



# SPOTLIGHT

NEWS

COLLEGE  
BOARDWIN  
LEARNINGASSESSMENT  
LITERACYTRAINING &  
CONFERENCESIMPORTANT  
DATES

REMINDERS

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US

Schools across Michigan celebrate Hanukkah, Christmas, Kwanzaa, and the Winter Solstice with festive traditions, performances and community events. Share your holiday moments to help us shine a Spotlight on your district.



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

#### We Want to See Your Best Holiday Photos!

Help us shine a Spotlight on your school or district by sharing your favorite holiday festivities, traditions, performances, and celebrations. Here's how to send us your photo:

- Make sure you have permission to share the photo (check your school/district's policy)
- Add a short caption (up to 250 characters)
- Include a photo credit (or we'll credit your school or district)
- Email everything to [MDE-OEAA@michigan.gov](mailto:MDE-OEAA@michigan.gov)

Let's celebrate the season of joy together—send us your festive photo today!



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# NEWS INFO

## Student Pre-ID for SAT, PSAT, WIN Work Readiness, M-STEP, and MI-Access

The Office of Educational Assessment and Accountability (OEAA) will pre-identify (Pre-ID) public school students (grades 3-11) for testing in the OEAA Secure Site, accessed through [MiLogin for Business](https://milog-intp.michigan.gov/eai/tplogin/authenticate) (https://milog-intp.michigan.gov/eai/tplogin/authenticate). Students will be pre-identified using the Fall 2025 Michigan Student Data System (MSDS) General Collection and Student Record Maintenance (SRM) files submitted through **December 30, 2025, at 5:00 p.m.** OEAA does not pre-identify students in non-public schools. Nonpublic schools may pre-identify students starting on January 5, 2026.

Schools are not required to submit SRMs, but these files will be used if they have been submitted. The Pre-ID Student Report will be available at **8:00 a.m. on January 5, 2026.**

### Icon Key

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

# NEWS INFO

The following students will be pre-identified for testing:

- All students in grades 3-8 and 11 will be pre-identified for M-STEP.
  - Students will be pre-IDed as online testers unless they are enrolled in a school with an approved online testing waiver. Students in approved paper/pencil schools will be pre-IDed for paper/pencil testing.
  - Individual students in schools testing online who require a paper/pencil test may be reassigned for paper/pencil testing. Refer to the document “Changing the Mode (Online, Paper/Pencil) of Testing for Students”, found in the **Pre-Identification of Students** section of the [Secure Site Training](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) web page.
  - Schools will receive paper/pencil testing materials and printed barcode labels for students pre-IDed for paper/pencil testing on the OEAA Secure Site **by 5:00 p.m. on February 13, 2026**. The Secure Site is accessed through [MiLogin for Business](https://milogintp.michigan.gov/eai/tplogin/authenticate) (https://milogintp.michigan.gov/eai/tplogin/authenticate).
  - Since participation in the MI-Access assessments is based on a student’s Individualized Education Program (IEP), schools are expected to move such students from the M-STEP assessment to the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessment, as appropriate. Refer to the article “Pre-ID for MI-Access” on [page 6](#) of this Spotlight for more information.
- All students in grades 8, 9, and 10 in established PSAT schools will be pre-identified for PSAT 8, PSAT 9, or PSAT 10 test cycles as appropriate.
  - Students will be pre-IDed as online testers unless they are enrolled in a school with an approved online testing waiver. Students in approved paper/pencil schools will be pre-IDed for paper/pencil testing.
  - Individual students in online schools who require a paper/pencil test must be submitted in the College Board’s Services for Students with Disabilities (SSD) Online system. The mode of testing for these students cannot be changed in the OEAA Secure Site.
  - If the PSAT 8/9 and PSAT 10 is not appropriate for a student based on the student’s IEP, the student should be unassigned from the assessment **by 5:00 p.m. on February 13, 2026**, to ensure the student receives the correct assessment.
  - Student barcode labels will not be used on the paper/pencil College Board tests. Follow College Board directions for correct labeling of test documents.
  - There is no alternate assessment to the PSAT 8/9 for grade 9 or PSAT 10. Students in grades 9 and 10 whose IEP indicates the PSAT is not appropriate will be exempt from testing and are to be unassigned in the OEAA Secure Site. Grade 8 students are to take the PSAT 8/9 or one of the MI-Access assessments for English language arts and mathematics, based on their IEP.
  - The PSAT 8/9 is one test that is administered to both grades 8 and 9. However, in the OEAA Secure Site, the test cycle is split into two – PSAT 8 and PSAT 9. Students must be assigned to the test cycle that matches their enrolled grade to ensure scores are not invalidated due to an Out-of-Level error.

