

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of March 2, 2023

- **Important SAMS Update Regarding Benchmark Assessment Funding Grant**
- **Alternate INSIGHT Availability Request Form Available for M-STEP, MI-Access**
- **DRC INSIGHT Portal Available**
- **State Assessment Exemptions for English Learners Who Are Recent Arrivals**
- **Alternate ACCESS Field Test Transcription Guidance**
- **FAME Project Accepting New Coach Applications for 2023-2024**
- **Educators Needed For MI-Access Standard Setting Validation in Science (June 2023)**
- **Spotlight on Tools for Teachers**
- **Assessment Training: DRC INSIGHT Portal Training Opportunities**

#### • **Important SAMS Update Regarding Benchmark Assessment Funding Grant**

• The Office of Educational Assessment and Accountability (OEAA) has been informed of a discrepancy in the State Aid Management System (SAMS). The system does not have the ability to display a different section number for a specific Item Code Descriptor (ICD) on the status report. Specifically, SAMS incorrectly references "Section 104i", instead of the correct "Section 104h."

• The correct section number for this year's Benchmark Assessment Funding Grant is "104h," as displayed on the Grant Award Notification for your district. Note: Use grant code 348 when referencing this year's "Section 104h" grant.

• Award documents were sent to district superintendents through the Michigan Department of Education's GEMS/MARS system.

• Allowable costs for the Benchmark Assessment funding grant are expenses associated with a school district's implementation of a Benchmark Assessment system; these expenses include purchased academic testing services, staff time, support services, and supplies. The expenditure period is July 1, 2022, through June 30, 2023, for the 2022-23 school year.

• The State Aid staff is aware of the situation and plans an update to correct this situation in the future. If you have further questions, please contact Carol Skillings, Finance Manager for OEAA, [by email](mailto:skillingsc@michigan.gov) (skillingsc@michigan.gov).

### Reminders

- **"Ask OEAA Live" Event: Test Administration for Spring 2023 Michigan State Assessments**

## Alternate INSIGHT Availability Request Form Available for M-STEP, MI-Access

Assessment Coordinators in schools with plans to use INSIGHT for testing purposes outside of the regular availability hours (7:00 a.m. to 4:00 p.m.) must fill out and submit an [Alternate INSIGHT Request Form](https://forms.office.com/g/DitmNcLYxu) (<https://forms.office.com/g/DitmNcLYxu>).

The form is now available on the [M-STEP web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) and the [MI-Access web page](http://www.michigan.gov/mi-access) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)), under the **What's New** and **Current Assessment Administration** sections.

**This Alternate INSIGHT Request Form must be submitted by close of business on March 17, 2023.** You are encouraged to submit your request as soon as possible, to ensure that INSIGHT is available during your preferred testing times.

## DRC INSIGHT Portal Available

The DRC INSIGHT Portal will be available for online administrative tasks beginning **Friday, March 3, 2023**. For detailed information about student management, test management, and test monitoring, review the [DRC INSIGHT Portal User Guide](https://mi.drcedirect.com/Documents/Unsecure/Doc.aspx?id=12bcd8e1-0ac3-49fb-a000-0d178e952269) (<https://mi.drcedirect.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

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

## Alternate ACCESS Field Test Transcription Guidance

The Alternate ACCESS for ELLs Field Test – Test Administrator Manual (accessible upon secure login) has been updated to clarify transcription guidance for the Speaking and Writing domains, as well as guidance on the number of required test administrators.

Specifically, the manual has been updated to specify that during the Alternate ACCESS field test, WIDA will be gathering written transcriptions of student responses for the Speaking and Writing domains. These transcriptions will be used by WIDA to make improvements to scoring processes and procedures.

Further, since the Alternate ACCESS is already scored locally by the test administrator and not by the assessment vendor (Data Recognition Corporation), the manual now specifies that two individuals do not need to be present for the transcription process.

## FAME Project Accepting New Coach Applications for 2023-2024

The Formative Assessment for Michigan Educators (FAME) project is entering its sixteenth year. FAME 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 FAME project and access to the online [2023-24 New FAME Coach application](https://www.surveymonkey.com/r/FAMENewCoachSpring2023) (<https://www.surveymonkey.com/r/FAMENewCoachSpring2023>) is available on the [FAME public website](http://famemichigan.org) (<http://famemichigan.org>).

