

# Spotlight

## on Student Assessment and Accountability

### What's New

February 22, 2024

- New Multiplication Table Guidance
- College Board Corner
- ACT WorkKeys
- Important Dates
- Conferences & Webinars
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#### New M-STEP Multiplication Table Guidance

- The M-STEP Multiplication Table Accommodation for grades 4-7 mathematics is now available upon request in the Office of Educational Accountability and Assessment [Secure Site](https://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](https://www.michigan.gov/oeaa-secure)). The request window will open in the OEAA Secure Site on Monday, March 25, 2024.
- However, before the request is made, the eligible student's IEP/504 team must use the recently released [Multiplication Table Guidance Document](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Multiplication_Table_Guidance_1.pdf) ([https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Multiplication\\_Table\\_Guidance\\_1.pdf](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Multiplication_Table_Guidance_1.pdf)) to guide their decisions regarding the assignment and use of the Multiplication Table Accommodation for the M-STEP assessment.
- If students who do not have an IEP/504 plan are allowed to use this Accommodation, their test results will be flagged for review by the OEAA. Directions for requesting the Multiplication Table can be found in the [Supports and Accommodations Guidance Document](https://bit.ly/49pTwls) (<https://bit.ly/49pTwls>).



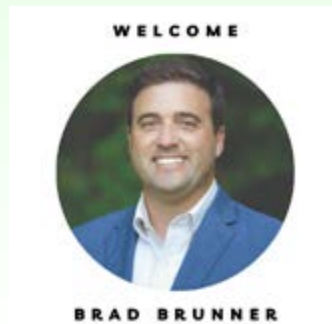
## College Board Corner

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

### WHAT'S NEW

#### Introducing Brad Brunner to Michigan Educators

With recent changes in College Board staff, Ted Gardella and Kari Anama have moved on from College Board. As a result, [Brad Brunner](mailto:bbrunner@collegeboard.org) (bbrunner@collegeboard.org) will take the helm as lead of Michigan's field team at College Board.



Since joining College Board, Brunner has supported College Board's statewide contract with Indiana, supporting Indiana school districts, policy teams, and higher education institutions. Beyond his professional endeavors, Brunner is dedicated to K-12 education, as evidenced by his successful election to a local school board in Fall 2022.

Brad Brunner is eager to bring his passion for education and his diverse expertise to the College Board's Michigan team, continuing to advance educational opportunities for all students in the state.

Brunner brings a wealth of experience to the role, having served as a public-school teacher in Michigan for ten years, specializing in AP U.S. History and Advanced Placement (AP) U.S. Government and Politics. Following his teaching career, Brunner spent seven years as a secondary principal in Michigan, where he fostered a successful AP program and introduced new courses such as AP Computer Science Principles.

Brunner's leadership extends beyond Michigan; he also served as Director of Teaching and Learning at an esteemed international school in Seoul, South Korea, where he shaped AP policy and coordinated programs. In his school leadership roles, he implemented the SAT Suite of Assessments and utilized SAT data to drive school improvement and student growth.



## College Board Corner

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

### Practice Resources for SAT with Essay and PSAT-Related Assessments

Leading up to the Spring 2024 Michigan-provided SAT with Essay, PSAT 8/9, and PSAT 10 exams, students have several practice resources they can use prior to test day. Here's what's available.

**Paper/Pencil Practice Tests:** Four [nonadaptive, full-length paper/pencil practice tests for SAT](https://satsuite.collegeboard.org/sat/practice-preparation/practice-tests/linear) (<https://satsuite.collegeboard.org/sat/practice-preparation/practice-tests/linear>) are accessible on the College Board website. These tests can be printed and utilized to prepare for paper-based test administrations.

#### **PSAT- Related Bluebook (online) Practice Tests:**

Students can access one PSAT 8/9 Bluebook practice test and one PSAT 10 Bluebook practice test to familiarize themselves with the exam format. Students can save their progress and return to the test as needed, providing flexibility in preparation. Upon completion, students will receive a score.

**SAT Bluebook (online) Practice Tests:** Four SAT digital practice tests are available for students to take at their convenience. Students can save their progress and return to the test as needed. Upon completion, students will receive a score.

**Essay Practice Tests:** There are also three essay practice tests to help students prepare for the essay section of the SAT with Essay.

To access [Bluebook practice tests](https://satsuite.collegeboard.org/sat/practice-preparation/practice-tests) (<https://satsuite.collegeboard.org/sat/practice-preparation/practice-tests>), students must launch Bluebook, sign in with their College Board account or sign-in ticket, and click Full-Length Practice.

