



# SPOTLIGHT

NEWS

COLLEGE  
BOARD

ACT  
WORKKEYS

ASSESSMENT  
LITERACY

TRAINING

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DATES

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US



The annual Michigan School Testing Conference is February 11 - 13, 2025 at the Sheraton Ann Arbor. See page 15 for registration and hotel information.



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### Icon Key

-  Now Available
-  Reminder
-  Deadline
-  Survey
-  Thank You

# NEWS INFO

## M-STEP Test Administration Manual Available Now

The 2025 M-STEP Test Administration Manual (TAM) is now available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the



**What's New** and **Current Assessment Administration** sections. This manual is an essential resource for a successful test administration and contains information about required policies and procedures that test administrators must know.

The important information about test administration updates for Spring 2025 in M-STEP TAM includes:

- Online Testing Updates
  - Updates to the DRC INSIGHT testing engine  
See the [DRC INSIGHT Enhanced Experience Introduction](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/DRC-INSIGHT-Enhanced-Student-Experience-Guide.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/DRC-INSIGHT-Enhanced-Student-Experience-Guide.pdf) and the [Spotlight newsletter - August 8, 2024](https://bit.ly/3XbGwfk) issue (https://bit.ly/3XbGwfk)
  - Clarifications to online testing head-phone guidance
  - Updates to the unlock request policy

# NEWS INFO

- Paper/Pencil Testing Updates
  - Student Pre-ID Barcode labels are unique for each answer document.
  - Locally printed barcode labels must be printed on labels provided by DRC.
  - Word-processed documents will not be scored.
  - There are changes in materials return procedures.

Be sure to follow the M-STEP web page for updates and other important information related to the test administration process.

## Available Tomorrow: Spring 2025 Michigan Merit Exam/PSAT in High School and Grade 8 Test Administration Training – Part 2

The **Spring 2025 Michigan Merit Exam (MME) and PSAT in High School Test Administration Training – Part 2** and the **Grade 8 Test Administration Training – Part 2** will be available beginning tomorrow, January 31, on the Michigan Department of Education (MDE) [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and on the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) under the **Assessment Training and Resources for Educators** heading.

These videos and PowerPoint presentations provide test coordinators with information on what needs to be done in preparation for Spring 2025 testing. Coordinators can view the entire MME and PSAT in High School or Grade 8 series of presentations or select individual segments of the training that are directly related to their assigned responsibilities. Training segments include:

Michigan Merit Exam and PSAT in High School Test Administration Training:

- MME and PSAT Test Administration Training Introduction Part 2
- College Board Test Administration Training Part 2
- ACT WorkKeys Test Administration Training Part 2
- M-STEP Grade 8 and Grade 11 Test Administration Training Part 2

Grade 8 Test Administration Trainings:

- Grade 8 Test Administration Training Introduction Part 2
- College Board Grade 8 Test Administration Training Part 2
- M-STEP Grade 8 and Grade 11 Test Administration Training Part 2

# NEWS INFO

## What's New for College Board and ACT WorkKeys in Spring 2025 Summative Assessments?

### College Board

College Board has several updates for the Spring 2025 Test Administration. These updates impact the following areas:

### Bluebook

The Bluebook application tool, which students use for online testing, now includes Embedded Text-to-Speech. Text-to-Speech is also included as an option on test preview and full-length practice tests. For additional information see the [Bluebook Test Administration webpage](https://bluebook.collegeboard.org/test-admin) (<https://bluebook.collegeboard.org/test-admin>).

### Extended Time

Students can end accommodated Extended Time testing early if the full amount of extended time is not needed. This is available for all assessments in Bluebook and all variations of extended time.

Students must sit for the minimum standard time for each module, but students can move ahead at the module level once standard time has expired. For additional information, see the [Guidance for Testing Students with Extended Accommodations document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Guidance-for-Testing-Students-with-Extended-Time-Accommodations.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Guidance-for-Testing-Students-with-Extended-Time-Accommodations.pdf>).

### Test Day Toolkit

Primary School Test Coordinators will receive an email on Monday, February 3, granting them access to Test Day Toolkit, and they will be able to add other test staff as needed. Test Coordinators will be able to import staff into Test Day Toolkit with a CSV file format (new feature), add staff from staff inventory, and manually add staff consecutively in a table format if needed.

