



SPOTLIGHT

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Students in Mrs. Hallandal's grade 3 class at Bath Elementary School celebrate after winning the technology department's pizza party drawing. Grades 1 through 5 classes with no Chromebook damage during the first semester were eligible. Photo credit: Robin Cook, technology director, Bath Community Schools



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Share Your School or District's Story with Spotlight!

Help us shine a Spotlight on your school or district by sharing your school/district's points of pride, programs and accomplishments.

1. Make sure you have permission to share the photo (check your school/district's policy)
2. Add a short caption (up to 250 characters)
3. Include a photo credit (or we'll credit your school or district)
4. Email everything to mde-oeaa@michigan.gov.

Let's celebrate the vibrant life and learning of Michigan schools!



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NEWS INFO



NexSys Benchmark Reporting and Funding Application Deadline is TOMORROW
Friday, January 30, 2026
 See the Spotlight newsletter - January 15 issue, page 3 for complete information
 (<https://bit.ly/3ZaRNx0>)






Early Literacy and Mathematics Benchmark Assessments Testing Window Closing Soon

The test administration window for the Winter 2026 Early Literacy and Mathematics assessment will close next week, on **Friday, February 6, 2026 at 4:00 p.m.** All Early Literacy and Mathematics Benchmark testing must be completed by the end of the instructional day on that date.



If any students are logged into the test when the window closes, they can continue testing. However, if they are logged out of the test for any reason, they will not be able to log back in after 4:00 p.m. on February 6.

Icon Key

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

NEWS INFO

Now Available: MI-Access Functional Independence Test Administration Manual

The [Spring 2026 MI-Access Functional Independence \(FI\) Test Administration Manual \(TAM\)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/S23-MI-Access-Functional-Independence-TAM.pdf)

(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/S23-MI-Access-Functional-Independence-TAM.pdf>) is now posted on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under the **What's New** and **Current Assessment Administration** sections.

There have been numerous important changes and updates to test administration procedures this year including the new online answer document. See the [Spotlight newsletter - December 4 issue](https://bit.ly/4qC03Sa) (<https://bit.ly/4qC03Sa>) for more information.

It is critical that assessment coordinators and administrators review the FI TAM and share it with appropriate assessment staff.

This manual is an essential resource for successful test administration and includes required policies and procedures for test coordinators and administrators. It provides detailed guidance for both student-facing online testing and paper/pencil versions.

The Supported Independence (SI) and Participation (P) TAM will be posted soon. Watch the Spotlight for updates.



Reminder: Alternate INSIGHT Availability Request Window is Open

The request window for Alternate INSIGHT Availability for M-STEP and MI-Access is open. Schools that need access to the INSIGHT online testing engine outside of standard testing hours (7:00 a.m. – 4:00 p.m. ET on school days) can submit requests through **March 12, 2026**.



The form is also available on the [M-STEP webpage](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) and [MI-Access page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under **What's New** and **Current Assessment Administration**.

Read the full INSIGHT availability request window announcement article in the [Spotlight newsletter - January 8 issue](https://bit.ly/3ZenVzL) (<https://bit.ly/3ZenVzL>).

NEWS INFO

Science Educators: How to Get Involved with the Science M-STEP

Science educators have multiple opportunities to participate in M-STEP assessment committees. Whether you want to review existing items for content, bias, and sensitivity; participate in the writing process; or review data from field tested items; you will work with a team of educators to ensure a high-quality science M-STEP administration. Educators can receive a stipend for their expertise, contributions, and time.

Committee	Date(s)	Committee Description
Science Content Item Review	May 27-28, 2026	Committee members review item writers' stimulus/item clusters before they are field-tested, to determine if revisions are needed to align the clusters to assess performance expectations and standards.
Bias and Sensitivity Item Review	May 29, 2026	Committee members review item writers' stimulus/item clusters for bias (presence of some characteristics of an item that could result in differential performance for two individuals of the same ability but from different subgroups) and sensitivity (content or language in an item or passage that evokes an unintentional distraction or emotional reaction from the test taker).
Item Cluster Development (Stimulus and Item Writing)	June 23-26, 2026	Educators develop clusters for the M-STEP assessments by learning how to design and write test stimuli and items to assess students' understanding of science, using the NGSS 3-Dimensions of Learning.
Science Content Data Review	July 21-22, 2026	Science content committee members are trained to understand, interpret, and review all statistics from field-tested items as they relate to science content. Recommendations from the committee are recorded for items with poor statistics.
Bias and Sensitivity Data Review	July 23, 2026	Bias and sensitivity committee members are trained to understand, interpret, and review all statistics from field-tested items as they relate to the performance of different subgroups. Recommendations from the committee are recorded for items with poor statistics.

