

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of February 9, 2023

- **Update on Benchmark Assessment Funding Grant**
- **Spring 2024 Testing Schedule is Now Available**
- **WIDA Alternate ACCESS for ELLs Field Test: Materials and Testing Reminders**
- **Focus on Assessment Literacy: What is Validity and Reliability in Student Assessment?**
- **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**

### Reminders

- **2023 Michigan School Testing Conference**

#### Update on Benchmark Assessment Funding Grant

Awards for the Section 104h Benchmark Assessment Funding Grants have been determined. [Section 104h of PA 144 of 2022](http://legislature.mi.gov/doc.aspx?mcl-388-1704h) (<http://legislature.mi.gov/doc.aspx?mcl-388-1704h>) provides payments to districts equal to \$12.50 per membership pupil in grades K to 8 in the district. Eligibility for this funding is based on administration and reporting of NWEA MAP, i-Ready, or Star benchmark assessments in reading and mathematics. Award letters and Grant Award Notices will be sent to district superintendents in the near future. Grant awards are loaded into the State Aid Management System (SAMS) for the regularly scheduled February state aid payment.

- If you have a funding question, please contact [Carol Skillings](mailto:SkillingsC@michigan.gov) (SkillingsC@michigan.gov) in the Office of Educational Assessment and Accountability.
- For questions about reporting requirements, please contact [Kate Cermak](mailto:CermakK@michigan.gov) (CermakK@michigan.gov).
- If you need information about your reporting and funding application, please contact [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov).

#### Spring 2024 Testing Schedule is Now Available

The Spring 2024 testing schedule for state summative assessments is now available on the Office of Educational Assessment and Accountability's [OEAA Calendar page](http://www.michigan.gov/mde-assessmentcalendar) ([www.michigan.gov/mde-assessmentcalendar](http://www.michigan.gov/mde-assessmentcalendar)).

This is a high-level overview of the Spring 2024 testing dates and windows. Additional details will be provided later this year when the 2023-24 Guide to State Assessments is published in the fall.

The high-level testing schedules for Spring 2025 and Spring 2026 will be added later this spring as soon as proposed dates are confirmed by MDE's testing partners.

## WIDA Alternate ACCESS for ELLs Field Test: Materials and Testing Reminders

Districts that have students taking the regularly scheduled WIDA Alternate ACCESS for ELLs assessment should have received WIDA Alternate ACCESS for ELLs Field Test materials on Tuesday, February 7.

Field test material quantities were based on numbers of students who took the 2022 Alternate ACCESS for ELLs assessment. Some schools may find that they no longer have students taking the Alternate ACCESS in buildings where materials were shipped. Those materials should be returned to DRC per the included return instructions or may be used in other buildings across the district.

The field test assessment, which is different from the regularly scheduled WIDA Alternate ACCESS for ELLs assessment, is a required step in the process of redesigning the assessment. This redesign work is necessary for several reasons.

These are:

- to expand the assessment to align more fully to the WIDA standards
- to include kindergarten students in the range of grade levels assessed by the Alternate ACCESS for ELLs, as required by the federal Every Student Succeeds Act (The current version of the Alternate ACCESS for ELLs is only administered to students in grades 1-12.)
- to help create a brand-new alternate screener for a more appropriate identification process for potential English learners who may also have significant cognitive disabilities

Students who will participate in the field test will first be required to take their regularly scheduled WIDA Alternate ACCESS for ELLs assessment; they may then complete the field test after they complete the regular test.

The field test window **opens on Tuesday, February 14, 2023**, and **closes on Friday, April 7, 2023**. This window overlaps with the regular WIDA ACCESS and WIDA Alternate ACCESS for ELLs testing window, which **opened on Monday, February 6, 2023**, and to **close on Friday, March 24, 2023**. The OEAA urges districts to provide as much time as possible between assessments to reduce the effects of testing fatigue among students.

Additional information about the field test can be found in the Information on [2022-23 Alternate ACCESS for ELLs Field Test](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA-Alternate-ACCESS-Field-Test-Information.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA-Alternate-ACCESS-Field-Test-Information.pdf>) document. If educators need additional materials for the Field Test, they can be ordered using [this form](https://docs.google.com/forms/d/e/1FAIpQLScM0VVJa-VkEvhVsoOEw9448AY2UwSFRxRxuUPS3W2ro__WXg/viewform) ([https://docs.google.com/forms/d/e/1FAIpQLScM0VVJa-VkEvhVsoOEw9448AY2UwSFRxRxuUPS3W2ro\\_\\_WXg/viewform](https://docs.google.com/forms/d/e/1FAIpQLScM0VVJa-VkEvhVsoOEw9448AY2UwSFRxRxuUPS3W2ro__WXg/viewform)).

