



SPOTLIGHT

DIVISION OF ASSESSMENT, SCHOOL IMPROVEMENT, AND SYSTEMS SUPPORT

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Assessment Questions: MDE-OEAA@Michigan.gov
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Website: www.Michigan.gov/OEAA | **Phone:** 877-560-8378



NEWS INFO

Spring 2026 Testing Begins Monday, April 6

M-STEP, College Board Assessments, WIN Work Readiness, MI-Access, Early Literacy and Mathematics Benchmark Assessments

The Michigan Spring 2026 testing window opens on Monday, April 6, for grades 3-8 and 11 M-STEP and MI-Access; for grades 8-11 and eligible grade 12 students taking the College Board SAT Suite of Assessments; and for grade 11 and eligible grade 12 students taking the WIN Work Readiness Assessment.

The Early Literacy and Mathematics Benchmark Assessment will also open for students in kindergarten through grade 2.

The complete Summative Testing Schedule can be found on each assessment webpage, or in the [Summative Assessment Testing Calendar](https://go.mi.gov/st2jb2227) (<https://go.mi.gov/st2jb2227>).

Test Administration and Assessment Security Training and Resources

Be sure all staff involved in testing have reviewed and received training on the appropriate sections of the following documents prior to administering any state assessment.

- **Test Administration Manual (TAM)**

TAMs are assessment-specific; assessments may have multiple TAMs. TAMs can be found on each assessment web page.

- **Test Administration Directions**

Follow the directions provided for each assessment administered.

- M-STEP

- The [M-STEP Online Test Administrator's Directions and Manual](https://go.mi.gov/k93ow2248) (<https://go.mi.gov/k93ow2248>) document is not grade specific; there is one document for all grades and content areas.
- The [M-STEP Paper/Pencil Test Administrator's Directions and Manual documents](https://go.mi.gov/rqy1w2055) (<https://go.mi.gov/rqy1w2055>) are specific to grade.

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NEWS INFO

- MI-Access
 - Paper/pencil directions are provided in the TAM; online directions are embedded in the test engine.
- Early Literacy and Mathematics Benchmark Assessments
 - Test administration directions for Early Literacy and Mathematics Benchmark Assessments are available in the TAM and within the DRC INSIGHT testing system.
 - [Early Literacy and Mathematics Benchmark Test Administration Manual \(TAM\)](https://go.mi.gov/57g3p2077) (<https://go.mi.gov/57g3p2077>).
- College Board
 - Directions are provided in the SAT Suite Test Coordinator Manual, SAT Suite Proctor Manual, and specific Paper Testing Scripts; these can be viewed on the [SAT Suite of Assessments Manuals, Handbooks, and Guides web page](https://go.mi.gov/5eiry1880) (<https://go.mi.gov/5eiry1880>).
- WIN Work Readiness Assessment
 - For online testing directions, consult the [Online Test Administration Manual](https://go.mi.gov/ay2q22139) (<https://go.mi.gov/ay2q22139>).
 - For paper/pencil testing directions, consult the [Paper/Pencil Test Administration Manual](https://go.mi.gov/msh142064) (<https://go.mi.gov/msh142064>).

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NEWS INFO

Assessment Security Training

All staff members who participate in the administration of any of the state assessments must be fully trained in assessment security each year. Specific requirements for assessment security training, by role, can be found on the [Assessment Integrity and Security Site](https://go.mi.gov/syhu22249) (https://go.mi.gov/syhu22249).

Links to the required training resources are listed below.

- **Assessment Integrity Guide (AIG)** (https://go.mi.gov/wnpv12250) – provides guidelines school staff must follow to securely administer state assessments and have a common understanding of appropriate practices.
- **Assessment Security Training Series** – training modules are available through [Michigan Virtual](https://plp.michiganvirtual.org/) (https://plp.michiganvirtual.org/). For more information on the modules, refer to the [MDE Assessment Security course description](https://michiganvirtual.org/course/mde-assessment-security) (https://michiganvirtual.org/course/mde-assessment-security).
- **Assessment Integrity and Security for M-STEP Test Administrators Appendix** – available in the <https://go.mi.gov/5in0y2052> (https://go.mi.gov/5in0y2052) and in each [M-STEP Test Administrator Directions and Manual document](https://go.mi.gov/rqy1w2055) (https://go.mi.gov/rqy1w2055). Test administrators can read this appendix to complete their required Assessment Security Training.
- **Assessment Integrity and Security for MI-Access Test Administrators Appendices** – appendices for both the Functional Independence (FI) and the Supported Independence and the Participation (SI/P) testing are available in the appendix sections of the FI and the SI/P TAMs, located on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)

The [Guide to State Assessments](https://go.mi.gov/j0xxm2051) (https://go.mi.gov/j0xxm2051) includes important detailed information about the tests administered for each grade, test time estimates, and summative testing schedules.

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NEWS INFO

Online Testing for Michigan-developed Assessments

Online M-STEP, MI-Access (FI), and Early Literacy and Mathematics Benchmark assessments are administered during the school day. The online testing engine, INSIGHT, is available for testing from 7:00 a.m. to 4:00 p.m., Monday through Friday throughout the testing window.

The only exception to this schedule is for those schools that previously submitted an Alternate INSIGHT Availability Request.

Schools may schedule the online tests and any breaks in a manner that is appropriate for their students. If a break is taken during an online test, all secure materials – test tickets and rosters, used scratch paper and/or used graph paper – must be collected and securely stored during the break. If used scratch or graph paper is to be given back to students when they resume testing, the student's name must be written on the paper.

Reminder: Test tickets, rosters, and used scratch/graph paper are secure materials and must be handled securely.

