

Spotlight

on Student Assessment and Accountability

What's New

May 2, 2024

- Remind Students: Accessing Classroom Materials During Testing is Prohibited
- MI-Access Testing Reminders
- M-STEP Paper/Pencil Secure Materials Return Deadline: May 8, 2024
- College Board Corner
- ACT WorkKeys
- Conferences & Webinars
 - » MERA Conference
 - » Building A Brighter Future Conference
 - » Assessment Literacy Institute
 - » Achieving Balance in Classroom Assessment (ABCA) for LEAs
 - » Achieving Balance in Classroom Assessment (ABCA) for ISD/ESA Consultants
- Contact Us



Remind Students: Accessing Classroom Materials During Testing is Prohibited

With M-STEP testing underway, the Office of Educational Assessment and Accountability (OEAA) has seen a slight increase in reports of students attempting to use instructional materials during testing.

To ensure valid test scores, students must not access any resources that are not explicitly provided by their Test Administrator. Use of any instructional tools or resources constitutes cheating and requires the student's test to be marked Prohibited Behavior and invalidated.



What can you do?

- **Remind students:** Remind students that only resources that are provided by the Test Administrator are allowed to be used during testing.
- **Clear testing environment:** Ensure student work area is free of any instructional materials that might tempt students (charts, formula sheets, notes, calculators).
- **Monitoring:** Keep a watchful eye during testing and provide gentle reminders if you see a student reaching for unauthorized materials.

For future administrations, the OEAA is working on an update to the directions to explicitly remind students they cannot use anything that is not provided by the Test Administrator during testing.

Reminders

- Last Chance: FAME Project Accepting New Coach Applications for 2024-2025
- Interest Survey for Fall 2024 Accountability Workshops
- Science Educators: You Can Get Involved with the M-STEP Assessment
- Participate in Michigan Performance Assessment Cadre (MiPAC) – Cohort V

MI-Access Testing Reminders

MI-Access Testing Deadlines

As the testing window proceeds, please remember that all MI-Access assessments, which are only for students with the Most Significant Cognitive Disabilities (MSCD), must be completed with results submitted by **May 24, 2024**.

Students who do not have the Most Significant Cognitive Disabilities, and those who may have recently had their test assignments updated in their Individualized Education Program (IEP) from MI-Access to M-STEP, should complete their M-STEP testing no later than **May 17**.

The majority of students with disabilities will be participating in the M-STEP assessments; those assessments must be completed by:

- Online Test Administration: window ends **May 17**
- Paper/Pencil Test Administration: window ends **May 3 (tomorrow!)**

Note: Students who are taking MI-Access for one subject and M-STEP for other subjects will have different deadlines across subjects; test coordinators and test administrators must plan accordingly.

Expressing Ideas Reminder for MI-Access Functional Independence (FI)

The Functional Independence ELA: Expressing Ideas (EI) is a paper/pencil assessment **only**, for both online and paper/pencil testers. The EI answer document must be returned for handscoring in order for students to receive a valid overall English language arts score. Students who are not administered **both** the Expressing Ideas (paper/pencil only) and the Accessing Print and Using Language (online or paper/pencil) will not receive a valid English language arts score.

Social Studies Assessment Reminders for MI-Access Supported Independence (SI) and Participation (P)

State law requires all students take a social studies assessment in grades 5, 8, and 11. The Michigan Department of Education (MDE) does not provide a social studies assessment for students taking the Supported Independence (SI) or Participation (P) levels of MI-Access. Therefore, students in grades 5, 8, and 11 whose IEP indicates the MI-Access SI or P assessment is the most appropriate must take a locally approved/developed social studies assessment. The IEP team must also determine which locally determined social studies assessment will be administered to the student.

In addition, MDE requires districts and/or schools to report the student results of the locally administered social studies tests. Districts/schools will enter the student assessment information on the Office of Educational Assessment and Accountability [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) through the Answer Documents Received and Not Tested Students window, which will be open **June 5-11, 2024**.

(https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2019/04/01/barcode_label_directions.pdf).

M-STEP Paper/Pencil Secure Materials Return Deadline: May 8, 2024

All M-STEP paper/pencil secure materials must be returned to the scoring contractor by Wednesday, May 8 to be scored.

