

Spotlight

on Student Assessment and Accountability

What's New

March 14, 2024

- **Michigan Student Data System (MSDS) Updates for Assessment and Accountability Reporting**

- **M-STEP Text-to-Speech Guidance**

- **Chromebooks and the Kiosk Floating Accessibility Menu**



includes information Tech Coordinators need to know

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- **Michigan Student Data System (MSDS) Updates for Assessment and Accountability Reporting**

Student information on the Office of Educational Assessment and Accountability (OEAA) Secure Site is updated daily from student record maintenance (SRM) files submitted in the Michigan Student Data System (MSDS). These updates include:

- student name
- student date of birth
- economically disadvantaged students
- English learner students
- students in foster care
- homeless students
- migrant students
- military-connected students
- special education students

The OEAA will update student information from the Spring MSDS General Collection (February count day data) in mid-April as it becomes available, after the Center for Educational Performance and Information (CEPI) runs its closeout process.

Final updates in the MSDS for assessment and accountability reporting – including student enrollment (new enrollment and student exits) and the student demographics listed above – by the following dates:

- **English learner students in grades K-12 taking the WIDA ACCESS and Alternate ACCESS** – updated in MSDS by 5:00 p.m., May 29, 2024, with an “as of” date on or before March 22, 2024
- **Students in grades 3-12 taking the SAT, M-STEP, PSAT, WorkKeys, and MI-Access** – updated in MSDS by 5:00 p.m., June 11, 2024, with an “as of date” on or before May 24, 2024

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School/district assessment coordinators will need to work with their authorized district MSDS user to ensure any student enrollment, exits, or demographics are included in the Spring MSDS General collection, or to ensure this information is submitted in a student record maintenance (SRM) file by the posted deadlines with the correct “as of” dates. The OEAA will not use the end-of-year collection for student enrollment and demographic information, as the information collected at that time will be received too late.

If you do not know who your authorized district MSDS user is, look up their name and contact information in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), on the **District and School Contact** page, under the **Assessment Registration** menu.

M-STEP Text-to-Speech Guidance

Educators who are unsure of the options available to students who may need to use text-to-speech as a Designated Support or as an Accommodation, 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://bit.ly/49pTwls) (<https://bit.ly/49pTwls>)
- [Supports and Accommodations TTS and Read Aloud Video](https://youtu.be/dyTYb1PrkEU) (<https://youtu.be/dyTYb1PrkEU>)

Chromebooks and the Kiosk Floating Accessibility Menu

*****Please share this article with your technology and test administration teams.*****

The Michigan Department of Education (MDE) recently became aware of a conflict in how the College Board's Bluebook and the Data Recognition Corporation's (DRC) INSIGHT address accessibility features, such as Text-To-Speech (TTS). This conflict could impact students using Chromebooks for their online testing.

Bluebook is designed to work with the built-in accessibility features of the testing device, while INSIGHT has its accessibility features embedded in the testing engine itself. The conflict can arise when the Kiosk Floating Accessibility Menu is enabled for Bluebook, since this is done at the organizational level, and not at the device level.

When students use the same Chromebook for their College Board testing and for Michigan's online testing delivered through INSIGHT (such as M-STEP and MI-Access), the Kiosk Floating Accessibility Menu will be also be available for students testing through INSIGHT.

MDE has worked with several districts, a Regional Educational Service Agency, College Board, and with DRC to provide suggestions and guidance on how to mitigate the impact on students and testing. [The Managing the Floating Accessibility Menu Guidance document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Managing-the-Floating-Accessibility-Menu-Guidance.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Managing-the-Floating-Accessibility-Menu-Guidance.pdf>) is now available and posted on the following Office of Educational Assessment and Accountability web pages:

- www.michigan.gov/mi-access
- www.michigan.gov/mme
- www.michigan.gov/mstep
- www.michigan.gov/psat

Training Requirements: MI-Access District and Building Assessment Coordinators, Technology Coordinators, and Test Administrators

The Office of Educational Assessment and Accountability (OEAA) provides access to training materials and helpful resources for preparing you and your entire staff for the upcoming assessments. MI-Access is Michigan's Alternate Assessment program with a wide range of training materials specifically designed for test/technical coordinators and administrators.

