

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of April 20, 2023

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### Reminders

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- **Calling All Educators: Help Us Create and Review State Assessment Programs**
- **Michigan Department of Education Seeking Educators for MI-Access Standard Setting Validation**
- **FAME Project Accepting New Coach Applications for 2023-2024**

#### Required Benchmark Assessment Administration Reminder

The Office of Educational Assessment and Accountability is reminding districts that benchmark assessments measuring proficiency in reading and mathematics must be administered to all students in grades K to 8 in both the fall and spring. These assessments are required under [Section 104h of Public Act 94 of 1979, the State School Act](http://legislature.mi.gov/doc.aspx?mcl-388-1704h) (<http://legislature.mi.gov/doc.aspx?mcl-388-1704h>).

#### Benchmark Assessments from the Approved List

Districts administering the following assessments must ensure assessment results and student mode of instruction have been provided to the Michigan Data Hub (MiDataHub) within 30 days of the test administration:

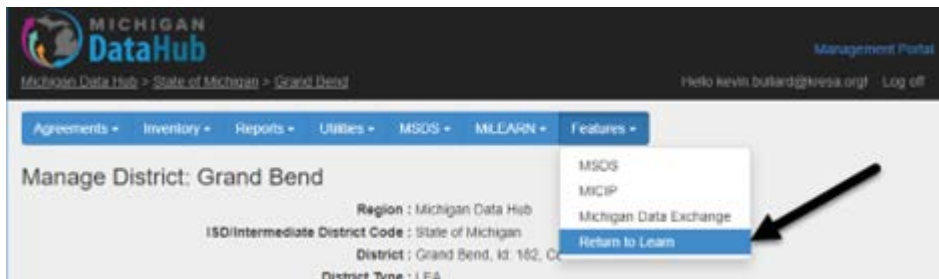
Benchmark Assessment	Funding
NWEA Map	Funded at \$12.50 per K-8 membership student
Curriculum Associates i-Ready	Funded at \$12.50 per K-8 membership student
Renaissance Learning Star	Funded at \$12.50 per K-8 membership student
Smarter Balanced Interim Assessments (offered by Data Recognition Corporation (DRC))	Free to districts
MDE Early Mathematics and Literacy Benchmark Assessments (offered by DRC)	Free to districts

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Funding for allowable costs was distributed to eligible districts in the February 2023 School Aid payments. Allowable costs are any expenses associated with the district's implementation of a benchmark assessment system/program, including purchased academic testing services, staff time, support services, and supplies. The expenditure period is July 1, 2022 through June 30, 2023 for the 2023 School Year.

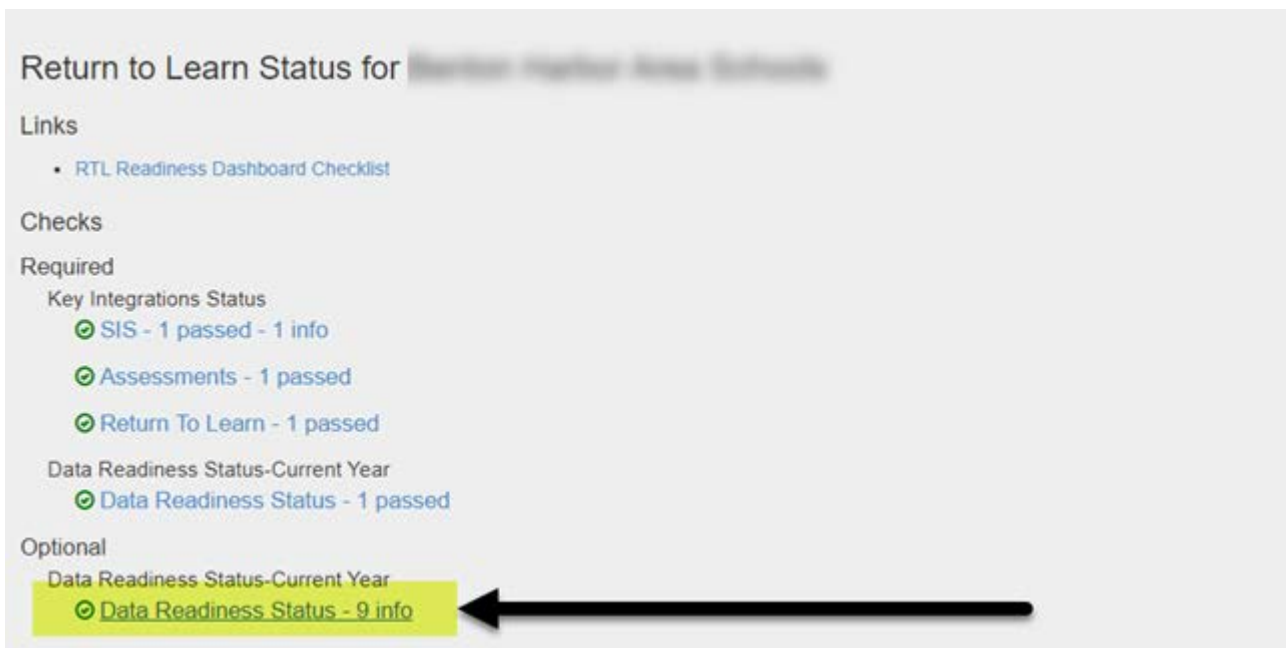
To remain in compliance with the benchmark law, districts offering one or more of the above five assessments must ensure spring test results are available in MiDataHub.

