

Spotlight

on Student Assessment and Accountability

What's New

May 16, 2024

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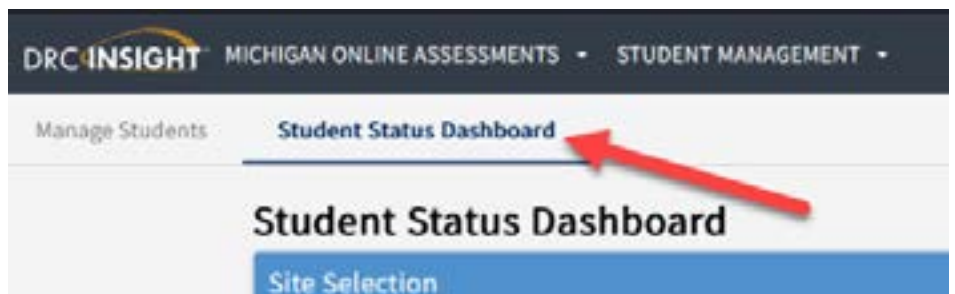


M-STEP Online Test Administration Window Closes Tomorrow, May 17, 2024

Thank you for all your diligent work in preparing for and administering the Spring 2024 M-STEP assessments! The Office of Educational Assessment and Accountability (OEAA) appreciates the time and effort required for another successful test administration; we are confident your test results will help support your school and district staff and students!

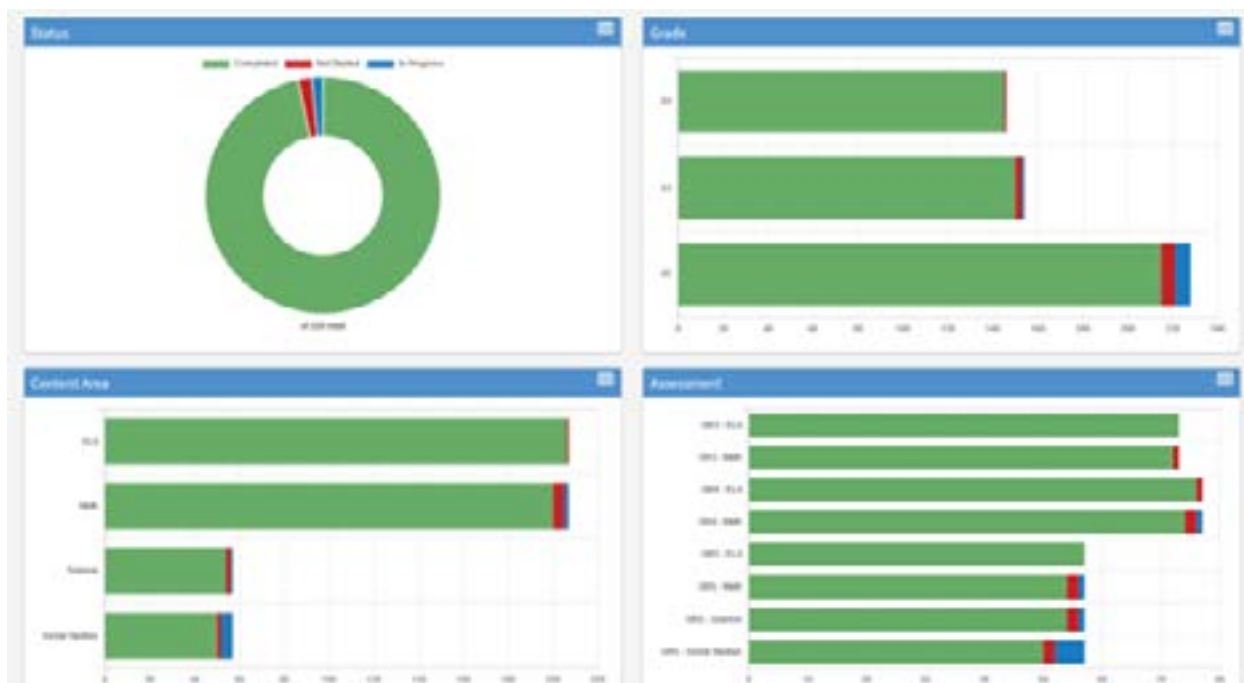
Important Reminder: All online M-STEP testing must be completed by the end of the school day on **Friday, May 17, 2024**. Students who are logged in and actively testing at 4:00 p.m. on Friday will not be logged out of the test; however, if they lose connectivity or exit the test, they will not be able to log back in.

