

CB College Board Corner

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

REMINDERS

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.

Verify School Establishment

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

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](http://www.michigan.gov/oeaa-secure) (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.

Preparing for the Test Day Webinar

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

Participants will review important reminders for Spring 2023 as they prepare to administer the SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9. The session will cover 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](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) soon after the webinar is completed.

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? Contact College Board

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

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



What's New

Off-site Testing

Schools must obtain approval for off-site testing from the Office of Educational Assessment and Accountability (OEAA). Submit your requests using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) through May 4, 2023. Refer to the [Spotlight Newsletter - October 27, 2022 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-10-27-2022.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-10-27-2022.pdf>) for additional information.

ACT requires only the off-site location name and address to be documented in the Test Room Report portion of the Test Administration Form folder.

Reminders

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) (<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>)

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



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 2023 Schedule of Events](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring)
(https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring)
- [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf)
(<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)
(<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)
(<https://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf>)
- [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>)

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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](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.

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](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

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

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

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

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



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

Contact ACT

If you have questions, you may:

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

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

Important Dates

January 2023

Test Exceptions: WIDA in OEAA Secure Site

Now through January 20, 2023

Additional Material Order Window: WIDA ACCESS in WIDA AMS

January 30 – 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

ASK OEAA LIVE: Pre-Identification of Students and Initial Material Orders

February 7, 2023, 3:30-4:00 p.m.

- [Link to join Ask OEAA Live](https://bit.ly/3WpWtv7)
(https://bit.ly/3WpWtv7)
- [Add Event to your Calendar](http://bit.ly/3ZKQNif)
(http://bit.ly/3ZKQNif)

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

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

Important Dates

February 2023 (continued)

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

Field Test Window: WIDA Alternate ACCESS for ELLs

February 14 - April 7, 2023

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

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

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

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

M-STEP Administration Training

February 28, 2023, 10:00-11:00 a.m.

- [Join M-STEP Webinar](https://datarecognitioncorp.zoom.us/j/82964542585) (<https://datarecognitioncorp.zoom.us/j/82964542585>)

March 2023

MI-Access Administration Training

March 1, 2023, 10:00-11:00 a.m.

- [Join MI-Access Webinar](https://datarecognitioncorp.zoom.us/j/81607277504) (<https://datarecognitioncorp.zoom.us/j/81607277504>)

Early Literacy and Mathematics Administration Training

March 2, 2023, 10:00-11:00 a.m.

- [Join MI-Access Webinar](https://datarecognitioncorp.zoom.us/j/88954455520) (<https://datarecognitioncorp.zoom.us/j/88954455520>)

ACT WorkKeys Test Administration Training Webinar

March 7, 2023, 3:30-5:00 p.m.

- [Register here](https://event.on24.com/wcc/r/3964219/4905D9EB09C3EA085E1FC98CEE7F70BC) (<https://event.on24.com/wcc/r/3964219/4905D9EB09C3EA085E1FC98CEE7F70BC>)

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

Available through March 17, 2023

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

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

Now through March 23, 2023

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

Important Dates

March 2023 (continued)

Test Setup Available: WIDA AMS

Now through [March 24, 2023](#)

College Board Post Administration Webinar

[March 29, 2023, 9:00-9:30 a.m.](#)

- Additional details coming soon

Contacts

Assessment and Accountability Call Center

For assistance with assessment or accountability issues:

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

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