



SPOTLIGHT

NEWS

COLLEGE
BOARDACT
WORKKEYSASSESSMENT
LITERACY

TRAINING

IMPORTANT
DATES

REMINDERS

CONTACT
US

At West Michigan Aviation Academy, students soar to new heights! With a focus on aviation and STEM, we empower future leaders through experiential learning and the chance to earn a private pilot's license! Photo credit: LakeFX Photography



Enjoying this newsletter?
Click [here](#) to subscribe to the
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.



TABLE OF CONTENTS

NEWS INFO.....2

COLLEGE BOARD INFO.....5

ACT WORKKEYS INFO7

TRAINING10

IMPORTANT DATES.....11

REMINDERS12

OEAA ABBREVIATIONS.....13

OEAA PHONE TREE OPTIONS13

NEWS INFO

DRC INSIGHT Technology Readiness Training for Technology Coordinators

The online Winter/Spring 2025 Data Recognition Corporation (DRC) INSIGHT Technology Readiness Training for Technology Coordinators will be held on Wednesday, December 4, 2024, 10:00 – 11:00 a.m. ET.

Click on the link below to join the webinar:

- Microsoft Teams** [Need help?](#)
[Join the meeting now](#)
Meeting ID: 251 003 601 295
Passcode: ZjJrRB
Dial in by phone: +1 612-704-8944,
 756836244#
 United States, Minneapolis
[Find a local number](#)
Phone conference ID: 756 836 244#

This training session is targeted for both new and returning Technology Coordinators and focuses on important activities related to overall testing readiness. The session will include answers to the top 18 most commonly asked questions received by DRC Customer Service regarding site technology readiness.

Icon Key

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

NEWS INFO

Specific topics to be addressed:

- Path to Successful Testing
- DRC INSIGHT Solution Review
- Overseeing the DRC INSIGHT Solution
- Troubleshooting and Support
- Other Frequently Asked Questions
- Preparing Testing Devices
- Managing COS Configurations
- Network Readiness
- Student Readiness
- Administration Readiness

This training session complements the DRC INSIGHT Technology Coordinator Setup and Installation Training that took place on Wednesday, July 31, 2024; click here to view that session:

- [Recording Link](https://www.loom.com/share/ff5078a414114080a2a209127e8fab-4d?sid=c25f0ed8-78d7-4c56-bfd1-f73723e5ec4) (<https://www.loom.com/share/ff5078a414114080a2a209127e8fab-4d?sid=c25f0ed8-78d7-4c56-bfd1-f73723e5ec4>)
- A copy of the [PowerPoint slides](https://drive.google.com/file/d/1QUluWUf5eCrnT7OokhtH-nB6atkKD4i3K/view?usp=drive_link) (https://drive.google.com/file/d/1QUluWUf5eCrnT7OokhtH-nB6atkKD4i3K/view?usp=drive_link) used in the presentation has been posted separately in the DRC INSIGHT Portal under **Documents > Training Presentations** and **FAQs**

These training sessions are important for both new and returning Technology Coordinators, as they cover a wide range of assessment technology topics.

All Technology Coordinators are encouraged to attend the December 4 session, and to participate in the live Q&A sessions, both during and after the training. For the benefit of TCs unable to attend the live session, a recording of the training will be available on the DRC INSIGHT Portal beginning on December 5, 2024.

2024 WIDA Test Coordinator of the Year Award

The Office of Educational Assessment and Accountability is pleased to announce Liz Sirman of Ypsilanti Community Schools as this year's recipient of the WIDA Test Coordinator of the Year Award. This prestigious



award recognizes individuals who go above and beyond in their efforts to support multilingual learners and ensure a smooth and effective test administration.

Liz Sirman has demonstrated exceptional leadership, organization, and a deep commitment to the success of students and teachers alike. Her efforts have made a significant impact in and beyond the Ypsilanti Community Schools district, contributing to the broader mission of ensuring equitable access to quality education for all learners. Liz has consistently shown a dedication to managing WIDA testing processes with precision and care. Her work has enhanced the ability of students to demonstrate their language proficiency and enabled teachers to receive the data they need to best support their students.

It is due to her tireless dedication that Liz was selected from an impressive pool of candidates for the 2024 WIDA Test Coordinator of the Year Award. Please join us in congratulating Liz on this well-deserved recognition.

NEWS INFO

2025 Michigan School Testing Conference is February 11-13

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 am to noon and 1:00 to 4:00 pm, 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 early for the 2025 Michigan School Testing Conference to take advantage of these discounted fees.

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

A special hotel room rate at the conference hotel is being offered. [The room block can be accessed here](#)
(<https://www.marriott.com/event-reservations/reservation-link.mi?id=1684764352878&key=GRP&app=resvlink>)

COLLEGE BOARD INFO

Intent to Test Window Opens Monday

The Intent to Test window for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 will open this Monday, October 28, 2024, and will close on November 20, 2024. During this period, schools that did not meet the auto-establishment rules can indicate their intent to participate in the required Spring 2025 administrations.

