

Spotlight

on Student Assessment and Accountability

What's New

Week of January 5, 2023

- **Pre-Identification and Material Orders for SAT, PSAT, WorkKeys, M-STEP, and MI-Access**
- **Off-Site Requests Now Open for ACT WorkKeys, MI-Access, and M-STEP**
- **WIDA ACCESS for ELLs Materials Arrive in Districts on January 30**
- **Michigan-Specific WIDA Test Administration Manual Available**

Reminders

- **Coming January 10 — Ask OEAA LIVE: English Learners and State Assessments**
- **2023 Michigan School Testing Conference is February 14-16**



Pre-Identification and Material Orders for SAT, PSAT, WorkKeys, M-STEP, and MI-Access

- At this time, districts and schools are to be working on their Pre-Identification Student report in the Office of Educational Assessment and Accountability (OEAA) [Secure Site](#) (www.michigan.gov/oeaa-secure) for the Spring 2023 SAT, PSAT 8/9, PSAT 10, WorkKeys, M-STEP, and MI-Access administrations.
- Schools/districts will receive their paper/pencil assessment materials and printed barcode labels based on the students who they pre-identify in the Secure Site **by 5:00 p.m., February 15, 2023.**
- Refer to the Spotlight newsletters from [November 17, 2022](#) (<https://www.michigan.gov/mde/-/media/Project/Webbsites/mde/OEAA/Spotlight-Newsletter/Spotlight-11-17-2022.pdf>), and [December 8, 2022](#) (<https://www.michigan.gov/mde/-/media/Project/Webbsites/mde/OEAA/Spotlight-Newsletter/Spotlight-12-08-2022.pdf>) to ensure your school/district has accurate counts, to get detailed instructions on how to pre-identify students, and for other important information.

Off-Site Requests Now Open for ACT WorkKeys, MI-Access, and M-STEP

If your school or district is planning to administer the ACT WorkKeys, MI-Access, and/or M-STEP assessments at off-site locations, you must complete an Off-Site Test Administration Request(s) through the Office of Educational Assessment and Accountability (OEAA) [Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

WIDA ACCESS for ELLs Materials Arrive in Districts on January 30

Districts can expect to receive their WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs test materials on **Monday, January 30, 2023**. Ensure staff are available to receive and sign for the materials. The Additional Materials Ordering window opens on this date as well, in [WIDA AMS](https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/WIDA) (<https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/WIDA>).

The initial test materials will be shipped to the address that is listed in [WIDA AMS](https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/WIDA) under **Materials > Material Ordering**. Locate and verify your address by selecting the correct administration and district filter, then clicking on **Show Materials**. The address will be at the bottom of the **Order Materials** sub-tab.

Michigan-Specific WIDA Test Administration Manual Available

The Michigan-specific version of the [WIDA Test Administration Manual \(TAM\)](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Michigan_Specific_TAM.pdf) (https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Michigan_Specific_TAM.pdf) is now available at www.michigan.gov/wida. The generic TAM, available through the [WIDA website](https://wida.wisc.edu) (<https://wida.wisc.edu>) website, is used by the more than 40 states and territories that administer the WIDA assessments. The Michigan TAM is more comprehensive than the generic WIDA TAM, as it includes references to important and necessary Michigan-specific resources and tasks, such as those related to the state's Office of Educational Assessment and Accountability (OEAA) [Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Reminders

Coming January 10 — Ask OEAA LIVE: English Learners and State Assessments

Please be sure to join us for the next “Ask OEAA LIVE” event, which will take place on January 10, 2023, from 3:30 to 4:00 p.m. ET. The topic will be **English Learners and State Assessments**.



This Q&A session will highlight some of the most important policies and resources for English learners across all state assessments. It will be most helpful for test coordinators who want to learn more about things like “Which EL students might be eligible for a testing exemption from PSAT 8?” or “What languages can the M-STEP test be translated into?”

- Use this link to join and participate in the “Ask OEAA Live” session: [Join Ask OEAA Live Event English Learners and State Assessments](https://bit.ly/3BARDDS) (https://bit.ly/3BARDDS)
- [Add this event to your Calendar](https://bit.ly/3Yol1pn) (https://bit.ly/3Yol1pn)

2023 MICHIGAN SCHOOL TESTING CONFERENCE

SPEAKERS

- Jan Chappuis**
Educational Author & Consultant
- Jennifer Randall**
Dunn Family Chair of Psychometrics & Test Development,
University of Michigan School of Education
- Andy Middlestead**
Director, Office of Assessment and Accountability,
Michigan Department of Education

14-16 FEBRUARY
9:00 AM- 4:00 PM
SHERATON ANN ARBOR

masaonline.gomasa.org

REGISTER NOW!