MI-Access District and Building Assessment Coordinator (DC/BC) Training Requirements

DC/BCs must know all required policies and procedures for testing and provide MI-Access administration training for state assessments before testing begins. The DC/BCs must:

- **read** the [MI-Access Functional Independence Manual \(FI\)](https://bit.ly/42Aar2l) (https://bit.ly/42Aar2l) if administering the Functional Independence assessment
- **read** the [MI-Access Supported Independence and Participation Manual \(SI/P\)](https://bit.ly/4cc8PA1f) (https://bit.ly/4cc8PA1f) if administering either the Supported Independence and/or Participation assessments
- **complete** the [Michigan Virtual \(MV\) Assessment Security modules](https://bit.ly/43aqtQz) (or Refresher Course) (https://bit.ly/43aqtQz)
- **read** the [Assessment Integrity Guide](https://bit.ly/3SrO7ES) (https://bit.ly/3SrO7ES)
- **sign** the [OEAA Security Compliance Form](https://bit.ly/3V1YHUv) (https://bit.ly/3V1YHUv)

Technology Coordinator (TC) Training Requirements

TCs are responsible for setting up the testing environment for the MI-Access FI (not SI/P) administration, including student testing devices. Coordinators must also be available during testing for any technology issues that may arise. For training, TCs must:

- read the [Technology Coordinator Manual](https://bit.ly/49Xtm7) (https://bit.ly/49Xtm7)
- read Appendix E of the [Assessment Integrity Guide: Keeping Assessment Materials Secure](https://bit.ly/3SrO7ES) (https://bit.ly/3SrO7ES)
- sign the [OEAA Security Compliance Form](https://bit.ly/3V1YHUv) (https://bit.ly/3V1YHUv)

Test Administrators Training Requirements

The FI assessment is designed to be administered one-on-one with an individual student or with a small group (five students or fewer). The SI/P assessments require two administrators (Primary Assessment Administrator [PAA] and Shadow Assessment Administrator [SAA]) who must be trained for the required tasks before test preparation.

Note: It is the role of the Assessment Coordinator to determine which mode to training is most appropriate for the Assessment Administrators. Along with the acting in accordance with the required policies and procedures during testing, administrators must:

- for FI, review the administrator section of the [MI-Access Functional Independence Manual](https://bit.ly/42Aar2l) (https://bit.ly/42Aar2l), which provides procedures and guidance for your role in administering the Functional Independence assessments

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- for SI/P, Primary Administrators (PAA) and shadow administrators (SAA) will review the administrator section of the [MI-Access Supported Independence and Participation Manual](https://bit.ly/4cc8PA1f) (<https://bit.ly/4cc8PA1f>) which provides procedures and guidance for your specific role in administering the Supported Independence and Participation assessments
- review the video-based online tutorial on how to use the SI/P scoring rubrics at the [Michigan Virtual Learning Platform](https://plp.michiganvirtual.org/) (<https://plp.michiganvirtual.org/>); enter “MI-Access” in the search box and select “MI-Access Training: Participation and Scoring Administration”
- read Assessment Security:
 - » Appendix C of the [MI-Access Functional Independence Manual \(FI\)](https://bit.ly/42Aar2l) (<https://bit.ly/42Aar2l>) or
 - » Appendix E of the [MI-Access Supported Independence and Participation Manual \(SI/P\)](https://bit.ly/4cc8PA1f) (<https://bit.ly/4cc8PA1f>)
 - » and/or complete the [MDE Assessment Security online course through Michigan Virtual](https://bit.ly/43aqtQz) (<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 Use Policy
- assessment security
- building incident reporting procedures



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 **March 15, 2024**. No materials can be ordered after that time.

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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 22, 2024**.

The deadline for UPS pickup of all secure test materials for return to DRC (the testing vendor) is **Monday, April 1, 2024**.

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 152 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), which is available on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida)
- **Labeling and material return instructions** – found in the Michigan-Specific Test Administration Manual, which is available on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida)
- **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)

Development Opportunity: Michigan Performance Assessment Cadre (MiPAC) – Cohort V

Join the Office of Educational Assessment and Accountability as we work with the Michigan Assessment Consortium (MAC) to develop performance assessments aligned to Michigan's model competencies. Cohort V of the Michigan Performance Assessment Cadre (MiPAC) will launch in August 2024 to address model competencies in mathematics (grades 3-5 and 6-8) and English language arts (ELA-grades 3-5, 6-8, and 9-12).



Preferred candidates for MiPAC have:

- experience teaching in mathematics in grades 3-8 or in ELA in grades 3-5, 6-8, and/or 9-12 (the ELA grade 9-12 team is new Cohort, so we're especially seeking interested high school ELA teachers for that team.);
- experience teaching to Michigan's mathematics and ELA academic content standards;
- an interest in learning to develop technically-sound, instructionally useful performance assessments; and
- have interest in participating in the development of performance assessments.