The deadline to apply is **Friday, May 5, 2023**. If you have any questions, contact Kimberly Young, Michigan Department of Education, Office of Educational Assessment and Accountability, by email at [youngk1@michigan.gov](mailto:youngk1@michigan.gov) or by phone at 517-712-8442.

## Educators Needed For MI-Access Standard Setting Validation in Science (June 2023)

In 2020, the State of Michigan published alternate content expectations for “students with the most significant cognitive disabilities.” The alternate content expectations are derived from the general education content standards, with focus on the most critical components—the essential elements—of the standards. The essential elements are expressed at three different ranges of complexity that are assessed using the three levels of MI-Access. Specifically, these ranges are:

- the high range of complexity, measured by MI-Access Functional Independence (FI)
- the medium range of complexity, measured by MI-Access Supported Independence (SI)
- the low range of complexity, measured by MI-Access Participation (P)

Since Michigan did not receive an anticipated federal waiver for reporting assessment results in 2022, a new MI-Access science assessment was operationally field tested last year, with a standard setting completed in July of 2022.

Because this assessment was an operational field test, the Michigan Department of Education (MDE) will sponsor a second standard setting to validate the cut scores, on June 20–22, 2023. At the standard setting, which will be facilitated by Data Recognition Corporation (DRC), Michigan educators and stakeholders will recommend cut scores for the nine science tests – that is, the three levels of MI-Access science in each of the three tested grades.

MDE seeks to establish cut scores for the assessments that (1) reflect the updated alternate content expectations for science, (2) link students’ scores on the tests to the state’s expectations for students in each performance level, and (3) are well articulated across grades.

For each assessment, two cut scores will be established to define three performance levels: Emerging (Level 1), Attained (Level 2), and Surpassed (Level 3).

To achieve this, MDE is asking **educators who are actively teaching these alternate content expectations in science** to their students to participate in this summer’s standard setting. Educators will be offered a stipend, overnight accommodations (for those who live more than 50 miles away from the standard setting location), and expense reimbursement for this event.

[You can indicate your interest by completing this survey](https://www.surveymonkey.com/r/MIA-Sci-StndSttg2023) (<https://www.surveymonkey.com/r/MIA-Sci-StndSttg2023>).

**Note:** By completing the survey, you are letting MDE know of your interest in and availability for the standards setting. However, this does not guarantee you a position on the panel. A review of all panelists will be done to ensure representation from across the state and across the demographics of both educators and the students they represent.

## Tools for Teachers

The Smarter Balanced *Tools for Teachers* digital platform is a rich online collection of lessons, activities, and materials created by teachers. These resources can enhance instruction, save time in lesson planning, and improve student learning.

All Michigan educators with a DRC INSIGHT Portal account and a “Teacher role” permission under the 2022-2023 Smarter Balanced Interim administration can access *Tools for Teachers* through the DRC INSIGHT Portal.

Unlike other Michigan test administrations, administrators authorized to the Smarter Balanced Interim Assessments are able to add new users and/or new roles directly into the [DRC INSIGHT Portal](https://mi.drcdirect.com) (<https://mi.drcdirect.com>). Administrators can navigate to the User Management menu and use the **Add Single User** or **Add Multiple Users** tabs under the current Smarter Balanced Interim administration. (See the **Adding New Users to the DRC INSIGHT Portal mini-module** [linked below] for step-by-step instructions.) Current District and School users with permission for the 2022-2023 Smarter Balanced Interim Administration can add new Teacher users and assign the Teacher permission-set.

The Teacher role and permission-set are all you need to access the *Tools for Teachers* platform. Reach out to your District or School Coordinator or to DRC Customer Service to get access to this rich resource.

