

Spotlight

on Student Assessment and Accountability

What's New February 29, 2024

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• [M-STEP Online Test Administrator's Directions and Manuals Available Now](#)

• The Spring 2024 Online M-STEP Test Administrator's Directions and Manuals are available on the [M-STEP web page](#) (www.michigan.gov/mstep) under the What's New and Current Assessment Administration sections.

• The M-STEP Test Administrator's Directions and Manuals include all required content that Test Administrators must know prior to administering the M-STEP.

• **Note:** With the new requirement to use TTS for Directions for all online M-STEP tests, the Test Administrator's Directions and Manuals contain introductory information that must be followed in the directions section of the document, including:

- distributing test tickets and scratch paper
- logging into the test
- use of the "Welcome" screen to verify that students have logged into the correct test and their name and date of birth are correct
- use of the "Audio Check" screen to verify that the audio on students' testing equipment is working correctly

• Test Administrators **must** follow the directions provided in the Test Administrator's Directions and Manual documents when beginning a test session.

• Test Administrators are required to read the Test Administrator Directions and Manual for the test mode(s) and grade(s) they will administer prior to test administration.

• M-STEP Test Administrator's Directions and Manuals are also printed and sent to schools in the Initial Material Order, with one copy included per 15 pre-identified students by test mode and grade.

• The M-STEP Test Administrator's Directions and Manual is available by test mode (online or paper/pencil) and by grade. Paper/pencil Test Administrator's Directions and Manual documents will be posted online as soon as they are available. Watch the Spotlight for more information.

DRC INSIGHT Portal Available

The Data Recognition Corporation (DRC) INSIGHT Portal will be available for online administrative tasks beginning Friday, March 1, 2024. For detailed information about student management, test management, and test monitoring, review the [DRC INSIGHT Portal User Guide](https://mi.drccdirect.com/Documents/Unsecure/Doc.aspx?id=12bcd8e1-0ac3-49fb-a000-0d178e952269) (https://mi.drccdirect.com/Documents/Unsecure/Doc.aspx?id=12bcd8e1-0ac3-49fb-a000-0d178e952269).

DRC INSIGHT Portal users can:

- assign Universal Tools, Designated Supports, and Accommodations
- create and manage test sessions and print test tickets and rosters
- configure test sessions for test monitoring

DRC INSIGHT Portal Training Opportunities

DRC recently provided two online training presentations for M-STEP and MI-Access. The online training presentation provided in the fall for Early Literacy and Mathematics Benchmark Assessments also applies for the spring administration.

Recordings and presentations for all online test administration trainings are available in the [DRC INSIGHT Portal](https://mi.drccdirect.com) (https://mi.drccdirect.com) and on each assessment web page.

- M-STEP Online Administration Training
 - » [Presentation](https://mi.drccdirect.com/Documents/Unsecure/Doc.aspx?id=93015f5f-67fb-48fe-b01c-c66fc3c62c99) (https://mi.drccdirect.com/Documents/Unsecure/Doc.aspx?id=93015f5f-67fb-48fe-b01c-c66fc3c62c99)
 - » [Recorded Webinar](https://drive.google.com/file/d/1AjTjYx6nMSooY5e9loO09SALTN-Dh36/view) (https://drive.google.com/file/d/1AjTjYx6nMSooY5e9loO09SALTN-Dh36/view)

- MI-Access Online Administration Training
 - » [Presentation](https://drive.google.com/file/d/1RQPcGdzyTRR1nC5DNU-5Mpt0nOgM3-kk/view?usp=sharing) (https://drive.google.com/file/d/1RQPcGdzyTRR1nC5DNU-5Mpt0nOgM3-kk/view?usp=sharing)
 - » [Recorded Webinar](https://drive.google.com/file/d/1NnKviPSfAcccAz8li_bj9g_zl6Ybmgz9/view) (https://drive.google.com/file/d/1NnKviPSfAcccAz8li_bj9g_zl6Ybmgz9/view)
- Early Literacy and Mathematics Online Administration Training
 - » [Presentation](https://drive.google.com/file/d/1RQPcGdzyTRR1nC5DNU-5Mpt0nOgM3-kk/view?usp=sharing) (https://drive.google.com/file/d/1RQPcGdzyTRR1nC5DNU-5Mpt0nOgM3-kk/view?usp=sharing)
 - » [Recorded Webinar](https://drive.google.com/file/d/1QVSMttUvs3Os_jRvz11K7BB_jYs92iCB/view?usp=sharing) (https://drive.google.com/file/d/1QVSMttUvs3Os_jRvz11K7BB_jYs92iCB/view?usp=sharing)

