Spotlight

MICHIGAN Department of **Education**

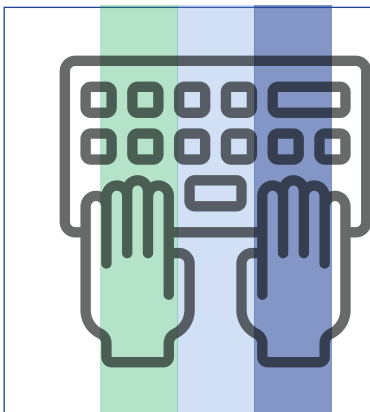## on Student Assessment and Accountability

What's New
Week of January 12, 2023

- **M-STEP Test Administration Manual Available Now**

- **Alternate INSIGHT Availability Request Form Available for M-STEP, MI-Access**

- **MI-Access 1% Cap Justification Form Feedback**

- **Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available**

- **English Learner (EL) Program Implementation Survey**

- **WIDA Parent Guides**

- **Focus on Assessment Literacy: What is the Purpose of Summative Assessment?**

Reminders

- **2023 Michigan School Testing Conference is February 14-16**

- **Writing Skills Field Test: Preparation for Passage-based Writing**

WRITING SKILLS FIELD TEST
Preparation for Passage-based Writing

TESTING WINDOW IS NOW OPEN

Go to the OEAA Secure Site to Pre-ID Students for Testing

www.michigan.gov/oeaa secure

See page 9 for additional information

M-STEP Test Administration Manual Available Now

The 2023 M-STEP Test Administration Manual (TAM) is now available on the M-STEP web page (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections. This manual is an essential resource for a successful test administration and contains the information you need to know about required test administration policies and procedures.

The M-STEP TAM includes several new appendices to help you prepare for and administer the M-STEP assessments:

- **M-STEP Calculator Policy** – provides information about allowable use of calculators

- **M-STEP Scratch Paper Policy** – provides information about allowable use of scratch paper

- **Electronic Device Policy** – this new policy document provides information about test administration requirements related to student and staff electronic devices; it is also available in the Assessment Integrity Guide and Test Administrator's Directions and Manual documents

- **Active Monitoring Best Practices** – a new appendix that includes best practices, acceptable practices, and prohibited practices for Test Administrators as they actively monitor test administration

- **Incident Reporting Guide** – provides information about potential test irregularities and how to respond if any occur in your school or district

- **How to Complete an Incident Report** – provides important information about details to be included when submitting an incident report and links to required documentation

- **Tests Requiring Headphones** – this flowchart clarifies which tests require headphones

- **DRC Test Monitoring Application** – this revised and updated appendix provides essential information about how to set up and use the Test Monitoring Application in the DRC INSIGHT Portal; includes screenshots along with detailed directions

- **M-STEP List of Important Dates** – the PDF version of the M-STEP list of important dates; use this to ensure you meet all required deadlines

- **DRC INSIGHT Portal User Guide** – a brief appendix with a link to the DRC INSIGHT Portal User Guide

- **M-STEP Test Administration Resources** – lists important resources for use throughout the test administration

- **Checklists – Before, During and After Testing** – checklists for Assessment Coordinators to use as they complete required tasks during each stage of testing: before, during, and after test administration

- **Test Administrator Test Session Checklist** – a new checklist for use by Test Administrators during a test session to verify all tasks are completed (based on a document originally created by educators in Godwin Heights Public Schools)

- **Assessment Integrity and Security for Test Administrators** – a new appendix provides important assessment security information; Test Administrators can read this appendix to fulfill the assessment security training requirement (also available in the Assessment Integrity Guide and in each Test Administrator's Directions and Manual document for all grades and test modes)

Be sure to watch the M-STEP web page for updates and other important information related to the test administration process. We are confident the 2023 M-STEP TAM will be a helpful tool in your preparations for the 2023 M-STEP administration.

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

Alternate INSIGHT Availability Request Form Available for M-STEP, MI-Access

Assessment Coordinators in schools with regularly scheduled instructional hours before 7:00 a.m. or after 4:00 p.m. who plan to use INSIGHT for testing purposes outside of the regular availability hours of 7:00 a.m. to 4:00 p.m. must fill out and submit the Alternate INSIGHT Availability Request Form (https://forms.office.com/g/DitmNcLYxu) that is now available on the M-STEP web page (www.michigan.gov/mstep) and the MI-Access web page (www.michigan.gov/mi-access), under the **What's New** and **Current Assessment Administration** sections.

This Alternate INSIGHT Availability Request Form must be submitted by close of business on **March 17, 2023**. You are encouraged to submit your request as soon as possible, to ensure that INSIGHT is available for you during your preferred testing times.