Note: All secure test materials still must be returned to the scoring contractor to maintain test material security, even if you miss the May 8 deadline. If your school does not return all secure materials, the district and building coordinators will receive a Missing Materials letter, identifying the missing materials and steps to be taken to return them.

How to Return Secure Materials

A list of the secure materials that must be returned to the scoring contractor, along with detailed instructions for returning them, are found on page 75 of the [M-STEP Test Administration Manual \(TAM\)](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).

The materials must be returned according to the specific instructions provided in the TAM. Be sure to carefully review the instructions provided on pages 75-80 of the [M-STEP TAM](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) as you prepare materials for return.

Note: Each answer document must have a barcode label attached. You can find instructions for printing barcode labels on the [Secure Site Training page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) and in the [Barcode Labels - Search and Printing document](#)



Reminders

Last Chance: 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**.

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!

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.

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) (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.



College Board Corner

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

WHAT'S NEW

Thank You!

The Spring 2024 testing window for the Michigan-provided SAT with Essay, PSAT 8/9, and PSAT 10 is now closed. Thank you for the time and effort you put into planning and administering these College Board assessments! We appreciate all you did to ensure a smooth administration for your students and schools.

College Board's Boots on the Ground Team

Throughout the Spring 2024 testing window, College Board's [Boots on the Ground team](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>) has been actively supporting Michigan districts and schools in administering the digital SAT with Essay, PSAT 8/9, and PSAT 10 assessments.

Sacha Grandoit and Sara Winterman will conclude their support on May 3. From May 6 – May 31, emails sent to Sacha and Sara will automatically be re-routed to Meredith McKelvey and Maureen Ritchie, who will continue to be available until May 31 to address any post-administration inquiries. Starting in June, Michigan educators should direct their questions to College Board Customer Service at 866-870-3127 or michiganadministratorsupport@collegeboard.org.

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.



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 College Board 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 will:

1. Log into their [College Board account](https://prod.idp.collegeboard.org/) (<https://prod.idp.collegeboard.org/>). If the student is aged 13 years or older, they should create an account if one does not already exist for them
2. Select the **Matching Tool**
3. Follow the instructions on the screen
4. Select one of the following options:
 - I can supply my test information
 - I can supply my student ID (using the UIC)

In some cases, students may not be able to view their scores using the steps above. For instance, if the student has inconsistent information on file, multiple College Board accounts, or unreleased scores, the steps above may not resolve the discrepancy. Contact College Board's Student SAT Helpline at 866-870-3127 and select Option 2 for additional troubleshooting assistance.



College Board Corner

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

REMINDERS

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/join/91234567890) (https://collegeboard.zoom.us/webinar/register/WN_kqKnMzwJSba0AEIG4T90Rg) for the webinar.

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 All Test Materials to ACT

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

Use the carton(s) in which the test materials were shipped to return all the secure test forms (used and unused). 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.

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 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 and makeup 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 of accommodations makeup materials have been scheduled for today, Thursday, May 2, 2024. If you are unable to return your test materials today, 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
		4	5	6
	10	11	12	13

Important Dates

May 2024

M-STEP & MI-Access

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

Every Monday through May 20, 2024
3:00 - 3:30 p.m.

[Click here to join the meeting](#)

M-STEP

Paper/Pencil Test Administration Window Closes
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

MI-Access

Pre-Identification of Students
Now through May 23, 2024

Off-site Test Administration Request
Now through May 23, 2024

Alternate Assessments Test Administration
Window
Now through May 24, 2024

Return of Materials Deadline -
All Grades/All Content Areas
May 29, 2024

WIDA ACCESS and Alternate Access

Answer Documents Received and Not Tested
Now through May 22-29, 2024

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

Answer Documents Received
Now through May 28 - June 3, 2024

(Continued on next page)

Mon	Tue	Wed	Thu	Fri
2		4	5	6
9	10	11	12	13

Important Dates

June 2024

M-STEP and MI-Access

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

June 5 - 11, 2024

SAT with Essay and PSAT 8

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

June 5 - 11, 2024

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

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 during 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 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 that 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)