Participating in this project will provide you opportunities to:

- learn about the Michigan Model Competencies for mathematics and ELA,
- learn to develop performance assessments and rubrics,

- learn more about competency-based education and assessment,
- collaborate with colleagues from across the state,
- practice calibrating the scoring of performance assessments,
- participate in a research agenda focused on measuring student competencies through performance assessments, and
- earn up to 50 SCECH credits. (Stipends will also be available based completed activities and products.)

Schedule

Participants are expected to attend and contribute approximately 50 hours of job-embedded facilitated professional learning and assessment development over the 2024-25 academic year:

- August 1-2, 2024 – in-person meeting
- October 25-26, 2024 – in-person meeting
- December 10, 2024 – after-school Zoom meeting
- March 4, 2025 – after-school Zoom meeting
- May 1, 2025 – in-person meeting

Participants will work in grade-level teams with colleagues. Team leads may host one or two virtual meetings throughout the year to keep the item development momentum going and production flowing.

Interested participants can email a resume to mde-oeaa@michigan.gov, using the subject line "Performance Assessment Cadre V," by **May 30, 2024**. Then watch for an emailed intake survey from the MAC that will formalize your participation in MiPAC Cohort V.

Reminders

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)

FAME Project Accepting New Coach Applications for 2024-2025

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



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

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

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

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



College Board Corner

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

WHAT'S NEW

Chromebooks and Kiosk Accessibility During Spring Testing

For guidance on testing with Chromebooks and accommodations that require the floating accessibility menu, click here to read the Spotlight article titled [“Chromebooks and the Kiosk Floating Accessibility Menu”](#) (see Spotlight page 2)

Digital Readiness Check Resources

College Board requires students to complete the digital readiness check prior to testing. The digital readiness check ensures device compatibility, correct installation of Bluebook, and completion of exam set-up prior to test day, which allows students to review test taker rules, provide optional information, sign up for BigFuture School and Connections, and add four free score sends.

Students will also be able to complete a test preview or practice test in Bluebook to explore universal tools and engage with sample questions. The digital readiness check takes approximately 30 minutes (not counting the test preview or full-length practice test). The Digital Readiness Check PowerPoints for PSAT 8/9, PSAT 10, and SAT with Essay, which walk test staff through the [digital readiness check can be found here](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides) (https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides).

If preferred, these resources can be modified to fit each school test coordinator's preferences. The PPTs can be used as a script or to familiarize test staff with the digital readiness check prior to students completing it.

MDE Consent Policy for Optional Student Information

As a friendly reminder, the process for students accessing the BigFuture School app, participating in the Connections program, and providing optional student information during the SAT Suite of Assessments has transitioned to an “opt-out” policy.

This means that parents/guardians will no longer need to provide consent for their students to use these resources; instead, parents will have the option to opt their students out from these activities.

It is recommended that students whose parents have opted them out complete their digital readiness check separately from all other students.

College Board Webinar Recordings

All [College Board webinars are recorded and shared here](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training) (https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training). Most recently, the School Test Coordinator Webinar, Part 2, sessions were held on March 7 and March 13. The PowerPoint presentation for these sessions will be emailed to all registrants by the end of today (3/14), followed by the webinar recording and Q&A Report on March 22. Subsequently, [these materials will be posted here](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training) (https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training).



College Board Corner

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

Interactive Coordinator Checklist – District Dashboard

In January, College Board distributed the Interactive Coordinator Checklist to school test coordinators (STCs), SSD Coordinators, and technology coordinators to facilitate the completion of important readiness tasks for the Spring 2024 SAT with Essay, PSAT 10, and PSAT 8/9 test administrations.

On Friday, March 15, DTCs will receive a personalized access email from notifications@domo.com, granting them access to the Interactive Coordinator Checklist District Dashboard.

Upon receipt, DTCs can click the orange **"GET STARTED"** button to create a password linking them to their personalized dashboard. Please refrain from forwarding or sharing the email, as it is unique to each DTC.

The District Dashboard offers DTCs a high-level overview of school coordinator progress and enables drilling down into tasks for STCs, SSD Coordinators, and technology coordinators who may require assistance.

Note: Incomplete status for a task in the District Dashboard doesn't necessarily indicate non-engagement but rather a lack of task status updates in the checklist.

For a walk-through of the District Dashboard, [click here](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-Interactive-Checklist-District-Dashboard-SP24.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-Interactive-Checklist-District-Dashboard-SP24.pdf).

College Board Boots on the Ground Staff

College Board has four "boots on the ground" staff who are actively supporting Michigan districts and schools as they prepare for the Michigan-provided Spring 2024 SAT with Essay and PSAT-related assessments.

Over the next several weeks, the Boots on the Ground team will be hosting office hours each **Wednesday from 2-3 p.m. ET** to provide valuable support and guidance to educators and administrators.

Each boots on the ground team member, their assigned regions, and [link to the upcoming office hours can be found here](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-MI-Boots-on-the-Ground-Support-Staff-Flyer.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-MI-Boots-on-the-Ground-Support-Staff-Flyer.pdf).



College Board Corner

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

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, and their data is subsequently managed through [College Board's State Data Management System \(SDMS\)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-State-Data-Management-System-SDMS-Overview.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-State-Data-Management-System-SDMS-Overview.pdf>).

On March 8, primary school test coordinators, SSD coordinators, and district test coordinators received an email from collegeboard@e.collegeboard.org with the subject "Access SDMS to Review Student Data". The link provided in the email grants primary school test coordinators, SSD coordinators, and district test coordinators access to College Board's State Data Management System.

SDMS 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, primary 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). District test coordinators will have "view only" access in SDMS, which permits them to view student rosters.

Note: All enrollment changes must be processed through the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) 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-ID'ed in the OEAA Secure Site, 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.



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](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT web page](http://www.michigan.gov/psat) (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.



College Board Corner

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

REMINDERS

College Board's Required Online Training

- College Board's required online training became available on Monday, February 26. Here's what you need to know.
- Notification:** On February 26, school test coordinators received an email notifying them of the training's availability. They can forward the email to testing staff or direct staff to log into their [College Board Professional accounts](https://professionaltraining.collegeboard.org/select_assessment) (https://professionaltraining.collegeboard.org/select_assessment) for access.

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

- Required Test Staff Roles:** Each school test coordinator, technology monitor, and proctor is required to complete their designated online training module. While the online training for these test staff must be completed individually, complementary locally-developed training may be provided in a group setting.

- Hall and Room Monitors:** Hall and room monitors have options:
 - They can complete College Board's online module for training.
 - They can be trained by their test coordinator using this [College Board-provided PPT](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-SAT-Suite-Hall-and-Room-Monitor-Training-2024.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-SAT-Suite-Hall-and-Room-Monitor-Training-2024.pdf>).
 - 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.



College Board Corner

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

MDE Security Training

District/Building Assessment Coordinators must read the [Assessment Integrity Guide](https://bit.ly/3SrO7ES) (https://bit.ly/3SrO7ES) and complete the MDE Assessment Security online course through Michigan Virtual. Participants will receive a Certificate of Completion which must be retained on file for 3 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) (https://bit.ly/3SrO7ES) or complete the [MDE Assessment Security online training course through Michigan Virtual](https://bit.ly/43aqtQz) (https://bit.ly/43aqtQz). 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) (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) (https://bit.ly/3SrO7ES) for additional information about MDE's required test security training for other staff.

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

(Continued on next page)



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

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:** [accessible here](https://satsuite.collegeboard.org/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:** [list available here](https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf) (<https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf>)

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

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



What's New

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) (<https://bit.ly/3tXYV3I>). 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) through **May 1, 2024**. Instructions for the **Off-site Test Request function** can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (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.



Reminders

ACT WorkKeys Test Materials Shipments

Secure and non-secure standard time and accommodations materials be shipped for delivery in either **the week of March 18, 2024**, or **the week of March 25, 2024**, as selected by the school on the Manage Participation screen in PearsonAccess^{next}. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

Refer to the [Spotlight newsletter - February 15, 2024 issue](https://bit.ly/3wxnKol) (https://bit.ly/3wxnKol) for additional information about tracking information and test materials check-in resources.

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).

Ordering Additional ACT WorkKeys Test Materials

If after checking in your test materials the number of students scheduled to test April 11-24, 2024, exceeds the number of test materials received, order additional ACT WorkKeys materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), from **March 21 through April 5, 2024, at 5:00 p.m. ET**. Do not submit additional materials orders in PearsonAccess^{next}.

Instructions for the Additional Material Order function can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Additional materials orders will be delivered April 1-10, 2024



Prepare for Testing

The ACT WorkKeys Test Coordinator must select and train test day staff. Refer to the [Spotlight newsletter - February 29 issue](https://bit.ly/4bZWEGu) (https://bit.ly/4bZWEGu) for additional information about staffing requirements and training.

School staff must prepare each student's answer document. Refer to the [Spotlight newsletter - March 7 issue](https://bit.ly/3VhzmWw) (https://bit.ly/3VhzmWw) for additional information about preparing student answer documents. If a new student arrives in your school, pre-identify their student data in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and print a barcode label locally, using the blank page of labels that ACT will include with your test materials, or a white label you have purchased elsewhere.

Each student must complete the demographic and address information on their own answer document. Refer to the [Spotlight newsletter - March 7 issue](https://bit.ly/3VhzmWw) (https://bit.ly/3VhzmWw) for additional information about student preparation of their answer documents.

The ACT WorkKeys Test Coordinator must select the testing site. Refer to the [Spotlight newsletter - March 7 issue](https://bit.ly/3VhzmWw) (https://bit.ly/3VhzmWw) for additional information about selecting and documenting test sites.

ACT WorkKeys Training Webinars

On February 7, 2024, ACT hosted a training webinar that provided an overview of how to administer the WorkKeys assessments. You may [view the seminar here](https://event.on24.com/wcc/r/4366344/95A076818B17CB30EACEC34F7FCFE7A1) (https://event.on24.com/wcc/r/4366344/95A076818B17CB30EACEC34F7FCFE7A1)

The same webinar was repeated on March 5, 2024. You may [view that seminar session here](https://event.on24.com/wcc/r/4366355/C0B6B513A5849EC1C3BECA8A423D51B5) (https://event.on24.com/wcc/r/4366355/C0B6B513A5849EC1C3BECA8A423D51B5)

Both recorded sessions with their accompanying slide decks are posted to the [ACT state testing website](http://act.org/stateanddistrict/michigan) (act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in Step 4.



Student Preparation – Go for Platinum!

Encourage your students to get an understanding of the types of questions they will see on WorkKeys assessment, since this assessment is different than other types of exams. Students and teachers can access [free practice questions](https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html) (https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html) from all three tests, ranging from easier content (Level 3) to the most difficult (Level 7). Teachers and students may use these practice questions in the classroom as “Questions of the Day” or as warm-up activities in the weeks leading up to test day.

Students can also create a WorkKeys user account and take free full-length online practice tests (<https://testregistration.org/rsp/Login.do?event=go&realm=20770563>). This allows students to pace themselves in real-time test scenarios and receive scores indicating how they would perform on the WorkKeys tests.

WorkKeys Test Coordinators can share the [How WorkKeys Assessments Can Work For You](https://www.act.org/content/dam/act/unsecured/documents/How-WorkKeys-Assessment-Can-Work-For-You-Brochure.pdf) (https://www.act.org/content/dam/act/unsecured/documents/How-WorkKeys-Assessment-Can-Work-For-You-Brochure.pdf) brochure with students, to increase their understanding of how to achieve an NCRC and how to use it after graduation.

Upcoming Events and Deadlines

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

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

Questions about ACT WorkKeys?

Contact the ACT WorkKeys Customer Support Team:

- **email** ACT WorkKeys at workkeys@act.org
- **call** ACT WorkKeys at 800-967-5539; available from 9:30 a.m. to 6:00 p.m. ET
- **email** accommodations questions to ACTStateAccoms@act.org

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

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)
(<https://bit.ly/3v6ZwQT>)



MI-Access

Alternate INSIGHT Request Form Available

Now through March 15, 2024

- [Alternate INSIGHT Availability Request Form](https://bit.ly/3v6ZwQT)
(<https://bit.ly/3v6ZwQT>)



WIDA

Additional Material Order Window
Now through March 15, 2024

WIDA Test Administration Window
Now through March 22, 2024

WIDA AMS Test Setup Available
Now through March 22, 2024

Off-site Test Administration Request; includes WIDA ACCESS for ELLs, WIDA Alternate Access for ELLs

Now through March 22, 2024

- Requests should be submitted through the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (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 (Grade 9)

Test Administration Window
April 8 — April 26, 2024

PSAT 10 (Grade 10)

Test Administration Window
April 8 — April 26, 2024

(Continued on next page)

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13

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

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)
(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)
(https://bit.ly/3V96iki)

Contact Us

Assessment and Accountability Call Center

For assistance with assessment or accountability issues:

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

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

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

WIDA Client Services

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