

Spotlight

on Student Assessment and Accountability

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Week of April 13, 2023

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M-STEP and MI-Access Testing Interruption

On Tuesday, April 11, 2023, starting at around 9:10 a.m., online testing for M-STEP and MI-Access was interrupted for approximately one hour. The interruption was caused by instability in one of Data Recognition Corporation's (DRC) INSIGHT's cloud-hosted services. The impacted service provides configuration information to both the DRC INSIGHT Test Engine and the DRC INSIGHT Portal.

This stability issue negatively impacted processing times for users logging into the INSIGHT Test Engine and INSIGHT Portal. Students might have experienced delays when logging into the testing engine. To resolve the problem, extra resources were allocated to the service, including the underlying database. These additional resources will remain in place throughout the testing window.

The Office of Educational Assessment and Accountability (OEAA) and DRC understand the inconvenience this caused schools and their students, educators, and technical staff, and apologize sincerely for this interruption.

Makeup Orders for the College Board Suite of Assessments and ACT WorkKeys

College Board Suite of Assessments Makeup Orders

Makeup material orders for the College Board Suite of Assessments (SAT with Essay, PSAT 10, and PSAT 8/9) can be placed up until **11:59 p.m. tomorrow, April 14, 2023**. No makeup material orders will be accepted after this deadline.

Schools can place College Board orders by responding to the Makeup Surveys that were emailed to schools on April 11, 2023. Schools must respond to the emails for each assessment they plan to administer, even if they do not need makeup materials for that assessment. This will alert College Board to take the school off its contact list for makeup materials. See the [College Board article](#) in this Spotlight edition for additional information.

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ACT WorkKeys Makeup Orders

Makeup material orders for the ACT WorkKeys can also be placed until **11:59 p.m. tomorrow, April 14, 2023**. These makeup materials orders must be submitted by the school test coordinator through the Office of Educational Assessment and Accountability's [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). See the [ACT WorkKeys article](#) in this edition of Spotlight for more information.

College Board and ACT WorkKeys Makeup Orders			
Assessment	Makeup Order Due Date	How to Order	Expected Delivery
SAT with Essay	Deadline April 14, 11:59 p.m.	Complete makeup survey emailed on April 11	April 20-24, 2023
PSAT 10 and PSAT 8/9	Deadline April 14, 11:59 p.m.	Complete makeup survey emailed on April 11	April 20-24, 2023
ACT WorkKeys	Deadline April 14, 11:59 p.m.	Through the OEAA Secure Site (www.michigan.gov/oeaa-secure); Additional Material Orders page	April 24, 2023

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

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

Early Literacy and Mathematics Benchmark Assessments Student Level Reports for the Spring 2023 administration are now available in the Dynamic Reporting System through the Office of Educational Assessment and Accountability (OEAA) Secure Site (see link below). Reports are available within 48 hours of students completing all portions of a content area test.

Performance levels are now available for the current academic year (2022-23). Scale scores within each subject area can be described in ranges. The labels applied to these ranges are known as Performance Levels.

The performance levels are:

- **Needs Supports** – The student's performance is not yet proficient and indicates a minimal or partial understanding and application of key academic content standards defined for Michigan students. The student needs intervention and support to improve achievement.
- **Demonstrates Proficiency** – The student's performance indicates understanding and application of key academic content standards defined for Michigan students. The student needs continued support to maintain and improve proficiency.
- **Demonstrates Mastery** – The student's performance exceeds academic content standards and indicates substantial understanding and application of key concepts defined for Michigan students. The student needs support to continue to excel.

For more information, refer to the online [Performance Level Descriptors](https://www.michigan.gov/mde/services/student-assessment/early-literacy-and-mathematics-benchmark-assessments/performance-level-descriptors) (<https://www.michigan.gov/mde/services/student-assessment/early-literacy-and-mathematics-benchmark-assessments/performance-level-descriptors>).

Available reports include:

- **Domain Analysis Report** – Separated by content area, the domain report provides a list of selected students; the report displays a Content Area Scale Score Table and Domain Performance Tables.
- **Individual Student Report** – Separated by content area, the ISR provides detailed information on individual students in the Content Area Scale Score Summary and the Content Area Domain Summary. The Content Area Scale Score Summary gives scale score for the overall content area.
- **Student Roster Report** – Separated by content area, the student roster provides a list of students' Overall Scale Score, Standard Error, Points Earned by assessment category, and domain subtotal.
- **Student Trend Report** – Separated by content area, the trend report provides up to three academic years of the percentage of points earned for each assessment that was administered.

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To view your school or district reports, go to the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu. For help in accessing and navigating the Dynamic Score Reporting Site, refer to the [Dynamic Score Reporting 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>), located on the [Early Literacy and Mathematics web page](https://www.michigan.gov/mde/services/student-assessment/early-literacy-and-mathematics-benchmark-assessments) (<https://www.michigan.gov/mde/services/student-assessment/early-literacy-and-mathematics-benchmark-assessments>) under the **Reporting** section.

Early Literacy and Mathematics Benchmark Reports Now Available in MiLearn

The Office of Educational Assessment and Accountability is pleased to announce an update to the Michigan Linked Educational Assessment Reporting Network (MiLearn) for the Spring 2023 assessment cycle.

MiLearn has introduced 48-hour reporting for the Early Literacy and Mathematics Benchmark assessments, which provides timely feedback directly to educators on student performance on these assessments.

Districts that administer the Early Literacy and Mathematics Benchmark assessments and that use MiLearn can now access results within 48 hours after test administration, through local School Information Systems (SIS).

MiLearn is a free service provided to local school districts by the Michigan Department of Education. It enables parents, students, and educators to view state assessment results online through the district's SIS. If your school uses one of the SISes listed below and your district utilizes the Michigan Data Hub, you can take advantage of this free service:

- PowerSchool
- MISTAR
- Skyward
- Infinite Campus
- Synergy

Student Roster, Domain Analysis, and Individual Student reports are available to staff members who have been authorized by the district to view the reports. The Individual Student Report is also available to parents in districts that have enabled Early Literacy and Mathematics Benchmark for parents. For additional information about the reports, see the previous article, "[Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available](#)," in this edition of Spotlight.

Michigan Education Research Association (MERA) Spring Conference is April 21 in Lansing

The Michigan Education Research Association (MERA) will hold their in-person Spring 2023 MERA Conference in Lansing on April 21, 2023.

The theme of the conference, which will take place at the Lansing Community College West Campus, is “Framing rural, suburban and urban community/educational spaces.”

Throughout the day, five deeply informative sessions led by state leaders and nationally known speakers will address the conference theme. Conference participants can expect much learning on the issues and spirited conversations about them.

Additional information about the conference (which will include a lunch for participants) and registration is found at the [MERA website](https://merainc.org) (<https://merainc.org>); click on the conferences page [Eventbrite link](https://www.eventbrite.com/e/mera-spring-2023-conference-framing-rural-suburban-urban-education-registration-524670913827?aff=ebdssbdestsearch) (www.eventbrite.com/e/mera-spring-2023-conference-framing-rural-suburban-urban-education-registration-524670913827?aff=ebdssbdestsearch).

Any questions regarding the conference can be emailed to MERA at contactmerainc@gmail.com.



Recently Asked Questions

Q1: Are schools required to offer makeup testing for students that missed the initial test day?

Yes, for the College Board Suite of Assessments and ACT WorkKeys, schools must offer makeup testing. Students taking the M-STEP and MI-Access assessments may test at anytime throughout their respective testing windows. See the [List of Important Dates](https://www.michigan.gov/mde-assessmentcalendar) (www.michigan.gov/mde-assessmentcalendar) to ensure your students are assessed at the appropriate time.

For the College Board Suite of Assessments, makeup materials are ordered by responding to the College Board Survey emailed out on April 11. The survey must be answered by April 14, 11:59 p.m. in order for makeup materials to be received.

Makeup material orders for the ACT WorkKeys can be made now until April 14, 2023 at 11:59 p.m. The test coordinator must submit ACT WorkKeys orders through the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Q2: Do I have to get approval, or does it need to be an accommodation in an IEP to test a student one-on-one?

For M-STEP testing, there is no approval process to use Universal Tools, Designated Supports, or Accommodations. If a student needs to test individually, this can be done regardless of the student's status as a student with disabilities.