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues



College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board

WHAT'S NEW

Preparing for Test Day Webinar

Test coordinators – Register for the [Preparing for Test Day Webinar](https://collegeboard.zoom.us/webinar/register/WN_OXq9yNagSlqzO4XaFrvfhw) (https://collegeboard.zoom.us/webinar/register/WN_OXq9yNagSlqzO4XaFrvfhw), scheduled for **Wednesday, March 8, 2023**, 2:00 – 2:30 p.m. ET.

Participants will review important reminders for Spring 2023 as they prepare to administer the SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9. The session will cover pre-administration, organizing and distributing test materials, admitting students, and answers to frequently asked questions.

This webinar will be recorded and posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) soon after the webinar is completed.

REMINDERS

Verify School Establishment

To verify if your school is established to participate in the Spring 2023 assessments, check the [Test Center Participation Page of the Office of Educational Assessment and Accountability \(OEAA\) Secure Site](https://www.michigan.gov/mde/services/student-assessment/secure-site-training) (<https://www.michigan.gov/mde/services/student-assessment/secure-site-training>). Contact [College Board](mailto:michiganadministratorsupport@collegeboard.org) (michiganadministratorsupport@collegeboard.org) if establishment is not accurate in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Request Off-site Testing

[Request off-site testing](http://www.sat.org/offsiterequest) (<http://www.sat.org/offsiterequest>), if needed, by **January 20, 2023**. Refer to the article in the [Spotlight newsletter - October 20 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-10-20-2022.pdf) for details (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-10-20-2022.pdf>).

Questions about Spring SAT, PSAT 8/9, or PSAT 10? Contact College Board

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email: michiganadministratorsupport@collegeboard.org



What's New

Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials is **January 4 – February 15, 2023**, 5:00 p.m., using the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Instructions for these activities can be found at the [Secure Site Training web page](https://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** and the **Material Ordering** sections.

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site **by 5:00 p.m. on February 15, 2023**. Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the **Initial Material Orders** page **by 5:00 p.m. on February 15, 2023**.

The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and by unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

Refer to the “Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access” article in the [Spotlight newsletter — November 17, 2022 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-11-17-2022.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-11-17-2022.pdf>) and the “Spring 2023 Initial Material Orders” article in this week’s Spotlight for complete information.

The following WorkKeys test materials will be available for ordering through the OEAA Secure Site:

- Standard Time
(Regular Print English Book)
- English Answer Documents
- Extended Time
(Regular Print English Book)
- Reader Script
(comes with a Regular Print English Book)
- English Audio USB
(comes with a Regular Print English Book)

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- Arabic Audio USB
(comes with a Regular English Print Book)
 - » A video displays the page of the English test book that corresponds with the audio of the question and responses. The following items are translated into Arabic:
 - Workplace Documents – directions only, not test items
 - Applied Math – directions and all test items
 - Graphic Literacy – directions and all test items
- Large Print
(comes with a Regular Print English Book)
- Braille UEB
(comes with a Regular Print English Book)
- Spanish Standard Time
(comes with a Regular Spanish Print Book)
- Spanish Answer Documents
- Spanish Extended Time
(comes with a Regular Spanish Print Book)
- Spanish Reader Script
(comes with a Regular Spanish Print Book)
- Spanish Audio USB
(comes with a Regular Spanish Print Book)
- Spanish Large Print
(comes with a Regular Spanish Print Book)
- American Spanish Braille
(comes with a Regular Spanish Print Book)
- Translated Test Instructions – contains test instructions in Arabic, Chinese (Simplified), Chinese (Traditional), French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese

These materials will automatically be included in the initial test materials shipment: barcode labels, answer documents, administration manuals, Test Administration Forms folders, a small overage of Regular Print English test books, return labels, and other ancillary materials.

