

Spotlight

on Student Assessment and Accountability

What's New Week of August 18, 2022

- **Embargoed Aggregated Assessment Data Coming Wednesday, August 24**
- **M-STEP Parent Reports Arriving in Schools**
- **The Time is Now! Make Sure School and District Contacts are Up to Date in the EEM for the 2022-23 School Year**
- **Focus on Assessment Literacy: What is Assessment Literacy? How Is It Important for Student Learning?**

Reminders

- **Early Literacy and Mathematics Benchmark Assessment: Fall 2022 Test Window**
- **Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available**
- **Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort III**

Embargoed Aggregated Assessment Data Coming Wednesday, August 24

In anticipation of the planned public release of Spring 2022 assessment results later this summer, the Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) will provide embargoed aggregated assessment data for districts to use for planning purposes. Districts will have the following embargoed data available for district review by the close of business on Wednesday, August 24:

System	Reports/Files
OEAA Secure Site	Downloadable Aggregate Data files for: <ul style="list-style-type: none">• M-STEP• SAT with Essay• PSAT 10• PSAT 8/9 for grade 9• PSAT 8/9 for grade 8• MI-Access
OEAA Dynamic Score Reporting Site	Demographic Reports for: <ul style="list-style-type: none">• M-STEP• SAT with Essay• PSAT 8/9 for grade 8
MI School Data	Aggregate data for: <ul style="list-style-type: none">• Grades 3-8 State Testing (https://www.mischooldata.org/grades-3-8-state-testing-includes-psat-data-performance/) M-STEP, PSAT and MI-Access data• High School State Testing (https://www.mischooldata.org/high-school-state-testing-performance/) M-STEP and MI-Access data• College Readiness (https://www.mischooldata.org/college-readiness/) SAT data

Reminder: Spring 2022 test results are **embargoed** until the public release of Spring 2022 assessment results later this summer. While individual student results may be shared with parents at this time, it is **not permissible to share** any school-, district-, or state level results with parents, the community, or other external parties until the embargo is lifted by the Michigan Department of Education.

(Continued on next page)

School board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible until the embargo is lifted.

M-STEP Parent Reports Arriving in Schools

Spring 2022 M-STEP Parent Reports will begin arriving in schools later this week and will continue to arrive through the end of August. These shipments will also include Student Record Labels. Parent Reports should be disseminated to parents and guardians as soon as possible.

M-STEP Parent Reports are provided for students who took the general summative assessment in grades 3-8, and grade 11. Grade 8 Parent Report includes information on student performance on the PSAT 8/9 in grade 8. The grade 11 Parent Report includes information for parents and students on the SAT with Essay and the ACT WorkKeys assessments.

If necessary, schools can also access and print Parent Reports from the Dynamic Score Reporting Site, starting on Wednesday, August 24, 2022. To access the Dynamic Score Reporting Site, log into the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) (www.michigan.gov/oeaa-secure), select the **Reports** tab, and then **Dynamic Score Reports**.

Student Record Labels can also be printed from the [OEAA Secure Site](#). Access them in the same manner as the Parent Reports, except choose **Student Record Labels** from the **Reports** tab.

Embargo Reminder: Spring 2022 test results are **embargoed** until the public release of Spring 2022 assessment results later this summer. Districts and schools will be notified through the Spotlight when the embargo has been lifted. While individual student results may be shared with parents at this time, it is not permissible to share any school-, district-, or state-level results with parents, the community, or other external parties until the embargo is lifted by the Michigan Department of Education. School board meetings are considered open meetings; therefore, the sharing of embargoed assessment results at these meetings is not permissible until the embargo is lifted.

Translated Parent Reports will be available in Spanish and Arabic through the Dynamic Score Reporting site. Information on how to access these translated reports will be provided through Spotlight when they are available.

MI-Access Parent Reports will begin shipping in late August or early September.

The Time is Now! Make Sure School and District Contacts Are Up to Date in the EEM for the 2022-23 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 \(EEM\)](http://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 2023 testing may seem a long way off, assessment vendors will begin communicating directly to school and district coordinators in early fall.

All needed updates should be completed no later than September 9, 2022, 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 and when your district or building staff changes, it is especially important to verify the following contact types and request all needed updates (see table next page).

(Continued on next page)

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	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 Grade 8 Test Coordinator		X
PSAT 8 Backup Coordinator		X
PSAT Grade 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 Grade 9/10 Services for Students with Disabilities Coordinator		X
SAT Test Coordinator		X
SAT Backup Coordinator		X
SAT Services for Students with Disabilities Coordinator		X
School Accountability Contact (used for accountability communications)	X	X
Technology Director	X	X
WorkKeys Test Coordinator		X

(Continued on next page)

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

To verify the Admin/Contacts in the [EEM](http://www.michigan.gov/eem) (www.michigan.gov/eem), scroll to the bottom of the Entity page and complete these steps.