Mini-modules and *Tools for Teachers* resources (available to all without secure access to the DRC INSIGHT Portal):

- [What is Tools For Teachers?](https://www.youtube.com/watch?v=YI6bM_3qCos)  
([https://www.youtube.com/watch?v=YI6bM\\_3qCos](https://www.youtube.com/watch?v=YI6bM_3qCos))
- [Tools for Teachers - Demonstration](https://www.youtube.com/watch?v=jPSTH7vM37s)  
(<https://www.youtube.com/watch?v=jPSTH7vM37s>)
- [Accessing Documents in the DRC INSIGHT Portal](https://drive.google.com/file/d/100fYeBoVJ46DYCad6lQKKWIHvF9ujcJK/view)  
(<https://drive.google.com/file/d/100fYeBoVJ46DYCad6lQKKWIHvF9ujcJK/view>)
- [Adding New Users to the DRC INSIGHT Portal](https://drive.google.com/file/d/1-_SwM_fgf2rXPC9MltDdXguxkiJzYPX8/view)  
([https://drive.google.com/file/d/1-\\_SwM\\_fgf2rXPC9MltDdXguxkiJzYPX8/view](https://drive.google.com/file/d/1-_SwM_fgf2rXPC9MltDdXguxkiJzYPX8/view))
- [Accessing Tools for Teachers through the DRC INSIGHT Portal](https://drive.google.com/file/d/1R3tNsxYwBZE9vszGgWftY_hY_TSqpAQu/view)  
([https://drive.google.com/file/d/1R3tNsxYwBZE9vszGgWftY\\_hY\\_TSqpAQu/view](https://drive.google.com/file/d/1R3tNsxYwBZE9vszGgWftY_hY_TSqpAQu/view))

Contact DRC Customer Support with questions about *Tools for Teachers*:

- 1-877-560-8378 (select Option #2)
- Email: [misupport@datarecognitioncorp.com](mailto:misupport@datarecognitioncorp.com)





## Assessment Training

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

### DRC INSIGHT Portal Training Opportunities

Three online training presentations were recently provided for each test administration: M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments. Recordings are available in the [DRC INSIGHT Portal](https://mi.drcedirect.com) (<https://mi.drcedirect.com>).

The presentations were:

- M-STEP Online Administration Training
  - » [Presentation](http://bit.ly/3y4NTbk) (<http://bit.ly/3y4NTbk>)
  - » [Recorded Webinar](http://bit.ly/3EQ2Baa) (<http://bit.ly/3EQ2Baa>)
- MI-Access Online Administration Training
  - » [Presentation](http://bit.ly/3y3eLsn) (<http://bit.ly/3y3eLsn>)
  - » [Recorded Webinar](http://bit.ly/3ZyYl6T) (<http://bit.ly/3ZyYl6T>)
- Early Literacy and Mathematics Online Administration Training
  - » [Presentation](http://bit.ly/3SIWudw) (<http://bit.ly/3SIWudw>)
  - » [Recorded Webinar](http://bit.ly/3EPK8dE) (<http://bit.ly/3EPK8dE>)

The assessment web page links are:

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

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

- [Accessing Documents on the DRC INSIGHT Portal](https://drive.google.com/file/d/100fYeBoVJ46DYCad6lQKKWIHvF9ujcJK/view) (<https://drive.google.com/file/d/100fYeBoVJ46DYCad6lQKKWIHvF9ujcJK/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](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](https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view))
- [Assigning and Mass-Assigning Student Supports and Accommodations in the DRC INSIGHT Portal](https://drive.google.com/file/d/1niNf_i-UISb3xTgPW2_y-4iNRlFvx1jU/view) ([https://drive.google.com/file/d/1niNf\\_i-UISb3xTgPW2\\_y-4iNRlFvx1jU/view](https://drive.google.com/file/d/1niNf_i-UISb3xTgPW2_y-4iNRlFvx1jU/view))
- [Entering Student Responses in the MI-Access Online Document Portal](https://drive.google.com/file/d/1iEChhyHTrqveHwQyaFLmIET1f5rm5ZzS/view) (<https://drive.google.com/file/d/1iEChhyHTrqveHwQyaFLmIET1f5rm5ZzS/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>)

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**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

- [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](https://drive.google.com/file/d/1mslFU4FzMHoKMUDVH45XwTv00i-L2HR_/view) ([https://drive.google.com/file/d/1mslFU4FzMHoKMUDVH45XwTv00i-L2HR\\_/view](https://drive.google.com/file/d/1mslFU4FzMHoKMUDVH45XwTv00i-L2HR_/view))
- [Using Test Monitoring in the DRC INSIGHT Portal](https://drive.google.com/file/d/1g7OWywea9PTEBFINDDcIAktbUPGhSFwn/view) (<https://drive.google.com/file/d/1g7OWywea9PTEBFINDDcIAktbUPGhSFwn/view>)

Access to the DRC INSIGHT Portal is provided through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)), based on user permissions in the OEAA Secure 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](https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/08/06/Request_Access_Directions.pdf)).

