Spotlight

on Student Assessment and Accountability

MICHIGAN Department of **Education**

What's New
Week of August 3, 2023

- **Student Data Files Available Now for M-STEP, MI-Access, SAT, PSAT-related, and ACT WorkKeys**

- **Spring 2024 Summative Assessment Calendar Available**

- **The Time is Now! Make Sure School and District Contacts are Up to Date in the EEM for the 2023-24 School Year**

- **Early Literacy and Mathematics Benchmark Assessments: Fall 2023 Test Window**

- **DRC INSIGHT Portal Available for the Fall Early Literacy and Mathematics Benchmark Assessments**

- **Spring 2023 Early Literacy and Mathematics Benchmark Assessment Reports Now Available**

- **Call to Action: Completion of the Extended Benchmark API in the Michigan Data Hub is Past Due!**

- **Spring 2023 WIDA ACCESS for ELLs Student Data File Available**

- **WIDA Reports Available on WIDA AMS as of July 1**

- **"Hello – OEAA Calling …"**

Student Data Files Available Now for M-STEP, MI-Access, SAT, PSAT-related, and ACT WorkKeys

Downloadable student-level data files of the results of the Spring 2023 M-STEP, MI-Access, SAT with Essay, PSAT 10, PSAT 8/9 for Grades 8 and 9, and ACT WorkKeys assessments are now available in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure).

Important Reminder: These data are **embargoed** until the public release of Spring 2023 assessment results later this summer. While individual student results may be shared with parents now, the sharing of any school-, district-, or state-level results with parents, the community, or other external parties is not allowed until the embargo is lifted. School board meetings are considered public meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible at this time.

To access the Student Data Files, log into the OEAA Secure Site. Select the **Reports** tab from the top of the screen, then select **Student Score Data Files** from the drop-down menu:
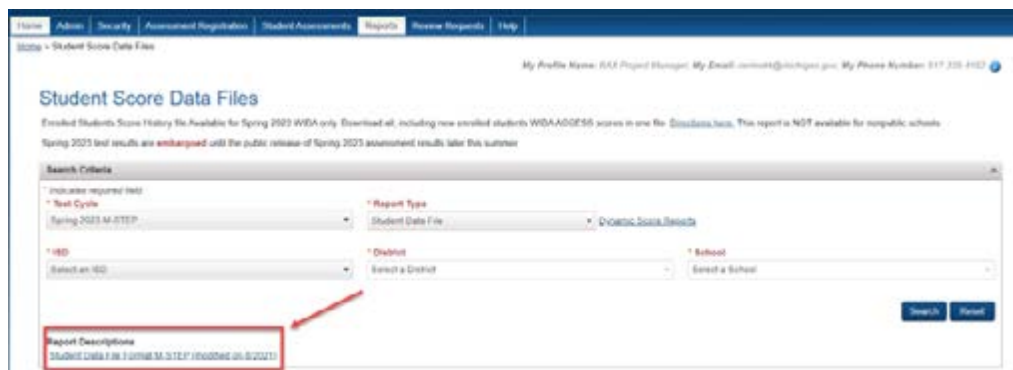

(Continued on next page)

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CB Corner / ACT WorkKeys / Important Dates / Contacts

Next, select the Test Cycle (Spring 2023 M-STEP, MI-Access, SAT, PSAT 10, PSAT 9, PSAT 8, or ACT WorkKeys), Report Type, and entity information and select Search:

The Student Data File Format describes all data available in the Student Data File and can be downloaded from this page after you have selected the Test Cycle:

College Board K12 Reporting Portal May Differ from Student Data Files

Student data has been available in the College Board K12 Reporting Portal since June 23, 2023. The scores available in the College Board K12 Reporting Portal are not official results used in Michigan Department of Education reporting, so there may be some minor differences between the College Board K12 Reporting Portal and the downloadable student-level data files from the Secure Site; this is due to invalidation of scores for reasons such as out-of-level testing.

Since final student data is available now, Preliminary Reports are no longer available in the Dynamic Score Reporting Site. Watch the Spotlight for more information about final reports.

