



SPOTLIGHT

DIVISION OF ASSESSMENT, SCHOOL IMPROVEMENT, AND SYSTEMS SUPPORT

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March 19, 2026

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Questions or Comments? Contact MDE OEAA
Assessment Questions: MDE-OEAA@michigan.gov
Accountability Questions: MDE-Accountability@michigan.gov
Website: www.Michigan.gov/OEAA | **Phone:** 877-560-8378



NEWS INFO



All Means All: State Assessments Required for Every Student

As the spring testing window approaches, this message serves as a reminder that **all** students are required by state and federal law to participate in the appropriate state summative assessment for each designated content area for a given grade level. This includes science and social studies in grades 5, 8, and 11, for students who are assessed with M-STEP or MI-Access. We ask that you take steps to ensure that **all** students are assessed in **all** required content areas to the maximum extent possible.

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NEWS INFO

MI-Access Functional Independence: Important Update on Online Answer Document Use for 2026

The MI-Access Functional Independence (FI) paper/pencil administration will no longer use a paper answer document except for Expressing Ideas, which remains a paper answer document.

- Students will continue to mark all responses in their FI test booklet, exactly as they always have. The student experience is unchanged.
- Test Administrators must transcribe the student’s responses from the marked booklet into the Online Answer Document (OLAD) after testing.
 - **Note:** Expressing Ideas remains a paper answer document and does not require transcription. Return the paper answer document to the scoring contractor.

Setting Up OLAD Sessions and Printing Tickets

Test administrators must have a test ticket for all students completing the paper/pencil MI-Access FI test for each content area, excluding Expressing Ideas.

To generate test tickets and rosters, districts must complete the following steps:

- Create test sessions in the DRC INSIGHT Portal for FI paper testers.
- Add students testing paper/pencil to test sessions.
- Assign the Online Answer Document (OLAD) accommodation in the DRC INSIGHT Portal.
- Print OLAD test tickets so Test Administrators can access the OLAD via DRC INSIGHT.

In test sessions that include students testing both online and paper/pencil, the system organizes students by test mode:

- Online testers
- OLAD (paper) testers
- Users may need to scroll down to view all the OLAD rosters and tickets.

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NEWS INFO

Using DRC INSIGHT to Access the OLAD and Enter Responses

Test Administrators will use DRC INSIGHT to open the Online Answer Document (OLAD) and transcribe student responses from the marked FI test booklet.

The steps in this process are:

- Launch **DRC INSIGHT** testing application.
- Log in using the student’s OLAD test ticket.
 - **Note:** On the test selection screen, users will see links for both:
 - **Grade XX <Content Area> Online Answer Document** – this link is where student answers are transcribed.
 - **State Use Only** – Test Administrators do not need to do anything with this link. It is for state use only.
- Enter the student’s responses exactly as marked in the booklet.
- Review all entries for accuracy.
- Submit the OLAD when complete.

New in Spring 2026: Since paper/pencil student responses are submitted in an online format, MI-Access FI students testing paper/pencil will be included in Preliminary Reporting.

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NEWS INFO

Online Answer Document Resources

Assessment teams are encouraged to use these online video resources as a quick reference as they become familiar with this new process:

- An updated [OLAD mini-module](https://drive.google.com/file/d/1GfJoll0SyucbS7Hp1UO6IJt2RXPnPqyS/view) (https://drive.google.com/file/d/1GfJoll0SyucbS7Hp1UO6IJt2RXPnPqyS/view) is available to support FI administration.

This short video provides direction on:

- where to find OLAD assignments in a test session
- how to navigate the OLAD interface
- how to enter and submit transcribed responses
- [Online Answer Document Transcription Form Instructions](https://drive.google.com/file/d/1DXbqYOBun1Tnc86T1W_ptfHP9Ypl557x/view?usp=drive_link) (https://drive.google.com/file/d/1DXbqYOBun1Tnc86T1W_ptfHP9Ypl557x/view?usp=drive_link) – provides step-by-step instructions for accessing and completing the OLAD



NEWS INFO

M-STEP, MI-Access, and WIN Work Readiness Materials Arriving in Schools Next Week

The initial materials for the M-STEP, MI-Access, and WIN Work Readiness administrations begin arriving in schools next week, Monday, March 23 through Wednesday, March 25, 2026.

