

Spotlight

on Student Assessment and Accountability

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May 30, 2024

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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 2024 M-STEP test administration, both in the planning and throughout the testing window, which closed last week. Michigan students will benefit from your ongoing commitment to them and to 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.

M-STEP Administration Survey

To continue to improve 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.

Upcoming Accountability Tasks

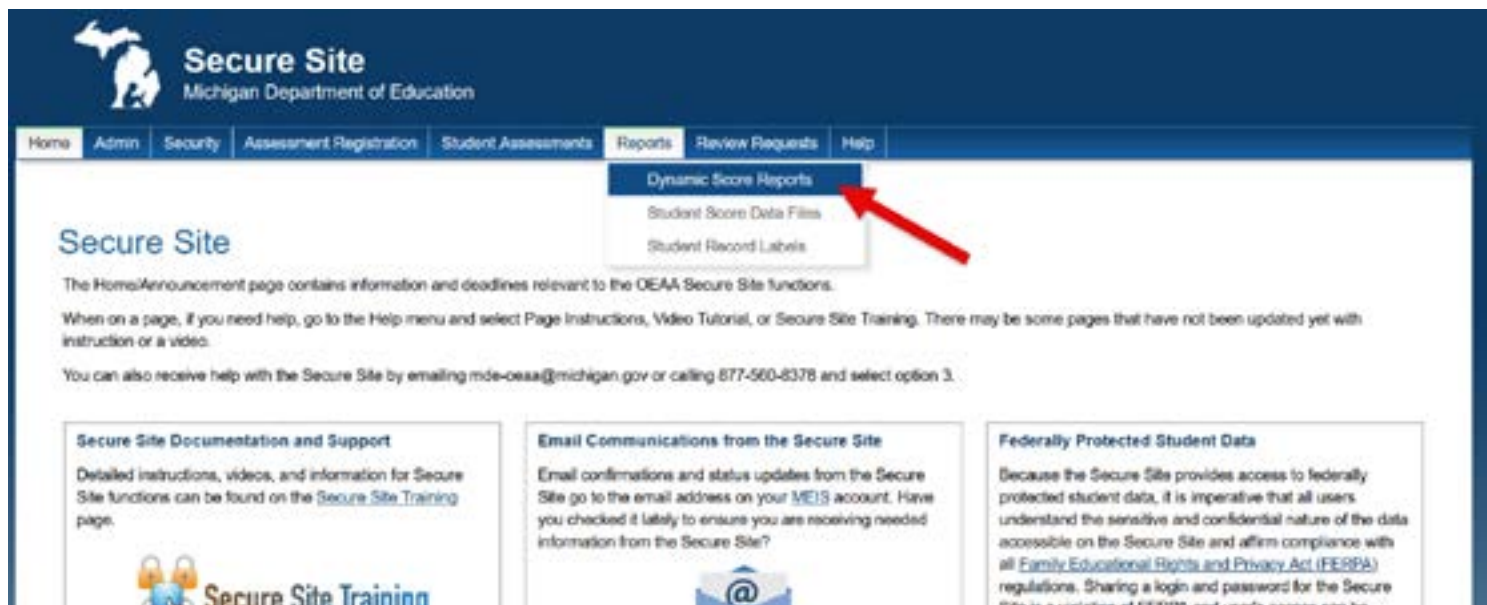
This table provides the dates for upcoming accountability tasks that are completed in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Activity	Deadline
Review Accountable Students and Demographics, ensure the Michigan Student Data System (MSDS) updated	Ongoing through June 11, 2024
Review Answer Documents Received verification, report possible answer document issues	June 5 - June 11, 2024
Submit Students Not Tested Reasons	June 5 - June 11, 2024

Reporting

M-STEP Preliminary Reports are available now in the OEAA Secure Site. Select **Reports**, then **Dynamic Score Reports** to open the Dynamic Score reporting site.

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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!

Using Assessment Data in the MICIP Process

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. There are several resources to support this work:

- [Professional Learning Bites](https://www.michigan.gov/mde/services/school-performance-supports/micip/micip-professional-learning-bites) (<https://www.michigan.gov/mde/services/school-performance-supports/micip/micip-professional-learning-bites>) series. Two chapters are specifically related to data use in the MICIP process:
 - » [Data Inventory](https://www.michigan.gov/mde/-/media/Project/Websites/mde/MICIP/Professional-Learning-Bites/02_Getting_Ready_Data.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/MICIP/Professional-Learning-Bites/02_Getting_Ready_Data.pdf)
 - » [Data Analysis](https://www.michigan.gov/mde/-/media/Project/Websites/mde/MICIP/Professional-Learning-Bites/03_Getting_Ready_Data_Analysis.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/MICIP/Professional-Learning-Bites/03_Getting_Ready_Data_Analysis.pdf)
- [Process Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/MICIP/Resources/MICIP_Process_Guide.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/MICIP/Resources/MICIP_Process_Guide.pdf)
- [Platform Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/MICIP/Resources/MICIP_Platform_Guide.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/MICIP/Resources/MICIP_Platform_Guide.pdf)

