

Spotlight

on Student Assessment and Accountability

What's New

January 11, 2024

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• **Pre-Identification and Material Orders – SAT, PSAT, WorkKeys, M-STEP, and MI-Access**

- At this time, districts and schools should 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 2024 SAT,
- PSAT 8/9, PSAT 10, WorkKeys, M-STEP, and MI-Access
- administrations.
- Schools/districts will receive M-STEP, WorkKeys, and MI-Access
- paper/pencil assessment materials and printed barcode labels based
- on the students who are pre-identified in the Secure Site by **5:00 p.m.,**
- **February 14, 2024.**
- Refer to the article "Student Pre-ID for SAT, PSAT, WorkKeys, M-STEP,
- and MI-Access" in the [Spotlight - December 14, 2023 issue](#)
- (<https://bit.ly/41uYwSG>) to ensure your school/district has accurate
- counts, to get detailed instructions on how to pre-identify students, how
- initial material orders are created, and for other important information.

• **Text to Speech for Directions Required for All Online M-STEP and MI-Access Functional Independence Assessments**

- This past spring, the Office of Educational Assessment and
- Accountability conducted several surveys and sought feedback from
- different stakeholder groups to determine the impact of requiring Text
- to Speech (TTS) Directions for all online M-STEP tests. Based on
- this feedback, TTS for Directions will be required for all M-STEP tests
- beginning with the Spring 2024 administration.
- This requirement has necessitated some updates to TTS for Directions
- functionality during testing.
 - On initial login, students must hear all the directions on each
 - screen before the "Next" button becomes active and the student
 - can advance to the following screen. This will ensure that
 - students listen to the directions.

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- On subsequent logins – for instance if a student logs in after a break or completes the test in a later test session – the student will not be required to listen to each directions screen; the “Next” button will be active throughout directions.
- Students can pause, play, and repeat the TTS for Directions as many times as they like.

The MI-Access Functional Independence (FI) online assessments will have the same functionality changes as detailed above.

All students testing online for M-STEP or MI-Access FI must have headphones to listen to the directions.

Note: There are also revisions to the test directions for Spring 2024. If you have not yet reviewed the revisions made to the M-STEP directions, please see the article in the [Spotlight - November 9, 2023, issue](https://bit.ly/47d3xBC) (<https://bit.ly/47d3xBC>).

Advantages to requiring TTS for directions include:

- a more standardized administration, ensuring all students hear the same directions before testing
- simplified test directions documents that are easier for Test Administrators to follow, since there are now fewer versions of directions in the Test Administrator Directions and Manuals
- the ability of students to navigate independently through the test directions, limiting distractions and the amount of time spent reading aloud before testing begins

Note: Login screens and the Welcome, Test Selection, and Audio Check screens will still appear before the TTS for Directions begins. Test Administrators must follow the directions provided in the Test Administrator Directions and Manual documents when beginning a test session.

All updates to directions can be viewed at [Online Tools Trainings \(OTTs\)](https://bit.ly/49n5exN) (<https://bit.ly/49n5exN>).

WIDA Parent Guides

The WIDA Guide for Parents will help parents/guardians of students who have been or may be identified as English learners understand more about the WIDA assessments.

The Guide is available in English, Arabic, and Spanish on the [WIDA website](http://www.michigan.gov/wida) (www.michigan.gov/wida):

- [English](https://bit.ly/3vug0mq) (<https://bit.ly/3vug0mq>)
- [Arabic](https://bit.ly/47ybd0C) (<https://bit.ly/47ybd0C>)
- [Spanish](https://bit.ly/3vzLO9t) (<https://bit.ly/3vzLO9t>)

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

The Winter 2024 Early Literacy and Mathematics Benchmark Assessments testing window opened on January 2 and will run through **February 2, 2024**.

Student Level Reports for the Winter 2024 administration are available in the Dynamic Reporting System through the Office of Educational Assessment and Accountability (OEAA) [Secure Site](#) (www.michigan.gov/oeaa). Reports are available within 48 hours of students completing all portions of a content area test.

