



SPOTLIGHT

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DaVinci Primary Academy students celebrated the first day of fall by collecting and examining leaves. The lesson concluded with hands-on learning as students played in leaf piles! Photo Credit: Lana Broughman, Director of Media and Public Relations



Enjoying this newsletter?
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Spotlight.

Share Your Favorite School Photo!

This is your chance to showcase your school or district. Follow these guidelines to send us your photo: 1.) Ensure permission has been given to use the photo/subjects (per your school/district policies) 2.) Provide a 180-character (max) caption for your photo 3.) Provide a photo credit. No photographer name? We will credit the school/district. Email your photo, caption, and photo credit to mde-oeaa@michigan.gov.



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NEWS INFO

M-STEP List of Important Dates PDF Now Available








The [Spring 2025 M-STEP List of Important Dates PDF document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/M-STEP_List_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/M-STEP_List_of_Important_Dates.pdf) has been made available by the [Office of Educational Assessment and Accountability on the Assessment Calendars page](https://www.michigan.gov/mde-assessmentcalendar) (www.michigan.gov/mde-assessmentcalendar).

The list includes key test administration dates, including tasks to be completed before, during, and after the 2025 M-STEP administration.

Lists of important dates in other formats (Google Calendar, Excel Spreadsheet) and for other assessment programs (MI-Access, SAT, PSAT, ACT WorkKeys) will be available soon. Watch the Spotlight for details.

Icon Key

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

COLLEGE BOARD INFO

State-Allowed Accommodations

The window for submitting State-Allowed Accommodations (SAAs) is now open; please note that SAAs are applicable only to spring testing and do not apply to fall tests.

Online Waiver Requests for SAT with Essay and PSAT-Related Assessments



Requests for waivers from online testing for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 can be submitted by authorized users in the OEAA Secure Site between Monday, October 7, and Friday, November 15, 2024.

See the [Spotlight newsletter - September 26 issue](https://bit.ly/4esTa04) (https://bit.ly/4esTa04) for details regarding online waiver categories and guidelines for approved waivers.

Spring 2025 College Board Webinars for Michigan Educators



College Board has scheduled a series of webinars to support the Michigan Department of Education's Spring 2025 implementation of SAT with Essay, PSAT 10, and PSAT 8/9. Requests for each [webinar and registration link](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Spring-2025-Webinars.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Spring-2025-Webinars.pdf) here or on this week's [Spotlight Training page](#).

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

ACT WORKKEYS INFO

ACT WorkKeys Customer Support Team

Email: workkeys@act.org

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

Email to Accommodations Questions:

ACTStateAccoms@act.org

Overview of the ACT WorkKeys Assessments

Even though the Spring 2025 administration of the ACT WorkKeys assessment is many months away, you can begin preparing now through an understanding of what the WorkKeys assessments are and how to prepare your students to take them.

The ACT WorkKeys assessment consists of three tests that measure real-world skills employers consider critical to job success and that increase career opportunities for students who do well on the assessments. The tests are:

- **Applied Math** — measures critical thinking, mathematical reasoning, and problem-solving techniques for actual situations in today's workplace
- **Graphic Literacy** — measures skills needed to locate, synthesize, and use information from charts, graphs, diagrams, and other materials
- **Workplace Documents** — measures skills needed to read and use written text such as memos, letters, directions, bulletins, and policies

How a student performs on the three WorkKeys tests determines their eligibility to earn an ACT® WorkKeys® National Career Readiness Certificate® (NCRC). To earn a certificate, students must receive a level score of at least 3 of 7 on each test.

Certificates are awarded at four levels:

- **Bronze** — requires a minimum level score of 3 of 7 on all three tests
- **Silver** — requires a minimum level score of 4 of 7 on all three tests
- **Gold** — requires a minimum level score of 5 of 7 on all three tests
- **Platinum** — requires a minimum level score of 6 of 7 on all three tests

Students who complete the Spanish-language versions of the assessments are eligible for an NCRC en Español.

Students who earn an NCRC can activate and print the certificate at no charge at <http://www.myworkkeys.com> once they receive their paper scores.

For more detailed information about the WorkKeys assessments, understanding scores, and the value of the NCRCs, go to [WorkKeys Assessments](https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html) (<https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html>).

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Spring 2025 Test Dates

The spring 2025 test dates are:

- **Test Window 1:** Standard Time: March 27, 2025
Accommodations: March 27 – April 9, 2025
- **Test Window 2:** Standard Time: April 10, 2025
Accommodations: April 10 – 23, 2025
- **Test Window 3:** Standard Time: April 24, 2025
Accommodations: April 24 – 30, 2025

Schools may select either Test Window 1 or Test Window 2 for initial testing, then use Test Window 3 for all makeup testing. More information will be provided in future Spotlight newsletters.

Standard Time Testing

Students who require no special test forms or English learner (EL) supports will test using a standard time form. Each standard time English assessment is 55 minutes, and each standard time Spanish assessment is 70 minutes.

Accommodations Testing

Students with disabilities and/or those identified as ELs can test using accommodations and/or accessibility supports that are not intended to help the students academically during testing, but instead make interaction and communication possible and fair for every student.

The test coordinator should work with a student's Individualized Education Program or 504 team, as well as with the student's EL educators, to determine which students qualify for ACT-allowed accommodations and supports. Students who will use accommodations and/or accessibility supports during testing must have prior experience using these tools in their regular learning. The test coordinator must retain documentation verifying that the use of an accommodation/accessibility support matches an identified need and is effective for the individual.

