

Spotlight

on Student Assessment and Accountability

What's New

Week of March 9, 2023

- **State Superintendent's Letter Regarding Spring Assessments is Available Now**
- **M-STEP Test Administrator's Directions and Manuals Available Now**
- **DRC INSIGHT Portal Available**
- **Using the DRC Test Monitoring Application**
- **Text-to-Speech Guidance for M-STEP**
- **WIDA ACCESS Additional Material Order Window Closing**
- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs – End of Testing Reminders**

Reminders

- **Educators Needed For MI-Access Standard Setting Validation in Science (June 2023)**
- **FAME Project Accepting New Coach Applications for 2023-2024**



includes information Tech
Coordinators need to know

• **State Superintendent's Letter Regarding Spring Assessments Available Now**

• State Superintendent Dr. Michael F. Rice has released a letter to Michigan families discussing the Spring 2023 assessments. The letter outlines the purpose of testing, lists the grade-level assessments, and explains how the Michigan Department of Education (MDE) will use data from the assessments to help target support and resources for students and schools. The letter is available for download and distribution on the [MDE Office of Assessment and Accountability homepage](http://www.michigan.gov/oeaa) (www.michigan.gov/oeaa).

• **M-STEP Test Administrator's Directions and Manuals Available Now**

• The **Spring 2023 M-STEP Online and Paper/Pencil Test Administrator's Directions and Manuals** are available on the [M-STEP web page](http://www.michigan.gov/mstep) (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.

• The M-STEP Test Administrator's Directions and Manual is available by test mode (online or paper/pencil) and by grade. 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 20 pre-identified students by test mode and grade.

DRC INSIGHT Portal Available

The [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) availability for online administrative tasks began Friday, March 3, 2022. For detailed information about student management, test management, and test monitoring, review the [DRC INSIGHT Portal User Guide](https://mi.drctdirect.com/Documents/Unsecure/Doc.aspx?id=12bcd8e1-0ac3-49fb-a000-0d178e952269) (<https://mi.drctdirect.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

Visual demonstrations on 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/1iYOuWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view)
(https://drive.google.com/file/d/1iYOuWdUNUMAHwFpaFx1a8h0cxJdQ_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)
- [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/1iEChhyHTrqveHwQyaFLmLET1f5rm5ZzS/view)
(<https://drive.google.com/file/d/1iEChhyHTrqveHwQyaFLmLET1f5rm5ZzS/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/1mslFU4FzMH0KMdVH45XwTv00i-L2HR_/view)
(https://drive.google.com/file/d/1mslFU4FzMH0KMdVH45XwTv00i-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>)

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

Use this link for directions on how to [Request DRC INSIGHT Portal Access](https://www.michigan.gov/documents/mde/Request_Access_Directions_698565_7.pdf) (https://www.michigan.gov/documents/mde/Request_Access_Directions_698565_7.pdf).

This chart shows who 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	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	District Online Test Admin – AMS & INSIGHT Portal Public School Online Test Admin – AMS & INSIGHT Portal Nonpublic School Online Test Admin – AMS & INSIGHT Portal
Test Administrators	Optional – required if using the Test Monitoring Application	Public School Online Test Administrator Nonpublic School Online Test Administrator

Using the DRC Test Monitoring Application

The Test Monitoring Application (TMA) in the DRC INSIGHT Portal is a tool for online testing. It lets users monitor student testing activity during the test session.

Detailed information about the TMA and step-by-step instructions for using it (with images) are provided in **Appendix H** of the [M-STEP Test Administration Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf).

Why Use the Test Monitoring Application

The TMA shows student testing status and progress throughout the test session. Using this information, testing administrators can:

- verify that students are actively testing or identify students who are inactive during the test session
- confirm students who have paused their test
- identify any students who exit the test engine (for fixed form tests) or whose test has been exited after timing out on the Pause screen (this occurs automatically after the session has paused for 20 minutes)
- identify which students have completed their test and when they do so
- for fixed form tests, view student progress through the test by monitoring the question number the student is working on; this can help Test Administrators:
 - » identify students who may be moving too quickly through the test
 - » identify where students are within the test, to determine whether most students are near the end of testing or whether students will need more time

Test Monitoring Dashboard

Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress	Registration Start
Student	Sample A		Math	Active	Grade 5 Math Question 10/36	9/36	March 04 3:24 PM
Student	Sample B		ELA	Active	Grade 6 Listening Question 9/9	9/9	March 04 3:25 PM
Student	Sample C		ELA	Active	Grade 6 Writing Skills Question 19/20	19/20	March 8 3:26 PM
Student	Sample D		Math	Active	Grade 5 Math Question 1/36	0/36	March 8 3:34 PM
Student	Sample E		Math	Active	Grade 5 Math Question 5/36	5/36	March 8 3:27 PM

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

As shown, the Test Monitoring Dashboard first displays the testing students' names and the assessment they are taking.