Paper/Pencil Testing for Michigan-developed Assessments

M-STEP paper/pencil tests are administered during the paper/pencil testing window, April 6 through May 1, 2026. Schools can administer any grade or content area paper/pencil test on any school day within this window.

MI-Access paper/pencil tests are administered any time during the seven-week testing window, from April 6 through May 22, 2026. Schools may administer any grade or content area test on any school day within the testing window.

Note: All paper/pencil answer documents for M-STEP, MI-Access (FI), and WIN Work Readiness, must have a valid barcode label associated with the content area and student. Answer documents returned without a valid barcode label may not be scored and districts may be subject to associated fees.

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Questions or Comments? Contact MDE OEAA
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NEWS INFO

Online and Paper/Pencil Testing for College Board SAT Suite of Assessments

Schools administering the online SAT with Essay, PSAT 10, and PSAT 8/9, as well as schools approved for paper/pencil administration of these assessments, must adhere to the test administration dates published in the [Spring 2026 Testing Schedule for Summative Assessments](https://go.mi.gov/st2jb2227) (https://go.mi.gov/st2jb2227). There is one four-week window for all testing.

The SAT with Essay is one of three required components of the Michigan Merit Exam (MME), which is administered to students in grade 11 and to eligible grade 12 students. The MME has three components: the SAT with Essay, WIN Work Readiness, and M-STEP Science and Social Studies.

Eligible grade 8 students are required to take the PSAT 8/9 for Reading and Writing and for Math, along with the M-STEP for Science and Social Studies. Grade 9 students are required to take the PSAT 8/9, and grade 10 students are required to take the PSAT 10.

Supports and Accommodations

Information about available supports and accommodations can be found through the links below. **Note:** Other accommodation-related information, such as entering supports or accommodations into online delivery systems and other test administration-related information, can be found in the associated test administration manuals.

M-STEP and MI-Access

[Supports and Accommodations Guidance Document](https://go.mi.gov/c5zeg1987)
(https://go.mi.gov/c5zeg1987)

College Board

[Accommodations and Supports Handbook](https://accommodations.collegeboard.org/media/pdf/accommodations-supports-handbook.pdf)
(https://accommodations.collegeboard.org/media/pdf/accommodations-supports-handbook.pdf)

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NEWS INFO

Online and Paper/Pencil Testing for the WIN Work Readiness Assessments

The WIN Work Readiness Assessments are primarily online and are a required component of the MME. WIN Work Readiness is administered to grade 11 students and eligible students in grade 12.

Paper/pencil tests are available for schools with an approved online testing waiver or for individual students based on need. See the [WIN Paper/Pencil Test Administration Manual](http://www.winresourcecenter.com/files/pdf/MI-Resources/2026%20MI%20Paper%20Testing%20Administration%20Manual%203.4.2026.pdf) (www.winresourcecenter.com/files/pdf/MI-Resources/2026%20MI%20Paper%20Testing%20Administration%20Manual%203.4.2026.pdf) for more information about paper testing.

There are three components to the WIN Work Readiness Assessment: Work Ready Reading, Work Ready Math, and Work Ready.

Students and staff access the WIN Career Readiness System at mi.wincrsystem.com.

Resources for administering the WIN Work Readiness Assessment are available on the [Michigan WIN Resource Center](http://www.winresourcecenter.com/Partnerships/mde) (www.winresourcecenter.com/Partnerships/mde).

[Allowable Accommodations](https://go.mi.gov/vatpc2251)
(<https://go.mi.gov/vatpc2251>)

[Standard Tools and Features](https://go.mi.gov/vq1fd2252)
(<https://go.mi.gov/vq1fd2252>)

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NEWS INFO

M-STEP, MI-Access, WIN Work Readiness, and Early Literacy and Mathematics Benchmark Assessment (K-2): Common Testing Issues and How to Resolve Them

The Office of Educational Assessment and Accountability (OEAA) is here to help ensure a safe, smooth, and equitable test administration in Spring 2026. While not all test irregularities are avoidable, some common issues that arise can be easily prevented. We have prepared this brief list to support your successful test administration.

Note: If you do encounter any testing irregularities during test administration, OEAA staff will help you resolve them, to ensure valid and reliable results that will help inform your program and continuous improvement goals.

Here are some common, and easily avoided, Incident Reports the Michigan Department of Education (MDE) sees each year:

- **Accommodations/Designated Supports not assigned:** One of the most common Incident Reports is of students who did not receive their required Accommodation or Designated Support during testing. This can easily be avoided by:
 - carefully assigning Accommodations and Designated Supports before the test administration begins (communicate with your special education and English learner staff, as needed)
 - ensuring all Test Administrators are aware of all Accommodations/Designated Supports in each test session (communicate with your Test Administrators)
 - assigning Accommodations and Designated Supports before test tickets are printed
 - reviewing the testing roster sheet and/or test tickets to ensure embedded Accommodations and Designated Supports are included**(Note:** Not all allowed Designated Supports or Accommodations are listed on the test roster and/or test tickets.)

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- **Test not completed:** You can prevent this by remembering two important characteristics of specific tests:
 - M-STEP English language arts (ELA) and mathematics tests use Computer Adaptive Testing (CAT). It is not possible to submit a CAT test unless all items are answered. CAT assessments cannot be unlocked, and MDE does not regenerate CAT tests for this reason.
(Note: There are some exceptions – specifically Closed Captioning (CC), Video Sign Language (VSL), and Stacked Spanish (ST)).
 - M-STEP science and social studies tests are fixed-form tests. Students must be instructed to not select “submit” until they have completed the assessment.
(Note: All MI-Access and Early Literacy and Mathematics Benchmark tests are fixed-form tests.)

