

Spotlight

on Student Assessment and Accountability

What's New

Week of May 4, 2023

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- **MI-Access Reminder: Week 4 of Testing**

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TOMORROW: End of M-STEP Test Administration 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 tomorrow, **May 5, 2023**. This applies to M-STEP only.

For M-STEP Paper/Pencil Testing:

- **All materials must be shipped by May 10, 2023, to be scored.**
 - » **Barcode labels must be affixed to each answer document**
 - Barcode labels for students who were pre-identified for paper/pencil testing by February 15, 2023, were shipped with Initial Material Orders.

Barcode labels for students who were pre-identified for paper/pencil testing after February 15 must be printed from the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

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)

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- » 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).
- » Be sure to keep the sender's copy of the FedEx Express Airbill for each package for your documentation.
- All M-STEP paper/pencil testing for all grades and content areas must be completed 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/securerisetraining) (www.michigan.gov/securerisetraining) 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).

For M-STEP Online Grade 3 ELA Testing:

- The INSIGHT testing engine is available every school day from 7:00 a.m. to 4:00 p.m. until tomorrow, **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. tomorrow, May 5.

MI-Access Reminder: Week 4 of Testing

This is Week 4 of MI-Access testing, the midway point of the seven-week window for MI-Access assessments. As testing continues across the state, many schools/districts are beginning to plan for securely packing up and returning paper/pencil materials at the end of the assessment administrations. Here are a few important reminders for the post-administration tasks.

- **The MI-Access testing window closes on May 26, 2023, at 4:00 p.m.** All paper/pencil and online testing must be completed by this time. This includes all online answer document score entries for Supported Independence and Participation assessments.
- All paper/pencil answer documents must have a student barcode label affixed to the front and must be properly filled out for each student. Missing barcode labels can result in test scores being invalidated if the testing student cannot be properly identified.
 - » Detailed information about printing barcode labels from the Office of Educational Assessment and Accountability (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)
- **Note:** The Functional Independence ELA: Expressing Ideas is a paper/pencil assessment only, for both online and paper/pencil testers. This answer document must be returned for scoring for students to receive a valid overall English language arts score.
- The Michigan Department of Education recommends that districts/schools that have completed testing inventory all assessment materials against the initial shipping list of materials, and then return all secure materials, including answer documents, to the vendor for scoring as soon as possible. **The deadline to return materials is May 31, 2023.**
- Any administration of a paper/pencil test after the close of the window is a misadministration and must be reported, using the OEAA 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).

The MI-Access Test Administration Manuals (TAMs), which are on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access), include a chapter with directions for returning test materials, along with the FedEx pickup return instructions.

- All materials must be shipped by **May 31, 2023**, to be scored.
- Be sure to keep the sender's copy of the FedEx express air bill for each package for your documentation.

Reminders

Last Call: FAME Project - 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 the formative assessment process 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.

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

There is an additional required application for 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.

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

Reminders

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

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



Preferred candidates for the Performance Assessment Cadre of Experts:

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

Participating in this project, you will have opportunities to:

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

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

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

Cohort IV will meet in-person three times for 5 days total, plus attend two 2-hour virtual sessions (after school) from August 2023 through June 2024. Participants will work in grade-range teams with colleagues. Team leads may host 2-3 additional virtual team meetings throughout the year to keep the item development momentum going and production flowing.

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

If you are interested in participating, please submit your resume in an email to mde-oeaa@michigan.gov using the subject line "Performance Assessment Cadre of Experts."

Reminders



Building a Better Assessment Future

EAST LANSING, MI • AUGUST 2023

Coming in August: Building a Better Assessment Future Conference

When: August 2-3, 2023

Where: Kellogg Hotel and Conference Center

Hosted by: [Michigan Assessment Consortium](http://www.michiganassessmentconsortium.org) (<http://www.michiganassessmentconsortium.org>) and MDE's [FAME program](http://famemichigan.org) (<http://famemichigan.org>)

The third annual [Building a Better Assessment Future conference](http://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!* Participants will hear from experts, reflect on current practices, and work in collaboration toward a better assessment future. To learn more and register, visit the [event website](http://bit.ly/BBAF-2023) (bit.ly/BBAF-2023)

Read the full Michigan Department of Education article in the [Spotlight newsletter – April 27 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-27-2023.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-27-2023.pdf>)



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



College Board Corner

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

WHAT'S NEW

Spring 2024 Testing Window: Correction of Information on Michigan Testing Dates

Last week, College Board distributed a counselor newsletter indicating that the school year 2023-2024 spring testing window for PSAT 10, PSAT 8/9, and SAT School Day will be March 4 – April 26, 2024.

However, those dates (March 4 – April 26) are **not applicable** to schools/districts that will administer these assessments for the Michigan Department of Education (MDE).

All Spring 2024 testing for MDE schools and districts is to be administered between April 8 and April 26, 2024.

We apologize for any inconvenience this may have caused and encourage you to adjust your planning accordingly.

REMINDERS

Spring 2023 Scores Release

- Score release began May 3 for students who took the SAT with Essay on April 12.
- Scores will be released on May 18 for students who took the SAT with Essay on April 25
- Scores will be released on May 22 for students who took the PSAT 10 and PSAT 8/9.

Some scores may be released later due to a student's participation in the accommodated testing window or for 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 the [Spotlight — April 27 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-27-2023.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-27-2023.pdf>) for more information about score release and the K-12 Reporting Portal.

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



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 the [College Board website](http://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
	College Board was not able to automatically link the score report to student's College Board account	See steps outlined below
Educator has access to score, but student does not	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

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



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

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



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/login) (<https://account.collegeboard.org/login/login>)
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.

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



Reminder

Returning ACT WorkKeys Test Materials

If you still have secure materials from the initial and/or makeup test dates, return them to ACT as soon as possible. **The final ACT-scheduled FedEx pickup is scheduled for today, Thursday, May 4, 2023.**

Use the cartons the test materials were shipped in and follow the packing instructions that begin on page 30 of the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (<https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf>). Store the packed cartons in a secure location within the district or school building until they can either be picked up by FedEx or taken to a local FedEx office.

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 statetesting@operations.act.org to request a new pickup for no later than May 10, 2023 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 for no later than May 10, 2023
3. Take the materials to your local FedEx drop-off location and keep the receipt for your records

The last day ACT will accept 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

May 2023

M-STEP

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 5, 2023

- Pre-identification for online Grade 3 English language arts and all grades/content areas paper/pencil testing remains open through the test window.

May 10, 2023

- M-STEP Paper/Pencil Materials Shipped
- All M-STEP paper/pencil materials must be shipped to the scoring contractor. Instructions for materials return are provided on pages 70-75 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).

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 grades 3 (mathematics only), 4, 6, 7, and 11 remains open through the test window

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 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 25, 2023

- Pre-identification of students for Online testing in the [OEAA secure site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

Ongoing through May 26, 2023

- Pre-identification of students for paper/pencil testing in the [OEAA secure site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

Ongoing through May 26, 2023

- MI-Access Testing Window

Ongoing through May 26, 2023

- SI/P score entry to the Online Answer Documents due by 4:00 p.m.

Important Dates

May 2023

ACT WorkKeys

May 10, 2023

- Final date to return ACT WorkKeys materials

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

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

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

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