Available reports include:

- **Individual Student Report (ISR)** – separated by content area, provides detailed information on individual student achievement and scale score
- **Student Roster Report** – allows users to view student Overall Scale Score, Standard Error, Points Earned by assessment category, and domain subtotal by grade, content, domains, and categories
- **Student Trend Report** – displays up to three years of historical Early Literacy and Benchmark Assessment score data
- **Domain Analysis Report** – displays the Overall Content Scale Score and the number of Points Earned in each domain for each student

To view your school or district reports, go to the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu.

For help in accessing and navigating the Dynamic Score Reporting Site, refer to the [Dynamic Score Reporting User Guide](https://bit.ly/48uNZtB) (<https://bit.ly/48uNZtB>). For information on these reports and recommendations on the appropriate use of them, refer to the [Interpretive Guide to Early Literacy and Mathematics Reports](https://bit.ly/47wHuFj) (<https://bit.ly/47wHuFj>). Both guides are located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the **Reporting** section.

CB College Board Corner

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

WHAT'S NEW

Pre-identification in the OEAA Secure Site

All students must be pre-identified for testing in the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). This includes both digital and paper/pencil testers.

Note: Do not use the SAT Suite Ordering and Registration (SSOR) site for ordering assessments for the Spring 2024 Michigan-provided SAT with Essay, PSAT 8/9, and PSAT 10. College Board will cancel all SSOR orders for Michigan-provided Spring 2024 testing and use only the Pre-ID data from the OEAA Secure Site for student registration in the Test Day Toolkit.

Michigan's Pre-identification window for initial paper material orders opened in the OEAA Secure Site on January 3, 2024, and will close **February 14, 2024**. You can refer to articles in the [Spotlight - December 14, 2023, issue](https://bit.ly/41uYwSG) (<https://bit.ly/41uYwSG>) regarding student pre-identification (Pre-ID) and initial material orders for Spring 2024 College Board (CB) testing (SAT with Essay, PSAT 10), as well as for WorkKeys, M-STEP, and MI-Access.

The Pre-ID page for College Board assessments will remain open through **April 22, 2024**.

Note: After February 14, 2024, Pre-ID modifications should be reserved for unforeseen updates to enrollment.

Interactive Coordinator Checklist

Earlier this week, school test coordinators, Services for Students with Disabilities (SSD) coordinators, and technology coordinators received a welcome email from College Board, introducing them to College Board's Interactive Coordinator Checklist. The checklist will help testing staff ensure they are fully prepared for Spring 2024 testing.

Testing staff will receive more emails containing tasks and reminders, in accordance with Michigan's Spring 2024 test administration timeline. [Click here for an overview](https://bit.ly/3TTjuc8) (<https://bit.ly/3TTjuc8>) of College Board's Interactive Coordinator Checklist. After entering your email address, first name, and last name, you will gain access to a PDF providing more information about College Board's Interactive Coordinator Checklist.

CB College Board Corner

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

REMINDERS

Request Off-Site Testing

Most schools participating in Spring 2024 testing will use their school as the test location. However, if your school needs more space, is a virtual school, or has students testing off site for any reason, the test coordinator should submit an [off-site testing form](http://www.sat.org/offsiterequest) (<http://www.sat.org/offsiterequest>) by **March 1, 2024**, so that College Board can provide the appropriate information for technical readiness at off-site locations. The request submission will be automatically approved, unless otherwise communicated by College Board.

College Board Trainings

To support the Spring 2024 testing administration, College Board is offering several online trainings between now and March 2024. Please register today for training sessions that are pertinent to your test staff role.

Testing staff will have two live options for participation in each College board webinar. The content in the repeat session will mirror the first, and recordings of all trainings will be available online at www.michigan.gov/mme and www.michigan.gov/psat for on-demand access.