All M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark online tests can be unlocked by contacting the DRC Call Center if:

- the student has not provided a response for every item on the test
- the test has not previously been unlocked

To unlock any test in which all items have been answered, or any test that has previously been unlocked by the DRC Call Center, an incident report is required.

Note: The WIN Work Readiness Assessments do not have any unlock option. Tests can only be retaken—meaning student responses are deleted and the student must test again. This requires an Incident Report be submitted in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). See below for more information about submitting Incident Reports in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

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- **Prohibited Behavior:** Make sure Test Administrators clearly state all student behavioral expectations before test administration begins.

A common cause of Prohibited Behavior incident reports is student use of cell phones/personal electronic devices during testing. According to the state assessment Electronic Device Policy, students “are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session.”

To help prevent prohibited behaviors related to electronic devices:

- Require students to power off any devices and to store them away from their work area during testing. (Best practice is to not allow additional electronic devices in the testing room.)
- Test Administrators should remind students of this policy, and check that no students have such electronic devices before testing begins.

Note: Incidents of Prohibited Behavior will allow the student’s test to remain valid if a student’s electronic device is seen but not accessed during the test. In these cases, Incident Reports must be filed. However, when students access an electronic device, their tests will be invalidated.

Completing Incident Reports

Incidents for M-STEP, WIN Work Readiness Assessments, MI-Access, WIDA ACCESS, and Early Literacy and Mathematics (K-2) must be submitted on the Incident Report page of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Instructions for filing a report can be found at [Incident Reporting](https://go.mi.gov/nm1yt2253) (https://go.mi.gov/nm1yt2253). Schools are to follow the instructions in the manuals for incidents with the WIN Work Readiness, PSAT, and SAT.

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NEWS INFO

Online Testing: Regeneration/Retake

In specific instances (see the table below), a student’s online test may need to be regenerated or retaken.

A Regenerate (Retake, for WIN Work Readiness Assessments) request means that all the student’s answers are deleted, and the student must take the entire test again. This is distinguished from an Unlock request, which allows the student to continue testing at the point they left off (not available for WIN Work Readiness Assessments).

Note: Only the testing irregularities listed here qualify for test regeneration/retake.

Allowable Regeneration/Retake Request Reason	Requirements/Documentation
Required Accommodation not provided	<ul style="list-style-type: none">• Parent Notification Form (https://go.mi.gov/2xqrb2254)• Relevant Individualized Education Program or Section 504 plan indicating the accommodation for the content area test
Required Designated Support not provided	<ul style="list-style-type: none">• Parent Notification Form (https://go.mi.gov/2xqrb2254)• Documentation from the teacher responsible for day-to-day instruction in the content area affirming the student uses the support during instruction
Student submits after fewer than 15 minutes in the test*	<ul style="list-style-type: none">• Parent Notification Form (https://go.mi.gov/2yytx2255)• No additional documentation is necessary; MDE staff can verify time spent in test
Student becomes ill*	<ul style="list-style-type: none">• Parent Notification Form (https://go.mi.gov/9botd2256)• Evidence that the student went home on the day of testing
Student completes test without prescribed medication*	<ul style="list-style-type: none">• Parent Notification Form (https://go.mi.gov/x17jg2257)• Signed document from the person responsible for administering the medication (parent or school staff) that the medication was not administered on the day of the test

* Must be submitted by 11:59 p.m. on the day of occurrence; if documentation is not available, the Incident Report can be submitted without the documentation.

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The Incident Reporting Response Guide appendix is also included in the M-STEP, MI-Access FI, and MI-Access SI/P Test Administration manuals. It provides a complete list of all Incident Report categories and subcategories, along with a description and information regarding whether reporting the incident is required or optional. Refer to this appendix for more information about each type of testing irregularity and whether an incident report is required.

WIN Work Readiness Assessment

The WIN Work Readiness Assessment begins in Spring 2026 as part of the Michigan Merit Examination. The following information is provided to support a smooth and secure administration of the WIN Work Readiness Assessment.

Incident Reporting

All testing irregularities that occur before, during, or after administration of the WIN Work Readiness Assessment must be reported in the OEAA Secure Site within two school days. Incident Reports for WIN are submitted in the same manner as for Michigan-developed assessments.

Unlocks and Retakes

- There is no unlock option for WIN Work Readiness Assessments. Once an assessment is submitted — whether complete or incomplete — it cannot be reopened. If a student needs to continue testing or if an error requires correction, a retake must be requested through an Incident Report. Retakes delete all previously entered responses and require the student to restart the full assessment.
- Circumstances that may qualify for retakes include student illness during testing, power or internet outage, incorrect test assignment, early submission, or testing without a required accommodation. All such requests require an Incident Report in the OEAA Secure Site.

Submitting Files for Offline Test Submissions

- If a student cannot submit an assessment due to an internet outage, the system will prompt the student to download a file containing their assessment activity data. This file must be saved and attached to an Incident Report in the OEAA Secure Site. OEAA will securely transfer the file to WIN for scoring. **(continues – page 14)**

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Additional WIN Resources

Procedures related to irregularities, retakes, and offline submissions are described in the [WIN Online Testing Administration Manual](https://go.mi.gov/yx4aw2215) (<https://go.mi.gov/yx4aw2215>).

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NEWS INFO

Recently Asked Questions – New Submission Opportunity

The Office of Educational Assessment and Accountability (OEAA) is introducing a [survey](https://forms.office.com/g/HLpzAwVt9m) (https://forms.office.com/g/HLpzAwVt9m) for districts and schools to submit general questions related to Michigan’s statewide assessments.

You may submit questions about any statewide assessments. The OEAA will review submissions weekly and curate responses for the Recently Asked Questions section of weekly Spotlight editions.

If your question requires an individual response, please contact the OEAA Help Desk at MDE-OEAA@Michigan.gov or 877-560-8378.

