

Spotlight

on Student Assessment and Accountability

What's New

Week of April 27, 2023

- **End of M-STEP Test Administration Windows for Online Grade 3 ELA and all Paper/Pencil Testing**
- **M-STEP Testing: When do I need to submit an Incident Report on the day of testing?**
- **Spring 2023 Answer Documents Received and Not Tested Timelines**
- **Coming in August: Building a Better Assessment Future Conference**
- **Focus on Assessment Literacy: What is an Assessment Inventory and How Can it Support a Balanced Assessment System?**

Reminders

- **Required Benchmark Assessment Administration Reminder**
- **Now available — M-STEP Test Administration Training 3: After Testing**
- **Calling All Educators: Help Us Create and Review State Assessment Programs**
- **Last Call! Michigan Department of Education Seeking Educators for MI-Access Standard Setting Validation**
- **FAME Project Accepting New Coach Applications for 2023-2024**

• **End of M-STEP Test Administration Windows for Online Grade 3 ELA and All Paper/Pencil Testing**

• The test administration window for the M-STEP Online Grade 3 ELA (English language arts) test and all grades/content areas of the M-STEP paper/pencil test will close on **May 5, 2023**. This applies to M-STEP only.

• **For M-STEP Online Grade 3 ELA Testing:**

- The INSIGHT testing engine will be available on every school day from 7:00 a.m. to 4:00 p.m. until **Friday May 5, 2023**, unless your building has previously received alternate INSIGHT availability.
- Students who are logged in and testing at **4:00 p.m. on May 5** will not be exited from the testing software, but they will not be able to log back in if they lose connectivity or log out.
- Any test that is started but not completed will be submitted and scored as administered.
- The Grade 3 ELA online testing window cannot be reopened after it closes at 4:00 p.m. on May 5.

• **For M-STEP Paper/Pencil Testing:**

- All M-STEP paper/pencil tests for all grades and content areas must end by the end of the school day on **May 5, 2023**.
- Any administration of a paper/pencil test after this time is a misadministration and must be reported using the Office of Educational Assessment and Accountability Secure Site Incident Reporting Tool. Information on how to report an incident is available on the [Secure Site Training page](http://www.michigan.gov/securesitetraining) (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) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2019/01/08/Incident_Reporting_for_M-STEP_520328_7.pdf).
- All materials must be packaged and shipped back to the scoring contractor exactly as instructed on pages 70-75 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) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf).
 - » **All materials must be shipped by May 10, 2023, to be scored.**
 - » Be sure to keep the sender's copy of the FedEx Express Airbill for each package for your documentation.

M-STEP Testing: When do I need to submit an Incident Report on the day of testing?

Generally, incident reports are to be submitted within two school days of a testing irregularity. All incidents are required to be reported; do not neglect to report an incident if more than two school days have passed.

Note: There are three instances where the report must be submitted on the day of testing for a test to qualify for regeneration:

Regeneration Request Reason	Requirements/Documentation
Student submits test after fewer than 15 minutes of testing	<ul style="list-style-type: none"> Parent Notification Form (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Regeneration-Letters/6--M-STEP-Less-Than-15-Minutes-Letter-to-Parents.pdf) No additional documentation is necessary; time spent in test can be verified by Michigan Department of Education staff
Student becomes ill	<ul style="list-style-type: none"> Parent Notification Form (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Regeneration-Letters/9--M-STEP-Tested-While-Sick-Letter-to-Parents.pdf) Necessary documentation: Evidence that the student went home sick on the day of testing (such as attendance records, sign out forms) *
Student completes test without prescribed medication	<ul style="list-style-type: none"> Parent Notification Form (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Regeneration-Letters/5--M-STEP-Did-Not-Take-Medication-Letter-to-Parents.pdf) Necessary documentation: Signed document from the person responsible for administering the medication (parent or school staff) that medication was not administered on the day of the test *

* All documentation does not have to be submitted on the day of testing; only the initial report with the regeneration request and reason are required to be submitted at that time. Necessary documentation can be gathered and submitted subsequently.

As noted, all other incident reports should be submitted within two school days of a testing irregularity; however, the outcome/resolution of the incident report is not dependent upon the submission timeline.

More information about Incident Reporting and the information to be included in incident reports is available in the [M-STEP Test Administration Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf) in **Appendix F**.

