Spotlight

on Student Assessment and Accountability

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April 4, 2024

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Spring Testing Begins Monday, April 8

Spring Testing 2024 Begins Monday, April 8

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

The Michigan Spring 2024 testing window opens on Monday, April 8, for all grades testing with M-STEP, MI-Access for grades 3-8 and 11, and the College Board SAT Suite of Assessments for grades 8-11 and eligible grade 12 students. The Early Literacy and Mathematics Benchmark Assessment will also open for students in kindergarten through grade 2.

The ACT WorkKeys assessment remains a paper/pencil-only administration. The Initial Test Day for the paper/pencil ACT WorkKeys assessment is **Thursday, April 11, 2024**.

The complete Summative Testing Schedule can be found on each assessment webpage, or in the 3-Year Summative Assessment Testing Schedule (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/3-Year-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 specific to grade and test mode (online or paper/pencil).
  - » 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 SAT Suite Test Coordinator Manual, SAT Suite Proctor Manual, and specific Paper Testing Guides that can be viewed on the SAT Suite of Assessments web page.
  - » ACT WorkKeys directions are provided in the appropriate 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 training, by role, can be found on the Assessment Integrity and Security Site (https://www. michigan.gov/mde/services/student-assessment/ assessment-integrity-and-security). Links to the required training resources are listed below.

Assessment Security Training Requirements for District and Building Coordinators

District and Building Assessment Coordinators are required to read the Assessment Integrity Guide and complete the Michigan Virtual Assessment Security Training series. These resources are available on the assessment web pages:

- Assessment Integrity Guide (AIG) (https:// www. michigan.gov/mde/-/media/Project/ Websites/ mde/OEAA/Assessment-Integrity-and- Security/ Assessment_Integrity_Guide.pdf) – provides guidelines school staff must follow 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/). For more information on the modules refer to the MDE Assessment Security 2023/24 course description (https:// michiganvirtual.org/course/ mde-assessment-security/).

Assessment Security Training Requirements for Test Administrators, Proctors, Room Supervisors, and Other Testing Staff

The Assessment Coordinator determines how staff administering the assessments will receive their assessment security training. These staff may take the Assessment Security Training Series listed above or they may read the appropriate Assessment Integrity and Security for Test Administrators document. The training documents are specific by assessment and are provided in the AIG and several other assessment-specific documents available to Test Administrators.

(Continued on next page)

- Assessment Integrity and Security for Test Administrators Document. This document can be found in several places:

  » [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)

    ☐ **Appendix F** – Assessment Integrity and Security for Room Supervisors/Proctors – ACT WorkKeys

    ☐ **Appendix G** – Assessment Integrity and Security for Proctors/Hall and Room Monitors – College Board Assessments

    ☐ **Appendix H** – Assessment Integrity and Security for Test Administrators – MI-Access

    ☐ **Appendix I** – Assessment Integrity and Security for Test Administrators – M-STEP

    ☐ **Appendix J** – Assessment Integrity and Security for Test Administrators – WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs

The relevant Assessment Integrity and Security document is also included in assessment specific resources for Test Administrators:

- [M-STEP Test Administration Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf) (https:// www. michigan.gov/mde/-/media/Project/ Websites/ mde/OEAA/M-STEP/M-STEP_Test_ Administration_Manual.pdf) Appendix

- Each [M-STEP Test Administrator Directions and Manual](https://www.michigan.gov/mde/services/student-assessment/m-step/current-assessment-administration/m-steppaper-pencil-directions-and-online-test-directionsand-manual) document (https://www.michigan.gov/mde/services/student-assessment/m-step/current-assessment-administration/m-steppaper-pencil-directions-and-online-test-directionsand-manual)

- [MI-Access Functional Independence Test Administration Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/S23-MI-Access-Functional-Independence-TAM.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/S23-MI-Access-Functional-Independence-TAM.pdf) and [MI-Access Supported Independence and Participation Test Administration Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/Participation_and_Supported_Independence_TAM.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MI-Access/Participation_and_Supported_Independence_TAM.pdf)

M-STEP and MI-Access Office Hours

For questions about M-STEP and MI-Access test administration, the Office of Educational Assessment and Accountability (OEAA) is holding office hours every Monday afternoon from 3:00-3:30 p.m. through May 20, 2024. OEAA staff will be available to respond to test administration questions during these events. [Click here to join the meeting](#)

Online Testing for Michigan-Developed Assessments

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 paper.

