



# SPOTLIGHT

DIVISION OF ASSESSMENT, SCHOOL IMPROVEMENT, AND SYSTEMS SUPPORT

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March 5, 2026

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**Questions or Comments?** Contact MDE OEAA  
**Assessment Questions:** [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)  
**Accountability Questions:** [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)  
**Website:** [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa) | **Phone:** 877-560-8378



## NEWS INFO



### MiLearn: Expanding Access to State Assessment Results

#### What is MiLearn?

The Michigan Linked Educational Assessment Reporting Network (MiLearn) is a free application from the Michigan Department of Education (MDE) Office of Educational Assessment and Accountability (OEAA). MiLearn delivers state assessment results electronically to students, parents, and educators directly through the district's Student Information System (SIS). It supports timely access to data and is fully integrated with the systems districts already use.

#### Key Features

- Supports M-STEP, MI-Access (FI, SI & P), PSAT 8/9/10, SAT, Early Literacy and Mathematics Benchmark Assessment, WIDA, WIDA Alternate, and ACT WorkKeys student-level data
- Reports are available at the current class-level roster (as compared to other MDE and CEPI reporting systems that associate student scores with the district where the students tested)
- Up to five years of assessment results
- Parent reports are available in English, Spanish, and Arabic

Learn more in the [MiLearn: Expanding Access to State Assessment Results](https://go.mi.gov/9syqa1997) (https://go.mi.gov/9syqa1997) document.

For more information about MiLearn, please contact Tim Davis, Onboarding Specialist – MiLearn at [DavisT54@Michigan.gov](mailto:DavisT54@Michigan.gov).

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## NEWS INFO

### MiLearn Use Survey



The [Michigan Linked Educational Assessment Reporting Network \(MiLearn\)](https://go.mi.gov/79w561907) (<https://go.mi.gov/79w561907>) is a free digital platform that provides access to state assessment reports for students, parents, teachers, and administrators.

To better understand MiLearn use in schools and districts, and how we may improve platform outreach, the Office of Educational Assessment and Accountability (OEAA) has created the [MiLearn Use Survey](https://www.surveymonkey.com/r/F3WL35Z) (<https://www.surveymonkey.com/r/F3WL35Z>). Anyone who currently works in a Michigan school district will be able to provide helpful insights, whether your school or district currently uses MiLearn or not.

If you work in a Michigan school or district, please take the time to fill out this short survey.

**Questions or Comments?** Contact MDE OEAA  
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## NEWS INFO

### Now Available: State Superintendent's Letter to Parents About Spring Assessments



The [State Superintendent's Letter to Parents About State Assessments](https://go.mi.gov/ehb8k1981) (<https://go.mi.gov/ehb8k1981>) is now available on each assessment web page in the **Parent/Student Information** section.

In the letter, Dr. Glenn Maleyko, State Superintendent of Public Instruction, explains:

- why students take state assessments
- how test results are used
- how the state, districts, and schools use assessment data to guide support, allocate resources, and improve student learning

Districts and schools may share the letter with families in accordance with their local communication policies and procedures.

Spanish and Arabic translations of the letter are in progress and will be posted when they are available.

The Michigan Department of Education will notify schools and districts through the *Spotlight on Assessment and Accountability* newsletter when the translated versions are available.

**Questions or Comments?** Contact MDE OEAA  
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## NEWS INFO

### State Assessment Exemptions for English Learners Who Are Recent Arrivals

The Michigan Department of Education can provide a one-time exception to the testing requirement in English language arts (ELA) for first-year English learner (EL) students. To be eligible for this exception, students must meet **all** the following criteria:

- The student must have been enrolled in a United States school(s) [excepting Puerto Rico] for 12 months or less at the time of taking a state assessment.
- The student is reported as an English Learner in the Michigan Student Data System (MSDS).
- The student has at least one of the following recorded results for the current year in the Office of Educational Assessment and Accountability (OEAA) Secure Site:
  - a WIDA Screener score
  - a valid WIDA ACCESS for ELLs or a WIDA Alternate ACCESS for ELLs score

More information about this topic can be found on page 60 of the [Supports & Accommodations Guidance Document](https://go.mi.gov/c5zeg1987) (<https://go.mi.gov/c5zeg1987>).