The accommodations forms available in English are:

- extended time (time-and-a-half, double time, triple time, and multi-day testing)
- large type
- prerecorded audio (via a secure URL)
- UEB Braille
- reader script

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The accommodations forms available in Spanish are:

- standard time
- extended time (time-and-a-half, double time, triple time, and multi-day testing)
- large type
- American Spanish Braille
- prerecorded audio (via a secure URL)
- reader script

For guidelines on identifying students who might benefit from taking the tests in Spanish, refer to the [MDE Supports and Accommodations Guidance Document](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf) (https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf).

A prerecorded audio form for Arabic-speaking students is available via a secure URL.

ACT also offers printed translated test directions in Arabic, Chinese Simplified, Chinese Traditional, French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese languages. The [WorkKeys-Translated Test Directions for English Learners](https://www.act.org/stateanddistrict/michigan) (<https://www.act.org/stateanddistrict/michigan>) is available on the ACT state testing website, on the **WorkKeys on Paper** page under **Step 3: Accommodation**.

The accommodations forms and the Arabic-language prerecorded audio must be ordered through the Office of Educational Assessment and Accountability's [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), from **January 6 through February 14, 2025**. Additional information about ordering test materials will be provided in a future Spotlight newsletter.

Students may also benefit by testing with accessibility supports; these include:

- individual testing
- testing in small groups
- testing with interpreters, readers, or transcribers
- seating at the front of the room
- using a left-handed desk
- use of an ACT-approved word-to-word bilingual dictionary without definitions
- locally provided verbal translation of test directions

Examples of ineligible modifications – those that change what the tests measure and will result in non-reportable scores to schools and students – include:

- use of dictionaries with word definitions
- use of any word-to-word dictionary not approved by ACT – refer to the [ACT-Autho-
rized Bilingual Word-to-Word Dictionaries List](https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf) (<https://www.act.org/content/dam/act/unsecured/documents/ACT-ApprovedBilingualDictionariesList.pdf>)

For more detailed information about ACT's accommodations, supports, and policies, refer to the [ACT WorkKeys Administration Manual – Accommodations Paper](https://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf) (<https://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf>) posted on the [ACT state testing website](https://www.act.org/stateanddistrict/michigan) (<https://www.act.org/stateanddistrict/michigan>), on the **WorkKeys on Paper** page under **Step 5: Administration**. For information on MDE's policies regarding accommodations and designated supports refer to the [MDE Supports and Accommodations Guidance Document](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf) (https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf).

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Student Preparation – Go for Platinum!

Encourage your students to get an understanding of the types of questions they will see on WorkKeys assessment, since this assessment is different than other types of exams. Students and teachers can access [free practice questions](https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html) (https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html) from all three tests, ranging from easier content (Level 3) to the most difficult (Level 7). Teachers and students may use these practice questions in the classroom as “Questions of the Day” or as warm-up activities in the weeks leading up to test day.

Students can also create a WorkKeys user account and take [free full-length online practice tests](https://testregistration.org/rsp/Login.do?event=go&-realm=20770563) (https://testregistration.org/rsp/Login.do?event=go&-realm=20770563). This allows students to pace themselves in real-time test scenarios and receive scores indicating how they would perform on the WorkKeys tests.

WorkKeys Test Coordinators can share the brochure [How WorkKeys Assessments Can Work For You](https://www.act.org/content/dam/act/unsecured/documents/How-WorkKeys-Assessment-Can-Work-For-You-Brochure.pdf) (https://www.act.org/content/dam/act/unsecured/documents/How-WorkKeys-Assessment-Can-Work-For-You-Brochure.pdf) with their students, to increase their understanding of how to achieve an NCRC and how to use it after graduation.

More information about administering the WorkKeys assessment will be included in future Spotlight newsletters.

TRAINING

College Board Webinar: District Test Coordinator Orientation

- Thursday, November 7, 2024, 10:00 - 11:15 a.m.
- For District Test Coordinators
- [Register here](https://bit.ly/3B7QI09) (https://bit.ly/3B7QI09)

College Board Webinar: School Test Coordinator, Part 1

- Tuesday, December 3, 2024, 10:00 - 11:30 a.m.
- For Test Coordinators
- [Register here](https://bit.ly/3zxYSOP) (https://bit.ly/3zxYSOP)

College Board Webinar: Services for Students with Disabilities (SSD) Training for the Visually Impaired

- Thursday, December 5, 2024, 3:00 - 4:00 p.m.
- For SSD Coordinators, Teachers of Visual Instruction
- [Register here](https://bit.ly/3NOzMvf) (https://bit.ly/3NOzMvf)

College Board Webinar: Services for Students with Disabilities (SSD) & Accommodations

- Wednesday, January 15, 2025, 1:00 - 3:00 p.m.
- For SSD Coordinators, School Test Coordinators
- [Register here](https://bit.ly/4ecfwD0) (https://bit.ly/4ecfwD0)

College Board Webinar: Technical Readiness

- Thursday, January 23, 2025, 10:00 - 11:15 a.m.
- For Technology Coordinators, School Test Coordinators
- [Register here](https://bit.ly/3MStUUG) (https://bit.ly/3MStUUG)

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)

IMPORTANT DATES

OCTOBER 2024

25

ELMBA Test Administration Window open through October 25, 2024

NOVEMBER 2024

15

Online Testing Waiver Request Window open October 7 through November 15, 2024

OEAA ABBREVIATIONS

A rotating list of OEAA abbreviations frequently used in Spotlight

Acronym	Name	Acronym	Name
ELL	English Language Learner	SSD	Services to Students with Disabilities
EL	English Learner	TTS	Text to Speech

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

Accountability Questions: mde-accountability@michigan.gov

Phone Assistance: 877-560-8378

Website: www.michigan.gov/oeaa