

Spotlight

on Student Assessment and Accountability

What's New

Week of February 16, 2023

- **MI-Access FI Test Administration Manual Now Available**
- **Supports and Accommodations Resources for Educators (Teacher Guides) and Videos**
- **DRC District/Building Coordinator Online Test Administration Training Webinars**

MI-Access FI Test Administration Manual Now Available

The 2023 MI-Access Functional Independence (FI) Test Administration Manual (TAM) is now available on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under the **What's New** and **Current Assessment Administration** sections.

Staff involved in the MI-Access FI Administration must review the FI TAM and become familiar with its contents. To help ensure a valid, equitable, and trouble-free administration, the policies, procedures, and guidelines discussed in the TAM must be followed.

Note: The Supported Independence and Participation (SI/P) TAM will be available on the MI-Access web page in about one week.

Important Reminders:

- All students taking the FI English language arts (ELA) assessment must take the paper/pencil form of the Expressing Ideas (EI) test, even if they are testing online in the Accessing Print and Using Language (APUL) assessment. That is, there is no online version of FI EI administration.

For students to receive a valid score, they must complete both the APUL and the EI areas of the ELA assessment.

- The MI-Access FI online test directions are embedded in the testing engine and are available when a student is logged in and begins the test. By default, the online directions are set up to begin text-to-speech upon login. Printed directions are not available for any online FI test.
- MI-Access FI paper/pencil test directions are included in the TAM.

Supports and Accommodations Resources for Educators (Teacher Guides) and Videos

Educators looking for more information about Universal Tools, Designated Supports, and Accommodations for M-STEP, MI-Access, and WIDA can review the following resources:

- [M-STEP Guide for Teachers of Students Who Are English Learners](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/M-Step_Guide_for_Teachers_of_Students_-_EL.pdf)
(https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/M-Step_Guide_for_Teachers_of_Students_-_EL.pdf)
- [M-STEP Guide for Teachers of Students Who Are Deaf or Hard of Hearing DDH](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/M-Step_Guide_for_Teachers_of_Students_-_DHH.pdf)
(https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/M-Step_Guide_for_Teachers_of_Students_-_DHH.pdf)
- [M-STEP Guide for Teachers of Students with Visual Impairments](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/MStep_Guide_for_Teachers_of_Students__VI.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/MStep_Guide_for_Teachers_of_Students__VI.pdf)

Educators may also find it helpful to review these updated Supports and Accommodations videos:

- [Supports and Accommodations Playlist](https://www.youtube.com/playlist?list=PLQNV-MrTjyhLQgRH7_SKoKp-ge8a9QrHS)
(https://www.youtube.com/playlist?list=PLQNV-MrTjyhLQgRH7_SKoKp-ge8a9QrHS)
- [Supports for Students Who are English Learners](https://youtu.be/lryvCzRJUFg)
(<https://youtu.be/lryvCzRJUFg>)
- [Supports for Students with Visual Impairments](https://youtu.be/WTb60Ns8P6M)
(<https://youtu.be/WTb60Ns8P6M>)
- [Supports for Students with Hearing Impairments](https://youtu.be/zr-CrgsH7IQ)
(<https://youtu.be/zr-CrgsH7IQ>)
- [Read-Aloud & Text-to-Speech for M-Step and MI-Access](https://youtu.be/dyTYb1PrkEU)
(<https://youtu.be/dyTYb1PrkEU>)

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



Assessment Training

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

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.

The PowerPoints and recorded presentations of the live webinars will be posted in the [DRC INSIGHT Portal](https://mi.drcdirect.com) (<https://mi.drcdirect.com>) by the next day.

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

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



Assessment Training

Important Dates for Conferences & Webinars

February 2023

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>)

“Ask OEAA Live” Event: Test Administration for Spring 2023 Michigan State Assessments

March 7, 2023, 3:30-4:00 p.m.

- [Join the Event](http://bit.ly/3jXbNSV)
(<http://bit.ly/3jXbNSV>)
- [Add to your Calendar](http://bit.ly/3XzS8WU)
(<http://bit.ly/3XzS8WU>)

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

CB College Board Corner

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

WHAT'S NEW

College Board Training

All test coordinators are required to complete the online College Board training each spring; this is the case for Spring 2023, even if the coordinators completed the training in the fall of 2022 or in prior years.

On March 1, 2023, test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 will receive an email with a link to access the required training. When the training becomes available on March 1, it can be accessed [online](http://professionaltraining.collegeboard.org) (<http://professionaltraining.collegeboard.org>).

