Location: Library of Michigan, Lake Michigan Room, Lansing, MI 48909

To register for a workshop, go to the [Fall 2017 WIDA Workshops Registration page](https://baameap.wufoo.com/forms/fall-2017-wida-registration/) (<https://baameap.wufoo.com/forms/fall-2017-wida-registration/>). For more information about the workshops, contact baa@michigan.gov and use **Fall WIDA Workshops** in the subject line or call 877-560-8378, option 3.

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/securesitetraining) (www.michigan.gov/securesitetraining) 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 the 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 their intent to test every year for each assessment. If a school chooses to administer the SAT, they must administer all parts of the Michigan Merit Examination (MME).

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

- Roles should be identified or reviewed in EEM by **October 6, 2017**. If updates need to be made, contact nonpublicschools@michigan.gov.
- 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 SAT and PSAT test supervisors and principals identified in the EEM in late October.
 - ◆ Follow the directions in the email to confirm your intent. **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.
- For public schools that did not provide all College Board assessments in 2017, SAT and PSAT test supervisors and principals (as listed in the EEM) will receive an “intent to test” email in late October.
- This email will contain instructions on how to give your intent to test any additional 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 Spring 2018. If you do not respond to the intent to test communications, your school may not be able to administer assessments next 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 OEAA Secure Site.

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.



Information on ACT WorkKeys® provided by the ACT®.

Reminder to Update EEM

We encourage you (or your District Test Coordinator) to make sure the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) has your school's most current ACT "WorkKeys Test Coordinator" contact information. Please update the EEM no later than **Friday, October 6, 2017** to ensure your school receives the necessary information to start the Manage Participation process (formerly known as the "establishment" process). The MDE will pull contact and mailing data from the EEM for ACT to use to generate emails as part of the Manage Participation process. Please see the [September 21, 2017 edition of the Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for additional details about updating the EEM.

The Manage Participation process will begin on **November 6, 2017**. Watch for an email from ACT the week of October 30, 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

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

Important Dates

Approaching Deadlines!

Morning of October 6, 2017:

- **DEADLINE** for pre-identification of students in grades K, 1, and 2 who will be taking the Fall 2017 **Early Literacy and Mathematics Benchmark Assessments**

October 6, 2017:

- The Michigan Department of Education's Fall 2017 **Early Literacy and Mathematics Benchmark Assessments – Testing Window CLOSES**

October 6, 2017:

- **DEADLINE** to 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**

October 6, 2017:

- **DEADLINE** to update **ACT WorkKeys** Test Coordinator contact information in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem)

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](#) (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

November 15 – 16, 2017, 8:00 AM to 4:00 PM

- **WIDA** 2-day workshop: **Leading Schools for Language Learner Achievement: Realizing Success for ELs through Leadership, Accountability, and School Improvement** – [To REGISTER](#)

December 2017

December 15, 2017, 9:00 AM to 12:00 PM

- **WIDA** workshop: **WIDA ACCESS Online Test Administration** – [To REGISTER](#)

December 15, 2017, 1:00 to 4:00 PM

- **WIDA** workshop: **WIDA ACCESS Paper/Pencil Test Administration** – [To REGISTER](#)

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

Recently Asked Questions . . .

How do I update my email address and phone number in the OEAA Secure Site?

The Secure Site uses information from your MEIS account. It is important to keep your contact information up-to-date. To do this, log into your [MEIS account](https://mdoe.state.mi.us/meis/Login.aspx) (<https://mdoe.state.mi.us/meis/Login.aspx>) and click on the **View/Update User Profile** link. Once you have updated your contact information, log into the [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). You do not need to do anything but log in and your updated information will be pulled into the Secure Site at that time.

Do I need to create a new MEIS account when I change schools or districts?

No. Once you have a MEIS account, you should never need to create a new one. Your MEIS account is not tied to a district or school. If you create a new MEIS account, you will be required to reestablish access to each of the applications tied to your old MEIS account. In some instances, this can create problems.



Have Questions?

Email BAA@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