

Spotlight

on Student Assessment and Accountability

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April 11, 2024

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• **M-STEP and MI-Access Preliminary Reports Now Available**

• M-STEP and MI-Access Preliminary Reports are now available within 48 hours of students submitting their online tests.

• To access Preliminary Reports, log into the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (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) (<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.

Michigan's Read by Grade 3 Law (MCL.2801.280.f) requires schools to identify students who may require additional reading supports according to the Michigan Student Test of Educational Progress (M-STEP).

On grade 3 English Language Arts reports, the column to the right of the ELA claims displays the Read by Grade 3 Indicator based on preliminary scale score. Student tests are flagged as follows:

- Preliminary scale score of 1272 or above: student meets the requirements of the Read by Grade 3 law
- Preliminary scale score 1271 or below: student needs additional reading supports

For more information, visit the [MDE Early Literacy web page](http://www.michigan.gov/earlyliteracy) (www.michigan.gov/earlyliteracy).

LEGEND

Preliminary Claim Indicators:

Below Standard

At/Near Standard

Above Standard

* - Insufficient Data to Report

Preliminary Student Roster Report

Year: 2024 | Assessment: M-STEP | ISD Code: | ISD Name: | District Code: | District Name: | School Code: | School Name: | Reporting Code: All

Grade 6 | Mathematics | All Students

Students (Total = 398)	Preliminary Scale Score	Preliminary Standard Error	Preliminary Scale Score		Claims		
			1518-1599 Below Benchmark	1600-1650 Above Benchmark	Concepts & Procedures	Problem Solving / Modeling & Data Analysis	Communicating Reasoning
	1593	±5			At/Near	At/Near	Below
	1574	±6			Below	At/Near	At/Near
	1591	±5			At/Near	At/Near	Below
	1598	±5			At/Near	At/Near	At/Near
	1604	±5			At/Near	Above	At/Near
	1544	±8			Below	At/Near	Below
	1525	±12			Below	At/Near	Below

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More information about the M-STEP Preliminary Reports is available in the About this Report document, which is accessed through the Dynamic Score Reporting Site. 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) (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 (FI) Preliminary Reports include Preliminary Scale Score and subscore (claim, domain, and discipline) information for students who completed the test online. **Note:** FI ELA scores are presented by Preliminary Earned Points out of Points Possible due to the delayed scoring of Expressing Ideas portion of the test. Supported Independence and Participation Preliminary Reports provide Points Earned in the overall content area as well as the subscore data; these are available after the Primary Assessment Administrator enters the scores in the online answer document.

Preliminary Student Roster Report

Year: 2022 | Assessment: MI-Access | ISD Code: | ISD Name: | District Code: | District Name: | School Code: | School Name: | Reporting Code: All

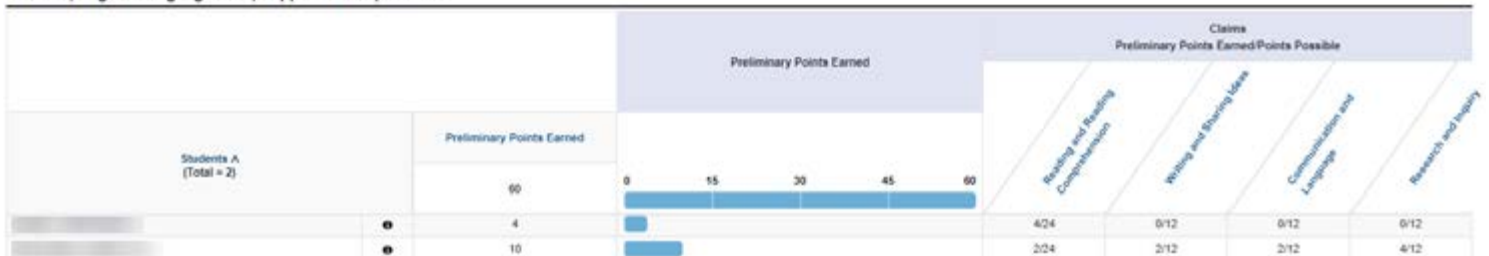
Grade 3 | Mathematics | Functional Independence



Preliminary Student Roster Report

Year: 2022 | Assessment: MI-Access | ISD Code: | ISD Name: | District Code: | District Name: | School Code: | School Name: | Reporting Code: All

Grade 3 | English Language Arts | Supported Independence



Human Voice Audio Available for M-STEP Passage-based Writing Items

All students taking the M-STEP assessment can now utilize the human voice audio option to listen to the passage they are being tested on in the Passage-based Writing item.

