SPOTELIGHT

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Celebrating our October Kings and Queens of Attendance! These dedicated KIPP-sters achieved perfect attendance with no tardies. Champions of showing up and shining bright! #AttendanceMatters Photo Credit: KIPP Detroit Imani Academy

MICHIGAN
Department of **Education**

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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.

DIVISION OF ASSESSMENT, SCHOOL IMPROVEMENT, AND SYSTEMS SUPPORT

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NEWS INFO

IMPORTANT: How to Access the OEAA Secure Site

On November 7, 2024, the Office of Educational Assessment and Accountability (OEAA) switched from Michigan Education Information System (MEIS) to MiLogin for Business to provide users with access to the OEAA Secure Site.

To access the OEAA Secure Site through MiLogin for Business on or after November 7, users will complete these steps:

1. Go to MiLogin for Business (https://milog-intp.michigan.gov/eai/tplogin/authenticate).
   Note: Users should bookmark this page on their systems, as this is how the OEAA Secure Site will be accessed.
   a. If you have already created a MiLogin for Business account, log in with your User ID and the password you created.
   b. If you have not already created a MiLogin for Business account, select the Create an Account button on the sign-in page.
2. Once logged in, go to **Discover Online Services** at the top-right and click on **Find Services**.
3. From the Filter by Departments listing, select **Michigan Department of Education (MDE)**.
4. From the list of available online services, select **Office of Educational Assessment and Accountability (OEAA) Secure Site**.

NEWS INFO

5. Read the Terms & Conditions, select the **I agree to the Terms & Conditions checkbox**, and click the **Request Service** button.

6. When presented with the message, "Your request is being processed", click the **Continue** button.
   You will be notified via email when access to the OEAA Secure Site service is granted.

7. Logout of MiLogin by selecting the **down arrow** next to your name in the upper right-hand corner and select **Logout**.

After receiving the email that you have been granted access to the Secure Site:

1. Log back into MiLogin. On your MiLogin home screen you should see the new system added to your list of MDE systems selections.
   Note: MiLogin can react differently with different browsers. If you logged out and logged back in and do not see the OEAA Secure Site link option, close all browser windows and tabs before logging back in to MiLogin.

2. Click on the Office of Educational Assessment and Accountability (OEAA) Secure Site link to launch the Secure Site service.

   a. If you had access to the OEAA Secure Site previously AND have successfully linked your MEIS account with your MiLogin for Business account by November 6, 2024, you will be logged into the OEAA Secure Site with all your prior access retained.

   b. If you are a new user who did not previously have access to the OEAA Secure Site, or if you were not able to link your existing MEIS account for the OEAA Secure Site and your MiLogin for Business account, you will need to complete the form on the Request Access page to get the access you need.

Once you are logged into the OEAA Secure Site through MiLogin for Business, you will see no change to the appearance or functionality of the site.

Use these links to see full directions with screenshots:

- If you have not yet created a MiLogin for Business, go to Creating a MiLogin for Business and Requesting access to the OEAA Secure Site (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Accessing-OEAA-Secure-Site-through-MiLogin-for-Business.pdf)

- If you already have a MiLogin for Business, go Requesting Access to OEAA Secure Site through MiLearn for Business (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Accessing-OEAA-Secure-Site-through-MiLogin-for-Business.pdf)

NEWS INFO

Available Nov 8: Spring 2025 Michigan Merit Exam, PSAT in High School, and Grade 8 Test Administration Training, Part 1

The Spring 2025 **Michigan Merit Exam (MME) and PSAT in High School Test Administration Training, Part 1** and the **Grade 8 Test Administration Training, Part 1** will be available Friday, Noember 8 on the Michigan Department of Education [MME, PSAT, Grade 8 Test Administration Training web 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).

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, Part 1:
· MME and PSAT Test Administration Training Introduction
· College Board Test Administration Training
· ACT WorkKeys Test Administration Training
· M-STEP Grade 8 and Grade 11 Test Administration Training, Part 1
· Assessment Security
· Supports and Accommodations
· OEAA Secure Site Tasks

Grade 8 Test Administration Training, Part 1:
· Grade 8 Test Administration Training Introduction
· College Board Grade 8 Test Administration Training
· M-STEP Grade 8 and Grade 11 Test Administration Training Part 1
· Assessment Security
· Supports and Accommodations
· OEAA Secure Site Tasks

Email assessment questions to the Office of Educational Assessment and Accountability (OEAA) at: mde-oeaa@michigan.gov.

ACT WorkKeys List of Important Dates Now Available

The Office of Educational Assessment and Accountability has posted the [Spring 2025 ACT WorkKeys List of Important Dates (PDF file)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/ACT_WorkKeys_list_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/ACT_WorkKeys_list_of_Important_Dates.pdf) on the [Assessment Calendars web page](www.michigan.gov/mde-assessmentcalendar) (www.michigan.gov/mde-assessmentcalendar).

