













## 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 using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) is now closed.

The quantities of standard time ACT WorkKeys materials your school will receive is based on your school's pre-ID student counts that were pulled from the OEAA Secure Site as of 5:00 p.m. on February 14, 2024, minus the accommodations counts entered on the Initial Material Order page.

Secure and non-secure standard time and accommodations materials be shipped for delivery in either **the week of March 18, 2024**, or **the week of March 25, 2024**, 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 Test 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)).

FedEx tracking information will be available beginning March 18, 2024, 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 March 29, 2024, call ACT at 800-967-5539 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 11-24, 2024, 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 5, 2024, at 5:00 p.m. ET**. 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/securisitetraining) ([www.michigan.gov/securisitetraining](http://www.michigan.gov/securisitetraining)).

The following WorkKeys test materials will be available for ordering:

- Standard Time Test Administration Manuals
- Accommodations Test Administration Manuals
- Standard Time Test Books (Regular Print English Book)
- English Answer Documents
- Extended Time (Regular Print English Book)
- Reader Script (comes with a Regular Print Book)
- English Pre-recorded Audio (comes with a Regular Print English Book)
- Arabic Pre-recorded Audio (comes with a Regular English Print Book)
  - » A video displays the page of the English test book that corresponds with the audio of the question and responses.
  - » The following items are translated into Arabic:

- Workplace Documents – directions only, not test items
- Applied Math – directions and all test items
- Graphic Literacy – directions and all test items
- Large Print (comes with a Regular Print English Book)
- Braille Unified English Braille (UEB) (comes with a Regular Print English Book)
- Spanish Standard time (comes with a Regular Spanish Print Book)
- Spanish Answer Documents
- Spanish Extended Time (comes with a Regular Spanish Print Book)
- Spanish Reader Script (comes with a Regular Spanish Print Book)
- Spanish Pre-recorded Audio (comes with a Regular Spanish Print Book)
- Spanish Large Print (comes with a Regular Spanish Print Book)
- American Spanish Braille (comes with a Regular Spanish Print Book)
- Translated Test Instructions – contains test instructions in Arabic, Chinese (Simplified), Chinese (Traditional), French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese

If a new student arrives in your school, pre-ID their student data in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) 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.



## 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 1, 2024**. Refer to the [Spotlight Newsletter - December 21, 2023 issue](https://bit.ly/3UerXqy) (<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/4366344/95A076818B17CB30EACEC34F7FCFE7A1) (<https://event.on24.com/wcc/r/4366344/95A076818B17CB30EACEC34F7FCFE7A1>)

This webinar will be repeated in March:

- **Tuesday, March 5, 2024, 3:30 – 5:00 p.m. ET**  
[Registration URL](https://bit.ly/3vwR9hl) (<https://bit.ly/3vwR9hl>)

Both sessions will be recorded and posted to the [ACT state testing website](http://act.org/stateanddistrict/michigan) ([act.org/stateanddistrict/michigan](http://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) (<http://www.act.org/stateanddistrict/michigan>) before testing begins. Refer to the [Spotlight - January 18 issue](https://bit.ly/3HJPqBW) (<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) (<https://bit.ly/49wbZ02>) 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://bit.ly/48UC74H) (<https://bit.ly/48UC74H>) 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**.

### Questions about ACT WorkKeys?

Contact the ACT WorkKeys Customer Support Team:

- **email** ACT WorkKeys at [workkeys@act.org](mailto: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](mailto:ACTStateAccoms@act.org)



Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

## Important Dates

### February 2024

#### SAT with Essay

Request College Board Approved Accommodations

Now through February 16, 2024

Request State Allowed Accommodations (SAAs)

Now through February 16, 2024

#### PSAT 10 & PSAT 8/9 for Grades 8 & 9

Request College Board Approved Accommodations

Now through February 16, 2024

Request State Allowed Accommodations (SAAs)

Now through February 16, 2024

### March 2024

#### SAT with Essay

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) (<https://bit.ly/3N6ldXB>) and ensure that all off-site testing location(s) meet the digital testing policies and technical requirements.

#### PSAT 10 & PSAT 8/9 for Grades 8 & 9

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) (<https://bit.ly/3N6ldXB>) and ensure that all off-site testing location(s) meet the digital testing policies and technical requirements.

#### M-STEP

Alternate INSIGHT Request Form Available

Now through March 15, 2024

- [Alternate INSIGHT Availability Request Form](https://bit.ly/3v6ZwQT) (<https://bit.ly/3v6ZwQT>)

#### MI-Access

Alternate INSIGHT Request Form Available

Now through March 15, 2024

- [Alternate INSIGHT Availability Request Form](https://bit.ly/3v6ZwQT) (<https://bit.ly/3v6ZwQT>)

*(Continued on next page)*

Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18

## Important Dates

### March 2024 (continued)

#### 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](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure))

### April 2024

#### SAT with Essay

##### Pre-identification of Late-Arriving Students

Now through April 22, 2024

#### PSAT 10 & PSAT 8/9 for Grades 8 & 9

##### Pre-identification of Late-Arriving Students

Now through April 22, 2024

### May 2024

#### ACT WorkKeys

##### Off-site Test Administration Request

Now through May 1, 2024

#### M-STEP

##### 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

##### Off-site Test Administration Request

Now through May 23, 2024

##### Pre-identification of Students

Now through May 23, 2024

## Conferences & Webinars

### February 2024

#### 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

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

- [Registration link](https://bit.ly/3vwR9hI) (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) (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) (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 <b>all</b> 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)