# NEWS INFO

- All students in grade 11 and grade 12 who have not previously been included in accountability will be pre-identified for SAT and WIN Work Readiness.
  - The document pertaining to which students will take the Michigan Merit Examination – [Who Must/Can Take the MME?](http://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf) (www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME\_Eligibility.pdf) – will be updated for Spring 2026 soon.
  - Schools are to unassign students who will be taking a MI-Access assessment from the SAT test cycle **by 5:00 p.m. on February 13, 2026**. This process also applies if a student chooses not to take the WIN Work Readiness along with MI-Access Functional Independence. This will prevent additional materials being sent to the school.

The OEAA will perform a one-time pull from MSDS for pre-identification of students taking the SAT, PSAT, WIN Work Readiness, and M-STEP. **Starting January 5, 2026, it is the responsibility of the school to update the Pre-ID Student Report directly on the OEAA Secure Site** (accessed through [MiLogin for Business](https://milogintp.michigan.gov/eai/tplogin/authenticate) [https://milogintp.michigan.gov/eai/tplogin/authenticate]), by unassigning students who will not be testing and adding new students who will be testing.

Shipment of all initial standard materials for SAT with Essay, PSAT-related testing, WIN Work Readiness, M-STEP, and MI-Access, as well as barcode labels printed by assessment contractors for WIN Work Readiness and M-STEP, will be based on students who are pre-identified on the OEAA Secure Site **by February 13, 2026 at 5:00 p.m.**

To ensure your school gets the appropriate number of assessment materials, make sure your pre-identification information is accurate by 5:00 p.m. on February 13, 2026. Options and instructions for pre-identification of students can be found on the [Secure Site Training](http://www.michigan.gov/secure-sitetraining) (www.michigan.gov/secure-sitetraining) web page, in the Pre-Identification of Students section.

## Important Information for MME and PSAT 8/9 for Grade 8

New students pre-identified to the Michigan Merit Exam (MME) must be pre-IDed to each assessment (SAT, WIN Work Readiness, and M-STEP science and social studies) separately. Grade 8 students must be pre-IDed to the PSAT 8 and M-STEP or to MI-Access for social studies and science, as appropriate for the student.

Once a student is pre-identified to one of the assessments, the Mass Update Assessments page on the OEAA Secure Site – now accessed through [MiLogin for Business](https://milogintp.michigan.gov/eai/tplogin/authenticate) (https://milogintp.michigan.gov/eai/tplogin/authenticate) – can be used to easily copy them over to the other assessment(s). OEAA will pre-identify students to the required assessments, so this only applies to students pre-identified by the school or district **starting January 5, 2026**.

# NEWS INFO

## Pre-ID for MI-Access

MI-Access is Michigan's alternate assessment for students who have a significant cognitive disability, and whose IEP team has determined that general assessments, even with accommodations, are not appropriate.

Since the OEAA cannot determine which students will test using the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) – that determination is made for individual students by their IEP team – OEAA will pre-identify all students to the M-STEP assessment during the pre-ID one-time pull of information from the Michigan Student Data System. Then, **starting January 5, 2026**, districts and/or schools can begin moving students from M-STEP to the appropriate MI-Access assessment and pre-identifying any additional MI-Access students in the OEAA Secure Site, which is now accessed through [MiLogin for Business](https://milogintp.michigan.gov/eai/tplogin/authenticate) (https://milogintp.michigan.gov/eai/tplogin/authenticate).

