

# Spotlight

on Student Assessment and Accountability

## What's New

Week of May 25, 2023

- **Reminder: The MI-Access Testing Window Closes Tomorrow, May 26 at 4:00 p.m.**
- **Thank You for a Successful M-STEP Test Administration!**
- **Online testing: Your input is needed**
- **Ask OEAA Live Sessions: Accountable Students Enrolled and Demographics, Answer Documents Received and Not Tested**
- **Focus on Literacy Assessment: What is the Process for Conducting an Assessment Inventory?**

## Reminders

- **M-STEP Passage-based Writing Survey**
- **Achieve Balance in Classroom Assessment**
- **Be a M-STEP or MI-Access Item Writer or Reviewer**
- **Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort IV**
- **Coming in August: Building a Better Assessment Future Conference**

## MI-ACCESS DEADLINE

The MI-Access test window closes  
**Friday, May 26, 2023, at 4:00 p.m.**

All MI-Access testing activities including SI/P score entry must be completed by 4:00 p.m.



## Reminder: The MI-Access Testing Window Closes Tomorrow, May 26 at 4:00 p.m.

The Spring 2023 testing window for MI-Access will close at **4 p.m. this Friday, May 26, 2023**. No testing will be available for students after this window closes. In addition, all secure materials, including Functional Independence answer documents, must be returned to the scoring vendor no later than **Wednesday, May 31, 2023**. These deadlines cannot be extended.

For information about ensuring all students have completed their assigned tests, see the article in the [Spotlight – May 11 issue](#) "MI-Access Reminders" ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

## Thank You for a Successful M-STEP Test Administration!

The Office of Educational Assessment Accountability (OEAA) thanks you for all your hard work on the 2023 M-STEP test administration which closed last week. Michigan students will benefit from your ongoing commitment to your students and the community.

We are confident that your efforts and dedication will produce a valid, reliable snapshot of what your students know and can do, and will provide data to inform your local continuous improvement planning.

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The [Michigan Integrated Continuous Improvement Process \(MICIP\)](http://www.michigan.gov/mde-micip) (<http://www.michigan.gov/mde-micip>) team offers online resources to support data use during the continuous improvement planning process. Chapters 2 and 3 of the Professional Learning Bites series show how your Data Inventory and Data Analysis processes are used in continuous improvement planning.

M-STEP Preliminary Reports are available now in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Select **Reports**, then **Dynamic Score Reports** to open the Dynamic Score reporting site.

M-STEP and MI-Access Student Data files and Aggregate Data files will be available in late July, also in the OEAA Secure Site. When the reports are available, go to the site, select **Reports**, and then **Student Test Scores**.

Final reports will be released in mid- to late-August. Watch the Spotlight for more information!

## Online Testing: Your Input Is Needed

Text to Speech (TTS) for directions is an optional universal support available on online assessments. The Office of Assessment and Accountability is considering whether this universal support should be required instead of optional for future administrations. The Michigan Department of Education could require all testing students to listen to the directions on each directions screen on initial login by making the “Next” button inactive until all directions on the screen have been read. Your input is essential in this process.

### Advantages to requiring TTS for directions on all online tests:

- It would be a more standardized administration, ensuring all students hear the same directions prior to testing.
- The Test Directions would be simplified and easier for Test Administrators to follow because there would be fewer versions of directions provided in the Test Administrator Directions and Manuals.
- Students would navigate independently through the test directions, limiting distractions and time spent reading aloud before testing begins

### Disadvantages to requiring TTS for directions on all online tests:

- All students testing online would be required to have headphones.
- Some schools have expressed a preference for test directions to be read aloud by staff in the testing room to ensure students are actively engaged as test directions are read.

Please respond to this [one-question survey](https://www.surveymonkey.com/r/TTSforDirections) (<https://www.surveymonkey.com/r/TTSforDirections>) **by close of business next Friday, June 2**. Your input is important as we determine whether to require TTS for Directions for all online tests.

## Ask OEAA Live Sessions: Accountable Students Enrolled and Demographics, Answer Documents Received and Not Tested

The Office of Educational Assessment and Accountability (OEAA) is continuing the online “Ask OEAA Live” Q&A events through the Microsoft Teams meeting app. Educators and administrators are invited to join these events to ask questions and receive help on assessment-related concerns. There is no agenda for “Ask OEAA Live”; the sessions are open to everyone. (**Note:** Students’ names/other identifying information may not be shared during the live sessions.)