A Passage-based Writing item assesses the student's writing skills, not reading skills. Therefore, the Michigan Department of Education has determined it is not necessary for students to rely solely on reading to access the passage in the item to demonstrate writing skills in their answers – they can use the human voice audio to listen to the passage they are being tested on.

Students with assigned Text to Speech (TTS) accommodations will have TTS available for the passage as well.

Students and educators can view and/or practice the Online Tools Training for the Passage-based Writing items at [DRC eTesting](https://wbte.drccedirect.com/MI/portals/mi) (https://wbte.drccedirect.com/MI/portals/mi).

Further information can be found in the [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).

Homebound and Hospitalized Students – State Testing Expectations

Pursuant to applicable state and federal laws and Michigan's statewide student assessment policy, as detailed in, [homebound and hospitalized educational services guidance provided by the Michigan Department of Education](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OFM/State-Aid/Pupil-Accounting/Homebound_Hospitalized_Services.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OFM/State-Aid/Pupil-Accounting/Homebound_Hospitalized_Services.pdf), students who are homebound or hospitalized during the test window are required to test. To fulfill testing expectations for these students, off-site testing may be necessary. This requires the submission of an off-site test form.

Off-site test administration requests for M-STEP, MI-Access, and ACT WorkKeys are available for submission through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Please review directions for how to submit an [off-site testing request](https://docs.google.com/forms/d/e/1FAIpQLSdtu5CFsY5ThKOyr_qthMLZcTqDSIFCJCQeh48xy_fZrMitKA/viewform) (https://docs.google.com/forms/d/e/1FAIpQLSdtu5CFsY5ThKOyr_qthMLZcTqDSIFCJCQeh48xy_fZrMitKA/viewform) for more information.

Off-site test request forms for homebound/hospitalized students scheduled to take the PSAT or SAT must be submitted to College Board prior to testing.. In addition, a Home/Hospital accommodation request must be filed in the Services for Students with Disabilities SSD Online system. The request will require documentation to support why the student needs to test outside of the school.

If a student requires a paper/pencil test, the SSD coordinator must request the paper test in SSDonline; select the **Reading / Seeing Text** accommodations category > **Other** > add **"Paper Test"** in the text box. Contact College Board's Services for Students with Disabilities (SSD) office at 844-255-7728 with any questions.

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) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Blueprint---SS-Blueprint-for-MDE-website.pdf).

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

See the full article in the Spotlight newsletter - [March 28 issue](https://bit.ly/4aUKhub) (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-ZuRQfyswlkn296P8Q/view) (https://drive.google.com/file/d/1SlanD5yjibzyvr-ZuRQfyswlkn296P8Q/view) for the dates and a detailed description of each committee. [Use this link to apply](https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) (https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) today!

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) (<http://famemichigan.org>), along with access to the online [2024-25 New FAME Coach application](https://www.surveymonkey.com/r/NewCoachApp2024-25) (<https://www.surveymonkey.com/r/NewCoachApp2024-25>).

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

If you have any questions, contact [John Jaquith](mailto:jaquithj1@michigan.gov) (jaquithj1@michigan.gov), Michigan Department of Education Office of Educational Assessment and Accountability, or [Tara Kintz](mailto:kintzta@msu.edu) (kintzta@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.

CB College Board Corner

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

WHAT'S NEW

Retesting and Irregularities Guidance

All testing irregularity reports (IRs) for the SAT Suite of Assessments, including those for paper/pencil testers, must be submitted in Test Day Toolkit (TDTK). Schools will have the opportunity to set up retests in TDTK when they submit an IR, although only students identified in certain types of IRs will have an option for retesting.

Eligible students who miss a scheduled test date, or who are present on test day but do not enter a room code before experiencing a testing issue, must be scheduled to test at another time, per the school test coordinator's direction; this is considered a **reschedule**.

However, students who entered a room code but then experienced an irregularity that resulted in an approved retest must be scheduled to test again at an appropriate time; this is considered a **retest**.

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).

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

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 will appear in your roster there. After retest irregularities are approved, expect a new test package for the students in two to three business days.

It's important not to test rescheduled students in the same room as those retaking tests due to approved retest irregularities. Doing so would 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.

Approved retests submitted after Wednesday, April 24, may jeopardize a student's ability to retest. For additional guidance on irregularities and retests, refer to the [Retest and Irregularities Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Retest--Irregularities-Guide.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Retest--Irregularities-Guide.pdf).

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

Paper Material Returns

All paper/pencil test materials must be returned for scoring as soon as possible—no later than one school day after transcription activities have occurred. To streamline the shipping process, schools should hold materials for return until **all** students at the school have finished testing. This does not mean you should wait to transcribe students' answer choices. Barring extenuating circumstances, all transcription should take place on the same day that students test. If testing takes place on April 26, answers must be transcribed and paper test materials returned that same day before 5:00 p.m. ET.

You will use the same boxes the materials were delivered in to ship the required materials back to College Board. Prepaid return shipping labels will be included in the initial shipment of paper materials.

Schools will return:

- all test books
- any accommodated materials provided for the tests
- Essay answer sheets for students taking the SAT with Essay
- completed Test Taker Administration Instructions
- a copy of the Testing Room Materials Report form

More instructions about returning materials are available in the [Paper Testing Guides for SAT with Essay](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-with-Essay-Paper-Testing-Guide-2024.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-with-Essay-Paper-Testing-Guide-2024.pdf), [PSAT 8/9](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/PSAT-89-Paper-Testing-Guide-2024.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/PSAT-89-Paper-Testing-Guide-2024.pdf), and [PSAT 10](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/PSAT-10-Paper-Testing-Guide-2024.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/PSAT-10-Paper-Testing-Guide-2024.pdf).

CB College Board Corner

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

REMINDERS

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) (<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) (<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-identification 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.

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CB College Board Corner

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

General 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.
- package for the students in two to three business days.

General 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.

CB College Board Corner

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

College Board Boots on the Ground Staff

College Board has four “Boots on the Ground” staff who are actively supporting Michigan districts and schools as they prepare for the Michigan-provided Spring 2024 SAT with Essay and PSAT-related assessments.

Each Boots on the Ground team member, their assigned regions, and link to the [upcoming office hours can be found here](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-MI-Boots-on-the-Ground-Support-Staff-Flyer.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-MI-Boots-on-the-Ground-Support-Staff-Flyer.pdf).

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

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



What's New

Returning Initial (Test Window 1) Test Materials to ACT

The WorkKeys Test Coordinator is responsible for collecting and returning completed testing materials 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) (<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 the answer documents
- use the pre-printed Site Header, to avoid delays in the processing of the answer documents
- align the answer documents to be scored in the same direction, with Page 1 facing upward
- ensure every answer document has a barcode label
 - » Refer to the [Spotlight newsletter - March 7 issue](#) (<https://bit.ly/3VhzmWw>) for additional information.
 - » If necessary, locally print additional barcode labels through the Office of Educational Assessment and Accountability [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).
- confirm the Booklet Number and Form fields are completed on all answer documents, to ensure proper scoring

- » verify that all pages of the Test Administration Forms folders are complete and accurate (keep a copy for your records); specifically, verify:
 - the chain of custody of secure forms is documented (Page 1)
 - the seating diagram is accurate (Page 2)
 - the timing is documented (Page 3)
 - the student roster is accurate (Page 4)

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 all unused initial (Test Window 1) secure materials using the instructions below and place the processing envelope on top
- send an email to workkeys@act.org indicating that you did not test any students and provide the reason

Retain the following items for use during the makeup administration (Test Window 2) on April 25, 2024:

- test administration manuals
- unused Test Administration Forms folders
- all unused answer documents and pre-identification barcode labels
- all other non-secure ancillary items

(Continued on next page)



Note: Return all initial (window 1) test booklets.

Using initial test forms during the makeup administration will result in a misadministration and the students will not receive scores. New test booklets must be ordered for the makeup administration.

Place the processing envelope inside the supplied polmailer 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) (<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.

Store the boxes in a secure location within the district or school building until they can be either picked up by FedEx or taken to a local FedEx office.

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 you are unable to return your test materials on these dates, the WorkKeys Test Coordinator can do one of the following:

1. Send an email to workkeys@act.org to request a new pickup and provide the following information:
 - » dates and times your school will be open
 - » location of the boxes
 - » number and approximate weight of boxes
 - » address, phone number, and contact name at the school
2. Call ACT at 800-967-5539 to schedule a pickup
3. Take the materials to your local FedEx drop-off location and keep the receipt for your records

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

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



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) (<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 the makeup (Test Window 2) administration on April 25, 2024.

Makeup test forms are different than the initial test forms. Using initial test forms during the makeup administration will result in a misadministration and the students will not receive scores. New test booklets must be ordered for the makeup administration.

The test coordinator must submit standard time and accommodations makeup materials orders through the Office of Educational Assessment and Accountability [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) **by midnight (ET) April 12, 2024**. Instructions for submitting these orders are on the [Secure Site training web page](http://www.michigan.gov/securesitetraining) (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 standard time and accommodations materials in the correct quantities.

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

Makeup (Test Window 2) Test Administration

Test materials are scheduled for delivery by April 24, 2024. Within 24 hours of receiving the shipment(s), compare the packing list to the materials received, using the guidelines found in the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (<https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf>). Notify ACT if you are missing any materials.

The standard time makeup administration is on **Thursday, April 25, 2024**, and the accommodations makeup test window is **April 25 – May 1, 2024**.

All makeup administrations must follow the test day policies and procedures that are detailed in the [ACT WorkKeys Administration - Standard Time Paper](http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf) (<http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf>) and 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) (<http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf>) manuals. Both manuals are posted on the [ACT-hosted website](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.



Upcoming Events and Deadlines

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

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

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

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

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

Now through May 17, 2024

Paper/Pencil Test Administration Window

Now through May 3, 2024

MI-Access

Alternate Assessments Test Administration
Window

Now through May 24, 2024

SAT with Essay

Test Administration Window

Now through April 26, 2024

PSAT 8/9 (Grade 8)

Test Administration Window

Now through April 26, 2024

PSAT 8/9 (Grade 9)

Test Administration Window

Now through April 26, 2024

PSAT 10 (Grade 10)

Test Administration Window

Now through April 26, 2024

ACT WorkKeys

Initial Test Day (Window 1)

April 11, 2024

Initial Accommodations Window (Window 1)

April 11 - April 24, 2024

Deadline to Order Makeup Materials

April 12, 2024

- Order Makeup Materials in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

(Continued on next page)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

Important Dates

April 2024 (continued)

SAT with Essay

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

PSAT 10 & PSAT 8/9 for Grades 8 & 9

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

ACT WorkKeys

Makeup Test Day (Test Window 2)
April 25, 2024

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

Conferences & Webinars

May 2024

Spring 2024 MERA Conference is Coming to Lansing, May 10

The Michigan Education Research Association (MERA) is holding its Spring 2024 MERA Conference on May 10, 2024. This in-person conference will take place in Lansing, at the Lansing Community College West Campus.



The Spring Conference will continue a thread begun in the Fall 2023 conference regarding the possible impact of artificial intelligence (AI). This spring thread will focus on the educational aspect of AI and the potential implications it may have on learning environments. In addition to AI, other topics for the spring will include a representative from the Governor's Office who will highlight the Governor's current educational priorities, NAEP testing information, the possible impact of the expected teacher evaluation changes, along with a chance to have hands-on experiences with available data files from the MI School Data Portal.

Quality state and nationally known speakers will facilitate six deeply informative sessions. These multiple sessions will promote an environment where opportunities will be available for you to reflect and converse with many colleagues throughout Michigan.

Additional conference (lunch, agenda) and registration (Eventbrite) information is provided at the [MERA website](https://merainc.org) (<https://merainc.org>).

For conference questions, [e-mail](mailto:contactmerainc@gmail.com) (contactmerainc@gmail.com) the MERA team. Please consider attending; you will not be disappointed.

Contact Us

Assessment and Accountability Call Center

For assistance with assessment or accountability issues:

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

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

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

WIDA Client Services

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