

























## What's New

### 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.

By participating in WorkKeys in your schools, students who earn a National Career Readiness Certificate (NCRC) can show potential employers that they can reliably apply critical skills such as collaboration, critical thinking, problem solving, and adaptability in a variety of settings.

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

## Reminders

### Returning All Test Materials to ACT

**The return of secure test materials, including answer documents and test booklets, is past due.**

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](mailto: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](mailto: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](mailto: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
	3	4	5	6
9	10	11	12	13

## Conferences & Webinars

### College Board Scores and Reporting Webinar, August 22, 2024

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.

## 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 <b>all</b> 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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto: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