The assessment web page links are:

- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
- [Early Literacy and Mathematics Benchmark Assessments](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)

Visual demonstrations of many of the tasks described in the INSIGHT Portal User Guide are available in the DRC INSIGHT mini-module online videos. These include:

- [Accessing Documents on the DRC INSIGHT Portal](https://drive.google.com/file/d/100fYeBoVJ46DYCad6IQKKWIHvF9ujcJK/view) (https://drive.google.com/file/d/100fYeBoVJ46DYCad6IQKKWIHvF9ujcJK/view)
- [Searching for Students in the DRC INSIGHT Portal](https://drive.google.com/file/d/1iY0uWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view) (https://drive.google.com/file/d/1iY0uWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view)
- [Accessing the Online Tools Trainings \(OTTs\)](https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view) (https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view)

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- [Assigning and Mass-Assigning Student Supports and Accommodations in the DRC INSIGHT Portal](https://drive.google.com/file/d/1niNf_i-UISb3xTgPW2_y-4iNRIFxv1jU/view)
(https://drive.google.com/file/d/1niNf_i-UISb3xTgPW2_y-4iNRIFxv1jU/view)
- [Entering Student Responses in the MI-Access Online Document Portal](https://drive.google.com/file/d/1iEChyhHTrqveHwQyaFLmIET1f5rm5ZzS/view)
(https://drive.google.com/file/d/1iEChyhHTrqveHwQyaFLmIET1f5rm5ZzS/view)
- [Finding Student Testing Status in the DRC INSIGHT Portal](https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view)
(https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view)
- [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](https://drive.google.com/file/d/1msIFU4FzMHokMUdVH45XwTv00i-L2HR_/view)
(https://drive.google.com/file/d/1msIFU4FzMHokMUdVH45XwTv00i-L2HR_/view)
- [Using Test Monitoring in the DRC INSIGHT Portal](https://drive.google.com/file/d/1g7OWywea9PTEBFINDDclAktbUPGhSFwn/view)
(https://drive.google.com/file/d/1g7OWywea9PTEBFINDDclAktbUPGhSFwn/view)

Secure Access to the DRC INSIGHT Portal

Access to the DRC INSIGHT Portal is provided through the Office of Educational Assessment and Accountability (OEAA) Secure Site, based on user permissions in the site. To request access to the OEAA Secure Site, view the [Requesting Access document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/08/06/Request_Access_Directions.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/08/06/Request_Access_Directions.pdf).

This chart shows which assessment staff members need access to the portal and the Secure Site role the user will request.

Who Needs Access?	Required or Optional	Secure Site Roles
Technology Coordinators	Required	<ul style="list-style-type: none"> • District Online Technology-AMS & INSIGHT Portal • Public School Online Tech-AMS & INSIGHT Portal • Nonpublic School Online Tech – AMS & INSIGHT Portal
District or Building Assessment Coordinators	Required	<ul style="list-style-type: none"> • District Online Test Admin – AMS & INSIGHT Portal • Public School Online Test Admin – AMS & INSIGHT Portal • Nonpublic School Admin – AMS & INSIGHT Portal
Test Administrators	Optional; Required if using the Test Monitoring Application	<ul style="list-style-type: none"> • District Online Test Admin – AMS & INSIGHT Portal • Public School Online Test Admin – AMS & INSIGHT Portal • Nonpublic School Admin – AMS & INSIGHT Portal

Closing Soon: Alternate INSIGHT Availability Request window for M-STEP, MI-Access

The M-STEP and MI-Access online testing engine, INSIGHT, is available from 7:00 a.m. to 4:00 p.m. each school day during the published spring test administration windows. Some schools have regular instructional hours outside of these times and need access to INSIGHT at alternate times.



If your school requires alternate INSIGHT availability, the Assessment Coordinator must fill out and submit this [Alternate INSIGHT Availability Request Form](https://forms.office.com/g/h9V6hzBSsa) (<https://forms.office.com/g/h9V6hzBSsa>). This request form is available through **March 15, 2024**.

The form link is also available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep), and [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. This request form must be submitted by close of business on **March 15, 2024**. You are encouraged to submit your request as soon as possible, to ensure that INSIGHT is available during your requested testing times.

State Assessment Exemptions for English Learners Who Are Recent Arrivals

The Michigan Department of Education can provide a one-time exception to the testing requirement in English language arts (ELA) for first-year English learner (EL) students. To be eligible for this exception, students must meet all the following criteria:

- The student must have been enrolled in a United States school(s) [excepting Puerto Rico] for 12 months or less at the time of taking a state assessment.
- The student is reported as an English Learner in the Michigan Student Data System (MSDS).
- The student has at least one of the following recorded results for the current year in the Office of Educational Assessment and Accountability (OEAA) Secure Site:
 - » a WIDA Screener score
 - » a valid WIDA ACCESS for ELLs or a WIDA Alternate ACCESS for ELLs score

More information about this topic can be found on page 61 of 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).