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

Spring 2024 Summative Assessment Calendar Available

The [Spring 2024 Testing Schedule for Summative Assessments](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/Summative-Testing-Schedule.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/Summative-Testing-Schedule.pdfis now available on the [OEAA Assessment Calendars web page](https://www.michigan.gov/mde/services/student-assessment/assessment-calendars) (https://www.michigan.gov/mde/services/student-assessment/assessment-calendars).

The Spring 2024 Testing Schedule for Summative Assessments provides the 2023-24 academic year testing window dates for the following assessments:

- MI-Access
- M-STEP
- PSAT 8/9
- PSAT 10
- SAT with Essay
- WIDA
- ACT WorkKeys

Detailed lists of important dates will be provided for each assessment in mid- to late Fall, 2023. Availability of the List of Important Dates documents will be communicated through Spotlight on Student Assessment and Accountability newsletter.

The Time is Now! Make Sure School and District Contacts are Up-to-Date in the EEM for the 2023-24 School Year

With the start of a new school year, now is the time to review your district and school information in the [Educational Entity Master (EEM)](www.michigan.gov/eem) (www.michigan.gov/eem) to verify that any needed changes or updates have been made. For assessment and accountability purposes, the Office of Educational Assessment and Accountability (OEAA) uses the information entered in the EEM for grade levels serviced, Admin/Contacts, and the address and email associated with the Admin/Contacts. It is important to keep this information accurate and up to date. While Spring 2024 testing may seem a long way off, assessment vendors will begin communicating directly to test coordinators and technology directors in early fall.

All needed updates should be completed no later than **September 8, 2023**, so you do not miss out on critical information. Names, telephone numbers, email addresses, and mailing addresses for each contact type must be verified. Test materials are sent to the address associated with the test coordinator. **You can expect communications starting in early fall for the College Board assessments (SAT and PSAT), ACT WorkKeys, WIDA, and the Early Literacy and Mathematics Benchmark Assessments.** If there are staff changes in your district or building, it is especially important to verify the following contact types and request all needed updates.

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

Contact Type	District Level	School Level
Superintendent	X	
Principal		X
District Assessment Coordinator	X	
Technology Director - **now required for College Board assessments at the building level** in addition to districts administering assessments delivered through the DRC testing engine	X	X
Early Literacy and Math Benchmark Coordinator	X	X
English Learner Assessment Coordinator	X	X
MI-Access Coordinator	X	X
M-STEP Coordinator	X	X
PSAT 8 Test Coordinator		X
PSAT 8 Backup Coordinator		X
PSAT 8 Services for Students with Disabilities Coordinator		X
PSAT 9 Test Coordinator		X
PSAT 10 Test Coordinator		X
PSAT 9/10 Backup Coordinator		X
PSAT 9/10 Services for Students with Disabilities Coordinator		X
SAT Test Coordinator		X
SAT Backup Test Coordinator		X
SAT Services for Students with Disabilities Coordinator		X
School Accountability Contact (used for accountability communications	X	X
ACT WorkKeys Test Coordinator		X

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

Early Literacy and Mathematics Benchmark Assessments: Fall 2023 Test Window

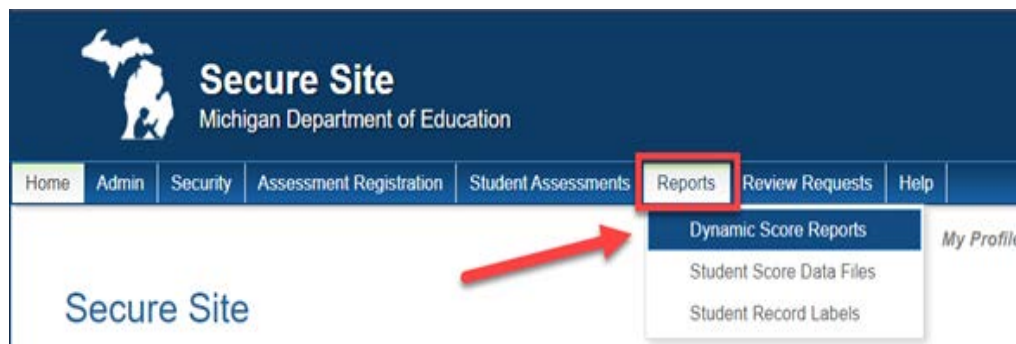The fall Early Literacy and Mathematics Benchmark Assessment **window will be open August 21 – October 27, 2023**.