For technical assistance with the WIN Work Readiness Assessments, you may also contact WIN Support by email at support@winlearning.com.

For College Board assistance, customer support is available by email at michiganadministratorsupport@collegeboard.org.

Thank you for your partnership in helping identify the topics and questions that support educators statewide. Submit your questions using the [Recently Asked Questions Survey link](https://forms.office.com/g/HLpzAwVt9m) (https://forms.office.com/g/HLpzAwVt9m).

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NEWS INFO

M-STEP and MI-Access Office Hours During the Spring 2026 Testing Window

The Office of Educational Assessment and Accountability (OEAA) will hold weekly M-STEP and MI-Access Office Hours during the Spring 2026 testing window. These sessions will provide district and school staff opportunities to ask OEAA staff questions related to test administration, policies, and procedures.

Office Hours Schedule: Mondays, April 6 – May 18, 2026, 3:00-3:30 p.m. (ET)

Link to access Office Hours: [Join Office Hours for MSTEP & MI-Access Access](https://teams.microsoft.com/meet/22651943103548?p=VeZdtIGsE4haeZOzrL)
(<https://teams.microsoft.com/meet/22651943103548?p=VeZdtIGsE4haeZOzrL>)

Password: j3Mn2m8J

Office Hours are open to all staff involved in administering M-STEP and MI-Access assessments. Participants may join at any point during the 30-minute session. No registration is required.

For additional information, contact the OEAA by email at MDE-OEAA@Michigan.gov, or call 800-560-8378 and follow the prompts.

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NEWS INFO

Now Available: All MI-Access Test Administration Training Videos



The updated [MI-Access Administration Training materials](https://go.mi.gov/wo99j2230) (https://go.mi.gov/wo99j2230) – including both the PDF presentations and the recorded webinar versions – are 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.

These resources include comprehensive training for all three MI-Access assessment types:

- **Spring 2026 MI-Access Functional Independence Administration**
[Slide Deck](https://go.mi.gov/kumfs2187) (https://go.mi.gov/kumfs2187)
[Video](https://www.youtube.com/watch?v=o8MmuiC04Xg) (https://www.youtube.com/watch?v=o8MmuiC04Xg)
- **Spring 2026 MI-Access Supported Independence and Participation Administration Training**
[Slide Deck](https://go.mi.gov/nu2sg2188) (https://go.mi.gov/nu2sg2188)
[Video](https://www.youtube.com/watch?v=JKVI7UVRMiU) (https://www.youtube.com/watch?v=JKVI7UVRMiU)

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Additional Paper/Pencil Assessment Material Orders Opens Today

If your school needs additional paper/pencil testing materials, including accommodated materials, for the Spring 2026 assessments, you can submit orders now during the Additional Material Order window.

Note: Whether they are testing online or by paper/pencil, all new students must be pre-identified in the Office of Educational Assessment and Accountability ([OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)). Directions for the [Additional Material Order web page](https://go.mi.gov/rbz382259) (<https://go.mi.gov/rbz382259>) can be found on the [Secure Site Training web page](https://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining) under the **Material Ordering Section**.

M-STEP

Schools that need additional paper/pencil materials or accommodated materials for M-STEP can order them directly from the Additional Material Order page of the OEAA Secure Site, now through April 28, 2026 (noon).

MI-Access Functional Independence, Supported Independence, Participation

MI-Access Functional Independence (FI) English language arts: Expressing Ideas (ELA:EI) is a paper/pencil test only, even if the student is taking the other contents online. Schools that need additional paper/pencil materials for FI, including the ELA:EI tes, can order them from the Additional Material Order page of the OEAA Secure Site, now through May 19, 2026 (noon).

Schools that need additional administration materials for the MI-Access Supported Independence (SI) and Participation (P) can order them from the Additional Material Order page of the OEAA Secure Site, now through May 19, 2026 (noon).

SI and P materials are ordered based on the number of administrators who will be administering the test and not on the number of students testing. Ensure you include both the primary and shadow administrator in the count of administrators who will need administration materials.

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NEWS INFO

Important FI update: The paper/pencil answer documents have been discontinued for all content areas (excluding Expressing Ideas) and responses will be transcribed onto online answer documents. For more details, see the [Spotlight newsletter - March 19 issue](https://go.mi.gov/4syhf2200), (<https://go.mi.gov/4syhf2200>).

SAT with Essay, PSAT 10, PSAT 8/9

Most students will take the digital version of the SAT Suite. However, in rare cases paper/pencil testing will be permitted; this includes when a student is unable to test online due to either (1) an approved accommodation or (2) a religious or program restriction on technology use.

Schools/districts were advised to make Services for Students with Disabilities [SSD Online accommodations requests](https://ssdonline.collegeboard.org) (<https://ssdonline.collegeboard.org>) and [qualified online exemption requests](https://app.smartsheet.com/b/form/0199cbea561f7fd382e2118ca02c4ad4) (<https://app.smartsheet.com/b/form/0199cbea561f7fd382e2118ca02c4ad4>) prior to February 18 to ensure timely approval and delivery of necessary materials.

While paper materials began shipping on March 17, accommodations/exemption requests can still be made. Requests received by April 17 will be reviewed but cannot be guaranteed for approval and delivery of materials prior to the end of testing on April 30.

Directions for administering paper tests are available here on the [Michigan Merit Exam SAT Publications web page](https://go.mi.gov/gp66m2009) (<https://go.mi.gov/gp66m2009>). All paper testing materials must be returned using the directions and labels provided in their shipment.

