

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of January 19, 2023

- **REMINDER: 2022-23 Sending Scores Back Program for Shared Educational Entities (SEEs and S2E2s) — Application Deadline is January 30**
- **Mark Your Calendars for DRC District/Building Coordinator Training Webinars**
- **Ordering WIDA Alternate ACCESS for ELLs Materials**
- **Bubbling-in Student Information on WIDA Test Booklets**
- **Supports & Accommodations Guidance Document and Planning Resources Available for State Assessments**
- **Ask OEAA Live Event: Pre-Identification of Students and Initial Material Orders**

- **REMINDER: 2022-23 Sending Scores Back Program for Shared Educational Entities (SEEs and S2E2s) — Application Deadline is January 30**
- Intermediate School Districts (ISDs), consortia, or other partnering districts may wish to apply to participate in the “Sending Scores Back” Program for school accountability reporting. Eligible schools and classroom programs provide alternative education, early/middle college education, gifted and talented education, or special education services to neighboring or consortium districts.
- The Sending Scores Back Program allows non-resident student assessment results and non-resident student graduation statuses to be redirected in school accountability reporting to another school in a student’s own district of residency. **Please note:** Public school academies (PSAs) are not eligible for this program as PSAs do not have resident district boundaries in the same way traditional districts do.
- Applying for the Sending Scores Back Program will designate your school building or classroom program as a Shared Educational Entity (SEE) or Specialized Shared Educational Entity (S2E2). That status is then used during submissions in the Michigan Student Data System (MSDS) to identify students to be processed specially in school accountability reporting. Students identified in these schools/programs are then attributed back to a school building identified in their resident school district for the purposes of school accountability calculations.

(Continued on next page)

### 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**

The Michigan Department of Education (MDE) is still looking for schools to participate in an M-STEP online Passage-based Writing Field Test through February 10, 2023.

**Sign Up Today! More Information on Page 6**

Shared Educational Entities (SEEs) and Shared Specialized Educational Entities (S2E2s) that participated in the Sending Scores Back Program in a prior school year will need to reapply to reestablish their status as a SEE or S2E2 in the Sending Scores Back Program for 2022-2023 school accountability results expected in fall of 2023.

**Additional information and applications to participate in this program are now available at: [www.michigan.gov/sees](http://www.michigan.gov/sees).** Applications are due via electronic submission, no later than **Monday, January 30, 2023**.

## Mark Your Calendars for DRC District/ Building Coordinator Training Webinars

The training webinars for District and Building Coordinators of online test administration of the Spring 2023 M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Benchmark Assessments are coming soon.

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

- what's new for 2023
- 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.drctdirect.com) (<https://mi.drctdirect.com>) by the next day.

### M-STEP Administration Training:

- When: 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>)

### MI-Access Administration Training:

- When: 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:

- When: March 2, 2023, 10:00-11:00 a.m.
- Join [Early Literacy Webinar](https://datarecognitioncorp.zoom.us/j/88954455520) (<https://datarecognitioncorp.zoom.us/j/88954455520>)

## 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 page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://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 30, 2023**.

## 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://www.michigan.gov/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Michigan_Specific_TAM.pdf) ([https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA\\_Michigan\\_Specific\\_TAM.pdf](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Michigan_Specific_TAM.pdf)) on the [WIDA web page](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)).

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

The [Supports and Accommodations Guidance Document](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf) ([https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan\\_Accommodations\\_Manualfinal.pdf](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf)) 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 2023 version of the Supports and Accommodations Guidance Document can be found 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 page](https://www.michigan.gov/mde/services/student-assessment/wida-assessments/student-supports-accommodations/recording-and-tracking-resources) (<https://www.michigan.gov/mde/services/student-assessment/wida-assessments/student-supports-accommodations/recording-and-tracking-resources>).

The resources include:

- 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
- Student Specific Worksheets: the Accessibility Supports in the Classroom and After-Test Accessibility Questions (found in the [Supports & Accommodations Guidance Document](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf) [[https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan\\_Accommodations\\_Manualfinal.pdf](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf)] 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.

## Ask OEAA Live Event: Pre-Identification of Students and Initial Material Orders

Please be sure to join us for the next “Ask OEAA LIVE” event, which will take place on February 7, 2023 from 3:30 to 4:00 p.m. ET. The topic will be the **Pre-Identification of Students and Initial Material Orders**. Pre-identification of students on the OEAA Secure Site is required for all state assessments and occurs prior to test administration. In this live event, OEAA Assessment staff will present and answer questions about the pre-ID process for M-STEP, MME, MI-ACCESS, PSAT 8/9 and PSAT 10, Early Literacy and Mathematics Benchmark, and WIDA state assessments (excluding the WIDA Screener). Join us for this live Ask OEAA Q&A to get your most important questions answered regarding the Pre-ID and Initial Material Orders process.



- Use this link to join and participate in the “Ask OEAA Live” session: [Join Ask OEAA Live Event “Pre-Identification of Students and Initial Materials Orders”](http://bit.ly/3WpWtv7) (<http://bit.ly/3WpWtv7>)
- [Add this event to your Calendar](http://bit.ly/3ZKQNif) (<http://bit.ly/3ZKQNif>)

## Reminders



**2023**  
**MICHIGAN**  
**SCHOOL TESTING**  
CONFERENCE

**SPEAKERS**

**Jan Chappuis**  
Educational Author  
& Consultant

**Jennifer Randall**  
Dunn Family Chair of  
Psychometrics & Test  
Development,  
University of Michigan  
School of Education

**Andy Middlestead**  
Director, Office of Assessment  
and Accountability,  
Michigan Department of Education

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

**masaonline.gomasa.org**  
**REGISTER NOW!**

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





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

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





## 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](mailto:michiganadministratorsupport@collegeboard.org)) if establishment is not accurate in the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](https://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](https://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](https://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](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](https://www.michigan.gov/mme) ([www.michigan.gov/mme](https://www.michigan.gov/mme)) and [PSAT web page](https://www.michigan.gov/psat) ([www.michigan.gov/psat](https://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



## College Board Corner

*Information on SAT<sup>®</sup>, PSAT<sup>™</sup> 8/9, and PSAT<sup>™</sup> 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](mailto: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](http://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)  
» (<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)  
» (<https://event.on24.com/wcc/r/3964219/4905D9EB09C3EA085E1FC98CEE7F70BC>)

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## 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](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>)

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



## 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<sup>next</sup> 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](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](http://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](http://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](http://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](http://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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Refer to the following [Spotlight on Student Assessment and Accountability Newsletters](#) ([www.michigan.gov/mde-spotlight](http://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>) 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](#) ([www.michigan.gov/mme](http://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](http://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](mailto: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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## 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](https://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

(Continued on next page)

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



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

# 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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto: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