All students who will participate in this assessment must be pre-identified in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure). Information about pre-identification processes can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the Pre-Identification of Students section.

Other information related to the Fall 2023 administration of the Early Literacy and Mathematics Benchmark Assessments include:

- The 2023-24 List of Important Dates for the Early Literacy and Mathematics Benchmark assessments is posted on the OEAA's Assessment Calendar web page (www.michigan.gov/mde-assessmentcalendar).
- The 2023-24 Early Literacy and Mathematics Benchmark Assessment Test Administration Manual and Online Test Directions will be posted on OEAA's Early Literacy and Mathematics Benchmark web page (www.michigan.gov/earlylitandmath) early next week.
- The DRC INSIGHT Portal will open on Friday, August 4, 2023 to create and manage online test sessions. See the related "DRC INSIGHT Portal Available" article in this Spotlight for more information.
- Starting on August 23, 2023, 48-hour student-level reports will be available through the Dynamic Score Reporting Site within 48 hours of the submission of a complete test.

  To access the reports:

  » Log into the OEAA Secure Site (www.michigan.gov/oeaa-secure)

  » Navigate to **Dynamic Score Reports**

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

» Request reports

Additional information can be found on the [Early Literacy and Mathematics Benchmark Assessment web page](www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)

DRC INSIGHT Portal Available for the Fall Early Literacy and Mathematics Benchmark Assessments

The DRC INSIGHT Portal will be available for online administrative tasks related to the Fall Early Literacy and Mathematics Benchmark Assessment assessments beginning **Friday, August 4, 2023**. For detailed information about student management, test management, and test monitoring, review the [DRC INSIGHT Portal User Guide](https://mi.drcedirect.com/Documents/Unsecure/Doc.aspx?id=6896757a-99ca-4e4a-a6f8-592163ba4488) (https://mi.drcedirect.com/Documents/Unsecure/Doc.aspx?id=6896757a-99ca-4e4a-a6f8-592163ba4488).

DRC INSIGHT Portal users can:

- assign Universal Tools, Designated Supports, and Accommodations
- create and manage test sessions and print test tickets and rosters
- configure test sessions for test monitoring

DRC INSIGHT Portal Training Opportunities

An online training presentation was provided for the Early Literacy and Mathematics Benchmark Assessments earlier today, August 3, 2023. The recording will be available in the [DRC INSIGHT Portal](https://mi.drcedirect.com) (https://mi.drcedirect.com) by the end of day August 4, 2023. Next week's Spotlight will provide direct links to the presentation and recording.

Visual demonstrations of many of the tasks described in the User Guide are available in the DRC INSIGHT mini-module online videos:

- [Accessing Documents on the DRC INSIGHT Portal](https://drive.google.com/file/d/100fYeBoVJ46DYCad6IQKKWIHvF9ujcJK/view) (https://drive.google.com/file/d/100fYeBoVJ46DYCad6IQKKWIHvF9ujcJK/view)
- [Searching for Students in the DRC INSIGHT Portal](https://drive.google.com/file/d/1iYOuWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view) (https://drive.google.com/file/d/1iYOuWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view)

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- [Accessing the Online Tools Trainings (OTTs)](https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view) (https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view)

- [Assigning and Mass-Assigning Student Supports and Accommodations in the DRC INSIGHT Portal](https://drive.google.com/file/d/1niNf_i-UlSb3xTgPW2_y-4iNRlFxv1jU/view) (https://drive.google.com/file/d/1niNf_i-UlSb3xTgPW2_y-4iNRlFxv1jU/view)

- [Finding Student Testing Status in the DRC INSIGHT Portal](https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view) (https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view)