The District Test Coordinator (DTC) and the Primary School Test Coordinator (STC) listed in the Educational Entity Master (EEM) will be permitted to add an additional test coordinator as a role in Test Day Toolkit. This will allow the coordinators to add a backup coordinator without requiring a call to Customer Service.

### SDMS

District Test Coordinators, School Test Coordinators, and Services for Students with Disabilities (SSD) Coordinators will receive access to College Board's State Data Management System (SDMS) through an email sent by College Board. Coordinators will be able to view and download student rosters, waive accommodations, and force match accommodations if needed. For additional information see the [State Data Management System User Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Boards-State-Data-Management-System-User-Guide-Spring-2025-1.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Boards-State-Data-Management-System-User-Guide-Spring-2025-1.pdf>).

# NEWS INFO

## State Implementation Support Specialists (SISSs)

There are three SISSs supporting Michigan districts and schools. Schools should reach out to them as needed for support. The SISSs will host virtual Office Hours via Microsoft Teams beginning February 5. See the [Spotlight newsletter - January 23 issue](https://bit.ly/4aGnKSB) (<https://bit.ly/4aGnKSB>).

## Publications and Trainings

College Board publications are available on the [SAT Suite of Assessments Manuals, Handbooks, and Guides page](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides) (<https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides>). Also, College Board and MDE trainings are available on the [MME, PSAT, Grade 8 Test Administration Training page](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training) (<https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training>).

## ACT WorkKeys

### Addition of Second Testing Window

To provide schools with additional scheduling flexibility, ACT WorkKeys has added a second testing window for the Spring 2025 administration. Schools may choose either Testing Window 1 or Testing Window 2 (but not both) according to what works best for the school's schedule. Students who were absent and missed their school's chosen test window must use Test Window 3 for makeup testing.

### Test Window 1 (Initial Testing)

- **Standard Time Test Day**  
Thursday, March 27, 2025
- **Accommodations**  
March 27 – April 9, 2025

### Test Window 2 (Initial Testing)

- **Standard Time Test Day**  
Thursday, April 10, 2025
- **Accommodations**  
April 10 – 23, 2025

### Test Window 3 (Makeup Only)

- **Standard Time Test Day**  
Thursday, April 24, 2025
- **Accommodations**  
April 24 – 30, 2025

### Upcoming Webinars:

See ACT WorkKeys upcoming webinars in February and March listed in the [Spotlight newsletter - January 23 issue](https://bit.ly/4aGnKSB) (<https://bit.ly/4aGnKSB>).

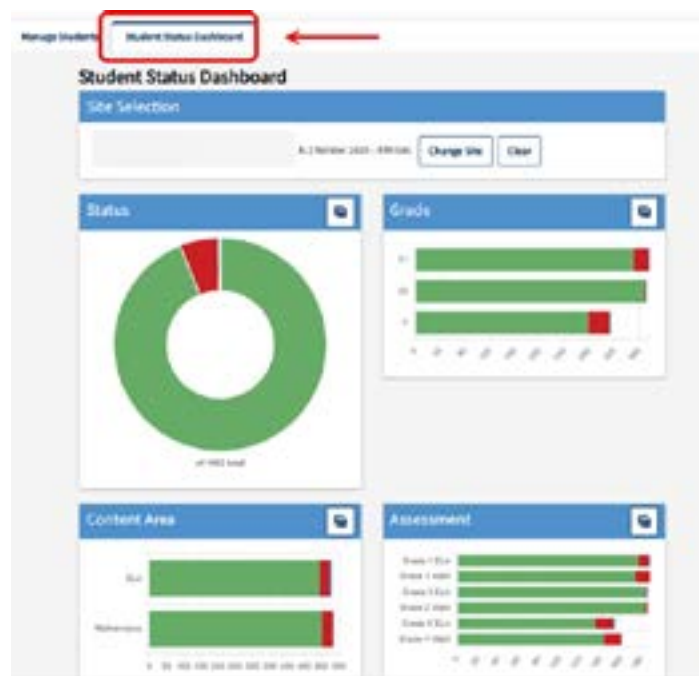
# NEWS INFO

## Closing February 7, 2025: Winter Early Literacy and Mathematics Benchmark Assessments Testing Administration Window

The Winter 2025 Early Literacy and Mathematics Benchmark Assessments testing window closes at **4:00 p.m. on Friday, February 7, 2025**. Ensure all testing is completed by the deadline.