Note: MI-Access materials will ship by default to the Assessment Coordinator and address at the district, unless specified to be delivered to schools directly. All other materials ship to the Assessment Coordinator and address at the building. Shipping addresses for districts and schools were pulled from the Educational Entity Master (EEM) on February 13, 2026.

If the alternate delivery date was selected from the initial material order page of the OEAA Secure Site, materials will arrive the following week – Monday, March 30 through Wednesday, April 1, 2026.

Initial materials for **both M-STEP and MI-Access** include:

- Office of Educational Assessment and Accountability (OEAA) Security Compliance Forms
- Paper/pencil materials as required according to student pre-identification (Pre-ID) information and/or submitted orders
- Return Kit materials for orders that include any paper/pencil or accommodated materials that must be returned to the scoring contractor.

M-STEP initial materials also include:

- M-STEP Test Administrator’s Directions and Manual documents by grade and test mode (online or paper/pencil) according to student Pre-ID information
- Graph paper for schools administering online tests for grades 6 and 7

MI-Access initial material orders also include:

- Listening Scripts for Functional Independence (FI) English language arts (ELA) assessments
- Supported Independence (SI) and Participation (P) Scoring Documents, based on the material order information

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NEWS INFO

Reminder: Districts may notice that their initial materials do not include paper answer documents, as MI-Access Functional Independence paper answer documents have been discontinued and replaced with the Online Answer Document for all subjects except Expressing Ideas.

WIN Work Readiness assessment materials are shipped only to schools with any students testing paper/pencil. Material shipments include only the secure paper/pencil test booklets and answer documents, and any accommodations required.

Note: Online Test Administration Scripts are available on the [Michigan WIN Resource Center](#) and the [WIN Online Test Administration Manual](https://go.mi.gov/ay2q22139) (https://go.mi.gov/ay2q22139).

- [WIN Online Test Administration Script](https://www.winresourcecenter.com/files/pdf/MI-Resources/2026%20Online%20Testing%201-page%20Script.pdf)
(https://www.winresourcecenter.com/files/pdf/MI-Resources/2026%20Online%20Testing%201-page%20Script.pdf)
- [WIN Online Test Administration Script - Spanish](https://www.winresourcecenter.com/files/pdf/MI-Resources/2026%20Online%20Testing%201-page%20Script_Spanish.pdf)
(https://www.winresourcecenter.com/files/pdf/MI-Resources/2026%20Online%20Testing%201-page%20Script_Spanish.pdf)

Inventory All Materials

Upon receiving the initial materials, schools/districts must inventory all materials as soon as possible, using the material packing sheet that is included in the delivery, to verify all materials have arrived. If any materials listed on the packing sheet are not included in the material delivery, contact the scoring contractor at 1-877-560-8378 and select option 1 for M-STEP or MI-Access questions, or option 2 for WIN Work Readiness questions, or email mde-oeaa@michigan.gov.

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NEWS INFO

Managing Secure Materials

All secure materials must be handled securely before, during, and after testing.

Secure online testing materials include test tickets and test rosters.

Secure paper/pencil testing materials for both M-STEP and MI-Access include:

- used or unused answer documents
- used or unused test booklets
- accommodated versions of the test (reader scripts, braille, enlarged print, audio and video recordings, translated versions)

Secure paper/pencil testing materials for **M-STEP** include:

- English language art (ELA) listening recordings and scripts
- First Language (L1) glossaries
- Print to Braille Correspondence documents

Secure paper/pencil testing materials for **MI-Access** include:

- listening scripts for ELA: Accessing Print and Using language
- scoring documents and student picture cards for Supported Independence/Participation assessments

Secure paper/pencil testing materials for **WIN Work Readiness** include:

- paper/pencil test booklets
- used or unused answer documents
- accommodated versions of the test (Oral Administration Scripts, braille, enlarged print, or Spanish test booklets)

Note: For both online and paper/pencil testing, used scratch paper and used graph paper are secure materials.

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NEWS INFO

All secure materials must be retained in one secure, locked location within the school – for example, in a locked cabinet or desk drawer – and should not be left unattended when not locked up.

Secure materials that must be returned are bar-coded and recorded on security checklists and must be returned to the scoring contractor.

Secure materials that must be securely destroyed by the school/district include:

- test tickets and test rosters
- used scratch paper
- used graph paper
- unused answer documents

Secure materials must be returned to the scoring contractor by the posted deadlines:

- M-STEP: May 6, 2026
- MI-Access: May 27, 2026
- WIN Work Readiness: May 5, 2026

Any secure materials that are not returned by the return deadline will result in schools/districts being contacted by the Michigan Department of Education, WIN Work Readiness and/or Data Recognition Corporation, to determine where the secure materials are.

