

Spotlight

on Student Assessment and Accountability

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March 28, 2024

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M-STEP and MI-Access Initial Materials Arriving in Schools This Week!

The initial materials for the M-STEP and MI-Access administrations began arriving in schools this week. MI-Access materials will ship by default to the district, unless specified to be delivered the schools directly.

If the alternate delivery date was selected, materials will arrive next week – Monday, April 1 through Wednesday, April 3, 2024.

Initial materials for both M-STEP and MI-Access include:

- Office of Educational Assessment and Accountability (OEAA) Security Compliance Forms
- paper/pencil materials as required according to student pre-identification (Pre-ID) information and/or submitted orders
- Return Kit materials for orders that include any paper/pencil or accommodated materials that must be returned to the scoring contractor.

M-STEP initial materials also include:

- M-STEP Test Administrator's Directions and Manual documents by grade and test mode (online or paper/pencil) according to student Pre-ID information
- graph paper for schools administering online tests for grades 6 and 7

MI-Access initial material orders also include:

- Listening Scripts for Functional Independence (FI) English language arts (ELA) assessments
- Supported Independence (SI) and Participation (P) Scoring Documents, based on the material order information

(Continued on next page)

Inventory All Materials

Upon receiving the initial materials, schools/districts will inventory all materials as soon as possible, using the material packing sheet that is included in the delivery, to verify all materials have arrived. If any materials listed on the packing sheet are not included in the material delivery, contact the scoring contractor at 1-877-560-8378 and select option 3, or email mde-oeaa@michigan.gov with the list of items included on the packing sheet that were not included in the materials delivered.

Managing Secure Materials

All secure materials must be handled securely before, during, and after testing.

Online testing secure materials include test tickets and test rosters.

Paper/pencil testing secure materials for both M-STEP and MI-Access include:

- used or unused answer documents
- used or unused test booklets
- accommodated versions of the test (reader scripts, braille, enlarged print, audio and video recordings, translated versions)

Paper/pencil testing secure materials for M-STEP include:

- ELA listening recordings and scripts
- L1 glossaries
- Print to Braille Correspondence documents

Paper/pencil testing secure materials for MI-Access include:

- listening scripts for ELA: Accessing Print and Using Language
- scoring documents and student picture cards for SI/P assessments
- SI/P Assessment Administrator Booklets

Note: For both online and paper/pencil testing, used scratch paper and used graph paper are secure materials.

All secure materials must be retained in one secure, locked location within the school – for example, in a locked cabinet or desk drawer – and should not be left unattended when not locked up.

Secure materials that must be returned are bar-coded and recorded on security checklists and must be returned to the scoring contractor.

Secure materials that must be securely destroyed by the school/district include:

- test tickets and test rosters
- used scratch paper
- used graph paper
- unused answer documents

Secure materials that are to be returned to the scoring contractor must be returned by the posted deadlines:

- M-STEP: **May 8, 2024**
- MI-Access: **May 29, 2024**

Any secure materials that are not returned by the return deadline will result in schools/districts being contacted by the Michigan Department of Education and/or the testing vendor, Data Recognition Corporation, to determine where the secure materials are.

For more information, read the assessment specific test administration manual for the assessment:

- [M-STEP Test Administration Manual](https://bit.ly/490GFGGe)
(<https://bit.ly/490GFGGe>)
- [MI-Access Functional Independence Test Administration Manual](https://bit.ly/42Aar2l)
(<https://bit.ly/42Aar2l>)
- [MI-Access Supported Independence and Participation Test Administration Manual](https://bit.ly/4cc8PA1)
(<https://bit.ly/4cc8PA1>)

Test Monitoring Application Update: Computer Adaptive Test (CAT) Tracking Now Available

The optional Test Monitoring Application (TMA) now tracks students' Computer Adaptive Test (CAT) progress in real time, using the "percentage completed" figure shown in the Progress column of the Test Monitoring Dashboard.

The TMA is an optional tool that provides visibility to student testing status and is configurable at the test-session level within the DRC INSIGHT Portal.

As the student progresses through a Computer Adaptive Test, the test administrator uses the Test Monitoring Dashboard to track the progress of individual students taking the test. The test administrator can see the student's progress through the test; if the student has paused, exited, or are inactive; or if they have completed the test. The Progress column percentage will increase as the student progresses.

<input type="checkbox"/>	Last Name ↕	First Name ↕	Actions	Participant ID ↕	Assessment ↕	Status ↕	Navigation	Progress ↕	Accommo
<input type="checkbox"/>	Student	Alexander	⌕	9996682662	GRS - ELA	Active	GS ELA: CAT Confirmation, Item: 35	66 %	
<input type="checkbox"/>	Student	Elaine	⌕	9996682664	GRS - ELA	Active	GS ELA: Question: 11	21 %	

<input type="checkbox"/>	Last Name ↕	First Name ↕	Actions	Participant ID ↕	Assessment ↕	Status ↕	Navigation	Progress ↕	Accommo
<input type="checkbox"/>	Student	Alexander	⌕	9996682662	GRS - ELA	Completed	Completed	100 %	
<input type="checkbox"/>	Student	Elaine	⌕	9996682664	GRS - ELA	Exited	GS ELA: Pause Test	23 %	

For more information on the Test Monitoring Application, view the [Test Monitoring Application Mini-Module](https://drive.google.com/file/d/1g7OWywea9PTEBFINDDcIAktbUPGhSFwn/view) (<https://drive.google.com/file/d/1g7OWywea9PTEBFINDDcIAktbUPGhSFwn/view>), or reference the Test Monitoring Application section in the [DRC INSIGHT Portal User Guide](https://drive.google.com/file/d/15kGYuyCjd9ghhN97YXyE2RhJDZ73_5fj/view) (https://drive.google.com/file/d/15kGYuyCjd9ghhN97YXyE2RhJDZ73_5fj/view).

CORRECTION: M-STEP Multiplication Table Accommodation Eligibility

The March 21, 2024, Spotlight newsletter contained incorrect information regarding which students are allowed to use the M-STEP Multiplication Table Accommodation during the M-STEP testing.

The Multiplication Table Accommodation is allowed for students in grades 4 through 7 whose Individualized Education Program (IEP) or 504 plan requires it to be used.

Use of the Multiplication Table Accommodation is **only** allowed for grade 4-7 students who have an IEP/504 plan that requires the student's use of this Accommodation.

The previous Spotlight article incorrectly stated that the M-STEP Multiplication Table Accommodation is allowed for students in grades 6 and 7 whose IEP or 504 plan requires it to be used; the error in the grades listed has been corrected in the [Spotlight newsletter - March 21 issue](https://bit.ly/3TqVWcU) (<https://bit.ly/3TqVWcU>) available online.

Michigan-Specific Guidance for the Administration of the SAT Suite of Assessments

Implementation of the College Board Suite of Assessments for both online and paper/pencil testing requires the use of various manuals, guides, the College Board Test Day Toolkit web application, and the College Board Bluebook testing application. Several College Board resources have been edited by the College Board specifically for Michigan School Day testing, while other resources are not Michigan-specific and are used by the College Board on a national level.

This [Michigan-Specific Guidance for Administration of the SAT Suite of Assessments](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-Specific-Guidance-for-Administration-of-the-SAT-Suite-of-Assessments.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-Specific-Guidance-for-Administration-of-the-SAT-Suite-of-Assessments.pdf>) is designed to specify policy and procedures that are unique to Michigan and may not be fully covered in College Board materials. Remember to follow any Michigan Department of Education policies, including those outlined in the document related to Spring 2024 Michigan-provided accountability testing for SAT with Essay, PSAT 10, and PSAT 8/9.

Important Reminders About MI-Access Participation

Administration of the MI-Access assessments is intended only for those students with the most significant cognitive disabilities. Moreover, all students with disabilities are expected to participate in state-level assessments each spring.

In 2023, Michigan did not meet the federal requirement of testing at least 95 percent of all students with disabilities in the content area of science. In addition, Michigan has explicitly been instructed by the United States Department of Education to reduce the number of students who take the alternate assessment (MI-Access).

To learn more, review this important document from the Michigan Department of Education's Office of Special Education "[Reminder of 95% Participation Rate and 1% Alternative Assessment Cap](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/Reminder-of-95-Percent-Participation-Rate-and-1-Percent-Alternative-Assessment-Cap.pdf)" (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/Reminder-of-95-Percent-Participation-Rate-and-1-Percent-Alternative-Assessment-Cap.pdf>).

Office Hours for M-STEP and MI-Access Related Testing Questions

Do you have questions about the M-STEP or MI-Access test administrations? The Michigan Department of Education (MDE) is here to help, with 30-minute Microsoft Teams Meeting Office Hours for questions related to M-STEP and MI-Access test administrations. These Office Hours will be offered every Monday afternoon from 3:00 p.m. to 3:30 p.m., starting on April 1 and running through May 20, 2024.

Questions might include:

- I have a new or transfer student – what do I do now?
- What do I do if a test administrator observes a student accessing an electronic device?
- Where do I find guidance for Designated Supports or Accommodations and how do I assign them?
- Who can administer the assessment?
- How do I report an incident?
- What do I do if students don't finish a test during their scheduled test session?

MDE staff will be available to respond to these or any other assessment preparation and administration questions during these weekly events. Please note: No formal presentation is planned for these sessions. This is just an opportunity for you to get answers to your time-sensitive questions.

Mark your calendars for Office Hours for M-STEP and MI-Access Related Testing Questions

Every Monday, 3:00-3:30 p.m., April 1 – May 20, 2024

[Click here to join the meeting](#)

State Superintendent's Letter Regarding Spring Assessments Now Available in Arabic and Spanish

Michigan Department of Education 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, including Arabic and Spanish versions, is available for download and distribution on the [MDE Office of Educational Assessment and Accountability homepage](https://www.michigan.gov/oeaa) (www.michigan.gov/oeaa).

Michigan Social Studies Educators Wanted for M-STEP Social Studies Blueprint Panel (June 2024)

In June 2019, the Michigan Department of Education (MDE) adopted a revised version of the Michigan K-12 social studies standards. These standards can be accessed directly from the MDE website using this link: [Michigan K-12 Standards for Social Studies](https://www.michigan.gov/mde/-/media/Project/Websites/mde/Academic-Standards/Social_Studies_Standards.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Academic-Standards/Social_Studies_Standards.pdf).

Since 2019, MDE has worked with Michigan educators to write assessment items aligned with these revised standards. Additionally, current items in the M-STEP assessment pool have been either re-aligned or removed from the pool altogether if they do not align with the revised standards. Since many of the standards now being used have not changed from their previous 2007 versions, many of the existing items are still appropriately aligned to the new 2019 standards.

MDE is asking educators for their input into the blueprint of the M-STEP social studies assessment. This input will help determine what, if any, changes need to be made to the test. The blueprint discussion will take place June 17-18, 2024, in the greater Lansing area.

If you are currently an elementary school teacher with social studies instructional duties; a secondary social studies teacher; a social studies department lead, curriculum director, or other administrator with specialty in the area of social studies – we need your help!

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Recommendations about the blueprint will be made at the Discipline level, similar to the process shown on [the current blueprint format](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Blueprint---SS-Blueprint-for-MDE-website.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Blueprint---SS-Blueprint-for-MDE-website.pdf>).

Please indicate your interest in attending the social studies blueprint discussion [by completing this interest form](https://www.surveymonkey.com/r/M-STEP_SS_Blueprint) (https://www.surveymonkey.com/r/M-STEP_SS_Blueprint). A stipend or sub-reimbursement with continuing clock hour credit option is available for educators participating in this event.

Note: Application does not guarantee participation. The following factors will be considered to ensure a good cross-sectional representation of state educators:

- representation across the three grade band groups (elementary, middle, high)
- applicant's years of social studies experience
- representation across all regions of Michigan
- applicant's individual demographics
- the order in which applications are received

Reminders

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-ZuRQfyswlkn296P8Q/view) (https://drive.google.com/file/d/1SlanD5yjibzyvr-ZuRQfyswlkn296P8Q/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) (https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) today!

FAME Project Accepting New Coach Applications for 2024-2025

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



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

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

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

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

Reminders

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) (<https://bit.ly/4amshZ5>)

MiPAC Cohort V will feature a new ELA 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.



College Board Corner

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

WHAT'S NEW

MDE Guidance Document

The Michigan Department of Education's Office of Educational Assessment and Accountability (OEAA) has compiled a supplemental guidance document for Michigan-provided Spring 2024 testing, offering valuable insights into College Board publications, testing policies, procedures, and key dates. Access the ["MDE Additional Guidance for Administration of the SAT Suite of Assessments" document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-Specific-Guidance-for-Administration-of-the-SAT-Suite-of-Assessments.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-Specific-Guidance-for-Administration-of-the-SAT-Suite-of-Assessments.pdf>).

Text-to-Speech and Spring 2024 Testing

Text-to-Speech (TTS) technology, available through a device's operating system, reads text aloud based on settings or preferences on the device.

Screen readers read all onscreen content aloud, including text and non-text elements; this is particularly designed to aid students with visual impairments as they navigate the testing platform.

For Spring 2024 testing, devices for students with approved screen reader accommodations must be pre-configured to enable testing with the accommodation.

- Click here for [Chromebook-specific guidance](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Managing-the-Floating-Accessibility-Menu-Guidance.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Managing-the-Floating-Accessibility-Menu-Guidance.pdf>).
- Click here for [guidance on TTS across all approved testing devices](https://bluebook.collegeboard.org/students/accommodations-assistive-technology) (<https://bluebook.collegeboard.org/students/accommodations-assistive-technology>) and select the relevant device from the right-side **"Related Topics"** menu.



College Board Corner

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

College Board Required Online Training and School Readiness

School test coordinators, proctors, and technology monitors are required to complete College Board's online required training by Monday, April 1. See the [Spotlight newsletter - March 7 issue](https://bit.ly/3VhzmVW) (<https://bit.ly/3VhzmVW>) for more information about College Board's required online training.

College Board will send weekly reminders to school test coordinators who have not completed their required online training, as well as to schools where test coordinators have not logged into the Test Day Toolkit (TDTK) to add staff and rooms.



College Board Corner

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

REMINDERS

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) (<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) (<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.

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) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-MI-Boots-on-the-Ground-Support-Staff-Flyer.pdf>).

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

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



What's New

Pre-Recorded Audio Forms

Pre-recorded audio forms for the ACT WorkKeys administration will be delivered to WorkKeys Test Coordinators via a secure URL.

On April 8 - 9, 2024, WorkKeys Test Coordinators will receive an email from audio@act.org, which will include a test window-specific URL link and the password needed to access the audio forms.

Pre-recorded audio is a version of the tests based on the assessment's reader's script. This version includes audio of the written directions, test questions, and response choices. The static text identifies the test form and subject area test. Pre-recorded audio does not include the verbal instructions from the administration manual.

Prior to test day, the WorkKeys Test Coordinators will review the [ACT WorkKeys Pre-Recorded Audio Guidelines](https://www.act.org/content/dam/act/secured/documents/ACT-WorkKeys-Pre-Recorded-Audio-Guidelines.pdf) (<https://www.act.org/content/dam/act/secured/documents/ACT-WorkKeys-Pre-Recorded-Audio-Guidelines.pdf>) and access the practice test to ensure the audio will play correctly on each device and browser that is planned on being used during the test administration.

On test day, the same URL can be used for all students testing within the test window. When the audio forms are launched, the students will watch and listen to a video, following along with a printed test booklet, and mark their responses on a paper/pencil answer document.

Reminders

Ordering Additional ACT WorkKeys Test Materials

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

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

Additional materials orders will be delivered April 1-10, 2024. FedEx tracking information is posted on the Material Order Reports page in the Office of Educational Assessment and Accountability [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (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.



Upcoming Events and Deadlines

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

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

Questions about ACT WorkKeys?

Contact the ACT WorkKeys Customer Support Team:

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

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

Important Dates

April 2024

M-STEP & MI-Access

Office Hours for M-STEP and MI-Access
Related Testing Questions
Every Monday, April 1 - May 20, 2024
3:00 - 3:30 p.m.
[Click here to join the meeting](#)

WIDA

WIDA ACCESS for ELLs & WIDA Alternate
Access for ELLs Material Shipping Deadline
April 1, 2024

M-STEP

Pre-identification of Students for Local
Printing of Barcode Labels
Now through May 3, 2024 by 5:00 p.m.
Pre-identification of Students Online
Now through May 16, 2024
Online Test Administration Window
April 8 - May 17, 2024
Paper/Pencil Test Administration Window
April 8 - May 3, 2024

MI-Access

Alternate Assessments Test Administration
Window
April 8 - May 24, 2024

SAT with Essay

Test Administration Window
April 8 - April 26, 2024

PSAT 8/9 (Grade 8)

Test Administration Window
April 8 - April 26, 2024

PSAT 8/9 (Grade 9)

Test Administration Window
April 8 - April 26, 2024

PSAT 10 (Grade 10)

Test Administration Window
April 8 - April 26, 2024

ACT WorkKeys

Initial Test Day (Window 1)
April 11, 2024

ACT WorkKeys

Initial Accommodations Window (Window 1)
April 11 — April 24, 2024

(Continued on next page)

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

Important Dates

April 2024 (continued)

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

Contact Us

Assessment and Accountability Call Center

For assistance with assessment or accountability issues:

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

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

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

WIDA Client Services

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