

Spotlight

on Student Assessment and Accountability

What's New

Week of May 11, 2023

- M-STEP Online Test Administration Window Ends: May 19, 2023
- End-of-Testing Reminders for MI-Access
- M-STEP Paper/Pencil Secure Materials Must Be Returned
- Be a M-STEP or MI-Access Item Writer or Reviewer

Reminders

- Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort IV
- Coming in August: Building a Better Assessment Future Conference



M-STEP Online Test Administration Window Ends: May 19, 2023

Next week (May 15-19) is the final week of M-STEP testing.

The online M-STEP Test Administration Window for Grade 3 (mathematics only), and grades 4, 5, 6, 7, 8, and 11 (all content areas) will close on May 19, 2023, at the end of the school day.

The INSIGHT testing engine will be available on every school day from 7:00 a.m. to 4:00 p.m. until **Friday May 19, 2023**, unless your building has previously received alternate INSIGHT availability. **Students who are logged in and testing at 4:00 p.m. on May 19 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 at 4:00 p.m. on May 19. **No students will be allowed to test after the window has closed.** However, the Incident Reporting tool in the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) will remain open for schools to submit any testing irregularities that occurred; These include lost test tickets, secure materials irregularities, any final investigations of Prohibited Behaviors, or misadministration.

Reports for students who did not complete a test should be submitted June 6 – June 12, 2023, during the Answer Documents Received and Not Tested review period on the OEAA Secure Site. You can find more information about this in the [Spotlight – April 27 issue](#) (www.michigan.gov/mde-spotlight).



End-of-Testing Reminders for MI-Access

All MI-Access Spring 2023 testing activities will end at 4:00 p.m. on **Friday, May 26, 2023**.

No testing will be available for students after this window closes.

Specifically:

- Functional Independence (FI) online and paper/pencil testing is not permitted beyond 4:00 p.m.
- Supported Independence and Participation (SI and P) testing must be completed, with all scores entered online, by 4:00 p.m.
- **Reminder:** All students participating in FI English language arts: Expressing Ideas assessment (both online and paper/pencil) must complete the paper/pencil version of the test to receive a valid ELA test score.

The MI-Access Return of Testing Materials deadline is **May 31, 2023**

Return all secure paper/pencil test materials immediately after testing is completed. Information on returning MI-Access paper/pencil materials can be found in the MI-Access Test Administration Manuals (TAMs). This includes detailed packing instructions and diagrams on how all scorable and non-scorable test materials must be returned, and which items are to be retained by schools. The TAMs can be found on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under **Current Assessment Administration**.

The MI-Access Additional Material Order Window is open until noon on **Tuesday, May 23, 2023**

Any additional material orders must be submitted by this deadline for materials to be received before the testing window closes.

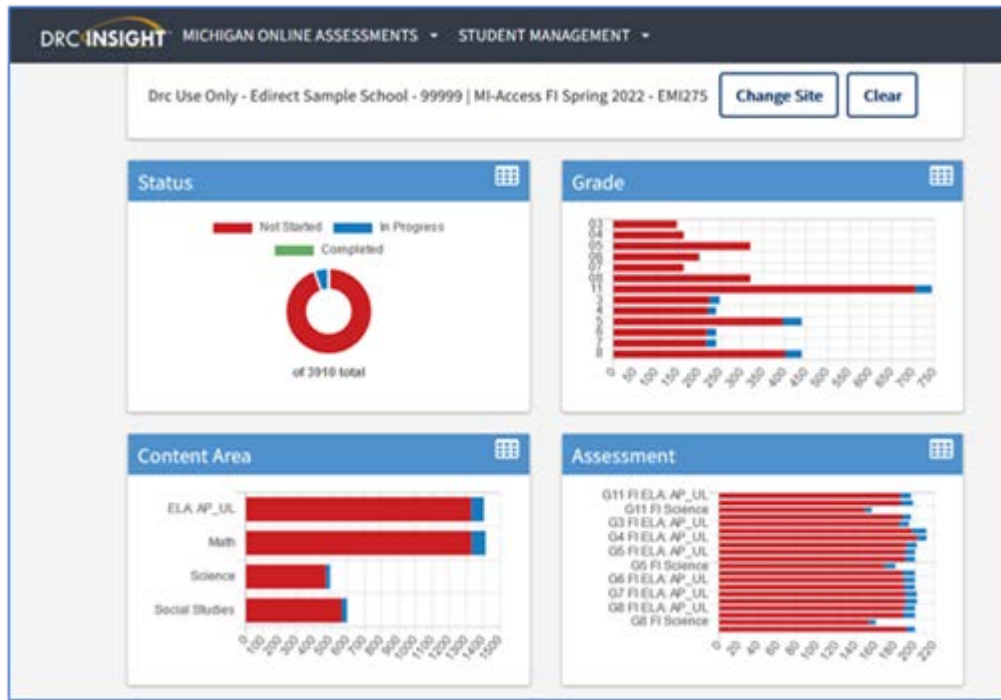
There are no exceptions to these deadlines.

Checking the status of students' online testing

To verify that students have completed the online tests, log into the [DRC INSIGHT Portal](http://mi.drccdirect.com) (mi.drccdirect.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."

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



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 S/I/P statuses are also available in the dashboard display after score entries have been submitted.