## What Are Validity and Reliability in Student Assessment?

### Defining Validity and Reliability

Assessment validity and reliability are important concepts that ensure assessment results provide appropriate and accurate information.

“Validity” refers to the degree to which an assessment measures what it is intended to measure and provides information that is appropriate for the intended purpose. For example, a math test that relies heavily on reading comprehension may not be a valid measurement of a student’s mathematical understanding.

“Reliability” refers to consistency of test results. Reliable tests produce consistent results when taken multiple times across multiple administrations.

Assessment-literate individuals must have a deep understanding of both concepts.

### Determining Validity

A test is valid (or invalid) only for a stated purpose. The validity of a test cannot be assessed unless the purpose of that test is made clear. Additionally, a test may be valid for one purpose but invalid for another.

Interpretation of test results is valid when the data interpretation is aligned to the test’s intended purpose. For example, a test might provide valid estimates of student achievement of content, but the interpretation of the results might not be valid for judging the quality of a school. A validity argument must be made for each stated purpose or use of a test, and supportive evidence must be collected to validate the intended use of the assessment.

To determine a validity argument for the purpose of a test, answering these questions will serve to provide supporting evidence:

1. Does the assessment appropriately sample the content?
2. Does the assessment measure what it is intended to measure?
3. Does the assessment accurately reflect the students’ knowledge about the content being measured?
4. Can the results be accurately interpreted and used in a way that is appropriate and aligned to the purpose of the assessment?

Use these questions to critically evaluate the validity of your assessment to ensure the results will provide accurate, actionable data.

### Determining Reliability

A test can be called reliable when the test results are consistent across multiple administrations; this is determined by the strength of the evidence of this consistency. The most common types of test reliability evidence are:

- **test-retest reliability:** the degree to which the same test administered at different times to the same students produces similar results
- **internal consistency reliability evidence:** the degree to which items on a test measure similar skills and knowledge
- **inter-rater reliability:** the degree to which scores from different raters on the same student performance measure agree

(Continued on next page)

Formative

Interim

Summative

Focus on Assessment Literacy

Finally, all validity and reliability evidence should be evaluated with the appropriate purpose and use of a test in mind and must be considered for both individuals and groups of test-takers.

For more information on validity and reliability as they pertain to assessment, see the **Resources** and **Put Into Practice** sections below.

## Resources

[Reliability and Validity: How Do These Concepts Influence Accurate Student Assessment?](https://www.michiganassessmentconsortium.org/wp-content/uploads/LP_RELIABILITY-VALIDITY.pdf)

([https://www.michiganassessmentconsortium.org/wp-content/uploads/LP\\_RELIABILITY-VALIDITY.pdf](https://www.michiganassessmentconsortium.org/wp-content/uploads/LP_RELIABILITY-VALIDITY.pdf))

This article from the Michigan Assessment Consortium explores two of the concepts that support the quality of an assessment.

W. James Popham. (2018) [Assessment Literacy for Educators in a Hurry](#).

(<http://bit.ly/2Gb8uID>) ASCD. Alexandria, VA. pp. 16-51

[What do assessment-literate individuals need to understand about test validity?](#) W. James Popham

(<https://vimeo.com/307052421/2a01c9b90d>)

This ALN Learning Moment video answers this question about test validity.

[What do assessment-literate individuals need to understand about test validity?](#) W. James Popham

(<https://vimeo.com/307054360/afd62215dd>)

This question about test reliability is answered in this ALN Learning Moment video.

## Putting Into Practice

1. Consider an assessment you use in your classroom or that your school uses as a measure of student achievement. After applying the questions in the article to the assessment, what evidence do you have that validates the intended purpose and use of the assessment?
2. Then, based on the types of evidence of reliability listed in the article, what evidence do you have that this assessment is reliable? What factors may impact the reliability of your assessment?



## 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.





## Assessment Training

Important Dates for Conferences & Webinars

### February 2023

#### 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](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](https://collegeboard.zoom.us/webinar/register/WN_OXq9yNagSlqzO4XaFrvfhw))

## Reminders



### 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 Drive 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](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>).

## CB College Board Corner

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

### WHAT'S NEW

#### 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) **by 5:00 p.m. on February 15, 2023**. The Pre-ID process creates the Initial Material Order for pre-printed ID labels and standard time test materials.