For more information, read the assessment specific test administration manual:

- [M-STEP Test Administration Manual](https://go.mi.gov/ergdk2136) (https://go.mi.gov/ergdk2136)
- [MI-Access Functional Independence Test Administration Manual](https://go.mi.gov/ydgoj2137) (https://go.mi.gov/ydgoj2137)
- [MI-Access Supported Independence and Participation Test Administration Manual](https://go.mi.gov/1p01c2138) (https://go.mi.gov/1p01c2138)
- [WIN Work Readiness Paper Based Testing Test Administration Manual](https://go.mi.gov/1p01c2138) (https://go.mi.gov/1p01c2138)

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NEWS INFO

M-STEP Multiplication Table Accommodation Request Form – Available Monday, March 23, 2026

The M-STEP Multiplication Table Accommodation Request form will be available in the Office of Educational Assessment and Accountability (OEAA) Secure Site starting on **Monday, March 23, 2026**, and will remain available through **May 22, 2026**.

The multiplication table accommodation is available only to students in grades 6 and 7 whose Individualized Education Program and/or 504 plan requires the use of this accommodation. When determining if this accommodation is appropriate for student(s) during testing, schools must use the [Multiplication Table Guidance](https://go.mi.gov/adewo2142) (https://go.mi.gov/adewo2142).

When a Multiplication Table Accommodation Request is submitted, identification of the student(s) who will use the accommodation is required. The multiplication table is available for download **immediately** when the request is submitted; no additional review is required.

Step by step instructions to submit a [Multiplication Table Accommodation Request](https://go.mi.gov/zg8ru2143) (https://go.mi.gov/zg8ru2143) are available on the [Secure Site Training page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining).

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NEWS INFO

Michigan Department of Education Releases Parent Guide to State Assessment System

The Michigan Department of Education Office of Educational Assessment and Accountability has updated its “[Michigan’s Education Assessment System: What It Is, What It Means, and What It Offers](https://go.mi.gov/e8nzq2144)” (<https://go.mi.gov/e8nzq2144>) document.

Share this document with parents and guardians to provide information about Michigan’s state assessments.

Schools and districts are encouraged to share the guide with families as part of their communication efforts during the spring testing season.

The [document](https://go.mi.gov/e8nzq2144) (<https://go.mi.gov/e8nzq2144>) is available for download on the Michigan Department of Education website.

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NEWS INFO

Available Now: M-STEP Test Administration Training - Chapter 1 (Before Testing) Video



Chapter 1 of the 2026 M-STEP Test Administration Training Video (<https://youtu.be/1BW-q7FR-1c>) for paper/pencil and online assessments (Before M-STEP Administration) is now available.

The training is posted on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **What's New** and **Assessment Training and Resources for Educators** sections.

The training videos and related slide deck presentations are also found at [M-STEP Test Administration Training](https://go.mi.gov/s6qz42146) (<https://go.mi.gov/s6qz42146>).

Slide decks are currently available for all three M-STEP trainings:

- [Chapter 1](https://go.mi.gov/4ieff2147) (<https://go.mi.gov/4ieff2147>) discusses the tasks to be done before the M-STEP administration.
- Chapter 2 discusses tasks to be done during the M-STEP administration.
- Chapter 3 discusses tasks to be done after the M-STEP administration .

Videos for Chapters 2 and 3 (During and After) will be available soon. Watch the Spotlight newsletter for further information.

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NEWS INFO

MI-Access Administration Training Now Available



The updated MI-Access Training Presentation PDF is now available on the [MI-Access Web Page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under the **Assessment Training and Resources for Educators** section. This resource includes two comprehensive slide decks (in PDF format) for Functional Independence, Supported Independence, and Participation:

- [MI-Access Functional Independence \(FI\) Test Administration Training](https://go.mi.gov/7v1eu2158)
(<https://go.mi.gov/7v1eu2158>)
- [MI-Access Supported Independence \(SI\)/Participation \(P\) Test Administration Training](https://go.mi.gov/hsauh2159)
(<https://go.mi.gov/hsauh2159>)

These materials provide important information about required test administration policies and procedures across all three MI-Access assessment types (Functional Independence, Supported Independence, and Participation). Educators are encouraged to review the PDF now and share it with district and building assessment teams.