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

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 testing dates are **April 8 through May 17, 2024**.
- MI-Access testing dates are **April 8 through May 24, 2024**.
- Early Literacy and Mathematics Benchmark Assessments testing dates are **April 8 through May 31, 2024**.

Paper/Pencil Testing for Michigan-Developed Assessments

M-STEP paper/pencil tests are administered during the paper/pencil testing window, April 8 through May 3, 2024. Schools can administer any grade or content area paper/pencil test on any school day within this window.

MI-Access paper/pencil tests are administered any time during the seven-week testing window, from April 8 through May 24, 2024. Schools may administer any grade or content area test on any school day within the paper/pencil test window.

Important MI-Access ELA Note: Since the FI ELA: Expressing Ideas is a paper/pencil test only, it must be completed by all ELA testers, even if the student is an online tester.

College Board SAT Suite of Assessments

Schools administering the online SAT with Essay, PSAT 10, and PSAT 8/9, as well as schools approved for paper/pencil administration of these assessments, must adhere to the test administration dates published. There is one three-week window for all testing, which includes accommodation and makeup testing. This schedule can be found on the Michigan Merit Examination (MME) (www.michigan.gov/mme) and PSAT web pages (www.michigan.gov/psat).

For the SAT with Essay, PSAT 10, and PSAT 8/9 paper/pencil assessments, students will provide answers in their assigned test booklets, and student responses will be entered by staff members into the Bluebook application for scoring. SAT Essays must be returned to College Board for scoring. No barcode label is required for the essays; however, to ensure students' essay results are attributed correctly, be sure all identifying information is gridded on the essay answer document.

Additional Information

Taken by grade 11 and eligible grade 12 students, the MME has three components: the SAT with Essay, ACT WorkKeys, and M-STEP Science and Social Studies. All three components are required.

Eligible grade 8 students are required to take the PSAT 8/9 for Reading and Writing and for Math, and the M-STEP for Science and Social Studies.

Note: All paper/pencil answer documents for M-STEP, MI-Access (FI), and ACT WorkKeys, 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.

M-STEP, MI-Access, and Early Literacy and Mathematics: Common Testing Issues and How to Resolve Them

With test administration nearly upon us, the Office of Educational Assessment and Accountability (OEAA) is here to help ensure a safe, smooth, and equitable test administration in Spring 2024. While not all test irregularities are avoidable, some common issues that arise can be easily prevented. We have prepared this brief list to support your successful test administration.

Note: If you do encounter any testing irregularities during test administration, OEAA staff will help you resolve them, to ensure valid and reliable results that will help inform your program and continuous improvement goals.

Here are some common, and easily avoided, Incident Reports that Michigan Department of Education (MDE) sees each year:

- **Accommodations/Designated Supports not assigned:** One of the most common Incident Reports is that students did not receive their required Accommodation or Designated Support during testing.
  This can easily be avoided by:

  » carefully assigning Accommodations and Designated Supports before the test administration begins (communicate with your Special Education and English learner staff, as needed)

  » ensuring all Test Administrators are aware of all Accommodations/Designated Supports in each test session (communicate with your Test Administrators)

  » assigning Accommodations and Designated Supports before test tickets are printed

  » reviewing the testing roster sheet and/or test tickets to ensure embedded Accommodations and Designated Supports are included (Note: Not all allowed Designated Supports or Accommodations are listed on the test roster and/or test tickets.)

- **Test not completed:** You can prevent this by remembering two important characteristics of specific tests:

  » M-STEP English language arts and mathematics tests use Computer Adaptive Testing (CAT). With CAT, it is not possible to submit a test unless all items are answered. CAT assessments cannot be unlocked and the Michigan Department of Education (MDE) does not regenerate CAT tests for this reason. **Note:** There are some exceptions, specifically two accommodated forms of the M-STEP ELA/mathematics assessments: Video Sign Language (ASL) and Stacked Spanish (ST).