- [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](https://drive.google.com/file/d/1mslFU4FzMHoKMUdVH45XwTv00i-L2HR_/view) (https://drive.google.com/file/d/1mslFU4FzMHoKMUdVH45XwTv00i-L2HR_/view)

- [Using Test Monitoring in the DRC INSIGHT Portal](https://drive.google.com/file/d/1g7OWywea9PTEBFlNDDcIAktbUPGhSFwn/view) (https://drive.google.com/file/d/1g7OWywea9PTEBFlNDDcIAktbUPGhSFwn/view)

Access to the DRC INSIGHT Portal is provided through the [OEAA Secure Site](www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), based on user permissions in the Secure Site. To request access to the OEAA Secure Site, view the [Requesting Access document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/08/06/Request_Access_Directions.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/08/06/Request_Access_Directions.pdf).

Spring 2023 Early Literacy and Mathematics Benchmark Assessment Reports Now Available

The following aggregate-level reports from the Spring 2024 Early Literacy and Mathematics Benchmark Assessments are now available on the Dynamic Score Reporting Site:

- Change Report
- Demographic Report

These reports join the 48-hour student-level reports that have been available since early April 2023. The student-level reports are:

- Domain Analysis Report
- Individual Student Report
- Student Roster Report
- Student Trend Report

The [2022-23 Interpretive Guide to Early Literacy and Mathematics Reports](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Early-Literacy-and-Mathematics/Interpretive-Guide-to-Early-Literacy-and-Mathematics-Reports-(3).pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Early-Literacy-and-Mathematics/Interpretive-Guide-to-Early-Literacy-and-Mathematics-Reports-(3).pdf) provides valuable information regarding the content and appropriate uses of these reports. This document is located on the [Early Literacy and Mathematics Benchmark Assessments web page](www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) in the **Reporting** section.

Note: For information on how to access these reports on the Dynamic Score Reporting Site, see the related "Early Literacy and Mathematics Benchmark Assessments: Fall 2023 Test Window" article in this Spotlight.

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

Call to Action: Completion of the Extended Benchmark API in the Michigan Data Hub is Past Due!

The team at the Michigan Data Hub (MiDataHub) continues to work to ensure districts have created the Extended Benchmark API (Application Programming Interface) in the MiDataHub cockpit. Configuring this API will ensure you satisfy the current legislation and data use needs of the 2023-24 benchmark assessment law, Public Act 103 of 2023 (http://legislature.mi.gov/doc.aspx?2023-SB-0173), Section 104i.

As of August 1, 2023, there are 341 districts that need to complete this step. Please review the list of remaining districts found on the Extended Benchmark Needed list (https://docs.google.com/spreadsheets/d/1nfy-ESL7faLQxXWpPNetgGZIuWouReQVZJcpaL 1Ux2M/edit#gid=895218115). If your district is not on this list, congratulations, your district has completed the API work. If your district is on the list, please use one of these two options to configure this API:

1. Log into the MiDataHub Cockpit and complete the steps listed on the MEDC/EPIC Extended Benchmark Study API page (https://www.midatahub.org/pub/stories/view/medcepic-extended-benchmark-study). A screencast (https://drive.google.com/file/d/14WOV1WE0o-jWedsAOBXKIZiRdW_8mxTd/view?usp=sharing) is provided to walk you through the steps.

2. Email the MiDataHub at support@midatahub.org to request creation of the Extended Benchmark Study API on behalf of your district. Be sure to include your district name and 5-digit district code so that we can be sure we are creating it for the correct district.

Note: The completion of this API is past due. Please complete this work by **August 11, 2023,** to ensure benchmark assessment results from the fall administrations are received on a timely basis. Reach out to the MiDataHub at support@midatahub.org with questions or support.

Spring 2023 WIDA ACCESS for ELLs Student Data File Available

The Spring 2022 WIDA ACCESS for ELLs Student Data File is now available. To download your school's student data files, log into the OEAA Secure Site (www.michigan.gov/oeaa-secure), go to the **Report** menu, and select **Student Test Scores**. These student data files contain only student-level data for students who tested in your district. If you have questions accessing the Student Data File from the OEAA Secure Site, send an email to mde-oeaa@michigan.gov, or contact the call center at 877-560-8378 and select option 3.

