Spotlight

on Student Assessment and Accountability

What's New
Week of April 6, 2023

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SPRING TESTING 2023
Begins on Monday, April 10

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 2023. 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, the OEAA staff will help you resolve them, to ensure valid and reliable results that will help inform your program and your 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)

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CB Corner / ACT WorkKeys / Important Dates / Contacts

» 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.)

- **Students double-tested:** Due to the flexibility between assessment programs, every year numerous students are inadvertently given multiple tests for the same content areas (for example, an English language arts assessment for both MI-Access and M-STEP).

This double-testing can be prevented by:

» reviewing the Pre-ID to Multiple Assessments tab on the Pre-ID Report (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Pre-ID-Report-Directions.pdf)in the OEAA Secure Site (www.michigan.gov/oeaa-secure) for the Spring 2023 MI-Access, M-STEP, Gr8 PSAT 8/9, SAT to ensure students are not taking multiple assessments in a single content area, for example, MI-Access and M-STEP, MI-Access and PSAT 8/9 for grade 8. You may need to work with your special education department to identify the correct assessment for students with Individualized Education Program (IEP).

☐ If a student is assigned to the DRC INSIGHT Portal for an assessment, they cannot be removed, even when the pre-identification is corrected in the OEAA Secure Site. To prevent the student from testing in the incorrect assessment, some schools create "Not Testing" sessions in the INSIGHT Portal. This prevents the student being assigned to a test session and test tickets being printed, which can cause confusion during testing.

» ensuring that the M-STEP and MI-Access students are in the correct test sessions for each content area

» ensuring that any printed test tickets for the wrong test sessions are destroyed and marked clearly on the rosters

(Multiple test tickets for the same student have been one of the leading causes of double-testing.)

- **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 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).

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» 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

If despite your best efforts you do have a test irregularity that requires resolution, the OEAA has resources available.

M-STEP, MI-Access, Early Literacy and Mathematics Testing

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 a new appendix – **How to Complete an Incident Report** (Appendix F, page 99). 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: 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 **Appendix F: How to Complete an Incident Report.**

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

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 sick 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

* 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

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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.

College Board and ACT WorkKeys Testing

The College Board SAT® with Essay Test Administration Manual and the ACT™ WorkKeys™ Manual are posted on the [MME web page](#) (www.michigan.gov/mme). The manuals explain when an irregularity report must be filed and include an Irregularity Form to be used by proctors/room coordinators and test coordinators.

Procedures for filing an irregularity report for students taking the PSAT™ 10 or PSAT™ 8/9 can be found in the PSAT 10 Coordinator Manual or the PSAT 8/9 Coordinator Manual. These are found on the [PSAT web page](#) (www.michigan.gov/psat).

M-STEP and MI-Access Preliminary Reports

M-STEP and MI-Access Preliminary Reports will be available within 48 hours of students submitting their online tests. This may begin as soon as next Wednesday, April 12.

To access **Preliminary Reports**, log into the OEAA Secure Site (www.michigan.gov/oeaa-secure), select the Reports drop-down, and select **Dynamic Score Reports.**

Next, select your entity information and schools with data available, then select **Open Report** in the lower right corner.

The Dynamic Score Reporting Site User Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/Dynamic-Score-Reporting-Site-User-Guide.pdf) has detailed information on accessing and navigating reports through the OEAA Secure Site.

Note: Preliminary reports and data are **embargoed**. Individual results may be shared with parents; however, it is not permissible to share any preliminary results, including locally generated data, with community members or any external stakeholders. Preliminary Student Rosters are for school and district use only and may not be shared with the public. Board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not allowed.

These reports provide a preliminary view of student performance on the M-STEP and MI-Access assessments. Keep in mind the data presented are not a final evaluation of student performance; they are calculated using machine-scored items only (hand-scored items are not included), include only students who tested online, and contain student data protected under the Family Educational Rights and Privacy Act (FERPA).
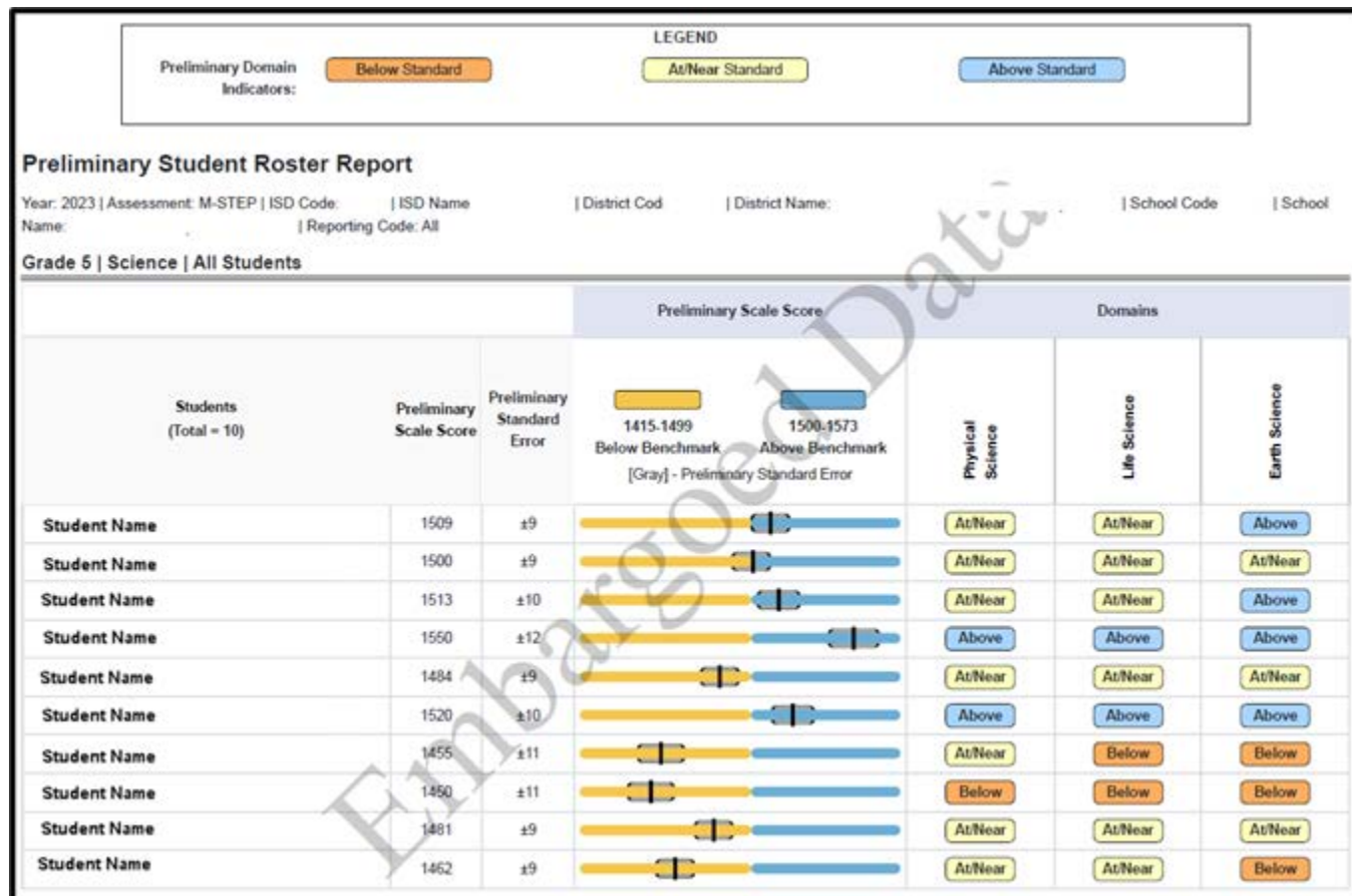
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M-STEP Preliminary Reports

M-STEP Preliminary Reports include Preliminary Scale Score and subscore (claim, domain, and discipline) information for students who tested online and have submitted the complete test.

On grade 3 English language arts reports, Read by Grade 3 indicators are also reported. The Read by Grade 3 law requires schools to retain a student in the third grade if the student's English language arts score is 1252 or below, indicating more than one year behind on reading according to the Michigan Student Test of Educational Progress (M-STEP). This year's class of third graders will be the last students affected by the retention aspects of the law. For now, retention is still a requirement because the law removing this requirement is not effective until the 2023-24 school year.

For local data needs, all the reported information in an M-STEP Preliminary Report, with each field defined, can be downloaded and displayed in a comma-separated values (.CSV) file.