Winter 2024 Early Literacy and Mathematics Aggregate Reports Available

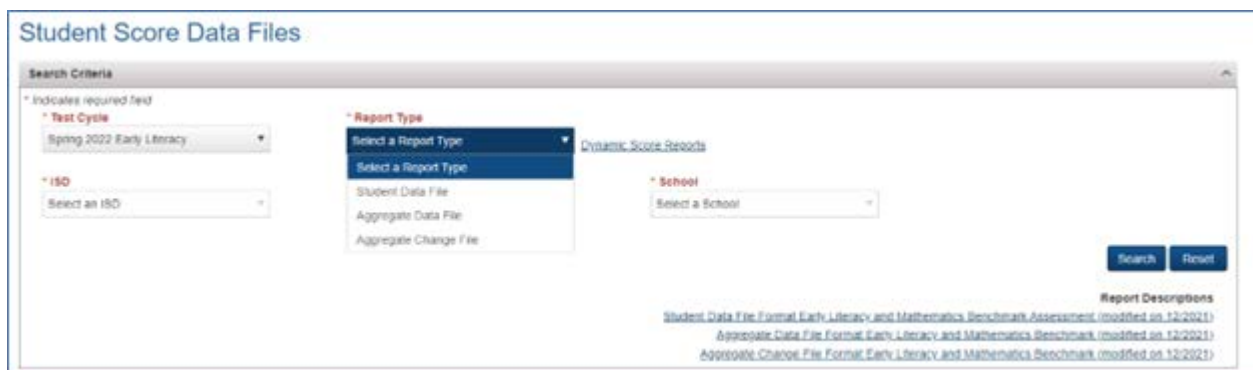
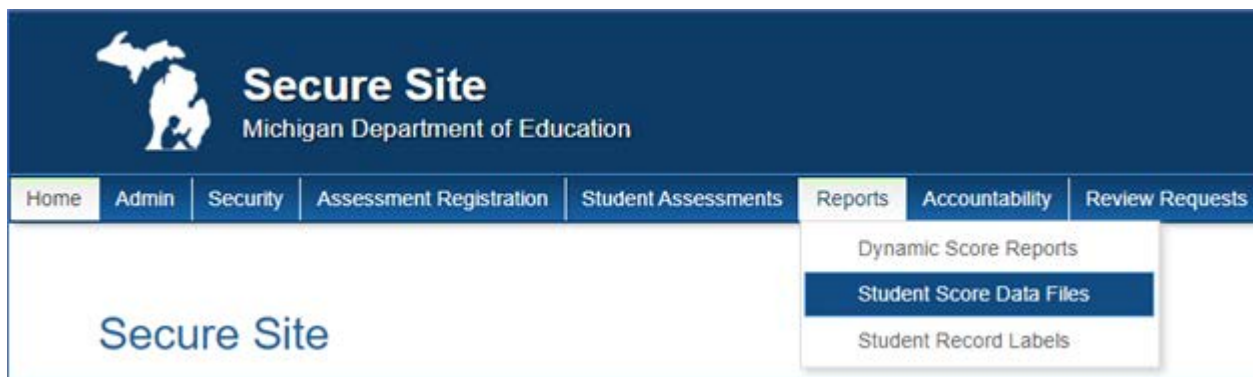
The Winter 2024 Early Literacy and Mathematics Benchmark Assessment Reports (aggregate-level) are available in the Dynamic Score Reporting System through the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Detailed directions for accessing reports can be found in the [Dynamic Score Reporting Site User Guide](https://bit.ly/49r4LdR) (https://bit.ly/49r4LdR), which is located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the **Reporting** section.

Report	Description	Aggregation
Demographic Report	Provides a comparison of students by grade and content, aggregated across selected demographic groups, showing the number of students, mean scale score and the percentage students at each performance level.	<ul style="list-style-type: none"> • School • District • State
Student Trend Report	State and school aggregated mean scale scores have been added to the Student Trend Report. This report displays up to three years of historical Early Literacy and Benchmark Assessment score data.	<ul style="list-style-type: none"> • School

Winter 2024 Early Literacy and Mathematics Benchmark Student Data Files and Aggregate Data Files

The downloadable Winter 2024 Student Data Files and Aggregate Data Files for the Early Literacy and Mathematics Benchmark assessments are now available on the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

To download your school's data files, go to the **Reports** menu and select **Student Score Data Files**. Then, choose the desired **Test Cycle** and request the **Report Type**. You will find the Early Literacy and Mathematics Benchmark Assessment Data File Format under **Report Descriptions** on the **Student Scores Data Files** page.