[Use this link](https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) (https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) to apply to the Michigan Assessments: Application for Test Development Committee Work today!

COLLEGE BOARD INFO

SAT and PSAT List of Important Dates

As the Spring 2026 Michigan-provided SAT Suite administrations approach, continue to reference the [SAT list of important dates](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/SAT_List_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/SAT_List_of_Important_Dates.pdf) and [PSAT list of important dates](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf) to stay informed about upcoming tasks and key dates.

Required Online Training Availability and Access

College Board's required Online Training for the Spring 2026 SAT Suite will be available February 23, 2026. Testing personnel designated in the Educational Entity Master (EEM) will receive a notification by email and automatic access through their [College Board professional account dashboard](https://www.collegeboard.org) (www.collegeboard.org). Proctors and monitors will obtain access through their College Board professional account dashboard once their Test Coordinator has added them as staff to a spring 2026 SAT Suite Assessment administration in Test Day Toolkit.

Access to Test Day Toolkit and College Board's State Data Management System

In the **week of February 2**, Primary School Test Coordinators listed in the EEM will receive an email notifying them of their access to College Board's Test Day Toolkit. Upon receiving access, the Primary School Test Coordinator can begin adding test staff and testing rooms as needed.

Note: No student data will appear in Test Day Toolkit until after February 18, when College Board starts pulling Pre-Identified (Pre-ID) student registration data from the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure) into College Board's State Data Management System (SDMS). The SDMS is College Board's registration system that is used to manage student registrations for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9.

College Board will pull pre-ID data from the OEAA Secure Site on an ongoing basis until:

- **Friday, April 24, 2026** - for students approved for paper/pencil testing or multi-day digital testing
- **Tuesday, April 28, 2026** - for single-day digital testers

Student registrations will appear in the SDMS one business day after College Board pulls the Pre-ID data from the OEAA Secure Site; the registrations will appear in the Test Day Toolkit two business days after each data pull, barring unforeseen circumstances.


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

Spring 2026 SAT Suite Test Administration Publications

Updated College Board manuals, guides, handbooks, and tip sheets for  Spring 2026 testing (SAT with essay, PSAT 10, and PSAT 8/9) will be [available here](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides) (https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides) beginning tomorrow, January 30, 2026.

Test Coordinators should review these resources in preparation for testing and ensure that proctors and other test staff review the necessary publications prior to test day.

Important Dates

Item	Date	Description
Services for Students with Disabilities Accommodations Request Deadline	Wednesday, February 18, 2026	Deadline to submit all known accommodations in SSD Online to ensure they are processed and available in advance of testing and that new students/accommodations identified after the deadline can be prioritized. This deadline includes State Allowed Accommodations (SAAs). However, SAAs, while permitted by the Michigan Department of Education, are not considered approved accommodations by College Board. For that reason, scores obtained with SAAs are not college-reportable.
Student Rosters available in the State Data Management System (SDMS) and Test Day Toolkit (TDTK)	Wednesday, February 18, 2026	Schools can confirm the accuracy of their student roster in SDMS and commence preparing rooms in TDTK, assigning students and staff to those rooms, as well as access test ticket information to facilitate student readiness checks and practice tests.
School Test Coordinator Webinar, Part 2	Wednesday, March 4, 2026 1:00 - 2:00 p.m.	Register here (https://collegeboard.zoom.us/webinar/register/WN_bRg7vVc-GRqGBFAvynlGLWQ#/registration)

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

College Board Past Webinar Materials

The recording and presentation decks from the following webinars may be accessed using the links below:



- District Test Coordinator Webinar:
[recording](#) | [deck](#)
- Services for Students with Disabilities (SSD) Training for the Visually Impaired:
[recording](#) | [deck](#)
- School Test Coordinator Webinar Part 1:
[recording](#) | [deck](#)
- Comparing and Contrasting Text-to-Speech & Screen Reader Accommodations:
[recording](#) | [deck](#)
- SSD Online Webinar:
[recording](#) | [deck](#)
- Technical Readiness Webinar:
[recording](#) | [deck](#)

SSD Online Access & Accommodations Deadline

Please remember to ensure all known accommodations are accurate in SSD Online by February 18, 2026. SSD Coordinators are typically responsible for ensuring accommodations are accurate in SSD Online; however, they may be assisted by other appropriate personnel at their school. For any school personnel supporting this to have access to SSD Online, they must complete the SSD Online Access form.