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Reminder: Return paper/pencil materials

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

Even if your school missed the May 8 deadline, all secure test materials still must be returned to the scoring contractor as soon as possible to maintain test material security. 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 - May 2 issue](https://bit.ly/3wrjmY4) (<https://bit.ly/3wrjmY4>) on page 3 titled “M-STEP Paper/Pencil Secure Materials Return Deadline: May 8, 2024”.

Spring 2024 MI-Access Test Administration Survey

The Office of Educational Assessment Accountability (OEAA) thanks you for your part in the smooth and successful Spring 2024 MI-Access assessment administration. We are confident that your efforts and dedication will produce a valid, reliable snapshot of what your students know and can do based on Michigan's alternate content expectations.

MI-Access Administration Survey

To improve MI-Access administration policies/procedures and provide you with the best possible support, the OEAA is conducting the [Spring 2024 MI-Access Administration Survey](https://forms.office.com/g/vM6NB1td27) (<https://forms.office.com/g/vM6NB1td27>). We value your input and believe that your experiences and insights are vital in shaping decisions that will directly impact your work. The survey will take 10 to 15 minutes to complete and will remain open through **Friday, June 28, 2024**. Please share this article and survey link with staff who participated in the MI-Access assessments this past spring.

Upcoming Accountability Tasks

This table provides the dates for upcoming accountability tasks that are to be completed in the OEAA Secure Site.

Activity	Deadline
Review Accountability Students and Demographics and ensure the Michigan Student Data System (MSDS) is updated	Ongoing through June 11, 2024
Review Answers Documents Received verification and report possible answer document issues	June 5 - June 11, 2024
Submit Students Not Tested reasons	June 5 - June 11, 2024
Submit the local alternative Social Studies Not Tested reasons (only for Supported Independence/Participation, grades 5, 8, and 11)	June 5 - June 11, 2024

Returning Materials and Preliminary Reporting

Even if schools missed the shipping deadline (May 29), 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.

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



Reminders

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.

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 on 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

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](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

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

REMINDERS

Post-Administration Test Staff Survey

To enhance future administrations, College Board and the Michigan Department of Education are asking for your feedback on the Spring 2024 administration. Your valuable input will contribute to a smoother Spring 2025 testing experience. Please allocate approximately 25 minutes to [complete this survey](https://www.surveymonkey.com/r/LJGZ562) (<https://www.surveymonkey.com/r/LJGZ562>), which will close on May 31. Thank you for your time and insights.

College Board's Boots on the Ground Team

Throughout the Spring 2024 testing window, College Board's Boots on the Ground team actively supported 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. Meredith McKelvey and Maureen Ritchie's last day will be Friday, May 31. Starting in June, all Michigan educators should direct their questions to College Board Customer Service at 866-870-3127 or michiganadministratorsupport@collegeboard.org.

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



Reminders

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) 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 28 – June 3, 2024**.

For more information, see the "Spring 2024 Answer Documents Received and Not Tested Timelines" article on page 3 of the [Spotlight newsletter - April 25 issue](https://bit.ly/3UA1xhJ) (<https://bit.ly/3UA1xhJ>).

ACT WorkKeys Score Reports

School- and student-level paper reports will be mailed to test coordinators and are due to arrive during the week of **August 9, 2024**. 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), on the **WorkKeys on Paper** page in **Step 7: Interpretation**.



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 (NCRC) (or an ACT WorkKeys NCRC en Español, if they took the NCRC tests in Spanish). The scores on these assessments determine the certification level:

- minimum score of 3 out of 7 on all three assessments: **Bronze**
- minimum score of 4 out of 7 on all three assessments: **Silver**
- minimum score of 5 out of 7 on all three assessments: **Gold**
- 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 could 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) at no charge.

Student Access to myworkkeys.com

Starting **July 1, 2024**, students can view their scores online and print their own National Career Readiness Certificate by creating their free account at myworkkeys.com (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](https://www.act.org/content/dam/act/unsecured/documents/WorkKeysCreateAccount.pdf) (<https://www.act.org/content/dam/act/unsecured/documents/WorkKeysCreateAccount.pdf>) is available on the myworkkeys.com (www.myworkkeys.com) login page. The guide contains instructions on creating an account, sharing NCRC information with prospective employers, and other valuable features.



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

June 2024

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

Answer Documents Received and Not Tested

Ongoing through June 3, 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, at 10:00 a.m., 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)