### Upcoming “Ask OEAA Live” sessions and topics:

#### WIDA ACCESS and Alternate ACCESS: Accountable Students Enrolled and Demographics Review; Answer Documents Received; Not Tested

##### Wednesday, May 31, 2023, 3:00 – 4:00 p.m.

- For questions, concerns, or help with these process before the June 1, 2023, deadline.
- Microsoft Teams meeting: [Click here to join the meeting](https://bit.ly/43IH8QJ) (https://bit.ly/43IH8QJ )
- Meeting ID: 265 784 824 096
- Passcode: ut5Gzk

#### SAT, PSAT, and ACT WorkKeys: Answer Documents Received

##### Thursday, June 1, 2023, 3:00 – 4:00 p.m.

- For questions, concerns or help with these processes before the June 5, 2023, deadline (**Note:** Not Tested reasons can be submitted June 6 – June 12, 2023.)

- Microsoft Teams meeting: [Click here to join the meeting](https://bit.ly/45x5yls) (https://bit.ly/45x5yls)
- Meeting ID: 281 041 491 436
- Passcode: zLwCcw

#### Spring 2023 Grades 3-8, 11, 12: Accountable Students Enrolled and Demographics

##### Wednesday, June 7, 2023, 3:00 – 4:00 p.m.

- For questions, concerns or help with these processes for accountability and assessment reporting before the June 12, 2023, deadline.
- Microsoft Teams meeting: [Click here to join the meeting](https://bit.ly/45y7ekI) (https://bit.ly/45y7ekI)
- Meeting ID: 253 646 506 015
- Passcode: itYEHS

#### M-STEP and MI-Access: Answer Documents Received; Not Tested

#### SAT, PSAT, and ACT WorkKeys: Not Tested

##### Thursday, June 8, 2023, 3:00 – 4:00 p.m.

- For questions, concerns or help with these processes before the June 12, 2023, deadline.
- Microsoft Teams meeting: [Click here to join the meeting](https://bit.ly/425ijqz) (https://bit.ly/425ijqz)
- Meeting ID: 245 481 863 175
- Passcode: NLw7TF

If you need assistance, please contact the OEAA call center at 877-560-8378, option 3 or email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

## What is the Process for Conducting an Assessment Inventory?

The [April 2023 Assessment Literacy](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) article defined and described a balanced assessment system and how an assessment inventory can support the development of a cohesive district assessment system. This month, we discuss how to conduct an assessment inventory.

To conduct the inventory, the district first assembles a District Assessment System Design (DASD) team. The team is made up of district- and school-level stakeholders; this includes central office and building administrators, teachers, parents, and often students to ensure representation from all those who use assessment information.

The DASD team should address these four tasks while conducting the assessment inventory:

1. Build assessment literacy
2. Conduct the inventory
3. Analyze the inventory
4. Make recommendations

Each task is described below.

The first task of the DASD team is to **Build Assessment Literacy** among team members. This means developing a shared understanding of the vocabulary around testing, as well as prioritizing the purpose and utility of each assessment used in the district. This critical first step builds consensus and capacity among team members and makes clear why an assessment is used and how much importance is placed on its results.

The next stage is to **Conduct the Inventory**. The team works to capture information about assessments used in the district, and then organizes the information in an Assessment Inventory table. The information in the table should describe the type of assessment, the subject and grade levels tested, how long the assessment has been used, why it is used, who uses the results, and whether the results are used appropriately.

The third stage is to **Analyze the Inventory**. The DASD team analyzes the information captured in the “Conduct the Inventory” stage using a data-driven conversation about the assessments students take from a student-centered perspective. The purpose of this conversation is to identify redundancies and/or gaps in the district-assessment system. The analysis stage addresses predictions and assumptions about the data; identifies patterns, trends, and surprising details found in the data; and finally makes a statement about what the data reveal and whether further research is needed.

The most important determination the team makes in the **Make Recommendations** stage is to identify what needs to be done to ensure the district's assessment system is coherent, comprehensive, and cohesive. In this stage, the team evaluates each assessment based on their usefulness and intended purpose and asks:

*(Continued on next page)*

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

Formative

Interim

Summative

- Which assessments should be kept?
- Which could be improved? Which could be eliminated?
- Are any new assessments needed?
- What professional learning might be needed for full implementation of the plan of action that results from the Assessment Inventory?

For more information about the Assessment Inventory Process, see the **Resources** and **Put Into Practice** sections on this page.

## RESOURCES

- [District Assessment System Design \(DASD\) Toolkit](https://www.nciea.org/library/district-assessment-system-design-toolkit/)

(<https://www.nciea.org/library/district-assessment-system-design-toolkit/>)

National Center for the Improvement of Educational Assessment (2018)

- [The Three Cs of a Balanced Assessment System](https://www.michiganassessmentconsortium.org/wp-content/uploads/3Cs-Tool.pdf)

(<https://www.michiganassessmentconsortium.org/wp-content/uploads/3Cs-Tool.pdf>)

This tool can be used to evaluate a district's assessment system based on three characteristics of a balanced assessment system – Comprehensive, Coherent, and Continuous

## PUT INTO PRACTICE

Using the 3Cs of a Balanced Assessment System tool listed in the resources above, work through the guiding questions presented in the tool, independently or with an informal professional learning team, to evaluate your district's assessment system based on the following criteria.

