Spotlight

on Student Assessment and Accountability

What's New
Week of March 16, 2023

Closing Tomorrow: Alternate INSIGHT Availability Request Form for M-STEP, MI-Access

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

The Alternate INSIGHT Request Form (https://forms.office.com/g/DitmNcLYxu) **must be submitted by 5:00 p.m. tomorrow—Friday, March 17, 2023.**

Until that time, the form is available on the M-STEP web page (www.michigan.gov/mstep) and on the MI-Access web page (www.michigan.gov/mi-access), under the **"What's New"** and "**Current Assessment Administration"** sections.

Available Now – M-STEP Test Administration Training Chapters 1 and 2: Before Testing and During Testing

The first two chapters of the 2023 M-STEP Test Administration Training (Chapter 1: Before Testing and Chapter 2: During Testing) are now available on the M-STEP web page (www.michigan.gov/mstep). The training is posted under the **What's New** and **Assessment Training and Resources for Educators** sections of the web page.

The M-STEP Test Administration Training is a three-part series for paper/pencil and online assessments, organized into chapters for before, during, and after M-STEP administration:

- **Chapter 1** discusses the tasks to be done before the M-STEP Administration
  » Video (https://youtu.be/0oP_Cp4DWJo)
  » Presentation (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP-Administration-Training-Ch-1.pdf)

- **Chapter 2** discusses the tasks to be done during the M-STEP administration
    - » [Video](https://youtu.be/bnIdCkpm13A) (https://youtu.be/bnIdCkpm13A)
    - » [Presentation](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP-Administration-Training-Ch-2.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP-Administration-Training-Ch-2.pdf)
- **Chapter 3** will discuss the tasks to be done after the M-STEP administration

Chapter 3: After Testing will be available soon — watch the Spotlight for more information!

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
- 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 (when available) after the Center for Educational Performance and Information (CEPI) runs its closeout process.

Final updates for assessment and accountability reporting, which also includes student enrollment (that is, new enrollment and student exits) along with above listed student demographics, will have to be updated in the MSDS by the following dates:

WIDA ACCESS and Alternate ACCESS – June 1, 2023, along with pull records that have an "as of" date on or before March 24, 2023

SAT, M-STEP, PSAT, WorkKeys, and MI-Access – June 12, 2023, along with pull records that have an "as of" date on or before May 26, 2023

School/district assessment coordinators are 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 will be 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 on the District and School Contact page, under the Assessment Registration menu on the [OEAA Secure Site](www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

New Pre-ID Report Warnings on Home Page

When school/district users log into the OEAA Secure Site home page, they will see important information and announcements. The home page now also contains a warning message if there are unresolved Pre-Identification Report issues the school/district must address.

If you access the Pre-ID Report page directly from the warnings displayed on the home page, the results will be filtered for the following type of warnings:

- students pre-identified for more than one assessment type in a content area
- students taking WIDA Alternate ACCESS or MI-Access and not identified as special education (SE) in the Michigan Student Data System (MSDS)
- students taking the WIDA ACCESS or Alternate ACCESS and not identified as English learners (EL) in the MSDS

The warning on the home page will display for each of the districts and schools the user has access to in the OEAA Secure Site. Clicking on the gray Pre-ID Report Warnings will collapse the section on the screen after the warnings are reviewed.

Important note: Student information such as SE and EL status is updated daily from the MSDS, but if it was submitted in the Spring MSDS General Collection (February student count day data), the OEAA will not have access to that data until mid-April, when CEPI

runs its closeout in MSDS.

For final reporting and accountability, student enrollment and information will have to be updated in the MSDS by the following dates:

- **WIDA ACCESS and Alternate ACCESS** – June 1, 2023, along with pull records that have an "as of" date on or before March 24, 2023
- **SAT, M-STEP, PSAT, WorkKeys, and MI-Access** – June 12, 2023, along with pull records that have an "as of" date on or before May 26, 2023

School/district assessment coordinators are to work with their district MSDS user on this procedure. OEAA will **not** use the end-of-year collection for student enrollment and demographic information for reporting.

For more information on the enhanced Pre-ID Report with new warnings, see the Spotlight newsletter - January 26 issue (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-01-26-2023.pdf).

Recently Asked Questions

How do I obtain a login for the DRC INSIGHT portal and/or WIDA AMS?

Access to the DRC INSIGHT Portal and WIDA AMS must be requested by the user through the OEAA Secure Site. Once logged in, you can go to the **My Profile** or **Request Access** page and request the "role" that will give you access to those systems. There are descriptions of each role when prompted to select one. Full directions on how to request access in the OEAA Secure Site (www.michigan.gov/oeaa-secure) can be found at www.michigan.gov/securesitetraining.

Do you lose access to DRC INSIGHT or WIDA AMS after a certain period of time? Do I have to make sure I log in every so often so that I don't lose my account access?

A user's access on the OEAA Secure Site (www.michigan.gov/oeaa-secure) will be disabled if there is no activity on the Secure Site for 13 months. Since access to the DRC INSIGHT Portal and WIDA AMS are based on the Secure Site, access to those will also be disabled.

Is there a way to verify students have been pre-identified for a state assessment by OEAA and/or the school?

You can create a Pre-ID Report that lists all students who are pre-identified for assessments. This is found after the user logs into the OEAA Secure Site (www.michigan.gov/oeaa-secure), then goes to **Assessment Registration** > **Pre ID** > **Pre-ID Report**. From this report, you can verify students are pre-identified for an assessment and locate the barcode number for the WIDA ACCESS and Alternate ACCESS for ELLs to include on the answer document if needed.

If a student is pre-identified to M-STEP but should be taking the MI-Access, what do we do?

Students who are not taking the M-STEP should be unassigned from the assessment. Students taking the MI-Access should be pre-identified to one of the three MI-Access assessments. You can do all of this in the Student Summary page in the OEAA Secure Site (www.michigan.gov/oeaa-secure). You can find directions for the Student Summary page by selecting **Help** from the menu when on the page.

Recently Asked Questions

What are PAAs and SAAs and how do I order test administration booklets for them?

Primary Assessment Administrators (PAAs) and Shadow Administrators (SAAs) administer the MI-Access Supported Independence (SI) and Participation (P) assessments to students whose Individualized Education Program states the SI or P tests are the most appropriate assessments. The MI-Access SI and P assessments are administered one-on-one with students and student responses are entered online by the PAA. Each PAA and SAA require their own copy of the test administration booklet for the assessment and grades they will be administering. Separate materials are not needed for each student. The test administration booklets may be ordered during the Additional Material Order (AMO) window in the OEAA Secure Site (www.michigan.gov/oeaa-secure) by entering the number of PAAs and SAAs who will be administering the assessments. The AMO page opens on **April 6, 2023.**

Who can serve as test administrators/proctors in each assessment?

See pages 10-11 of the MDE Assessment Integrity Guide (AIG) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf). All persons serving as test administrators must be trained in test administration and test security before administering the assessment.

Test Security

Who Can Administer the Assessments?

Test Administrators (TAs)/Proctors/Room Supervisors are to be selected from the following list:

- Licensed teachers or licensed educational administrators employed by the school district

- Licensed retired teachers

- Paraprofessionals or non-licensed administrative personnel employed by the school district, whose salaries are not paid through Title I or Title III funds

- Substitute teachers employed by the district for the purpose of administering the test (Note: For the WIDA test administrations, the substitute teachers must be licensed.)

Test Administrators, Proctors, and Room Supervisors must not have a conflict of interest or the appearance of a conflict of interest. Specifically, they cannot serve as testing staff in rooms in which their children/students who reside in their household are testing.

Off-site Testing Requests

A school or district planning to administer certain assessments at off-site locations must complete Off-Site Test Administration Requests through the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure).

These assessments include the ACT WorkKeys, MI-Access, M-STEP, and WIDA ACCESS for ELLs and/or WIDA Alternate ACCESS for ELLs, Kindergarten W-APT, and WIDA Screener. (Note: The window for submitting College Board assessment [SAT, PSAT] off-site test requests has closed.)

Refer to the Off-site Test Request help document (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/02/05/Off_Site_Test_Directions.pdf) for more information on how to complete the request.

Test Security

Policy on Electronic Device Use During Testing

Prior to test administration, District and Building Assessment Coordinators must create a specific policy for the use of electronic devices by students and staff during testing. These policies must include the state-required policies detailed in the OEAA Electronic Device Use Policy, and must be communicated to staff, students, and families.

The OEAA Electronic Device Use Policy (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/OEAA-Assessment-Electronic-Device-Use-Policy.pdf) has been updated for statewide testing for the 2022-23 school year.

Material Handling

Districts and buildings must have a plan in place for the handling of testing materials, which is the District/Building Assessment Coordinator's responsibility.

All materials must be inventoried upon receipt and kept in a secure, locked location. A chain of custody of materials also must be established, so everyone involved in testing understands how materials will be inventoried, distributed, and collected. Specific instructions on the handling of materials is found in each assessment's Test Administration Manual; these instructions must be followed exactly.

Social Media Monitoring

As in previous years, the Michigan Department of Education (MDE) will be using a social media monitoring service during testing to watch for security issues (and only for security issues). For example, a student posting a photo of test questions would be a security violation, and MDE would seek to have that post removed.

Formative

Interim

Summative

What are the Key Characteristics of a Balanced Assessment System?

Educators use a wide variety of assessment tools and practices to assess an array of learning targets. These assessment tools and practices have different intended purposes— formative, interim, and summative—that work together to build a comprehensive assessment system and provide valid and reliable information about what students know and can do, both for and of student learning.

An assessment system is balanced when it provides valid and reliable information that aligns to stakeholders' intended use of assessment data.

According to Rick Stiggins (2017), educational agencies interested in implementing a balanced, comprehensive assessment system – one that serves all appropriate purposes, informs sound decisions regarding instruction, program evaluation and curriculum alignment, and meets the needs of all stakeholders – must consider these questions:

1. **Learning targets:** Do the assessments focus on discrete academic content standards?

2. **Quality:** Do the assessments

    a. serve a specific purpose?

    b. define a specific indicator of academic success?

    c. assess a specific learning target?

3. **Communication:** Do the assessments provide useful and actionable evidence of student learning to stakeholders for instructional, evaluative, and accountability purposes, in a timely manner?

In addition, a high-quality, comprehensive assessment culture:

- uses an array of formative, interim, and summative approaches
- is aligned to curriculum, instruction, and professional learning
- measures student learning on an ongoing basis
- engages students and teachers in a partnership of learning and teaching
- promotes assessment literacy

Finally, a well-implemented, balanced comprehensive system provides a detailed, ongoing, multidimensional description of student learning that meets the information and decision-making needs of the students, teachers, school leaders, families, and policy makers in the education community.

For more information about how a balanced assessment system benefits all members of the educational community, see the **Resources** and **Put Into Practice** sections on the following page.

Focus on Assessment Literacy

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

Formative

Interim

Summative

Focus on Assessment Literacy

Resources

What constitutes a high-quality comprehensive, balanced assessment system?

(https://www.michiganassessmentconsortium.org/wp-content/uploads/3-Dec16-2016_Dec_ALN-LEARNING_POINT_BALANCED-2.pdf)

This ALN Learning Point provides a basic overview of what comprises a balanced assessment system. It also offers other resources to explore on the topic.

Assessment Manfesto: A Call for the Development of Balanced Assessment Systems

(https://www.michiganassessmentconsortium.org/wp-content/uploads/DBAS_AssessmentManifesto.pdf) by Rick Stiggins

In this paper, Mr. Stiggins discusses the imperative to develop high-quality balanced assessment systems to support student learning.

Learning Moment: Stuart Kahl: What should be 'balanced' in a balanced assessment system?

(https://vimeo.com/315994370/02dc530ce2)

In this ALN Learning Moment video from January 30, 2019, Stuart Kahl answers the question, "What do you think should be 'balanced' in a balanced assessment system?"

Learning Moment: Components of a Balanced Assessment System

(https://vimeo.com/223669060/71e88a89a5)

In this ALN Learning Moment from May 9, 2017, formative assessment expert Susan Brookhart answers the question, "What are your ideas on the components of a balanced assessment system?"

Put Into Practice

1. The December 16, 2016, Learning Point referenced above includes a link to a tool called "3Cs of a Balanced Assessment System." Use the guiding questions in the 3Cs tool to discuss with a colleague the assessments being used in your school or district. The direct link to the resource is here: https://www.michiganassessmentconsortium.org//wp-content/uploads/3Cs-Tool.pdf

2. Based on your discussion, what have you observed about the assessment system currently being implemented in your school or district? Do you think it is balanced and comprehensive? Why or why not?

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) 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.

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

Spotlight

Reminders

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 home page (www.michigan.gov/oeaa).

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) is available on the FAME public website (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.

CB College Board Corner

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

WHAT'S NEW

Test Material Deliveries Begin Next Week

Preadministration materials and secure testing materials will arrive in schools next week. All materials will be addressed to the test coordinator for each assessment. Coordinators will receive numerous boxes throughout the delivery window, including separate packages for standard and accommodated materials. For schools on spring break the week of March 20, shipments will be delivered the week of March 27, 2023.

A College Board Testing Materials Diagram (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Test-Material-Diagram-MI-13123.pdf) has been posted to the MME webpage (www.michigan.gov/mme) and the PSAT webpage (www.michigan.gov/psat). The diagram summarizes the key items associated with the Spring 2023 testing materials.

Important Notes:

- Ensure that the Spring 2023 test materials arriving next week (manuals, answer sheets, test books, forms) do not get mixed with any testing materials that were used for Fall 2022 testing. It is imperative that only the materials that are sent for the Spring 2023 administration are used; if older materials are used, student scores will be invalidated.

- Schools administering both grade 8 and grade 9 assessments must keep the test books for each grade separate. Students in grade 8 and grade 9 cannot test together and must use the correct grade-specific test book, or their scores will be invalidated.

Preparing for Test Day Webinar Recording and Q&A

The recording of the Preparing for Test Day webinar, (https://www.youtube.com/watch?v=sQG7KntX3q8) which was conducted on March 8, is now available on the MME webpage (www.michigan.gov/mme) and PSAT webpage (www.michigan.gov/psat). You are encouraged to refer to this resource as you prepare for Spring 2023 testing.

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

REMINDERS

Postadministration Activities Webinar

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

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

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

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 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.

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

ACT® WorkKeys®

What's New

Test day is just a few weeks away, so this week's focus is on test day activities.

Briefing Session with School Staff

Test coordinators must hold a staff briefing session each test day morning, even when working with experienced staff. The table below lists the briefing session activities and the page numbers in the ACT Test Coordinator Information Manual (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) to reference.

Briefing Session Activities	Page
Training Outline	21
Distribute secure test materials to Room Supervisors	29
Collect, verify, and return test materials	30

Testing Activities

The table below lists the high-level testing activities and the page numbers to reference in the ACT WorkKeys Administration - Standard Time Paper manual (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf) and the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf).

Standard Time Activities	Standard Time Manual Page Number	Accommodations and EL Supports Manual Page Number
Identify and seat students	20	27
Students complete demographic information	39	46
Read the Verbal Instructions	42	49
Distribute secure test materials to students	18	25
Administer all 3 tests in order: Workplace Documents, Applied Math, Graphic Literacy	24	31

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

ACT® WorkKeys®

Standard Time Activities	Standard Time Manual Page Number	Accommodations and EL Supports Manual Page Number
Monitor for irregularities and prohibited behavior	29	36
Grid Accommodations Administration Codes	N/A	6
Collect, verify, and return test materials	19	26

The three manuals are posted on the ACT state testing website (act.org/stateanddistrict/Michigan) on the WorkKeys on Paper page in the Administration stage.

Personal Protection Equipment (PPE) is allowed for all staff and students. Students must remove their masks for inspection and full facial confirmation at check-in. Ensure that staff and students adhere to national, state, and/or local social distancing guidelines at all times during testing.

Timings of Assessments

All standard time testing must be completed on the same day, and the full 55 minutes must be allowed for each test even when it appears that all students have finished early. Students testing with Spanish materials must be allowed the full 70 minutes. Encourage students who finish early to review their work on only the current test in any remaining time.

Students testing with extended time (One and One-Half Time, Double-Time, Triple Time) may begin the next test if **all** students in the room have completed a test before time expires.

Break Policy

There must be a full 15-minute break for all students between Applied Math and Graphic Literacy. The break guidelines begin on page 25 of the ACT WorkKeys Administration - Standard Time Paper (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf) and on page 32 of the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports manuals (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf).

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

ACT® **WorkKeys®**

Contacting ACT

If you have questions, you may:

1. Contact ACT via the Contact Us webpage (www.act.org/aap/state/contact.html)
2. Call ACT at 800-553-6244 between 9:30 a.m. and 6:00 p.m. ET

- Standard time: ext.2800
- accommodations: ext.1788
- email accommodations questions to ACTStateAccoms@act.org

Spotlight

on Student Assessment and Accountability

Important Dates

March 2023

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)

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 (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 Postadministration Activities Webinar (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 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)

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