To ensure students are not inadvertently tested in both the standard and alternate assessments, schools must unassign students taking the MI-Access testing from M-STEP. If a student is taking a mix of MI-Access and M-STEP, schools can unassign individual contents from an assessment record. This can be done for an individual student or for group of students at the same time, using the Mass Update Assessments function on the OEAA Secure Site.

Instructions to Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification can be found on the [Secure Site Training web page](http://www.michigan.gov/secure-sitetraining) (www.michigan.gov/secure-sitetraining) under **Mass Update Assessments** in the **Pre-Identification** section.

# NEWS INFO

## MI-Access Functional Independence: New Answer Document Process and Pre-ID

As schools and districts prepare for the Spring 2026 MI-Access Functional Independence (FI) assessments, please review the following important updates regarding the new answer document process for paper/pencil testing and how these changes relate to pre-identification (Pre-ID) procedures.

### New Online Answer Document Process for MI-Access FI Paper/Pencil Testers

New this year, **paper answer documents have been discontinued for all MI-Access FI content areas except English Language Arts: Expressing Ideas (ELA: EI)**. An online answer document is replacing the paper answer documents. Test administrators will transcribe the responses the students enter into their paper/pencil test booklets directly into the online answer document.

This change applies only to paper/pencil test administration. Students testing online will continue to enter their responses directly into the online platform; this process is not affected by this change.

**In another change, the Expressing Ideas (EI) answer documents are now grade-specific;** schools/districts must ensure their materials orders are at the appropriate grade levels for the students who will be testing.

### MI-Access FI ELA: EI Remains Paper-Based Administration for All Students

All students taking the EI component of the MI-Access FI English language arts (ELA) assessment will continue to use the paper answer document, regardless of whether they are testing online or on paper.

### Note:

- Schools and districts will not receive answer documents with paper materials shipments for ELA: Accessing Print and Using Language, mathematics, social studies, or science; they will continue to receive answer documents for English Language Arts: Expressing Ideas (only).
- Answer documents for MI-Access FI ELA Accessing Print, mathematics, social studies, and science will not be available for ordering. Only EI paper answer documents will be available for order and shipment through on the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

### Pre-ID Reminder

A separate article in this issue of Spotlight outlines pre-identification (pre-ID) procedures for students who will take the spring assessments. Due to the shift to online answer documents, **barcode labels will only be needed for the ELA: Expressing Ideas test**, which will continue to use grade-specific paper answer documents.

For exact dates and additional details, please refer to the Pre-ID article and the Important Dates section in this issue.

### Next Steps:

Be sure to:

- inform staff who support students testing paper/pencil there will be a new online transcription process beginning in Spring 2026
- keep using paper answer documents for ELA: Expressing Ideas for all MI-Access FI students
- check the [Pre-ID article](#) and [Important Dates](#) section of this Spotlight for Pre-ID information, including the barcode label deadlines

# NEWS INFO

## Creating & Managing Early Literacy and Mathematics Assessments Test Sessions in the DRC INSIGHT Portal

The DRC INSIGHT Portal window for the Early Literacy and Mathematics Benchmark Assessments (ELMBA) Winter 2026 administration will be open **December 12, 2025, through February 6, 2026.**

This week's Spotlight provides guidance to help you navigate key tasks in the Data Recognition Corporation (DRC) INSIGHT Portal for the ELMBA.

Please follow the required steps below to create and manage test sessions, assign student accommodations, and print student test tickets.

### 1. Log In

Go to [mi.drcdirect.com](https://www.drcdirect.com) (<https://www.drcdirect.com/all/eca-portal-v2-ui/#/login/MI>) and sign in.