Auto-Establishment Criteria

Public Schools: Public schools will be automatically established for assessments if:

- they **administered PSAT/SAT tests to at least five students** over the past two years
- they have selected the "**Actual Grade(s)**" in Michigan's [Educational Entity Master \(EEM\)](https://michigan.gov/eem) (<https://michigan.gov/eem>) that align with the assessments being administered

- all school contact information in the EEM is accurate and up-to-date for the primary building contact, school test coordinator, backup school test coordinator, Services to Students with Disabilities (SSD) Coordinator, and building-level technology director. To update contacts in EEM, contact your district authorized user.

- **Note:** Last year, the PSAT 9/10 Backup Test Coordinator position and the 9/10 SSD Coordinator position were combined in the EEM as one position. For Spring 2025, these positions have been separated, so your school may have to assign different individuals to each role.

Nonpublic Schools: All nonpublic schools must indicate their intent to participate each school year by responding to the Intent to Test email they will receive on October 28, 2024.

- A nonpublic school that administers the SAT with Essay must also administer all parts of the Michigan Merit Examination, which includes the ACT WorkKeys and M-STEP assessments. Nonpublic schools that administer the PSAT 8/9 for grade 8 must also administer the M-STEP. Contact information for nonpublic schools must also be accurate in EEM. To make updates, email nonpublicschools@michigan.gov.

Starting on November 11, each school's participation status will be updated in the Office of Education's Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (<http://www.michigan.gov/oeaa-secure>). The sooner a school indicates its intent, the sooner confirmation in the OEAA Secure Site will be available. If your school's establishment is not correct in the Secure Site as of **December 13, 2024**, reach out to College Board by phone at 866-870-3127 or by email to michiganadministratorsupport@collegeboard.org.

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

COLLEGE BOARD INFO

Off-Site Testing for Spring 2025: Request Process and Deadlines

Most schools participating in the Spring 2025 Michigan-provided assessments will use their schools as the test location. However, if you need more space, or if (for example) your school is a virtual school, you must submit [College Board's Off-Site Request Form](https://www.sat.org/offsite-request) (<https://www.sat.org/offsite-request>) to test off-site.

College Board's Off-Site Request Form will become available on **Friday, November 1, 2024**, and must be completed no later than **Friday, February 28, 2025**. The request can be assumed to be automatically approved unless otherwise communicated by College Board.

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 now be submitted by authorized users in the Office of Educational Assessment and Accountability Secure Site through **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.

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

Upcoming Manage Participation

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full MME, which consists of the ACT WorkKeys, the SAT, and the M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components, they are expected to administer all three components to their students.

Each school's WorkKeys Test Coordinator must indicate their school's participation status—either Participating or Not Participating—in [PearsonAccess^{next}](https://testadmin.act.org/) (<https://testadmin.act.org/>) during the Manage Participation window, **November 4 – December 6, 2024**, regardless of previous participation. The process will take approximately five minutes. All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

If your school will participate in the WorkKeys assessments in Spring 2025, you must also select the week in which you prefer to receive test materials. Be sure to select a week your school will be in-session and not during spring break.

Schools may select either Test Window 1 or Test Window 2 for initial testing. The Spring 2025 options are:

ACT WorkKeys Test Window 1

Standard Time: **March 27, 2025**

Accommodations: **March 27 – April 9, 2025**

- Delivery of test materials either the week of March 3 or the week of March 10

ACT WorkKeys Test Window 2

Standard Time: **April 10, 2025**

Accommodations: **April 10 – 23, 2025**

- Delivery of test materials either the week of March 17 or the week of March 24

Note: Manage Participation must be completed at the individual school level, not at the district level. District Assessment Coordinators are to ensure that all schools within the district have completed the Manage Participation process, even if they are not testing.

Information about completing the Manage Participation process will be emailed during the week of October 28, 2024, to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem).

ACT will email the PearsonAccess^{next} login information only to the WorkKeys Test Coordinators and District Assessment Coordinators listed in the EEM, for both public and nonpublic schools. **Note:** If your District Test Coordinator does not receive this email by November 8, 2024, contact ACT by email workkeys@act.org or phone 800-967-5539.

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:

ACTState.Accommodations@act.org

How to Submit Your ACT WorkKeys Participation Information

1. Log in to [PearsonAccess^{next}](https://testadmin.act.org/) (<https://testadmin.act.org/>)
2. Under **SETUP**, select **Organizations**
3. Check the box(es) beside the school(s) you wish to update
4. Open the drop-down menu on the **Start** button and chose **Test Administration**
5. Complete the following Manage Participation information:
 - a.) If your school will participate, complete the Test Date & Materials Receipt Selection section:
 - Paper Standard Time Test Date – choose either March 27 or April 10, 2025
 - Paper Accommodations Test Window Start Date – choose the same date as the Paper Standard Time Test Date

Test Date & Materials Receipt Selection

If your school is NOT testing, scroll down and complete the Not Testing section.

Paper Standard Time Test Date

March 27, 2025
April 10, 2025
Not Applicable/Online Testing

Click Save to submit

- Materials Receipt Week – select from two possible material receipt weeks:
 - Test Window 1: March 3 or March 10, 2025
 - Test Window 2: March 17 or March 24, 2025
 - Be sure to select a week your school will be in-session and not during spring break.