For more details on these activities, please see the section “College Board Past Webinars Materials” above regarding our prior SSD sessions.

Spring SAT Suite Pre-ID Window

The Michigan Department of Education’s student pre-identification (Pre-ID) window for Spring SAT Suite testing is January 5 – February 13, 2026. Students’ Pre-ID is conducted in the Michigan Department of Education’s Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).



See the article in the [Spotlight newsletter - January 8 issue](#) (<https://bit.ly/3ZenVzL>) for more information about Spring SAT Pre-ID.

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

Welcome Back K12 Delivery Specialist Meredith McKelvey

College Board is excited to announce that the seasonal State Implementation Support Specialist (SISS) role that has served Michigan state testing for the past two springs is now a full-time, year-round K12 Delivery Specialist role. Resident Michigander Meredith McKelvey (mmckelvey@collegeboard.org) returns to College Board and Michigan spring testing in this new position.



Welcome, Meredith!

In February, you will have the opportunity to meet Meredith and her College Board colleagues at the [Michigan School Testing Conference](https://gomasa.org/events/2026-michigan-school-testing-conference/1770710400/1770912000/) (<https://gomasa.org/events/2026-michigan-school-testing-conference/1770710400/1770912000/>) and subsequent College Board/MDE-hosted virtual Office Hours for Spring 2026 SAT Suite of Assessment School Day testing.

Off-Site Testing Request Form

If any students enrolled in your institution need to test at a location other than a school building (such as a conference center, library, district office), please submit an off-site testing form at 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

WIN LEARNING INFO

Need assistance with WIN Learning?

Email: mde-oeaa@michigan.gov

Call: 877-560-8378

Select Option 2, then Option 3

WIN Work Readiness Math Formula Sheet Available Now

The WIN Work Readiness Assessments contain three components: Work Ready Math, Work Ready Reading, and Work Ready Data. The Work Ready Math assessment includes a Formula Sheet, which is embedded in WIN's online assessment portal.

The Formula Sheet includes the basic formulas, conversions, and equations that students will have available during testing, accessed through a button in the top right corner of the screen.

The Formula Sheet opens in a new window and can be moved around the screen, resized, and minimized. Students can hide the Formula Sheet by clicking the X in the top right corner of the window or by clicking the Formula Sheet button again.

The Formula Sheet is one of several helpful resources available to students, including sticky notes, a line reader, and a highlighter tool. All of these tools are accessible in the Resources menu on the right-hand side of the screen inside the assessments.

The screenshot shows a window titled "Resources" with a "Formula Sheet" button in the top right corner. The main content area displays the "Work Ready Math Formula Sheet" with the following information:

Units of Measurement	
Distance	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 1 kilometer ≈ 0.62 miles
Area	1 square foot = 144 square inches 1 square yard = 9 square feet

At the bottom right of the window, there is a "Next" button.

WIN LEARNING INFO

Need assistance with WIN Learning?

Email: mde-oeaa@michigan.gov

Call: 877-560-8378

Select Option 2, then Option 3

A PDF of the [Work Ready Math Formulas](https://www.winresourcecenter.com/files/pdf/Assessment%20Resources/Work%20Ready%20Math%20Formula%20Sheet_2025.pdf) (https://www.winresourcecenter.com/files/pdf/Assessment%20Resources/Work%20Ready%20Math%20Formula%20Sheet_2025.pdf) can be viewed on the WIN Resource Center.

Note: The WIN Work Readiness test booklet includes a Math Formula sheet for students testing paper/pencil.

More information about standard assessment tools can be found [here](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Assessment-Standard-Tools-and-Features.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/WIN-Assessment-Standard-Tools-and-Features.pdf>).

TRAINING & CONFERENCES

2026 Michigan School Testing Conference

- **Tuesday, February 10 through Thursday, February 12, 2026**
- The 2026 Michigan School Testing Conference (MSTC) will be held February 10–12, 2026, at the Ann Arbor Sheraton Hotel, bringing assessment and education professionals together for three days of learning and preparation. The conference begins Tuesday, Feb. 10, with optional preconference workshops from 9 a.m.–noon and 1–4 p.m., followed by the main conference Wednesday, February 11 and Thursday, February 12.
- [Registration](https://gomasa.org/events/2026-michigan-school-testing-conference/1770710400/1770912000/) (https://gomasa.org/events/2026-michigan-school-testing-conference/1770710400/1770912000/)
- [Ann Arbor Sheraton Hotel Reservations](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)