Authorized users can verify the completion status of their students in the [DRC INSIGHT Portal](https://mi.drcdirect.com) (<https://mi.drcdirect.com>) by navigating to the **Student Status Dashboard** located under the **Student Management** tab. You will see several charts that show the overall testing status in your school. Under the charts, you can view the testing status of individual students.

To learn more about the Student Dashboard and how you might use it, view the [Finding Student Testing Status mini-module](https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view) (<https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view>) in the DRC INSIGHT Portal.



Student Level Reports for the Winter 2025 administration are available in the Dynamic Reporting System through the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Reports are available within 48 hours of students completing all portions of a content area test.

# NEWS INFO

Available reports include:

- **Individual Student Report (ISR)** – separated by content area, provides detailed information on individual student achievement and scale score
- **Student Roster Report** – allows users to view student Overall Scale Score, Standard Error, Points Earned by assessment category, and domain subtotal by grade, content, domains, and categories
- **Student Trend Report** – displays up to three years of historical Early Literacy and Benchmark Assessment score data
- **Domain Analysis Report** – displays the Overall Content Scale Score and the number of Points Earned in each domain for each student

To view your school or district reports, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu.

For help in accessing and navigating the Dynamic Score Reporting Site, refer to the [Dynamic Score Reporting User Guide](https://www.michigan.gov/documents/mde/How_to_Navigate_Dynamic_Score_Reports_532306_7.pdf) (https://www.michigan.gov/documents/mde/How\_to\_Navigate\_Dynamic\_Score\_Reports\_532306\_7.pdf). For information on these reports and recommendations on the appropriate use of them, refer to the [Interpretive Guide to Early Literacy and Mathematics Reports](https://www.michigan.gov/documents/mde/19-20_Interpretive_Guide_to_Early_Literacy_and_Mathematics_Reports_662553_7.pdf) (https://www.michigan.gov/documents/mde/19-20\_Interpretive\_Guide\_to\_Early\_Literacy\_and\_Mathematics\_Reports\_662553\_7.pdf). Both guides are located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the **Reporting** section.

## Supports & Accommodations Guidance Document and Planning Resources Available for State Assessments

The [Supports and Accommodations Guidance Document](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf) (https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan\_Accommodations\_Manualfinal.pdf) is a one-stop site for Test Coordinators looking for information about allowable Universal Tools, Designated Supports, and Accommodations. The Guidance also includes required guidelines for test administrators acting as scribes, human readers, or oral translators.

The 2025 version of the Supports and Accommodations Guidance Document can be found on each assessment page under the Student Supports and Accommodations section.

The Office of Educational Assessment and Accountability (OEAA) also provides Test Coordinators with a number of resources to help them and their colleagues stay organized. These resources can aid in important conversations about what students need; in assigning Universal Tools, Designated Supports, and Accommodations correctly into systems; and helping educators verify Test Tickets. These additional resources can be found on the [Recording and Tracking Resources page](https://www.michigan.gov/mde/services/student-assessment/wida-assessments/student-supports-accommodations/recording-and-tracking-resources) (https://www.michigan.gov/mde/services/student-assessment/wida-assessments/student-supports-accommodations/recording-and-tracking-resources).

# COLLEGE BOARD INFO

## SAT and PSAT List of Important Dates (LIDs)

As the Spring 2025 Michigan-provided SAT Suite administrations approach, continue to reference the list of important dates (LIDs) for [SAT](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/SAT_List_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/SAT\_List\_of\_Important\_Dates.pdf) and [PSAT](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/PSAT\_for\_grades\_9\_and\_10\_List\_of\_Important\_Dates.pdf) to stay informed about upcoming tasks and key dates.

**Note:** College Board's required Online Training for the Spring 2025 SAT Suite will be available on March 3, 2025, not on the March 10, 2025, date currently published in the LIDs.

## Access to Test Day Toolkit and College Board's State Data Management System (SDMS)

On Monday, February 3, 2025, Primary School Test Coordinators listed in the Michigan Educational Entity Master (EEM) will receive an email notifying them of their access to College Board's Test Day Toolkit. Upon receiving access, the Primary School Test Coordinator can begin adding test staff and testing rooms as needed.

**Note:** No student data will appear in Test Day Toolkit until mid-February, when College Board starts pulling Pre-Identified (Pre-ID) student registration data from the Office of Educational Assessment and Accountability (OEAA) Secure Site into College Board's State Data Management System (SDMS). The SDMS is College Board's registration system that is used to manage student registrations for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9.

