# Spotlight

## on Student Assessment and Accountability

**MICHIGAN** Department of **Education**

## What's New
### March 7, 2024

## Reminders

### M-STEP Text-to-Speech (TTS) Clarification and Requirements

There are three forms of TTS on online M-STEP tests:

- TTS for **Directions** (required for all online tests, does not need to be assigned)
- TTS as a **Designated Support** (available for all grades/content areas, assigned based on individual student need)
- TTS as an **Accommodation** (available for grades 6 and 7 English language arts [ELA] only, requires an IEP/504 plan)

This article provides a brief overview of each type of TTS.

### TTS for Directions

TTS for Directions is required for all online tests. It reads only the directions; it does not read any test item or answer options. TTS for Directions is not assigned in the DRC INSIGHT Portal for any student; it is available on all online tests.

TTS for Directions required updates to functionality on the directions screens:

- TTS for Directions starts automatically on the directions screens after the audio check is completed.
- Students are not able to advance to the next screen until they have listened to all directions on the page on their initial login.
  - » If students are logging back into a test they had previously started, they will not be required to listen to all directions again
  - » Students can move backward in the directions or listen to directions again

Test Administrators **must** follow the instructions provided in the Test Administrator's Directions and Manual documents – there are important login and verification directions that must be followed before TTS for Directions begins.

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With the requirement to use TTS for directions, **headphones are now required for students for all online tests.** Prior administrations have required headphones for all ELA tests (listening items and Human Voice Audio [HVA] for Passage-based Writing items). Now, however, all students testing online regardless of content area will need headphones to listen to the directions (and any students with TTS as either a designated support or accommodation will also need headphones).

While Bluetooth headphones are allowed during testing, smart headphones are not; these include headphones that allow connectivity to multiple devices at the same time (such as cell phones) or have independent storage or internet connectivity capabilities.

### TTS as a Designated Support (DS- Text-to-Speech [Items Only] [TTS])

TTS as a Designated Support is available on all online tests. TTS will read items and answer options on all tests – it **does not** read reading passages on the ELA test. TTS as a Designated Support must be assigned in the DRC INSIGHT Portal.

Assigning TTS as a Designated Support must be made based on the needs of individual students. Although it does not require an IEP or 504 plan, an educator familiar with the student must identify that this is a regularly used support in the classroom for the student and decide individually that the student will benefit from the support. It **cannot** be assigned for entire groups of students.

The DRC INSIGHT Portal lists this Designated Support as "DS- Text-to-Speech (Items Only) (TTS)" and student test tickets and roster will state "TTS."

### TTS as an Accommodation (AC- Text-to-Speech [Items & Passages] [TTSPASSAGE])

TTS as an Accommodation is labeled as TTSPASSAGE and is available only on the online grade 6 and grade 7 ELA assessments. TTSPASSAGE as an Accommodation will read the reading passages, items, and answer options on the test. It **must** be assigned in the DRC INSIGHT Portal. Students using TTS as an Accommodation must have an IEP or 504 plan indicating the need for this Accommodation.

The DRC INSIGHT Portal lists this Accommodation as "AC- Text-to-Speech (Items & Passages) (TTSPASSAGE)"

## M-STEP Training Requirements for District and Building Assessment Coordinators, Technology Coordinators, and Test Administrators

The [M-STEP Test Administration Manual](https://bit.ly/490GFGe) (https://bit.ly/490GFGe) includes detailed information and resources for Assessment Coordinators, Test Administrators, and Technology Coordinators training requirements. It includes checklists and links to relevant resources, starting on page 44.

### District and Building Assessment Coordinator Training Requirements

District and Building Assessment coordinators must know all required policies and procedures for testing and provide M-STEP administration training for Test Administrators before testing. District and Building Assessment Coordinators must:

- read the [M-STEP Test Administration Manual](https://bit.ly/490GFGe) (https://bit.ly/490GFGe)
- read the [Assessment Integrity Guide](https://bit.ly/3SrO7ES) (https://bit.ly/3SrO7ES)
- complete the [Michigan Virtual (MV) Assessment Security modules](https://bit.ly/43aqtQz) (or Refresher Course) (https://bit.ly/43aqtQz)
- sign the [OEAA Security Compliance Form](https://bit.ly/3V1YHUv) (https://bit.ly/3V1YHUv)

District and Building Assessment Coordinators must also know all test administration policies and procedures for testing and should be familiar with the directions provided in the Test Administrator's Directions and Manual documents.