### 2. Open Test Session Management

- Go to **Test Management → Manage Test Sessions.**
- Select **District, Administration (Winter 2026),** and **School.**

### 3. Create a Test Session

1. Click **Add Session.**
2. Complete required fields (Session Name, Content Area, Grade, Assessment, and so on).
3. Click **Find Students.**
4. Use **Add Selected** or **Add All** to move students into the session.
5. Click **Save.**

**Note:** Students with a “#” are already assigned to that assessment and cannot be added.

### 4. Edit Existing Sessions

- From **Manage Test Sessions,** click **Show Sessions.**
- Select the **View/Edit** icon to add or remove students.
- Click **Save.**

### 5. Check Test Session Status

- Click **Edit/Print Ticket Status** to view:
  - Ticket availability
  - Start/finish times
  - Status types: Not Started, In Progress, Completed

### 6. Print Test Tickets

To print **all tickets** for a session:

- **Manage Test Sessions → Show Sessions → Print All Tickets.**

To print **selected tickets:**

- Open **Edit/Print Ticket Status,** select students, click **Print Selected.**

Ensure all supports/accommodations are assigned before printing tickets.

For more detailed instructions, see the [DRC INSIGHT Portal User Guide](https://mi.drcdirect.com/Documents/Unsecure/Doc.aspx) (<https://mi.drcdirect.com/Documents/Unsecure/Doc.aspx>)

For support, call DRC Customer Support at 877-560-8378, option 2.

# NEWS INFO

## Required WIDA Assessment Courses and Webinars Available in WIDA Secure Portal

Educators planning to administer and/or score the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs assessments must complete the appropriate Assessment Training Courses in their [WIDA Secure Portal](https://wida.wisc.edu/login) (<https://wida.wisc.edu/login>) account.

Some educators who have completed the trainings in previous years may be required to go through the courses again. These include those who will be administering:

- the paper/pencil form of the WIDA ACCESS for ELLs assessment in grades 1-12 and s/he WIDA-Administering the Speaking domain - required to complete these courses (as appropriate):
  - Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener and/or
  - Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener
- the Kindergarten ACCESS for ELLs assessment - required to complete the Kindergarten ACCESS for ELLs: Administration and Scoring course
- the WIDA Alternate ACCESS for ELLs assessment - required to complete the Alternate ACCESS for ELLs: Administration and Scoring course

Recordings of Michigan-specific webinars that were held in November 2025 are also available in the [WIDA Secure Portal](https://wida.wisc.edu/login) (<https://wida.wisc.edu/login>). The recordings can be accessed by logging into your WIDA Secure Portal account, selecting **Webinars**, and then filtering by **Format** for **Recorded** types of webinars.

**Note:** Viewing these webinars does not substitute for completion any needed Assessment Training Courses; however, unlike the WIDA Assessment Training Courses, the webinars provide some Michigan-specific information.

### WIDA AMS Test Setup Window Opening

The Test Setup Window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs **opens on Tuesday, January 6, 2026, and closes Friday, April 3, 2026**. The Test Setup allows you to view students being assessed and to modify test sessions in the WIDA Assessment Management System, accessed through [WIDA AMS](https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/WIDA) (<https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/WIDA>). If you are administering ACCESS for ELLs online, you must make sure your students are entered in the appropriate test sessions.

Students for whom pre-identification data was submitted by December 19, 2026 will automatically be placed into generic test sessions based on grade cluster and domain; these sessions will be available for review on January 3, 2025. To view the test sessions, log into WIDA AMS, click on **Test Management** and then click on **Manage Test Sessions**. This view, which can be filtered by a specific district or school, displays the status of the test session: Not Started, In Progress, or Completed.

For detailed instructions on Test Setup, refer to the WIDA Assessment Management System (WIDA AMS) User Guide, located in [WIDA AMS](#) under **My Applications > General Information > Documents**.

Detailed information regarding the Central Office Services (COS) – including how to configure, install, manage, and troubleshoot the COS Service Devices (COS - SD) software – is found in the Technology User Guide located in [WIDA AMS](#) under **My Applications > General Information > Documents**.

# NEWS INFO

## Screening Kindergarten Students as Potentially Eligible for English Learner Services

Kindergarten students who are potentially eligible for English learner (EL) services and who have achieved a 5.0 or higher on the Listening and Speaking domains of the WIDA Screener earlier this school year must also be assessed on the Reading and Writing domains of the WIDA Screener **prior to January 31, 2026**.

