

Spotlight

on Student Assessment and Accountability

What's New

April 25, 2024

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NEXT WEEK: M-STEP Paper/Pencil Testing Window Closes Friday, May 3

Note: This information applies only to the 2024 M-STEP Paper/Pencil administration.

Paper/pencil testing for the M-STEP assessment will close next **Friday, May 3, 2024.**

All M-STEP paper/pencil testing for all grades and content areas must be completed by the end of the school day on **May 3, 2024.** All testing materials must be shipped by **May 8, 2024,** to be scored.

- Any administration of an M-STEP paper/pencil test after May 3 is a misadministration and must be reported, using the Office of Educational Assessment and Accountability (OEAA) [Secure Site](#) (www.michigan.gov/oeaa-secure) Incident Reporting Tool.
 - » Information on how to report an incident is available on the [Secure Site Training page](#) (www.michigan.gov/securesitetraining) and in the [Incident Reporting document](#) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2019/01/08/Incident_Reporting_for_M-STEP_520328_7.pdf).

By May 8, testing materials must be packaged and shipped back to the scoring contractor exactly as instructed on pages 74-80 of the [M-STEP Test Administration Manual](#) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf). Accurate student barcode labels must be affixed to each answer document.

- Barcode labels for students who were pre-identified for paper/pencil testing **before** February 14, 2024, were shipped with Initial Material Orders.
- Barcode labels for students who were pre-identified for paper/pencil testing **after** February 14 can be printed from the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure).

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- » Detailed information about printing barcode labels from the OEAA Secure Site is available on the [Secure Site Training page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) in the [Barcode Labels document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2019/04/01/barcode_label_directions.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2019/04/01/barcode_label_directions.pdf).

Be sure to keep the sender's copy of the FedEx Express Airbill for each package for your documentation.

Headphones Allowed during M-STEP and MI-Access Online Testing

Students may use their own headphones or earbuds during online testing for M-STEP and MI-Access, if necessary. All MI-Access Functional Independence tests require headphones throughout the test.

The use of Bluetooth headphones and earbuds is allowed, but access to other applications or the internet is prohibited during testing.

Test Administrators must check the headphones or earbuds students will be using, prior to testing, to verify they are working properly. If personal electronic devices, such as cell phones and smartwatches, are permitted by the school to be present but kept away from students in the classroom, the Test Administrator should verify that these devices are turned off to prevent students from accessing them or connecting headphones during testing.

Reminder: All online tests require headphones for Text to Speech (TTS) for Directions. Once directions have been read, not all online tests have further need of headphones during the test. Headphones are required for all online tests and students using Audio Recordings or Video Recordings as a Designated Support or Accommodation for paper/pencil science and social studies.

Spring 2024 Answer Documents Received and Not Tested Timelines

The Spring 2024 Answer Documents Received and Not Tested Student review periods for these assessments will be open on the following dates in the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) (www.michigan.gov/oeaa-secure).

- WIDA ACCESS and Alternate ACCESS
 - » Answer Documents Received and Not Tested:
May 22 – May 29, 2024
- SAT with Essay, PSAT 8/9, PSAT 10 and WorkKeys
 - » Answer Documents Received:
May 28 – June 3, 2024
 - » Not Tested reason submission for SAT and PSAT 8: **June 5 – June 11, 2024**
 - Not applicable for PSAT 8/9 for grade 9, PSAT 10 and WorkKeys, since these assessments are not included in accountability reporting
- M-STEP, MI-Access Answer Documents Received and Not Tested:
June 5 – June 11, 2024
 - » M-STEP and MI-Access answer document data also available on these dates

During these review periods, schools will be able to review the online and paper/pencil tests received by the scoring vendor and submit answer document issues, such as missing tests, and submit reasons why a student did not test in one or more content areas.

Not Tested student reasons submitted by schools will be reviewed for possible accountability exemption from the test participation requirement. These reasons are also used for required federal reporting.

Note: Nonpublic schools are not required to submit a reason a student did not test and indeed cannot do so.

These window dates represent the only opportunity schools will have to review and report answer document issues and to report reasons why student(s) did not test, to ensure accurate assessment and school accountability reporting.