Other columns displayed in the dashboard are:

Status

Testing status displays when students are:

- **Active:** student is actively testing
- **Waiting:** student is in the Waiting Room waiting to begin the test
- **Inactive:** student has not navigated in the test for five minutes or more
- **Paused:** student test is paused
- **Exited:** student has exited the testing engine, either by selecting "Exit" or if the test has timed out after more than 20 minutes paused
- **Completed:** student has submitted the test

Navigation and Progress

On fixed form tests (all science and social studies tests, and some accommodated forms of English language arts and mathematics tests), the display shows the question the student is working on out of the total number of questions (for example, if the student is on Question 14 of 32 questions, the display will show "14/32").

For all computer adaptive testing (CAT) tests (most English language arts and mathematics tests) the Navigation/Progress lanes display "N/A" (not applicable).

Registration Start

Displays the date and time the student logged in to the TMA.

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

How to set up the TMA in the DRC INSIGHT Portal

The TMA is set up in the Manage Test Sessions tab of Test Management in the DRC INSIGHT Portal.

How to set up the TMA

Edit Test Session

Testing Window: 01/03/2023 - 05/19/2023

Eligible Grades: 03

When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session.

[Instructions](#)

* Indicates required fields

Session Name: *

Content Area: *

Eligible Grade: *

Assessment: *

Mode: *

Begin Date: *

End Date: *

Test Monitoring: *

Restricted Access: *

Search for Available Students

Student Last Name:

Student First Name:

State Student ID (UIC):

Grade:

Demographic:

Universal Tools - Designated Supports - Accommodations:

Available Students:

Students in Session:

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

Test Monitoring Field

There are three options in the Test Monitoring drop-down menu:

- **None:** the default option – if the user selects “none” (or does not change the default setting) then the TMA will not be available for the test session
- **Optional:** allows the TMA to be used in the test session if the test administrator provides the monitoring code – if the test the monitoring code is not provided, students are still able to test without registering to the test session
- **Required:** prevents students from logging into test until they have successfully entered the test monitoring code – Test Administrators must provide the monitoring code in order for students to access their test

Restricted Access Field

Restricted access can only be changed if “Required” is selected in the Test Monitoring field. There are two options in the Restricted Access drop-down menu:

- **True:** moves students into a Waiting Room after the test monitoring code is entered. Test Administrators must admit students to the test session before students are able to access the test
- **False:** does not include the Waiting Room – once the student successfully enters the test monitoring code, they can begin testing

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

Test Monitoring Dashboard

The test monitoring dashboard is what test administrators see during the test session. Test Administrators must log into the DRC INSIGHT Portal, then navigate to Test Monitoring in the My Applications drop-down menu.

Test Monitoring Dashboard



The monitoring code is displayed in the upper-left corner of the Test Monitoring Dashboard, shown in Figure 3 with an arrow. The monitoring code is displayed in the upper-left corner of the Test Monitoring Dashboard, shown in Figure 3 with an arrow.

More detailed information, including images of student screens, is available in **Appendix H** of the [M-STEP Test Administration Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf).

Text-to-Speech Guidance for M-STEP

Educators who are unsure of the options available to students who may need to use text-to-speech, or who may need help identifying which students should use text-to-speech, can review these helpful resources:

- Text-to-Speech and Read-Aloud Decision Guidance for M-STEP, **page 36** 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)
- [Supports and Accommodations TTS and Read Aloud Video](https://youtu.be/dyTYb1PrkEU) (<https://youtu.be/dyTYb1PrkEU>)

WIDA ACCESS Additional Material Order Window Closing

The WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Additional Material Order window in the WIDA Assessment Management System (AMS) is scheduled to close on **Friday, March 17, 2023**. No materials can be ordered after that time.

WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs – End of Testing Reminders

The Michigan testing window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs closes at the end of the day on **Friday, March 24, 2023**. The deadline for UPS pickup of all secure test materials for return to DRC (the testing vendor) is **Monday, April 3, 2023**.

Reminder: If your school does not have daily UPS pickup, you must call UPS the day before you need the pickup to schedule it. Materials returned to DRC after the deadline for UPS pickup will not be scored. The Office of Educational Assessment and Accountability (OEAA) recommends shipping back materials as soon as possible after the testing is completed.

Coordinators are advised to review the following materials:

- **Michigan-specific directions for bubbling-in requirements** – found on page 159 of the [Michigan-Specific Test Administration Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Michigan_Specific_TAM.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Michigan_Specific_TAM.pdf)
- **Labeling and material return instructions** – found in the Michigan-Specific Test Administration Manual, which is available on the WIDA web page
- **Material Inventory and Accountability Form** in [WIDA AMS](http://www.wida-ams.us) (www.wida-ams.us) – to confirm an accounting of all secure materials
- **WIDA List of Important Dates** – for details on additional post-testing activities that must be completed in the OEAA Secure Site, found on the [Assessment Calendars web page](http://www.michigan.gov/mde-assessmentcalendar) (www.michigan.gov/mde-assessmentcalendar)

Reminders

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>) by **Monday, May 1, 2023**.