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## NEWS INFO

### **Update on the *Sending Scores Back Program***


With recent changes to state law for fiscal year 2026 and as part of federal program review for compliance with the federal Every Student Succeeds Act (ESSA), *Sending Scores Back Program* applications will no longer be offered and adjustments to accountability reporting (School Index) will not occur.

Those who previously operated or participated in this program and would like to better understand how this change impacts their consortium and/or local School Index data are encouraged to email [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov) to schedule a meeting to discuss questions/concerns specific to their ISD and/or districts and schools within their service area. The MDE Accountability Unit will prepare materials for discussion that are specific to their local context, such as showing the actual data impact in School Index values.

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## NEWS INFO



**M-STEP and MI-Access  
Alternate INSIGHT Availability  
Request Form**  
(<https://forms.office.com/g/53vDaenS8y>)

**Due by  
Thursday, March 12, 2026  
5:00 p.m.**

### Final Days: Alternate INSIGHT Availability Requests Due March 12

Assessment Coordinators who will need access to the INSIGHT testing engine before or after the standard hours (7:00 a.m. to 4:00 p.m.) for M-STEP and MI-Access testing must submit an [Alternate INSIGHT Availability Request Form](https://forms.office.com/g/53vDaenS8y) (<https://forms.office.com/g/53vDaenS8y>). Completing this form ensures the INSIGHT platform will be available for online testing of students at times that will best serve your school's testing schedule.

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

The request window closes at **5:00 p.m. on Thursday, March 12, 2026**, and there will be no opportunity to request alternate availability after this deadline.

**Questions or Comments?** Contact MDE OEAA  
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## COLLEGE BOARD INFO

### Conduct Student Readiness Check 1 – 2 Weeks Before Testing

The Student Readiness Check (previously called the Digital Readiness Check) which is conducted by having students log into Bluebook on their testing device using their sign-in ticket credentials from Test Day Toolkit, ensures:

- testing devices are functioning properly for Bluebook testing
- students' names and accommodations are accurately reflected in Bluebook
- students are familiar with Bluebook's features before test day

### During the Student Readiness Check, students will:

1. Sign into Bluebook using their sign-in tickets
2. Review the Test Day Checklist
3. Confirm device readiness
  - **Note:** A Bluebook update for Windows and Mac devices was released on **February 20, 2026**. Unless blocked, Bluebook will auto-update when students open the application.
4. Complete the Exam Setup, including:
  - review test taker rules
  - provide **optional** test taker information
  - participation in the BigFuture School app and **opting into** Connections (not applicable to PSAT 8/9)
  - add free score sends for SAT with Essay

### Steps for Testing Staff to Prepare for and Conduct Student Readiness Checks

School test coordinators must print sign-in tickets from the **Downloads** area in Test Day Toolkit for the Digital Readiness Check and for test day. College Board recommends that school test coordinators collaborate with technology staff to conduct the Student Readiness Check one to two weeks before test administration.

Test staff can access the scripts for the SAT, PSAT 8/9, and PSAT 10 Student Readiness Check on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).

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## COLLEGE BOARD INFO

### Optional Information

Students under the age of 18 participating in SAT Suite testing will be asked to provide College Board with optional student information during the exam setup portion of the Student Readiness Check. For this reason, parents must be given the option to opt their students out of providing optional information.

For more details on the MDE optional information opt-out policy, refer to the [Michigan Department of Education Guidance for the Parental/Guardian Opt-Out form for Optional Information Provided During the SAT Suite of Assessments](https://go.mi.gov/8fhdk2005) (<https://go.mi.gov/8fhdk2005>).

If they prefer, schools may use the [MDE Parental/Guardian Opt-Out Form for Optional Information Provided During the SAT Suite of Assessments](https://go.mi.gov/gwqiq2006) (<https://go.mi.gov/gwqiq2006>).

**Note:** These forms are for opting students out of optional test taker information during College Board's Student Readiness Check; students cannot be opted out of the Michigan-provided spring assessments.

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## **COLLEGE BOARD INFO**

### **Paper/Pencil Test Materials Shipments Begin March 17**

Paper test materials are shipped to the attention of the school’s primary test coordinator listed in the Educational Entity Master (EEM). All directions and materials required for the inspection of materials before testing and the return of materials after testing are contained in the shipment.

All paper testing materials—including SAT Essay materials—must be returned as directed in the shipment’s instructions.

Note that for students testing paper/pencil, all multiple-choice responses must be transcribed into Bluebook; **essay responses are not transcribed into Bluebook.**

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## COLLEGE BOARD INFO

### Important Dates

- [SAT List of Important Dates](https://go.mi.gov/z7uv11876) (https://go.mi.gov/z7uv11876)
- [PSAT List of Important Dates](https://go.mi.gov/dykun1877) (https://go.mi.gov/dykun1877)

Item	Date	Description
Required Online Training Modules for Test Staff Completion Deadline	Monday, March 30, 2026	School test administration staff (coordinators, proctors, and monitors) access online training through their College Board professional account
Student Readiness Check	Complete 1 – 2 weeks before intended test date	Ensures device readiness and that student’s registration and accommodations (if applicable) appear correctly in Bluebook, with time to correct as necessary  Also provides opportunity for students to opt into other services if desired, request free score sends, and gain familiarity with Bluebook and practice test opportunities
Testing Window	Monday, April 6, 2026 through Thursday, April 30, 2026	Students may be tested any school day within the window. Please test early in the window to allow sufficient time for makeups and re-tests.

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## COLLEGE BOARD INFO

### Training Materials, Publications, and Resources



To support the Michigan Department of Education’s Spring 2026 implementation of SAT with Essay, PSAT 10, and PSAT 8/9, College Board hosted a series of informative webinars, all of which have been recorded and are available on the Office of Educational Assessment and Accountability (OEAA) [Test Administration Training web page](https://go.mi.gov/u6ojx2008) (<https://go.mi.gov/u6ojx2008>).

College Board’s Spring 2026 School Test Coordinator Manual and the Proctor Manual are available, along with additional Spring 2026 guides and materials on the [OEAA SAT Publications web page](https://go.mi.gov/gp66m2009) (<https://go.mi.gov/gp66m2009>). School Test Coordinators must read both manuals, while Proctors are required to read the Proctor Manual.

#### Resources:

- If you have questions or need support, please contact the Michigan Educator Helpline at 866-870-3127 or [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).
- Refer to the [Michigan’s Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for weekly updates for Spring 2026 testing.

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## COLLEGE BOARD INFO

### Open Office (Half) Hours Happening Every Thursday



**When:** Thursdays at 2:00 p.m.

**Where:** [Register here](https://go.mi.gov/9cuy01944) (https://go.mi.gov/9cuy01944) to attend on Zoom

These optional sessions are an opportunity to ask College Board any questions regarding spring testing. Session topics are listed below by week in consideration of deadlines and activities with which you will be engaged.

Topic/Date	Open Office Highlights
<b>General Q&amp;A / Past Topic Reprise</b> March 12, 2026 2:00 p.m.	<ul style="list-style-type: none"> <li>• Accommodations</li> <li>• State Data Management System &amp; Test Day Toolkit</li> <li>• Test Administration Staff Training</li> </ul>
<b>Conducting Student Readiness Check</b> March 19, 2026 2:00 p.m.	<ul style="list-style-type: none"> <li>• When</li> <li>• What / How (Screen-by-Screen)</li> <li>• Benefits</li> </ul>
<b>Test Administrations</b> March 26, 2026 2:00 p.m.	<ul style="list-style-type: none"> <li>• Primary (including makeup testing)</li> <li>• Re-test</li> </ul>
<b>Bluebook</b> April 2, 2026 2:00 p.m.	<ul style="list-style-type: none"> <li>• Student Experience on Test Day (Screen-by-Screen)</li> </ul>
<b>General Q&amp;A / Past Topic Reprise</b> April 9, 2026 2:00 p.m.	<ul style="list-style-type: none"> <li>• Student Readiness Check</li> <li>• Test Administrations: Primary/Re-test</li> <li>• Bluebook: Student test day experience</li> <li>• Worried about missed opportunities: Accommodations, SDMS/TDTK, Training</li> </ul>

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## COLLEGE BOARD INFO

Topic/Date	Open Office Highlights
<b>Drop-in Open Q&amp;A</b> April 16, 2026 2:00 p.m.	<ul style="list-style-type: none"><li>• Open questions and answers</li></ul>
<b>Drop-in Open Q&amp;A</b> April 23, 2026 2:00 p.m.	<ul style="list-style-type: none"><li>• Open questions and answers</li></ul>

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## WIN LEARNING INFO

### WIN Test Administrator Training Template

We are pleased to share the newly developed [WIN Work Readiness Assessment Training Template](https://go.mi.gov/4tcbs1995) (<https://go.mi.gov/4tcbs1995>), designed to support districts in delivering clear, consistent, and well-structured training for staff. This resource was created in response to field feedback requesting more comprehensive materials, visual examples, and step-by-step guidance to assist with local training efforts.

