Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

What's New
March 21, 2024

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

- **Additional Paper/Pencil Assessment Material Orders**

- **M-STEP Multiplication Table Accommodation Request Form Available Monday, March 25, 2024**

- **Available Now: Complete M-STEP Test Administration Training**

- **Available Now: MI-Access Test Administration Training Videos**

- **WIDA ACCESS for ELLs and Alternate ACCESS for ELLs – Testing Window Closure and Material Return Deadline**

- **Homebound and Hospitalized Students – State Testing Expectations**

- **Science Educators: You Can Get Involved with the M-STEP Assessment!**

- **College Board Corner**

- **ACT WorkKeys**

- **Important Dates**

- **Contact Us**

Reminders

- **FAME Project Accepting New Coach Applications for 2024-2025**

- **Participate in Michigan Performance Assessment Cadre (MiPAC) – Cohort V**

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 2024 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 Educational Assessment and Accountability homepage (www.michigan.gov/oeaa) and on each assessment page.

Additional Paper/Pencil Assessment Material Orders

If your school needs additional paper/pencil testing materials for the Spring 2024 assessments, including accommodated materials, there is still time for you to get what you need. See the details below for guidance in obtaining the needed materials for each assessment.

When the school receives its initial material order, make sure to inventory the delivery and ensure you have everything needed for the assessment administration. Specifically, if you will be returning paper/pencil test documents, confirm that the correct return labels have been included in your shipment to ensure you can return materials on time.

Note: Whether they are testing online or by paper/pencil, all new students must be pre-identified in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure).

Directions for the Additional Material Order page (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2018/03/21/additional_material_order_quick_reference.pdf) can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Material Ordering Section**.

(Continued on next page)

SAT with Essay, PSAT 8/9, PSAT 10

The College Board assessments are online for Spring 2024. However, if your school has an online waiver for the SAT with Essay, PSAT 8/9, and/or PSAT 10, pre-identify any new students in the OEAA Secure Site now through **April 22, 2024**. As this is done, the appropriate paper/pencil materials for these students will be shipped to the school. You do not have to make a materials order – just pre-identify the new students and the testing materials they need will be shipped.

Whether or not your school has an online waiver, if you need an accommodated paper/pencil test for a specific student(s), which may be a paper/pencil test, pre-identify the student(s) in the OEAA Secure Site and also enter the student(s) into the College Board Services for Students with Disabilities SSD Online system specifying a paper test is needed. Once the accommodation request is approved, the appropriate materials will be shipped.

WorkKeys

Schools that need additional paper/pencil materials or accommodated materials for WorkKeys can order them directly from the Additional Material Order page of the OEAA Secure Site from **March 21 through midnight on April 5, 2024**.

M-STEP

Schools that need additional paper/pencil materials or accommodated materials for M-STEP can order them directly from the Additional Material Order page of the OEAA Secure Site, from **April 4 through noon on April 30, 2024**.

MI-Access Functional Independence (FI), Supported Independence (SI), Participation (P)

Note: MI-Access FI Expressing Ideas is a paper/pencil test only, even if the student is taking the other contents online.

Schools that need additional paper/pencil materials for FI, including the Expressing Ideas, can order them from the Additional Material Order page of the OEAA Secure Site, from **April 4 through noon on May 21, 2024**.

Schools that need additional administration materials for the MI-Access SI and MI-Access P can order them from the Additional Material Order page of the OEAA Secure Site, from **April 4 through noon on May 21, 2024**.

SI and P materials are ordered based on the number of administrators who will be administering the test and not the number of students testing. Note: Include both the primary and shadow administrator in the count of administrators who will need administration materials.