WIN Work Readiness

WIN Work Readiness Assessments are primarily administered online for Spring 2026. Schools approved for paper/pencil testing in the OEAA Secure Site can order materials from the Additional Material Order page. For more information about paper/pencil testing materials, refer to the [WIN Paper Testing Test Administration Manual \(TAM\)](https://go.mi.gov/msh142064) (<https://go.mi.gov/msh142064>).

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

WIDA ACCESS and Alternate ACCESS: Testing Window Closure and Material Return Deadline

The WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs testing window closes tomorrow, **Friday, April 3, 2026**. Educators are reminded that the deadline for UPS pickup of all secure test materials for return to DRC (the testing vendor) is **Tuesday, April 7, 2026**.

If you have not done so already, review your paper test booklets as soon as possible. If you need additional district/school labels (yellow), please contact MDE-OEAA@Michigan.gov to order them. If you delay, you may not receive additional labels in time to ship materials back to DRC by the April 7 deadline. **Test materials not shipped by the deadline will not be processed.**

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COLLEGE BOARD INFO

Testing Window Opens Monday

The testing window for the Michigan-provided SAT Suite of Assessments will **open this Monday, April 6, and close on Thursday, April 30, 2026.**

Note: This year, the test administration window closes on a Thursday, not on a Friday as in past years. All Spring 2026 testing must take place within the April 6-30 window. There will be no additional testing windows for makeup or accommodated testing.

Rescheduling, Retesting, and Reporting Irregularities

All testing irregularity reports (IRs) for the SAT Suite of Assessments, including those for paper testers, must be submitted in Test Day Toolkit.

In the event of unforeseen circumstances, schools may need to reschedule test dates, report irregularities, and/or retest students. Refer to these guidelines for each scenario:

- **Rescheduling:** If students have not entered a room code in Bluebook, schools may select a new test date within the test administration window without contacting College Board or submitting an IR. Examples of rescheduling circumstances include individual student absences or weather-related events that prevent schools from testing.
- **Retesting:** Students who encounter issues after the room code has been entered may be eligible for retesting. Expect retest events to appear one to two business days after filing the retest IR. Examples of retesting circumstances include schools experiencing disruptions during a testing session (such as fire alarms), students becoming sick after testing has started, and mis-administrations due to staff errors.

Rosters: Each time a test or retest is prepared for a student, they are added to an administration roster:

- The roster for your primary test administration lists all registered students.
- The first time a student is retested, a roster for **Retest 1** will be added to Test Day Toolkit.
- If a student is retested a second time, a roster for **Retest 2** will be added.
- To switch between rosters in Test Day Toolkit, click **Switch** in the upper right corner of the screen, and select the appropriate option in the **Test Administration** drop down menu.

(continues – page 21)



COLLEGE BOARD INFO

Reporting Irregularities: Irregularities can be reported in Test Day Toolkit by the test coordinator, proctor, or monitors. Test coordinators must approve submissions by proctors or monitors before they are sent to College Board. Irregularities should be entered on the same day they take place. **Note:** If there is a delay, non-retest irregularities must be entered no later than five days after the irregularity occurred. The final day to submit retest irregularities is April 24 for paper testers and April 28 for online testers.

For additional details, review the retesting and irregularities guidance starting on page 36 of the [Test Coordinator Manual](https://go.mi.gov/a5cdo2192) (<https://go.mi.gov/a5cdo2192>).

Score Release Timeline

Student score release will occur in two phases, contingent upon the student’s exam submission date. Educator score release in the K-12 Reporting Portal is scheduled for Monday, June 29.

Student Answer Submission	Student Scores Available in K-12 Reporting Portal	Scores Available to Students	Electronic Score Reports Available for Educators
by April 10, 2026	June 29, 2026	April 30, 2026	June 29, 2026
by April 30, 2026	June 29, 2026	May 14, 2026	June 29, 2026

Students can access their scores in two ways:

1. **BigFuture School mobile app:** PSAT 10 and SAT with Essay testers who opted in to BigFuture School can access scores and customized college and career guidance.
2. **College Board student account:** Students may access scores via their College Board account.

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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
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 the Services for Students with Disabilities SSD Online to ensure approval before testing has passed (February 18, 2026). However, if students need new accommodations, or if you have new students at your school, submit requests in [SSD Online](https://collegeboard.org/ssdonline) (<https://collegeboard.org/ssdonline>) as soon as possible.

Note: Late submission requests that require document review continue to be processed on a rolling basis. If you submit any new accommodation requests requiring document review at this point, plan to test the student later in the testing window.

Exchanging Accommodations



SSD Coordinators now have access to a self-serve process in SSD Online that allows them to exchange select approved accommodations without submitting a new request. For full details on which accommodations are eligible and how the process works, refer to the [Spotlight newsletter – March 26 issue](https://go.mi.gov/nzb4m2231) (<https://go.mi.gov/nzb4m2231>).

Prepare Test Day Toolkit for Spring SAT Suite Testing



With the testing window approaching (April 6-30), school test coordinators should begin preparing in the Test Day Toolkit.

Key steps include:

1. Review [student roster information](https://go.mi.gov/esr7v2190) (<https://go.mi.gov/esr7v2190>)
2. [Add test day staff](https://go.mi.gov/gqm232191) (<https://go.mi.gov/gqm232191>)
3. Print testing tickets in advance of administering the [Student Readiness Check](https://go.mi.gov/3grax2145) (<https://go.mi.gov/3grax2145>)

Tip: Staff can use preview mode in Test Day Toolkit prior to test day to familiarize themselves with the proctoring experience.

For additional guidance, refer to the [Test Coordinator Manual](https://go.mi.gov/a5cdo2192) (<https://go.mi.gov/a5cdo2192>).

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COLLEGE BOARD INFO

Required Online Training Status Dashboard



School test coordinators have access to the Training Status Dashboard through their College Board professional account to monitor and manage staff training completion.