At that time, kindergarten students who score below 5.0 on the WIDA Screener Reading or Writing assessment should be identified as ELs and should be reported as ELs in the Michigan Student Data System. These EL students will be required to take Spring 2025 WIDA ACCESS for ELLs.

If the additional screening is not completed by December 20, 2024 – the date on which the WIDA ACCESS for ELLs initial material ordering and pre-identification window closes – educators will still be able to order materials for students who are subsequently identified as EL; this will be done during the WIDA Assessment Management System (WIDA AMS) Additional Material Order window, which will **open on January 22, 2026**.

Additional information about screening potential EL students can be found in the [Entrance and Exit Protocol](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL_Entrance_and_Exit_Protocol.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL\\_Entrance\\_and\\_Exit\\_Protocol.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL_Entrance_and_Exit_Protocol.pdf)).

## 2025-26 Annual Education Report (AER) Coming Soon

The Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) are finalizing the data and materials for schools to use in publishing the Annual Education Report (AER). It is anticipated that 2025-26 AER reports and materials will be available later this month for preview at MISchoolDATA ([www.MISchoolData.org](http://www.MISchoolData.org)). Once these materials are available for preview, school/district users can log in to MI School Data to review their reports and download AER cover letters to begin compiling their AER report.

Please note that report information, cover letter templates, and combined report data currently located on the Annual Education Report section at MISchoolData.org have not yet been updated to reflect the materials to be used for the 2025-26 school year AERs. MDE will be providing these materials and additional AER information when the AER is available in preview.

# COLLEGE BOARD INFO

## College Board's Interactive Checklist

College Board's interactive checklist tool launched **December 1** with an initial welcome email to the School Test Coordinator as listed in the Educational Entity Master (EEM). The optional interactive checklist provides automated email reminders about required tasks for the Spring 2026 SAT Suite implementation. School Test Coordinators may also log into the interactive check list tool to delegate tasks to other members of their team.

## College Board Monthly Newsletters Have Begun

Distributed on the second Thursday of each month, this newsletter keeps district and school test coordinators up-to-date on important news related to the Spring 2026 Michigan-provided SAT Suite. Newsletters will be archived in the SAT Suite Newsletter section for SAT with Essay, PSAT 8/9, and PSAT 10 on the [www.michigan.gov/mme](http://www.michigan.gov/mme) and [www.michigan.gov/psat](http://www.michigan.gov/psat) websites.

Distribution lists are pulled from the School Test Coordinators in the EEM. It is important to keep those lists up to date to ensure the correct staff members receive communications throughout the test administration. Only the most current entry for each role is pulled for distribution lists

## Off-Site Testing Request Form

If you intend for your staff to test any student(s) enrolled in your institution at a location other than your physical address (such as a conference center, library, district office), please submit an [off-site testing form](http://www.sat.org/offsiterequest) ([www.sat.org/offsiterequest](http://www.sat.org/offsiterequest)) by March 2, 2026.

**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

## Important Dates

Item	Date(s)	Description
<b>COMING SOON!</b> School Test Coordinator, Part 1	Monday, December 8, 2025 10:00-11:30 a.m.	<a href="https://collegeboard.zoom.us/webinar/register/WN_sDUF0nX-5Ry6lMUi3ELzpnQ">Register here</a> ( <a href="https://collegeboard.zoom.us/webinar/register/WN_sDUF0nX-5Ry6lMUi3ELzpnQ">https://collegeboard.zoom.us/webinar/register/WN_sDUF0nX-5Ry6lMUi3ELzpnQ</a> )
<b>COMING SOON!</b> Comparing and Contrasting Text-to-Speech and Screen Reader Accommodations	Thursday, December 11, 2025 10:00-10:45 a.m.	<a href="https://collegeboard.zoom.us/webinar/register/WN_J-jDXdCT-SHSC1lop3zRR7g">Register here</a> ( <a href="https://collegeboard.zoom.us/webinar/register/WN_J-jDXdCT-SHSC1lop3zRR7g">https://collegeboard.zoom.us/webinar/register/WN_J-jDXdCT-SHSC1lop3zRR7g</a> )
2025-26 Training Events for School Testing Personnel	Various dates December through March	<a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-Webinars-for-MDE-Spring-Implementation.pdf">Click here</a> ( <a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-Webinars-for-MDE-Spring-Implementation.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-Webinars-for-MDE-Spring-Implementation.pdf</a> ) for webinar details, including titles, dates, intended audience, and registration links.
Services for Students with Disabilities (SSD) Accommodations Request Deadline	Wednesday, February 18, 2026	Deadline to submit all known accommodations in SSD Online, to ensure they are processed and available well in advance of testing and that new students/accommodations identified after the deadline can be prioritized.
Student Rosters Available in the State Data Management System (SDMS) and Test Day Toolkit	Wednesday, February 18, 2026	Schools can confirm the accuracy of their student roster in SDMS and begin to prepare rooms in Test Day Toolkit, assigning students and staff to those rooms, as well as access test ticket information to facilitate student readiness checks and practice tests.