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

WIDA Reports Available on WIDA AMS as of July 1

In WIDA AMS, district-level users may view both district-level and school-level reporting (school-level users may view school-level reporting only). Test Administrators do not have permission to view reports.

At WIDA AMS (https://www.drcedirect.com/all/eca-portal-v2-ui/#/login), select **Test Results** from the **Report Delivery** menu to display the Test Results page. You can use the Administration, District, School and Report drop-down menus to filter the display.

Individual Student Reports are also available in various languages in WIDA AMS **Report Delivery > On Demand Reports**. Select the Administration, District, School, and Language filters to generate reports. Click **Find Students** to populate the students tested at that school. On Demand Reports can be opened individually under the Action column, or you can check the select box for each student requiring the language and click either **Open Selected** or **Save Selected**.

WIDA Reports Arrive in Districts on August 22

Reminder: ACCESS for ELLs and Alternate ACCESS for ELLs Score Reports will arrive on **Tuesday, August 22, 2023**.

Printed Score Reports

Your district will receive a shipment of boxes containing ACCESS for ELLs and Alternate ACCESS for ELLs Score Reports documents. The boxes will have yellow labels affixed to them.

All districts are "ship-to-district", meaning the district will receive the shipment for each of their schools.

This shipment will contain the following reports:

- Grades K-12 ACCESS for ELLs School Frequency Distribution Reports
- Grades K-12 ACCESS for ELLs School Roster Reports
- Grades K-12 ACCESS for ELLs Individual Student Reports
- Grades 1-12 Alternate ACCESS for ELLs School Frequency Distribution Reports (if applicable)
- Grades 1-12 Alternate ACCESS for ELLs School Roster Reports (if applicable)
- Grades 1-12 Alternate ACCESS for ELLs Individual Student Reports (if applicable)

Score Report Resources

WIDA offers several online resources for communication to educators, families, and students. The following resources are available for parents and educators in the WIDA Resource Library (https://wida.wisc.edu/resources?keys=) and can be found using the filter for 'Topic' of "Scores and Reports" or the filter 'Type' of "ACCESS for ELLs Parent Handouts".

ACCESS for ELLs:

What is ACCESS for ELLs? — a two-page flyer that provides parents with answers to several basic questions about ACCESS for ELLs (available in multiple languages)

ACCESS for ELLs Understanding your Child's Scores — a two-page document that summarizes key information for parents from the full ACCESS for ELLs Interpretive Guide for Score Reports (available in multiple languages)

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

ACCESS for ELLs Interpretive Guide for Score Reports — a comprehensive document providing information on understanding the scores

Alternate ACCESS for ELLs:

What is ACCESS for ELLs? — a two-page flyer that provides parents with answers to several basic questions about Alternate ACCESS for ELLs (available in multiple languages)

Alternate ACCESS for ELLs: Understanding your Child's Scores — a three-page that document summarizes key information for parents from the full Alternate ACCESS for ELLs Interpretive Guide for Score Reports (available in multiple languages)

Alternate ACCESS for ELLs Interpretive Guide for Score Reports — a comprehensive document providing information on understanding the scores

"Hello – OEAA Calling …"

The office of the Michigan Attorney General (AG) recently issued a notice regarding Government Imposter Scams (https://www.michigan.gov/ag/consumer-protection/consumer-alerts/consumer-alerts/scams/government-imposter), warning against texts, phone calls, and emails from scammers who purport to be contacting the targeted person from a state agency.

The AG office routinely receives consumer complaints from Michiganders who have received such scam texts, phone calls, and emails. As part of its prescribed protection, the notice from the AG office states, "Government Agencies will not email, call, or text you unless you first reached out to them by email, phone, or text message."

There are exceptions to this protocol. The Michigan Department of Education Office of Assessments and Accountability (OEAA) may initiate contact with educational entities and education organizations to facilitate our work related to the development, administration, and reporting of state assessments.

If you want to verify any contact made to you by an OEAA staff member, you can call the OEAA Call Center at 877-560-8378 (option #3) or email mde-oeaa@michigan.gov.