This chart shows which assessment staff needs access to the portal and the Secure Site role the user will request:

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

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## Assessment Training

Important Dates for Conferences & Webinars

### March 2023

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

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



## Reminders

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

Join us online for the next Office of Educational Assessment and Accountability “Ask OEAA LIVE” event, which will take place on **March 7, 2023**, from **3:30 to 4:00 p.m.**



The topic is **Test Administration for Spring 2023 Michigan State Assessments**.

In this live event, OEAA assessment specialists will field questions related to Michigan’s Spring 2023 state assessments, which include M-STEP, MI-Access, SAT with Essay, PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, WIDA, and Early Literacy and Mathematics Benchmark Assessments.

- [Use this link to join and participate in “Ask OEAA Live”](https://bit.ly/3jXbNSV)  
<https://bit.ly/3jXbNSV>



- [Add this event to your calendar](https://bit.ly/3XzS8WU)  
<https://bit.ly/3XzS8WU>



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## College Board Corner

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

### WHAT'S NEW

#### Preadministration and Test Materials

Preadministration and test material shipments arrive in schools March 21-23, 2023. If your school is on spring break that week, the materials will be delivered the week of March 27.

### REMINDERS

#### Coordinator Planning Kit Delivered This Week

Your school should by now have received a Coordinator Planning Kit (CPK). The kit includes a sample set of manuals for all assessments, including SAT with Essay, PSAT 10, PSAT 8/9 for Grade 9, and PSAT 8/9 for Grade 8. Note: Discard any manuals for assessments you do not plan to administer at your school.

If your school is administering the SAT, the planning kit will be addressed to the SAT test coordinator. If your school has different test coordinators for the PSAT-related assessments, the materials from the kit are to be distributed to the other coordinators, as needed.

The manuals in the CPK are provided to coordinators so they can start their planning early. Full shipments of all manuals, forms, and other supporting materials for your school will arrive as part of the preadministration and test materials shipments, which will arrive at your school March 21-23, 2023.

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



## College Board Corner

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

### 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](http://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 <a href="https://professionaltraining.collegeboard.org">https://professionaltraining.collegeboard.org</a>
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”

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## 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 <a href="https://www.michigan.gov/documents/mde/Hall_and_Room_MonitorTraining_v1_ADA_680467_7.pdf">Hall and Room Monitor Training</a> ( <a href="https://www.michigan.gov/documents/mde/Hall_and_Room_MonitorTraining_v1_ADA_680467_7.pdf">https://www.michigan.gov/documents/mde/Hall_and_Room_MonitorTraining_v1_ADA_680467_7.pdf</a> ) is available on the <a href="http://www.michigan.gov/mme">MME web page</a> ( <a href="http://www.michigan.gov/mme">www.michigan.gov/mme</a> ) and the <a href="http://www.michigan.gov/psat">PSAT web page</a> ( <a href="http://www.michigan.gov/psat">www.michigan.gov/psat</a> )

### 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](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](http://www.michigan.gov/mme)) and [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) soon after the webinar is completed.

### Questions about Spring SAT, PSAT 8/9, or PSAT 10? Contact College Board

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email: [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

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



## What's New

### Test Site Selection

The ACT WorkKeys Test Coordinator must select the test site within the school building and reserve testing room(s), 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>). 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.

If your school has determined that it is necessary to administer the ACT WorkKeys assessment at a location other than the school, then an off-site testing request must be submitted.

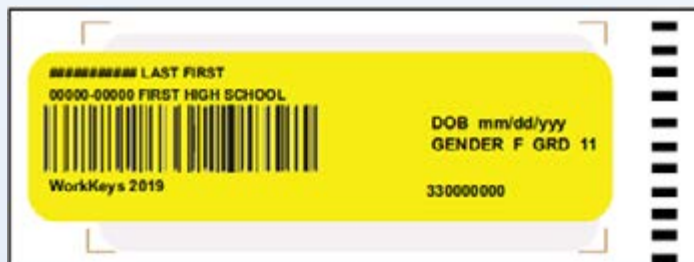
Schools must obtain approval for off-site testing from the Office of Educational Assessment and Accountability (OEAA). Submit your requests through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) through **May 4, 2023**. Refer to the [Spotlight Newsletter - October 27, 2022 issue](https://www.michigan.gov/mde/-/media/Project/Web/sites/mde/OEAA/Spotlight-Newsletter/Spotlight-10-27-2022.pdf) (<https://www.michigan.gov/mde/-/media/Project/Web/sites/mde/OEAA/Spotlight-Newsletter/Spotlight-10-27-2022.pdf>) for additional information.