Here are some tips that can help you prepare for the upcoming review deadlines:

1. **Make note of students who did not test in the required state assessment(s) and why they did not test. When the applicable window opens, submit either a missing test request (if the student did test but shows as not tested) OR a reason why the student did not test.** These are examples of unique reporting situations along with information that may be needed in reporting.
 - a. Students who are English learners who have been enrolled in a United States school one year or less and have taken the WIDA ACCESS or WIDA screener can be exempted one time from participation in the English language arts (ELA) content area assessments; in reporting such students, use only the “ELA Only – EL Student Exception” Not Tested reason.
 - b. Non-tested students enrolled in school near the end of the testing window and who were not tested by their previous school can be submitted with the “Late Enrollment/Unable to Test” reason. Use this reason if your school was not able to test based on time constraints or for inability to access testing materials (online or paper/pencil testing) related to the student’s late enrollment date within or after the test window. **Note:** Have the enrollment dates and related documentation readily available when reporting.

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- c. For students who were not tested due a medical reason, provide start and end dates for the medical condition and a brief, general description of the condition; it is not necessary to divulge details. If a doctor's note is provided, upload it with the Not Tested reason or retain it in case it is requested during OEAA staff review of the Not Tested reason(s).
- d. Repeating grade 12 students (usually third-year seniors) may appear as "not tested" students. If a student was previously included in accountability calculations in grade 11 or 12, they would not be expected to test again, whether or not they previously tested. Students in this scenario can be submitted with the "Previously Tested" Not Tested reason (even if they did not test but were included in accountability as not tested).

Maintaining a local list in your records of students who were not tested in one or more content areas will help to determine if a student's completed test is missing from the Answer Documents Received report on the OEAA Secure Site (once it is available), or if a student was simply not tested. The process of verifying answer documents and submitting "not tested reasons" will be easier and quicker if teachers are asked to provide a list of students who did not test and the reason(s) for not testing.

Use the Pre-ID (pre-identification) Student Report and the Accountable Students Enrolled and Demographics screens on the OEAA Secure Site to determine students enrolled and expected to take spring assessments in your district or school. Either report can be downloaded, and you can report and/or add or delete columns to track the information that will help you complete the Answer Documents Received and Not Tested review processes.

2. Make note of any students who were flagged for Prohibited Behavior or Non-Standard Accommodations during testing.

During the Answer Documents Received review period, schools can review students with these flags in the Secure Site and appeal the flag if it was set in error.

3. Gather social studies assessment information for students who were administered the MI-Access Participation (P) and Supported Independence (SI) tests in grades 5, 8, and 11.

Even though there are no state-provided alternate MI-Access P/SI social studies tests, schools are expected to administer an off-the-shelf or teacher-created social studies assessment to appropriate students and to submit the results to the Michigan Department of Education through the Answer Document Received and Not Tested page of the OEAA Secure Site, using the "P/SI Levels Only – Local Alternative Soc. Studies" Not Tested reason. Students taking this alternate assessment will show as Not Tested in the Answer Documents Received and Not Tested reporting; schools are expected to submit the local test information as detailed above.

4. Work with the district's authorized Michigan Student Data System (MSDS) user on the Accountable Students Enrolled and Demographics report, to ensure the school's information in the MSDS is up to date.

See the [Spotlight newsletter - April 18 issue](https://bit.ly/4daUGUI) (https://bit.ly/4daUGUI) for full details.

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Directions for the Accountable Students Enrolled and Demographics and Answer Documents Received and Not Tested pages—including instructions on what to look for, explanations of the different screens, and how to resolve issues—are posted on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (<http://www.michigan.gov/securesitetraining>) under the **Accountable Students & Test Verification** section.

Office Hours for M-STEP and MI-Access Related Testing Questions

Do you have questions about the M-STEP or MI-Access test administrations? The Michigan Department of Education (MDE) is here to help, with 30-minute Microsoft Teams Meeting Office Hours for questions related to M-STEP and MI-Access test administrations. These Office Hours will be offered every Monday afternoon from 3:00 p.m. to 3:30 p.m., now through May 20, 2024.

Questions might include:

- I have a new or transfer student – what do I do now?
- What do I do if a test administrator observes a student accessing an electronic device?
- Where do I find guidance for Designated Supports or Accommodations and how do I assign them?
- Who can administer the assessment?
- How do I report an incident?
- What do I do if students don't finish a test during their scheduled test session?