To view test completion in the [DRC INSIGHT Portal](https://www.drcdirect.com/) (https://www.drcdirect.com/), select Student Management, then select Student Status Dashboard:



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This will allow you to select your site, and then view student testing status:



You can view completion by all tests overall, by grade, by content area, and by grade/content area. Remember that this shows test completion according to students who were Pre-Identified in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and pulled into the DRC INSIGHT Portal. This is not the same as the expected to test list used for accountability purposes.

Tests that are started, but not completed (these tests show as In Progress status in the DRC INSIGHT Portal) will be force-submitted after the testing window closes. In Progress tests that have met attempted requirements will be considered complete and scored.

MI-ACCESS DEADLINE

The MI-Access test window closes **Friday, May 24, 2024, at 4:00 p.m.**

All MI-Access testing activities including SI/P score entry must be completed by 4:00 p.m. There are no exceptions to these deadlines.



Important Reminder: All MI-Access Testing Must Be Completed by Friday, May 24, 2024

If you have completed your Spring 2024 MI-Access testing and have returned the test materials for scoring, thank you and congratulations! If you still have students taking this assessment, **make sure all MI-Access testing activities are completed by 4:00 p.m. on Friday, May 24, 2024, for all grades and content.** This includes:

- all Functional Independence (FI) online and paper/pencil testing administrations
 - » **Important reminder: the FI English language arts: Expressing Ideas (ELA:EI) is an exclusively paper/pencil assessment,** for both online and paper/pencil testers. The ELA:EI answer document must be returned to receive a valid overall English language arts score. Students who are not administered both the ELA:EI (paper/pencil only) and the ELA: Accessing Print and Using Language (online or paper/pencil) assessments will not receive a valid English language arts score.
- all Supported Independence (SI) and Participation (P) testing activities
 - » It is best if these activities are completed well in advance of 4:00 p.m. on May 24, to allow ample time for student scores to be entered on the online answer document by the deadline.
 - » All online score entry for the MI-Access SI and P assessments must be submitted by **May 24, at 4:00 p.m.**

- » **Reminder:** Social studies assessments for SI and P levels in grades 5, 8 and 11 are locally developed or off-the-shelf assessments. Also, districts and/or schools are required to report the student results of the locally administered social studies tests. Districts/schools will enter this student assessment information on the [OEAA Secure Site](http://www.mi.gov/oeaa-secure) (www.mi.gov/oeaa-secure) during the Answer Documents Received and Not Tested Students window, which will be open **June 5-11, 2024.**

Checking the status of students' online testing

- To verify that students have completed the online tests, log into the [DRC INSIGHT Portal](http://mi.drcdirect.com) (mi.drcdirect.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**. Note: The SI/P status are also available in the dashboard display after score entries have been submitted. For more dashboard details, refer to the [Spotlight newsletter - May 9 issue](https://bit.ly/4apji3) (https://bit.ly/4apji3).

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Return of All Secure Assessment Materials

- Schools and districts are required to inventory all secure assessment materials against the initial list of materials that were shipped, and then, after testing, 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**.
- 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), each have a chapter called Material Return Instruction. This chapter includes directions and diagrams for returning test materials, along with the FedEx pickup return instructions.
- **Note:** Even if schools miss the shipping deadline, they must still return all secure materials to the scoring contractor as quickly as possible. If any secure materials are not returned, the school will be notified regarding the missing material later this summer.

Important Upcoming MI-Access Testing-related Deadlines – not to be missed:

MI-Access Assessments	Activity	Deadline
FI, SI, and P	Order Additional Materials Orders if needed	May 31, 2024 (by noon)
FI, SI, and P	Complete all testing	May 24, 2024 (by 4:00 p.m.)
SI and P	Complete all score entry to the online answer document	May 24, 2024 (by 4:00 p.m.)
FI, SI, and P	Return testing materials to the scoring vendor	May 29, 2024
FI, SI, and P	Review Accountability Students and Demographics and ensure the Michigan Student Data System (MSDS) is updated	Ongoing – June 11, 2024
FI, SI, and P	Review Answers Documents Received verification and report possible answer document issues	June 5 – June 11, 2024
FI, SI, and P	Submit Students Not Tested reasons	June 5 – June 11, 2024
SI and P	Submit the local alternative Social Studies Not Tested reasons (Si/P only for grades 5, 8, and 11)	June 5 – June 11, 2024

These deadlines cannot be extended.

