

Spotlight

on Student Assessment and Accountability

What's New

January 18, 2024

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Michigan Virtual 2023-24 Assessment Security Modules Are Now Available

The Michigan Department of Education is pleased to announce that this year's 2023-24 Assessment Security Training is now available free of charge online through the [Michigan Virtual Professional Learning Portal](https://plp.mivu.org/) (<https://plp.mivu.org/>). The training lets users participate in the modules that pertain to their role as Assessment Coordinator and/or Test Administrator. A refresher course is also available for participants who completed the 2022-23 full course.

About the Assessment Security Training course

- **Module 1:** An Introduction to Assessment Integrity and Security – covers the importance of test security and planning for test administration
- **Module 2:** Planning for Test Administration – covers the steps coordinators/administrators need to take before testing begins, such as staff training and preparing the testing environment
- **Module 3:** Test Administration – covers security concerns and considerations during testing
- **Module 4:** After-Test Administration and OEAA Monitoring – covers the responsibilities of maintaining assessment security after testing; specific topics discussed are materials return, incident reporting, and Office of Educational Assessment and Accountability monitoring efforts

Each module is designed to be completed in 10-15 minutes. Participants who complete all four modules and demonstrate their knowledge on the short quizzes at the end of each module will print a Certificate of Completion at the end of the training, to be kept on file within the district or school building.

Annual security training is a requirement for individuals who will take part in the administration of state assessments; these include ACT WorkKeys, Early Literacy and Mathematics Benchmark, MI-Access, M-STEP, PSAT 8/9 & 10, SAT with Essay, WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs.

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Specifically, District and Building Assessment Coordinators are required to take the Assessment Security Training course, and are also required to read the [Assessment Integrity Guide \(AIG\)](https://bit.ly/3SrO7ES) (<https://bit.ly/3SrO7ES>).

Test Administrators and Proctors must take the course and/or read the Security for Test Administrators document related to the assessment being administered; these documents are found in the [Assessment Integrity Guide \(AIG\)](https://bit.ly/3SrO7ES) (<https://bit.ly/3SrO7ES>). District and Building Coordinators must determine which training method is best for their testing staff and are responsible for ensuring that the training is delivered.

Other staff with access to secure materials can satisfy the assessment security training requirement by reading the "Keeping Assessment Materials Secure instructions" found in **Appendix E** of the AIG.

Mark Your Calendar: DRC District/Building Coordinator Training Webinars

The training webinars for District and Building Coordinators of online test administration of the Spring 2024 M-STEP and MI-Access are coming soon.

These webinars, offered by Data Recognition Corporation (DRC), provide training about:

- what's new for 2024
- helpful online testing tips
- where to find important resources
- Q&A

The dates and times of each webinar are listed below. The PowerPoints and recorded presentations of the live webinars will be posted in the [DRC INSIGHT Portal](https://mi.drcdirect.com) (<https://mi.drcdirect.com>) by the next day.

M-STEP Administration Training

When: February 27, 2024, 10:00 -11:00 a.m.

Join M-STEP Webinar: [Microsoft Teams meeting](https://bit.ly/3O9R2zf) (<https://bit.ly/3O9R2zf>)

Meeting ID: 271 289 523 152

Passcode: PF33dU

[Download Teams](https://bit.ly/45P5x1n) (<https://bit.ly/45P5x1n>)

[Join on the web](https://bit.ly/3tLhgAx) (<https://bit.ly/3tLhgAx>)

Or call in (audio only):

+1 612-704-8944, 724203416# United States, Minneapolis

Phone Conference ID: 724 203 416#

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MI-Access Administration Training

When: February 28, 2024, 10:00 -11:00 a.m.