1. Is the assessment system comprehensive?
2. Is the assessment system coherent?
3. Is the assessment system continuous?

## Reminders

### M-STEP Passage-based Writing Survey

The English language arts M-STEP contains four claims that cover standards in reading, writing, listening, and research. The Passage-based Writing portion is in Claim Two – writing.

Claim	Item Count Range
1. Reading	14 - 16
2. Writing	12 - 14
3. Listening	8 - 9
4. Research	8 - 9

The writing claim includes 12-14 items. Twelve or thirteen of these items are independent, selected response questions, with the remaining item comprising the Passage-based Writing prompt.

In the Passage-based Writing items, administered as one item per student, the student reads a literary or informational passage prescribed by the standards, and then responds to the prompt using informative or explanatory writing. The response is scored using a four-point rubric. The scoring rubric for this prompt can be found on the [M-STEP web page](https://www.michigan.gov/-/media/Project/Websites/mde/2018/11/01/TDA_Rubric_FINAL_ada.pdf) ([https://www.michigan.gov/-/media/Project/Websites/mde/2018/11/01/TDA\\_Rubric\\_FINAL\\_ada.pdf](https://www.michigan.gov/-/media/Project/Websites/mde/2018/11/01/TDA_Rubric_FINAL_ada.pdf))

The Michigan Department of Education is offering an online survey to gather feedback on the Passage-based Writing portion of the M-STEP. Questions include where the Passage-based Writing question(s) should be placed in the assessment and the number of sessions students need to complete the Passage-based Writing portion.

Please follow the link to this [five-question survey](https://www.surveymonkey.com/r/2023_PBW_Survey) ([https://www.surveymonkey.com/r/2023\\_PBW\\_Survey](https://www.surveymonkey.com/r/2023_PBW_Survey)); your response will help inform continued work on the M-STEP assessment.

### Achieve Balance in Classroom Assessment

There is still time to apply for the Achieving Balance in Classroom Assessment (ABCA) programs starting September 2023. Choose from programs designed for local school/district teams or for ISD/ESA consultants. See the article in the [Spotlight – May 18 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-05-18-2023.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-05-18-2023.pdf>) or visit the ABCA program web pages:



- [Achieving Balance in Classroom Assessment for LEAs](https://bit.ly/MAC-ABCA) (<https://bit.ly/MAC-ABCA>)
- [Achieving Balance in Classroom Assessment for ISDs/ESAs](https://bit.ly/MAC-ABCAISD) (<https://bit.ly/MAC-ABCAISD>)

The ABCA program is offered by the Michigan Assessment Consortium (MAC) in collaboration with the Michigan Department of Education (MDE). This extended professional learning opportunity supports educators in improving student achievement through quality balanced assessment systems, implemented — with fidelity — in every classroom.

To participate in either program, [complete a district application](https://bit.ly/ABCA-Apply) (<https://bit.ly/ABCA-Apply>) no later than **June 30, 2023**.

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

## Reminders

### 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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## Reminders

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.

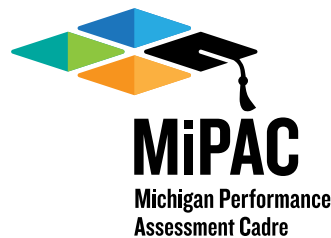
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## Reminders

### 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.



#### 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](mailto:mde-oeaa@michigan.gov) using the subject line "Performance Assessment Cadre of Experts."

**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 the Michigan Department of Education [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](http://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](http://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

## CB College Board Corner

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

### WHAT'S NEW

#### School Testing Calendar

Although the Michigan Department of Education (MDE) provided the SAT to your students on a school day (April 12 or 25, 2023), some students may choose to register for a weekend administration of the SAT at their own expense. **Note:** The weekend SAT will remain a paper-based test until Spring 2024.

For weekend testing, most students will test in a weekend test center; these are usually housed in high schools or colleges that applied to the College Board and were approved for weekend testing. Many accommodations, such as extra breaks, can be provided in a weekend test center. However, students who have certain accommodations—such as double time, pre-recorded audio, braille, or large font greater than 20 point—will test in their school due to their special testing needs. This “school-based testing” means that even if your school has not signed up to be a weekend test center, some of your students may be looking to test there.

The weekend SAT for students with school-based testing must be administered within the seven-day period that begins with a Saturday national test day. Testing may begin on any day within the testing window (Saturday through the following Friday). This year, the summer test dates will be June 3-9. The school's Services for Students with Disabilities [SSD] coordinator will determine the specific date and time and communicate this to the applicable student(s).