All test materials will be sent to the WorkKeys Test Coordinator's mailing address (not the building address) as listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) as of February 15, 2023. Refer to the [Spotlight newsletter — August 18, 2022 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-18-2022.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-18-2022.pdf>) article "The Time is Now! Make Sure School and District Contacts Are Up to Date in the EEM for the 2022-23 School Year" for additional information on updating the EEM.

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Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues



Reminders

Completing Manage Participation

The window for completing Managing Participation is **past due**. If your school(s) has not yet completed Manage Participation using the [PearsonAccess^{next} website](https://testadmin.act.org) (<https://testadmin.act.org>), do so as soon as possible.

This process takes approximately five minutes, and step-by-step instructions are provided in the [ACT WorkKeys Spring 2023 Manage Participation](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT_WorkKeys_Manage_Participation_Guide_-_Michigan.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT_WorkKeys_Manage_Participation_Guide_-_Michigan.pdf) located on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme).

The names of the schools that will be participating are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District and Building Assessment Coordinators can verify each school's status by reviewing the Test Center Participation page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) under the **Assessment Registration** drop-down menu.

District Assessment Coordinators should ensure that all high schools in the district have completed the Manage Participation process, even if they are not testing.

Student Preparation – Go for Platinum!

Encourage students to understand the types of questions they will see in ACT WorkKeys, since it is different than other types of exams. Students and teachers can access free practice questions from all three tests, ranging from easier content to the most difficult. Teachers may use these practice questions as Questions of the Day or as warm-up activities in the weeks leading up to test day.

Students can also create a user account and take free full-length online practice tests (<https://testregistration.org/rsp/Login.do?event=go&realm=20770563>). Students can pace themselves in real-time test scenarios and receive scores indicating how they might perform on the WorkKeys assessments.

For all upcoming events and deadlines, refer to the following documents:

- [ACT WorkKeys Schedule of Events](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring) (https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring) posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page.
- [ACT WorkKeys List of Important Dates](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/ACT_WorkKeys_list_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/ACT_WorkKeys_list_of_Important_Dates.pdf) posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General information, List of Important Dates**.

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Contact ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html)
(www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244 between 9:30 a.m.
and 6 p.m. ET
 - » standard time: ext. 2800
 - » accommodations: ext. 1788
3. email accommodations questions to
ACTStateAccoms@act.org

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Important Dates

January 2023

Ask OEAA LIVE: English Learners and State Assessments

January 10, 2023, 3:30 - 4:00 p.m.

- Use this link to participate in the session:
<https://bit.ly/3BARDDS>
- [Add this event to your Calendar](https://bit.ly/3Yol1pn)
(<https://bit.ly/3Yol1pn>)

Test Exceptions: WIDA in OEAA Secure Site

Now through January 20, 2023

Additional Material Order Window in WIDA AMS for WIDA ACCESS

January 27 – March 24, 2023

Materials Arrive in Districts: WIDA ACCESS for ELLs/WIDA Alternate Access for ELLs

January 30, 2023

February 2023

Pre-identification of Students: Early Literacy and Mathematics Benchmark Assessments

Now through February 2, 2023

Test Administration Window: Early Literacy and Mathematics Benchmark Assessments

Now through February 3, 2023

Pre-identification of Students: M-STEP Passage-based Writing Field Test

Now through February 9, 2023

Test Administration Window: M-STEP Passage-based Writing Field

Now through February 10, 2023

Pre-identification of Students for Barcode Labels and Initial Material Orders: SAT, PSAT, M-STEP, MI-Access, and WorkKeys

Now through February 15, 2023, at 5:00 p.m.

Request College Board Accommodations, State-Allowed Accommodations, and English Learner Extended Time: SAT with Essay, PSAT 10, and PSAT 8/9

Now through February 21, 2023

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Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Important Dates

March 2023

Off-Site Test Administration Window for WIDA Assessments; includes WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs

[Now through March 23, 2023](#)

Test Setup Available: WIDA AMS

[Now through March 24, 2023](#)

Contacts

Assessment and Accountability Call Center

For assistance with assessment or accountability issues:

Call **877-560-8378** (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and WorkKeys assessments <ol style="list-style-type: none">1. Eligibility, MDE policies, and OEAA Secure Site Support2. SAT, PSAT 8/9, and PSAT 10 – College Board3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

WIDA Client Services

Call **866-276-7735** for assistance with **WIDA Screener** and the **WIDA Secure Portal** questions (for questions not covered in options 3 and 5 in the table above)

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues