Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

What's New
Week of March 23, 2023

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

- **Online Testing: M-STEP Text-to-Speech (TTS) for Directions Functionality**

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

- **Recently Asked Questions**

- **Required Test Administration and Security Training by Assessment and Role**

Reminders

- **MDE Seeking Educators for MI-Access Standard Setting Validation**

- **FAME Project Accepting New Coach Applications for 2023-2024**

🖥️ includes information Tech Coordinators need to know

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)
  - » Presentation (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!

Online Testing: M-STEP Text-to-Speech (TTS) for Directions Functionality

The planned update that would have required students who are testing online to listen to TTS for directions before the "Next" button is active will **not** be implemented for the Spring 2023 administration. TTS for directions will function the same way that it functioned for the Spring 2022 administration. Specifically:

- All tests **without** TTS assigned have the option for the student to select "Play" to listen to TTS for Directions.
- All tests **with** TTS assigned will automatically begin playing the directions.

Reminder: All tests have a Welcome Screen and Audio Check screen that Test Administrators must provide directions for before TTS for Directions begins. Test Administrators are to preview and follow the directions provided in the Online Test Administrator's Directions and Manual documents.

The M-STEP Test Administration Manual (TAM) has been updated to reflect this change. The TAM can be accessed on the M-STEP web page (www. michigan.gov/mstep) under the **Current Assessment Administration** section.

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 24, 2023**. Educators are reminded that the deadline for UPS pickup of all secure test materials for return to DRC (the testing vendor) is **Monday, April 3, 2023**.

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 contact 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 4 deadline. **Test materials not shipped by the deadline will not be processed**.

Recently Asked Questions

Will students be able to take the M-STEP in a language other than English?

Yes, students testing online are able to take the M-STEP mathematics and social studies assessment using the Stacked Spanish form, which presents students with both the Spanish and English form of each test question. Other options such as the use of Spanish and Arabic flash drives for students taking the paper/pencil science and social studies tests are also available. Information about these options can be found in the M-STEP Guide for Teachers of English Learners (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/M-Step_Guide_for_Teachers_of_Students_-_EL.pdf)

Which English learner students can use glossing?

Students who would benefit the most from glossing are current English learners or possibly former English learners. The best fit for glossing is students who have an intermediate to high English proficiency. Additional information about these options can be found in the M-STEP Guide for Teachers of English Learners (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/M-Step_Guide_for_Teachers_of_Students_-_EL.pdf)

What is the maximum number of students that can test in a small group for M-STEP?

A "small group" is defined as a group of no more than five students.

Test Security

Required Test Administration and Security Training by Assessment and Role

District/Building Assessment Coordinator

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
SAT with Essay	• Read the Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI_SAT_Coordinator_Manual.pdf) • Complete the Online Training Modules for Coordinators provided by College Board (http://professionaltraining.collegeboard.org/) • Become familiar with the standard testing TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI_SAT_Standard_Testing_Manual.pdf) • Become familiar with the accommodated TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI_SAT_Accommodated_Testing_Manual.pdf)	Read the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrit-and-Security/Assessment_Integrity_Guide.pdf) document and complete the MDE Assessment Security (https://michiganvirtual.org/course/mdeassessment-security/) online course through Michigan Virtual

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

Test Security

District/Building Assessment Coordinator (continued)

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
SAT with Essay (continued)	**Additional Training Available:** • College Board Preparing for Test Day Webinar (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/2023-Preparing-for-Test-Day-Webinar_ADA.pdf) • Implementation Overview Webinar Recording SAT with Essay, PSAT10, PSAT 8/9 (https://youtu.be/jO8ptkaevFE) • Implementation Webinar Presentation (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/2022-23-MI-Implementation-Workshop_ADA.pdf) • Implementation Overview Webinar Q & A (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI--Implementation-Overview-WebinarQA-Report11172022.pdf) • 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)	Read the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) document and complete the MDE Assessment Security (https://michiganvirtual.org/course/mdeassessment-security/) online course through Michigan Virtual

Spotlight
on Student Assessment and Accountability

Test Security

District/Building Assessment Coordinator (continued)