### Technology Coordinator Training Requirements

Technology Coordinators are responsible for setting up the testing environment, including testing devices. These coordinators must also be available during testing for any technology issues that may arise. For training, Technology Coordinators must:

- read the [Technology Coordinator Manual](https://bit.ly/49Xxtm7) (https://bit.ly/49Xxtm7)
- sign the [OEAA Security Compliance Form](https://bit.ly/3V1YHUv) (https://bit.ly/3V1YHUv)
- read Appendix E of the [Assessment Integrity Guide: Keeping Assessment Materials Secure](https://bit.ly/3SrO7ES) (https://bit.ly/3SrO7ES)

### Test Administrators and Proctors Training Requirements

Test Administrators and Proctors must be aware of their required tasks before testing, the materials needed during testing, and required policies and procedures during testing. Test Administrators and Proctors must:

- read the [Test Administrator's Directions and Manual](https://bit.ly/3V4P732) (https://bit.ly/3V4P732) for the grade/content area tests to be administered
- read the Assessment Security Appendix in the [Test Administrator's Directions and Manual](https://bit.ly/3V4P732) (https://bit.ly/3V4P732) document or complete the [Michigan Virtual (MV) Assessment Security modules](https://bit.ly/43aqtQz) (or Refresher Course) (https://bit.ly/43aqtQz)
- sign the [OEAA Security Compliance Form](https://bit.ly/3V1YHUv) (https://bit.ly/3V1YHUv)

Test Administrators must also be provided training that includes, at minimum:

- active monitoring best practices
- how to manage secure materials before, during, and after testing
- building electronic device policy
- assessment security
- M-STEP calculator and scratch paper policies
- building incident reporting procedures

**Note:** With the changes to the functionality of TTS for Directions and the revisions to the text, the Michigan Department of Education recommends that Test Administrators review TTS for Directions using the online tools training (OTTs), so they can be prepared to answer student questions regarding functionality of TTS on the directions screens.

## M-STEP Paper/Pencil Test Administrator's Directions and Manuals Available Now

The Spring 2024 Paper/Pencil 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. 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. Online Test Administrator Directions and Manuals are also available on the M-STEP web page (www.michigan.gov/mstep).

## M-STEP and MI-Access Office Hours

Do you have questions about M-STEP or MI-Access preparation or administration? Such questions might include:

- How do I assign Designated Supports or Accommodations?
- What training is required for Test Administrators?
- How will Text-to-Speech (TTS) for Directions work?
- Where do I find guidance on allowed Supports and Accommodations?
- Who can administer the assessment?
- What test security training is required for Test Administrators and Building Assessment Coordinators?

Michigan Department of Education staff will be available to respond to these or any other preparation and administration questions during our Microsoft Teams Meeting Office Hours events!

- **MI-Access Office Hours**
  - » Tuesday, March 19, 2024, 10:00-11:00 a.m.
  - » [Click here to join the meeting](https://bit.ly/4360VnC) (https://bit.ly/4360VnC)
- **M-STEP Office Hours**
  - » Wednesday, March 20, 2024, 10:00-11:00 a.m.
  - » [Click here to join the meeting](https://bit.ly/3V96iki) (https://bit.ly/3V96iki)

# Reminders

## 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), along with access to the online 2024-25 New FAME Coach application (https://www.surveymonkey.com/r/NewCoachApp2024-25).

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

If you have any questions, contact John Jaquith (jaquithj1@michigan.gov), Michigan Department of Education Office of Educational Assessment and Accountability, or Tara Kintz (kintztar@msu.edu), Senior Research Associate, Michigan Assessment Consortium; Outreach Specialist, Office of K12 Outreach, Michigan State University.

## 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 annual 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). 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 (ed.roeber22@gmail.com) or Ellen Vorenkamp (vorenke83@gmail.com).

## CB College Board Corner

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

## WHAT'S NEW

### Headphone Requirements

Standard testers do not require headphones for the Spring 2024 Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 assessments. Headphones are only required for students testing with an approved read-aloud accommodation.

### Prevent Bluebook Application Corruption on Chromebooks

If staff members turn off student Chromebooks by pressing and holding the power button, without exiting the Bluebook kiosk app, files may become corrupted and prevent the app from launching again. To avoid file corruption, be sure to close Bluebook before powering off a Chromebook, especially on a new device.