#### Accommodation Request Deadline is February 21

The deadline to request College Board accommodations, state allowed accommodations, and English learner (EL) extended time support in the College Board SSD Online system is **February 21, 2023**. Accommodated testing materials will be sent to schools based on the students in the pending and approved status in SSD Online as of February 21. Accommodated materials can only be used if the student has an approval in SSD Online.

#### English Learner (EL) Supports

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

1. time and one-half (+50% extended time),
2. translated test directions, and
3. use of a word-to-word bilingual dictionary.

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) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan\_Accommodations\_Manualfinal.pdf).

The use of translated test directions and bilingual dictionaries does not require College Board approval. However, time and one-half must be requested in SSD Online by February 21. The time and one-half request requires no documentation and will be automatically approved.

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

Translated test directions will be available in PDF format for schools to download and print for test day. Printed translated test directions will not be shipped to schools. These PDFs are expected to be available for download by February 13, 2023 on the [Michigan Merit Examination web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [the PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).

**Note:** The translated test directions 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 are to make sure students who are using the time and one-half (+50%) support pay attention to the timing instructions provided verbally and in writing on the board.

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



## 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.

### Preparing for Test Day Webinar

Test coordinators: Register for the [Preparing for Test Day Webinar](https://collegeboard.zoom.us/webinar/register/WN_OXq9yNagSIqzO4XaFrvfhw) ([https://collegeboard.zoom.us/webinar/register/WN\\_OXq9yNagSIqzO4XaFrvfhw](https://collegeboard.zoom.us/webinar/register/WN_OXq9yNagSIqzO4XaFrvfhw)), scheduled for **Wednesday, March 8, 2023, 2:00 – 2:30 p.m.**

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)



## What's New

### ACT WorkKeys Test Materials Shipments

The window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials is open through **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.

The quantities of standard time ACT WorkKeys materials your school will receive is based on your school's pre-ID student counts pulled from the OEAA Secure Site as of 5:00 p.m. on February 15, 2023, minus the accommodations counts entered on the Initial Material Order page.

Secure and non-secure standard time and accommodations materials will be shipped for delivery in either the week of **March 20, 2023**, or the week of **March 27, 2023**, as selected by the school on the Manage Participation screen in PearsonAccess<sup>next</sup>. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

Test materials will be shipped to the WorkKeys Coordinator's mailing address (not the building address) that is listed in [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) as of February 15, 2023.

FedEx tracking information will be available beginning March 17, 2023, on the **Material Order Reports page** on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). You can access the Material Order Summary Report under the **Assessment Registration** menu and the sub-menu of **Material Orders**.

If you do not receive your test materials by April 3, 2023, call ACT at 800-553-6244, ext. 2800 for resolution.

Within 24 hours of receiving the shipment(s), compare the packing list to the materials received, using the guidelines found in the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (<https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf>). This manual is 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 in the **Administration** stage.



## Ordering Additional ACT WorkKeys Test Materials

If after checking in your test materials, the number of students scheduled to test April 13-26, 2023, exceeds the number of test materials received, order additional ACT WorkKeys materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)), from **March 21 through April 6, 2023, at 5:00 p.m.** Do not submit additional materials orders in PearsonAccess<sup>next</sup>.

Instructions for the **Additional Material Order** function can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)).

If a new student arrives in your school after February 15, pre-ID their student data in the OEAA Secure Site and print a barcode label locally, using the blank page of labels that ACT will include with your test materials, or a white label you have purchased elsewhere.

## Student Preparation – Go for Platinum!

Encourage students to understand the types of questions they will see on the WorkKeys test, since these differ from other types of exams. Students and teachers can access [free practice questions](https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html) (<https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>) from all three tests, ranging from easier content (Level 3) to the most difficult (Level 7). Teachers and students may use these practice questions as Questions of the Day or as warm-up activities in the weeks leading up to test day.

Students can also create a user account and take [free full-length online practice tests](https://testregistration.org/rsp/Login.do?event=go&realm=20770563) (<https://testregistration.org/rsp/Login.do?event=go&realm=20770563>). This allows students to pace themselves in real-time test scenarios and receive scores indicating how they may perform on the WorkKeys tests.

## Contacting 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)

## Important Dates

### February 2023

#### Test Administration Window

[M-STEP Passage-based Writing Field Test, Spring 2023]

**Deadline: 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, Spring 2023]

**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, Spring 2023]

**Now through February 21, 2023**

### March 2023

#### Alternate INSIGHT Availability Request Form

[M-STEP and MI-ACCESS, Spring 2023]

**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**

#### Test Administration Window

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

**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)