It's important to note that students aged 13 and older can access practice tests now using their College Board accounts. However, students under 13 years of age must wait until they receive their sign-in tickets for the digital readiness check before accessing the practice tests. If test coordinators allow students to take their sign-in tickets home after the digital readiness check, new sign-in tickets must be printed for test day.



## College Board Corner

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### College Board's Required Online Training

College Board's required online trainings will become available during the week of February 26. Here's what you need to know.

- **Required Test Staff Roles:** Each school test coordinator, technology monitor, and proctor is required to complete their designated online training module. Group training for these roles is not permitted.
- **Hall and Room Monitors:** Hall and room monitors have options:
  1. They can complete College Board's online module for training.
  2. They can be trained by their test coordinator using this [College Board-provided PowerPoint presentation](https://bit.ly/49KMWWs) (<https://bit.ly/49KMWWs>)
  3. They can review the PowerPoint independently, if the school test coordinator permits
- **Services for Students with Disabilities (SSD) Coordinators:** Training is optional for SSD coordinators who do not serve in any other test staff role. If they opt to complete training, SSD Coordinators can choose between the test coordinator or proctor training, based on their test day role.
- **Duration:** The online school test coordinator training will take approximately one hour, while the other online trainings will take 30-40 minutes.
- **Notification:** On February 26, school test coordinators will receive an email notifying them of the training's availability. They can forward the email to testing staff or direct staff to log into their [College Board Professional accounts](https://professionaltraining.collegeboard.org/select_assessment) ([https://professionaltraining.collegeboard.org/select\\_assessment](https://professionaltraining.collegeboard.org/select_assessment)) for access.
- **Completion:** While there's no way for test coordinators to monitor training completion through their College Board accounts, coordinators can ask staff to print training completion certificates.



## College Board Corner

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

### Testing Room Requirements

To ensure an optimal testing environment, adhere to the following guidelines:

- Use rooms away from noisy areas.
- Provide a display area, such as a whiteboard.
- Ensure a clock is visible to all students.
- Chairs must have backs and face forward in the same direction.
- Tablet-arm chairs are acceptable if they have a minimum 12-by-15 inch writing surface.
- Avoid displaying maps, charts, or teaching materials.
- Do not use round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. (Note: Round tables are not permitted under any circumstances.)
- Computer labs may be used for testing.
- Maintain at least three feet of spacing between students, regardless of table length.
- Ensure access to power supplies for electronic devices.



## College Board Corner

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

### REMINDERS

#### Critical Bluebook Update Released

A critical update to the Bluebook™ testing app was released on February 8, 2024. Unless blocked, Bluebook will auto-update the next time it is opened on testing devices.

To avoid overwhelming your network and causing delays on test day, ask students to open Bluebook themselves before test day. They don't need to sign in for the update to take place.

If your managed devices don't allow Bluebook auto-updates, perform manual updates to make sure testing devices are running the latest version of Bluebook. Also, remember to check for new releases every Friday on [Bluebook Updates](https://bluebook.collegeboard.org/technology/updates) (<https://bluebook.collegeboard.org/technology/updates>). Students must always use the latest version of Bluebook while testing.

Additional technical requirements and guidance are available at [Bluebook Technology for Professionals | College Board](https://bluebook.collegeboard.org/technology) (<https://bluebook.collegeboard.org/technology>).

#### Meeting District and School Needs

As we approach the Spring 2024 Michigan-provided testing window of April 8-26, College Board is committed to meeting the needs of districts and schools. To help us understand your needs, we ask you to [complete the survey found here](https://forms.office.com/pages/responsepage.aspx?id=7b0wdW79WE-10upoHrB2Y7DvgZ3DCIRGkDgGGR04AjhUODFCNFczQjZMUDFXWE42WlpHUUdLTkpHVS4u) (<https://forms.office.com/pages/responsepage.aspx?id=7b0wdW79WE-10upoHrB2Y7DvgZ3DCIRGkDgGGR04AjhUODFCNFczQjZMUDFXWE42WlpHUUdLTkpHVS4u>).

College Board staff will contact you to provide additional information or support as needed based on survey responses.



## College Board Corner

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

### 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](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and Michigan [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://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
<a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Test-Coordinator-Manual-Sp24.pdf">SAT Suite Test Coordinator Manual SP24</a> ( <a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Test-Coordinator-Manual-Sp24.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Test-Coordinator-Manual-Sp24.pdf</a> )	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.
<a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf">SAT Suite Proctor Manual SP24</a> ( <a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf</a> )	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.

### 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](mailto:michiganadministratorsupport@collegeboard.org)





## 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 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/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)).

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.



## 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>) 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/3vwR9hI) (<https://bit.ly/3vwR9hI>)

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
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## Important Dates

### 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>)

#### 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))

(Continued on next page)

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# Important Dates

## 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, 10:00 - 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)