

Spotlight

on Student Assessment and Accountability

What's New

Week of January 26, 2023

- Michigan Virtual 2022-23 Assessment Security Modules Are Now Available
- New Pre-ID Report Enhancements
- Assessment Training: DRC District/Building Coordinator Training Webinars Coming Soon
- Assessment Training: Important Dates

Reminders

- Final Two Weeks to Register for the 2023 Michigan School Testing Conference
- 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
- 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 8

Michigan Virtual 2022-23 Assessment Security Modules Are Now Available

The Michigan Department of Education is pleased to announce that this year's 2022-23 Assessment Security Training is now available online through [Michigan Virtual's Professional Learning Portal](https://michiganvirtual.org/course/mde-assessment-security-2022-2023/) (<https://michiganvirtual.org/course/mde-assessment-security-2022-2023/>). The updated training lets users participate in the modules that pertain to their role as Assessment Coordinator and/or Test Administrator.

About the Assessment Security Training course:

- **Module 1:** An Introduction to Assessment Integrity and Security covers why test security is important and discusses planning for testing.
- **Module 2:** Planning for Test Administration covers 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. Material return, incident reporting, and Office of Educational Assessment and Accountability monitoring efforts will be discussed.

(Continued on next page)



Assessment Training

Important Dates for Conferences & Webinars

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/3964198/675A6525ECB9398C097EB307192D4EF)
(https://event.on24.com/wcc/r/3964198/675A6525ECB9398C097EB307192D4EF)

Michigan School Testing Conference

February 14-16, 2023, Sheraton Ann Arbor

- [Click to view full conference details and printable registration form](https://masaonline.gomasa.org/Masaonline/Events/Event_Display.aspx?EventKey=23_MST) (https://masaonline.gomasa.org/Masaonline/Events/Event_Display.aspx?EventKey=23_MST)
- [Click here to access room block reservations](https://www.marriott.com/event-reservations/reservation-link.mi?id=1666978584558&key=GRP&app=resvlink) (https://www.marriott.com/event-reservations/reservation-link.mi?id=1666978584558&key=GRP&app=resvlink)

M-STEP Online 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)

MI-Access Online 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 Online Administration Training

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)

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)

College Board Preparing for Test Day Webinar

March 8, 2023, 2:00-2:30

- [Register for the Preparing for Test Day Webinar](https://collegeboard.zoom.us/webinar/register/WN_OXq9yNagSlqzO4XaFrvfhw)
(https://collegeboard.zoom.us/webinar/register/WN_OXq9yNagSlqzO4XaFrvfhw)

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

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!

Final Two Weeks to Register for the 2023 Michigan School Testing Conference

The 2023 Michigan School Testing Conference (MSTC) will be held in-person on February 14-16, 2023 at the Sheraton Ann Arbor, 3200 Boardwalk Dr in Ann Arbor. The annual MSTC consists of a day of workshops and two days of plenary and clinic sessions:

On **Tuesday, February 14**, from **9:00 a.m. to 12:00 p.m.** and **1:00 to 4:00 p.m.**, seven half-day and one full-day workshops will be offered.

The conference takes place on **Wednesday, February 15**, from **9:30 a.m. to 4:30 p.m.** and continues on **Thursday, February 16**, from **9:30 a.m. to 4:00 p.m.** There will be 38 clinics and three keynote presentations offered featuring:

- Jan Chappuis, Educational Author/Consultant (2/15)
- Andy Middlestead, Director, MDE OEAA (2/15)
- Jennifer Randall, Professor, U-M School of Education (2/16)

A daily registration fee providing access to the conference is being offered again this year. [Click to view full conference details and printable registration form](https://masaonline.gomasa.org/Masaonline/Events/Event_Display.aspx?EventKey=23_MST) (https://masaonline.gomasa.org/Masaonline/Events/Event_Display.aspx?EventKey=23_MST).

A special hotel room rate at the conference hotel is being offered. [Click here to access room block reservations](https://www.marriott.com/event-reservations/reservation-link.mi?id=1666978584558&key=GRP&app=resvlink) (<https://www.marriott.com/event-reservations/reservation-link.mi?id=1666978584558&key=GRP&app=resvlink>).

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Reminders

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>)

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.

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.

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



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) 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).

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



CB College Board Corner

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

WHAT'S NEW

Michigan Testing Manuals

Michigan-specific testing manuals are now available for the SAT with Essay, PSAT 10, and PSAT 8/9 assessments. There are three SAT manuals, one PSAT 10 manual, and one PSAT 8/9 manual. The SAT manuals are posted on the [Michigan Merit Examination web page](http://www.michigan.gov/mme) (www.michigan.gov/mme), and the PSAT-related manuals are posted on the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).

A sample set of manuals will be included in the Coordinator Planning Kit that will be delivered to your school during the week of February 27, 2023. College Board will send the **full** set of manuals for the Spring 2023 testing administration with your pre-administration shipment of materials in mid-March.

Manual	What's Inside
<i>SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator; provides complete instructions for preparing your school and staff for SAT with Essay testing
<i>SAT School Day Standard Testing Manual</i>	Used by the proctor; provides instructions for testing students without accommodations (using purple test books) as well as students with accommodations who are required to test on the primary test day in a standard testing room
<i>SAT School Day Accommodated Testing Manual</i>	Used by the proctor; provides instructions for testing students who are eligible to test in the accommodated testing window (using blue or green test books)
<i>PSAT 10 Coordinator Manual</i>	Used by PSAT 10 test coordinator and proctors for grade 10; provides complete instructions for preparing school and staff for PSAT 10 testing; includes scripts for proctors who will be testing students with or without accommodations
<i>PSAT 8/9 Coordinator Manual</i>	Used by PSAT 8/9 test coordinator and proctors for grades 8 and 9; provides complete instructions for preparing school

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

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 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](https://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](https://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](https://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](https://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



Reminders

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.

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>). Refer to the [Spotlight newsletter - January 19 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-01-19-2023.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-01-19-2023.pdf>) for the list of important resources.

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/securertraining) (www.michigan.gov/securertraining) under the **Pre-Identification of Students** and the **Material Ordering** sections.

Refer to the following [Spotlight on Student Assessment and Accountability Newsletters](http://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 – 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>)

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



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-Calendar/ACT_WorkKeys_list_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/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

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 Administration Window

[WIDA ACCESS for ELLs/WIDA Alternate ACCESS for ELLs]

February 6 - March 24, 2023

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 Test]

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 ACT 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 Accommodations, State-Allowed Accommodations, and English Learner Extended Time

[SAT with Essay, PSAT 10, and PSAT 8/9]

Now through February 21, 2023

(Continued on next page)

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

Important Dates

March 2023

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

[WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs]

Now through March 23, 2023

Test Setup Available

[WIDA AMS]

Now through March 24, 2023

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