More information about the M-STEP Preliminary Reports is available in the About this Report document, which is accessible in the Dynamic Score Reporting Site through the OEAA Secure Site (www.michigan.gov/oeaa-secure). The Dynamic Score Reporting Site User Guide (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/Dynamic-Score-Reporting-Site-User-Guide.pdf) provides detailed instructions about how to access the About this Report document.

MI-Access Preliminary Reports

MI-Access Functional Independence Preliminary Reports include Preliminary Scale Score and subscore (claim, and discipline) information for students who completed the test online. Supported Independence and Participation Preliminary Reports provide Points Earned in the overall content area as well as the subscore data, and are available after the Primary Assessment Administrator enters the scores in the online answer document.
Note: The science assessments for grades 5, 8, and 11 are not included in preliminary reporting; these results will be provided in the final reports released later this summer.
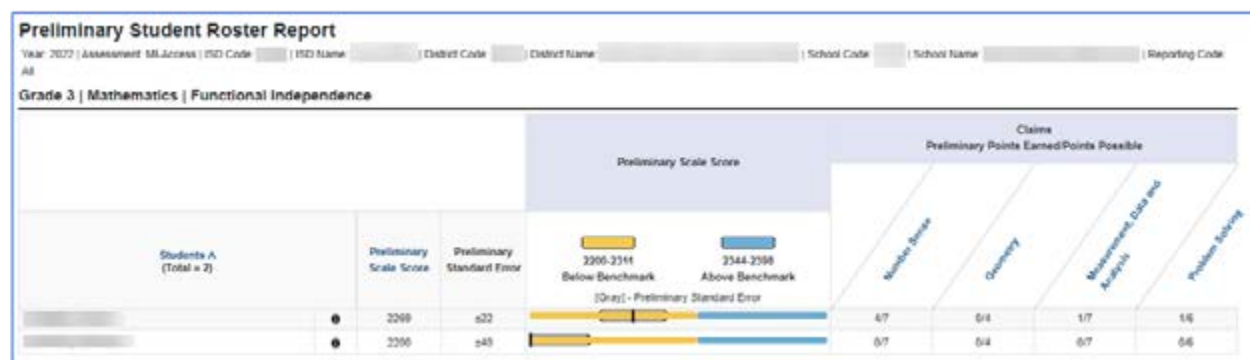
Calling All Educators!

Did you know that Michigan educators play a direct role in the creation and review of all state assessment programs? This includes M-STEP, MI-Access, and the Early Literacy and Mathematics Benchmark Assessments. Teachers/educators participate in the development of all three of these assessments in the following ways:

- **Item Writers:** Teachers/educators write assessment items that align with Michigan standards, often in collaboration with other educators.

- **Item Reviewers:** Serving on either a content committee or a bias and sensitivity committee, educators review the items and provide feedback and recommendations to the Michigan Department of Education (MDE) prior to the items appearing on an assessment.

- **Data Reviewers:** Serving on either a content committee or a bias and sensitivity committee, educators review the items and their data after the items have been field-tested. These committee members provide feedback and recommendations to MDE, which results in the items either being adopted for operational use or revised for further field-testing.

- **Range Finding:** English language arts teachers review students' written responses to find a "range" within a score point on the M-STEP and MI-Access scoring rubrics. This range finding exercise serves as the foundation for how a writing prompt will be scored when it is field-tested and when/if the prompt is used operationally.

- **Standard Setting:** This group of educators reviews the assessment, as well as data on how items performed, and a set of performance level descriptors. This information is ultimately used to recommend cut scores for the assessment to delineate the different levels of performance (such as basic, partially proficient, proficient, and advanced). Standard setting usually takes place less often than the other committee work.

Participants in all this educator committee work are offered either a daily stipend or State Continuing Education Clock Hours with a substitute reimbursement option. Hotel stay for multiple day events (for those traveling more than 50 miles) and expense reimbursement is also provided.

Michigan's test development vendor, Data Recognition Corporation, has recently updated the application and database used to collect information from educators interested in participating in this process. Educators interested in participating can use the two links below to apply. The first link opens a general application for all committees. The second opens an additional application that is required from those interested in becoming an item writer. Note: If you have participated in any of these processes before, you are asked to re-apply so the most up-to-date information is included in the database.

To apply: **Complete one or both of these applications**

[General application for all committees](https://cvent.me/0R4Wvq) (https://cvent. me/0R4Wvq)

- Content item or data reviews
- Bias and sensitivity item or data reviews
- Range finding
- other committees

[Item Writing Application](https://cvent.me/7QoMm2) (https://cvent.me/7QoMm2)

Please feel free to share this information and links with colleagues currently teaching to the Michigan K-12 standards.