Training/Registration Link	Audience	Date	Time
Technical Readiness Webinar [Option 2] (https://bit.ly/3Ryvvt0)	<ul style="list-style-type: none"> Technology Coordinators Test Coordinators 	Tuesday, January 16, 2024	1:00 - 2:00 p.m.
SSD/Accommodations Webinar [Option 1] (https://bit.ly/3Re5CGE)	<ul style="list-style-type: none"> SSD Coordinators Test Coordinators 	Wednesday, January 17, 2024	1:00 - 2:30 p.m.
SSD/Accommodations Webinar [Option 2] (https://bit.ly/3t69j9i)	<ul style="list-style-type: none"> SSD Coordinators Test Coordinators 	Wednesday, January 24, 2024	1:00 - 2:30 p.m.
School Test Coordinator Webinar, Part 2 [Option 1] (https://bit.ly/3t5qK9X)	<ul style="list-style-type: none"> School Test Coordinators 	Thursday, March 7, 2024	10:00 - 11:30 a.m.
School Test Coordinator Webinar, Part 2 [Option 2] (https://bit.ly/47Xxgym)	<ul style="list-style-type: none"> School Test Coordinators 	Wednesday, March 13, 2024	1:00 - 2:30 p.m.

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

CB College Board Corner

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

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

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



Reminders

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 3 – February 14, 2024, 5:00 p.m.**, through the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Instructions for these activities can be found on 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](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) by **5:00 p.m. on February 14, 2024**.

Accommodated materials and Spanish test booklets must be ordered (if needed) through the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) on the Initial Material Orders page by **5:00 p.m. on February 14, 2024**.

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/or unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets sent.

Refer to the "Student Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access" and the "Spring 2024 Initial Material Orders" articles in the [Spotlight - December 14, 2023 issue](https://bit.ly/41uYwSG) (<https://bit.ly/41uYwSG>) for complete information.

The following WorkKeys test materials will be available for ordering:

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

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- Large Print (comes with a Regular Print English Book)
- Braille Unified English 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 Pre-recorded Audio (comes with a Regular Spanish Print Book, see Note below)
- 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

Note: The pre-recorded audio forms are no longer provided on USBs. They are only available through a secure URL. The URL for pre-recorded audio functions exactly like the USBs. Students will still be able to control the form’s functionalities, such as “play/pause”, “volume”, “previous”, and “next”.

Students will continue to answer the test questions on a scannable answer document. The forms default to triple time, although students will not have to use the entire time allotted. The WorkKeys Test Coordinator will receive a Pre-recorded Audio Guidelines document with the test materials. Then, approximately 10 days prior to the test administration, the coordinator will receive an email from audio@act.org that includes additional instructions, the language-specific URL, and the password. The same URL can be used for all students requiring the same pre-recorded audio format. Each form is available only during the test administration window specified in the email.

The following 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 \(EEM\)](#) (www.michigan.gov/eem) as of **February 14, 2024**.

An article in the [Spotlight - August 3, 2023 issue](#) (<https://bit.ly/3F2GhcO>) — “The Time is Now! Make Sure School and District Contacts are Up-to-Date in the EEM for the 2023-24 School Year” — contains additional information on why this review/update is needed, as well as the list of contacts to be reviewed.



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; step-by-step instructions are provided in the [ACT WorkKeys Spring 2024 Manage Participation Guide](https://bit.ly/3thf0Bc) (<https://bit.ly/3thf0Bc>), 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.

ACT WorkKeys Events and Deadlines

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

- [ACT WorkKeys Schedule of Events](https://bit.ly/49wbZ02) (<https://bit.ly/49wbZ02>) 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://bit.ly/48UC74H) (<https://bit.ly/48UC74H>) posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General information, List of Important Dates**.

Questions about ACT WorkKeys?

Contact the ACT WorkKeys Customer Support Team:

- **email** ACT WorkKeys at workkeys@act.org
- **call** ACT WorkKeys at 800-967-5539; available from 9:30 a.m. to 6:00 p.m. ET
- **email** accommodations questions to ACTStateAccoms@act.org



Writing Skills Field Test

Preparation for Passage-based Writing

The Michigan Department of Education (MDE) is looking for schools to participate in an M-STEP online Passage-based Writing Field Test **January 2 - February 9, 2024**.

Why have a stand-alone field test?

Field tests are used to check the adequacy of testing procedures and statistical characteristics of new test items by testing them in the field before they appear on an actual assessment. This test follows the same setup and security as the M-STEP. The field test helps to ensure that the items we are putting on the M-STEP are high quality. And, the more writing exposure your students receive, the more improvement you will see!

Who can participate?

Students in grades 3-8 can participate in field-testing items written by Michigan authors for Michigan's state assessments.

What is involved?