In addition to the PDF presentations, a video version of these training modules will be posted soon. Watch the Spotlight newsletter for more information. Once the videos are posted, they will be located on the same **Training and Resources** page.

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NEWS INFO

Text-to-Speech Guidance for M-STEP

Educators who are unsure of the options available to students who may need to use text-to-speech as a Designated Support or as an Accommodation, or who may need help identifying which students should use text-to-speech, can review these helpful resources:

- Text-to-Speech and Read-Aloud Decision Guidance for M-STEP, page 36 of the [Supports & Accommodations Guidance Document](https://go.mi.gov/c5zeg1987) (https://go.mi.gov/c5zeg1987)
- [Supports and Accommodations TTS and Read Aloud Video](https://youtu.be/dyTYb1PrkEU) (https://youtu.be/dyTYb1PrkEU)

Medical Devices and Bluetooth Devices for Students with Hearing Impairments

Students who are deaf or hard of hearing may use Bluetooth-connected cochlear implants or hearing aids during all M-STEP, MI-Access, and WIDA assessments. Student use of these devices is allowed without advance approval on these tests. The only limitation testing coordinators should be aware of is that students are prohibited from using or accessing other applications on the internet during testing.

Students may also be using medical devices during testing to monitor conditions such as their blood sugar levels. It is possible that settings for these medical devices and cochlear implants are controlled by separate electronic devices, such as cell phones. These controlling devices can be used by students but must be left with the Test Administrator until needed. If this is not possible, then the test must be administered to the student in a one-to-one setting.

For the College Board assessments, student use of some of these devices may require a request to be made through the Students with Services for Students with Disabilities (SSD Online) system. For WIN Work Readiness assessments, student use of hearing aids or cochlear implants during testing does not require authorization.

For additional questions about the use of these devices on statewide assessments, contact OEAA by email to mde-oeaa@michigan.gov or by calling 877-560-8378.

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NEWS INFO

Supports and Accommodations Guidance Document in INSIGHT

Educators may notice that the list of Universal Tools, Designated Supports, and Accommodations in the INSIGHT online testing engine is shorter than the list of what is available in the [Supports & Accommodations Guidance Document](https://go.mi.gov/c5zeg1987) (<https://go.mi.gov/c5zeg1987>).

If a Universal Tool, Designated Support, or Accommodation is not listed in INSIGHT, this means only that it is a support that the Office of Educational Assessment and Accountability (OEAA) is not tracking the use of, or it is a support that doesn't need to be enabled in the online testing engine. Educators should always refer to the [Supports & Accommodations Guidance Document](https://go.mi.gov/c5zeg1987) (<https://go.mi.gov/c5zeg1987>) for the most current full list of supports available for the M-STEP and MI-Access assessments.

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NEWS INFO

New Assessment – WIDA Alternate Screener

The Office of Educational Assessment and Accountability is pleased to announce the release of the WIDA Alternate Screener, a K-12 assessment for potential English learners who are also students with significant cognitive disabilities.

As with the general WIDA Screener, the WIDA Alternate Screener can be administered to students year-round when they enroll. Schools can begin using this assessment with eligible students starting April 1, 2026, for students who are enrolling for 2026-27 school year but are not yet receiving instructional services. A [guidance document](http://www.michigan.gov/wida) (www.michigan.gov/wida) is available online.

WIDA ACCESS Additional Material Order Window Closing

The WIDA ACCESS and WIDA Alternate ACCESS Additional Material Order window in the WIDA Assessment Management System (AMS) is scheduled to close on **March 27, 2026**. No materials can be ordered after that time.

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NEWS INFO

WIDA ACCESS and WIDA Alternate ACCESS – End of Testing Reminders

The Michigan testing window for WIDA ACCESS and WIDA Alternate ACCESS closes at the end of the day on Friday, April 3, 2026. The deadline for UPS pickup of all secure test materials for return to the testing vendor Data Recognition Corporation (DRC) is Tuesday, April 7, 2026.

Reminder: If your school does not have daily UPS pickup, you must call UPS the day before you need the pickup to schedule it. Materials returned to DRC after the deadline for UPS pickup will not be scored. The Office of Educational Assessment and Accountability (OEAA) recommends that schools ship materials back as soon as possible after the testing is completed.

Coordinators are advised to review the following materials:

- Labeling and material return instructions
– found in the [WIDA Labeling and Bubbling Information document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/25-WIDA-Label-and-Bubbling-Information.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/25-WIDA-Label-and-Bubbling-Information.pdf>), available on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida).
- Material Inventory and Accountability Form in [WIDA AMS](http://www.wida-ams.us) (www.wida-ams.us)
– to confirm an accounting of all secure materials.
- WIDA List of Important Dates
– for details on additional post-testing activities that must be completed in the OEAA Secure Site, found on the [Assessment Calendars web page](http://www.Michigan.gov/mde-assessmentcalendar) (www.Michigan.gov/mde-assessmentcalendar)

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COLLEGE BOARD INFO

Required Online Training Status Dashboard

On Monday, February 23, 2026, primary school test coordinators received access to their online required training dashboard via their College Board Professional Account.

Primary school test coordinators can use the Training Status Dashboard within their College Board professional account to:

- monitor test staff training completion
- mark staff as “Trained on Site” for in-person training
- mark staff as “Inactive” if they are no longer supporting an SAT Suite administration
- utilize filters and download the dashboard into a CSV file for better analysis and reporting

For questions in regard to the Training Status Dashboard, refer to the [Training Platform User Guide](https://satsuite.collegeboard.org/media/pdf/sats-test-administration-training-platform-guide.pdf) (<https://satsuite.collegeboard.org/media/pdf/sats-test-administration-training-platform-guide.pdf>).

Updated Student Readiness Check Walkthrough Document Available

The updated [Student Readiness Check Walkthrough](https://go.mi.gov/3grax2145) (<https://go.mi.gov/3grax2145>) document is now available on the Michigan Merit Exam webpage (www.michigan.gov/mme). This single walkthrough applies to all College Board assessments administered this spring, including PSAT 8/9, PSAT 10, and the SAT with Essay.

The walkthrough provides step-by-step guidance to help schools:

- ensure student devices are ready for testing
- confirm that student registration and accommodations (if applicable) appear correctly in Bluebook, with time to make corrections if necessary
- give students the opportunity to opt into additional services
- allow students to request free score sends
- help students become familiar with Bluebook and available practice options

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COLLEGE BOARD INFO

Fee Waivers for Eligible Students

College Board provides [fee waivers for income-eligible students](https://satsuite.collegeboard.org/sat/registration/fee-waivers/fee-waiver-eligibility) (<https://satsuite.collegeboard.org/sat/registration/fee-waivers/fee-waiver-eligibility>) who take the Michigan-provided SAT with Essay this spring. With these waivers, eligible students can access:

- unlimited score reports to send to colleges
- waiver of application fees at participating colleges
- two free SAT weekend tests
- free College Scholarship Service (CSS) Profile applications to apply for financial aid from participating schools

Fee waiver code files are available in the Download Center of each school's K-12 Assessment Reporting Portal. Schools that need additional fee waiver codes to distribute can contact michiganadministratorsupport@collegeboard.org.

Students can also request fee waivers on their own, without involving anyone from their school, by accessing the request process at this link: [SAT Fee Waivers – SAT Suite | College Board](https://satsuite.collegeboard.org/sat/registration/fee-waivers) (<https://satsuite.collegeboard.org/sat/registration/fee-waivers>).

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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.
Deadline to pre-identify newly enrolled students	Paper deadline: Friday, April 24, 2026 Digital deadline: Tuesday, April 28, 2026	Students pre-identified after these dates will not be able to test this spring.
Deadline to submit a Re-Test Irregularity Report	Monday, April 27, 2026	Re-tests cannot be requested after this date. For complete details, see page 46 of the Proctor Manual (https://go.mi.gov/fmt222155).

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COLLEGE BOARD INFO

Accommodations



The deadline to submit accommodations in Services for Students with Disabilities (SSD) to ensure approval before testing was February 18, 2026. However, if students need new accommodations, or if you have new students at your school, please submit requests for SSD as soon as possible.

Requests will continue to be processed on a rolling basis. If a request is submitted late, plan for the student to test later in the testing window.

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 [OEAA Test Administration Training webpage](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 are on the [OEAA SAT Publications 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 email michiganadministratorsupport@collegeboard.org.
- Refer to the [Spotlight Newsletter](https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter) (<https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter>) for weekly updates for Spring 2026 testing.

