Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

What's New
February 8, 2024

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M-STEP and MI-Access FI Online Sessions

New this year for the online M-STEP and MI-Access FI assessments: Schools will not put students into online sessions on the OEAA Secure Site (www.michigan.gov/oeaa-secure). Students must still be pre-identified by the school for testing on the OEAA Secure Site; then, when the pre-ID records are transferred to the DRC INSIGHT Portal (starting on March 1, 2024), schools will need to put students into sessions for Spring 2024 M-STEP and MI-Access FI.

Detailed directions to create and manage test sessions in the DRC INSIGHT Portal are provided in the DRC INSIGHT Portal User Guide (https://mi.drcedirect.com/Documents/Unsecure/Doc. aspx?id=6896757a-99ca-4e4a-a6f8-592163ba4488). The Creating Test Sessions and Printing Test Tickets mini-module (https://drive. google.com/file/d/1mslFU4FzMHoKMUdVH45XwTv00i-L2HR_/ view?usp=sharing) also provides detailed instructions for creating test sessions.

Directions for using the DRC INSIGHT Portal (https://mi.drcedirect. com) can be accesssed without a secure login, by selecting **Documents and Training Materials,** then selecting **Documents** from the top of the page, and finally searching for **Manuals & Directions** under the Document Type drop-down menu.

Directions for the OEAA Secure Site can be found at the Secure Site Training web page (www.michigan.gov/securesitetraining).

Note: On page 61 of the M-STEP Test Administration Manual (https:// bit.ly/490GFGe), there is a reference to placing students into test sessions on the OEAA Secure Site. This is no longer accurate. The OEAA is aware of this discrepancy, and an update will be made to the M-STEP Test Administration Manual to remove this reference.

MI-Access Test Administration Manuals Now Available

The Spring 2024 MI-Access Test Administration Manuals (TAMs) are available on the MI-Access web page (www.michigan.gov/mi-access) under the **What's New** and **Current Assessment Administration** sections.

These manuals are essential resources for a successful test administration and contain information about required policies and procedures that test coordinators/administrators must know. All staff involved in the MI-Access administration should download, read, and follow the policies, procedures, and guidelines in the TAMs that are relevant to their role in testing. This will help to ensure a valid, equitable, and trouble-free administration.

The two TAMs are:

- **2024 Functional Independence (FI) TAM** (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/S23-MI-Access-Functional-Independence-TAM.pdf) – provides specific administration information for both student-facing online testing and for students taking the paper/pencil version of the tests

- **2024 Supported Independence (SI) and Participation (P) TAM** (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/Participation_and_Supported_Independence_TAM.pdf) – provides specific administration information for the administration of the observation tests and the process for entering scores into the online answer document after testing

Be sure to follow the MI-Access web page (www.michigan.gov/mi-access) for updates, and watch the Spotlight for important dates and timely updates related to the MI-Access test administration.

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://bit.ly/3ur0Wpo.

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

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

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

CB College Board Corner

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

WHAT'S NEW

SSD Accommodation Request Deadline is February 16

The deadline to request College Board-approved accommodations, state-allowed accommodations, and English learner (EL) extended time support in the College Board Services for Students with Disabilities (SSD) Online system is **February 16, 2024**.

English Learner (EL) Supports

The use of EL supports may not be appropriate for all EL students. To determine if providing EL supports is appropriate, refer to the Supports & Accommodations Guidance Document (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf).

There are three EL supports available to eligible students for the Michigan-provided assessments:

1. **Time and one-half (+50% extended time)** – Time and one-half requests must be entered in SSD Online by February 16. These requests do not require documentation and will be automatically approved.

2. **Translated test directions** – Requests for the use of translated test directions are not required to be entered in SSD Online. Translated test directions will be available later this month in PDF format for schools to download and print for test day.

The translated test directions provided to students are not Michigan-specific; however, they will provide all relevant directions for students.

The provided directions use only the standard timing script, so test coordinators and proctors must ensure students who are using time and one-half (+50%) pay attention to the timing associated with the test.

3. **Word-to-word bilingual dictionaries** – Requests for the use of word-to-word bilingual dictionaries are not required to be entered in SSD Online.

The list of approved word-to-word bilingual dictionaries (https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf) is now available.

Screen Reader Request No Longer Requires Documentation Review

College Board has updated its screen reader accommodation request process in SSD Online by removing the documentation review requirement. This means the approval process for screen reader accommodations will result in more streamlined reviews since documentation is no longer required.

Spotlight

CB College Board Corner

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

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 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.

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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

CB College Board Corner

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

to michiganadministratorsupport@collegeboard.org.

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

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)

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

ACT® WorkKeys®

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

On February 7, 2024, ACT hosted a training webinar that provided an overview of how to administer the WorkKeys assessments. You may view the webinar here (https://event.on24.com/wcc/r/4366344/95A0768 18B17CB30EACEC34F7FCFE7A1)

This webinar will be repeated in March:

- **Tuesday, March 5, 2024, 3:30 – 5:00 p.m. ET** Registration URL (https://bit.ly/3vwR9hI)

Both sessions will be recorded and posted to the ACT state testing website (act.org/stateanddistrict/ michigan) on the **WorkKeys on Paper** page.

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/ michigan) before testing begins. Refer to the Spotlight - January 18 issue (https://bit.ly/3HJPqbW) for the list of important resources.

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

Important Dates

February 2024

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M-STEP

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

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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

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

Additional Material Order Window

Now through March 15, 2024

WIDA Test Administration Window

Now through 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)

Conferences & Webinars

February 2024

Michigan School Testing Conference

February 14 – 15, 2024

- 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.
  - » [Ann Arbor Sheraton Hotel - special conference room rate & reservations](https://bit.ly/472c35G) (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) (https://bit.ly/3O9R2zf)
  - » **Meeting ID:** 271 289 523 152
  - » **Passcode:** PF33dU
- [Download Teams](https://bit.ly/45P5x1n) (https://bit.ly/45P5x1n) [Join on the web](https://bit.ly/3tLhgAx) (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) (https://bit.ly/3vHcYeE)

  - » **Meeting ID:** 295 336 343 283
  - » **Passcode:** fZ8svs
- [Download Teams](https://bit.ly/45P5x1n) (https://bit.ly/45P5x1n) [Join on the web](https://bit.ly/3tLhgAx) (https://bit.ly/3tLhgAx)
- **Or call in (audio only):**
  - » +1 612-704-8944, 3082689# United States, Minneapolis
  - » **Phone Conference ID:** 308 268 9#

March 2024

Spring 2024 ACT WorkKeys Test Administration Training #2

Conferences & Webinars

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.

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)