To support this process, we ask each primary SSD coordinator—that is, the staff person who serves as the contact for the College Board and students who require school-based testing—to fill out their school testing calendar on the [SSD Online Dashboard](https://accommodations.collegeboard.org/ssd-online) (<https://accommodations.collegeboard.org/ssd-online>). This allows the school to notify College Board if it will or will not be able to provide weekend testing for students with certain accommodations.

**Note:** The testing calendar in SSD Online is for SAT only. For schools that are only testing PSAT-related assessments, the calendar can be updated, but it is not related to state testing in any way.

The decision to support weekend testing administrations is at the discretion of the school. Neither the College Board nor MDE requires schools to participate, nor does the decision have an impact on state-provided spring testing.

To view the students at your school who have registered for a weekend administration, the SSD coordinator can check the SSD Online Dashboard for a student's registered test date. If your school decides not to support the weekend testing for these students, College Board will work with the students directly to find another school in the area that will support school-based testing.

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

## **CB** College Board Corner

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

### **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](mailto:michiganadministratorsupport@collegeboard.org)

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



## What's New

### Verification of Answer Documents Received

The Michigan Department of Education's answer document verification process in the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) allows schools to verify that all their students' answer documents have been received and processed by ACT. The window for schools to review and report missing WorkKeys answer documents is **May 30 – June 5, 2023**.

For more information, see the "Spring 2023 Answer Documents Received and Not Tested Timelines" article on page 4 of the [Spotlight – May 18 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-05-18-2023.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-05-18-2023.pdf>).

### ACT WorkKeys Score Reports

School- and student-level paper reports will be mailed to test coordinators and are due to arrive in the week of **August 7, 2023**. The shipment will include the following reports:

- **Individual Summary Score Report** — a student-level report containing Level and Scale scores with explanations of what the scores mean. The test coordinators will receive one paper report per student, to be given to the student.
- **Summary Score Report** — a student-level report containing the student's Level and Scale scores but without the explanations of what the scores mean. The test coordinator will receive one paper report per student, to be retained by the school.
- **Roster Score Report** — a roster of students showing test scores and when students took the assessment. The test coordinator will receive one paper report, to be retained by the school.

Resources to help you and your students understand and use their scores are available on the [ACT-hosted website](http://www.act.org/stateanddistrict/michigan) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)), on the **WorkKeys on Paper** page in Step 7: **Interpretation**.

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



## ACT® WorkKeys® National Career Readiness Certificate® (ACT WorkKeys NCRC)

Students who achieve a minimum score of 3 or higher on each of the three ACT WorkKeys subject tests will earn an ACT WorkKeys National Career Readiness Certificate (or an ACT WorkKeys NCRC en Español if they took the tests in Spanish). The scores on these assessments determine the certification level.

- A minimum score of 3 out of 7 on all three assessments: **Bronze**
- A minimum score of 4 out of 7 on all three assessments: **Silver**
- A minimum score of 5 out of 7 on all three assessments: **Gold**
- A minimum score of 6 out of 7 on all three assessments: **Platinum**

The NCRC documents that the student possesses skills essential to workplace success. This documentation may improve career outcomes for students just entering the workforce, and enhance employers' hiring, training, and promotion decisions.

For more information about NCRCs, go to [ACT WorkKeys National Career Readiness Certificate](http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html) (<http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html>).

Printed certificates will not be mailed to the test coordinator. Instead, students can print their own certificate at [myworkkeys.com](http://www.myworkkeys.com) ([www.myworkkeys.com](http://www.myworkkeys.com)) at no charge.

## Student Access to MyWorkKeys.com

Starting July 7, 2023, students can view their scores online and print their own National Career Readiness Certificate by creating their free account at [myworkkeys.com](http://myworkkeys.com) ([www.myworkkeys.com](http://www.myworkkeys.com)).

Students will provide the following five matching criteria when creating an account:

- First name
- Last name
- Month of birth
- Day of birth
- State Assigned Student ID Number (SASID)

**Note:** The SASID is the same number as the Unique Identification Code (UIC) that is assigned through the Michigan Student Data System (MSDS) for each student.

Scores and certificates will be available online indefinitely.

A Quick Start Guide is available on the [myworkkeys.com](http://www.myworkkeys.com) ([www.myworkkeys.com](http://www.myworkkeys.com)) login page. The guide contains instructions on creating an account, sharing NCRC information with prospective employers, and other valuable features.

**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](http://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](mailto:ACTStateAccoms@act.org)

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

## Important Dates

### May 2023

#### MI-Access

##### 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.)

##### May 31, 2023

- Return testing materials to scoring vendor

#### 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

#### 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"> <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