M-STEP Multiplication Table Accommodation Request Form Available Monday, March 25, 2024
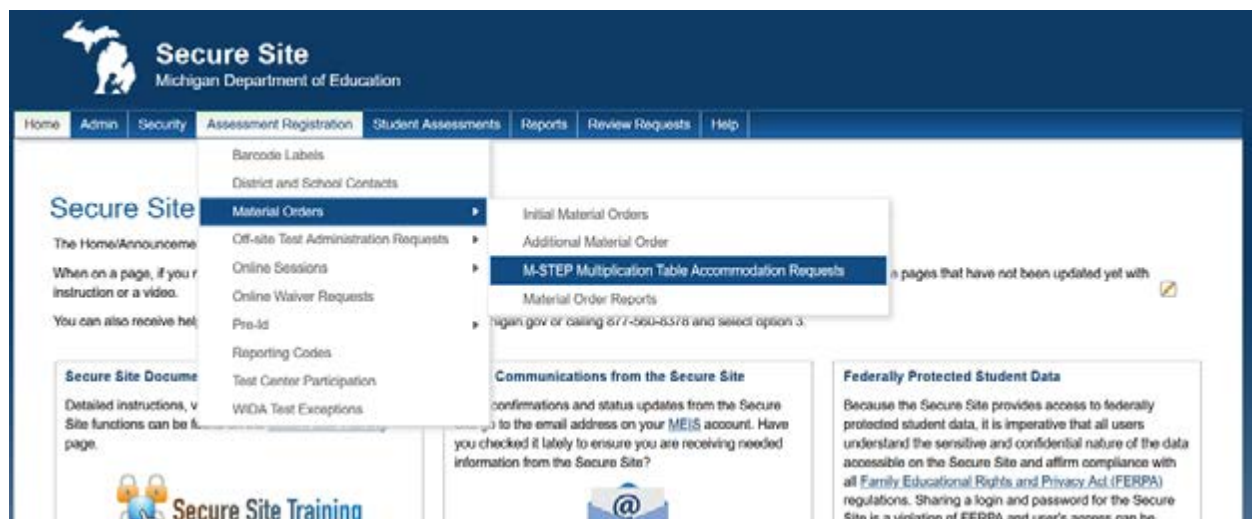
The M-STEP Multiplication Table Accommodation Request form will be available in the Office of Educational Assessment and Accountability (OEAA) Secure Site starting on Monday, March 25, 2024, and will remain available through May 17, 2024.

The multiplication table accommodation is available only to students in grades 4-7 whose IEP and/or 504 plan require the use of this accommodation. When determining if this accommodation is appropriate for student(s) during testing, schools must use the Multiplication Table Guidance (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Multiplication_Table_Guidance_1.pdf).

When a Multiplication Table Accommodation Request is submitted, the student(s) who will use the accommodation are required. The multiplication table is available for download when the request is submitted; there is no additional review required.

To submit a Multiplication Table Accommodation Request:

1. Log into the OEAA Secure Site (www.michigan.gov/oeaa-secure).

2. Select the Assessment Registration drop-down menu.

3. Select Material Orders.

4. Select M-STEP Multiplication Table Accommodation Requests.

5. Select the Test Cycle and Entity information.

6. Select Create M-STEP Multiplication Table Accommodation Request.

7. Select the Add or Remove Student(s) button.
   This will open a pop-up window that lists available students, according to your student pre-identification information in the Secure Site.

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

8. After the request is submitted, the Multiplication Table will be available for download; select the command at the top of the request form page.

M-STEP Multiplication Table Accommodation Request Details

Download the M-STEP Multiplication Table Accommodation

DOWNLOAD ACCOMMODATION: M-STEP Multiplication Table Accommodation.pdf

M-STEP Multiplication Table Accommodation Request Details

Indicates required field

Available Now: Complete M-STEP Test Administration Training

All three chapters of the 2024 M-STEP Test Administration Training for paper/pencil and online assessments are now available. The training consists of Chapter 1: Before Testing, Chapter 2: During Testing, and Chapter 3: After Testing.

The training is posted on the M-STEP web page (www.michigan.gov/mstep) under the **What's New** and **Assessment Training and Resources for Educators** sections. The training videos and related PowerPoint presentations are also found at M-STEP Test Administration Training (https://www.michigan.gov/mde/services/student-assessment/m-step/training/test-administration-training-videos-and-powerpoints).

- Chapter 1 discusses the tasks to be done **before** the M-STEP administration
- Chapter 2 discusses the tasks to be done **during** the M-STEP administration
- Chapter 3 discusses the tasks to be done **after** the M-STEP administration

Available Now: MI-Access Test Administration Training Videos

The 2024 MI-Access Test Administration Training Videos are now/will be soon available on the MI-Access web page (www.michigan.gov/mi-access) under the What's New and Assessment Training and Resources for Educators sections. The videos highlight assessment administration tasks that are to be completed before, during, and after testing.

The two MI-Access Test Administration Training Videos cover the features of all MI-Access assessments:

- The first video covers the Functional Independence assessments (https://youtu.be/Re-oCVC55aM) for both the student-facing online testing and the paper/pencil testing.
- The second video (available the week of March 25) covers the Supported Independence and Participation assessments for the paper/pencil administration, with instructions on how student scores are entered into the online answer documents by administrators after testing.

WIDA ACCESS for ELLs and Alternate ACCESS for ELLs – Testing Window Closure and Material Return Deadline

The WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs testing window closes tomorrow, **Friday, March 22, 2024**. Educators are reminded that the deadline for UPS pickup of all secure test materials for return to DRC (the testing vendor) is **Monday, April 1, 2024**.

If you have not done so already, review your paper test booklets as soon as possible. If you need additional district/school labels (yellow), please email mde-oeaa@michigan.gov to order them. If you delay, you may not receive additional labels in time to ship materials back to DRC by the April 1 deadline. T**est materials not shipped by the deadline will not be processed.**

Homebound and Hospitalized Students – State Testing Expectations

Pursuant to applicable state and federal laws, homebound and hospitalized educational services guidance provided by the MDE (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OFM/State-Aid/Pupil-Accounting/Homebound_Hospitalized_Services.pdf), and statewide student assessment policy, students who are homebound or hospitalized during the test window are required to test.

To fulfill testing expectations, off-site testing may be necessary, which requires the submission of an off-site test form. Off-site test administration requests for M-STEP, MI-Access, and ACT WorkKeys are available for submission through the OEAA Secure Site (www.michigan.gov/oeaa-secure). Please review directions for how to submit an off-site testing request (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/02/05/Off_Site_Test_Directions.pdf) for more information.

Homebound/hospitalized students scheduled to take the PSAT or SAT must submit College Board's off-site test request form prior to testing. In addition, a Home/Hospital accommodation request must be filed in the Services for Students wit Disabilities Online system. The request will require documentation to support why the student needs to test outside of the school.

If a student requires a paper/pencil test, the SSD coordinator must request these testing materials in SSD Online, by selecting the **Reading / Seeing Text accommodations** category > **Other** > add **"Paper Test"** in the text box. Contact College Board's Services for Students with Disabilities (SSD) office at 844-255-7728 with any questions.

Science Educators: You Can Get Involved with the M-STEP Assessment!

Science educators have multiple opportunities to participate in M-STEP assessment committees. Whether you want to review existing items for content, bias, and sensitivity; participate in the item writing process; or review data from field tested items, you can work with a team of educators to ensure a high-quality science M-STEP administration.

Participating educators can receive a stipend for their expertise, contributions, and time.

Click here (https://drive.google.com/file/d/1SlanD5yjibzyvr-ZuRQfyswIkn296P8Q/view) for the dates and a detailed description of each committee. Use this link to apply (https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) today!

🔔 Reminders

FAME Project Accepting New Coach Applications for 2024-2025

The Formative Assessment for Michigan Educators (FAME) project, now entering its seventeenth year, is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process. FAME Coaches are not expected to be the local expert on the formative assessment process – rather FAME Coaches are learning along with their team.

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

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

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

Participate in 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 1-2, 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).

Read more about this year-long professional development opportunity in the Spotlight newsletter - March 14 issue (https://bit.ly/4amshZ5)

MiPAC Cohort V will feature a new English language arts grade 9-12 team, so we're especially seeking interested high school ELA teachers for that team. At the same time, any qualified teacher of mathematics (grades 3-5 or 6-8) or ELA (grades 3-5, 6-8, or 9-12) is welcome to apply.

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.

CB College Board Corner

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

WHAT'S NEW

Digital SAT with Essay Break Time Update

The standard break time between the Math and Essay sections on the digital SAT with Essay has been extended to 10 minutes instead of five minutes. Both the Accommodations Guide (https://satsuite.collegeboard.org/media/pdf/sats-accommodations-guide-state.pdf) and Michigan-specific SAT Suite Test Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Test-Coordinator-Manual-Sp24.pdf) have been revised to reflect this update.

Note: For paper/pencil SAT with Essay testers, the break time between the Math and Essay sections remains at five minutes.

OEAA Pre-ID and College Board Student Registration

College Board will continuously retrieve Pre-Identification (Pre-ID) data from the Office of Educational Assessment and Accountability (OEAA) Secure Site from March 8 through April 22, 2024. Once collected, Pre-ID data typically transfers to College Board's State Data Management System (SDMS) within an average of two business days. It typically takes another two days for data to transfer from SDMS to Test Day Toolkit, for a total average of four business days. While rare exceptions may occur where transfers take longer, this should not be the case for the majority of students.

For Pre-ID data transfer concerns outside of these specified time frames, contact the Michigan Helpline at 866-870-3127 or email michiganadministratorsupport@collegeboard.org.

CB College Board Corner

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

Off-Site Testing

An off-site testing location is to be designated for any school testing at a location other than its official registered address. All off-site testers administering the Michigan-provided Spring 2024 SAT with Essay, PSAT 8/9, and/or PSAT 10 should review College Board's Off-Site Testing Tip Sheet (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Off-Site-Testing-Tip-Sheet.pdf) prior to test administration.

The Off-Site Testing Tip Sheet covers critical information including:

1. Adherence to College Board digital testing policies and procedures

2. Preparation of off-site testing locations, including network requirements and staffing

3. Guidelines for providing materials to testing locations, including accommodations for students with disabilities and supports for English learners

As you plan for off-site testing, note that the same Test Day Toolkit guidelines for on-site testing also apply to off-site testing. Specifically, students from schools with different Attending Institution (AI) codes cannot test in the same room without following specific administration procedures prior to test day. If you are an off-site tester with plans to test students from different schools in the same testing room, contact your assigned Boots on the Ground team member (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-MI-Boots-on-the-Ground-Support-Staff-Flyer.pdf); you can also contact College Board Customer Service for guidance, by phone at 866-870-3127 or by email at michiganadministratorsupport@collegeboard.org.

Fee Waivers

College Board provides fee waivers for income-eligible students (https://satsuite.collegeboard.org/sat/registration/fee-waivers/fee-waiver-eligibility), to allow these students to take the SAT Suite during a weekend administration. Additional benefits of fee waivers include unlimited free score sends, college application fee waivers, and CSS Profile® sharing free of charge.

Any unused fee waiver codes your school has from previous years are still active and can be distributed to eligible students for this year's testing. Fee waiver code files that were distributed in previous years can be accessed in the Download Center of your school's K–12 assessment reporting portal.

If your school needs additional fee waiver codes to distribute, you can contact the Michigan Helpline at 866-870-3127.

This year, College Board also launched a program where students can request fee waivers on their own (https://satsuite.collegeboard.org/sat/registration/fee-waivers), without involving anyone from their school.

If any income-eligible student would like to take the May or June SAT Weekend assessments, they should get access to a fee waiver and register for the test in March.

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

Chromebooks and Kiosk Accessibility During Spring Testing

For guidance on testing with Chromebooks and accommodations that require the floating accessibility menu, click here (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Managing-the-Floating-Accessibility-Menu-Guidance.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.

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).

State Data Management System (SDMS)

In Michigan, when demographic data between the Services for Students with Disabilities (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 College Board's State Data Management System (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.

See the March 14 Spotlight article (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-14-2024.pdf) "State Data Management System" for additional details about SDMS.

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

Interactive Coordinator Checklist – District Dashboard

On Friday, March 15, district test coordinators (DTCs) received a personalized access email from notifications@domo.com, granting them access to the Interactive Coordinator Checklist District Dashboard.

The District Dashboard offers district test coordinators (DTC) a high-level overview of school coordinator progress and enables drilling down into tasks for school test coordinators (STC), Services to Students with Disabilities (SSD) Coordinators, and technology coordinators who may require assistance.

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).

See the March 14 Spotlight article (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-14-2024.pdf) "Interactive Coordinator Checklist – District Dashboard" for more information.

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

ACT® WorkKeys®

What's New

Test day is just a few weeks away, so this week's focus is on test day activities. The three manuals referenced below are posted on the ACT state testing website (act.org/stateanddistrict/Michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

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 corresponding 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).

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

Spotlight

on Student Assessment and Accountability

March 21, 2024

ACT® WorkKeys®

Testing Activities

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

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 the secure test materials to students	18	25
Administer all three tests in order: Workplace Documents, Applied Math, Graphic Literacy	24	31
Monitor for irregularities and prohibited behavior	29	36
Grid Accommodations Administration Codes	N/A	6
Collect, verify, and return test materials to WorkKeys Test Coordinator	19	26

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

15

ACT® WorkKeys®

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 after standard time has expired but before the extended 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 manual (https://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 (https://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf) manuals.

ACT® WorkKeys®

Reminders

ACT WorkKeys Test Materials Shipments

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

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

Ordering Additional ACT WorkKeys Test Materials

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

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

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

Upcoming Events and Deadlines

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

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

- ACT WorkKeys List of Important Dates (https://bit.ly/48UC74H) posted on the MME web page (www.michigan.gov/mme) under **General information**, **List of Important Dates**.

Questions about ACT WorkKeys?

Contact the ACT WorkKeys Customer Support Team:

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

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

Important Dates

March 2024

WIDA

WIDA Test Administration Window

Now through March 22, 2024

WIDA AMS Test Setup Available

Now through March 22, 2024

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

Now through March 22, 2024

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

April 2024

WIDA

WIDA ACCESS for ELLs & WIDA Alternate Access for ELLs Material Shipping Deadline

April 1, 2024

M-STEP

Online Test Administration Window

April 8 - May 17, 2024

Paper/Pencil Test Administration Window

April 8 - May 3, 2024

MI-Access

Alternate Assessments Test Administration Window

April 8 - May 24, 2024

SAT with Essay

Test Administration Window

April 8 - April 26, 2024

PSAT 8/9 (Grade 8)

Test Administration Window

April 8 - April 26, 2024

PSAT 8/9 (Grade9)

Test Administration Window

April 8 - April 26, 2024

(Continued on next page)

Important Dates

April 2024 (continued)

PSAT 10 (Grade 10)

Test Administration Window

April 8 - April 26, 2024

ACT WorkKeys

Initial Test Day (Window 1)

April 11, 2024

ACT WorkKeys

Initial Accommodations Window (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

Makeup Test Day (Test Window 2)

April 25, 2024

ACT WorkKeys

Makeup Accommodations Window (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

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

Contact Us

Assessment and Accountability Call Center

For assistance with assessment or accountability issues:

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

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for **all** state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and WorkKeys assessments 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