Delayed: Benchmark Assessment Reporting and Funding Application

The 2024-2025 Benchmark Assessments Reporting and Funding Application has been delayed. The Office of Assessment and Accountability is reviewing due dates and apologizes for this temporary delay. Look for application information, along with the submission process, in a future issue of the Spotlight newsletter.

COLLEGE BOARD INFO

Intent to Test Window Now Open

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

See the Spotlight - October 24, issue (https://bit.ly/4f0gaE0) for additional details regarding the intent to test window.

Off-Site Testing for Spring 2025

Most schools will use their own facilities for Spring 2025 Michigan-provided assessments. However, if additional space is needed or your school is virtual, please submit College Board's Off-Site Request Form (https://www.sat.org/off-siterequest), which is now available and must be completed by **February 28, 2025**. Requests are considered approved unless you hear otherwise from 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 must be submitted by authorized users in the Office of Educational Assessment and Accountability Secure Site (https://www.michigan.gov/oeaa-secure) by **Friday, November 15, 2024**.

See the Spotlight - September 26 issue (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-hosted State of Michigan ACT WorkKeys State Testing Website

The ACT-hosted State of Michigan ACT WorkKeys State Testing website (https://www.act.org/stateanddistrict/michigan) has been updated for Spring 2025, including the Schedule of Events (https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring).

Select the **WorkKeys on Paper** tab at the top of the home page to view the Important Dates and Quick Links options, as well as the multiple ways to contact ACT and the Office of Educational Assessment and Accountability (OEAA).

The seven steps of the WorkKeys administration and their applicable resources are listed under the blue banner area. Select the number of each step to quickly access it or simply scroll down the page.

- **Step 1: Orientation** helps you become familiar with the testing program
- **Step 2: Configuration** provides links to systems, such as the PearsonAccess^next website

- **Step 3: Accommodation** explains the accommodations and accessibility supports that are available for WorkKeys
- **Step 4: Preparation** details methods of preparing for testing, including links to Facility Requirements, Training Testing Staff, Sample Questions, and Receipt/Check-in of materials
- **Step 5: Administration** provides guidance to successful test administration with links to documentation, including Test Administration Forms, Administration Manuals, and Calculator Policy
- **Step 6: Transportation** helps in the return of test materials, with links to specific portions of the applicable manuals
- **Step 7: Interpretation** provides guidance in understanding and interpreting the score reports

Many ACT WorkKeys administration materials can be accessed online using ACT's interactive publishing system. You can search for keywords, filter content, print documents, and provide feedback to ACT. The home page contains a short video providing navigation tips.

Completing Manage Participation

The deadline to complete the Manage Participation process in the PearsonAccess^next website (https://testadmin.act.org/) is **December 6, 2024**, regardless of previous participation. This process takes approximately five minutes, and step-by-step instructions are provided in the Spotlight newsletter - October 31 (page 7) (https://bit.ly/3UIIG5Q) and in the ACT WorkKeys Spring 2025 Manage Participation Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT_WorkKeys_Manage_Participation_Guide_-_Michigan.pdf) located on the MME web page (www.michigan.gov/mme).

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

For all upcoming events and deadlines, refer to the ACT WorkKeys Schedule of Events posted on the ACT-hosted State of Michigan ACT WorkKeys State Testing website (https://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.

TRAINING

School Index Q&A Session 1
- Friday, November 8, 2024, 1:00-2:00 p.m.
- [Download the event to your calendar](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Meetings/2023-24-School-Index-Update-Office-Hours-11-8-24.ics) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Meetings/2023-24-School-Index-Update-Office-Hours-11-8-24.ics)(.ics file)
- [Click here to join the meeting](https://bit.ly/4ftYsII) (https://bit.ly/4ftYsII)
- Call in (audio only): +1 248-509-0316, 979155803#

School Index Q&A Session 2
- Tuesday, November 12, 2024, 2:30-3:30 p.m.
- [Download the event to your calendar](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Meetings/2023-24-School-Index-Update-Office-Hours-11-12-24.ics) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Meetings/2023-24-School-Index-Update-Office-Hours-11-12-24.ics)(.ics file)
- [Click here to join the meeting](https://bit.ly/3UBrrCq) (https://bit.ly/3UBrrCq)
- Call in (audio only): +1 248-509-0316, 343151424#

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)

CONFERENCES

Michigan School Testing Conference

- Tuesday, February 11 through Wednesday, 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-confer-ence)
- [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

NOVEMBER 2024

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 (www.michigan.gov/oeaa-secure).
20	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.

DECEMBER 2024

06	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.

OEAA ABBREVIATIONS

A rotating list of OEAA abreviations frequently used in Spotlight

Acronym	Name	Acronym	Name
MME	Michigan Merit Exam	MSTC	Michigan School Testing Conference

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