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

Reminder

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).

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).

Upcoming events:

Content Advisory Committee (CAC)

Bias & Sensitivity Committee (BSC)

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

M-STEP SCIENCE grades 5, 8, 11	
Data Review – CAC	August
Data Review – BSC	August
M-STEP SOCIAL STUDIES grades 5, 8 11	
Data Review – CAC	August
Data Review – BSC	August
MI-Access	
English Language Arts	
Data Review – CAC	September
Data Review – BSC	September
M-STEP & BENCHMARK ASSESSMENTS grades K, 1 & 2	
English Language Arts	
Data Review – CAC	August
Data Review – BSC	August
Mathematics	
Data Review – CAC	August
Data Review – BSC	August

CB College Board Corner

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

WHAT'S NEW

April 2024 Test Dates

Starting in Spring 2024, the Michigan Department of Education's (MDE) administrations of PSAT 8/9 for grades 8 and 9, PSAT 10, and SAT with Essay will be delivered digitally. The Spring 2024 testing window for the MDE-provided SAT with Essay, PSAT 10, and PSAT 8/9 is **April 8-26, 2024**.

Schools will have the flexibility to test on any day within the approved window, and they may use multiple days within the window for testing, if preferred. However, students must complete testing in one day unless they have accommodations that allow for two-day testing.

Note: All tests, including makeup tests, must be completed between April 8-26. **Students will not be able to complete assessments after April 26.**

Upcoming Spotlight newsletters will contain information on training, key deadlines, and preparation for the 2023-24 administration of the College Board Suite of Assessments.

Assessment	Testing Window
SAT with Essay	
PSAT 10	April 8-26, 2024
PSAT 8/9 for Grade 9	
PSAT 8/9 for Grade 8	

School Establishment and the Educational Entity Master (EEM)

School establishment is the process through which Michigan schools are identified as participating in the state assessments and are set up for digital testing in College Board systems.

It is important for schools to update the information in the Educational Entity Master (EEM) (http://www.michigan.gov/eem), which serves as Michigan's repository of education systems and contact information.

College Board will use the data in EEM to identify contact information for testing staff and to establish schools for testing. In addition to test coordinators, backup test coordinators, and Services for Students with Disabilities (SSD) Coordinators, **building level technology directors must be assigned in EEM** in order for schools to be set up for testing.

For each College Board assessment (SAT with Essay, PSAT 10, & PSAT 8/9 for grades 8 and 9), the following information is required for school test coordinators, backup school test coordinators, SSD Coordinators, and technology directors:

- First Name
- Last Name
- Email
- Telephone Number
- Complete Entity Physical Address (Street Address, City, State, Zip Code)

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

Note: The mailing address must be the physical district or school address associated with the test coordinator record. Make sure each of the fields above is accurate and complete for all applicable roles. Any incorrect data in EEM could delay your school's establishment process.

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

ACT® WorkKeys®

What's New

ACT WorkKeys Spring 2023 Score Reports

School- and student-level paper reports will be mailed to test coordinators and are due to arrive 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 (www.act.org/stateanddistrict/michigan), on the **WorkKeys on Paper** page in the Interpretation stage.

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 Espanol 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).

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

ACT® WorkKeys®

Student Access to MyWorkKeys.com

Students can view their scores online and print their own National Career Readiness Certificate by creating their free account at the myworkkeys.com website (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 website (www.myworkkeys.com) login page. The guide contains instructions on creating an account, sharing NCRC information with prospective employers, and other valuable features.

Contacting ACT

If you have questions, you may:

1. Contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. Call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET

   - standard time: ext. 2800
   - accommodations: ext.1788
   - email accommodations questions to ACTStateAccoms@act.org

Important Dates

August 2023

Update Testing Contacts in EEM

Ongoing through September 8, 2023

- Refer to the article "The Time is Now! Make Sure School and District Contacts are Up to Date in the EEM for the 2023-24 School Year" on page 3

Receive ACT WorkKeys Reports

August 7–11, 2023

Fall Early Literacy and Mathematics Testing Window

August 21–October 27, 2023

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 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