  » Science and social studies tests are fixed-form tests. Students must be instructed to not select "submit" until they have completed the assessment.
  Note: All MI-Access and Early Literacy and Mathematics Benchmark tests are fixed-form tests.

- **Prohibited Behavior:** Make sure Test Administrators clearly state all student behavioral expectations before test administration begins. A common cause of Prohibited Behavior incident reports is student use of cell phones/personal electronic devices during testing. According to the state assessment Electronic Device Policy, students "are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session."

To help prevent prohibited behaviors related to electronic devices:

> » require students to power off any devices and to store them away from their work area during testing
> (Best practice is to not allow additional electronic devices in the testing room.)
>
> » Test Administrators should remind students of this policy, and check that no students have such electronic devices before testing begins.

Note: Starting in Spring 2024, incident reports for Prohibited Behavior will allow the student's test to remain valid if a student's electronic device is seen but not accessed during the test. These reports still must be filed. However, only when students access an electronic device will their tests be invalidated.

Completing Incident Reports

The M-STEP Test Administration Manual (https://www. michigan.gov/mde/-/media/Project/Websites/mde/ OEAA/M-STEP/M-STEP_Test_Administration_Manual. pdf) has an appendix – **How to Complete an Incident Report**. This appendix provides detailed information on how to efficiently resolve these most common incidents.

Use this resource to ensure that all required information is provided and to ensure a timely resolution of any testing irregularity.

Online Testing for Michigan Developed Assessments: Regeneration

In specific instances (see the table below), a student's online test may need to be regenerated.

A **Regenerate** request means that all the student's answers are deleted, and the student must take the entire test again. This is distinguished from an **Unlock** request, which allows the student to continue testing at the point they left off.

If a test irregularity requires that a test be regenerated, refer to this information from MDE about required documentation and links to the required parent notification forms in the appendix **"How to Complete an Incident Report";** this appendix is available in each assessment Test Administration Manual.

Note: Only the testing irregularities listed here qualify for test regeneration.

M-STEP	
Allowable Regeneration Request Reason	**Requirements/Documentation**
Required Accommodation not provided	• Parent Notification Form (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Regeneration-Letters/1--M-STEP--Accommodation-Issue-Letter-to-Parents.pdf) • Relevant IEP or Section 504 plan indicating the Accommodation for the content area test
Required Designated Support not provided	• Parent Notification Form (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Regeneration-Letters/1--M-STEP--Accommodation-Issue-Letter-to-Parents.pdf) • Documentation from the teacher responsible for day-to-day instruction in the content area affirming the student uses the support during instruction
Student submits after fewer than 15 minutes in the test*	• Parent Notification Form (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Regeneration-Letters/6--M-STEP-Less-Than-15-Minutes-Letter-to-Parents.pdf) • No additional documentation is necessary; MDE staff can verify time spent in test
Student becomes ill*	• Parent Notification Form (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Regeneration-Letters/9--M-STEP-Tested-While-Sick-Letter-to-Parents.pdf) • Evidence that the student went home on the day of testing
Student completes test without prescribed medication*	• Parent Notification Form (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Regeneration-Letters/5--M-STEP-Did-Not-Take-Medication-Letter-to-Parents.pdf) • Signed document from the person responsible for administering the medication (parent or school staff) that the medication was not administered on the day of the test
Chromebook Accessibility Floating Kiosk Menu Available/Visible during testing**	• **There is no required Parent Notification Form or verification for regenerations of this type** • Due to the settings mismatch between Chromebook settings requirements for the College Board Bluebook application and the DRC INSIGHT testing application, student tests can be regenerated to ensure a valid test score • See the Chromebooks and the Kiosk Floating Accessibility Menu article in this Spotlight (page 8) for more information.

* Must be submitted by 11:59 p.m. on the day of occurrence; if documentation is not available, the incident report can be submitted without the documentation

** This regeneration request reason is specific to the 2024 administration

The Incident Reporting Response Guide appendix is also included in the M-STEP, MI-Access FI, and MI-Access SI/P Test Administration manuals. It provides a complete list of all incident report categories and subcategories, along with a description and information regarding whether reporting the incident is required or optional. Refer to this appendix for more information about each type of testing irregularity and whether an incident report is required.

