Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

What's New
February 1, 2024

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M-STEP Test Administration Manual Available Now

The 2024 M-STEP Test Administration Manual (TAM) is now available on the M-STEP web page (www.michigan.gov/mstep) under the **"What's New"** and **"Current Assessment Administration"** sections. This manual is an essential resource for a successful test administration and contains information about required policies and procedures that test administrators must know.

The M-STEP TAM includes important information about updates made to online test directions for Spring 2024. These include:

- revisions for clarity and brevity
  See the Spotlight - November 9 issue (https://bit.ly/47d3xBC) for detailed information about changes made to the M-STEP online directions.

- Text to Speech (TTS) for Directions is required for all students testing online
  See the Spotlight - January 11 issue (https://bit.ly/3u8mve6) for more information.

All updates made to the directions can be reviewed on the website Online Tools Training (OTT) (https://wbte.drcedirect.com/MI/portals/mi).

Be sure to follow the M-STEP web page for updates and other important information related to the test administration process.

Reminder: End of Testing for Early Literacy and Mathematics Benchmark Assessments

The testing windows for the Early Literacy and Mathematics Benchmark Assessments will close at **4:00 p.m. tomorrow, Friday, February 2, 2024**. Testing will not be available for students in these assessments after the windows close.

For directions on ensuring all students have completed their assigned tests, review the mini-module **"Finding Student Testing Status"** in the DRC INSIGHT Portal (https://bit.ly/3QiXlBZ).

Available Now: Spring 2024 Michigan Merit Exam, PSAT in High School, and Grade 8 Test Administration Training – Part II

The Spring 2024 Michigan Merit Exam (MME) and PSAT in High School Test Administration Training – Part II and the Grade 8 Test Administration Training – Part II are now available on the Michigan Department of Education (MDE) MME web page (www.michigan.gov/mme) and on the PSAT web page (www.michigan.gov/psat) under the **Assessment Training and Resources for Educators** heading.

These videos and PowerPoint presentations provide test coordinators with information on what needs to be done in preparation for Spring 2024 testing. Coordinators can view the entire MME and PSAT in High School or Grade 8 series of presentations, or select individual segments of the training that are directly related to their assigned responsibilities. Training segments include:

Michigan Merit Exam and PSAT in High School Test Administration Training:

- MME and PSAT Test Administration Training Introduction Part II
- College Board Test Administration Training Part II
- ACT WorkKeys Test Administration Training Part II
- M-STEP Grade 8 and Grade 11 Test Administration Training Part II

Grade 8 Test Administration Trainings:

- Grade 8 Test Administration Training Introduction Part II
- College Board Grade 8 Test Administration Training Part II
- M-STEP Grade 8 and Grade 11 Test Administration Training Part II

Email assessment questions to the Office of Educational Assessment and Accountability (OEAA) at: mde-oeaa@michigan.gov.

Now Available – Spanish and Arabic Versions of the Parental/Guardian Opt-Out Form for Optional Information Provided During the SAT Suite of Assessments

The Michigan Department of Education (MDE) has released Spanish language and Arabic language versions of the **Parental/Guardian Opt-Out Form for Optional Information Provided During the SAT Suite of Assessments.** The English language version continues to be available as well.

Schools and districts can use these forms to provide parents/guardians the opportunity to opt out their students from providing optional student information during the required Spring 2024 SAT Suite of Assessment administrations; the opt-out provisions also cover the student's participation in the BigFuture School app and the Connections online program.

For more details on the new opt-out policy for information collected during the SAT assessments, see the **"Parent/Guardian Opt-Out Policy for Optional Information Provided During the SAT Suite of Assessments"** article on page 1 of the Spotlight newsletter - January 25 issue (https://bit.ly/3SIaSbZ).

The forms are posted on the MDE MME web page (www.michigan.gov/mme) under "**SAT (College Entrance Assessment),"** and on the MDE PSAT web page (www.michigan.gov/psat) under "Current Assessment Administration."