FAME Project Accepting New Coach Applications for 2024-2025

The Formative Assessment for Michigan Educators (FAME) project, now entering its seventeenth year, is



seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process. FAME Coaches are not expected to be the local expert on the formative assessment process – rather FAME Coaches are learning along with their team.

More information on the 2024-25 FAME project is available on the [FAME public website](http://famemichigan.org) (<http://famemichigan.org>), along with access to the online [2024-25 New FAME Coach application](https://www.surveymonkey.com/r/NewCoachApp2024-25) (<https://www.surveymonkey.com/r/NewCoachApp2024-25>).

The deadline to apply is **Friday, May 3, 2024**.

If you have any questions, contact [John Jaquith](mailto:jaquithj1@michigan.gov) (jaquithj1@michigan.gov), Michigan Department of Education Office of Educational Assessment and Accountability, or [Tara Kintz](mailto:kintztar@msu.edu) (kintztar@msu.edu).

2025 Michigan School Testing Conference: Call for Presenters

The 2024 Michigan School Testing Conference (MSTC) is in the books, and planning is underway for next year's event. The 65th MSTC will be held in Ann Arbor on February 11-13, 2025.

We invite colleagues to submit proposals for consideration at next year's conference.

Those interested may submit their proposal using [Survey Monkey](https://www.surveymonkey.com/r/5Y9X5RC) (<https://www.surveymonkey.com/r/5Y9X5RC>). Prospective presenters should indicate the type of session they prefer:

- 3 – 6 hour workshop on Day 1
- 75-minute clinic on Day 2 or 3.

The deadline for submissions is **March 14, 2024**.

For more information or to submit questions, contact [Ed Roeber](mailto:ed.roeber22@gmail.com) (ed.roeber22@gmail.com) or [Ellen Vorenkamp](mailto:vorenke83@gmail.com) (vorenke83@gmail.com).

CB College Board Corner

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

WHAT'S NEW

State Data Management System (SDMS)

For Spring 2024 Michigan-provided testing, **the SAT with Essay, PSAT 8/9, and PSAT 10 are not ordered using the SAT Suite Ordering and Registration (SSOR) site.**

Instead, students are Pre-Identified (Pre-ID) in the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), and their data is subsequently managed through College Board's State Data Management System (SDMS).

On March 8, school test coordinators and SSD coordinators will receive an email from collegeboard@e.collegeboard.org with the subject "Access SDMS to Review Student Data".

The link provided in the email will grant school test coordinators and SSD coordinators access to College Board's State Data Management System. SMDS serves as a hub of data, coordinating student information received from the OEAA Secure Site and from SSD Online, all of which is transferred to the Test Day Toolkit test administration system and the Bluebook testing application.

In Michigan, when demographic data between SSD Online and the OEAA Secure site do not match, school test coordinators and SSD coordinators can "force match" accommodations to the student records in SDMS. School test/SSD coordinators will also be able to waive student accommodations in SDMS (with parental consent as determined at the local level). Schools and districts will not be able to make any other modifications directly in SDMS.

Note: All enrollment changes must be processed through the OEAA Secure Site. College Board will pull Pre-ID data from the OEAA Secure Site on an ongoing basis between March 8 and April 22 for both paper/pencil and digital testers. Student data will begin appearing in Test Day Toolkit as early as March 12, and the earliest paper/pencil shipments will arrive March 26-28. Once students in a school with an approved online waiver are pre-identified in the OEAA Secure Site, there is nothing further the school needs to do to receive paper materials.

Note: Any changes to enrollment or accommodations after April 22 will result in a student not being able to test.

CB College Board Corner

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

College Board's Required Online Training

College Board's required online training became available on Monday, February 26. Here's what you need to know.

- **Notification:** On February 26, school test coordinators received 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) for access.

After logging into your College Board professional account, select **Test Administration Training for the SAT Suite of Assessments** under **My Tools and Services** in your dashboard. Choose **In-School Assessment** to access your training course. Once completed, you can review the training at any time to help you plan for test day and administer the test. The STC training will take approximately one hour to complete.

- **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 PPT](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-SAT-Suite-Hall-and-Room-Monitor-Training-2024.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-SAT-Suite-Hall-and-Room-Monitor-Training-2024.pdf>)
 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 preference.
- **Duration:** The online school test coordinator training will take approximately one hour, while the other online trainings will take 30-40 minutes.
- **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.