If you have already encountered a corrupted file, designated technology staff can perform a ChromeOS power wash, allow 1-2 minutes after launching Bluebook, and exit the application by pressing and holding the power button until they see an option to "Sign Out."

An FAQ is available on the [Bluebook website](https://bluebook.collegeboard.org/help-center/what-if-bluebook-displays-error-about-incorrect-configuration-or-failure-load) (https://bluebook.collegeboard.org/help-center/ what-if-bluebook-displays-error-about-incorrect-configuration-or-failure-load) for official guidance.

### List of Paper/Pencil Test Materials

Please review the following information for a list of materials for paper/pencil testers applicable to the upcoming SAT with Essay, PSAT 10, and PSAT 8/9 administrations.

**Each student taking the SAT with Essay will receive:**

- one copy of the Test Taker Administration Instructions
- one copy of the college and scholarship codes list
- one multiple-choice test book
- one Essay test book
- one answer sheet for students to write their Essay responses

(Educators will not transcribe the Essay responses; they will return the Essay answer sheets back to College Board with the test books).

**Each student taking a PSAT-related assessment will receive:**

- one copy of the Test Taker Administration Instructions
- one multiple-choice test book

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

## CB College Board Corner

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

**Each school will also receive one copy of the following materials for each assessment:**

- shipping notice that denotes which test book is assigned to each student
- testing Room Materials Report form
- tape for sealing the box in which materials are returned
- return kits, which include necessary prepaid return shipping labels (a colored label and a UPS shipping label with tracking number)
- "Transcription Complete" stickers, which should be affixed to the return shipment to confirm transcription has been completed

Between March 8 and April 22, College Board will pull Pre-Identification (Pre-ID) data from the Office of Educational Assessment and Accountability (OEAA) Secure Site on an ongoing basis, 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 testing waiver are Pre-IDed in the OEAA Secure Site, there is nothing further the school needs to do to receive paper/pencil materials. Similarly, once students are approved for a paper-based accommodation in SSD Online, there is nothing further the school needs to do to receive paper/pencil materials.

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

### Translated Test Directions

There are three supports available to English learners (ELs) for the Michigan-provided Spring 2024 SAT with Essay and PSAT-related assessments:

1. Translated test directions (https://satsuite.collegeboard.org/translated-test-directions)

2. **EL extended time request:** While the deadline for English Learner (EL) time and one-half requests has passed, the Services for Students with Disabilities (SSD) Online site remains open for submissions. EL extended time requests are automatically approved, but it is crucial that they be submitted promptly to ensure the extended time support flows into College Board's test applications before the planned test administration date.

3. College Board-approved word-to-word bilingual dictionaries (https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf)

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### Training Opportunities

**School Test Coordinator Webinar**
Don't miss the School Test Coordinator Part 2 webinar scheduled for March 13, 2024. This webinar will provide the same content covered in the March 7 session. Register for the training (https://collegeboard.zoom.us/webinar/register/WN_I-SELGcXTTaNJUC2PFWKMg).

A recording of this session will be accessible on the Michigan MME web page (www.michigan.gov/mme) and the Michigan PSAT web page (www.michigan.gov/psat).

### College Board Office Hours

We're excited to announce that College Board will be hosting weekly office hours each Wednesday from 2-3 p.m. ET to provide valuable support and guidance to educators and administrators. Here are the scheduled topics:

- **March 13:** Services for Students with Disabilities (SSD) Accommodations/Screen Readers
- **March 20:** Paper Testing for Schools with Approved Online Waiver or Students with Paper Accommodations
- **March 27:** Test Day Toolkit
- **April 3, 10, 17:** Test Administration Readiness

Join us for these sessions (https://bit.ly/433qgyN)

**If prompted, use the following credentials to join:**

**Meeting ID:** 268 797 740 793

**Passcode:** WiKaAT

### College Board Test Format

The SAT and PSAT-related assessments use a multistage adaptive design. Each test section (Reading and Writing, Math) is divided into two equal-length, separately timed parts, called modules. Students will answer a set of questions in the first module before moving on to the next. The questions students are given in the second module depend on how they performed on the first module. Click here (https://blog.collegeboard.org/what-digital-sat-adaptive-testing) for more details about the SAT Suite test design.