The slide deck includes:

- A detailed overview of the WIN online assessment
- Updated screenshots illustrating key navigation and processes
- Scenario-based questions to reinforce practical understanding
- Step-by-step instructions to support both new and experienced staff
- Flexible content that can be used in full or adapted based on local needs

The intent of this template is to streamline and strengthen training across districts, ensuring staff have the information and tools they need for successful implementation. Feel free to use and edit the slides based on the training needs of your Test Administrators.

**Note:** Optional paper-based testing slides are included at the end for the limited number of districts that require them.

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## **WIN LEARNING INFO**

### **Batch Enrollment Instructions**

Batch Enrollment is scheduled to become available next week – the week of March 9!

To help you prepare for batch enrollment, detailed instructions to guide administrators through the process of batch enrolling staff in WIN Career Readiness System are available on the [WIN Resource Center](https://www.winresourcecenter.com/Partnerships/mde) (<https://www.winresourcecenter.com/Partnerships/mde>). A walk-through video of the process is also available.

Join us next **Wednesday, March 11, at 10:00 a.m.** for an Office Hours demonstration of the batch enrollment process! No registration is necessary, join WIN Wednesday Office Hours [at this link](https://teams.microsoft.com/meet/2635179712237?p=LmjtKpy79ZXGbeaak7) (<https://teams.microsoft.com/meet/2635179712237?p=LmjtKpy79ZXGbeaak7>).

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## WIN LEARNING INFO

### Updates to Online Test Administration Manual (TAM)

Several updates have been made to the online TAM, including:

- updates in the calculator policy for the Work Ready Math assessment
- updates to testing staff permissions in WIN Career Readiness System
- updates to the process for adding Spanish language to student test tickets

These changes are described in the Change Management Log on the last page of the TAM and in the table below. The TAM is available on the [WIN Resource Center](https://www.winresourcecenter.com/Partnerships/mde) (<https://www.winresourcecenter.com/Partnerships/mde>).

Date	Description of Change
Wednesday, February 18, 2026	Updated Calculator Policy (page 26) to state that calculators that make automatic unit conversions are not allowed.
Thursday, February 26, 2026	Updated information (pages 13 & 19) to state that calculators that make automatic unit conversions are not allowed.
Thursday, February 26, 2026	Updated User Permissions for TAs (page 28) to reflect additional permissions.
Thursday, February 26, 2026	Updated information on how to add Spanish language to test tickets (pages 33 and 35).

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## WIN LEARNING INFO

### Training Videos and PowerPoints Available

WIN hosted two training sessions last week for Test Coordinators — one session focused on preparation for online testing and one focused on preparation for paper testing. Slide decks for each of these sessions are available on the [MME webpage](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)):

- **February 24, 2026 – Online Testing training**
  - [Slide Deck](https://go.mi.gov/8nj4c1993) (<https://go.mi.gov/8nj4c1993>)
  - [Video](https://winlearning.wistia.com/medias/g473v8qnpc) (<https://winlearning.wistia.com/medias/g473v8qnpc>)
- **February 25, 2026 – Paper Testing training**
  - [Slide Deck](https://go.mi.gov/rc6mh1994) (<https://go.mi.gov/rc6mh1994>)
  - [Video](https://winlearning.wistia.com/medias/7hl34tw1o4) (<https://winlearning.wistia.com/medias/7hl34tw1o4>)

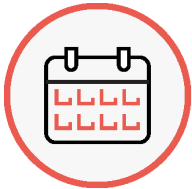
Recordings of each session are available on the [WIN Resource Center](https://www.winresourcecenter.com/Partnerships/mde) (<https://www.winresourcecenter.com/Partnerships/mde>).

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## WIN LEARNING INFO

### This Week: Technology Survey Deadline



Districts are reminded that the **Technology Verification Survey** is due **March 7, 2026**. Completing this survey ensures that all devices, network configurations, and required software are fully prepared for the administration of the WIN assessment.

Key purposes of the survey include:

- confirming devices and networks meet the technical requirements for online testing
- ensuring required browsers, extensions, or lockdown tools are installed and functioning
- identifying any district-specific technical needs in advance of assessment windows

**Survey link** (<https://survey.zohopublic.com/zs/jlML7Z>)

### WIN Learning Support

For technical questions or issues identified during the survey process, districts may contact:

- WIN Learning Support: [support@winlearning.com](mailto:support@winlearning.com) or 888-717-9461 (option 2)
- MDE OEAA Tech Support: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) or 877-560-8378 (option 2)

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## **TRAINING & CONFERENCES**

### **Resources from Past Trainings & Conferences**

#### **Spring 2026 M-STEP District/Building Coordinator Training**

Tuesday, February 17, 2026

- [Meeting Recording](#)  
(<https://drive.google.com/file/d/1AjTjYx6nMSooyS5e9loO09SALTN-Dh36/view?usp=sharing>)
- [Slide Deck](#)  
(<https://drive.google.com/file/d/14PFohHtXyrgNw6UkZPIMrHLA8zbnvq9q/view?usp=sharing>)

#### **Spring 2026 MI-Access District/Building Coordinator Training**

Wednesday, February 18, 2026

- [Meeting Recording](#)  
([https://drive.google.com/file/d/1NnKviPSfAcccAz8li\\_bj9g\\_zl6Ybmgz9/view](https://drive.google.com/file/d/1NnKviPSfAcccAz8li_bj9g_zl6Ybmgz9/view))
- [Slide Deck](#)  
(<https://drive.google.com/file/d/1ejxZ8frKQuRgaS554j5j9C8CqPehDE8E/view?usp=sharing>)



## IMPORTANT DATES

The [Assessment Calendars web page](https://go.mi.gov/10v9o2012) (<https://go.mi.gov/10v9o2012>) makes it easy to find important state assessment dates in the format that works best for you. The Office of Educational Assessment and Accountability provides calendars in Excel, PDF, and Google Calendar formats so you can access and use them however you prefer.

Start Date	Assessment/Task	End Date
Ongoing	<b>M-STEP and MI-Access</b> 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. <a href="https://forms.office.com/pages/responsepage.aspx">Alternate INSIGHT Availability Request Form</a> ( <a href="https://forms.office.com/pages/responsepage.aspx">https://forms.office.com/pages/responsepage.aspx</a> )	Thursday, March 12, 2026
Ongoing	<b>WIN Work Readiness</b> WIN Career Readiness System available for test administration tasks	Thursday, April 30, 2026
Ongoing	<b>M-STEP</b> Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 15, 2026
Ongoing	<b>MI-Access</b> Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Thursday, May 21, 2026
Ongoing	<b>Early Literacy and Mathematics Benchmark Assessments</b> Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 29, 2026
Thursday, April 2, 2026	<b>M-STEP Additional Material Order Window</b> All Grades/All Content Areas	Tuesday, April 28, 2026
Thursday, April 2, 2026	<b>MI-Access Additional Material Order Window</b> All Grades	Tuesday, May 19, 2026

**Questions or Comments? Contact MDE OEAA**  
**Assessment Questions:** [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)  
**Accountability Questions:** [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)  
**Website:** [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa) | **Phone:** 877-560-8378



## REMINDERS

### Science Educators Invited to Participate in Science M-STEP Committees



Science educators have several opportunities to contribute to the development and quality of the Michigan science M-STEP by serving on assessment committees throughout 2026. Educators may participate in reviewing science test items for content alignment, bias, and sensitivity; writing new stimulus and item clusters aligned to the NGSS 3-Dimensions of Learning; or analyzing data from field-tested items to inform improvement decisions. Committee work takes place between May and July and involves collaboration with fellow educators to ensure fair, rigorous, and high-quality assessments. Stipends are provided for participants' time and expertise.

[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!

Full details are available in the [Spotlight newsletter – January 29 issue](https://go.mi.gov/hzqs71854) (https://go.mi.gov/hzqs71854) on page 4.

**Questions or Comments?** Contact MDE OEAA  
**Assessment Questions:** [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)  
**Accountability Questions:** [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)  
**Website:** [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa) | **Phone:** 877-560-8378



## CONTACT US

### 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

### Mailing Address

Michigan Department of Education  
608 W. Allegan St.  
PO Box 30008  
Lansing, Michigan 48915

**Questions or Comments?** Contact MDE OEAA

**Assessment Questions:** [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

**Accountability Questions:** [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov)

**Website:** [www.michigan.gov/oeaa](http://www.michigan.gov/oeaa) | **Phone:** 877-560-8378