Chromebooks and the Kiosk Floating Accessibility Menu

Please share this article with your technology and test administration teams.

The Michigan Department of Education (MDE) recently became aware of a conflict in how the College Board's Bluebook and the Data Recognition Corporation's (DRC) INSIGHT address accessibility features, such as Text-To-Speech (TTS). This conflict could impact students using Chromebooks for their online testing.

Bluebook is designed to work with the built-in accessibility features of the testing device, while INSIGHT has its accessibility features embedded in the testing engine itself. The conflict can arise when the Kiosk Floating Accessibility Menu is enabled for Bluebook, since this is done at the organizational level, and not at the device level.

When students use the same Chromebook for their College Board testing and for Michigan's online testing delivered through INSIGHT (such as M-STEP and MI-Access), the Kiosk Floating Accessibility Menu will be also be available for students testing through INSIGHT.

MDE has worked with several districts, a Regional Educational Service Agency, College Board, and with DRC to provide suggestions and guidance on how to mitigate the impact on students and testing. The Managing the Floating Accessibility Menu Guidance document (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Instructions-for-Temporarily-Disabling-Kiosk-Floating-Accessibility-Menu.pdf) is now available and posted on the following Office of Educational Assessment and Accountability web pages:

- www.michigan.gov/mi-access
- www.michigan.gov/mme
- www.michigan.gov/mstep
- www.michigan.gov/psat

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

Tips to Prevent the Double Testing of Students

In January 2024 and based on grade, all students were pre-identified to the correct general assessment – M-STEP, PSAT 8/9 in grade 8, or SAT with Essay in grade 11 - for testing in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure), using the Fall 2023 general collection in the Michigan Student Data System (MSDS). For the upcoming Spring 2024 testing window, districts and/or schools must move students whose Individualized Education Program requires the administration of the MI-Access assessments, Michigan's alternate assessment system, from M-STEP (or PSAT 8/9 or SAT with Essay) to the appropriate MI-Access assessment in the OEAA Secure Site.

To ensure students are not inadvertently tested in both MI-Access and the general assessment:

- unassign students who will be taking the MI-Access assessment from M-STEP, PSAT 8/9, or SAT with Essay

- make sure that all students in grades 3-8 and 11 are pre-identified to the correct assessment on the Pre-ID Student Report

- locate and destroy any test tickets that have been printed for an incorrect assessment, to ensure the incorrect test ticket is not used

If a student is taking MI-Access in one content area and the general assessment in another, you can unassign by content area from the student assessment record.

Students can be unassigned, copied from one assessment to another (M-STEP or PSAT 8/9 or SAT with Essay to MI-Access), or unassigned by content areas for a group of students through the Mass Update Assessments function on the OEAA Secure Site. Instructions to MI-Access Mass Update (https://www.michigan.gov/-/media/Project/Websites/mde/Year/2016/01/11/MI_Access_Mass_Update_Assessments_quick_Reference.pdf) for Pre-Identification can be found on the OEAA Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Pre-Identification** section.

Online Sessions

Students taking both the M-STEP and the MI-Access Functional Independence (FI) assessment online must be set up and maintained in Online Sessions in the DRC INSIGHT Portal. Students taking the PSAT 8/9 or the SAT with Essay must be set up and maintained in College Board's Test Day ToolKit. If needed, be sure to remove students from online test sessions and destroy any printed test tickets that are no longer needed.

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

Important Notes

- Students who are unassigned from testing are not removed from accountability calculations. To remove a student from accountability calculations, the student must be exited in the MSDS in the Spring 2024 MSDS General Collection or in a Student Record Maintenance (SRM) collection. See the OEAA Secure Site Mass Update Assessments (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2019/02/26/Mass_Update_Assessments_quick_reference.pdf) document for further details.

- There is not an alternate assessment for students in grades 9 and 10. If the PSAT 8/9 or the PSAT 10 is not an appropriate assessment per a student's IEP, they should be unassigned from the PSAT test in the OEAA Secure Site.

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).