Join MI-Access Webinar: [Microsoft Teams meeting](https://bit.ly/3vHcYeE)
(<https://bit.ly/3vHcYeE>)

Meeting ID: 295 336 343 283

Passcode: fZ8svs

[Download Teams](https://bit.ly/45P5x1n) (<https://bit.ly/45P5x1n>)
[Join on the web](https://bit.ly/3tLhgAx) (<https://bit.ly/3tLhgAx>)

Or call in (audio only):

+1 612-704-8944, 3082689# United States,
Minneapolis

Phone Conference ID: 308 268 9#

Early Literacy and Mathematics Benchmark Training is currently available in the [DRC INSIGHT Portal](https://mi.drcdirect.com) (<https://mi.drcdirect.com>) and through the following links:

[Presentation slides](https://bit.ly/46fyfZi) (<https://bit.ly/46fyfZi>)

[Meeting recording](https://bit.ly/3uhITTp) (<https://bit.ly/3uhITTp>)

Ordering WIDA Alternate ACCESS for ELLs Materials

Educators can still pre-identify students and obtain materials for the WIDA Alternate ACCESS for ELLs assessment. To pre-ID students for this assessment, use the directions found on the OEAA [Secure Site Training web page](https://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** section. The student's Tier must be updated to "Tier T".

Note: Pre-identifying students in the OEAA Secure Site will not result in the automatic delivery of materials from the assessment vendor (DRC) at this time. To receive materials, educators must place an Additional Material Order in WIDA AMS when the Additional Material Order window opens on **January 29, 2024**.

Bubbling-in Student Information on WIDA Test Booklets

Districts and educators are reminded that even if a Pre-ID label is affixed to the student test booklet, some information must be bubbled-in by hand. If a student's pre-printed label is damaged or falls off and the minimum amount of information is not bubbled-in on the booklet, there is a risk that DRC and the Michigan Department of Education will be unable to match a test booklet to the particular student.

For the list of the minimum information to be bubbled-in, refer to the **Appendix** on page 157 of the [Michigan Specific Test Administration Manual](https://bit.ly/3TQ6m7E) (<https://bit.ly/3TQ6m7E>) on the [WIDA web page](https://www.michigan.gov/wida) (www.michigan.gov/wida).

Supports & Accommodations Guidance Document and Planning Resources Available for State Assessments

The [Supports and Accommodations Guidance Document](https://bit.ly/3SlrO3d) (<https://bit.ly/3SlrO3d>) is a one-stop site for Test Coordinators looking for information about allowable Universal Tools, Designated Supports, and Accommodations. The Guidance also includes required guidelines for test administrators acting as scribes, human readers, or oral translators. The Supports and Accommodations Guidance Document can be found on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida) or on each assessment page under the **Student Supports and Accommodations** section.

The Office of Educational Assessment and Accountability (OEAA) also provides Test Coordinators with a number of resources to help them and their colleagues stay organized. These resources can aid in important conversations about what students need; in assigning Universal Tools, Designated Supports, and Accommodations correctly into systems; and helping educators verify Test Tickets. These additional resources can be found on the [Recording and Tracking Resources web page](https://bit.ly/3vMRsF6) (<https://bit.ly/3vMRsF6>)

The resources include:

- **Student Specific Worksheets: the Accessibility Supports in the Classroom and After-Test Accessibility Questions** - found in the [Supports and Accommodations Guidance Document](https://bit.ly/3SlrO3d) (<https://bit.ly/3SlrO3d>) on each assessment's webpage under the **Student Supports and Accommodations** section; best used by educators who want to have conversations with other educators and impacted students about the unique needs of the student, in advance of testing and after testing.
- **M-STEP Worksheets by Grade** - best used by Test Coordinators in entering Universal Tools, Designated Supports, and Accommodations into the Insight Portal
- **Tracking Sheet for Supports and Accommodations for M-STEP, MI-Access, and WIDA** - best used by Test Coordinators to help identify what supports students might need across all state assessments



College Board Corner

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

WHAT'S NEW

College Board Monthly Newsletter

The January 2024 edition of the monthly College Board newsletter was sent in an email to district test coordinators and primary school test coordinators on January 9. The newsletter is sent to test coordinators listed in the Educational Entity Master (EEM) on the second Tuesday of every month.