Q3: How do I turn on TTS for directions only?

TTS for Directions Only does not need to be turned on; it is available for all students after logging in and completing the Welcome Screen and Audio Check screens. When using TTS for Directions Only, the Test Administrator's Directions and Manual documents include directions for Test Administrators to follow as they help students log into the test, select the appropriate assessment, verify the correct student is in the correct test, and then verify that their audio is working on the Audio Check screen. After these screens are completed, subsequent screens have a Play, Pause, and Stop button on the bottom left of the screen where students select "Play" to begin listening to the directions using TTS. Be sure Test Administrators follow the directions in the Test Administrator Directions and Manual document.

Q4: A student has a support or accommodation that is not available to select in DRC INSIGHT, does that mean they can't use it?

No. However, educators should know that the list in INSIGHT is not the full list of what's available for students. A full list can be found in the [Supports and Accommodations Guidance Document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf).

Reminders

M-STEP and MI-Access Preliminary Reports: Available Now

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, select the Reports dropdown, 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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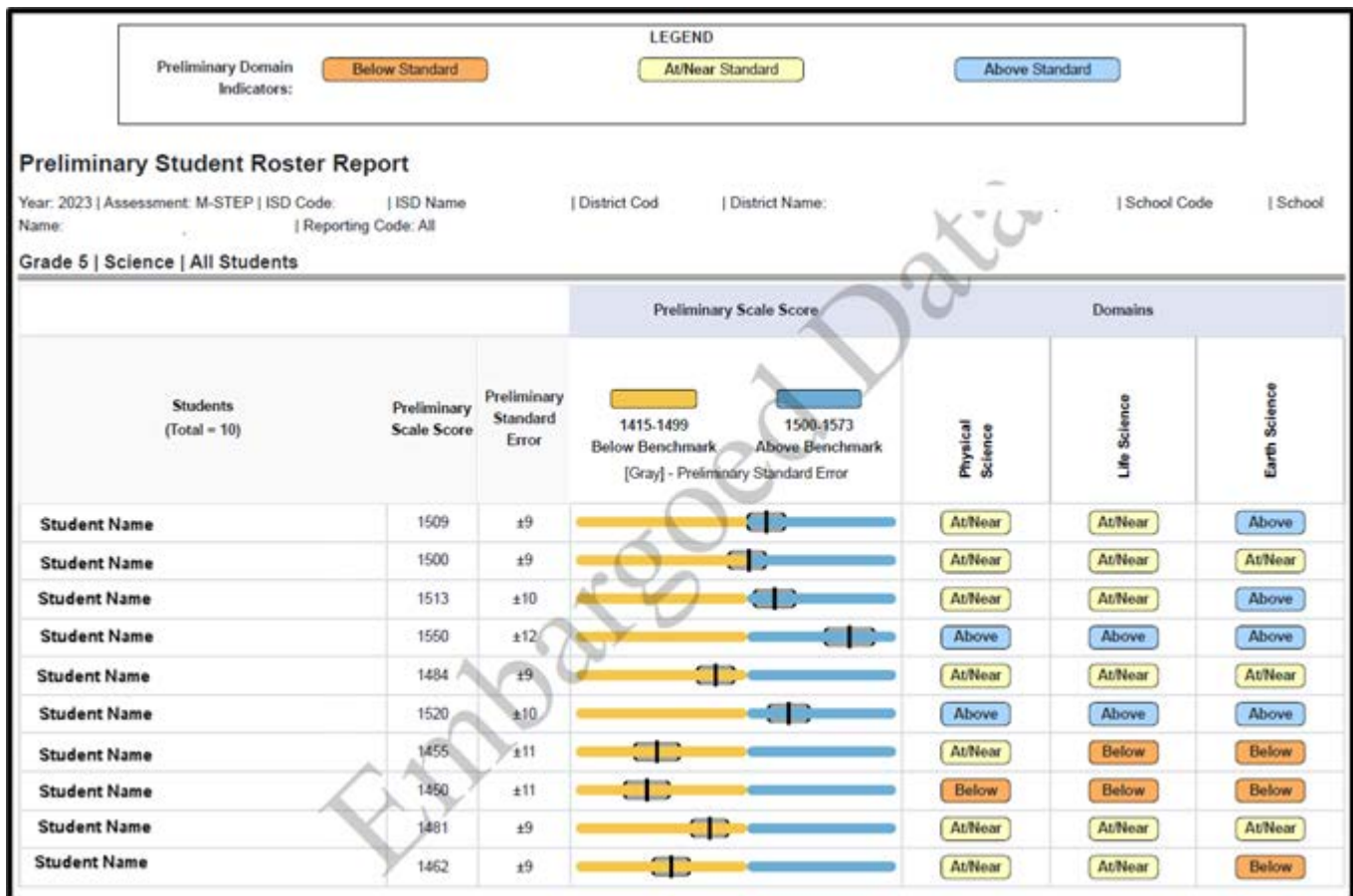
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Reminders

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.



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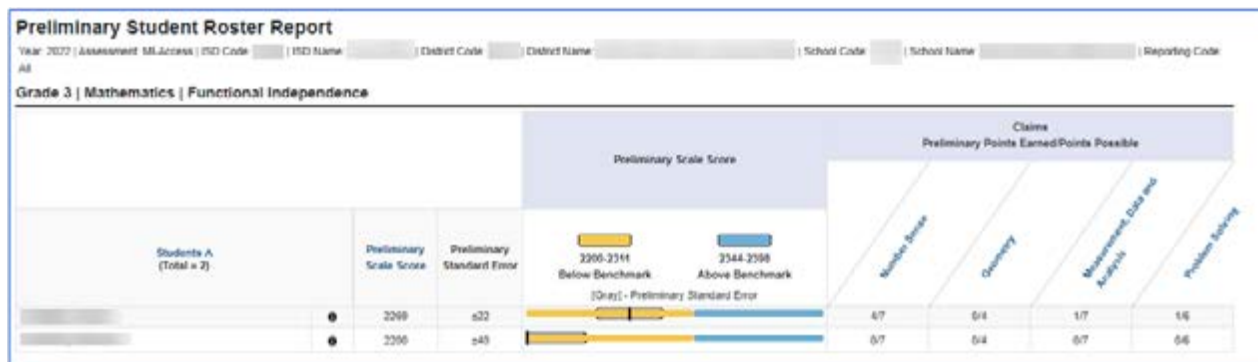
Reminders

A comma-separated values (CSV) file can also be downloaded to display all the reported information in CSV format and for local data needs. A file format is provided that defines each field in the downloaded CSV file.

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>) 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 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 release later this summer.



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Reminders

Calling All Educators: Help Us Create and Review State Assessment Programs

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.

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

Reminders

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.

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) (<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) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-03-16-2023.pdf>).



Reminders

FAME Project Accepting New Coach Applications for 2023-2024

The Formative Assessment for Michigan Educators (FAME) project is entering its sixteenth



year. FAME is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process.

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

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



College Board Corner

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

WHAT'S NEW

Important: Submit Makeup Materials Survey by Friday, April 14

To receive makeup materials for the SAT with Essay, PSAT 10, and PSAT 8/9, coordinators must respond to the online makeup survey by tomorrow, Friday, April 14.

Refer to “Ordering Makeup Materials” in the Reminders section of this Spotlight for more information.

Note: The deadline will **not** be extended for schools closed on April 14; these schools are directed to complete the survey before the deadline if makeup materials are needed.

Makeup materials ordered through the survey will arrive in schools April 20-24.

If schools call the Michigan Educator Hotline after April 14 to request makeup materials, College Board cannot guarantee delivery.

REMINDERS

Ordering Makeup Materials

On April 11, assessment coordinators received 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 opened at 9:00 a.m. ET on April 12 and must be completed by 11:59 p.m. ET on April 14.

These links to the survey can be used if coordinators did not receive the email. Follow the prompts within the survey to determine what materials to request.

- [SAT with Essay](https://www.surveyresearchonline.com/se/7321E7ED0B8AACC7) (https://www.surveyresearchonline.com/se/7321E7ED0B8AACC7)
- [PSAT 8](https://www.surveyresearchonline.com/se/7321E7ED25B6CA91) (https://www.surveyresearchonline.com/se/7321E7ED25B6CA91)
- [PSAT 9](https://www.surveyresearchonline.com/se/7321E7ED25B6CA90) (https://www.surveyresearchonline.com/se/7321E7ED25B6CA90)
- [PSAT 10](https://www.surveyresearchonline.com/se/7321E7ED14D08C79) (https://www.surveyresearchonline.com/se/7321E7ED14D08C79)

Note: Schools are requested to respond to the survey even if they do not need makeup materials. This will allow College Board to track responses accurately and remove such schools from the email reminder list for completing makeup surveys.

Note: Schools must use the test books shipped to them based on their 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.**

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College Board Corner

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

If your school has 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.

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 answer sheets 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.

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College Board Corner

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

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

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

Test Book Usage

A [College Board Testing Materials Diagram](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Test-Material-Diagram-MI-13123.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Test-Material-Diagram-MI-13123.pdf>) has been posted to the [MME webpage](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT webpage](http://www.michigan.gov/psat) (www.michigan.gov/psat). The diagram summarizes the key items associated with the Spring 2023 testing materials.

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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



What's New

Preparing Initial (Test Window 1) Test Materials for Return to ACT

As you pack your test materials for return to ACT, here are a few reminders:

- Retain the following items for use during the makeup administration on April 27, 2023 (Test Window 2):
 - » test administration manuals
 - » unused Test Administration Forms folders
 - » all unused answer documents and pre-identification barcode labels
 - » all other non-secure ancillary items
- 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) (<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](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) as necessary.

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

All standard time secure test forms must be returned to ACT. Use the cartons in which the test materials were shipped and pack them according to the instructions 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>).

Retain the unused cartons to return the accommodations and English Learner support materials at the end of the test window.

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.

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



Returning Initial (Test Window 1) Test Materials to ACT

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

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 statetesting@operations.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 (800-553-6244, ext. 2800) 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 26, 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 28.

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

Order Test Materials for Makeup Testing (Test Window 2)

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 Test Window 2 (the makeup administration) on April 27, 2023.

Makeup test forms are different than the initial test forms. The test coordinator must submit standard time and accommodations makeup materials orders through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) by tomorrow, **April 14, 2023**. Instructions for submitting orders are posted on the [Secure Site training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Material Ordering** section.

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

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

(Continued on next page)

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



Test Window 2 (Makeup) Test Administration

Test materials are scheduled for delivery by **April 24, 2023**. 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 27, 2023**, and the accommodations makeup test window is **April 27 – May 3, 2023**.

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](https://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf) (<https://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.

Contacting ACT

If you have questions, you may:

1. Contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (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

M-STEP

Ongoing through May 2, 2023

- Additional materials order window open in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure); orders close at noon on May 2

Ongoing through May 5, 2023

- M-STEP Online Testing Window Grade 3 (ELA Only)

Ongoing through May 5, 2023

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

Ongoing through May 19, 2023

- M-STEP Online Testing Window Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11 (all subjects)

MI-Access

Ongoing through May 23, 2023

- Additional materials order window open in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure); orders close at noon on May 23

Ongoing through May 26, 2023

- MI-Access Testing Window

PSAT 8/9 & PSAT 10

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 12 – 25, 2023

- Accommodated Testing Window

April 13 – 18, 2023

- PSAT 8/9 (Grade 8) Primary Testing Window; if student was absent on Primary Testing Day, April 12

April 25 – 26, 2023

- PSAT 8/9 (Grades 8 & 9) Makeup Testing Window
- PSAT 10 (Grade 10) Makeup Testing Window

SAT with Essay

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 12 – 25, 2023

- Accommodated Testing Window

April 25, 2023

(Continued on next page)

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

Important Dates

April 2023

ACT WorkKeys

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](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

April 27, 2023

- ACT WorkKeys Makeup standard time test administration date

April 27 – May 3, 2023

- ACT WorkKeys Makeup accommodations test window

May 2023

ACT WorkKeys

Ongoing through May 2, 2023

- Off-site Test Administration Requests through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

M-STEP

Ongoing through May 17, 2023

- Off-Site Test Administration Requests through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (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](http://www.michigan.gov/oeaa-secure) (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) (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](http://www.michigan.gov/oeaa-secure) (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 <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)

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