MDE staff will be available to respond to these or any other assessment preparation and administration questions during these weekly events. Please note: No formal presentation is planned for these sessions. This is just an opportunity for you to get answers to your time-sensitive questions.

Mark your calendars for Office Hours for M-STEP and MI-Access Related Testing Questions

Every Monday, 3:00-3:30 p.m., April 1 – May 20, 2024

[Click here to join the meeting](#)

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 SSD online; 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.

Interest Survey for Fall 2024 Accountability Workshops

The Office of Educational Assessment and Accountability (OEAA) School Accountability team plans to offer half-day, in-person workshops later this year, in the fall. Workshops would be geared toward individuals who are new to school accountability systems/topics or for those who would like to refresh their knowledge.

Educators, administrators, and other involved in the assessment process are asked to fill out [our short, seven question survey](https://forms.office.com/g/FfNvEJjGq4) (<https://forms.office.com/g/FfNvEJjGq4>) to help the OEAA gauge interest in these anticipated sessions. Your input will be used to help us plan topics to be covered, the time of day, and the location/region where sessions will be offered.



Reminders

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!

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:kintztar@msu.edu) (kintztar@msu.edu), Senior Research Associate, Michigan Assessment Consortium; Outreach Specialist, Office of K12 Outreach, Michigan State University.



Reminders

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

Testing Window Closes on Friday, April 26

The Spring 2024 testing window for the Michigan-provided SAT with Essay, PSAT 8/9, and PSAT 10 will close tomorrow, April 26, at 5 p.m. ET. Make sure all registered testers have completed their exams by this deadline.

For paper/pencil tests scheduled for April 26, designated staff must administer the tests, transcribe multiple-choice responses into Bluebook, and return materials on the same day.

Contact the Michigan Helpline at 866-870-3127, or email michiganadministratorsupport@collegeboard.org with any questions.

Score Release Timeline

For Students

Student score release will be accomplished in two phases based upon when Michigan schools complete their tests. Students whose tests are submitted between April 8 and April 12 can view their scores starting on May 2, while those whose tests are submitted between April 15 and April 26 can view their scores starting on May 16.

Test Submission Dates	Student Score Release
April 8-12, 2024	May 2, 2024
April 15-26, 2024	May 16, 2024

PSAT 10 and SAT with Essay testers can access their scores via the BigFuture School app, if they signed up for the app during Exam Setup. Students aged 13 years or older can access scores through their College Board accounts; students who haven't yet created an account can do so for free at www.collegeboard.org.

Students under 13 must wait until scores are released to educators, who can then print student score reports for distribution.

For Educators

Educator score release in the K-12 Reporting Portal is tentatively scheduled for June 25.

CB College Board Corner

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

Upcoming Scores and Reporting Webinar

On August 22, 2024, College Board will host a statewide Scores and Reporting webinar for SAT with Essay, PSAT 8/9, and PSAT 10 administrations. All test staff, counselors, and school administrators are invited to attend to gain insight into accessing and interpreting SAT Suite scores in the K12 Reporting Portal. [Register here](https://collegeboard.zoom.us/webinar/register/WN_kqKnMzwJSba0AEIG4T90Rg) (https://collegeboard.zoom.us/webinar/register/WN_kqKnMzwJSba0AEIG4T90Rg) for the webinar.

CB College Board Corner

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

REMINDERS

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.

Submission of approved retests requests 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>).

College Board Boots on the Ground Staff

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

Each Boots on the Ground team member, their assigned regions, and the link to 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



Reminders

Returning Initial (Test Window 1) Accommodations Test Materials

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.

Refer to the [Spotlight newsletter - April 11 issue](https://bit.ly/3Wb8UOK) (<https://bit.ly/3Wb8UOK>) 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 Thursday, April 25, 2024. The pickup of the standard time test materials was Friday, April 12, 2024. If you still have initial standard time secure forms, return them with the accommodation materials. 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.

If the test materials from your school cannot be returned 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 the 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



Makeup (Test Window 2) Test Administration

Test materials ordered during the April 11-12, 2024, ordering window were 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.