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

Reminders

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).

Refer to the article in the Spotlight newsletter - March 30 issue (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-30-2023.pdf) for additional information and resources.

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)

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

Who: Educators who administer MI-Access tests

What: MI-Access Standard Setting for Science

When: June 20 – June 23, 2023

Where: Lansing Area

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

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

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

FAME Project Accepting New Coach Applications for 2023-2024

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

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

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

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

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

WHAT'S NEW

Ordering Makeup Materials

On April 11, assessment coordinators will receive an email with directions and links to a survey to order makeup materials for the SAT with Essay, PSAT 10, and PSAT 8/9. The surveys will open at 9:00 a.m. on April 12 and must be completed by 11:59 p.m. on April 14.

The links to the survey provided below can be used if the email is not received. Follow the prompts within the survey to determine what materials to request.

- SAT with Essay (https://www. surveyresearchonline.com/ se/7321E7ED0B8AACC7)

- PSAT 8 (https://www.surveyresearchonline.com/ se/7321E7ED25B6CA91)

- PSAT 9 (https://www.surveyresearchonline.com/ se/7321E7ED25B6CA90)

- PSAT 10 (https://www.surveyresearchonline. com/se/7321E7ED14D08C79)

Please respond to the survey even if you do not need makeup materials. This will allow College Board to track responses accurately and remove you from the email reminder list for completing makeup surveys.

Note: You must use the test books that will be shipped to you based on your responses to the makeup survey(s). **Using test books from the primary test date/window for makeup testing will result in non-reportable scores for students.**

If you have not finished PSAT-related testing by April 14, estimate how many makeup materials you may need. If your school is closed on April 14, respond to the survey by the end of the day April 13. The makeup survey deadline will not be extended.

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

Returning Materials

Materials for each assessment must be returned separately. For example, do not return PSAT 10 answer sheets with PSAT 8/9 answer sheets, or PSAT 8/9 for grade 8 with PSAT 8/9 for grade 9 answer sheets. Test books and answer sheets for each assessment are to be returned separately, as well.

Coordinators will have three potential opportunities to return materials:

- **Return #1:** Materials of all students who have completed testing on April 12 (SAT with Essay) or in the primary testing window of April 12-18 (PSAT 10 and PSAT 8/9).

  For PSAT-related assessments, wait until all students have completed testing in the window before returning materials.

- **Return #2:** Materials of all students eligible to test in the accommodated testing window who have completed testing.

- **Return #3:** Materials of all students who complete makeup testing on April 25 (SAT with Essay) or in the makeup testing window of April 25-26 (PSAT 10 and PSAT 8/9).

The return materials for makeup testing will arrive with the materials ordered in the makeup survey.

The Coordinator Manuals provide helpful diagrams for how to pack and return answer sheets and test books:

Assessment	Diagram to Pack Answer Sheets	Diagram to Pack Test Books
PSAT 8/9 Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/PSAT_89_Coordinator_Manual.pdf)	Page 45	Page 46
PSAT 10 Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/PSAT_10_Coordinator_Manual.pdf)	Page 46	Page 47
SAT with Essay Coordinator Manual (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MI_SAT_Coordinator_Manual.pdf)	Page 53	Page 54

CB College Board Corner

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

REMINDERS

Action Required: Complete Required Online Training

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

Additional Material Order Window

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

Requests for additional standard test books, answer sheets, and Coordinator Manuals for the SAT with Essay, PSAT 10, and PSAT 8/9 can be made through today, **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) has been posted to the MME webpage (www.michigan.gov/mme) and the PSAT webpage (www.michigan.gov/psat). The diagram summarizes the key items associated with the Spring 2023 testing materials.

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

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

ACT® WorkKeys®

What's New

Irregularities and Prohibited Behavior

During testing and breaks, staff should actively monitor their class groups for irregularities and prohibited behaviors. Document all occurrences and any actions taken on an Irregularity Report, which is to be returned 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.

If you are positive a prohibited behavior has occurred, immediately dismiss the student and void their answer document. 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. 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

Refer to page 29 of the ACT WorkKeys Administration - Standard Time Paper manual (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf) and page 36 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) manuals for complete information. Both manuals are posted on the ACT state testing website (act.org/stateanddistrict/Michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

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

ACT® WorkKeys®

Reminders

To help your test administration(s) go smoothly, here are a few reminders:

- Ensure you have received all test materials by comparing the packing list(s) to the materials delivered.
  - » Order additional materials in the OEAA Secure Site (www.michigan.gov/oeaa-secure) by **today, April 6, 2023.**
  - » Contact ACT if you are missing Test Administration Forms folders, site headers, return polymailers, colored return labels, and/or FedEx return labels.
- Ensure every answer document has a barcode label.
  - » Refer to the Spotlight newsletter - March 2, 2023 issue (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-02-2023.pdf) for additional information.
  - » Locally print additional barcode labels from the OEAA Secure Site (www.michigan.gov/oeaa-secure) as necessary.
- Group students according to their test type (standard time or accommodations) and timings (standard time, time-and-one-half, double time, triple time).
  - » Standard time English students must test separately from Spanish Standard time students.
- 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.

- 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.
- 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
  - » Extended 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.
  - » Actively monitor students to prevent misadministrations and prohibited behaviors.
- Do not allow extra breaks for standard time students.
  - » Standard time students must be given a 15-minutes break between Applied Math and Graphic Literacy.
- Verify that all pages of the Test Administration

ACT® WorkKeys®

Forms folder are complete and accurate (keep a copy for your records):

- » The chain of custody for secure forms is documented on page 1

- » The seating diagram is accurate on page 2

- » Timing is accurately documented on page 3

- » Student roster is accurate on page 4

- Identify students eligible for Test Window 2 (makeup administration) and order their test materials, April 13 - 14, 2023, through the OEAA Secure Site (www.michigan.gov/oeaa-secure). Refer to the Spotlight newsletter - March 23, 2023 issue (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-23-2023.pdf) for additional information.

- Ensure your test materials are ready to be picked up on the scheduled pick-up dates.

  - » Retain test administration manuals and unused answer documents for use during Test Window 2 (makeup administration).

  - » Use the preprinted site header to ensure prompt processing of your answer documents.

  - » Use the polymailers to return the answer documents, Test Administration Forms folder, and other applicable forms.

  - » Use the cartons in which the test materials were shipped to return the secure test materials to ACT, since each carton has a pre-applied FedEx return label.

  - » 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.

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

ACT® **WorkKeys®**

Recently Asked Questions

Q: Is it correct that smart watches should be collected, and students may lay other watches on their desks during an ACT WorkKeys exam?

- Smart watches should be turned off and put away, but it's not necessary to collect them. Examinees may use a watch, timer, or stopwatch to pace themselves during the test provided the timing device is placed on the desk.

Q: What is the latest time students can start the ACT WorkKeys exam on test day?

- ACT WorkKeys exams should start 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.

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

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

April 11, 2023, 3:30 - 4:00 p.m.

- 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)

WIDA

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

Closes Today! April 6, 2023

- Additional Material Order Window in the OEAA Secure Site (www.michigan.gov/oeaa-secure) to request additional standard test books, answer sheets, and Coordinator Manuals

April 12, 2023

- PSAT 8/9 (Grade 8) Primary Testing Day

April 12 – 14, 2023

- Makeup Order Window to request makeup materials; Coordinators: watch email for instructions from College Board to complete the survey for makeup materials

April 12 – 18, 2023

- PSAT 8/9 (Grade 9) Primary Test Window
- PSAT 10 (Grade 10) Primary Testing Window

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

Closes Today! April 6, 2023

- Additional Material Order Window in the OEAA Secure Site (www.michigan.gov/oeaa-secure) to request additional standard test books, answer sheets, and Coordinator Manual for the SAT with Essay

April 12, 2023

- Primary Test Day

April 12 – 14, 2023

- Makeup Order Window to request materials; Coordinators: watch email for instructions from College Board to complete the survey for makeup materials

April 25, 2023

- Makeup Test Day

ACT WorkKeys

Closes Today! April 6, 2023

- Deadline to order additional ACT WorkKeys Test Materials in the OEAA Secure Site (www.michigan.gov/oeaa-secure)

April 13, 2023

- ACT WorkKeys Initial standard time test administration date

April 13 – 26, 2023

- ACT WorkKeys Initial accommodations test window

April 14, 2023

- Deadline to order Test Window 2 (makeup) test materials in the OEAA Secure Site (www.michigan.gov/oeaa-secure)

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 for M-STEP

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