## Reminder: District Test Coordinator Webinar

The District Test Coordinator Webinar was held on Thursday, November 6, 2025. This session covered updates, policies, and key dates for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9. View the [webinar recording here](#); the [presentation is available here](#).



**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)

# WIN LEARNING INFO

Need assistance with WIN Learning?

Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

Call: 877-560-8378

Select Option 2, then Option 3

## WIN Work Readiness Lists of Important Dates Updated

The WIN Work Readiness List of Important Dates have been updated to include most remaining important dates:

- [WIN Work Readiness List of Important Dates PDF](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/WIN-Work-Readiness-Assessment-List-of-Important-Dates.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/WIN-Work-Readiness-Assessment-List-of-Important-Dates.pdf>)
- [Excel Important Dates file](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/S20_Important_Dates_web.xlsx) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/S20\\_Important\\_Dates\\_web.xlsx](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/S20_Important_Dates_web.xlsx)) Date of Change

**Note:** This file includes dates for all assessments; noted updates apply only to the WIN Work Readiness assessments

Updates are recorded in the Change Logs in both documents:

Start	End	Task/Activity	Change	Date of Change
January 5, 2026	April 30, 2026	Off-Site Test Administration Request	Provided start and end dates	December 4, 2025
January 5, 2026	January 5, 2026	Initial Material Order Window <b>by 5:00 p.m.</b>	Provided start and end dates	December 4, 2025
January 8, 2026	January 8, 2026	WIN Paper-based Testing Materials Training	New row added	December 4, 2025
March 23, 2026	March 25, 2026	Materials arrive in schools — default delivery date	Provided start and end dates	December 4, 2025
March 30, 2026	April 1, 2026	Materials arrive in schools — alternate delivery date requested	New row added	December 4, 2025
April 2, 2026	April 28, 2026	Additional Material Order Window <b>closes at 12:00 p.m.</b>	Provided start and end dates	December 4, 2025
May 26, 2026	June 1, 2026	Answer Documents Received	Provided start and end dates	December 4, 2025
December 31, 2026	December 31, 2026	Last day for staff and students to log in to the WIN Career Readiness System to view or print Spring 2026 credentials*	New row added	December 4, 2025

\*This is an important new date for the WIN Work Readiness Assessment.

**December 31, 2026, is the last day staff and students will be able log into the WIN Career Readiness System (CRS) to view or print Spring 2026 credentials.** After this date, students will be able to contact WIN at [support@winlearning.com](mailto:support@winlearning.com) to request their National Work Readiness Credentials (NWRC), and educators will have access to WIN score data in the Office of Educational Assessment and Accountability Secure Site.

**Note:** Students who provide and verify their email address in the WIN CRS will receive digital credentials and can access those credentials in the digital wallet link provided via email indefinitely.

# WIN LEARNING INFO

Need assistance with WIN Learning?

Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

Call: 877-560-8378

Select Option 2, then Option 3

## WIN Work Readiness Standard Feature: Scientific Calculators

Based on feedback from the field, the WIN Work Readiness Assessments now include **a scientific calculator for all students** on the Work Ready Math assessment. This update replaces the previously available four-function calculator, providing students with better support and enhanced functionality.