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

Spring 2023 Answer Documents Received and Not Tested Timelines

The Spring 2023 Answer Documents Received and Not Tested Student review periods will be open on the following dates in the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) for these assessments:

- WIDA ACCESS and Alternate ACCESS
 - » Answer Documents Received and Not Tested: May 25 – June 1, 2023
- SAT; PSAT 8, 9, and 10; WorkKeys
 - » Answer Documents Received: May 30 – June 5, 2023
 - » Not Tested reason submission for SAT and PSAT 8: June 6 – June 12, 2023
 - Not applicable for PSAT 9 and 10 and WorkKeys, since these assessments are not included in accountability
- M-STEP, MI-Access Answer Documents Received and Not Tested: June 6 – June 12, 2023
 - » 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 reasons a student did not test in one or more content areas).

The Not Tested reasons will be reviewed for a possible accountability exemption and will also be used for required federal reporting.

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

The review periods represent the only opportunity schools will have to review and report answer document issues to ensure accurate reporting of student scores.

In anticipation of the upcoming review deadlines, here are some tips that can help you prepare:

1. Make note of students who did not test in the appropriate assessment based on their grade and English learner status.

Having a local list of untested students will help to determine if a student's completed test is missing from the Answer Documents Received report on the OEAA Secure Site (once available), as opposed to a case of a student who was simply not tested. Asking teachers to provide a list of students who did not test and the reason(s) for not testing will make the process of verifying answer documents and submitting "not tested" reasons easier and quicker.

You can currently use the Pre-ID Student Report and the Accountable Students Enrolled and Demographics screen on the OEAA Secure Site to determine which students were enrolled and were expected to take the spring assessments in your district or school. You can download the list and delete or add columns to help you track the information you will be collecting.

2. Gather any necessary documentation for students who went untested (for example, a signed doctor's note with starting and ending date of the student's medically related absence).

Submitted "not tested" reasons will be reviewed for the possibility of excluding the student(s) from accountability participation rates.

(Continued on next page)

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

3. 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.

4. 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 is no state-supplied P and SI social studies test, schools are expected to administer an off-the-shelf or teacher-created social study assessment to students taking P and SI assessments and to submit the social studies test information to the Michigan Department of Education. Students will show as Not Tested for the P and SI social studies and schools will be expected to submit the test information through the **Answer Document Received and Not Tested** page of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

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

See the [Spotlight - April 20 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-20-2023.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-20-2023.pdf) for full details.

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/secaresitetraining) (http://www.michigan.gov/secaresitetraining) under the **Accountable Students & Test Verification** section.



Building a Better Assessment Future

EAST LANSING, MI • AUGUST 2023

Coming in August: Building a Better Assessment Future Conference

The third annual [Building a Better Assessment Future conference](https://bit.ly/BBAF-2023) (bit.ly/BBAF-2023) will invite participants to dare to dream about an assessment system that supports all learners, then step together into a future that starts today!

The conference is Wednesday, August 2 and Thursday, August 3, 2023, at the [Kellogg Hotel and Conference Center](https://kelloggcenter.com/) (https://kelloggcenter.com/) on the campus of Michigan State University.

Co-hosted by the [Michigan Assessment Consortium](https://www.michiganassessmentconsortium.org) (https://www.michiganassessmentconsortium.org) and MDE's [Formative Assessment for Michigan Educators \(FAME\) program](http://famemichigan.org) (http://famemichigan.org), the conference is open to educators and assessment policymakers at all levels. The event is especially beneficial to district or building teams (three or more members) who are looking to implement solutions to assessment challenges and are seeking new opportunities to improve student learning through assessment.

Featured presenters include:

- Susan Brookhart
- Margaret Heritage
- James Pellegrino
- Steven Snead
- Caroline Wylie

The conference will also feature breakout sessions by Michigan practitioners who are building better assessment future, one classroom at a time.

Topics to be explored:

- New research on cognitive science and implications for our assessment systems and practices
- Ambitious teaching and formative assessment
- Aligned curriculum, assessment, and reporting practices that promote 21st century skills
- How assessment contributes greater equity in education

To learn more and register, [visit the event website](https://bit.ly/BBAF-2023) (bit.ly/BBAF-2023) or scan the QR code below.



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

What is an Assessment Inventory and How Can it Support a Balanced Assessment System?

A balanced assessment system provides important assessment information for diverse educational stakeholders. Balanced assessment systems combine different types of assessments to ensure that appropriate data is available for different purposes.

Districts should periodically evaluate every assessment they administer for its intended purpose, the information it provides, how that information is used, who uses the information, and how it fits into a balanced system of assessments. This can be accomplished by conducting an Assessment Inventory.

