

Spotlight

on Student Assessment and Accountability

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May 9, 2024

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Online Testing Windows Are Closing Soon

As testing for 2024 winds down, there are several upcoming deadlines.

- **M-STEP** test administration window: **ends next week, May 17, 2024**
- **MI-Access** test administration window: **ends May 24, 2024**
- **Early Literacy and Mathematics Benchmark Assessment** test administration window: **ends May 31, 2024.**

The INSIGHT testing engine will be available on every school day from 7:00 a.m. to 4:00 p.m. until **Friday May 17, 2024**, for M-STEP, and until **Friday May 24, 2024**, for MI-Access, unless your building has previously received alternate INSIGHT availability.

Students who are logged in and testing at 4:00 p.m. on the day the window closes 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 automatically submitted and scored as administered.

The online testing window cannot be reopened after it closes for each assessment. **No students will be allowed to test after the window has closed.** However, the Incident Reporting tool in the Office of Educational Assessment and Accountability (OEAA) Secure Site will remain open for schools to submit any testing irregularities that occurred, such as lost test tickets, secure materials irregularities, any final investigations of Prohibited Behaviors, or misadministrations.

Reports for students who did not complete a test should be submitted during the Answer Documents Received and Not Tested review period on the OEAA Secure Site.

Reminder: M-STEP Paper/Pencil Secure Materials Return

All M-STEP paper/pencil secure materials must be returned to the scoring contractor.

All secure test materials must be returned to the scoring contractor to maintain test material security, even if you missed 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.

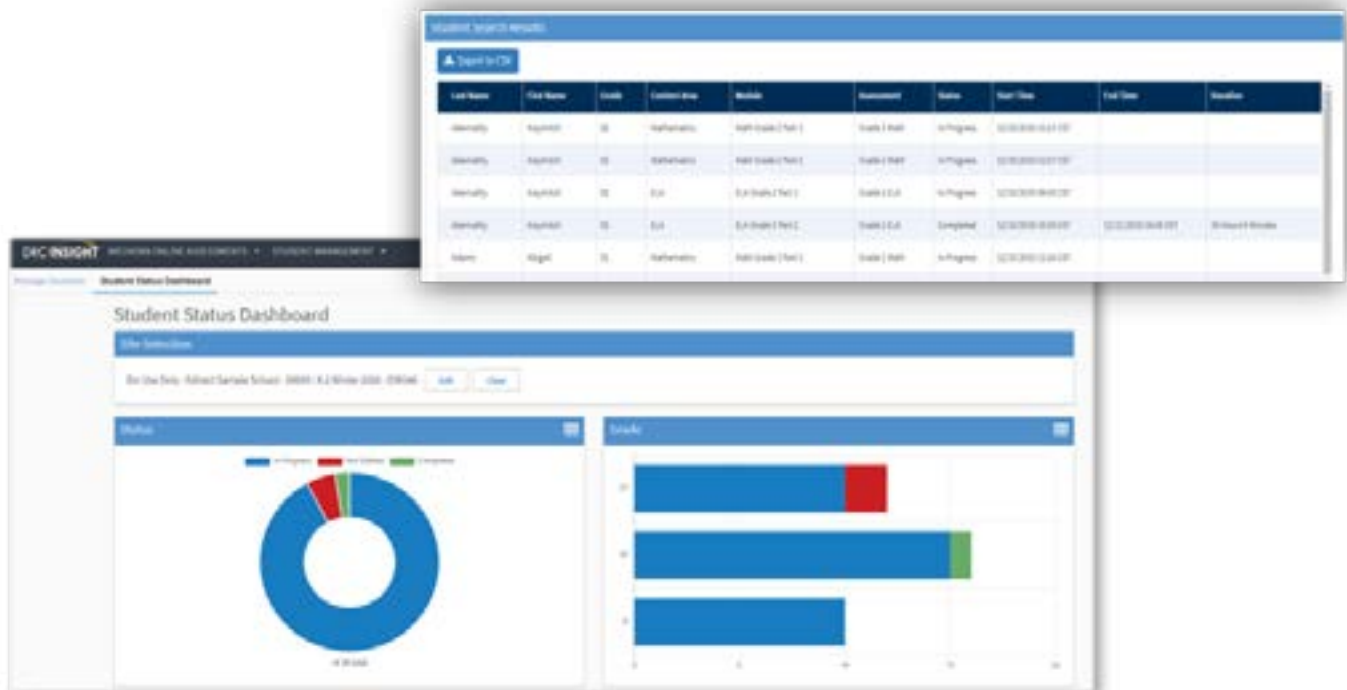
Information about how to return secure materials is provided in the [Spotlight newsletter article - May 2](#) (<https://bit.ly/3wrjmY4>), **M-STEP Paper/Pencil Secure Materials Return Deadline: May 8, 2024.**

MI-Access Reminder: Closing Week 5 of Testing

This Friday marks the end of week five of the seven weeks of MI-Access assessments – Functional Independence (FI), Supported Independence (SI), and Participation (P). Is your school on track to complete all MI-Access testing by the close of the testing window on May 24, 2024?

How can I check the status of online testing for students?