For additional details, refer to the [Spotlight newsletter – March 19 issue](#) (<https://go.mi.gov/4syhf2200>) or the [Training Platform User Guide](#)

(<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>) supports preparation for spring SAT Suite testing, including verifying student information in Bluebook and ensuring device readiness.

For more information, refer to the [Spotlight newsletter – March 19 issue](#)

(<https://go.mi.gov/4syhf2200>).

Training Materials, Publications, and Resources



To support the MDE 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 [Michigan Merit Exam \(MME\) Test Administration Training webpage](#) (<https://go.mi.gov/9fi9a2074>).

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

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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>) taking the Michigan-provided SAT with Essay this spring.

Fee waiver code files are available in the Download Center of each school's K-12 Assessment Reporting Portal. Schools needing additional codes to distribute should email michiganadministratorsupport@collegeboard.org. Students may also request fee waivers independently at <https://satsuite.collegeboard.org/sat/registration/fee-waivers> (<https://satsuite.collegeboard.org/sat/registration/fee-waivers>).

For more information, refer to the [Spotlight newsletter – March 19 issue](https://go.mi.gov/4syhf2200) (<https://go.mi.gov/4syhf2200>).

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COLLEGE BOARD INFO

Upcoming Open Office (Half) Hours



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
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
Drop-in Open Q&A April 16, 2026 2:00 p.m.	<ul style="list-style-type: none">• Open questions and answers
Drop-in Open Q & A April 23, 2026 2:00 p.m.	<ul style="list-style-type: none">• Open questions and answers

College Board Contact Information

- **Call:** Michigan Educator Hotline at 866-870-3127 (Option 1)
- **Email:** michiganadministratorsupport@collegeboard.org
- **Refer:** [Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for weekly updates for Spring 2026 testing

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WIN LEARNING INFO

Testing Starts Next Week

The testing window for the WIN Work Readiness Assessments begins next Monday, April 6, 2026. As a reminder, there are several helpful resources available on the [WIN Resource Center](https://www.winresourcecenter.com/Partnerships/mde) (<https://www.winresourcecenter.com/Partnerships/mde>) to help you prepare for test administration.

These resources include:

- **Test Administration Manuals (TAMs)** that walk through the entire testing process
 - [Paper TAM](https://go.mi.gov/msh142064) (<https://go.mi.gov/msh142064>)
 - [Online TAM](https://go.mi.gov/ay2q22139) (<https://go.mi.gov/ay2q22139>)
- Quick Start Guides that provide instructions on specific tasks for test administration
 - [Assigning Assessments](https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Assigning%20Assessments.pdf)
(<https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Assigning%20Assessments.pdf>)
 - [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>)
- **Test Administration Scripts** for administering both online and paper tests
 - [Paper Test Administration Script](https://www.winresourcecenter.com/files/pdf/MI-Resources/2026%20Paper%20Based%20Testing%201-page%20Script.pdf)
(<https://www.winresourcecenter.com/files/pdf/MI-Resources/2026%20Paper%20Based%20Testing%201-page%20Script.pdf>)
 - [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>)

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WIN LEARNING INFO

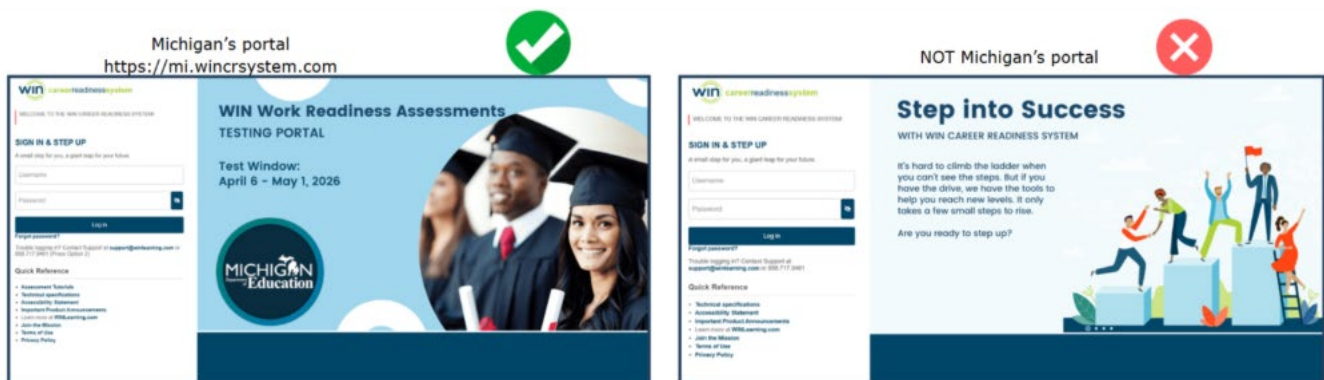
Accessing WIN Career Readiness System

When you log into the WIN Career Readiness System, please ensure that you are navigating to the correct URL: mi.winncrsystem.com. Bookmark this page for easy access for staff and students. You can also reach WIN CRS system from the MME page by clicking on the direct link under the WIN Work Readiness Assessments section:

WIN Work Readiness Assessments (Work Skills Assessment)

- [Online Test Administration Manual, Spring 2026](#)
- [Paper Testing Test Administration Manual, Spring 2026](#)
- [Frequently Asked Questions](#)
- [Terminology Crosswalk](#)
- [Allowable Accommodations](#)
- [Standard Tools and Features](#)
- [Wednesday Office Hour Schedule and Links](#)
- [Office Hour Presentations](#)
- [Technology Coordinator Checklist](#)
- [Technical Requirements](#)
- [Webinar Schedule and Links](#)
- [WIN Work Readiness Opt-Out-Form for Optional Student Information](#)
- [WIN Career Readiness System \(CRS\) Login](#)
- [WIN Michigan Resource Center](#)
- [WIN Work Readiness Assessments Test Administration Training Template](#)
- [WIN Work Readiness Assessments Information](#)
- [WIN Work Readiness Assessments Correlation to O*NET Job Zones](#)
- [National Work Readiness Credential Information](#)

Note: The correct WIN CRS portal for Michigan educators has the Michigan Department of Education logo on it; this is not to be confused with the WIN general CRS portal (see image below):



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WIN LEARNING INFO

WIN Wednesday Office Hours

The next WIN Wednesday Office Hours session will be April 8, 2026, at 10:00 a.m. This will be another question-and-answer session, so bring your questions.