To check the status of your district's spring submission, your authorized Technical Contact can log into the Michigan Data Hub cockpit and review the dashboard found under the **Features > Return to Learn** option.



There are two sections on this dashboard. The team at MiDataHub recommends you review the optional area, **Data Readiness Status – Current Year**.

**Step 1:** Expand the row labeled **Data Readiness Status** to review the status of your submission of assessment data and Mode of Instruction:



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**Step 2:** Verify assessment data are loaded in MiDataHub by reviewing the **End of Year** validation parameter for the assessment your district is using for the benchmark assessment requirement.

This validation parameter will provide the number of assessment records received from the assessment vendor and the number of students published from your Student Information System in the grades where this assessment was administered.

**Step 3:** Verify the **Mode of Instruction** data.

If your district provided the Mode of Instruction either through the Student Information System or by uploading a file, this section will provide a percentage of the students with a mode of instruction assigned to their record. This parameter will only indicate a breakdown of the three modes of instruction available (Fully In-Person, Fully Remote, and Hybrid). **Note:** This is the last validation parameter in the list below.

Optional  
Data Readiness Status-Current Year

- Data Readiness Status - 9 info
  - Students With NWEA Assessments, Beginning of Year - 1,294 NWEA assessment records exist for the 1,778 students in grades where the NWEA assessment was given. - Assessment records by grade level: 00 - 98, 01 - 94, 02 - 82, 03 - 100, 04 - 95, 05 - 75, 06 - 93, 07 - 93, 08 - 106, 09 - 145, 10 - 112, 11 - 122, 12 - 79
  - Students With NWEA Assessments, End of Year - 1,234 NWEA assessment records exist for the 1,778 students in grades where the NWEA assessment was given. - Assessment records by grade level: 00 - 99, 01 - 99, 02 - 86, 03 - 97, 04 - 101, 05 - 80, 06 - 90, 07 - 95, 08 - 104, 09 - 102, 10 - 84, 11 - 106, 12 - 91
  - Students With Renaissance Star Assessments, Beginning of Year - STAR Assessment integration not configured
  - Students With Renaissance Star Assessments, End of Year - STAR Assessment integration not configured
  - Students With i-Ready Assessments, Beginning of Year - i-Ready integration not configured
  - Students With i-Ready Assessments, End of Year - i-Ready integration not configured
  - Students With DRC Assessments, Beginning of Year - DRC integration not configured
  - Students With DRC Assessments, End of Year - DRC integration not configured
  - Mode Of Instruction - | FULLY IN-PERSON: 1658, 87.31% | FULLY REMOTE: 273, 14.38%

If you have questions or concerns about using or reviewing this data, please reach out to the MiDataHub support team by sending an email to [support@midatahub.org](mailto:support@midatahub.org).

### Other Benchmark Assessments (Not on the Approved List)

Districts that administered some other local benchmark assessment or a benchmark assessment with progress monitoring in Fall 2022 must administer these assessments again in Spring 2023. However, these districts have met all reporting requirements to the Michigan Department of Education (MDE) with the completion of the Benchmark Assessments Reporting and Funding Application late last fall.

### More Information

Additional information is located on the [MDE Benchmark Assessment web page](http://www.michigan.gov/mde-benchmarkassessments) (www.michigan.gov/mde-benchmarkassessments).

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## Accountable Students Enrolled and Demographics Review

The Accountable Students Enrolled and Demographics page on the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) will be available starting **Monday, April 24, 2023**. Districts and schools can go to this page to view and verify student enrollment and demographic data for the two Spring 2023 test periods. This is the data that has been reported in the Michigan Student Data System (MSDS) and will be used for assessment and accountability reporting.

There are two separate lists of enrolled students grouped by test period, each based on a different enrollment date and grouping of students. The lists are:

- **Spring 2023 WIDA ACCESS and WIDA Alternate – based on enrollment on March 24, 2023**

- » Only student information submitted in MSDS with an “as of date” on or before March 24, 2023, and submitted/certified by 5:00 p.m. on June 1, 2023, will be used for assessment and accountability reporting.
- » The list include grades K-12 students identified in MSDS as being in an English learner (EL) program who were expected to take the WIDA ACCESS or WIDA Alternate ACCESS for ELLs.
- » Students who were enrolled up through March 24 should be listed; if they are not, an enrollment record and/or an EL program must be submitted in MSDS.
- » Students who exited the school prior to March 24 should not be listed; if they are, then an exit record must be submitted in MSDS.

- » Student demographics should reflect a student’s status on March 24; if an incorrect status is shown, a Student Record Maintenance (SRM) file must be submitted in MSDS.
- **Spring 2023 MI-Access, M-STEP, Gr8 PSAT 8/9, SAT – based on enrollment on May 26, 2023**
  - » Only student information submitted in MSDS with an “as of date” on or before May 26, 2023, and submitted/certified by 5:00 p.m. on June 12, 2023, will be used for assessment and accountability reporting.
  - » This list will include all students in grades 3-8 and 11 who were expected to take the M-STEP, MI-Access, SAT, or PSAT 8/9 (for grade 8).
  - » Grades 9 and 10 students are not included in accountability reporting, even though they are expected to test under state law.
  - » Students who will be enrolled through May 26 should be listed; if they are not, an enrollment record must be submitted in MSDS.
  - » Students who have exited the school up through May 26 should not be listed; if they are, then an exit record must be submitted in MSDS.
  - » Student demographics should reflect a student’s status on May 26; if an incorrect status is shown, a record must be submitted in MSDS.
  - » If at the time the list is reviewed May 26 is a future date, the list will have to be reviewed and updated as needed to ensure that student enrollment and demographics are correct as of May 26.

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The Accountable Students Enrolled and Demographic pages will be updated daily at approximately 11:00 a.m. and 7:00 p.m., as Student Record Maintenance (SRM) records are submitted and certified in MSDS with an “as of date” on or before the dates listed above. This means that the Accountable Students and Demographic list can change.

To make any updates in MSDS, schools will need to work with their district MSDS person. **It is also very important the district authorized MSDS user is made aware of the student record maintenance (SRM) file “as of dates” and deadlines.** If you are not sure who your district MSDS person is, you can find the name and contact information on the District and School Contact page of the Secure Site. District and School Contacts directions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Also, review the Accountable Students Enrolled and Demographic directions for information on which demographics can and cannot be changed during the school year. The directions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

For more information and resources on school accountability topics, go to the [Michigan School Accountability page](http://www.michigan.gov/mde-accountability) (www.michigan.gov/mde-accountability).

## Now available — M-STEP Test Administration Training 3: After Testing

The third and final chapter of the 2023 M-STEP Test Administration Training – After Testing – is now available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep). It is posted under the What’s New and the Assessment Training and Resources for Educators sections of the web page.

The M-STEP Test Administration Training is a three-part series for online and paper/pencil assessments, organized into chapters; the “before” and “during” chapters were posted previously. This final [Chapter 3](https://youtu.be/W4uFVeMkAmc) (https://youtu.be/W4uFVeMkAmc) discusses the tasks to be done after the M-STEP administration.

## WIDA Alternate ACCESS for ELLs Field Test Survey

WIDA wants to know what you thought of the recently administered Alternate ACCESS for ELLs (English language learners) Field Test. They’ll use this input as they develop useful training materials and resources to go along with the new test.

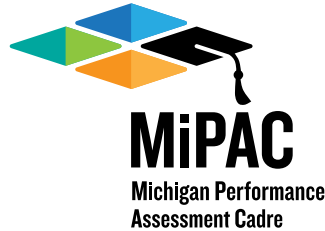
Please tell WIDA your thoughts about the field test by taking the online [Alternate ACCESS for ELLs Field Test Survey](https://uwmadison.co1.qualtrics.com/jfe/form/SV_0csXLrKqmxLhlnl) (https://uwmadison.co1.qualtrics.com/jfe/form/SV\_0csXLrKqmxLhlnl). It takes 10 minutes to complete. The survey closes on **Friday, May 5, 2023**.

If you have any questions regarding the Alternate ACCESS Field Test, you can contact **WIDA Client Services Center (CSC)** by phone at 1-866-276-7735, or you can call **DRC Customer Support** at 1-855-787-9615 (TTY: 763-268-2889).



## Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort IV

Join the Office of Educational Assessment and Accountability as we work with the Michigan Assessment Consortium to develop performance assessments aligned to Michigan's model competencies in mathematics and English language arts (ELA) in grades 3-5 and 6-8.



Preferred candidates for the Performance Assessment Cadre of Experts:

- have experience teaching in mathematics or ELA, in at least one grade span: grades 3-5 or grades 6-8
- have experience teaching to Michigan's mathematics and ELA academic content standards
- have interest in learning to develop standardized performance assessments
- wish to work with other educators on a stimulating collaborative endeavor

Participating in this project, you will have opportunities to:

- learn about the Michigan model competencies for mathematics and ELA
- learn how to develop performance assessments and rubrics
- collaborate with colleagues from across the state
- practice scoring of performance assessments with colleagues

- participate in a research agenda focused on measuring student competencies through performance assessments
- earn up to 50 SCECH credits
- stipends will also be available, based on time and completed products.

Participants are expected to attend and contribute approximately 50 hours of job-embedded facilitated professional learning and assessment development over the 2022-23 academic year.

Cohort IV will meet in-person three times for five days total, plus attend two 2-hour virtual sessions (after school) from August 2023 through June 2024. Participants will work in grade-range teams with colleagues. Team leads may host 2-3 additional virtual team meetings throughout the year to keep the item development momentum going and production flowing.

A stipend covering anticipated assessment development time, as well as travel expenses (and sub fees) for in-person meetings to be held in the Lansing area are offered to all Cohort IV team members.

If you are interested in participating, please submit your resume in an email to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) using the subject line "Performance Assessment Cadre of Experts" **by the end of the day tomorrow, April 21, 2023.**



## Recently Asked Questions

### **Q1: What is the number of students allowed in a small group?**

Small groups for assessment administration, offered as a Universal support, are defined as groups of no more than five students.

### **Q2: When using a scribe, does the student have to spell out each word and punctuation?**

Students dictating to a scribe do not have to spell out each word or punctuation, if the student is not used to spelling out what they dictate. However, the student must be given an opportunity to review the scribe's response and make changes as necessary.

## Reminders

### Michigan Education Research Association (MERA) Spring Conference is Tomorrow, 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](https://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](mailto:contactmerainc@gmail.com).

### 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.

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## Reminders

- **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.

## Reminders

### 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).



### 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.



What are current FAME Coaches saying about their FAME experience?

- "We ALWAYS use the high quality resources from the FAME website."
- "Attending Adaptive Schools Training! What a wonderful resource for us to implement as we move forward with FAME!"

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](mailto: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

#### Have Materials Been Returned?

All used answer sheets and test books from the SAT with Essay primary test date and PSAT-related primary testing window are to have been returned by school/district Test Coordinators by now. If these materials have not yet been returned, coordinators must do so immediately.

Assessment	Test Date/Window	Important Notes
SAT with Essay	Primary Test Day: April 12	All <b>purple</b> test books and used answer sheets for students who tested on April 12 are to have been returned. There should be no purple test books in your school at this time.
SAT with Essay	Accommodated Testing Window: April 12-25	Continue using <b>blue</b> or <b>lime</b> test books until April 25. Return all test books and used answer sheets as soon as all eligible students have completed testing, but no later than April 26.
PSAT 10 and PSAT 8/9	Primary Testing Window: April 12-18	All text books and used answer sheets for students who tested April 12-18 are to have been returned.
PSAT 10 and PSAT 8/9	Accommodated Testing Window: April 12-25	Continue testing eligible students until April 25. Return all test books and used answer sheets as soon as all eligible students have completed testing, but no later than April 26.