The Michigan-specific training is divided into three modules: one for coordinators, one for proctors, and one for Services for Students with Disabilities (SSD) coordinators. A user must have a College Board Professional Account to access and complete the online training; an account can be created on the [College Board website](http://www.collegeboard.org) (www.collegeboard.org) as necessary.

Users must select their role-specific training. While there are separate role selections, users should note that the “SSD coordinator” training module is the same as the “coordinator training” module. Any SSD coordinator who is acting as a proctor on test day should complete the “proctor training” rather than the coordinator training. The proctor module is specific to test day activities related to proctor responsibilities.

The coordinator is responsible for training test day staff. This table lists options for coordinators to accomplish this staff training:

Role	Information about Training	How to Access Training
Test Coordinator	Online coordinator training required every spring	Click on the link in the March 1 email, or go to https://professionaltraining.collegeboard.org
SSD Coordinator	Online SSD coordinator training is optional but highly recommended – the SSD Coordinator must be trained by the test coordinator in some way	Access the training link, then select the training for “SSD coordinator” or for “proctor”
Backup Coordinator	Online coordinator training is optional but highly recommended – the Backup Coordinator must be trained by the test coordinator in some way	Access the training link, then choose training for “test coordinator”

(Continued on next page)

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

CB College Board Corner

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

Role	Information about Training	How to Access Training
Proctor	Online training module for proctors is optional but highly recommended – proctor(s) must be trained by the test coordinator in some way, either individually or in a group environment	Access the training link, then choose training for “proctor”
Hall and Room Monitors	Hall/room monitors must be trained by the coordinator in some way; a PowerPoint presentation is available for monitors to view, either individually or in a group setting.	The Hall and Room Monitor Training (https://www.michigan.gov/documents/mde/Hall_and_Room_MonitorTraining_v1_ADA_680467_7.pdf) is available on the MME web page (www.michigan.gov/mme) and the PSAT web page (www.michigan.gov/psat)

REMINDERS

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.

Preparing for 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), scheduled for **Wednesday, March 8, 2023, from 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) and [PSAT web page](http://www.michigan.gov/psat) (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

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



What's New

ACT WorkKeys Training Webinars

On February 8, 2023, ACT hosted a training webinar that provided an overview of how to administer the WorkKeys assessments. You may [view the seminar here](https://event.on24.com/wcc/r/3964198/F675A6525ECB9398C097EB307192D4EF) (https://event.on24.com/wcc/r/3964198/F675A6525ECB9398C097EB307192D4EF).

This webinar will be repeated on **March 7, 2023**. To attend online, [register here](https://event.on24.com/wcc/r/3964219/4905D9EB09C3EA085E1FC98CEE7F70BC) (https://event.on24.com/wcc/r/3964219/4905D9EB09C3EA085E1FC98CEE7F70BC).

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

Timing of Assessments

All standard time WorkKeys testing must be completed on the same day, and a full 55 minutes must be allowed for each test even when it appears that all students have finished early. Students testing with Spanish materials must be allowed a full 70 minutes. Encourage students who finish early to review their work on only the current test in any remaining time.

Students testing with extended time (One and One-Half Time, Double-Time, Triple Time) may begin the next test if all students in the room have complete a test before time is called.

Break Policy

There must be a full 15-minute break between the Applied Math and the Graphic Literacy tests for all students. The break guidelines for standard-time students are on page 25 of the [ACT WorkKeys Administration - Standard Time Paper](http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf) (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf). Breaks for students testing with accommodations are based upon the student's timing mode (One and One-Half Time, Double-Time, Triple Time); these specific break guidelines begin on page 54 of the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf) (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf).

Both manuals are 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.

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



Reminders

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 for the initial test dates (April 13-26, 2023) has closed.

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^{next}. 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.

Refer to the [Spotlight newsletter - February 9, 2023 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-02-09-2023.pdf), (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-02-09-2023.pdf>) for additional information about tracking information and test material check-in resources.

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), from **March 21 through April 6, 2023, at 5:00 p.m.** Do not submit additional materials orders in PearsonAccess^{next}.

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

If a new student arrives in your school after February 15, pre-identify 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.

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)
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

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

Important Dates

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
9	10	11	12	13

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

April 2023

Field Test Window

[WIDA Alternate ACCESS for ELLs]

Now through April 7, 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"> 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

WIDA Client Services

Call **866-276-7735** for assistance with **WIDA Screener** and the **WIDA Secure Portal** questions (for questions not covered in options 3 and 5 in the table above)

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