MI-Access 1% Cap Justification Form Feedback

Feedback from the Michigan Department of Education (MDE) to Intermediate School District (ISD) Special Education Directors and Monitors has begun being sent in the Catamaran system. ISD Directors and Monitors should follow the instructions in the email notifications they receive from the Catamaran system.

- Recommendations to the ISD regarding the ISD and LEA participation rates and related activities will be found on the "Assurances" page of the ISD Summary Justification form.

  » When the ISD receives notification that the ISD Summary Justification Form has been accepted, specific feedback can be found by logging into Catamaran (https://catamaran.partners/Login.aspx) and navigating to the **Open Activities** link on the **Policy** tab. Users may have to download an attachment from the **Additional Actions** menu (instructions will be included in the feedback provided).

  » If additional action and submission of information to the MDE is required (beyond the review of the overall comments found on the **Assurances** page of the Justification Form), users will find instructions about the additional action necessary on the **Additional Actions** menu, and the task will be added to the ISD Dashboard.

If there are questions about how to find Justification Form feedback to the ISD from MDE, please contact Shannon Hinman, State Complaint Coordinator, by email at hinmans@michigan.gov.

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

Early Literacy and Mathematics Benchmark Assessments Student Level Reports for the Winter 2023 administration are now available in the Dynamic Reporting System through the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure). Reports are available within 48 hours of students completing all portions of a content area test.

Performance levels are now available for the 2022-2023 academic year. Scale scores within each subject area can be described in ranges. The labels applied to these ranges, which are known as Performance Levels, are:

- **Needs Supports** – The student's performance is not yet proficient and indicates a minimal or partial understanding and application of key academic content standards defined for Michigan students. The student needs intervention and support to improve achievement.

- **Demonstrates Proficiency** – The student's performance indicates understanding and application of key academic content standards defined for Michigan students. The student needs continued support to maintain and improve proficiency.

- **Demonstrates Mastery** – The student's performance exceeds academic content standards and indicates substantial understanding and application of key concepts defined for Michigan students. The student needs support to continue to excel.

For more information, refer to the online Performance Level Descriptors (https://www.michigan.gov/mde/services/student-assessment/early-literacy-and-mathematics-benchmark-assessments/performance-level-descriptors).

Available reports include:

- **Domain Analysis Report** – Separated by content area, the domain report provides a list of selected students; the report displays a Content Area Scale Score Table and Domain Performance Tables.

- **Individual Student Report** – Separated by content area, the ISR provides detailed information on individual students in the Content Area Scale Score Summary and the Content Area Domain Summary. The Content Area Scale Score Summary gives scale score for the overall content area.

- **Student Roster Report** – Separated by content area, the student roster provides a list of students' Overall Scale Score, Standard Error, Points Earned by assessment category, and domain subtotal.

- **Student Trend Report** – Separated by content area, the trend report provides up to three academic years of the percentage of points earned for each assessment that was administered.

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, located on the Early Literacy and Mathematics web page (https://www.michigan.gov/mde/services/student-assessment/early-literacy-and-mathematics-benchmark-assessments) under the **Reporting** section.

English Learner (EL) Program Implementation Survey

On January 12, 2023, principals in selected districts will receive an email from Dr. Mark Hansen at the University of California Los Angeles (UCLA) asking them to participate in an English Learner (EL) Program Implementation Survey and to also identify a lead teacher for the survey project.

This implementation survey is part of a national grant project the Michigan Department of Education (MDE) is participating in, along with six other states and a group of national researchers. The survey responses will help MDE and others learn how components of program implementation impact the progress of ELs across systems. The survey will be open until January 26, 2022. Participation of Michigan educators is strongly encouraged.

More information about the project can be found at Evaluating English Learner Progress Models and the Quality of English Language Programs (https://learning.ccsso.org/evaluating-english-learner-progress-models-and-the-quality-of-english-language-programs). Questions about the English Learner (EL) Program Implementation Survey can be emailed to elsurvey@ccsso.org.

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 (www.michigan.gov/wida):

- English (https://www.michigan.gov/-/media/Project/Websites/mde/2021/11/30/WIDA_Parent_Guide.pdf)
- Arabic (https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Parent_Guide_-_Arabic.pdf)
- Spanish (https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Parent_Guide_-_Spanish.pdf)

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

Formative

Interim

Summative

Focus on Assessment Literacy

What is the Purpose of Summative Assessment?

There are two types of assessments — assessment for learning and assessment of learning. Summative assessments are assessments of learning; their purpose is to describe how much a student has learned by the end of a period of instruction.

Summative assessment may be in the form of:

- extended cycle assessments, which include end-of-course exams, capstone projects or portfolios, performance assessments, and annual statewide summative assessments

- shorter cycle assessments, which include end-of-unit tests, reports and thesis papers, and mid-term exams

The M-STEP, PSAT™ 8/9 for Grade 8, SAT® with Essay, MI-Access, WIDA ACCESS for ELLs, and WIDA Alternate ACCESS for ELLs are all examples of extended cycle statewide summative assessments. These assessments, which students take once each year, measure the student's progress toward achieving Michigan's academic and English language development standards. Annual assessment results can be used by school and district administrators, policymakers, and state officials to identify areas where aggregate student groups are, or are not, meeting the state standards; to determine whether local curricula are aligned to state standards; to evaluate program effectiveness; and to assure that schools and districts most in need of assistance are identified and getting the help they need. These assessments do not provide data that is to be used for day-to-day decisions.

Extended and shorter cycle summative assessments at the classroom-, school-, or district-level serve a different purpose than the statewide summative assessments identified above. At the local level, summative assessments are often used by school and district administrators to determine what an individual student has learned and to review whether groups of students in a school or district have learned the aligned curriculum over an identified course of study. They can also show if an instructional program needs modification to provide future groups of students with better learning experiences and outcomes.

Regardless of the type, summative assessments offer a snapshot of student learning at one point in time after instruction has concluded. For this reason, summative assessment results are to be used in combination with results from a variety of assessment tools, along with the formative assessment process; this process measures learning during instruction to provide a comprehensive overview of student performance in a balanced system of assessments.

For more information on statewide and local summative assessments, check out the Resources and the Put Into Practice sections on the next page.

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

Spotlight

on Student Assessment and Accountability

Formative

Interim

Summative

Resources

[What are summative assessments?](#)

(https://www.michiganassessmentconsortium.org/wp-content/uploads/2019_May_WHAT-ARE-SUMMATIVE-ASSESSMENTS3.pdf)

Michigan Assessment Consortium (2019)

This Learning Point article explains the essential characteristics and functions of summative assessments within a balanced assessment system.

[What is summative assessment and how can it be used in the classroom?](#)

(https://www.michiganassessmentconsortium.org/wp-content/uploads/LP_CLASSROOM-SUMMATIVE-ASSESSMENT.pdf)

Michigan Assessment Consortium Assessment Learning Network (2021)

This Learning Point article describes in further detail the different types of summative assessments that may be implemented in the classroom and the purposes of each.

[Guide to State Assessments](#)

(https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/Guide_to_State_Assessments.pdf) (Updates 2023)

This document is an overview of Michigan's state assessments that explains the purpose of the assessments and what information they provide

Put into Practice

Review Table 1 in the Michigan Assessment Consortium's Learning Point "[What Are Summative Assessments](#)" (https://www.michiganassessmentconsortium.org/wp-content/uploads/2019_May_WHAT-ARE-SUMMATIVE-ASSESSMENTS3.pdf) and discuss the following questions with a colleague:

1. Which of these summative assessments are used in your school or district?

2. In what ways do you and your colleagues use summative assessment data (for example, to identify trends in student learning over time, or to evaluate program effectiveness) in your school or district?

3. How is this usage communicated to your local educational community?

Focus on Assessment Literacy

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

Reminders

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 3–February 10, 2023**.

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 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 15, 2022, go to the OEAA Secure Site (www.michigan.gov/oeaa-secure) 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 (www.michigan.gov/securesitetraining).

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

MICHIGAN
Department of **Education**

Spotlight

on Student Assessment and Accountability

CB College Board Corner

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

WHAT'S NEW

State-Allowed Accommodations and English Learner Supports Window

Services for Students with Disabilities (SSD) Coordinators can now submit requests for state-allowed accommodations (SAAs) and English learner (EL) time and one-half (+50% extended time) support in SSD Online, through February 21, 2023.

If you have already requested extended time for your English learners for Fall 2022 testing, you do not need to re-enter those requests for Spring 2023 testing; the request is good for the academic year. However, if a student used an SAA for Spring 2022 testing, the SSD Coordinator must request the SAA again or request a College Board-approved accommodation for Spring 2023 testing.

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). Contact College Board (michiganadministratorsupport@collegeboard.org) if establishment is not accurate in the OEAA Secure Site (www.michigan.gov/oeaa-secure).

Pre-ID in the OEAA Secure Site

All students taking the SAT with Essay, PSAT 10, and PSAT 8/9 must be pre-identified in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure) by 5:00 p.m. on February 15, 2023. The Pre-ID process creates the initial order for pre-printed ID labels for each student identified by this deadline.