College Board will pull Pre-ID data from the OEAA Secure Site on an ongoing basis. The pull for single-day digital testers will take place from February 17 to April 23; the pull for students approved for paper/pencil testing or multi-day digital testing will take place from February 17 to April 21. Student registrations will appear in the SDMS one business day after College Board pulls the Pre-ID data from the OEAA Secure Site; the registrations will appear in Test Day Toolkit two business days after each data pull, barring extenuating circumstances.

District Test Coordinators, School Test Coordinators, and Services for Students with Disabilities (SSD) Coordinators will gain access to the SDMS on February 19.

(See [Student Registration Activity Key Dates table on page 9](#))

**Questions about the College Board Assessments (PSAT 8/9, PSAT 10, SAT)**

**Call:** Michigan Educator Hotline at 866-870-3127 (Option 1)

**Email:** [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

# COLLEGE BOARD INFO

| Student Registration Activity  | Key Dates                     |
|--|-------------------------------|
| MDE Pre-identification window  | January 6 - February 14, 2025 |
| Pre-ID data pulled from the OEAA Secure Site into the SDMS for approved paper/pencil and multi-day digital testers | February 17 - April 21, 2025  |
| Pre-ID data pulled from the OEAA Secure Site into the SDMS for single-day online testers                           | February 17 - April 23, 2025  |
| Districts and schools gain access to the SDMS  | February 19, 2025             |

## Spring 2025 SAT Suite Test Administration Resources

### Publications

The following College Board publications are currently [available here](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides) (<https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides>) on [www.michigan.gov/mme](http://www.michigan.gov/mme), and [www.michigan.gov/psat](http://www.michigan.gov/psat):

- Interactive Checklist User Guide
- College Board's Training Dashboard User Guide
- Off-Site Testing Tips Sheet
- Guidance for Testing Students with Extended Time Accommodations

College Board publications will continue to be posted throughout January and February as they become available. Test Coordinator and Proctor Manuals are expected to be available by the end of the day on January 31. Test Coordinators should review these resources in preparation for testing and ensure that proctors and other test staff review the necessary publications prior to test day.

### Webinar Recordings

All College Board webinar recordings, slide decks, and Q&A Reports (when applicable) are posted on [www.michigan.gov/mme](http://www.michigan.gov/mme) and [www.michigan.gov/psat](http://www.michigan.gov/psat) approximately 7 business days after the live webinar session.

The [SSD and Accommodations webinar recording](https://www.youtube.com/watch?v=XOn0-oMOMlo) (<https://www.youtube.com/watch?v=XOn0-oMOMlo>), [PowerPoint](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-Spring-2025-SSD-and-Accommodations-PPT.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-Spring-2025-SSD-and-Accommodations-PPT.pdf>), and [Q&A Report](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-SSD--Accommodations-Webinar-QA-Report.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-SSD--Accommodations-Webinar-QA-Report.pdf>) are now available.

By the end of the day on Friday, January 31, College Board's MME and Grade 8 Part 2 recording, covering key Spring 2025 SAT Suite test administration topics, will also be available on the [MDE YouTube channel](https://www.youtube.com/@michdepted) (<https://www.youtube.com/@michdepted>).

### Questions about the College Board Assessments (PSAT 8/9, PSAT 10, SAT)

**Call:** Michigan Educator Hotline at 866-870-3127 (Option 1)

**Email:** [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

# COLLEGE BOARD INFO

## Using the Floating Accessibility Menu on Chromebooks

For Spring 2025 College Board (CB) testing, text-to-speech will be available as an embedded tool for all testers with the approved text-to-speech (embedded) accommodation in [Services for Students with Disabilities \(SSD\) Online](https://ssdonline.collegeboard.org) (<https://ssdonline.collegeboard.org>). This means no special configuration of the testing device is required for students using embedded text-to-speech as they take the CB tests.



For Chromebook users, the floating accessibility menu does not need to be turned on for embedded text-to-speech. However, for other features, such as a large mouse cursor, the accessibility menu must be enabled.

**Note:** Enabling the floating accessibility menu affects all programs on the Chromebook, including other state tests. The accessibility menu may provide non-standard accommodations on WIDA assessments, MI-Access, and M-STEP or may even interfere with approved standard accommo-

dations on these assessments. To avoid interference with other testing programs, consider assigning extra Chromebooks to a unique organizational unit (OU) and reserving them for students who need the floating accessibility menu features.