During the field test, students will read one passage, either literary or informational, from a variety of genres as prescribed by the standards. Students will then answer five multiple choice questions and respond to a writing prompt, which includes a checklist of components found in a well-written essay. They will not receive a score but will have an opportunity to prepare for the M-STEP and to use the checklist to improve their writing skills in the testing environment.

Where will it take place?

The online field test will take place in your school on computers.

When do I sign up?

Beginning November 13, 2023, go to the [OEAA Secure Site](https://baa.state.mi.us/BAASecure/Login.aspx) (<https://baa.state.mi.us/BAASecure/Login.aspx>) to Pre-ID students for testing. For information about how to Pre-ID students for testing or how to gain access to the Secure Site, go to the [Secure Site Training Site](https://www.michigan.gov/mde/Services/Student-Assessment/secure-site-training) (<https://www.michigan.gov/mde/Services/Student-Assessment/secure-site-training>).

**Don't miss this great opportunity!
Sign up today!**



Mon	Tue	Wed	Thu	Fri	Sat
				5	6
9	10	11	12		13

Important Dates

January 2024

Winter Early Literacy and Mathematics Benchmark Assessments

Test Window

Now through February 2, 2024

- Pre-ID Students in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)
- For information about how to Pre-ID students for testing, or how to gain access to the OEAA Secure Site, go the [Secure Site Training web page](http://www.michigan.gov/secureritetraining) (www.michigan.gov/secureritetraining)

M-STEP

Passage-based Writing Field Test Testing Window

Now through February 9, 2024

- Pre-identify Students in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)
- For information about how to Pre-ID students for testing, or how to gain access to the OEAA Secure Site, go to the [Secure Site Training web page](http://www.michigan.gov/secureritetraining) (www.michigan.gov/secureritetraining)

Initial Material Order Window (All Grades)

Now through February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

Now through February 14, 2024, by 5:00 p.m.

Alternate INSIGHT Request Form Available

Now through March 15, 2024

- [Alternate INSIGHT Availability Request Form](https://bit.ly/3v6ZwQT) (<https://bit.ly/3v6ZwQT>)

Off-site Test Administration Request – Pencil/Paper

Now through May 2, 2024

Off-site Test Administration Request – Online

Now through May 16, 2024

Pre-identification of Students

Now through May 16, 2024, by 5:00 p.m.

MI-Access

Initial Material Order Window

Now through February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

Now through February 14, 2024, by 5:00 p.m.

Alternate INSIGHT Request Form Available

Now through March 15, 2024

- [Alternate INSIGHT Availability Request Form](https://bit.ly/3v6ZwQT) (<https://bit.ly/3v6ZwQT>)

Off-site Test Administration Request

Now through May 23, 2024

Pre-identification of Students

Now through May 23, 2024

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Mon	Tue	Wed	Thu	Fri
9	10	11	12	13

Important Dates

January 2024

SAT with Essay

Pre-identification of Students for Initial Paper Material Order (for schools with approved online waiver)

Now through February 14, 2024, by 5:00 p.m.

Request College Board Approved Accommodations

Now through February 16, 2024

Request State Allowed Accommodations (SAAs)

Now through February 16, 2024

Off-site Testing Request for Spring 2024

Now through March 1, 2024

- If your school is covered under a state contract in Spring 2024, you must submit the [Off-site Testing Request Form](https://bit.ly/3N6ldXB) (<https://bit.ly/3N6ldXB>) and ensure that all off-site testing location(s) meet the digital testing policies and technical requirements.

Pre-identification of Late Arriving Students

Now through April 22, 2024

PSAT 10 & PSAT 8/9 for Grades 8 & 9

Pre-identification of Students for Initial Paper Material Order (for schools with approved online waiver)

Now through February 14, 2024, by 5:00 p.m.

Request College Board Approved Accommodations

Now through February 16, 2024

Request State Allowed Accommodations (SAAs)

Now through February 16, 2024

Off-site Testing Request for Spring 2024

Now through March 1, 2024

- If your school is covered under a state contract in Spring 2024, you must submit the [Off-site Testing Request Form](https://bit.ly/3N6ldXB) (<https://bit.ly/3N6ldXB>) and ensure that all off-site testing location(s) meet the digital testing policies and technical requirements.