WIDA Screener for Pre-K Students Testing Cycle Now Open

The pre-kindergarten cycle of the WIDA Screener for potential English Learner students is now open. Districts can begin using the WIDA Screener for Kindergarten during their kindergarten roundup activities.

For students enrolling for kindergarten in Fall 2024, only the Speaking and Listening domains need to be administered for the initial stage of screening.

More information about how to determine eligibility for potential English learner students can be found in the Michigan Department of Education's "English Learner Program Entrance and Exit Protocol" (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL_Entrance_and_Exit_Protocol.pdf).

Additional information about policies on the WIDA Screener can be found in the Michigan Guide to the WIDA Screener (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/Michigan-Guide-to-the-WIDA-Screener.pdf).

3-Year Summative Testing Schedule Now Available

The 2024-2026 3-Year Summative Testing Schedule (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/3-Year-Summative-Testing-Schedule.pdf) is now available on the Office of Educational Assessment and Accountability (OEAA) Assessment Calendars web page (www.michigan.gov/mde-assessmentcalendar). The schedule displays the planned testing windows for the 2024, 2025, and 2026 school years for the following assessments:

- ACT WorkKeys
- MI-Access
- M-STEP
- PSAT 8/9
- PSAT 10
- SAT with Essay
- WIDA Alternate ACCESS for ELLs
- WIDA ACCESS

Reminders

Michigan Social Studies Educators Wanted for M-STEP Social Studies Blueprint Panel

The Michigan Department of Education 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.

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).

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). A stipend or sub-reimbursement with continuing clock hour credit option is available for educators participating in this event.

See the full article in the Spotlight newsletter - March 28 issue (https://bit.ly/4aUKhub).

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

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

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

Reminders

FAME Project Accepting New Coach Applications for 2024-2025

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

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

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

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

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

Join the Office of Educational Assessment and Accountability as we work with the Michigan Assessment Consortium (MAC) to develop performance assessments aligned to Michigan's model competencies. Cohort V of the Michigan Performance Assessment Cadre (MiPAC) will launch in August 1-2, 2024, to address model competencies in mathematics (grades 3-5 and 6-8) and English language arts (ELA) (grades 3-5, 6-8, and 9-12).

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

MiPAC Cohort V will feature a new 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.

Spotlight

on Student Assessment and Accountability

CB College Board Corner

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

WHAT'S NEW

Test Day Tips

Text-to-Speech

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

Use this link for Chromebook-specific guidance (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Managing-the-Floating-Accessibility-Menu-Guidance.pdf).

Use this link for guidance on TTS across all approved testing devices (https://bluebook.collegeboard.org/students/accommodations-assistive-technology) and select the relevant device from the right-side "Related Topics" menu.

Students Taking Alternate Assessments

If a student's SAT Suite pre-identifcation record is unassigned in the Office of Educational Assessment and Accountability (OEAA) Secure Site, the associated single registration will be deleted. This deletion will occur from College Board's State Data Management System (SDMS) to Test Day Toolkit (TDTK).

To prevent testing of students scheduled for MI-Access, school test coordinators should verify the Pre-ID Report in the OEAA Secure Site and TDTK prior to testing. School coordinators can assign any alternate testers to a "Non-testing Room" in TDTK and inactivate them from College Board testing in the OEAA Secure Site. This ensures that students are not tested while awaiting complete removal from TDTK.

For additional information regarding students who should be administered the MI-Access assessments, see the article "Tips to Prevent the Double Testing of Students" on page 9 of this Spotlight.

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

Avoiding Testing Irregularities

Tips For Online Testing:

- Verify that students' accommodations appear correctly in TDTK before testing to avoid retest irregularities.

- Ensure accommodated testers are grouped in accordance with their test timings and breaks.

- A stable internet connection is necessary for downloading and submitting test content on Bluebook. If test submission issues occur, student answers are cached on their devices. Avoid clearing history, cache, and cookies until submission issues are resolved.

- Students should not close their test devices during testing, including during breaks, and while awaiting assistance for technical issues.