### Online Testing

For students testing online, the scientific calculator is embedded in the online assessment. Students can access the calculator by clicking on the Calculator button at the top of the screen.

The screenshot shows the assessment interface. At the top, there is a 'Submit' button. Below it, the question number '1 of 9' and a timer '06:33 / 01:00:00' are displayed. The question text reads: 'Use the calculator to answer the question. After you make your selection, please click Next when you are ready to go the next practice question. Solve the equation shown.  $54,268 \times 687 =$ '. Below the question are five multiple-choice options:  54,965,  37,262,116,  78.99, and  53,581. A yellow highlight is under the second option. To the right of the question area, there are two buttons: 'Calculator' and 'Formula Sheet'. A yellow box highlights the 'Calculator' button, and a yellow arrow points from it to the calculator interface. The calculator interface is a standard scientific calculator with various function keys like MC, MR, M+, M-, Rad, %, π, +/-, (, ), CE, C, 2<sup>nd</sup>, 1/x, √, √<sup>3</sup>, ln, 7, 8, 9, +, √<sup>x</sup>, √<sup>3</sup>, √<sup>x</sup>, e, log<sub>10</sub>, 4, 5, 6, ×, sin, cos, tan, nPr, nCr, 1, 2, 3, -, sinh, cosh, tanh, x!, Rand, 0, ., =, +. To the right of the calculator is a list of items from 'Item 2' to 'Item 9'. At the bottom right, there is a 'Next' button.

### Paper Testing

Students testing on paper may use a personal or school-issued calculator for the Work Ready Math assessment, including scientific calculators.

Students also have access to a formula sheet that shows basic formulas and units of measurement to assist them with calculations throughout the assessment. Students testing online can access the formula sheet by clicking the Formula Sheet button at the top of their screen.

# WIN LEARNING INFO

Need assistance with WIN Learning?

Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

Call: 877-560-8378

Select Option 2, then Option 3

The screenshot shows a 'Math Assessment' interface. At the top right is a 'Submit' button. Below the title bar, it says '2 of 9' and '08:37 / 01:00:00'. The question text reads: 'Carla worked for seven hours on Monday, eight and a half hours on Tuesday, and eight hours on Wednesday, Thursday, and Friday. How many hours did Carla work this week?'. There are four radio button options: 35.0, 39.5, 40.0, and 41.5. A 'Resources' window is open, displaying a 'Work Ready Math Formula Sheet' with 'Units of Measurement'. The 'Distance' section lists: 1 foot = 12 inches, 1 yard = 3 feet, 1 mile = 5280 feet, 1 mile = 1.61 kilometers, 1 inch = 2.540 centimeters, 1 foot = 0.3048 meters, 1 meter = 100 centimeters, 1 meter = 1,000 millimeters, 1 kilometer = 1,000 meters, and 1 kilometer = 0.62 miles. The 'Area' section lists: 1 square foot = 144 square inches, 1 square yard = 9 square feet, and 1 acre = 43,560 square feet. A 'Calculator' button and a 'Formula Sheet' button are visible at the top right of the assessment area, with a yellow box around the 'Formula Sheet' button and an arrow pointing to it. A 'Next' button is at the bottom right of the 'Resources' window.

Students testing on paper will receive a printed version of the formula sheet in their test booklet.

More information about the WIN Work Readiness standard features and accommodations can be found on the [MME webpage](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme) (<https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme>) under the **WIN Work Readiness Assessment (Work Skills Assessment)** section.

# TRAINING & CONFERENCES

## Join Education Leaders at the 2026 Michigan School Testing Conference

February 10–12, 2026 | Ann Arbor Sheraton Hotel

The Michigan School Testing Conference (MSTC) returns February 10–12, 2026, at the Ann Arbor Sheraton Hotel! Educators, administrators, and assessment professionals from across Michigan will gather for three days of workshops, keynotes, and clinic sessions focused on effective, equitable assessment practices and preparation for spring state testing.

### Preconference Workshops

#### Tuesday, February 10

Choose from eight interactive sessions: six half-day and two full-day workshops offered from 9:00 a.m.–noon and 1:00–4:00 p.m.