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

WIDA Incident Reports

If testing irregularities occur before, during, or after testing, the Building or District WIDA Coordinator must report the irregularities to the Office of Educational Assessment and Accountability (OEAA) as soon as possible. A WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Incident Reporting (IR) Reference Table (https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Assessment-Coordinator-Training-Guide/WIDA_Incident_Report_Table-jl.pdf) is available to help coordinators in this process. The guide identifies the incident categories and sub-categories used in the Secure Site Incident Reporting tool and includes sample scenarios for each category or sub-category.

Screening Potential English Learners During the WIDA ACCESS Testing Window

Michigan schools are still federally required to screen newly enrolled students who have not been previously identified as English learners (ELs) using the WIDA Screener, even if the WIDA ACCESS for ELLs testing window is open.

If while the WIDA ACCESS for ELLs testing window is open, a student is determined to be an EL – per the criteria outlined in Michigan's Entrance and Exit Protocol (EEP) (https://bit.ly/47T0aA4) – the summative WIDA ACCESS for ELLs or the WIDA Alternate ACCESS for ELLs assessment must be administered to that student.

The OEAA strongly recommends that students be allowed as much time as possible between the WIDA Screener and the summative test, to ensure students do not experience testing fatigue.

WIDA Additional School/District Labels

By now, most schools and districts should have received an adequate supply of School/District Labels. However, if any schools/districts need to order additional labels, the district MUST send an email to mde-oeaa@michigan.gov with the following information, so the OEAA can request a shipment of those materials from DRC (the testing vendor):

- District Name
- School Name
- Quantity of School/District Label Sheets (1 sheet = 10 labels)

WIDA Alternate ACCESS Standard Setting Educator Recruitment

WIDA is seeking educators to participate in the WIDA Alternate ACCESS Standard Setting Study, taking place July 16-19, 2024, in Minneapolis, Minnesota.

During the standard setting event, no more than 64 panelists, including English learner and special education educators, representing every state in the WIDA consortium, will establish proficiency level standards for the WIDA assessments in Listening and Speaking, and Reading and Writing. Panelists will work in four grade cluster groups, with two teams in each cluster.

Educators can sign-up to be considered for this event at this link: https://uwmadison.co1.qualtrics.com/jfe/form/SV_aidcpl9My2LRx5k

Panelist Experience and Qualifications

To be considered as panelists, applicants should have experience in teaching or in directly supporting the instruction of English learners (ELs) who have significant cognitive disabilities in kindergarten through 12th grade public schools in the United States or its associated territories.

English Learner educators required experience includes (applicants must meet all criteria as noted):

- greater than two years teaching experience in U.S. public schools
- work with students who have significant cognitive disabilities in the past three years
- work with ELs in the past three years
- experience working with WIDA's English Language Development standards
- (not required but desired) work with students with a variety of disability types

Qualifications (applicants must meet at least one criterion):

- certification in or a certificate as an EL teacher
- certification in or a certificate as an EL program administrator
- certification in or a certificate as a school administrator

Special Education Educators required experience includes (applicants must meet all criteria):

- greater than two years teaching experience in U.S. public schools
- work with students who have significant cognitive disabilities in the past three years
- work with ELs in the past three years
- experience working with WIDA's ELD standards
- work with students with a variety of disability types

Qualifications (applicants must meet at least one criterion):

- certification in or a certificate as a special educator
- certification in or a certificate as a special education program administrator
- certification in or a certificate as a school administrator

Spotlight

on Student Assessment and Accountability

CB College Board Corner

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

WHAT'S NEW

Michigan Testing Manuals

Michigan-specific testing manuals are now available for the SAT with Essay, PSAT 10, and PSAT 8/9 assessments. There are two manuals – one for test coordinators and one for proctors. The Test Coordinator and Proctor manuals are posted on the Michigan MME web page (www.michigan.gov/mme) and Michigan PSAT web page (www.michigan.gov/psat).

School test coordinators are required to read both the Test Coordinator and Proctor manuals. Proctors are required to read the Proctor manual. Links and descriptions for each manual are provided in the table below.