- First-time testers will be located in the **Primary Test Administration** drop-down in TDTK, while students with approved retest irregularities will appear in the **Retest Test Administration** drop-down (see picture below).
  If you can't find a student who needs a retest in your primary roster, you need not be concerned. Simply return to your home screen, switch to the Retest window, and the student should appear in your roster there. After retest irregularities are approved, expect a new test package for the students in two to three business days.

- Students who miss a scheduled test date or those who are present on test day but do not enter a room code before experiencing an issue must be scheduled to test later in Michigan's testing window; this is considered a **reschedule**. Students who enter a room code but experience an irregularity that results in an approved retest must be scheduled to test again at a time designated by the school test coordinator; this is considered a **retest.** It's important not to test rescheduled students in the same room as those retaking tests due to approved retest irregularities. Doing so will require the proctor to manage multiple devices and test sessions in TDTK, increasing the risk of potential issues and test irregularities in the testing administration.

Role
Test Day Coordinator

Test Administration *

Choose a test administration

Choose a test administration

SAT School Day Spring 2024 Primary

SAT School Day Spring 2024 Retest 1

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

Tips For Paper/Pencil Testing:

- Students will record their multiple-choice responses in the test book. Test staff must transcribe these responses into Bluebook on the same day students complete the test, and no later than two school days thereafter in case of extenuating circumstances.

- Proctors must not run Bluebook while students are taking the paper/pencil test. This will result in a retest irregularity. Students must first complete their paper/pencil test and be dismissed from the test session before designated test staff launch Bluebook to transcribe student responses from the paper test book into Bluebook.

- Each student will be assigned a specific test book, indicated by a symbol on the cover and in the shipping notice. Ensure students test with the correct book to avoid retests.

General Tips for All Testing:

- Proctors must actively monitor testing both in TDTK and by walking around the test room to prevent and resolve issues promptly.

- Encourage students to not bring cell phones into the testing room. If students bring cell phones, ensure they are powered off, collect and store them before testing, and return them afterward.

By following these guidelines, you can help ensure a successful testing experience for all students and minimize potential irregularities on test day.

Paper Testing FAQ Now Available

To address common questions related to paper/pencil administrations of the SAT Suite of Assessments, the Michigan Department of Education's Office of Educational Assessment and Accountability, in collaboration with College Board, has developed the SAT Suite of Assessments Paper Testing FAQ (https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides).

Schools with online waivers and accommodated paper/pencil testers should review this document for valuable insights as they prepare for the upcoming Spring 2024 Michigan-provided SAT with Essay, PSAT 8/9, and PSAT 10.

Spotlight

on Student Assessment and Accountability

CB College Board Corner

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

REMINDERS

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).

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).

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

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

ACT® WorkKeys®

What's New

Test Day Tips

The WorkKeys initial test window opens next week! The standard time test date is Thursday, April 11, and the accommodations testing window is April 11-24, 2024. Here are a few reminders to help your test administration(s) go smoothly:

- Ensure you have received all test materials by comparing the quantities you ordered in the Office of Educational Assessment and Accountability OEAA Secure Site (www.michigan.gov/oeaa-secure) to the packing list(s) and the materials delivered.

    » Order additional materials in the OEAA Secure Site (www.michigan.gov/oeaa-secure) by **April 5, 2024**, before midnight.

    » Test administration manuals and Test Administration Forms folders can be printed from the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in step 5.

    » Contact ACT if you are missing FedEx return labels.

    » Retain the shipping carton(s) for use in returning test materials to ACT.

- Ensure every answer document has a barcode label applied to page 4, right to left, so the black bars are not covered.

    » Refer to the Spotlight newsletter - March 7, issue, (https://bit.ly/3VhzmWw) for additional information.

    » If labels are misapplied and you can't gently peel off and reapply the original label, use a new answer document and a locally printed label. Locally print additional barcode labels from the OEAA Secure Site (www.michigan.gov/oeaa-secure) as necessary.

- Group students for testing according to their test language (English, Spanish, or Arabic), test type (standard time or accommodations), and timings (standard time, time-and-one-half, double time, triple time).

- Begin testing no later than 10:30 a.m. Any testing that begins after 10:30 a.m. must be completely explained on an irregularity report submitted to ACT.