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.

Reminders

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 or by phone at 517-712-8442.



College Board Corner

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

WHAT'S NEW

Pre-Recorded Audio (MP3 via Streaming) Action Required

Students approved for the pre-recorded audio accommodation during testing will receive their audio through an online streaming application. To ensure a successful test day experience, administrators are encouraged to install and test the application ahead of test day on all computers intended for test administration using this accommodation. Early readiness is essential to avoid potential issues on test day.

To install the application and run a sample test form:

1. Go to the [College Board MP3 Streaming Application page](https://ssdonline.collegeboard.org/) in SSD Online (https://ssdonline.collegeboard.org/)
2. Select the link for MP3 Streaming
3. Follow the instructions.

Access to SSD Online is necessary for access to the MP3 application. For proctors who will administer the test but do not have access to SSD Online, test coordinators will receive a separate access code and instructions during the week of April 3, which will allow proctors to access the MP3 application.

If the application was installed and used for Fall 2022 testing, it does not have to be re-installed for this spring's testing.

Postadministration Activities Webinar

Test coordinators – [Register](https://collegeboard.zoom.us/webinar/register/WN_vpmOq2JfQUeAkWrt_t39yQ) for the Postadministration Activities Webinar (https://collegeboard.zoom.us/webinar/register/WN_vpmOq2JfQUeAkWrt_t39yQ), scheduled for **Wednesday, March 29, 2023, from 9:00 – 9:30 a.m.**

College Board will provide important reminders for school staff as they prepare for postadministration activities for SAT with Essay, PSAT 10, and PSAT 8/9 in Spring 2023. The session will cover packing and returning materials, ordering makeup materials, and score release.

This webinar will be recorded and posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) soon after the webinar is completed.

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

REMINDERS

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.

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 received an email with a link to access the required training, which can now be accessed [online](http://professionaltraining.collegeboard.org) (<http://professionaltraining.collegeboard.org>).

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

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

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

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

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



Reminders

Test Materials Deliveries

The ACT WorkKeys Test Coordinator will receive the test materials for the April 13, 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^{next}. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

Refer to the [Spotlight Newsletter - February 9, 2023 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-02-09-2023.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-02-09-2023.pdf) for additional information about receiving and checking in these materials, and ordering additional test materials.

Prepare for Testing

The ACT WorkKeys Test Coordinator must select and train test day staff. 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 staffing requirements and training.

School staff must prepare each student's answer document. Refer to the [Spotlight Newsletter - March 2, 2023 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-02-2023.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-02-2023.pdf) for additional information about preparing student answer documents.

Also refer to the [Spotlight Newsletter - March 2, 2023 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-02-2023.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-02-2023.pdf) for additional information about preparing student answer documents. Each student must complete the demographic and address information on their own answer document.

ACT WorkKeys Training Webinars

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

The same webinar was repeated on March 7, 2023. You may [view that seminar session here](https://event.on24.com/wcc/r/3964219/4905D9EB09C3EA085E1FC98CEE7F70BC) (https://event.on24.com/wcc/r/3964219/4905D9EB09C3EA085E1FC98CEE7F70BC)

Both recorded sessions with their accompanying slide decks are posted to the [ACT state testing website](https://act.org/stateanddistrict/michigan) (act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.

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



Ordering Additional Test Materials

If after checking in your test materials you find the number of students scheduled to test April 13-26, 2023, exceeds the number of test materials received, order additional ACT WorkKeys materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), from **March 21 through April 6, 2023**, at 5:00 p.m. 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 ordering additional test materials.

Contacting ACT

If you have questions, you may:

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

Now Open

- 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>)

Additional Material Orders

[WIDA ACCESS for ELLs & WIDA Alternate ACCESS for ELLs]

Now through March 17, 2023

Additional Material Order Window

[SAT with Essay, PSAT 10, PSAT 8/9 and WorkKeys]

March 21 – April 6, 2023

- Place Additional Material Orders in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

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

College Board Postadministration Activities Webinar

March 29, 2023, 9:00 – 9:30 a.m.

- [Register here for the Post-administration Activities Webinar](https://collegeboard.zoom.us/webinar/register/WN_vpmOq2JfQUeAkWrt_t39yQ)
(https://collegeboard.zoom.us/webinar/register/WN_vpmOq2JfQUeAkWrt_t39yQ)

April 2023

Shipping Deadline

[WIDA ACCESS for ELLs & WIDA Alternate ACCESS for ELLs]

April 3, 2023

Field Test Window

[WIDA Alternate ACCESS for ELLs]

Now through April 7, 2023

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

Contacts

Assessment and Accountability Call Center

For assistance with assessment or accountability issues:

Call **877-560-8378** (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and WorkKeys assessments <ol style="list-style-type: none"> 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

WIDA Client Services

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

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