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
PSAT 8/9 and 10	• Read the PSAT 8/9 Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/PSAT_89_Coordinator_Manual.pdf) • Read the PSAT 10 Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/PSAT_10_Coordinator_Manual.pdf) **Additional Training Available:** • College Board Preparing for Test Day Webinar (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/2023-Preparing-for-Test-Day-Webinar_ADA.pdf) • Hall and Room Monitor Training (https://www.michigan.gov/documents/mde/Hall_and_Room_MonitorTraining_v1_ADA_680467_7.pdf) • 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) • Implementation Overview Webinar Recording SAT with Essay, PSAT 10, PSAT 8/9 (https://www.youtube.com/watch?v=jO8ptkaevFE) • Implementation Webinar Presentation (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/2022-23-MI-Implementation-Workshop_ADA.pdf) • Implementation Overview Webinar Q & A (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI--Implementation-Overview-WebinarQA-Report11172022.pdf)	Read the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) document and complete the MDE Assessment Security (https://michiganvirtual.org/course/mde-assessment-security/) online course through Michigan Virtual

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Test Security

District/Building Assessment Coordinator (continued)

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
ACT WorkKeys	• Read the Test Coordinator Information Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT-WorkKeys/S23_-ACT-WorkKeys-Test-Coordinator-Information-Manual.pdf) • Become familiar with the standard time TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT-WorkKeys/S23_-ACT-WorkKeys-Standard-Time-Test-Admin-Manual.pdf) • Become familiar with the accommodated TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT-WorkKeys/S23_-ACT-WorkKeys-Accommodations-Test-Admin-Manual.pdf) **Additional Training Available:** • ACT Test Administration Webinar (https://youtu.be/xjKuSjdoEW0)	Read the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) document and complete the MDE Assessment Security (https://michiganvirtual.org/course/mde-assessment-security/) online course through Michigan Virtual
M-STEP	• Read the TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf) • Become familiar with the TADM (https://www.michigan.gov/mde/services/student-assessment/m-step/current-assessment-administration/m-step-paper-pencil-directions-and-online-test-directions-and-manual) for each grade/content being administered **Additional Training Available:** • Test Administration Training Videos and PowerPoints (https://www.michigan.gov/mde/services/student-assessment/m-step/training/test-administration-training-videos-and-powerpoints) • DRC Trainings (https://mi.drcedirect.com/default.aspx) • Test Administrator Tool Kit Coordinators (https://www.michigan.gov/mde/services/student-assessment/m-step/training/test-administrator-toolkit-for-building-coordinators)	

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

Test Security

Test Administrators/Room Supervisors/Proctors

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
College Board (SAT with Essay)	• Read the standard testing TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI_SAT_Standard_Testing_Manual.pdf) • Read the accommodated TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI_SAT_Accommodated_Testing_Manual.pdf) **Additional Training Available:** • Complete the Online Training Modules for Proctors provided by College Board (http://professionaltraining.collegeboard.org/)	Read the Assessment Security for Test Administrators found in the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) document and/or complete the MDE Assessment Security (https://michiganvirtual.org/course/mde-assessment-security/) online course through Michigan Virtual
College Board (PSAT)	• Read the PSAT8/9 Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/PSAT_89_Coordinator_Manual.pdf) • Read the PSAT 10 Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/PSAT_10_Coordinator_Manual.pdf) **Additional Training Available:** • Complete the Online Training Modules for Proctors provided by College Board (http://professionaltraining.collegeboard.org/)	
ACT WorkKeys	• Read the standard time TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT-WorkKeys/S23_-ACT-WorkKeys-Standard-Time-Test-Admin-Manual.pdf) • Read the accommodated TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT-WorkKeys/S23_-ACT-WorkKeys-Accommodations-Test-Admin-Manual.pdf) • Participate in the building-provided training session before test day • Participate in the building-provided briefing session on the day of testing	

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Test Security

Test Administrators/Room Supervisors/Proctors (continued)

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
M-STEP	• Read the TADM for each grade/content being administered (https://www.michigan.gov/mde/services/student-assessment/m-step/current-assessment-administration/m-step-paper-pencil-directions-and-online-test-directions-and-manual) **Additional Training Available:** • Test Administration Training Videos and PowerPoints (https://www.michigan.gov/mde/services/student-assessment/m-step/training/test-administration-training-videos-and-powerpoints)	Read the Assessment Security for Test Administrators found in the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) document and/or complete the MDE Assessment Security (https://michiganvirtual.org/course/mde-assessment-security/) online course through Michigan Virtual

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on Student Assessment and Accountability

Test Security

Test Administrators/Room Supervisors/Proctors (continued)

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING

MI-Access
 	
• **Functional Independence (FI)**
• **Supported Independence (SI)**
• **Participation (P)**
	• Read the TAM specific to the assessment being administered:
	  » FI TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/S23-MI-Access-Functional-Independence-TAM.pdf)
	  » SI & P TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/Participation_and_Supported_Independence_TAM.pdf)
	• Become familiar with the test directions for each grade/content being administered
	Additional Training Available:
	• MI-Access Focus on Administration Training Videos (https://youtu.be/GXTQDtWN2tk)
	• Test Administration Training Videos and PowerPoints (https://www.michigan.gov/mde/services/student-assessment/m-step/training/test-administration-training-videos-and-powerpoints)
		Read the Assessment Security for Test Administrators found in the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) document and/or complete the MDE Assessment Security (https://michiganvirtual.org/course/mde-assessment-security/) online course through Michigan Virtual

WIDA	• Read the TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Michigan_Specific_TAM.pdf) • Become familiar with the necessary scripts and test directions • Complete the Online ACCESS for ELLs: Administration training course through the WIDA Secure Portal (https://portal.wida.us) • Complete the Alternate ACCESS for ELLs: Administration and Scoring through the WIDA Secure Portal (https://portal.wida.us) • Complete the Kindergarten ACCESS for ELLs: Administration and Scoring training course through the WIDA Secure Portal (https://portal.wida.us)	

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

Test Security

Technology Coordinators and Other Staff

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
College Board (SAT, PSAT)	**Other Staff** • Read the standard testing TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI_SAT_Standard_Testing_Manual.pdf) that pertains to your role • Read the accommodated TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI_SAT_Accommodated_Testing_Manual.pdf) that pertains to your role **Additional Training Available:** • Room and Hall Monitor Training (https://www.michigan.gov/documents/mde/Hall_and_Room_MonitorTraining_v1_ADA_680467_7.pdf)	Read the Keeping Assessment Materials Secure training docuemnt; refer to Appendix E in the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) for the document
ACT WorkKeys	**Other Staff** • Read the standard time TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT-WorkKeys/S23_-ACT-WorkKeys-Standard-Time-Test-Admin-Manual.pdf) that pertains to your role • Read the accommodated TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT-WorkKeys/S23_-ACT-WorkKeys-Accommodations-Test-Admin-Manual.pdf) that pertains to your role • Participate in the building-provided training session before the test day • Participate in the building-provided briefing session on the day of testing	

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

Test Security

Technology Coordinators and Other Staff (continued)

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
M-STEP	**Technology Coordinator** • Take the DRC INSIGHTTTM Technology Setup and Installation Training (https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/MI) Michigan Online Assessment provided by DRC • Read the Technology User Guide **Other Staff** • Read the TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf) and/or TADM that pertains to your role	Read the Keeping Assessment Materials Secure training document; refer to Appendix E in the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) for the document
MI-Access • **Functional Independence (FI)** • **Supported Independence (SI)** • **Participation (P)**	**Technology Coordinator** • Take the DRC INSIGHTTTM Technology Setup and Installation Training (https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/MI) Michigan Online Assessment provided by DRC • Read the Technology User Guide **Other Staff** • Read the TAM specific to the assessment being administered » FI TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/S23-MI-Access-Functional-Independence-TAM.pdf) » SI & P TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/Participation_and_Supported_Independence_TAM.pdf) • Become familiar with the test directions for each grade/content being administered	

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

Test Security

Technology Coordinators and Other Staff (continued)

ASSESSMENT/TEST	TEST ADMINISTRATION TRAINING	TEST SECURITY TRAINING
WIDA	**Technology Coordinator** • Take the DRC INSIGHTTTM Technology Setup and Installation Training (https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/MI) Michigan Online Assessment provided by DRC • Read the Technology User Guide **Other Staff** • Read the TAM (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Michigan_Specific_TAM.pdf)	Read the Keeping Assessment Materials Secure training document; refer to Appendix E in the Assessment Integrity Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) for the document

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Reminders

Michigan Department of Education Seeking Educators for MI-Access Standard Setting Validation

Who: Educators who administer MI-Access tests

What: MI-Access Standard Setting for Science

When: June 20 – June 23, 2023

Where: Lansing Area

Why: Stipend or SCECHs available; also, overnight accommodations for those more than 50 miles away

How: You can indicate your interest by completing this survey (https://www.surveymonkey.com/r/MIA-Sci-StndSttg2023) by **Monday, May 1, 2023.**

For more information, check the Spotlight newsletter - May 16 issue (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-16-2023.pdf).

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.

Spotlight

on Student Assessment and Accountability

CB

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

WHAT'S NEW

Action Required: Complete Required Online Training

All test coordinators are required to complete the College Board test coordinator training (http://professionaltraining.collegeboard.org) each year. If you have not yet completed training for the Spring 2023 assessments, do so as soon as possible and prior to test date.

Additional Material Order Window

Schools can now order additional materials for the Spring 2023 assessments from the Additional Material Order page on the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure). Inventory all testing materials shipped to you before placing an order for additional materials.

Requests for additional standard test books, answer sheets, and Coordinator Manuals for the SAT with Essay, PSAT 10, and PSAT 8/9 can be made until **11:59 p.m. on Thursday, April 6, 2023**.These will be orders for additional standard test books and answer sheets for the April 12 test date.

Note: Accommodated materials cannot be ordered from the OEAA Secure Site. Shipment of accommodated materials is based on the student submissions in the College Board SSD Online System as of February 21, 2023.

Schools that will be on spring break the week of April 3, 2023, are to place any additional material orders no later than **2:00 p.m. on March 24, 2023** (before leaving for spring break) to receive their additional materials by March 31, 2023.

Test Book Usage

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.

SAT with Essay Test Book Colors

Students will use purple test books if they are testing without accommodations or testing with certain accommodations that require the student to test on April 12 (or April 25 for the makeup). Students will use **blue** test books if they are approved for College Board accommodations that allow testing in the accommodated testing window. Students will use **green** test books if they are approved for state-allowed accommodations that allow testing in the accommodated testing window. The Nonstandard Administration Report (NAR) in SSD Online shows which test book color a student should use.

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

CB

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

PSAT 10 and PSAT 8/9 Test Book Shape Icons

In Michigan, shape icons are used to designate test book usage for PSAT-related assessments. Test books in the initial shipment of materials to be used for the primary and accommodated testing windows will be identified by the following shapes:

- PSAT 8/9 for Grade 8 test books
  = apple icon
- PSAT 8/9 for Grade 9 test books
  = crescent icon
- PSAT 10 test book
  = sun icon

Schools administering both grade 8 and grade 9 assessments must keep the test books for each grade separate. Students in grade 8 and those in grade 9 cannot test together and must use the correct, grade-specific test book. Student use of the incorrect test book will result in an invalidated score.

Refer to the Spring 2023 Test Book Usage and Return Information guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Spring-2023-Test-Book-Usage-and-Return-Information.pdf) posted to the MME webpage (www.michigan.gov/mme) and the PSAT webpage (www.michigan.gov/psat). This guide summarizes the test date, colors, and shapes associated with test books, as well as information on when to return materials.

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

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

ACT® WorkKeys®

Reminders

Test Materials Shipments

Secure and non-secure standard time and accommodations materials have been shipped for delivery either this week or next week, 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.

Test materials will be shipped to the WorkKeys Coordinator's mailing address (not the building address) that is listed in Educational Entity Master (EEM) (www.michigan.gov/eem) as of February 15, 2023.

FedEx tracking information is posted on the **Material Order Reports** page in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure) as materials are shipped. You can access the **Material Order Summary Report** under the **Assessment Registration** menu and the sub-menu of **Material Orders**.

If you do not receive your test materials by **April 3, 2023**, call ACT at 800-553-6244, ext. 2800 for resolution.

Within 24 hours of receiving the shipment(s), compare the packing list to the materials received, using the guidelines found in the ACT Test Coordinator Information Manual (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf). This manual is posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

ACT® WorkKeys®

Ordering Additional Test Materials

If after checking in your test materials you find the number of students scheduled to test April 13-26, 2023, exceeds the number of test materials received, order additional ACT WorkKeys materials through the OEAA Secure Site (www.michigan.gov/oeaa-secure) through **April 6, 2023**, at **5:00 p.m.** Do not submit additional materials orders in PearsonAccess[next].

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

If a new student arrived in your school after February 15, pre-identify their student data in the OEAA Secure Site 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. Instructions can be found at the Secure Site Training web page (www.michigan.gov/ securesitetraining) under the **Pre-Identification of Students**.

Contacting ACT

If you have questions, you may:

1. Contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. Call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m.

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

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

Important Dates

March 2023

Additional Material Order Window
[SAT with Essay, PSAT 10, PSAT 8/9 and WorkKeys]

March 21 – April 6, 2023
- To request additional standard test books, answer sheets, and Coordinator Manuals, 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