M-STEP Building and District Coordinator Administration Training

- **February 17, 2026 | 10:00-11:00 a.m.**
[Spring 2026 M-STEP District/Building Coordinator Administration Training | Meeting-Join | Microsoft Teams](#) (https://bit.ly/4jRlpbb)
(recording available February 18, 2026)
Microsoft Teams Online Virtual meeting
Meeting ID: 229 533 371 068 67
Passcode: Vh7Ui3uU
Dial in by phone: +1 612-704-8944, 976750554# United States, Minneapolis
Phone conference ID: ID: 976 750 554#

MI-Access Building and District Coordinator Administration Training

- **February 18, 2026 | 10:00-11:00 a.m.**
[Spring 2026 MI-Access District/School Coordinator Administration Training | Meeting-Join | Microsoft Teams](#) (https://bit.ly/45QkZgs)
(recording available February 19, 2026)
Microsoft Teams Online Virtual meeting
Meeting ID: 217 2003 859 684 97
Passcode: WL7W998L
Dial in by phone: +1 612-704-8944, 696410952# United States, Minneapolis
Phone conference ID: 696 410 952#

College Board School Test Coordinator Webinar, Part 2

- **Wednesday, March 4, 2026 | 1:00 - 2:30 p.m.**
[Register here](#) (https://collegeboard.zoom.us/webinar/register/WN_bRg7VvcGRqGBFAvynl-GLWQ#/registration)

IMPORTANT DATES

JANUARY 2026

Start Date	Assessment/Event	End Date
Ongoing	2025-26 NexSys Benchmark Reporting & Funding — Application window open	Friday, January 30, 2026

FEBRUARY 2026

Start Date	Assessment/Event	End Date
Ongoing	Early Literacy and Mathematics Benchmark Assessments — Winter Test Administration Window	Friday, February 6, 2026
Ongoing	M-STEP, MI-Access, WIN Work Readiness — Initial Material Order Window by 5:00 p.m. (paper/pencil testing)	Friday, February 13, 2026
Ongoing	M-STEP, WIN Work Readiness — Pre-identification of students for preprinted barcode labels by 5:00 p.m. (paper/pencil testing)	Friday, February 13, 2026
Ongoing	MI-Access — Pre-identification of students for preprinted barcode labels by 5:00 p.m. (paper/pencil testing) Expressing Ideas only	Friday, February 13, 2026
Ongoing	SAT, PSAT-Related — Pre-identification of students by 5:00 p.m.	Friday, February 13, 2026
Ongoing	SAT, PSAT-related — Services for Students with Disabilities Accommodations Request Deadline	Wednesday, February 18, 2026
Ongoing	M-STEP, MI-Access — Request alternate online testing engine access outside of the standard testing hours of 7:00 a.m. to 4:00 p.m. on school days. Alternate INSIGHT Availability Request Form (https://forms.office.com/g/53vDaenS8y)	Thursday, March 12, 2026
Ongoing	WIDA ACCESS — WIDA AMS Test Setup Available	Friday, April 3, 2026

IMPORTANT DATES

FEBRUARY 2026 (continued)

Start Date	Assessment/Event	End Date
Ongoing	M-STEP — Pre-identification of students - online	Thursday, May 14, 2026
Ongoing	MI-Access — Pre-identification of students online and paper/pencil testing	Thursday, May 21, 2026
Ongoing	WIDA ACCESS and WIDA Alternate ACCESS — Additional Material Order window open in WIDA AMS	Friday, March 27, 2026
Ongoing	WIDA ACCESS and WIDA Alternate ACCESS — Test Window Open	Friday, April 3, 2026
Monday, February 16, 2026	SAT, PSAT-related — Pre-identification of late-arriving students - online testing by 11:59 p.m.	Tuesday, April 28, 2026
Monday, February 16, 2026	M-STEP, WIN Work Readiness — Pre-identification of students for local printing of barcode labels by 5:00 p.m.	Friday, May 1, 2026
Monday, February 16, 2026	MI-Access — Pre-identification of students for local printing of barcode labels by 5:00 p.m. Expressing Ideas only	Thursday, May 21, 2026

OEAA ABBREVIATIONS

A rotating list of OEAA abbreviations frequently used in Spotlight

Acronym	Name	Acronym	Name
MSTC	Michigan School Testing Conference	SSD	Services for Students with Disabilities
SDMS	Student Data Management System	TDTK	Test Day Toolkit

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

Accountability Questions: mde-accountability@michigan.gov

Phone Assistance: 877-560-8378

Website: www.michigan.gov/oeaa