Manual	What's Inside
SAT Suite Test Coordinator Manual SP24 (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Test-Coordinator-Manual-Sp24.pdf)	Used by the school test coordinator; provides instructions for preparing your school and staff for testing SAT with Essay, PSAT 8/9, and PSAT 10.
SAT Suite Proctor Manual SP24 (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf)	Used by the proctor to prepare for test day, so testing goes smoothly in the testing room for SAT with Essay, PSAT 8/9, and PSAT 10.

CB College Board Corner

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

College Board Data Entry Assistance with Test Day Toolkit

Specific to School Test Coordinators: To facilitate your test day preparations, College Board is offering data-entry assistance for **adding staff and rooms** to Test Day Toolkit (TDTK). Your use of this data-entry assistance is entirely optional. Schools can choose not to participate, if they prefer to set up their own staff and rooms in TDTK.

Here's what to expect:

1. **Excel Templates via Email**

   Watch your inbox for two templates sent from michiganadministratorsupport@collegeboard.org on February 5. One template is for adding test day staff (proctors, room monitors, hall monitors, and technology monitors); the other is for adding rooms. There is no need to include school test coordinators, backup school test coordinators, or district test coordinators in the template for adding staff since College Board will automatically add them to TDTK.

   If you prefer, you can also click here to access the templates (https://app.cloud.scorm.com/sc/InvitationConfirmEmail?publicInvitationId=f2e65321-1ae6-4ffc-b65b-548f51f5b8b1). Once you enter your first name, last name, email address, and click "Ok, now take me to my training", you will be able to download the files.

Note: If your school tested in Fall 2023, your previous test staff and room information will be preserved in the Test Day Toolkit. If you wish to create a new setup, adding different test staff and rooms, simply submit the completed templates. College Board will replace your old configuration with the updated staff and room details.

2. **Smartsheet Submission**

   Do not send your completed templates as an email attachment. You must submit your completed templates through this Smartsheet link (https://app.smartsheet.com/b/form/ea92af18c43e4cf4a7278f8f5cee3fdc); the link will also be provided in the email you receive from michiganadministratorsupport@collegeboard.org. **Note:** Templates not submitted through the Smartsheet will not be processed.

Important Details:

- **Student Data:** Do not include any student data in the submission of the templates; this data is not needed in this submission.
- **Submission Deadline:** Ensure the template(s) is/are submitted by February 12, 2024. Information submitted will be entered into the Test Day Toolkit by March 1, 2024.

For any questions or assistance, please contact College Board by phone at 866-870-3127 or by email to michiganadministratorsupport@collegeboard.org.

CB College Board Corner

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

REMINDERS

Changes to MDE Consent Policy for Optional Student Information for SAT with Essay, PSAT 8/9 and PSAT 10

The process for students to access the BigFuture School app, to participate in the Connections program, and to provide optional student information during the SAT Suite of Assessments has transitioned to an "opt-out" policy. This means that parents/guardians will no longer need to provide consent for their students to use these resources; instead, parents will have the option to opt their students out from these activities.

Note: Students taking PSAT 8/9 will be presented with only the opportunity to answer the optional questions. Due to their ages, PSAT 8/9 testers are not eligible to access BigFuture School or Connections.

Schools must distribute the Parental/Guardian Opt-Out Form to parents and guardians on a timely basis according to district policy and collect any completed forms before testing starts. The Opt-Out Form (https://bit.ly/494q4kx) is available on the Michigan Department of Education (MDE) website. Additionally, detailed guidance on this policy can be accessed here (https://bit.ly/427Tc8j).

MDE requires that parents be made aware of their right to opt their students out of providing optional information. For additional information, see the **"Parental/Guardian Opt-Out Policy for Optional Information Provided During the SAT Suite of Assessments"** article on page 1 of the Spotlight - January 25 issue (https://bit.ly/3SlaSbZ) If you have any questions or need further clarification, refer to the provided resources or contact MDE at 877-560-8378 (option 3) or by email to mde-oeaa@michigan.gov.