### The Reading and Writing Section

The SAT digital-suite of assessments now have a consolidated Reading and Writing section. Passages in this section are shorter, offering students more opportunities to demonstrate their abilities and engage with content. Although passages are shorter, they maintain College Board's rigorous academic standards. Each passage is self-contained, accompanied by a single multiple-choice question; this differs from the paper/pencil testing format, where multiple questions were tied to longer passages.

### The Math Section

Calculator use is now permitted throughout the Math section, replacing the separate "no calculator" and "calculator allowed" sections of the paper/pencil SAT Suite Math test. Students can use their own approved handheld calculator or the Desmos Graphing Calculator integrated into Bluebook.

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## CB College Board Corner

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

The following directives apply to student-produced responses (answers that students type into the application):

- If multiple correct answers can be offered, enter only one answer.

- Enter mixed numbers as improper fractions or their decimal equivalents.

- Avoid symbols such as percent signs or commas, and enter only one decimal point with as many accurate characters as possible, up to five. Because the decimal point counts as a character, decimal answers should be truncated or rounded at the fourth digit if they don't fit the provided space. For instance, if the correct answer is 3.55555555…, the correct responses to enter would be "3.555" (truncated) or "3.556" (rounded).

### The Essay Section (for SAT with Essay)

The SAT Essay section is a writing assignment in which students are asked to read and analyze a passage and then produce an essay in response to a single prompt about that passage. This gives students the opportunity to demonstrate their reading, analysis, and writing skills.

During the essay section, students will:

- read a passage between 650 and 750 words in length

- explain how the author builds an argument to persuade an audience

- support their explanation with evidence from the passage

### Practice

Students are encouraged to take a full-length practice test to familiarize themselves with the SAT Suite format and timing. To access Bluebook practice tests, students must launch Bluebook, sign in with their College Board account or sign-in ticket, and click **Full-Length Practice**.

Educators can experience the practice test by launching Bluebook (https://bluebook.app.collegeboard.org/), selecting **"I'm an educator"** on the **Sign In** page, logging in with their College Board Professional account, and clicking **Full-Length Practice**.

**Important note:** 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.

As part of the digital readiness check, students may also complete the **Test Preview** by answering a short set of sample items that allows students to experience how Bluebook will work on test day.

## CB College Board Corner

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

### REMINDERS

#### 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 (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." **Data may not be available in SDMS until Monday March 11.**

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 the affected student not being able to test.

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## 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) 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)

  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*

### Michigan Department of Education (MDE) Security Training

District/Building Assessment Coordinators must read the Assessment Integrity Guide (https://bit.ly/3SrO7ES) and complete the MDE Assessment Security online course through Michigan Virtual (https://bit.ly/43aqtQz). Participants will receive a Certificate of Completion which must be retained on file for three years with signed security compliance forms.

Proctors, Room Monitors, and Hall Monitors must either read **Appendix G – Assessment Integrity and Security for Proctors/Hall and Room Monitors – College Board Assessments** in the Assessment Integrity Guide (https://bit.ly/3SrO7ES) or complete the MDE Assessment Security online training course through Michigan Virtual. The Assessment Coordinator will determine which option is best for their testing staff.

All staff involved with testing must sign the OEAA Security Compliance Form (https://bit.ly/3V1YHUv). Signed Security Compliance Forms must be kept at the building or the district for three years. Refer to pages 12-14 and **Appendix G** of the Assessment Integrity Guide (https://bit.ly/3SrO7ES)  for additional information about MDE's required test security training for other staff.

## CB College Board Corner

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

### Michigan Guides and 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 MME web page (www.michigan.gov/mme) and the PSAT web page (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 |
|---|---|
| **SAT Suite Test Coordinator Manual Sp24** (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Test-Coordinator-Manual-Sp24.pdf) | 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. |
| **SAT Suite Proctor Manual Sp24** (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf) | 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. |
| **Accommodations Guide** (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Accommodations-Guide-Sp24.pdf) | Used by the SSD coordinator to help support the test coordinator in the administration of the digital SAT and PSAT-related assessments with accommodations and English learner supports. |
| **Technical Troubleshooting Guide** (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Technical-Troubleshooting-Guide-Sp24.pdf) | Used by technology monitors to help troubleshoot technology issues in the help room. |

### 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

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

# ACT® WorkKeys®

## What's New

### Test Site Selection

The ACT WorkKeys Test Coordinator must select the test site within the school building and reserve the appropriate testing room(s), using the guidelines detailed in the ACT Test Coordinator Information Manual (https://bit.ly/3tXYV3I). This manual is posted on the ACT state testing website (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 (www.michigan.gov/oeaa-secure) through **May 1, 2024**. Instructions for the **Off-site Test Request function** can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

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

# ACT® WorkKeys®

## 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. Pre-identified students' labels will be included in the testing materials shipped to the school. 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.