You can join the session using the [WIN Wednesday Office Hours meeting link](https://teams.microsoft.com/meet/2103319553090?p=FBZsvYMwz8QyEqM3Yb) (<https://teams.microsoft.com/meet/2103319553090?p=FBZsvYMwz8QyEqM3Yb>).

A list of upcoming sessions is available on the [WIN Wednesday Sessions Schedule](https://go.mi.gov/fbvik2037) (<https://go.mi.gov/fbvik2037>).

Accessing Reports in WIN Career Readiness System

Administrators can access several different reports in WIN Career Readiness System, including a Learner Listing Report, Class Report, Individual Report, and Certificate/Credential Summary Report. These can be accessed by logging into the portal and clicking on Reports at the top of the screen, then selecting a report from the drop-down menu. The data in each report can be sorted and filtered at various levels and can be exported to an Excel sheet.

The [WIN CRSystem Reports Manual](https://www.winresourcecenter.com/files/pdf/CRSystem%20Resources/WINCRSystem%20Reports%20Manual.pdf) (<https://www.winresourcecenter.com/files/pdf/CRSystem%20Resources/WINCRSystem%20Reports%20Manual.pdf>) provides more detailed information about how to run and interpret each report.

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WIN LEARNING INFO

Recently Asked Questions

Below are some answers to questions received in recent WIN Wednesday sessions. These questions and others will be addressed in upcoming WIN Wednesdays.

Q: Can a District Assessment Coordinator (from the Secure Site) be assigned as a facilitator in CRS?

No. DACs and BACs cannot be formally assigned to a test session as a facilitator in CRS.

However, both DACs and BACs automatically have the same access and capabilities as a Test Administrator (TA) for every test session in their district or building. Because of that, DAC/BACs *can* step in and proctor any test session group when needed.

To do this, navigate to the [Assigning Assessments Quick Start Guide](#)

(<https://www.winresourcecenter.com/files/pdf/MI-Resources/MI%20Quick%20Start%20Guide%20-%20Assigning%20Assessments.pdf>).

Once there go to Products → Work Readiness Assessments → Search by Test Session Group. Then select the group and follow the instructions.

Q: When setting up test session groups, how can I verify that my students have been added to a group?

To create test session groups, test administrators will select students from the Learner Pool and move them into the roster for a new test session group.

However, because students can be added to multiple test session groups, if you begin building another test session group, you will once again have your full Learner Pool available to choose from. Administrators should keep a list of students for each test session group and check off each student as they are added to a group, to ensure that all students are assigned to the appropriate test session group.

(continues – page 31)



WIN LEARNING INFO

Q: How will students see their test scores?

After students complete all three component assessments, they will see their scores on the Work Readiness Assessments launch page.

Credential Progress

If you haven't completed the tutorial before, please start there for valuable information about the assessment and online navigation. **Good luck!**

[Navigation Tutorial](#)

Assessment	Status	Ebadge	Achievement
Work Ready Math	Tutorial		Level 4 3/12/2026
Work Ready Reading	Tutorial		Level 3 3/12/2026
Work Ready Data	Tutorial		Level 3 3/12/2026

They can also see their scores on their dashboard.

ASSESSMENT

[GO](#)

Work Readiness Assessments

Work Ready Math		100%	Achievement Level 4 (3/12/2026)
Work Ready Reading		100%	Achievement Level 3 (3/12/2026)
Work Ready Data		100%	Achievement Level 3 (3/12/2026)

eBadges: 3 / 3 Level 3 Achievement Earned

(continues – page 32)

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WIN LEARNING INFO

Q: What if students didn't see their scores while they were logged in with their test ticket? How do they get back in?

They can use their test ticket throughout the test administration window (April 6 through May 1). After the test administration window, they must use their system username and password to login to see their scores (which is not the temporary information on the test ticket). They will need to get their system username and password from school staff, who can look them up in WIN Career Readiness System.

Q: How will students access their credential?

Immediately after completing all three tests, students will be able to see if they earned a credential. They can see this on the Work Readiness Assessments launch page and on their dashboard. Clicking the icon will download their credential.

Work Readiness Assessments
Assessments that validate career-focused knowledge and skills

Level 3 Achievement Earned

About these Assessments

OVERVIEW

Work Readiness Assessments solution is a workforce, education, and development tool comprised of three proctored assessments: Work Ready Math, Work Ready Reading, and Work Ready Data. There are four credential levels (Achievement Levels 2-5). Each level requires successful completion of all three assessments with scores at that level or above.