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

Preparing for the Test Day Webinar

Test coordinators: Register for the Preparing for Test Day Webinar (https://collegeboard.zoom.us/webinar/register/WN_OXq9yNagSIqzO4XaFrvfhw), 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 preadministration, 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 (www.michigan.gov/mme) and PSAT web page (www.michigan.gov/psat) soon after the webinar is completed.

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

ACT® WorkKeys®

What's New

ACT WorkKeys Training Webinars

All school staff are invited to attend ACT's optional Workkeys training webinars. These sessions will provide an overview of how to administer the WorkKeys assessments, including receiving and returning test materials. Use the links below to register for one or both sessions. It is not necessary to attend both sessions. Each session will be recorded and posted to the ACT state testing website (http://www.act.org/stateanddistrict/michigan) in **Step 5: Preparation**.

- **Wednesday, February 8, 2023**
  10:00-11:30 a.m. ET
  - » Register here
  - » (https://event.on24.com/wcc/r/3964198/F675A6525ECB9398C097EB307192D4EF)
- **Tuesday, March 7, 2023**
  3:30-5:00 p.m. ET
  - » Register here
  - » (https://event.on24.com/wcc/r/3964219/4905D9EB09C3EA085E1FC98CEE7F70BC)

ACT WorkKeys Test Administration Resources

WorkKeys Test Coordinators, room supervisors, and proctors are urged to become familiar with the following test administration resources posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) before testing begins:

- Spring 2023 Schedule of Events

  (https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring)

- ACT Test Coordinator Information Manual

  (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf)

- ACT WorkKeys Administration Manual – Standard Time Paper

  (https://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf)

- ACT WorkKeys Administration Manual – Accommodations Paper

  (https://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf)

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

Spotlight

on Student Assessment and Accountability

ACT® WorkKeys®

What's New

- [WorkKeys Administration Supplement](https://www.act.org/content/dam/act/secured/documents/AdministrationSupplementWorkKeys-MI.pdf)

  (https://www.act.org/content/dam/act/secured/documents/AdministrationSupplementWorkKeys-MI.pdf)

- [Test Administration Form - ACT WorkKeys Standard Time Paper](https://www.act.org/content/dam/act/unsecured/documents/SDTestAdminForms-WKStdTimePaper.pdf)

  (https://www.act.org/content/dam/act/unsecured/documents/SDTestAdminForms-WKStdTimePaper.pdf)

- [Test Administration Form - ACT WorkKeys Accommodations Paper](https://www.act.org/content/dam/act/unsecured/documents/SDTestAdminForms-WKAccomsPaper.pdf)

  (https://www.act.org/content/dam/act/unsecured/documents/SDTestAdminForms-WKAccomsPaper.pdf)

- [Calculator Policy](https://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf)

  (https://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf)

Reminders

Completing ACT's Manage Participation Process

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 Guide](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](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](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.

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

ACT® WorkKeys®

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 (www.michigan.gov/oeaa-secure).

Instructions for these activities can be found at the Secure Site Training web page (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 following Spotlight on Student Assessment and Accountability Newsletters (www.michigan.gov/mde-spotlight) articles for complete information:

- **Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access** – November 17, 2022 (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-11-17-2022.pdf)

- **Spring 2023 Assessment Initial Materials Orders** – December 8, 2022 (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-12-08-2022.pdf)

- **ACT WorkKeys** – January 5, 2023 (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-01-05-2023.pdf)

ACT® WorkKeys®

ACT Upcoming Events and Deadlines

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) posted on the ACT state testing website (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) posted on the MME web page (www.michigan.gov/mme) under **General information**, **List of Important Dates**.

Contact ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (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

Test Exceptions: WIDA in OEAA Secure Site

Now through January 20, 2023

Additional Material Order Window: WIDA ACCESS in WIDA AMS

January 27 – March 17, 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

Test Window: WIDA ACCESS for ELLs/ WIDA Alternate ACCESS for ELLs

February 6 - March 24, 2023

ACT WorkKeys Test Administration Training Webinar

February 8, 2023, 10:00-11:30 a.m.

- Register here
- (https://event.on24.com/wcc/r/3964198/ F675A6525ECB9398C097EB307192D4EF)

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

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

Important Dates

February 2023

Field Test Window: WIDA Alternate ACCESS for ELLs

February 14 - April 7, 2023

Deadline to Order Test Materials: ACT WorkKeys

February 15, 2023

- Order materials through the OEAA Secure Site (www.michigan.gov/oeaa-secure)

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

March 2023

Alternate INSIGHT Availability Request Form: M-STEP and MI-ACCESS

Available through March 17, 2023

- Alternate INSIGHT Availability Request Form

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

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

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 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)

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