Test Date & Materials Receipt Selection

If your school is NOT testing, scroll down and complete the Not Testing section.

Paper Standard Time Test Date

Paper Accommodations Test Window Start Date

Materials Receipt Week

March 3, 2025
March 10, 2025
March 17, 2025
March 24, 2025

Click Save to submit and verify your contact information is correct. If information is incorrect, refer to the PearsonAccess™ User Guide for resolution.

ACT WORKKEYS INFO

ACT WorkKeys Customer Support Team

Email: actworkkeys@act.org

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

Email to Accommodations Questions:

act@act.org

b.) If your school will not participate, complete the Not Testing section:

- Reason for Not Testing – select the appropriate option for your school from the drop-down list or choose Other and then complete the Other Reason for Not Testing text box.

Not Testing

If you complete this section you will NOT receive any testing materials.

Reason for Not Testing

Other ▼

Note: If your reason is not in the dropdown, select 'Other' and provide a reason below.

Other Reason for Not Testing

Free form text box for reason that is not included in the drop-down list above

Click Save to submit

c.) Click **Save. Repeat step 5 for each school name listed on the left**

6. Log out of PearsonAccess^{next}

Schools that have completed the Manage Participation process are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District Assessment Coordinators are to ensure that all schools within the district have completed the Manage Participation process, even if they are not testing, by reviewing the Test Center Participation page on the [OEAA Secure Site](http://www.michigan.gov/oeea-secure) (www.michigan.gov/oeea-secure) under the Assessment Registration drop-down menu.

Deadline: You must submit your participation information by **Friday, December 6, 2024**. If you miss this deadline, you will receive periodic past-due reminders.

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)

Online WIDA ACCESS for ELLs (Grades 1-12)

- Tuesday, November 19, 2024, 9:30 - 11:00 a.m.
- [Registration Link](https://bit.ly/488kFK3) (https://bit.ly/488kFK3)

WIDA Alternate ACCESS for ELLs (K-12)

- Thursday, November 21, 2024, 9:30 - 11:00 a.m.
- [Registration Link](https://bit.ly/488kFK3) (https://bit.ly/488kFK3)

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)

Winter/Spring 2024 Data Readiness Corporation (DRC) INSIGHT Technology Readiness Webinar for Technology Coordinators

- Wednesday, December 4, 2024
10:00 – 11:00 a.m. ET
- Click on the link below to join the webinar:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 251 003 601 295

Passcode: ZjJrRB

Dial in by phone: +1 612-704-8944, 756836244#

United States, Minneapolis

[Find a local number](#)

Phone conference ID: 756 836 244#

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/3N0zMvf) (https://bit.ly/3N0zMvf)

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**

28

SAT with Essay, PSAT 10, PSAT 8/9 Intent to Participate Test Window open through **November 20, 2024**. Schools that did not meet the auto-establishment rules can indicate their intent to participate in the required Spring 2025 administrations.

NOVEMBER 2024

04

ACT WorkKeys Manage Participation Window open through **December 6, 2024**. Each school's WorkKeys Test Coordinator must indicate their school's participation status for Spring 2025 administrations.

15

Online Testing Waiver Request Window open through **November 15, 2024**. Requests for the online waiver for the Spring 2025 M-STEP, MI-Access Functional Independence (FI), SAT with Essay, PSAT 8/9, PSAT 10, and WIDA ACCESS for ELLs assessments. Requests must be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

REMINDERS

Preparing for Michigan School Index Reports and Accountability Datafiles

Later this fall, the Michigan Department of Education (MDE) will be making Michigan School Index reports and accountability datafiles available for 2024-25 school year results. Before results are released publicly, authorized users of [MI School Data](https://www.mischool-data.org) (<https://www.mischool-data.org>) will be afforded a preview window to access School Index reports and to download accountability datafiles. To preview results, users will have to be able to log into MI School Data and possess an appropriate access level. It is highly recommended that school and district staff wishing to access upcoming school index reports or download accountability datafiles verify or obtain appropriate access to MI School Data now, to ensure access issues are not encountered during the preview window.



Information on how to access school index reports and accountability datafiles on MI School Data can be found in the [Accountability Access and Preview Instructions](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability_Access_and_Preview_Instructions.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability_Access_and_Preview_Instructions.pdf). This includes help on obtaining appropriate access to MI School Data for users who do not already have such privileges.

Additionally, informational guides and other helpful resources for the upcoming 2023-24 school year accountability results will be posted as they become available at: <https://www.michigan.gov/mde-schoolindex>.

OEAA ABBREVIATIONS

A rotating list of OEAA abbreviations frequently used in Spotlight

Acronym	Name	Acronym	Name
EEM	Educational Entity Master	MSTC	Michigan School Testing Conference
LID	List of Important Dates	SSD	Services to 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

Accountability Questions: mde-accountability@michigan.gov

Phone Assistance: 877-560-8378

Website: www.michigan.gov/oeaa