The [January 2024 newsletter](https://bit.ly/3SmyOga) (<https://bit.ly/3SmyOga>) is available online.

Accommodation Requests and English Learner Supports Window

Requests for College Board-approved accommodations, state-allowed accommodations (SAAs), and English learner (EL) time and one-half (+50% extended time) support in SSD Online must be submitted by Services for Students with Disabilities (SSD) Coordinators by the end of the day on February 16, 2024.

SAAs are state-specific accommodations defined by the Michigan Department of Education that align to a student's current IEP or 504 plan for the Michigan-provided assessments. SAAs, which are automatically approved, must be requested each year for spring testing. For SAT with Essay testing, an SSA request results in a non-college-reportable score.

If you have already requested extended time for EL students or College Board-approved accommodations for Fall 2023 testers, you do not need to re-enter those requests for Spring 2024 testing; the request is good for the academic year. However, if a student used an SAA for Spring 2023 testing, the SSD Coordinator must request the SAA again or request a College Board-approved accommodation for Spring 2024 testing.



College Board Corner

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

REMINDERS

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

Last 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.

For an overview of College Board's Interactive Coordinator Checklist, [click here](https://bit.ly/3TTjuc8) (<https://bit.ly/3TTjuc8>). 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.



College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the 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
SSD/Accommodations Webinar [Option 2] (https://bit.ly/3t69j9i)	<ul style="list-style-type: none">SSD CoordinatorsTest 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.

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



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 (participants do not have to attend both sessions). Each session will be recorded and available for on-demand viewing about an hour after the session concludes. The registration links are also posted to the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) in Step 5: Preparation.

- **Wednesday, February 7, 2024, 10:00 – 11:30 a.m. ET**
[Registration URL](https://bit.ly/3tLdRCn) (<https://bit.ly/3tLdRCn>)
- **Tuesday, March 5, 2024, 3:30 – 5:00 p.m. ET**
[Registration URL](https://bit.ly/3vwR9hI) (<https://bit.ly/3vwR9hI>)

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) (<http://www.act.org/stateanddistrict/michigan>) before testing begins:

- [Spring 2024 Schedule of Events](https://bit.ly/49wbZ02) (<https://bit.ly/49wbZ02>)
- [WorkKeys Accessibility Supports Guide](https://bit.ly/47HMdEe) (<https://bit.ly/47HMdEe>)
- [ACT Test Coordinator Information Manual](https://bit.ly/3tXYV3I) (<https://bit.ly/3tXYV3I>)
- [ACT WorkKeys Administration Manual – Standard Time Paper](https://bit.ly/47OybRm) (<https://bit.ly/47OybRm>)
- [ACT WorkKeys Administration Manual – Accommodations Paper](https://bit.ly/466lCia) (<https://bit.ly/466lCia>)
- [WorkKeys Administration Supplement](https://bit.ly/48DJ35E) (<https://bit.ly/48DJ35E>)
- [Test Administration Form - ACT WorkKeys Standard Time Paper](https://bit.ly/4bfTHBt) (<https://bit.ly/4bfTHBt>)
- [Test Administration Form - ACT WorkKeys Accommodations Paper](https://bit.ly/3HnPk9t) (<https://bit.ly/3HnPk9t>)
- [Calculator Policy](https://bit.ly/3SrO0cg) (<https://bit.ly/3SrO0cg>)



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).

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 [Spotlight on Student Assessment and Accountability Newsletters](https://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) articles for complete information:

- "Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access" – [the Spotlight, December 14, 2023 issue](https://bit.ly/41uYwSG) (<https://bit.ly/41uYwSG>)
- "Spring 2023 Assessment Initial Materials Orders" – [the Spotlight, December 14, 2023 issue](https://bit.ly/41uYwSG) (<https://bit.ly/41uYwSG>)
- "ACT WorkKeys" – [the Spotlight, January 11, 2024 issue](https://bit.ly/3u8mve6) (<https://bit.ly/3u8mve6>)



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.

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

Reminders

Learn, Share, & Discover: Information and Ideas about Student Assessment at the 2024 Michigan School Testing Conference

The 2024 Michigan School Testing Conference (MSTC) will be held in-person February 13-15, 2024, at the Ann Arbor Sheraton Hotel. Participants can expect to prepare for the Spring 2024 state assessments by developing a deep understanding of the assessments and assessment practices to implement at the classroom, school, and district levels. The MSTC will include seven workshops on February 13. Three keynote presentations and 36 clinic sessions are offered during the February 14-15 conference.

Workshops, February 13

One full-day and six half-day workshops are offered on Tuesday, February 13. These workshops deal with various assessment issues that require "hands-on" experience and demand more time than available in the conference clinic sessions. Workshop registration fees vary (based on several factors), and only participants registered for the workshop will be permitted to attend. Extensive materials are provided for workshop participants. SCECH credits are available for each workshop.

Conference, February 14 & 15

The conference offers 36 clinic sessions and three keynote presentations. The conference sessions cover a wide range of assessment, teaching and learning topics. These include:

- Overviews of Michigan assessments, including Michigan Merit Examination, English language arts, Mathematics, Science, and Social Studies

- Updates on assessment security, College Board Digital Assessment (PSAT-SAT), MI-Access, M-STEP Online Reporting System, and WIDA
- Collaborations with Mi Read, MiLearn, FAME (Formative Assessment for Michigan Educators), MALFA (Michigan Assessment Literacy Facilitators Association)
- Formative Assessment, Qualitative Assessment
- Equity in Assessments and Grading
- Using assessment data, school accountability, and more

Keynote presentations include:

- **Opening Keynote Presentation**

- » "Rigor by Design: Laying the Foundation for Deeper Learning & Assessing"
- » Karin Hess, Author/Consultant, Educational Research in Action
- » Wednesday, February 14, 9:00 a.m.
- » Sponsor: College Board

- **Luncheon Speaker**

- » "What's Next with Michigan's Assessments!?"
- » Andy Middlestead, Director, Michigan Department of Education, Office of Assessment and Accountability
- » Wednesday, February 14, 11:45 a.m.
- » Sponsor: Smarter Balance

- **Frank B. Womer Invitational Keynote Presentation**

- » "Content-Referenced Growth and Formative Assessment"
- » Derek Briggs, Professor, University of Colorado
- » Thursday, February 15, 9:30 a.m.
- » Sponsor: Curriculum Associates

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](https://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>)



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
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

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/securesitetraining) (www.michigan.gov/securesitetraining)

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/securesitetraining) (www.michigan.gov/securesitetraining)

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
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

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

(Continued on next page)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13

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 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**

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](https://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)

M-STEP Administration Training

February 27, 2024, 10:00 -11:00 a.m.

- **Join M-STEP Webinar:** [Microsoft Teams meeting](https://bit.ly/3O9R2zf) (https://bit.ly/3O9R2zf)
 - » **Meeting ID:** 271 289 523 152
 - » **Passcode:** PF33dU
- [Download Teams](https://bit.ly/45P5x1n) (https://bit.ly/45P5x1n)
- [Join on the web](https://bit.ly/3tLhgAx) (https://bit.ly/3tLhgAx)
- **Or call in (audio only):**
 - » +1 612-704-8944, 724203416# United States, Minneapolis
 - » **Phone Conference ID:** 724 203 416#

MI-Access Administration Training

February 28, 2024, 1000 -11:00 a.m.

- **Join MI-Access Webinar:** [Microsoft Teams meeting](https://bit.ly/3vHcYeE) (https://bit.ly/3vHcYeE)
 - » **Meeting ID:** 295 336 343 283
 - » **Passcode:** fZ8svs
- [Download Teams](https://bit.ly/45P5x1n) (https://bit.ly/45P5x1n)
- [Join on the web](https://bit.ly/3tLhgAx) (https://bit.ly/3tLhgAx)
- **Or call in (audio only):**
 - » +1 612-704-8944, 3082689# United States, Minneapolis
 - » **Phone Conference ID:** 308 268 9#

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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)