### Main Conference

#### Wednesday & Thursday, February 11–12

Engage in 37 clinic sessions and hear from three inspiring keynote speakers:

- **Dr. Carla Evans**, Associate Director, The National Center for the Improvement of Educational Assessment (Wednesday morning)
- **Andy Middlestead**, Director, Michigan Department of Education, Office of Educational Assessment and Accountability (Wednesday plated lunch)
- **Dr. Steve Sirici**, Distinguished University Professor, University of Massachusetts Amherst (Thursday morning)

### Why Attend?

- Stay current with the Michigan Department of Education policies, requirements, and state testing updates.
- Strengthen your understanding of high-quality, equitable assessment practices.
- Learn instructional strategies that improve teaching and learning outcomes.
- Prepare effectively for spring state assessments.

### Registration & Hotel

- [Register for MSTC 2026](https://gomasa.org/events/2026-michigan-school-testing-conference/) (https://gomasa.org/events/2026-michigan-school-testing-conference/)
- [Reserve your room at the Ann Arbor Sheraton](https://www.marriott.com/event-reservations/reservation-link.mi?id=1757516831607&key=GRP&app=resvlink) (https://www.marriott.com/event-reservations/reservation-link.mi?id=1757516831607&key=GRP&app=resvlink)

Don't miss this opportunity to learn, connect, and collaborate with education leaders from across Michigan.

**Register early to secure your spot and take advantage of discounted early-bird rates!**

# IMPORTANT DATES

## DECEMBER 2025

Start Date	Assessment/Event	End Date
Ongoing	<b>Early Literacy and Mathematics Benchmark Assessments</b> — Pre-identification of Students in the <a href="http://www.michigan.gov/oeaa-secure">OEAA Secure Site</a> (www.michigan.gov/oeaa-secure)	Friday, February 6, 2026
Wednesday, December 10, 2025	<b>WIDA ACCESS and WIDA Alternate ACCESS</b> — Pre-Identification	Friday, April 3, 2026
Wednesday, December 10, 2025	<b>WIDA ACCESS and WIDA Alternate ACCESS</b> — Barcode Labels & Initial Material Order for Tier T (WIDA Alternate ACCESS), Braille, Enlarged Print	Friday, December 19, 2025
Wednesday, December 10, 2025	<b>WIDA</b> — Test Exception Window	Friday, January 16, 2026
Friday, December 12, 2025	<b>Early Literacy and Mathematics Benchmark Assessments</b> — DRC INSIGHT Portal available to Create/Manage Online Test Sessions	Friday, February 6, 2026

## JANUARY 2026

Start Date	Assessment/Event	End Date
Monday, January 5, 2026	<b>Early Literacy and Mathematics Benchmark Assessments</b> — Winter Test Administration Window	Friday, February 6, 2026
Monday, January 5, 2026	<b>M-STEP, MI-Access, WIN Work Readiness</b> — Pre-identification of students for preprinted barcode labels by 5:00 p.m. (paper/pencil testing)	Friday, February 13, 2026
Monday, January 5, 2026	<b>SAT, PSAT-Related</b> — Pre-identification of students by 5:00 p.m.	Friday, February 13, 2026
Monday, January 5, 2026	<b>SAT, PSAT-Related</b> — Pre-identification of late-arriving students - paper/pencil and 2-day accommodation testing by 11:59 p.m.	Friday, April 24, 2026
Monday, January 5, 2026	<b>WIN Work Readiness</b> — Pre-identification of students	Thursday, April 30, 2026

# OEAA ABBREVIATIONS

A rotating list of OEAA abbreviations frequently used in Spotlight

Acronym	Name	Acronym	Name
DRC	Data Recognition Corporation	MSDS	Michigan Student Data System
EL	English Learner	WIN CRS	WIN Career Readiness System

# OEAA PHONE TREE OPTIONS

For assistance with assessment or accountability issues, **call 877-560-8378** (select the appropriate option):

**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 WIN Work Readiness 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 WIN Work Readiness 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)