To verify that students have completed the online tests, log into the [DRC INSIGHT Portal](https://mi.drctdirect.com) (mi.drctdirect.com) and select the “**My Applications**” tab; then under “**Post-Test Actions**”, select “**Student Management**” and select the “**Student Status Dashboard**”. This page allows you to monitor test completion by showing students whose tests are “**Not Started**”, “**In Progress**”, or “**Complete**”.



(Continued on next page)

The Student Status Dashboard screen shows only students who have been assigned to test in the DRC INSIGHT Portal; it does not reflect the accountability “expected to test” requirements. That is, if students were not pre-identified in the Secure Site or pulled into the DRC INSIGHT Portal, they will not be reflected on this screen, although they may be expected to test for accountability calculations. **Note:** The SI/P status are also available in the dashboard display after score entries have been submitted.

MI-Access Post-Testing Reminders

As testing winds down, many schools/districts have started to pack up and return paper/pencil materials. Here are a few important reminders for the post-administration tasks.

- **The MI-Access testing window closes on May 24, 2024, at 4:00 p.m.** All paper/pencil and online testing must be completed by this time.
- All SI/P student responses must also be entered into the online Answer Document by the deadline of **May 24, 2024, at 4:00 p.m.** Refer to the [Spotlight newsletter - May 2 issue](https://bit.ly/3wrjmY4) (<https://bit.ly/3wrjmY4>) for expanded reminders for MI-Access testing.
- 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](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) is available on the [Secure Site Training page](http://www.michigan.gov/securitesitetraining) (www.michigan.gov/securitesitetraining) 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)
- **Important 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 last date to return materials for scoring is **May 29, 2024**.
- 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/securitesitetraining) (www.michigan.gov/securitesitetraining) 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 and diagrams for returning test materials, along with the FedEx pickup return instructions.

- All materials must be shipped by **May 29, 2024**, to be scored.
- Be sure to keep the sender's copy of the FedEx express air bill for each package for your documentation and package tracking.

Bluetooth Devices for Students who are Deaf or Hard of Hearing

Students who are deaf or hard of hearing may use Bluetooth-connected cochlear implants or hearing aids during all M-STEP, MI-Access, and WIDA assessments. Student use of these devices is allowed without advance approval on these tests. The only limitation testing coordinators should be aware of is that students are prohibited from using or accessing other applications on the internet during testing.

It is possible that settings for these devices are controlled by separate electronic devices, such as cell phones. These controlling devices can be used by students but must be left with the Test Administrator until needed. If this is not possible, then the test must be administered in a one-to-one setting.

For the College Board assessments, student use of some of these devices may require a request to be made through the Students with Services for Students with Disabilities (SSD Online) system. For ACT WorkKeys assessments, student use of hearing aids or cochlear implants during testing does not require authorization.

For additional questions about the use of these devices on statewide assessments, contact OEAA by email mde-oeaa@michigan.gov or by calling 877-560-8378.



Reminders

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.

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/1SIanD5yjibzyvr-ZuRQfyswlkn296P8Q/view) (https://drive.google.com/file/d/1SIanD5yjibzyvr-ZuRQfyswlkn296P8Q/view) for the dates and a detailed description of each committee. [Use this link to apply today](https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome) (https://web.cvent.com/survey/6c7780de-c8d8-479f-be93-52b38bfe8721/welcome).

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

Answer Documents Received and Not Tested

The Michigan Department of Education's Answer Documents Received and Not Tested process in the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) allows schools to verify that all their students' test submissions have been received and processed by College Board. The window for schools to review and report missing test records is May 28 - June 3, 2024. See the [Spotlight newsletter - April 25 issue](#) (<https://bit.ly/3UA1xhJ>) for more information.

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

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

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 because College Board was unable to link the student's College Board account and score report automatically. Students must verify additional information before scores can be displayed. They will need either their SAT registration number or the UIC 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/>).
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)

For additional troubleshooting assistance with student scores, contact College Board's Student SAT

REMINDERS

Score Release Timeline

Student score release will occur in two phases. Students whose tests were submitted between April 8 and April 12 gained access to their scores on May 2. For those whose tests were submitted between April 15 and April 26, scores will be available starting on May 16.

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 their scores through their College Board accounts. Those who haven't created an account can do so for free at the [College Board accounts sign-in page](https://prod.idp.collegeboard.org/) (<https://prod.idp.collegeboard.org/>).

CB College Board Corner

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

Helpline at 866-870-3127 (Option 2).

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.

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 concluded their support on May 3. Through 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.

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

The return of secure test materials including answer documents and test booklets is now past due. In order to be scored, all initial and makeup standard time and accommodations secure test forms must be returned to ACT by Tuesday, May 14, 2024.

If your school still has secure materials from the initial and/or makeup test dates, return them to ACT as soon as possible. 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 packed cartons 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 you have been unable to return your test materials, 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.

The last day ACT will accept answer documents for scoring is May 14, 2024.



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

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

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

May 22-29, 2024

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

Answer Documents Received and Not Tested

May 28 - June 3, 2024

(Continued on next page)

Mon	Tue	Wed	Thu	Fri
2	3	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 (Note: Not applicable for PSAT 9 and 10, and ACT WorkKeys as these assessments are not included in accountability)

June 5 - 11, 2024



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.



Mon	Tue	Wed	Thu	Fri	Sat
				5	6
8	9	10	11	12	13

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)