The Assessment Inventory process helps district leaders take stock of their assessments as it reveals what assessment looks like from a student's perspective and makes recommendations based on the data gathered from the evaluation. The Assessment Inventory also ensures that the purpose of each assessment is clear, and that the results of the assessments are used appropriately. Moreover, because it is an iterative process, districts should conduct an Assessment Inventory on a regular basis to ensure that their assessments continue to serve their intended purpose efficiently and effectively.

The Assessment Inventory is conducted in a collaborative, multi-stage process by a District Assessment System Design (DASD) team assembled by the district to conduct the inventory. Generally, the stages are:

- **Reflecting and Planning**
The team asks a set of guiding questions designed to assist them in conducting the inventory.
- **Conducting the Inventory**
The team gathers and organizes information about each assessment used in the district.
- **Analyzing the Inventory**
The team reviews each assessment through a data-driven dialogue around the evidence collected in the previous stage.
- **Making Recommendations**
The team makes suggestions about which assessments should continue to be administered, which should be improved, and which should be phased out.

It is also important for districts to engage and communicate with the educational community throughout this process, so that there is solid support for any recommendations made by the DASD team.

Next month, the May Assessment Literacy article will take a closer look at one of the ways to conduct an Assessment Inventory in a step-by-step process.

Formative

Interim

Summative

Resources

- [The Student Assessment Inventory for School Districts](https://www.achieve.org/assessmentinventory), (2014) Achieve (<https://www.achieve.org/assessmentinventory>)
- [Learning Point: Start with purpose when choosing assessments](https://www.michiganassessmentconsortium.org/wp-content/uploads/2017_May_ChoosingAssessments.pdf), (2017) Michigan Assessment Consortium (https://www.michiganassessmentconsortium.org/wp-content/uploads/2017_May_ChoosingAssessments.pdf)

Put Into Practice

1. With a colleague, list the assessments you know are administered in your school or district.
2. Next, reflect on this list. If you were asked to serve on a District Assessment System Design team, which of the assessments used in your school/district would you advocate for continuing, which would you recommend being improved or adapted, and which would you recommend be phased out? Why do you recommend these actions?

Focus on Assessment Literacy

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

Reminders

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>).

Refer to the full article in the [Spotlight newsletter - April 20 issue](#) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-20-2023.pdf>) for additional details.

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](#) (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>) discusses the tasks to be done after the M-STEP administration.

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, Item Reviewers, Data Reviewers, Range Finding, and Standard Setting.

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.

Educators interested in participating can use the two links below to apply. **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.

[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

This link opens an additional application that is required from those interested in becoming an item writer: [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

Last Call! 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 - March 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?

- "I think I gained confidence in my ability to deeply understand and talk into the formative assessment process as a whole, to make connections to other 'initiatives' and to advocate for the way using tfap well changes what a classroom looks and feels like."
- "Overall, I have gained confidence in understanding what formative assessment really is, what it looks like in the classroom, and how to implement it in order to support student thinking and learning"

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**. For questions, contact Kimberly Young, Michigan Department of Education, Office of Educational Assessment and Accountability, by email at youngk1@michigan.gov or by phone at 517-712-8442.

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

CB College Board Corner

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

WHAT'S NEW

Thank You!

Thank you for all the time and effort you have put into planning and administering the SAT with Essay, PSAT 10, and PSAT 8/9! We appreciate all you do to ensure a smooth administration for your students and schools.

Deadline to Return Materials: Friday, April 28 (Tomorrow)

All test books and used answer sheets must be returned to College Board. Any answer sheets returned after tomorrow, April 28, may not be scored or included in accountability calculations.

Score Release

Scores will be released to students in their College Board accounts beginning on the dates outlined below. Some scores may be released later due to a student's participation in the accommodated testing window or investigation of a testing irregularity. Additional scores will be released on a rolling basis as they become available.

Assessment	Score Release Begins
SAT with Essay – April 12	May 3, 2023
SAT with Essay – April 25	May 18, 2023
PSAT 10 and PSAT 8/9 for grades 8 and 9	May 22, 2023

Scores will be released to educators in the College Board K-12 Reporting Portal in late June, once all answer document verification activities are completed.

Reminder: Scores available in the College Board Reporting Portal are not the official results used for Michigan Department of Education (MDE) reporting. Refer to an upcoming Spotlight article from MDE about the answer document verification window for more information.

Paper score reports are no longer sent to schools but will be available in the College Board Reporting Portal once educators have access to scores in June.

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

Helping Students Access Scores

Students will need a College Board account to view their scores. If they do not already have an account, they can go to www.collegeboard.org (<http://www.collegeboard.org/>) and sign up for a free account.