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

FedEx pickups have been scheduled for **Friday, April 26** for standard time materials and **Thursday, May 2, 2024**, 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 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



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	Sat
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18

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](#)

SAT with Essay

Test Administration Window

Now through April 26, 2024



PSAT 8/9 (Grade 8) (Grade 9)

Test Administration Window

Now through April 26, 2024



PSAT 10 (Grade 10)

Test Administration Window

Now through April 26, 2024



ACT WorkKeys

Makeup Accommodations Window (Window 2)

April 25 - May 1, 2024

Off-site Test Administration Request

Now through May 1, 2024

May 2024

M-STEP

Off-site Test Administration Request
– Paper/Pencil

Now through May 2, 2024

Pre-identification of Students for Local
Printing of Barcode Labels

Now through May 3, 2024 by 5:00 p.m.

Paper/Pencil Test Administration Window

Now through May 3, 2024

Return of Materials Deadline - All Grades/All
Content Areas – Paper/Pencil

May 8, 2024

Pre-identification of Students Online

Now through May 16, 2024 by 5:00 p.m.

Off-site Test Administration
Request – Online

Now through May 16, 2024

Online Test Administration Window

Now through May 17, 2024

(Continued on next page)

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

Important Dates

May 2024

MI-Access

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

Off-site Test Administration Request

Now through May 23, 2024

Pre-Identification of Students

Now through May 23, 2024

Alternate Assessments Test Administration Window

Now through May 24, 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, and 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, [email](mailto:contactmerainc@gmail.com) (contactmerainc@gmail.com) the MERA team. Please consider attending; you will not be disappointed.



Conferences & Webinars

The Michigan Assessment Consortium's Annual Building a Better Assessment Future (BBAF) Conference is August 6-7 in East Lansing

Join the Michigan Assessment Consortium at the fourth annual Building a Better Assessment Future conference where we will spark the change to live into new and innovative practices to achieve balanced assessment systems and practices at the classroom, building, and district level. This conference is designed to inspire and equip educators to engage in assessment literate practice and see how every educator can be that spark for their students, classroom, building, and district — enacting change to elevate learner outcomes and successes.

The conference will be held August 6-7, 2024 at the Kellogg Center in East Lansing.

For more information and to register please scan this QR code.



Assessment Learning Institute (ALI)

This Michigan Assessment Consortium learning opportunity is for individual teachers—new and veteran—who are seeking to refresh their thinking about assessment while deepening their knowledge about and implementation of effective assessment practices. During the structured learning sessions and follow-up Talk-Back engagements, participants will deepen their understanding and knowledge about:

- assessment literacy
- balanced assessment systems, specifically in the classroom setting
- formative assessment as a through-line
- accurate, high-quality summative assessment selection and use
- students as partners in the assessment process

Participants will also begin to re-examine the use of and deepen their practices around:

- effective use of pre-assessment tools
- development and use of quality instructionally-embedded modes of assessment
- use of authentic performance assessments, with an emphasis on prioritized standards
- the use of quality formative feedback based on clear success criteria

For more information and to register, please scan this QR code.





Conferences & Webinars

Achieving Balance in Classroom Assessment (ABCA) for LEAs

Districts that implement quality balanced assessment systems in each classroom show improved student learning and increased student achievement.

The Michigan Assessment Consortium hosts this three-year facilitated professional learning and implementation journey that is designed to assist teams from local districts as they deepen their understanding of how assessment for learning (formative assessment) and assessment of learning (summative assessments) can work together to improve assessment balance at the classroom level, leading to enhanced student learning and achievement. This occurs when teams engage in this work intentionally and purposefully through structured professional learning, continuous improvement planning, consultations with a Michigan Assessment Consortium provided Learning Facilitator, and access to rich resources and materials.

For more information and to register, please scan this QR code.



Achieving Balance in Classroom Assessment (ABCA) for ISD/ESA Consultants

Districts that implement quality balanced assessment systems in each classroom show improved student learning and increased student achievement.

The Michigan Assessment Consortium hosts this two-year facilitated learning program is geared toward assisting ISD/ESA consultants and staff members in strengthening their understanding of classroom assessment, while engaging them in opportunities to facilitate their new understandings and brainstorming how to integrate the new knowledge and understandings with their current ISD/ESA responsibilities and expertise. This is accomplished intentionally and purposefully through structured professional learning, continuous improvement planning, supportive conversations with Michigan Assessment Consortium consultants, and access to rich resources and materials.

For more information and to register, please scan this QR code.



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)