Credential Progress

If you haven't completed the tutorial before, please start there for valuable information about the assessment and online navigation. **Good luck!**

Navigation Tutorial

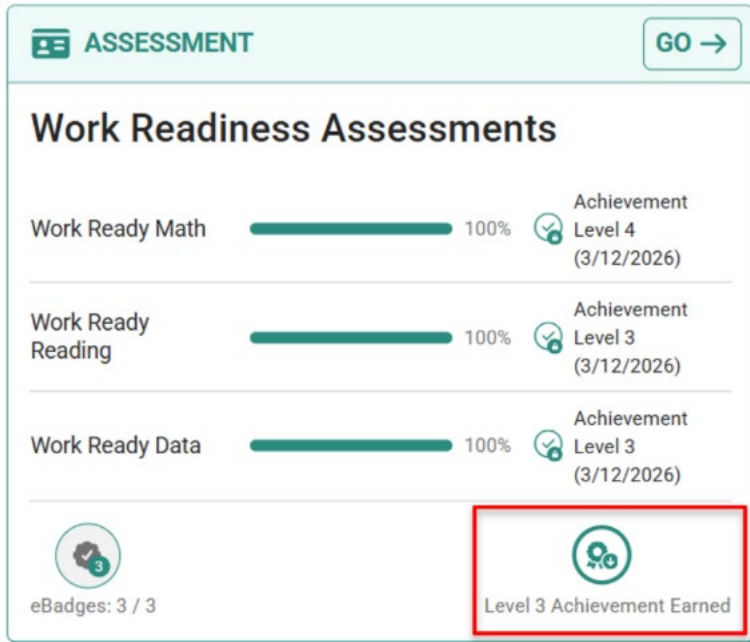
Assessment	Level	Date	Status
Work Ready Math	Level 4	3/12/2026	Completed
Work Ready Reading	Level 3	3/12/2026	Completed
Work Ready Data	Level 3	3/12/2026	Completed

(continues – page 33)

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WIN LEARNING INFO



Q: What if the student did not download their credential while logged in with their test ticket?

They can use their test ticket during the test administration window; after the test administration window, they must use their system username and password to log in and download their credential. They will need to get their system username and password from school staff, who can look them up in WIN Career Readiness System.

(continues – page 34)



WIN LEARNING INFO

Q: Students can't print from their school devices. How will they print their credential?

Students can login with any device (home computer, tablet, phone) with their system username and password; they will then be able to access, download, and print their credentials. (**Do not** allow students to take test tickets home.)

In addition, school staff can download student credentials individually or in bulk by logging into the WIN Career Readiness System and going to Reports – Credential Summary.

- Select Organization
- Select Date Range
- Select Run Report
 - Select the printer icon under Certificate/Credential Count to download the credentials.
 - Select the hyperlinked number to be directed to the Learner Listing Report for those specific students, where they can download individual credentials.
 - Select the printer icon under Individual Score Report (ISR) to download the students' ISR, which displays their scores and explains their results.

Product Offering	Achievement Level 2	Achievement Level 3	Achievement Level 4	Achievement Level 5	Not Earned	Certificate/Credential Count	Individual Score Report
ABC School District QA							
Academic Skills Assessments	11	11	13	10	24	45	69

Select the printer icon to download all credentials.
Select the hyperlinked number to be directed to the Learner Listing Report for those specific students where they can download individual credentials

(continues – page 34)



WIN LEARNING INFO

Q: How can students take advantage of digital achievements?

Digital achievements are shared via email. Students have the option to provide an email address that they can verify through the email verification process. (They will receive an email at the given address and will need to click a verification link within 24 hours.) This is an optional feature and is not required to complete the testing. Parents/guardians who wish to decline digital achievements for their student may complete the [Digital Achievement Opt-Out Form](https://go.mi.gov/1iw642261) (<https://go.mi.gov/1iw642261>).

WIN Learning Support

For technical questions or issues identified during the survey process, schools/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

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)
- [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) allows you to easily 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.

APRIL 2026

Start Date	Assessment/Task	End Date
Thursday, April 2, 2026	M-STEP and WIN Work Readiness Additional Material Order Window All Grades/All Content Areas	Tuesday, April 28, 2026
Thursday, April 2, 2026	MI-Access Additional Material Order Window All Grades	Tuesday, May 19, 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
Monday, April 6, 2026	M-STEP Paper/Pencil and WIN Work Readiness Online and Paper/Pencil Test Administration Window	Friday May 1, 2026
Monday, April 6, 2026	M-STEP Online, MI-Access Online and Paper/Pencil Test Administration Window	Friday, May 22, 2026
Tuesday, April 7, 2026	WIDA ACCESS/WIDA Alternate ACCESS Deadline for Shipping Materials to DRC	Tuesday, April 7, 2026
Wednesday, April 8, 2026	M-STEP, MI-Access Preliminary Reports Available **within 48 hours of online test completion**	N/A
Wednesday, April 8, 2026	Early Literacy and Mathematics Benchmark Assessments Individual Level Reports Available **within 48 hours of test completion**	N/A

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IMPORTANT DATES

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MAY 2026

Start Date	Assessment/Task	End Date
Tuesday, May 5, 2026	WIN Work Readiness Shipments for return of Paper/Pencil Materials Deadline	Tuesday, May 5, 2026
Wednesday, May 6, 2026	M-STEP Shipments for return of Paper/Pencil Materials Deadline	Wednesday, May 6, 2026

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



REMINDERS

Participate in the Michigan Performance Assessment Cadre – Cohort VII



Join the Office of Educational Assessment and Accountability as we work with the Michigan Assessment Consortium (MAC) to develop performance assessments aligned to Michigan’s model competencies.

Interested participants can email a resume to mde-oeaa@michigan.gov, using the subject line “Performance Assessment Cadre VII,” by **May 30, 2026**. Then watch for an emailed intake survey from the MAC that will formalize your participation in MiPAC Cohort VII. Qualified candidates are accepted on a first-come, first-served basis to join a select team of colleagues.

Read more about this year-long professional development opportunity in the [Spotlight newsletter -- March 26 issue](#) (<https://go.mi.gov/nzb4m2231>).

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>).

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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- 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

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