**Note:** Answer sheets that are returned late may not be scored or included in accountability calculations.





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## CB College Board Corner

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

### Preparing for Makeups

- Makeup materials will arrive in schools April 20-24.

Assessment	Test Books to Use for Makeup Testing
SAT with Essay	Purple SAT with Essay test books with a <b>sun</b> on the cover 
PSAT 10	PSAT 10 test books with an <b>hourglass</b> on the cover 
PSAT 8/9 for Grade 9	PSAT 8/9 test books with a <b>flower</b> on the cover 
PSAT 8/9 for Grade 8	PSAT 8/9 test books with a <b>flower</b> on the cover 

- The incorrect use of test books for makeup testing will result in invalidated test scores.
- Grade 8 and 9 students may not test together for the makeup.
- All primary and makeup answer documents must have a pre-ID barcode label affixed to be scored. You may print labels locally from the Secure Site, as needed.

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## CB College Board Corner

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

### REMINDERS

#### 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 completed testing on April 12 (SAT with Essay) or in the primary testing window of April 12-18 (PSAT 10 and PSAT 8/9)  
**Note:** 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)  
**Note:** The return materials for makeup testing will arrive with the materials ordered in the makeup survey.

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

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

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## **CB** College Board Corner

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

### **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](mailto:michiganadministratorsupport@collegeboard.org)

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



## What's New

### Returning Test Window 1 (Initial) Accommodations Test Materials

Refer to the [Spotlight newsletter - April 13, 2023 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-13-2023.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-13-2023.pdf>) for information about packing and returning test materials.

#### **All initial and accommodations secure test forms must be returned to ACT.**

The scheduled FedEx pickup of the accommodations materials for return to ACT is **Friday, April 28, 2023**.

The pickup of the standard time test materials was Friday, April 14, 2023. If you still have initial standard time secure forms, return them with the accommodation materials.

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

1. Send an email to [statetesting@operations.act.org](mailto: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 scheduled pickup on April 28.

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

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



## Test Window 2 (Makeup) Test Administration

Test materials ordered during the April 13-14, 2023, ordering window 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](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](http://www.act.org/stateanddistrict/michigan)) on the **WorkKeys on Paper** page in the **Administration** stage.

FedEx pickups have been scheduled for **Friday, April 28** for standard time materials and **Thursday, May 4, 2023**, for accommodations materials. 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](mailto: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

Answer documents received after the **May 12, 2023**, Answer Document Receipt Deadline will not be scored.

## 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](http://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](mailto:ACTStateAccoms@act.org)

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

## 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

##### Ongoing through April 25, 2023

- Accommodated Testing Window

##### April 25 – 26, 2023

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

#### SAT with Essay

##### Ongoing through April 25, 2023

- Accommodated Testing Window

##### April 25, 2023

- Makeup Test Day

#### ACT WorkKeys

##### Ongoing through April 26, 2023

- ACT WorkKeys Initial accommodations test window

##### April 27, 2023

- ACT WorkKeys Makeup standard time test administration date

##### April 27 – May 3, 2023

- ACT WorkKeys Makeup accommodations test window

#### WIDA ACCESS and Alternate ACCESS

##### April 24 – June 1, 2023

- Accountable Students Enrolled & Demographics Verification

#### SAT with Essay, M-STEP, MI-Access & PSAT 8

##### April 24 – June 12, 2023

- Accountable Students Enrolled & Demographics Verification

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

## Important Dates

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
9	10	11	12	13

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

##### Ongoing through May 19, 2023

- Pre-identification for online and paper/pencil testing remains open through each test window

#### Multiplication Table Accommodation Request for M-STEP

##### Ongoing through May 19, 2023

- Multiplication Table Accommodation request in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://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](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](http://www.michigan.gov/oeaa-secure))

##### Ongoing through May 26, 2023

- Pre-identification for online and paper/pencil testing remains open through each test window



## 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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto: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