Questions or Comments? Contact MDE OEAA
Assessment Questions: MDE-OEAA@michigan.gov
Accountability Questions: MDE-Accountability@michigan.gov
Website: www.Michigan.gov/OEAA | **Phone:** 877-560-8378



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
Conducting Student Readiness Check March 19, 2026 2:00 p.m.	<ul style="list-style-type: none"> • When • What / How (Screen-by-Screen) • Benefits
Test Administrations March 26, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Primary (including makeup testing) • Re-test
Bluebook April 2, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Student Experience on Test Day (Screen-by-Screen)
General Q&A / Past Topic Reprise April 9, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Student Readiness Check • Test Administrations: Primary/Re-test • Bluebook: Student test day experience • Worried about missed opportunities: Accommodations, State Data Management System/Test Day Toolkit, Training
Drop-in Open Q&A April 16, 2026 2:00 p.m.	<ul style="list-style-type: none"> • Open questions and answers

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WIN LEARNING INFO

WIN Wednesday Office Hours

The next WIN Wednesday Office Hours will be held March 25, 2026 at 10:00 a.m. The session will focus on testing day duties including generating test tickets and using the Assessment Assignment tool within the online portal.

[Join the session](https://teams.microsoft.com/meet/2635179712237?p=LmjtKpy79ZXGbeaak7) (<https://teams.microsoft.com/meet/2635179712237?p=LmjtKpy79ZXGbeaak7>).

A [full schedule of upcoming WIN Wednesday sessions](https://go.mi.gov/fbvik2037) (<https://go.mi.gov/fbvik2037>) is posted here.

Previous [WIN Work Readiness Office Hour Presentations](https://go.mi.gov/7kzai2153) (<https://go.mi.gov/7kzai2153>) are available through the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme).

Reminder: Training Template Available

A [WIN Work Readiness Test Administration Training template](https://go.mi.gov/18tsp2154) (<https://go.mi.gov/18tsp2154>) is available for your use as you train your testing staff to ensure a smooth testing process. This template includes detailed information about the WIN online assessment portal and step-by-step instructions.

More information about this important resource is available in [last week's Spotlight article](https://go.mi.gov/1k5cu2125) (<https://go.mi.gov/1k5cu2125>).

Reminder: Test Administrator Training Videos and Slides

Recorded trainings for test coordinators are available in the [WIN Resource Center](https://www.winresourcecenter.com/Partnerships/mde) (<https://www.winresourcecenter.com/Partnerships/mde>). There are training sessions for online and paper testing, as well as an overview of assessment accommodations and a walk-through of the batch enrollment process. PowerPoints for each training session are also available.

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WIN LEARNING INFO

Reminder: Creating Test Session Groups

As you prepare for the WIN Work Readiness Assessment, several Quick Start Guides are available in the WIN Resource Center to assist you. For step-by-step instructions on assigning student accommodations, setting up test session groups, and generating test tickets, you can review the [Quick Start Guide – Prepare for Test Day](https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Prepare%20for%20Test%20Day%20v2.pdf) (<https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Prepare%20for%20Test%20Day%20v2.pdf>).

WIN Learning Support

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

- WIN Learning Support: Support@winlearning.com or 888-717-9461 (option 2)
- MDE OEAA Tech Support: MDE-OEAA@Michigan.gov or 877-560-8378 (option 2)

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TRAINING & CONFERENCES

Upcoming Trainings & Conferences

Smarter Balanced Interim Assessment Webinar – see article in last week’s [Spotlight newsletter](#) (<https://go.mi.gov/zoc5k2162>), pg.9

Tuesday, March 24, 2026 | 10:00 – 11:00 a.m.

- [Join the Zoom meeting](#)
(<https://ucsc-extension.zoom.us/j/91366997780?from=addon#success>)

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/14PFohHtXyrgNw6UkZPlMrHLA8zbnvq9q/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)
- [Slide Deck](#)
(<https://drive.google.com/file/d/1ejxZ8frKQuRgaS554j5j9C8CqPehDE8E/view?usp=sharing>)