- Do not allow students to access electronic devices in the testing room. Electronic devices are to be turned off and stored during testing and breaks.

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

ACT® WorkKeys®

- Administer the tests in the proper order: **Workplace Documents**, **Applied Math**, **Graphic Literacy**.

  » Ensure accurate timing is kept for each subject (standard time English is 55 minutes per subject, standard time Spanish is 70 minutes per subject).

  » Time-and-one-half, double time, and triple time students must be allowed a minimum of the standard time but may move on to the next subject if all students in the room have finished testing before the extended time expires.

- Standard time students must be given a 15-minutes break between Applied Math and Graphic Literacy. Do not allow extra or extended breaks for standard time students.

- Actively monitor class groups for misadministrations, irregularities, and prohibited behaviors during testing and breaks. Document all occurrences and any actions taken on an Irregularity Report to be submitted to ACT.

  » An individual irregularity affects a single student. Examples include student illness, defective test materials, and prohibited behavior.

  » Group irregularities affect groups of students or the entire school. Examples include testing on an unauthorized test date, mistiming of the tests, use of wrong test forms, inclement weather, emergency evacuations, and power failure.

These students are eligible to retest:

  ☐ Standard time students may test on the makeup day, April 25, 2024.

  ☐ Accommodations students may test later in the current window or in the makeup window.

  » Prohibited behaviors affecting one or more students.
  If you are positive a prohibited behavior has occurred, immediately dismiss the student(s), and void their answer document(s).
  If you suspect prohibited behavior, warn the student, and closely monitor their activity. If the behavior continues, promptly dismiss the student, and void their answer document. These students are NOT eligible to retest. Prohibited behaviors include:

  ☐ marking answers after time is called

  ☐ using a prohibited calculator

  ☐ creating a disturbance

  ☐ giving or receiving help

  ☐ accessing a cell phone or other electronic device

  ☐ duplicating test materials

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

ACT® WorkKeys®

Collect and Verify Test Materials After Each Test Session

After students have finished testing, the Room Supervisors must:

- complete the Test Administration Forms folder
  - » Page 1 - The chain of custody of the secure forms is documented
  - » Page 2 - The seating diagram is accurate
  - » Page 3 - Timing is accurately documented
  - » Page 4 – The student roster is accurate
- 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 **Administration** stage.

Order Makeup Test Day (Test Window 2) 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 25, 2024. 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.

Makeup test forms are different than the initial test forms. The test coordinator must submit standard time and accommodations makeup materials orders through the Office of Educational Assessment and Accountability OEAA Secure Site (www.michigan.gov/oeaa-secure) **April 11 through April 12, 2024, before midnight ET.** 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 ensue 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

ACT® WorkKeys®

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).

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.

Return Secure Materials to ACT

Use the carton(s) 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

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

ACT® WorkKeys®

FedEx is scheduled to pick up the standard time test materials for return to ACT on **Friday, April 12, 2024**, and the accommodations materials on **April 25, 2024**.

- If your materials are not picked up within two business days after the scheduled pickup date, call ACT at 800-967-5539 to arrange a new pickup.

- If accommodations testing is completed before April 24, you may either call to arrange a different date or hold the materials in a secure location until the pre-scheduled pickup on April 25.

- Answer documents received after each test window's Answer Document Receipt Deadline will not be scored. Refer to the ACT WorkKeys Schedule of Events (https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring) for the individual due dates.

The last day ACT will accept initial (Test Window 1) answer documents for scoring is **May 7, 2024**.

ACT® WorkKeys®

Reminders

Pre-Recorded Audio Forms

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.

Prior to test day, review the ACT WorkKeys Pre-Recorded Audio Guidelines (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.

Upcoming Events and Deadlines

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

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

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

Contact the ACT WorkKeys Customer Support Team:

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

Important Dates

April 2024

M-STEP & MI-Access

Office Hours for M-STEP and MI-Access Related Testing Questions
Every Monday through May 20, 2024
3:00 - 3:30 p.m.

Click here to join the meeting

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

SAT with Essay

Pre-Identification of Late-Arriving Students
Now through April 22, 2024

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

Important Dates

April 2024 (continued)

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 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)