

# Spotlight

## on Student Assessment and Accountability


### What's New

Week of February 2, 2023

- College Entrance Exam Awarded Contract
- WIDA Incident Reports
- Screening Potential English Learners During the WIDA ACCESS Testing Window
- WIDA Additional School/District Labels
- Available Now: Spring 2023 Michigan Merit Exam/PSAT in High School and Grade 8 Test Administration Training – Part II
- Register Now: DRC District/Building Coordinator Online Test Administration Training Webinars
- Assessment Training: Important Dates

### Reminders

- Final Week to Register for the 2023 Michigan School Testing Conference
- Ask OEAA Live Event: Pre-Identification of Students and Initial Material Orders
- 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.

**Last Chance to Participate, see Page 7**

### College Entrance Exam Contract Awarded

A contract has been awarded to the College Board and their SAT Suite of Assessments for testing in grades 8, 9, and 10, and in grade 11 for the College Entrance Exam portion of the Michigan Merit Exam (MME). This contract allows the College Board to continue its current efforts and will be in place for the Spring 2024 summative testing window, which includes the following:

- **Grade 11 (and eligible 12th graders)** - SAT with Essay  
This assessment will provide test scores that count towards grade 11 English language arts (ELA) and mathematics accountability metrics.
- **Grade 10** – PSAT 10
- **Grade 9** – PSAT 8/9 for grade 9
- **Grade 8** – PSAT 8/9 for grade 8  
This assessment will provide test scores that count towards grade 8 ELA and mathematics accountability metrics.

This new contract does **not** impact the Spring 2023 testing, which will begin on April 12, 2023. Important information regarding Spring 2023 is on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)). This information includes:

- lists of important dates
- test administration manuals
- training presentations and recordings
- much more

(Continued on next page)

Beginning with the Spring 2024 test administrations, the SAT Suite of Assessments will transition to an online test administration. Over the summer, the Michigan Department of Education will share additional information and support regarding this transition. Keep a close watch on Spotlight for important information regarding Spring 2023 and Spring 2024 test administrations.

## 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) ([https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Assessment-Coordinator-Training-Guide/WIDA\\_Incident\\_Report\\_Table-jl.pdf](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://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL_Entrance_and_Exit_Protocol.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL\\_Entrance\\_and\\_Exit\\_Protocol.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL_Entrance_and_Exit_Protocol.pdf)) – 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](mailto: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)



## Assessment Training

Conferences, webinars, and other resources for learning how to administer Michigan Department of Education assessments

### Available Now: Spring 2023 Michigan Merit Exam/PSAT in High School and Grade 8 Test Administration Training – Part II

The **Spring 2023 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](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and on the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://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 2023 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
- Office of Educational Assessment and Accountability Secure Site Task – Material Orders

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
- Office of Educational Assessment and Accountability Secure Site Task – Material Orders

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

### Register Now: DRC District/Building Coordinator Online Test Administration 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 in February and March. 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, and Questions & Answers.

See the **Important Dates** on the following page for webinar dates and registration links.

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.

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



## Assessment Training

Important Dates for Conferences & Webinars

### February 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)

#### 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)

### March 2023

#### 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



### Final Week 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>)

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# 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

### WHAT'S NEW

#### Coming Soon

- Coordinator Planning Kits (CPKs) arrive in schools the week of February 27, 2023.
- Translated test directions will be available the week of February 13, 2023.
- Required online training will be available March 1, 2023.

### REMINDERS

#### 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](http://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](http://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.

#### 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](http://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](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) soon after the webinar is completed.

#### 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





## 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](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.

### 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>)

**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 test administration resources posted on the [ACT state testing website](http://www.act.org/stateanddistrict/testing-website) (<http://www.act.org/stateanddistrict/testing-website>) (http://www.act.org/stateanddistrict/testing-website). 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](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.

Refer to the following [Spotlight on Student Assessment and Accountability Newsletters](http://www.michigan.gov/mde-spotlight) ([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>)

**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](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](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](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](http://www.act.org/aap/state/contact.html) ([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

### February 2023

#### Pre-identification of Students

[Early Literacy and Mathematics Benchmark Assessments]

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"> <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