ACT requires only the off-site location name and address to be documented in the Test Room Report portion of the Test Administration Form folder.

### Prepare Student Answer Documents

School staff must prepare each student's answer document, following these steps:

- **Apply pre-identification barcode label**  
All answer documents must have a pre-ID label. If necessary, print labels locally from the OEAA Secure Site. Apply the pre-ID barcode label in the shaded area on page 4 of the answer document. To ensure the black bars on the answer document are not covered and processing is not delayed, apply the label from right to left. Do not place the barcode label on the front page or in any other location on the answer document.



(Continued on next page)

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





- **Block 3 – ID Number**

Completion of this field is optional but highly recommended. A completed ID number ensures that students are correctly matched across the ACT, SAT, and M-STEP assessments—the required components of the Michigan Merit Exam—in the event the barcode label comes off or becomes unscannable. When filling in this block, be sure to use the 10-digit student UIC number found on the barcode label, immediately preceding the student's name.

- **Block 16 – Form Type**

Complete this block by entering the applicable form type for the assessment the individual student will be taking.

- **Block 17 – Report Codes**

Complete this block by entering the applicable reporting code for the individual student. If the pre-printed choices do not apply to an individual student, leave the field blank.

- **Block 18 – Reporting High School Code**

Do not complete this block. Student's score reports will be sent to the school where the student tested even if this field is completed.

- **Block 26 – Local Use Items**

Complete this block using the State Use Questions listed in the [WorkKeys Administration Supplement](https://www.act.org/content/dam/act/secured/documents/AdministrationSupplementWorkKeys-MI.pdf) (https://www.act.org/content/dam/act/secured/documents/AdministrationSupplementWorkKeys-MI.pdf) included with the test materials (also 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). These questions collect additional information about students and accommodations usage. Completing this block can be done before or after the students complete their demographic information in a non-test session, but it must be completed before the actual testing session begins. Questions that do not apply to an individual student should be left blank.

Each student must complete the demographic and address information in blocks 1 and 2, 4 through 15, and 25 on their own answer document.

- Plan 30 minutes for students to complete this information, either in a separate non-test session or just before the actual test. Completing these fields after testing will be considered a misadministration and scores will be canceled.

*(Continued on next page)*

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



## Reminders

### Test Materials Deliveries

The ACT WorkKeys Test Coordinator will receive the test materials for the April 14, 2023, test date either in the **week of March 20, 2023** or the **week of March 27, 2023**, as selected by the school on the Manage Participation screen in PearsonAccess<sup>next</sup>. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

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 receiving and checking in these materials, and ordering additional test materials.

- Verbal instructions for completing the demographic fields are detailed in the administration manuals 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:
  - » [ACT WorkKeys Administration Manual – 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)
  - » [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)

The ACT WorkKeys Test Coordinator must store all secure test materials, including student answer documents, in a secure location until test day, 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)



## Selecting and Training Testing Staff

The ACT WorkKeys Test Coordinator must select and train 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>).

This manual, plus training videos and links to the ACT-hosted training webinars, 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 **Preparation** and/or **Administration** stages. Refer to the [Spotlight Newsletter - February 23, 2023 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-02-23-2023.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-02-23-2023.pdf>) for additional information about selecting and training testing staff.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET
  - » standard time: ext. 2800
  - » accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

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

## Important Dates

### March 2023

#### DRC INSIGHT Portal Available

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

**Beginning March 3, 2023**

- Portal available for online administrative tasks

#### Alternate INSIGHT Availability Request Form

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

**Now through March 17, 2023**

- [Alternate INSIGHT Availability Request Form](https://forms.office.com/g/DitmNcLYxu)  
(<https://forms.office.com/g/DitmNcLYxu>)

#### 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"> <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)

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