Outstanding Incident Reports

If you have any outstanding incident reports involving MI-Access tests, log into the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to verify that all requested information has been provided to Office of Educational Assessment and Accountability staff. These incident reports will be prioritized to prevent delays in testing.

MI-Access Important Dates	
Additional Material orders close	May 23, 2023, at noon
Assessment Window Closing	May 26, 2023, at 4:00 p.m.
S/I/P Online Answer Document Entry	May 26, 2023, by 4:00 p.m.
Material Return deadline	May 31, 2023

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

M-STEP Paper/Pencil Secure Materials Must Be Returned

Even if you have missed the May 10, 2023, deadline, it is crucial that you return all secure materials as soon as possible.

The deadline for schools/districts to return secure paper/pencil testing materials to be scored has passed. However, all secure test materials still must be returned to the scoring contractor to maintain test security.

Schools/districts are strongly urged to return all secure materials to the scoring contractor as soon as possible. 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 70 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 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/secureritetraining) (www.michigan.gov/secureritetraining) and in the [Barcode Labels- Search and Printing document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2019/04/01/barcode_label_directions.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2019/04/01/barcode_label_directions.pdf).

Be a M-STEP or MI-Access Item Writer or Reviewer

The state assessment item development and review process season is in full swing. Here is your chance to be an item writer or to serve on a content review committee (CAC) or bias and sensitivity review committee (BSC).

Sign up online to be added to our database of educator participants.

- To serve on a review committee, click here: [General application for all committees](https://cvent.me/0R4Wvq) (https://cvent.me/0R4Wvq).
- To become an Item Writer, click here: [Item Writing Application](https://cvent.me/7QoMm2) (https://cvent.me/7QoMm2).

Note: If you previously served on a state assessment committee and would like to participate again, please update your information at [General application for all committees](https://cvent.me/0R4Wvq) (https://cvent.me/0R4Wvq).

Upcoming events:

Content Advisory Committee (CAC)

Bias & Sensitivity Committee (BSC)

M-STEP SCIENCE grades 5, 8, 11	
Item Review – CAC	May
Item Review – BSC	May
Item Writing Committee	July
Data Review – CAC	August
Data Review – BSC	August
M-STEP SOCIAL STUDIES grades 5, 8 11	
Context & Item Review – CAC	June
Context & Item Review – BSC	June
Data Review – CAC	August
Data Review – BSC	August
MI-Access	
Standard Setting	June
English Language Arts, Social Studies, Science	
Item Review – CAC	June
Item Review – BSC	June
Mathematics, Science, Social Studies	
Data Review – CAC	July
Data Review – BSC	July
English Language Arts	
Data Review – CAC	September
Data Review – BSC	September

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Upcoming Committees and Dates: M-STEP and Benchmark Assessments

English Language Arts		
Item Review – CAC	M-STEP (grades 3, 4, 5, 6, 7, 8)	July
Item Review – BSC	M-STEP (grades 3, 4, 5, 6, 7, 8)	July
Data Review – (Passage-based Writing)	M-STEP (grades 3, 4, 5, 6, 7, 8)	August
Data Review – CAC	Benchmark Assessment (grades K, 1, 2)	August
Data Review – BSC	Benchmark Assessment (grades K, 1, 2)	August
Mathematics		
Item Review – CAC	M-STEP (grades 3, 4, 5, 6, 7, 8)	July
Item Review – BSC	M-STEP (grades 3, 4, 5, 6, 7, 8)	July
Data Review – CAC	Benchmark Assessment (grades K, 1, 2)	August
Data Review – BSC	Benchmark Assessment (grades K, 1, 2)	August

For a more detailed explanation of each committee, see the [Spotlight newsletter – April 20 issue](http://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-20-2023.pdf), (www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-04-20-2023.pdf), pp 8-9.

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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.



- 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."

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

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

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>)



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CB College Board Corner

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

WHAT'S NEW

SAT Suite Ordering and Registration (SSOR) System

Schools can now order College Board assessments for Fall 2023-24 in the [SAT Suite Ordering and Registration \(SSOR\) system](https://account.collegeboard.org/login/login?appId=302&DURL=https://ordering.collegeboard.org/?SFMC_cid=EM943857-&rid=30062241) (https://account.collegeboard.org/login/login?appId=302&DURL=https://ordering.collegeboard.org/?SFMC_cid=EM943857-&rid=30062241).

The SSOR system was formerly Test Ordering Services (TOS).

More detailed information about ordering these tests will be provided in the SSOR communication that College Board will issue on May 11, 2023.

NOTE: Do not order tests for the April 2024 Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9.

REMINDERS

Spring 2023 Scores Release

Scores will be released to students on the dates shown in the following table. 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 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.

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



Thank You

As another academic year ends, ACT would like to thank you and your testing staff for successfully delivering ACT WorkKeys to your students.

In a recent ACT National Curriculum Survey, employers rated skills such as learning to learn, collaboration, critical thinking, problem solving and adaptability as “most important”. By participating in WorkKeys in your schools, students who earn a National Career Readiness Certificate (NCRC) are able to show potential employers that they can reliably apply these critical skills in a variety of settings.

Again, thank you for all you do on behalf of your students in making this opportunity available to them.

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.

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 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.

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



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 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.

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

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

Important Dates

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

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