As you and your students review scores, here are some common issues and potential courses of action you may need to take to resolve them.

Issue	Most Common Scenarios	Course of Action
Student has access to score, but educator does not	Educator scores have not yet been released in the K-12 reporting portal	Check again starting June 23 for access to scores
Educator has access to score, but student does not	College Board was not able to automatically link the score report to student's College Board account	See steps outlined below
	The student does not have a College Board account	Have the student create College Board account and follow the steps to link scores as outlined below
	The student has multiple College Board accounts	Students should call CB at 866-756-7346 to merge their accounts. If the educator calls on the student's behalf, make sure the student is present to provide consent to the Customer Service team

(Continued on next page)

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

Issue	Most Common Scenarios	Course of Action
Neither student nor educator has access to score	The school has not responded to a query from Educational Testing Service (ETS) regarding a testing irregularity and the score is on hold	Respond to ETS outreach to resolve the query
	Used answer sheets were returned in the white accommodated testing envelope and the student was not approved for an accommodation or extended time as an English learner	ETS will reach out to the school to confirm if the student tested with accommodations. Respond to this outreach
Neither student nor educator has access to score	The score was invalidated due to a misadministration or other misconduct (use of cell phone during testing, for example)	No action is available in most cases. The school will receive a letter concerning the misadministration
	The student submitted a <i>Request to Cancel Scores</i> form for the SAT with Essay	No action is available. Scores will be available to MDE but will not be available to the student or school in the portal
	The student score is slightly delayed due to testing on the makeup date or during the accommodated window, late receipt of answer sheets, missing information on the answer sheet, other reason	Continue to monitor scores. Students should contact College Board at 866-756-7346 if scores are not available by June 23

(Continued on next page)

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

Matching Student Scores to a College Board Account

If a student is signed into their College Board account but does not see their scores, it may be that CB was not able to link the student's College Board account and score report automatically. For security reasons, a student must verify additional information before scores can be displayed. Students will need either their SAT registration number (found in the Roster Report of the K-12 Reporting Portal) or the UIC (student ID number) with which they were pre-identified.

To establish a match, the student should:

1. Login to their [College Board account](https://account.collegeboard.org/login) (<https://account.collegeboard.org/login?appId=292&idp=&DURL=https%3A%2F%2Fwww.collegeboard.org%2F>), or create a College Board account, if one does not already exist.
2. Select Matching Tool
3. Follow the instructions on the screen
4. Select one of the following options:
 - a. I can supply my test information.
 - b. I can supply my student ID (using the UIC).

In some cases, students will still not be able to view their scores using the steps above. If the student has inconsistent information on file, multiple College Board accounts, or unreleased scores, the steps above may not resolve this discrepancy. Contact the College Board's Student SAT Helpline at 866-756-7346 for additional troubleshooting assistance.

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

REMINDERS

Returning Materials

SAT/PSAT 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

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

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



Reminders

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 standard time and accommodations secure test forms must be returned to ACT.

The scheduled FedEx pickup of the accommodations materials and any remaining standard time materials for return to ACT is this Friday, April 28, 2023.

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 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**.

ACT WorkKeys

Test Window 2 (Makeup) Test Administration

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) 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 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

The last day ACT will accept Test Window 2 (makeup) answer documents for scoring is **May 12, 2023**.

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

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

ACT WorkKeys

April 27, 2023

- ACT WorkKeys Makeup standard time test administration date

April 27 – May 3, 2023

- ACT WorkKeys Makeup accommodations test window

SAT with Essay, PSAT 8, 9 & 10

April 28, 2023

- Final date to return testing materials

WIDA ACCESS and Alternate ACCESS

Ongoing through June 1, 2023

- Accountable Students Enrolled & Demographics Verification

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

Ongoing through 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

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)

Ongoing through May 19, 2023

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

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)

Ongoing through May 26, 2023

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

WIDA ACCESS and Alternate ACCESS

May 25 – June 1, 2023

- Answer Documents Received and Not Tested

SAT with Essay; PSAT 8, 9, and 10; and ACT WorkKeys

May 30 – June 5, 2023

- Answer Documents Received

June 2023

M-STEP and MI-Access

June 6 – 12, 2023

- Answer Documents Received and Not Tested
- Answer document data also available

SAT with Essay and PSAT 8

June 6 – 12, 2023

- Not Tested reason submission for SAT and PSAT 8; Not applicable for PSAT 9 and 10, and ACT WorkKeys as these assessments are not included in accountability

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