- **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) included with the test materials. It is also posted on the ACT state testing website (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.

*(Continued on next page)*

# ACT® WorkKeys®

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.

- 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) on the **WorkKeys on Paper** page in the **Administration** stage:

  » ACT WorkKeys Administration Manual – Standard Time Paper (https://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 (https://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).

# ACT® WorkKeys®

## 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) 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 (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 (www.michigan.gov/securesitetraining).

If a new student arrives in your school, pre-ID their student data in the OEAA Secure Site (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®

## Reminders

### 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).

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) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages. Refer to the Spotlight Newsletter - February 29, 2024 issue (https://bit.ly/4bZWEGu) for more information.

District and Building Assessment Coordinators are also required to be trained in assessment security by completing the Assessment Security Training online course through Michigan Virtual (https://michiganvirtual.org/course/mde-assessment-security/) and by reading the Assessment Integrity Guide (AIG) (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). 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).

Refer to pages 12-14 and Appendix F of MDE's Assessment Integrity Guide for additional information about MDE's Required Test Security training.

## Upcoming Events and Deadlines

For all upcoming events and deadlines, refer to the following documents:

- ACT WorkKeys Schedule of Events (https://bit.ly/49wbZ02 ) posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.
- ACT WorkKeys List of Important Dates (https://bit.ly/48UC74H) posted on the MME web page (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

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

# Important Dates

## March 2024

### M-STEP

**Alternate INSIGHT Request Form Available**

**Now through March 15, 2024**

- Alternate INSIGHT Availability Request Form (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)

### 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**

- Requests should be submitted through the OEAA Secure Site (www.michigan.gov/oeaa-secure)

## April 2024

### M-STEP

**Online Test Administration Window**

**April 8 — May 17, 2024**

**Paper/Pencil Test Administration Window**

**April 8 — May 3, 2024**

### MI-Access

**Alternate Assessments Test Administration Window**

**April 8 — May 24, 2024**

### SAT with Essay

**Test Administration Window**

**April 8 — April 26, 2024**

### PSAT 8/9 (Grade 8)

**Test Administration Window**

**April 8 — April 26, 2024**

### PSAT 8/9 (Grade9)

**Test Administration Window**

**April 8 — April 26, 2024**

### PSAT 10 (Grade 10)

**Test Administration Window**

**April 8 — April 26, 2024**

# Important Dates

## April 2024 (continued)

### ACT WorkKeys

Test Window 1

**April 11, 2024**

### ACT WorkKeys

Test Accommodations Test Window 1

**April 11 — April 24, 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**

### ACT WorkKeys

Test Window 2 (Makeup Test Day)

**April 25, 2024**

### ACT WorkKeys

Test Accommodations Test Window 2

**April 25 — May 1, 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

### College Board School Test Coordinator Webinar, Part 2

**Wednesday, March 13, 2024, 1:00 - 2:30 p.m.**

- Registration link (https://bit.ly/47Xxgym)

- This is **a repeat of the March 7 webinar** listed above. A second webinar is scheduled to accommodate all registrants.

### MI-Access Office Hours

**Tuesday, March 19, 2024, 10:00-11:00 a.m.**

- Michigan Department of Education staff will be available to respond to M-STEP and MI-Access preparation and administration questions during this Microsoft Teams Meeting Office Hours event

- Click here to join the meeting (https://bit.ly/4360VnC)

### M-STEP Office Hours

**Wednesday, March 20, 2024, 10:00-11:00 a.m.**

- Michigan Department of Education staff will be available to respond to M-STEP and MI-Access preparation and administration questions during this Microsoft Teams Meeting Office Hours event

- Click here to join the meeting (https://bit.ly/3V96iki)

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

# 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<br>1. Eligibility, MDE policies, and OEAA Secure Site Support<br>2. SAT, PSAT 8/9, and PSAT 10 – College Board<br>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)