CB 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.

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



What's New

Testing Staff Requirements

ACT WorkKeys test coordinators are responsible for selecting their test day staff, using the guidelines detailed 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>). The 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.

To protect school staff (including athletic coaches) and their relatives or wards from conflicts of interest or allegations of impropriety, there are strict guidelines on who may and may not serve as ACT WorkKeys testing staff. These guidelines begin on page 14 of 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>). Student's scores will be cancelled if any of these policies are violated.

Test day staff include:

- **ACT WorkKeys Test Coordinator** – has overall responsibility for coordinating test site operations and ensuring that all students testing at the school are testing under the same conditions as students at every other school
- **Substitute Test Coordinator** – acts as the ACT WorkKeys Test Coordinator if the original coordinator is unable to serve on test day

- **Accommodations Test Coordinator** – assists with administering accommodations and English learner supports
- **Room Supervisors** – assist the ACT WorkKeys Test Coordinator in preparing for test day, checking in students, administering the tests, and returning all test materials
- **Proctors** – assist the ACT WorkKeys Test Coordinator and Room Supervisors in preparing for test day, checking in students, administering the tests, and returning all test materials; also responsible for actively monitoring students during testing and reporting prohibited behavior

(**Note:** The number of proctors required in a testing room is proportional to the number of students testing.)

The full list of responsibilities for each role listed above begins on page 16 of 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>).

The [MDE Assessment Integrity Guide](https://bit.ly/3SrO7ES) (<https://bit.ly/3SrO7ES>), located on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme), in the **General Information** section, provides additional guidance on the identification of testing personnel.



Training Your Testing Staff

The ACT WorkKeys test coordinator is required to hold a training session before test day to ensure testing staff understand their responsibilities and are prepared for test day activities. In addition, on each test day morning, the ACT WorkKeys test coordinator is required to hold a briefing session to discuss any site-specific information, last minute issues that arise, or any concerns staff members may have.

All testing staff are urged to become familiar with the test administration resources posted on the [ACT state testing website](https://act.org/stateanddistrict/michigan) (<https://act.org/stateanddistrict/michigan>). Refer to the [Spotlight newsletter - January 18, 2024 issue](https://bit.ly/3HJPqbW) (<https://bit.ly/3HJPqbW>) for the list of these important resources.

A "Training Session Outline" begins on page 21 of 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>).

For Room Supervisors, a short training video, [Test Day Overview for Room Supervisors for WorkKeys](https://youtu.be/AjntraVbSIQ?si=WANwwHxEgSwE1VUa) (<https://youtu.be/AjntraVbSIQ?si=WANwwHxEgSwE1VUa>), is available on the ACT state testing website, on the **WorkKeys on Paper** page in the **Preparation** stage under **Train Your Staff**.

District and Building Assessment Coordinators are also required to be trained in assessment security by completing the [Assessment Security Training course through Michigan Virtual](https://michiganvirtual.org/course/mde-assessment-security/) (<https://michiganvirtual.org/course/mde-assessment-security/>) and by reading the [Assessment Integrity Guide \(AIG\)](https://bit.ly/3SrO7ES) (<https://bit.ly/3SrO7ES>).

Test Administrators and Proctors must take the course and/or read the "Security for Test Administrators" document related to the assessment being administered, which can be found in the [Assessment Integrity Guide \(AIG\)](https://bit.ly/3SrO7ES) (<https://bit.ly/3SrO7ES>). District and Building Coordinators must determine which training method is best for their testing staff and are responsible for ensuring that the training is delivered.

Other staff with access to secure materials can satisfy the assessment security training requirement by reading "Keeping Assessment Materials Secure" instructions found in Appendix E of the [Assessment Integrity Guide \(AIG\)](https://bit.ly/3SrO7ES) (<https://bit.ly/3SrO7ES>).



Reminders

ACT WorkKeys Test Materials Shipments

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^{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 15, 2024 issue](https://bit.ly/3wxnKol) (https://bit.ly/3wxnKol) for additional information about tracking information and test materials check-in resources.

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), from **March 21 through April 5, 2024, at 5:00 p.m. ET**. 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/securesitetraining) (www.michigan.gov/securesitetraining).

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) 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.



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://www.act.org/stateanddistrict/michigan) (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) 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

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

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)

(Continued on next page)

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

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

March 2024

Spring 2024 ACT WorkKeys Test Administration Training #2

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

- [Registration link](https://bit.ly/3vwR9hl) (https://bit.ly/3vwR9hl)
- 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 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 <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)