Spring 2024 M-STEP Test Administration Survey

Thank you for your diligent efforts to ensure a smooth and successful M-STEP administration for Michigan students in Spring 2024!

To continue to improve the M-STEP administration policies and procedures and to provide you with the best possible support, the Office of Educational Assessment and Accountability (OEAA) is conducting the [M-STEP Administration Survey](https://www.surveymonkey.com/r/S24M-STEPSurvey) (<https://www.surveymonkey.com/r/S24M-STEPSurvey>). We value your input and believe that your experiences and insights are vital in shaping decisions that will directly impact your work.

The [M-STEP Test Administration Survey](#) will provide valuable information on various aspects of the testing process, including resources, training, and any challenges you may have encountered during the Spring 2024 administration. Your feedback will allow us to identify areas for improvement and make informed decisions to enhance future M-STEP administrations.

Please complete the survey at the link above by June 28, 2024. Your participation is vital to our ongoing efforts to create an assessment program that meets your needs and supports the success of our students.

Additional Flexibility for Administration of the ACT WorkKeys in Spring 2025

Based on feedback from the state's school districts, the Michigan Department of Education has partnered with ACT to provide additional flexibility for the administration of the ACT® WorkKeys® assessment in Spring 2025.

Depending on spring schedules, **schools will choose either Testing Window 1 or Testing Window 2** for the primary administration of the assessment. Schools may choose either window, but not a combination of both windows. The Makeup Window, Window 3, is reserved for testing students who were absent during the school's chosen testing window.

This table lists the Initial Test Dates and the associated Accommodation Testing Windows that will be provided:

ACT WorkKeys Spring 2025 Testing Schedule		
Testing Window	Primary Test Date	Accommodated Testing Window
Window 1	March 27	March 27 - April 9
Window 2	April 10	April 10 - April 23
Window 3 (Makeup)*	April 24	April 24 - April 30

***Note:** Makeup Test Window 3 is available only for students who were absent during the school's chosen window; Window 3 is not available as a primary testing window.

Schools will indicate their chosen testing window during the Manage Participation Process that occurs in November of each school year. Watch for communications from ACT and Spotlight in early fall.

The updated 3-year [Summative Assessment Schedule 2024-2026](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/3-Year-Summative-Testing-Schedule.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/3-Year-Summative-Testing-Schedule.pdf>) has been posted on the [MDE Assessment Calendar web page](https://www.michigan.gov/mde/services/student-assessment/assessment-calendars) (<https://www.michigan.gov/mde/services/student-assessment/assessment-calendars>).



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/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 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) (<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

Post-Administration Test Staff Survey

College Board and the Michigan Department of Education appreciate your dedication and preparation for the Spring 2024 Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations.

To enhance future administrations, we are asking for your feedback on the [Spring 2024 Michigan-Provided Digital SAT with Essay, PSAT 10, and PSAT 8/9 Feedback Survey](https://www.surveymonkey.com/r/LJGZ562) (<https://www.surveymonkey.com/r/LJGZ562>). Your valuable input will contribute to a smoother Spring 2025 testing experience. Please allocate approximately 25 minutes to complete this survey. Thank you for your time and insights.

REMINDERS

Answer Documents Received and Not Tested Process

The Michigan Department of Education's Answer Documents Received and Not Tested process allows schools to verify that all their students' test submissions have been received and processed by College Board. The process is executed in the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

This year, the window for schools to review and report missing test records is May 28 - June 3, 2024. Refer to the [Spotlight newsletter - April 25 issue](#) (<https://bit.ly/3UA1xhJ>) for additional details.



College Board Corner

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

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.

Educator score release in the K-12 Reporting Portal is tentatively scheduled for June 25. For additional details about College Board's educator and student score releases, see the [Spotlight newsletter - May 9 issue](https://bit.ly/4apjci3) (<https://bit.ly/4apjci3>).

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.

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



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 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
2	3	4	5	6
9	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

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.



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.



Webinars & 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 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)