CB College Board Corner

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

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. 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**.

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

ACT® WorkKeys®

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 (www.michigan.gov/oeaa-secure) through **May 1, 2024**. Refer to the Spotlight Newsletter - December 21, 2023 issue (https://bit.ly/3UerXqy) for additional information.

ACT requires only the off-site location name and address to be document 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 (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) in Step 5: Preparation.

- **Wednesday, February 7, 2024, 10:00 – 11:30 a.m. ET**
  Registration URL (https://bit.ly/3tLdRCn)
- **Tuesday, March 5, 2024, 3:30 – 5:00 p.m. ET**
  Registration URL (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) before testing begins. Refer to the Spotlight - January 18 issue (https://bit.ly/3HJPqbW) for the list of important resources.

ACT® WorkKeys®

Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials is **January 3 – February 14, 2024, 5:00 p.m.**, through the OEAA Secure Site (www.michigan.gov/oeaa-secure).

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

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by **5:00 p.m. on February 14, 2024**.

Accommodated materials and Spanish test booklets must be ordered (if needed) through the OEAA Secure Site on the Initial Material Orders page by **5:00 p.m. on February 14, 2024**. Order carefully to ensure you receive the correct materials in the correct quantities.

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 (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)
- "Spring 2023 Assessment Initial Materials Orders" – the Spotlight, December 14, 2023 issue (https://bit.ly/41uYwSG)
- "ACT WorkKeys" – the Spotlight, January 11, 2024 issue (https://bit.ly/3u8mve6)

Upcoming Events and Deadlines

For all upcoming events and deadlines, refer to the following documents:

- ACT WorkKeys Schedule of Events (https://bit.ly/49wbZ02) 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://bit.ly/48UC74H) posted on the MME web page (www.michigan.gov/mme) under **General information**, **List of Important Dates**.

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

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

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

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

Reminders

- **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.

- [Full conference details and a printable registration form](https://bit.ly/3QhN87w)(https://bit.ly/3QhN87w)
- [Register online](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) encourages schools to participate in an M-STEP online Passage-based Writing Field Test through **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?

Go to the OEAA Secure Site (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).

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

MICHIGAN
Department of **Education**

Important Dates

February 2024

Winter Early Literacy and Mathematics Benchmark Assessments

Test Window

Now through February 2, 2024

- Pre-ID Students in the OEAA Secure Site (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 (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 (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 (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)

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)

Off-site Test Administration Request

Now through May 23, 2024

Pre-identification of Students

Now through May 23, 2024

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

Important Dates

February 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) 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) 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

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

Important Dates

February 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

Districts Receive Test Materials

January 29, 2024

Additional Material Order Window

January 29 – March 15, 2024

WIDA Test Administration Window

February 5 – March 22, 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 (www.michigan.gov/oeaa-secure)

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

Conferences & Webinars

February 2024

Spring 2024 ACT WorkKeys Test Administration Training #1

February 7, 2024, 10:00 a.m.

- Registration link (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)
  - » Register online (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)

M-STEP Administration Training

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

- **Join M-STEP Webinar:** Microsoft Teams meeting (https://bit.ly/3O9R2zf)
  - » **Meeting ID:** 271 289 523 152
  - » **Passcode:** PF33dU
- Download Teams (https://bit.ly/45P5x1n) Join on the web (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)
  - » **Meeting ID:** 295 336 343 283
  - » **Passcode:** fZ8svs
- Download Teams (https://bit.ly/45P5x1n) Join on the web (https://bit.ly/3tLhgAx)
- **Or call in (audio only):**
  - » +1 612-704-8944, 3082689# United States, Minneapolis
  - » **Phone Conference ID:** 308 268 9#

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

Conferences & Webinars

March 2024

Spring 2024 ACT WorkKeys Test Administration Training #2

March 5, 2024, 3:30 p.m.

- Registration link (https://bit.ly/3vwR9hI)
- 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)
- 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)
- This is **a repeat of the March 7 webinar** listed above. A second webinar is scheduled to accommodate all registrants.

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

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 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