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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	WIN Work Readiness WIN Career Readiness System available for test administration tasks	Thursday, April 30, 2026
Ongoing	M-STEP, MI-Access Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 22, 2026
Ongoing	Early Literacy and Mathematics Benchmark Assessments Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	Friday, May 29, 2026
Monday, March 23, 2026	M-STEP, MI-Access, WIN Work Readiness Materials arrive in schools All Grades/All Content Areas	Friday, May 22, 2026
Monday, March 23, 2026	M-STEP Multiplication Chart Accommodation Request Window by 5:00 p.m.	Friday, May 15, 2026
Monday, March 30, 2026	M-STEP, MI-Access, WIN Work Readiness Materials arrive in schools – alternate delivery date requested – All Grades/All Content Areas	Wednesday, April 1, 2026
Thursday, April 2, 2026	M-STEP, WIN Work Readiness Additional Material Order Window All Grades/All Content Areas	Tuesday, April 28, 2026

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Start Date	Assessment/Task	End Date
Thursday, April 2, 2026	MI-Access Additional Material Order Window All Grades	Tuesday, May 19, 2026
Monday, April 6, 2026	M-STEP Test Administration Window Paper/Pencil	Friday, May 1, 2026
Monday, April 6, 2026	M-STEP Test Administration Window Online	Friday, May 22, 2026
Monday, April 6, 2026	MI-Access Test Administration Window Online and Paper/Pencil	Friday, May 22, 2026
Monday, April 6, 2026	PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, SAT with Essay Test Administration Window Online and Paper/Pencil	Thursday, April 30, 2026

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REMINDERS

Applications Open for Michigan Educators to Join 2026–27 Formative Assessment Program



Applications are open for the 2026–27 cohort of the Formative Assessment for Michigan Educators (FAME) Program, a professional learning opportunity that helps teachers use formative assessment to guide instruction and support student progress. Educators interested in serving as learning team coaches should **apply by Tuesday, March 31, 2026**. The program brings together school- or district-based teams led by a coach to develop practical strategies for using evidence of student learning to improve outcomes, increase engagement, and build student ownership. Participants report meaningful professional growth, valuable tools, and a strong support network. Learn more at famemichigan.org or contact FAME Program Manager [Mary Helen Diegel](mailto:diegelm@michigan.gov) (diegelm@michigan.gov) for additional information.

Get to Know MiLearn



MiLearn (Michigan Linked Educational Assessment Reporting Network) is a **free digital reporting system** from the Michigan Department of Education’s Office of Educational Assessment and Accountability. It delivers state assessment results directly through a district’s Student Information System (SIS), giving students, families, and educators quick access to data without requiring separate logins or platforms.

Additional details are available in the [MiLearn: Expanding Access to State Assessment Results document](https://go.mi.gov/9syqa1997) (https://go.mi.gov/9syqa1997).

For questions or onboarding support, contact: Tim Davis, MiLearn Onboarding Specialist, at DavisT54@Michigan.gov

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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.

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REMINDERS

Share Your Work at the 2027 Michigan School Testing Conference



Do you have a strategy, initiative, or lesson learned about assessment that others could benefit from?

The Michigan School Testing Conference (MSTC) is now accepting session proposals for the 2027 conference, and we invite practitioners across Michigan to share their work.

For only the second time in MSTC's 65-year history, conference participants have the opportunity to propose workshops and clinic sessions.

The 2027 MSTC Conference will be held February 9–11, 2027, at the Sheraton Ann Arbor.

Session options include:

- 3- or 6-hour workshops (Tuesday, February 9, 2027)
- 75-minute clinic sessions (February 10–11, 2027)

We are looking for sessions that share practical ideas, lessons learned, and promising practices that can support colleagues across the state.

- Proposal deadline: March 20, 2026
- Notification of acceptance: May 2026

All presenters are asked to register for the conference at a reduced presenter rate.

[Submit your proposal here](https://www.surveymonkey.com/r/WHV7FB3) (https://www.surveymonkey.com/r/WHV7FB3).

We hope you'll consider contributing to the learning community that makes MSTC such a valuable professional gathering.

For questions, please contact MSTC Conference Director, [Ellen Vorenkamp](mailto:vorenke83@gmail.com) (vorenke83@gmail.com) or by calling 810-923-0327.

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- Archive for [Spotlight on Assessment and Accountability](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight)
- Archive for [MDE Memos](https://www.michigan.gov/mde/news-and-information/memos) (https://www.michigan.gov/mde/news-and-information/memos)
- Archive for [MICIP Continuous Communication](https://www.michigan.gov/mde/Services/school-performance-supports/micip/micip-continuous-communication) (https://www.michigan.gov/mde/Services/school-performance-supports/micip/micip-continuous-communication)

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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 48915-0008

Questions or Comments? Contact MDE OEAA
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