Pre-identification of Late Arriving Students

Now through April 22, 2024

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Important Dates

January 2024

ACT WorkKeys

Initial Material Order Window

Now through February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

Now through February 14, 2024, by 5:00 p.m.

Off-site Test Administration Request

Now through May 1, 2024

WIDA

Test Exceptions and False EL Window

Now through January 19, 2024, by 5:00 p.m.

- For WIDA ACCESS and WIDA Alternate ACCESS for ELLs
- Requests should be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

Districts Receive Test Materials

January 29, 2024

Additional Material Order Window

January 29 – March 15, 2024

WIDA AMS Test Setup Available

Now through March 22, 2024

Off-site Test Administration

Request; includes WIDA ACCESS for ELLs, WIDA Alternate Access for ELLs

Now through March 22, 2024

- Includes WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs
- Requests should be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

Conferences & Webinars

January 2024

College Board Technical Readiness Webinar

Tuesday, January 16, 2024, 1:00 - 2:00 p.m.

- [Registration link](https://bit.ly/3Ryvvt0) (https://bit.ly/3Ryvvt0)
- This is a repeat of the January 10 webinar

College Board SSD/Accommodations Webinar

Wednesday, January 17, 2024, 1:00 - 2:30 p.m.

- [Registration link](https://bit.ly/3Re5CGE) (https://bit.ly/3Re5CGE)
- Intended for Test Coordinators and Services for Students with Disabilities (SSD) Coordinators, will provide information to help schools prepare to administer the SAT School Day to students with accommodations and supports. Topics will include test dates, staff responsibilities, key dates/deadlines, how to enter accommodation requests in SSD Online, EL Supports, and viewing accommodations in Test Day Toolkit.

College Board SSD/Accommodations Webinar

Wednesday, January 24, 2024, 1:00 - 2:30 p.m.

- [Registration link](https://bit.ly/3t69j9i) (https://bit.ly/3t69j9i)
- This is a repeat of the January 17 webinar listed above

February 2024

Spring 2024 ACT WorkKeys Test Administration Training #1

February 7, 2024, 10:00 a.m.

- [Registration link](https://bit.ly/3tLdRCn) (https://bit.ly/3tLdRCn)
- This training event provides Test Coordinators with an overview of how to administer a successful paper test administration. Participants will understand procedures for administering the WorkKeys assessments on paper, including receiving and returning materials.

Michigan School Testing Conference

February 14 – 15, 2024

- Conference registration is now open. **Early Bird Registration is available through January 14, 2024.**
 - » [Full conference details and a printable registration form](https://bit.ly/3QhN87w) (https://bit.ly/3QhN87w)
 - » [Register online](http://gomasa.org/mstc24) (gomasa.org/mstc24)
- A hotel block is available at the Sheraton Ann Arbor from February 13 to February 15. The room rate is \$136/night. **Last Day to Book: Thursday, February 1, 2024.**
 - » [Ann Arbor Sheraton Hotel - special conference room rate & reservations](https://bit.ly/472c35G) (https://bit.ly/472c35G)

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Conferences & Webinars

March 2024

Spring 2024 ACT WorkKeys Test Administration Training #2

March 5, 2024, 3:30 p.m.

- [Registration link](https://bit.ly/3vwR9hl) (https://bit.ly/3vwR9hl)
- This training event provides Test Coordinators with an overview of how to administer a successful paper test administration. Participants will understand procedures for administering the WorkKeys assessments on paper, including receiving and returning materials.

College Board School Test Coordinator Webinar, Part 2

Thursday, March 7, 2024, 10:00 - 11:30 a.m.

- [Registration link](https://bit.ly/3t5qK9X) (https://bit.ly/3t5qK9X)
- Intended primarily for school test coordinators, this session will provide details about test-day preparation, test administration, policies and procedures, deadlines, resources, and an extended opportunity for Q&A.

College Board School Test Coordinator Webinar, Part 2

Wednesday, March 13, 2024, 1:00 - 2:30 p.m.

- [Registration link](https://bit.ly/47Xxgym) (https://bit.ly/47Xxgym)
- This is **a repeat of the March 7 webinar** listed above. A second webinar is scheduled to accommodate all registrants.

Contact Us

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 all 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 Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. 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)