If enabling the floating accessibility menu on all Chromebooks is the only option, monitor testing to ensure that students are not using accommodations for which they are not approved, and turn off the Kiosk floating accessibility menu on all testing devices once CB testing is completed.

## State Implementation Support Specialists (SISSs)

College Board's State Implementation Support Specialists (SISSs) are available in Spring 2025 to provide targeted support to Michigan districts and schools. Starting on February 5, SISSs will host virtual Office Hours via Microsoft Teams every Wednesday, from 2:00 to 3:00 p.m. ET.



To view each SISS's assigned regions and access the virtual Office Hours meeting link, [click here](https://bit.ly/4geHBcN) (<https://bit.ly/4geHBcN>).

### Questions about the College Board Assessments (PSAT 8/9, PSAT 10, SAT)

**Call:** Michigan Educator Hotline at 866-870-3127 (Option 1)

**Email:** [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

# ACT WORKKEYS INFO

ACT WorkKeys Customer Support Team

Email: [workkeys@act.org](mailto:workkeys@act.org)

Call: 800-967-5539 (9:30 a.m.-6:00 p.m.)

Email to Accommodations Questions:

[ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

## Off-site Testing

Schools must obtain approval for off-site testing from the Office of Educational Assessment and Accountability (OEAA). Submit your requests using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) through April 29, 2025. Refer to the article “Off-Site Request Calendar for 2024-25 School Year” in the [Spotlight newsletter - October 31, 2024 issue](#) (<https://bit.ly/3UIIG5Q>) for additional information.

ACT requires the off-site location name and address to be documented in the **Test Room Report** portion of the **Test Administration Form** folder.

## Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials is open through **5:00 p.m., February 14, 2025**, through the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (<https://www.michigan.gov/oeaa-secure>).

**Important:** Accommodated materials and Spanish test booklets must be ordered (if needed) through the OEAA Secure Site on the Initial Material Orders page by **5:00 p.m., February 14, 2025**. Missing this deadline will result in your school not receiving ancillary accommodations and return shipping materials.

Refer to the following Spotlight on Student Assessment and Accountability Newsletters ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) articles for complete information:

- **Student Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access** – [December 5, 2024](#) (<https://bit.ly/3Dae3iK>)
- **Pre-Identification and Material Orders: SAT, PSAT, WorkKeys, M-STEP, and MI-Access** – [January 9, 2025](#) (<https://bit.ly/4h72E2c>)
- **Pre-identify Students and Order WorkKeys Test Materials** – [January 16, 2025](#) (<https://bit.ly/4jkkWdj>)

# ACT WORKKEYS INFO

ACT WorkKeys Customer Support Team

Email: [workkeys@act.org](mailto:workkeys@act.org)

Call: 800-967-5539 (9:30 a.m.-6:00 p.m.)

Email to Accommodations Questions:

[ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

## ACT WorkKeys Training Webinars

All school staff are invited to attend ACT's optional WorkKeys training webinars. These sessions will provide an overview of how to administer the WorkKeys assessments, including receiving and returning test materials.

Use the links below to register for one or both sessions (participants do not have to attend both sessions). Each session will be recorded and available for on-demand viewing about an hour after the session concludes. The registration links are also posted on the ACT-hosted [State of Michigan ACT WorkKeys State Testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page in **step 4: Preparation**.

- **Wednesday, February 5, 2025**, 10:00 – 11:30 a.m. ET  
[Registration](https://bit.ly/3DYhnOs) (<https://bit.ly/3DYhnOs>)
- **Tuesday, March 6, 2025**, 3:30-5:00 p.m. ET  
[Registration](https://bit.ly/4ar6n8p) (<https://bit.ly/4ar6n8p>)

## ACT WorkKeys Test Administration Resources

WorkKeys Test Coordinators, room supervisors, and proctors are urged to become familiar with the following test administration resources posted on the ACT-hosted [State of Michigan ACT WorkKeys State Testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) before testing begins:

- WorkKeys Accessibility Supports Guide
- ACT Test Coordinator Information Manual
- ACT WorkKeys Administration Manual – Standard Time Paper
- ACT WorkKeys Administration Manual – Accommodations Paper
- WorkKeys Administration Supplement
- Test Administration Form - ACT WorkKeys Standard Time Paper
- Test Administration Form - ACT WorkKeys Accommodations Paper
- Calculator Policy

## ACT WorkKeys Events and Deadlines

For all upcoming events and deadlines, refer to the following documents:

- [ACT WorkKeys Spring 2025 Schedule of Events](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring) ([https://content.act.org/michigan/r/Schedule\\_of\\_Events\\_for\\_WorkKeys\\_-\\_Michigan\\_-\\_Spring](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring)), posted on the ACT-hosted [State of Michigan ACT WorkKeys State Testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page
- [ACT WorkKeys List of Important Dates](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/ACT_WorkKeys_list_of_Important_Dates.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/ACT\\_WorkKeys\\_list\\_of\\_Important\\_Dates.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/ACT_WorkKeys_list_of_Important_Dates.pdf)), posted on the [MME webpage](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)).

# TRAINING

## ACT WorkKeys Webinar: Paper Testing Webinar 1

- Wednesday, February 5, 2025, 10:00-11:30 a.m.  
For School Test Coordinators
- [Register Here](https://bit.ly/3DYhnOs) (https://bit.ly/3DYhnOs)

## M-STEP Building and District Coordinator Administration Training

- February 18, 2025, 10:00–11:00 a.m.  
(recording available February 19, 2025)
  - Microsoft Teams
    - Online Virtual meeting
      - [Join the meeting now](https://bit.ly/4h3gi6p) (https://bit.ly/4h3gi6p)
      - Meeting ID: 213 457 138 956
      - Passcode: Uu9a9b2p
    - Dial in by phone
      - +1 612-704-8944,374700844#  
United States, Minneapolis
      - Phone conference ID: 374 700 844#

## MI-Access Building and District Coordinator Administration Training

- February 19, 2025, 10:00–11:00 a.m.  
(recording available February 20, 2025)
  - Microsoft Teams
    - Online Virtual meeting
      - [Join the meeting now](https://bit.ly/4jFEFsX) (https://bit.ly/4jFEFsX)
      - Meeting ID: 261 741 680 558
      - Passcode: B96KA3Ae
    - Dial in by phone
      - +1 612-704-8944, 793 210 372#  
United States, Minneapolis
      - Phone conference ID: 793 210 372#

## College Board Webinar: School Test Coordinator, Part 2

- Wednesday, March 5, 2025, 1:00–2:30 p.m.
- For School Test Coordinators, District Test Coordinators
- [Register here](https://bit.ly/3MVDUfO) (https://bit.ly/3MVDUfO)

## ACT WorkKeys Webinar: Paper Testing Webinar 1

- Tuesday, March 6, 2025, 3:30–5:00 p.m.
- For School Test Coordinators
- [Register Here](https://bit.ly/4ar6n8p) (https://bit.ly/4ar6n8p)

## Michigan School Testing Conference

- Tuesday, February 11 through Thursday, February 13, 2025
- Ann Arbor Sheraton Hotel
- [View full MSTC Conference details and registration here](https://gomasa.org/events/2025-michigan-school-testing-conference/) (https://gomasa.org/events/2025-michigan-school-testing-conference/)
- [The Ann Arbor Sheraton Hotel room block can be accessed here](https://www.marriott.com/event-reservations/reservation-link.mi?id=1684764352878&key=GRP&app=resvlink) (https://www.marriott.com/event-reservations/reservation-link.mi?id=1684764352878&key=GRP&app=resvlink)

# IMPORTANT DATES

## FEBRUARY 2025

|    |   |
|----|---|
| 07 | <b>Early Literacy and Mathematics Benchmark Assessments</b> Winter 2025 Test Administration Window. Ends: February 7, 2025  |
| 14 | <b>M-STEP, MI-Access, ACT WorkKey</b> Pre-Identification of Students for preprinted barcode labels by 5:00 p.m., February 14, 2025                                    |
| 14 | <b>SAT, PSAT, PSAT 8/9 for Grades 8 &amp; 9</b> Pre-Identification of Students, by 5:00 p.m., February 14, 2025   |
| 14 | <b>M-STEP, MI-Access</b> Initial Material Order Window, by 5:00 p.m., February 14, 2025   |
| 14 | <b>ACT WorkKeys</b> Initial Material Order Window for Window 1 and Window 2 (Standard Time and Accommodations), by 5:00 p.m., February 14, 2025                       |
| 18 | <b>SAT, PSAT 10, PSAT 8/9 for Grades 8 &amp; 9</b> Request College Board approved accommodations and State Allowed Accommodations in SSD Online, by February 18, 2025 |
| 21 | <b>M-STEP</b> Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal, by May 16, 2025           |
| 21 | <b>M-ACCESS</b> Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal, by May 23, 2025         |

## MARCH 2025

|    |   |
|----|---|
| 28 | <b>WIDA ACCESS</b> Additional Material Order Window in WIDA AMS. Ends: March 28, 2025 |
|----|---|

## APRIL 2025

|    |   |
|----|---|
| 04 | <b>WIDA ACCESS</b> for ELLs/WIDA Alternate ACCESS for ELLs Test Window. Ends: April 4, 2025 |
|----|---|

# REMINDERS

## 2025 MICHIGAN SCHOOL TESTING CONFERENCE IS FEBRUARY 11-13 IN ANN ARBOR

The 2025 Michigan School Testing Conference (MSTC) will be held in person on February 11-13, 2025, at the Ann Arbor Sheraton Hotel. The annual MSTC consists of one day of workshops and two days of keynote and clinic sessions.

On Tuesday, February 11, from 9:00 a.m. to noon and 1:00 to 4:00 p.m., nine workshops will be offered; these will consist of:

- eight half-day workshops, and
- one full-day workshop

The MSTC conference will take place on Wednesday, February 12, 2025, 9:00 a.m. to 6 p.m., and on Thursday, February 13, 2025, 9:30 a.m. to 4:15 p.m. There will be 37 clinic sessions and three keynote presentations offered:

- **Wednesday, February 12, morning session** – Margaret Heritage, Caroline Wiley, and Kristy Walters (Researchers and Practitioners in the Formative Assessment Process)
- **Wednesday, February 12, plated lunch session** – Andy Middlestead (Director, Michigan Department of Education Office of Educational Assessment and Accountability)
- **Thursday, February 13, morning session** – Randy Bennett (Norman O. Frederiksen Chair in Assessment Innovation, ETS Research Institute)

By attending the 2025 Michigan School Testing Conference, you'll be better prepared for state assessments in the spring. Plus, you'll deepen your understanding of quality assessments. Don't miss out on the early-bird registration discount!

Register for the 2025 Michigan School Testing Conference and reserve a hotel room using the links to the right.

[View the full conference details and registration here](https://gomasa.org/events/2025-michigan-school-testing-conference)

(<https://gomasa.org/events/2025-michigan-school-testing-conference>)

[The conference hotel room block can be accessed here](https://bit.ly/3WEJT2N)

(<https://bit.ly/3WEJT2N>)

# OEAA ABBREVIATIONS

A rotating list of OEAA abbreviations frequently used in Spotlight

| Acronym | Name   | Acronym | Name                                     |
|---------|--|---------|--|
| DRC     | Data Recognition Corporation                         | MME     | Michigan Merit Exam                      |
| ELMBA   | Early Literacy and Mathematics Benchmark Assessments | MSTC    | Michigan School Testing Conference       |
| EEM     | Educational Entity Master                            | SDMS    | State Data Management System             |
| LID     | List of Important Dates                              | SISS    | State Implementation Support Specialists |
|         |  | SSD     | Services for Students with Disabilities  |

## OEAA PHONE TREE OPTIONS

**Option 1** - For inquiries related to state assessment policy; the OEAA Secure Site; administration of the M-STEP, MI-Access, Early Literacy and Mathematics; and Accountability Reporting

**Option 2** - For inquiries related to the SAT, PSAT, or WorkKeys testing:

Option 1 - eligibility to test and the OEAA Secure Site

Option 2 - administration of the College Board assessments (PSAT 8/9, PSAT 10, SAT)

Option 3 - administration of the WorkKeys work skills test

**Option 3** - For inquiries related to WIDA, the English Language Learner assessment; Call 866-276-7735 for assistance with the WIDA Screener and the WIDA Secure Portal

**Option 4** - For all other calls

**Option 5** - To report known unethical testing practices by a school on any state assessment

**Option 6** - To repeat these options



### Questions or Comments?

Contact MDE at:

**Mail:** 608 W. Allegan St., PO Box 30008, Lansing, Michigan 48915

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

**Accountability Questions:** [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)

**Phone Assistance:** 877-560-8378

**Website:** [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa)