Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

What's New
Week of March 30, 2023

- **Ask OEAA Live Event: What to Expect for the 2024 Social Studies M-STEP**

- **Spring 2023 Testing Begins Monday, April 10**

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

- **New Multiplication Table Guidance**

- **Recently Asked Questions**

Reminders

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

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

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

Ask OEAA Live Event: What to Expect for the 2024 Social Studies M-STEP

Please join us for the next "Ask OEAA LIVE" event – What to Expect for the 2024 Social Studies M-STEP – on **April 11, 2023, from 3:30 to 4:00 p.m**.

During this live presentation, Michigan Department of Education staff will preview context-based social studies item sets now in development, and field questions about the shift to the revised M-STEP Social Studies Standards for the 2024 M-STEP testing year.

Don't miss this opportunity to get answers to your most important questions about the revised M-STEP Social Studies Standards.

Use this link to join and participate in "Ask OEAA Live" (https://bit.ly/Ask-OEAA-SocialStudies)

Add this event to your calendar (https://bit.ly/Ask-OEAA-Apr11)

Spring 2023 Testing Begins Monday, April 10

M-STEP, College Board assessments, ACT WorkKeys, MI-Access, Early Literacy and Mathematics Benchmark Assessments

The Spring 2023 testing window opens on Monday, April 10, for all grades testing with M-STEP and MI-Access for grades 3-8 and 11. The Early Literacy and Mathematics Benchmark Assessment will also open for kindergarten through grade 2.

The complete Summative Testing Schedule can be found on each assessment webpage, or in the [State Summative Assessments Testing Schedule, 2022-2023](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/Summative-Testing-Schedule.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/Summative-Testing-Schedule.pdf).

Be sure all staff involved in testing have reviewed and received training on the appropriate sections of the following documents prior to administering any state assessment.

- **Test Administration Manual (TAM)**: TAMs are assessment-specific; assessments may have multiple TAMs. This includes manuals that contain test directions for test administration.
- **Test Administration Directions**: Follow the directions provided for each assessment administered.
  » M-STEP Test Administration Directions and Manual documents are grade and test mode (online or paper/pencil) specific
  » MI-Access paper/pencil directions are provided in the TAM, (online directions are embedded in the test engine)
  » College Board directions are provided in the TAM
  » ACT WorkKeys directions are provided in the TAM

- **Assessment Security Training**: All staff members who participate in the administration of any of the state assessments must be fully trained in assessment security each year. Specific requirements for assessment security, by testing role, can be found on the [Assessment Integrity and Security Site](https://www.michigan.gov/mde/services/student-assessment/assessment-integrity-and-security) (https://www.michigan.gov/mde/services/student-assessment/assessment-integrity-and-security). Links to the required trainings are listed below.
  » **[Assessment Integrity Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf)** (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf) – guidelines to be followed to assist school staff to securely administer state assessments and have a common understanding of appropriate practices
  » **Assessment Security Training Series** – These training modules are available through [Michigan Virtual](https://plp.michiganvirtual.org/) (https://plp.michiganvirtual.org/). For more information on the modules refer to the [MDE Assessment Security 2022/23 course description](https://michiganvirtual.org/course/mde-assessment-security-2022-2023/) (https://michiganvirtual.org/course/mde-assessment-security-2022-2023/)
    □ Due to significant updates made the Assessment Security modules for Spring 2023, the refresher course is not available for this year.

The [Guide to State Assessments](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/Guide_to_State_Assessments.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/Guide_to_State_Assessments.pdf) includes important detailed information about the tests administered for each grade, test time estimates, and summative testing schedules.

Online Testing

Online M-STEP, MI-Access (FI), and Early Literacy and Mathematics Benchmark assessments are administered during regular classroom instructional time. The online testing engine, INSIGHT, is available for testing from 7:00 a.m. to 4:00 p.m., Monday through Friday throughout the testing window.

The only exception to this schedule is for those schools that previously submitted an Alternate INSIGHT Availability Request.

Schools may schedule the online tests and any breaks in a manner that is appropriate for their students. If a break is taken during an online test, all secure materials – test tickets and rosters, used scratch paper and/or used graph paper – must be collected and securely stored during the break. If used scratch or graph paper is to be given back to students when they resume testing, the student's name must be written on the scratch/graph paper.

Reminder: Test tickets and rosters are secure materials and must be handled securely.

All testing must be completed within the testing window. Online testing windows cannot be extended.

- M-STEP grade 3 (ELA only) is April 10 through May 5, 2023.
- M-STEP Grade 3 mathematics, 4, 5, 6, 7, 8, and 11 is April 10 through May 19, 2023.
- MI-Access testing dates are April 10 through May 26, 2023.
- Early Literacy and Mathematics Benchmark Assessments are April 10 through June 2, 2023.

Paper/Pencil Testing

M-STEP paper/pencil tests are administered during the paper/pencil testing window, which is April 10 through May 5, 2023. Schools can administer any grade or content area paper/pencil test on any school day within the paper/pencil test window.

MI-Access paper/pencil tests are administered any time during the seven-week testing window, from April 10 through May 26, 2023. Schools may administer any grade or content area test on any school day within the paper/pencil test window.

College Board and ACT WorkKeys Testing

Schools administering the paper/pencil PSAT 8/9, PSAT 10, SAT with Essay, and/or the ACT WorkKeys assessments must adhere to the paper/pencil test administration dates in the published Testing Schedule for Summative Assessments, Spring 2023. A copy of this schedule can be found on the M-STEP, PSAT, and MME webpages, along with assessment-specific Lists of Important Dates.

Given to grade 11 and eligible grade 12 students, the Michigan Merit Examination (MME) has three components: the SAT with Essay, ACT WorkKeys, and M-STEP Science and Social Studies. All three components are required.

The PSAT 8/9 for grade 8, PSAT 8/9 for grade 9, PSAT 10, SAT with Essay, and ACT WorkKeys tests must be administered according to the following schedule:

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

	Primary Testing Window	Makeup Testing Window	Accommodated Testing Window
PSAT 8/9 for Grade 8	• April 12 (primary) • April 13-18 (Students absent on April 12)	April 25-26	April 12-25
PSAT 8/9 for Grade 9	April 12-18	April 25-26	April 12-25
PSAT 10	April 12-18	April 25-26	April 12-25
SAT with Essay	April 12	April 25	April 12-25
ACT WorkKeys	April 13	April 27	April 13-26

Note: All paper/pencil answer documents for M-STEP, MI-Access (FI), SAT, ACT WorkKeys, PSAT 8/9, and PSAT 10 must have a valid barcode label associated with the testing student. Answer documents returned without a valid barcode label may not be scored and districts may be subject to associated fees.

Available Now: MI-Access Test Administration Training Videos

The 2023 MI-Access Test Administration Training Videos are now available on the MI-Access web page (www.michigan.gov/mi-access). The web links to the training videos can be found under the **What's New** and **Assessment Training and Resources for Educators** sections of the web page.

The MI-Access Test Administration Training Videos are a two-part video series that cover the features of all MI-Access assessments:

- The first video covers the Functional Independence assessments (https://youtu.be/PaEGyeoB-Aw) for both the student-facing online testing and the paper/pencil testing.

- The second video covers the Supported Independence and Participation assessments (https://youtu.be/XFffqHPtlNE) for the paper/pencil administration, as well as how to enter student scores into the online answer documents.

The videos are structured sequentially to highlight tasks that are to be done before, during, and after testing.

New Multiplication Table Guidance

Educators may ask the Office of Educational Assessment and Accountability (OEAA) to provide the Multiplication Table Accommodation for the M-STEP mathematics assessment (only available for use in grades 4-7). A request window opened in the OEAA Secure Site (www.michigan.gov/oeaa-secure) on **Monday, March 27, 2023**.

However, before the request is made, IEP/504 teams must use the recently released Multiplication Table Guidance Document (https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Multiplication_Table_Guidance_1.pdf) to guide their decisions regarding the assignment and use of the Multiplication Table Accommodation for the M-STEP assessment.

Students who do not have an IEP/504 and who use this Accommodation will be flagged for review by OEAA. Directions for requesting the Multiplication Table can be found in the Supports & Accommodations Guidance Document (https://www.michigan.gov/-/media/Project/Websites/mde/2020/11/30/Michigan_Accommodations_Manualfinal.pdf).

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Recently Asked Questions

Does the Test Administrator read any directions if Text-to-Speech (TTS) for Directions is used?

Yes. There are important initial screens that the Test Administrator must read aloud before TTS for Directions begins. The initial screens verify the correct student is logged into the correct test and it verifies that audio is working. Be sure that all Test Administrators read the grade-specific Test Administrator's Directions and Manual document before the test session begins.

Can more than one M-STEP test be administered at the same time in the same testing room?

Although this is not recommended due to the need to read each set of test directions for each grade level and content area test, this is allowed.

For online testing, if a test session includes more than one **initial** test administration (multiple grades and/content are being administered in the same room), it is **required** that TTS for Directions is used to ensure that all students hear the correct directions before beginning the test. Test Administrators must follow the first pages of the Test Directions in the Test Administrator's Directions and Manual documents to: hand out test tickets; log into the test; and to read the Welcome screen (to verify students have the correct test) and the Audio Check screen (these screens are the same for all grades and content areas). After audio has been verified on the Audio Check screen, students select the Next button to proceed to the next page and TTS for Directions begins.

For paper/pencil testing, it is required that the Test Administrator read each set of directions aloud for each test being administered in a way that does not disrupt any student testing. This can be accomplished in a way that makes sense for the specific situation and resources available in the testing room. For example, trained Test Administrators can read directions for each test quietly to small groups of students; if only one student is completing a different test, then the Test Administrator can go read the directions to that student individually. However, it is required that each student hears the directions for their specific test read aloud in a way that does not cause a disruption for any other students who are testing.

The student name on the barcode label is wrong. Can I use it and how do I correct the student name?

Student information, including the student's name, is updated in the OEAA Secure Site (www.michigan.gov/oeaa-secure) daily from the Michigan Student Data System (MSDS). If the name is incorrect, work with your authorized district MSDS person to have it corrected in MSDS and OEAA will follow up. You can use the barcode label and test ticket since the student's UIC number does not change and OEAA will use the UIC number to match the records. As long as the student's name is corrected on the Secure Site by June 12, the reports will contain the correct name.

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

Recently Asked Questions

What is the Test Monitoring Application?

The Test Monitoring Application (TMA) is an optional feature in the DRC INSIGHT Portal that allows Test Administrators to monitor student progress throughout the test session. Detailed information about how to assign the TMA and how it works for both Test Administrators and students is available in Appendix H: DRC Test Monitoring Application of the M-STEP Test Administration Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf).

Why should my school use the Test Monitoring Application?

The Test Monitoring Application allows Test Administrators to monitor student testing activity during the test session. It shows whether students are actively testing, inactive (student has done no navigation in the test engine for five minutes or longer), paused, exited, or completed. For fixed-form tests (all science and social studies and some accommodated versions of English language arts and mathematics tests), Test Administrators can view the item the student is working on.

Once the MI-Access SI and P paper tests are completed, do we enter the student answers manually in the DRC INSIGHT portal?

Yes! The link to access the online answer document is on each of the scoring documents used during testing. It is also listed on the DRC welcome page (https://www.drcedirect.com/all/eca-portal-v2-ui/#/login/MI). The SI/P Test Administration Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/Participation_and_Supported_Independence_TAM.pdf), located on the MI-Access web page (www.michigan.gov/mi-access), also provides step-by-step directions to enter student answers to the online answer document.

Recently Asked Questions

Is a repeating 11th grade student who is missing a component of the Michigan Merit Exam (SAT with Essay, ACT WorkKeys, and M-STEP science and social studies) from the previous year able to complete the missing component?

Yes, this repeating 11th grade student is eligible to take the complete MME but is not required to do so.

If the option to take the MME is chosen, then all three required components of the MME (SAT, ACT WorkKeys, and M-STEP science and social studies) must be administered.

Is a 12th grade student who participated in the MME as an 11th grader but is missing a component of the Michigan Merit Exam (SAT with Essay, ACT WorkKeys, and M-STEP science and social studies) able to complete the missing component?

Yes, this 12th grade student is eligible to take the complete MME but is not required to do so.

If the option to take the MME is chosen, then all three required components of the MME (SAT, ACT WorkKeys, and M-STEP science and social studies) must be administered.

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

Reminders

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!

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).

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

Reminders

FAME Project Accepting New Coach Applications for 2023-2024

The Formative Assessment for Michigan Educators (FAME) project is entering its sixteenth year. FAME is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process.

FAME Coaches are not expected to be the local expert on the formative assessment process – rather FAME Coaches are learning along with their team.

More information on the FAME project and access to the online 2023-24 New FAME Coach application (https://www.surveymonkey.com/r/FAMENewCoachSpring2023) is available on the FAME public website (http://famemichigan.org) .

The deadline to apply is **Friday, May 5, 2023**. If you have any questions, contact Kimberly Young, Michigan Department of Education, Office of Educational Assessment and Accountability, by email at youngk1@michigan.gov or by phone at 517-712-8442.

CB College Board Corner

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

WHAT'S NEW

Helpful Reminders for a Successful Test Day

Many issues that arise on test day can be prevented through careful planning by the test coordinator and by ensuring expectations for proctors have been set. Coordinators are expected to review the Irregularity Chart in the back of each manual prior to test day, to be ready to handle common issues that arise. Here are a few helpful reminders to share with test day staff to help reduce potential test day irregularities:

1. One of the most common causes of invalidated scores is the student being in possession of a prohibited device during testing. Students should be encouraged **to not bring cell phones into the testing room.** A student who is observed with a prohibited device during testing or during a break will receive an invalidated score, unless the student has an approved accommodation for the device. While proctors may have a cell phone in the testing room to communicate with the test coordinator, it should be set on silent mode and not used to text, email, or access the internet during the test. Proctors may not allow students to use the proctor's phone at any time for any reason.

2. Students must receive the correct test book. 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.

3. Proctors are to actively monitor students as they complete testing, making sure that students are bubbling their answers on the correct area of the answer sheet.

4. Proctors must follow the correct script exactly as written.

5. The plan for test day must be communicated to the students. Students who have appointments outside of school during testing must be helped to reschedule as much as possible. A student is not to start testing if it is known they will have to leave in the middle of the test, as they will likely have to start over again on a makeup date.

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

REMINDERS

Action Required: Complete Required Online Training

All test coordinators are required to complete the [College Board test coordinator training](http://professionaltraining.collegeboard.org) (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) (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.

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) (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) (www.michigan.gov/mme) and the [PSAT webpage](www.michigan.gov/psat) (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 will indicate which test book color a student is to use.

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.

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

Spotlight

on Student Assessment and Accountability

ACT® WorkKeys®

What's New

Test Window 1 (initial) testing is just a few weeks away. For an overview of pre-test and test day activities, refer to these issues of the Spotlight newsletter (www.michigan.gov/mde-spotlight):

- pre-test — Spotlight newsletter, March 9, 2023 (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-09-2023.pdf)

- test day — Spotlight newsletter, March 16, 2023 (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-16-2023.pdf)

This week's focus is on post-test activities.

Collect and Verify Test Materials After Each Test Session

After students have finished testing, the Room Supervisors must:

- complete the Test Administration Forms folder

- complete any other applicable forms (Irregularity Report, Reader's Agreement, Interpreter's Agreement, others)

- personally return all testing materials to the WorkKeys Test Coordinator

Instructions for these activities are on page 19 of the ACT WorkKeys Administration Manual – Standard Time Paper (https://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf) and on page 26 of the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf). Both manuals are posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administratio**n stage.

ACT® WorkKeys®

Order Test Window 2 (Makeup) Test Materials

Use the Makeup Testing policies detailed on page 6 of the ACT Test Coordinator Information Manual (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) to determine if students are eligible to participate in Test Window 2 (the makeup administration) on April 27, 2023. This manual is posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

Makeup test forms are different than the initial test forms. The test coordinator must submit standard time and accommodations makeup materials orders through the OEAA Secure Site (www.michigan.gov/oeaa-secure) beginning on **April 13 through April 14, 2023.** Instructions for submitting these orders are on the Secure Site training web page (www.michigan.gov/securesitetraining) under the **Material Ordering** section. Do not order test materials using ACT's test administration site.

Be sure to order carefully to ensure you receive the correct materials in the correct quantities.

Retain the administration manuals, unused answer documents, and ancillary materials for makeup testing.

Return Answer Documents and Test Administration Forms to ACT

The WorkKeys Test Coordinator is responsible for assembling materials for return to ACT, using the directions that begin on page 30 of the ACT Test Coordinator Information Manual (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf).

A training video is also available on the ACT state testing website (http://www.act.org/stateanddistrict/michigan), on the **WorkKeys on Paper** page, in the **Transportation** stage, under **Return Test Materials**.

While packing the processing envelope(s), be sure to:

- complete the front of the envelope, to avoid delays in the processing of your answer documents
- use the pre-printed Site Header, to avoid delays in the processing of your answer documents
- align the answer documents to be scored the same direction, with page 1 facing upward
- ensure the Booklet Number and Form fields are completed on all answer documents, to ensure proper scoring

Place the processing envelope inside the supplied polymailer and seal it, apply the appropriate pre-printed return label to the outside, and store it in a secure location until pickup.

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

ACT® WorkKeys®

Return Secure Materials to ACT

Use the cartons in which the test materials were shipped to return all the secure test forms (used and unused) from the initial test window to ACT. Pack the carton(s) using the instructions and illustration on page 34 of the ACT Test Coordinator Information Manual (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf). Any unused cartons may be recycled.

Retain the administration manuals, unused answer documents, and ancillary materials for makeup testing. Do not return the original packing list.

If your school did not test any students:

- complete the outside of the processing envelope and mark as "Did not test (provide reason)"

- discard the unused Site Header

- pack the cartons using the instructions above and place the processing envelope on top

- send an email to statetesting@act.org indicating that you did not test any students and provide the reason

Materials Pickup

FedEx is scheduled to pick up the standard time test materials for return to ACT on **Friday, April 14, 2023**, and the accommodations materials on **Friday, April 28, 2023.**

- If your materials are not picked up within two business days after the scheduled pickup date, call ACT to arrange a new pickup.

- If accommodations testing is completed before April 27, you may either call to arrange a different date or hold the materials in a secure location until the pre-scheduled pickup on April 28.

The last day ACT will accept Test Window 1 (initial) answer documents for scoring is **May 5, 2023**.

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

ACT® WorkKeys®

Recently Asked Questions

Q: How does a school request student accommodations and accommodated ACT WorkKeys materials for students?

- Schools must submit orders for accommodations materials in the OEAA Secure Site (www.michigan.gov/oeaa-secure). Refer to the Spotlight newsletter - January 5, 2023 issue (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-01-05-2023.pdf) for a list of available accommodations materials.

  Orders for the initial test window can be submitted now through April 6, 2023.

  Orders for the makeup test window can be submitted April 13-14, 2023.

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

Q: Why is my ACT WorkKeys test order not showing on the PearsonAccessnext site?

- PearsonAccessnext is not used to order test materials. All test materials orders must be submitted in the OEAA Secure Site (www.michigan.gov/oeaa-secure).

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

Important Dates

April 2023

WIDA

April 3, 2023
- Shipping Deadline for WIDA ACCESS for ELLs & WIDA Alternate ACCESS for ELLs

Now through April 7, 2023
- Field Test Window for WIDA Alternate ACCESS for ELLs

M-STEP

April 6 – May 2, 2023
- Additional materials order window open in the OEAA Secure Site (www.michigan.gov/oeaa-secure); orders close at noon on May 2

April 10 – May 5, 2023
- M-STEP Online Testing Window Grade 3 (ELA Only)

April 10 – May 5, 2023
- M-STEP Paper/Pencil Testing Window Grades 3, 4, 5, 6, 7, 8, and 11 (all subjects)

April 10 – May 19, 2023
- M-STEP Online Testing Window Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11 (all subjects)

MI-Access

April 6 – May 24, 2023
- Additional materials order window open in the OEAA Secure Site (www.michigan.gov/oeaa-secure); orders close at noon on May 23

April 10 – May 26, 2023
- MI-Access Testing Window

PSAT 8/9 & PSAT 10

Now through April 6, 2023
- Additional materials order window open in the OEAA Secure Site (www.michigan.gov/oeaa-secure)

April 12, 2023
- PSAT 8/9 (Grade 8) Primary Testing Day

April 12 – 18, 2023
- PSAT 8/9 (Grade 9) Primary Test Window
- PSAT 10 (Grade 10) Primary Testing Window

April 12 – 14, 2023
- Makeup Order Window; Coordinators: watch email for instructions from College Board to complete the survey for makeup materials

April 13 – 18, 2023
- PSAT 8/9 (Grade 8) Primary Makeup Testing Window

April 25 – 26, 2023
- PSAT 8/9 (Grade 8 & 9) Makeup Testing Window
- PSAT 10 (Grade 10) Makeup Testing Window

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

Important Dates

April 2023

SAT with Essay

April 6, 2023
- Additional materials order window open in the OEAA Secure Site (www.michigan.gov/oeaa-secure)

April 12, 2023
- Primary Test Day

April 12 – 14, 2023
- Makeup Order Window; Coordinators: watch email for instructions from College Board to complete the survey for makeup materials.

April 25, 2023
- Makeup Test Day

ACT WorkKeys

April 6, 2023
- Additional materials order window open in the OEAA Secure Site (www.michigan.gov/oeaa-secure)

April 13, 2023
- Primary Test Day

April 13 – 14, 2023
- Makeup Order Window; Coordinators: watch email for instructions from College Board to complete the survey for makeup materials.

April 27, 2023
- Makeup Test Day

May 2023

ACT WorkKeys

Ongoing through May 5, 2023
- Off-site Test Administration Requests through the OEAA Secure Site (www.michigan.gov/oeaa-secure)

M-STEP

Ongoing through May 17, 2023
- Off-Site Test Administration Requests through the OEAA Secure Site (www.michigan.gov/oeaa-secure)
- Pre-identification for online and paper/pencil testing remains open through each test window

Multiplication Table Accommodation Request

Now through May 19, 2023
- Multiplication Table Accommodation request in the OEAA Secure Site (www.michigan.gov/oeaa-secure). Review the Multiplication Table Guidance Document (https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Multiplication_Table_Guidance_1.pdf) before submitting the request.

MI-Access

Ongoing through May 25, 2023
- Off-Site Test Administration Requests through the OEAA Secure Site (www.michigan.gov/oeaa-secure)
- Pre-identification for online and paper/pencil testing remains open through each test window

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