1. Make sure each relevant contact type from the table above is accounted for and the correct staff member is associated with the contact type.

Note: While the EEM will allow multiple contacts for a single role or contact type, the OEAA will only use the most current contact available. Consider requesting the deletion of duplicates.

2. Using the **Details** tab, verify the contact's email address, telephone number, and mailing address.

Note: The mailing address must be a physical district or school address. Test materials cannot be delivered to post office boxes or to personal addresses.



Lead Admin	Type	Name	Phone	System Effective Date	
<input checked="" type="checkbox"/>	Principal			07/10/2019	Details
<input type="checkbox"/>	MI-Access Coordinator			07/10/2019	Details
<input type="checkbox"/>	M-Step Coordinator			07/10/2019	Details

Each public school district has at least one authorized user who can make updates to the EEM for the district and schools within the district. Submit all changes and updates to your authorized district user as soon as possible. Nonpublic schools are to contact nonpublicschools@michigan.gov or call 517-241-5385 to request updates to the EEM.

If you do not know who your authorized EEM user is and you are a user of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), you can locate the name and contact information on the **District and School Contacts** page of the Secure Site. To access this page, log into the OEAA Secure Site, select the **Assessment Registration** tab at the top of the page and then choose **District and School Contacts** from the drop-down menu.

(Continued on next page)

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

You can also select the **Contact Authorized User** button from the top of the EEM **Entity** page to send a message to the authorized EEM user.



If you are not familiar with the EEM and how to access the district or school information to verify, you can view this [short video](https://www.youtube.com/watch?v=LpvZyYzzSxo) (https://www.youtube.com/watch?v=LpvZyYzzSxo) on the EEM.

What is Assessment Literacy? How Is It Important for Student Learning?

Assessment literacy is the set of beliefs, knowledge, and practices about assessment that leads stakeholders in the educational community — teachers, school and district administrators, local and state policy makers, and students and their families — to use assessment to improve student learning.

When information collected from student assessment is being used to make important decisions about students, educators, and educational systems, understanding the role this information plays in improving student learning — as well as what the various assessment methods can and cannot accomplish — ensures that the information from student assessment is used appropriately and effectively.

Yet, most of those affected by student assessment results may not understand all they need to know about assessment.

An “assessment literate” individual:

- uses the right measures and methods matched to a clear assessment purpose
- understands how to use assessment results to benefit students, to improve their learning and their achievement
- makes appropriate decisions from accurate information
- fosters better educated students — students who become self-regulating, lifelong learners

All education stakeholders would benefit from learning more about:

- assessment tools and strategies that are used, and their purposes
- the types of assessment that can best match objectives
- the strengths and shortcomings of the various types of measures

Michigan has a set of “Assessment Literacy Standards” for various individuals who are affected by student assessments. These standards were developed by the Michigan Assessment Consortium (MAC) and endorsed by the State Board of Education in 2016. They serve as the foundation for understanding what assessment literacy means and the role and purpose of comprehensive, balanced, quality assessment systems.

For more information on the role that Assessment Literacy plays in the improvement of student learning, see the Resources section of this article on the next page.

Formative

Interim

Summative

Resources

- [What do we mean by Assessment Literacy?](#) — Assessment Learning Network (ALN) Learning Point, Michigan Assessment Consortium, 2016
(https://www.michiganassessmentconsortium.org/wp-content/uploads/4-Dec16-2016_Dec_ALN-LEARNING_POINT_LITERACY-2-1.pdf)
- [Assessment Literacy Defined](#) — National Task Force on Assessment Education for Teachers, 2016
(<https://www.michiganassessmentconsortium.org/wp-content/uploads/AssessmentLiteracyDefinedNationalTaskForce-May2016.pdf>)
- [Michigan's Assessment Literacy Standards](#)
(www.michiganassessmentconsortium.org/assessment-literacy-standards)

Put Into Practice

Over the course of the 2022-23 school year, the Michigan Department of Education (MDE) will publish a series of articles (including this article) on assessment literacy. The articles will address these important questions:

- What is the purpose of assessment?
- What is the formative assessment process and how is it used to guide and foster student learning?
- What are benchmark assessments and how do they fit into a high-quality, balanced assessment system?
- What is the purpose of summative assessment and how are results used in the educational community?
- How do validity, reliability, and fairness support decisions made based on student assessment?
- What is a balanced, comprehensive assessment system?
- How can schools and districts assess their own assessment systems?

These articles will be published once a month in the weekly Spotlight newsletter. MDE will also offer a Winter Break and Summer Break reading list to support assessment literacy. We hope you will use the information in these articles to strengthen and inform your own assessment literacy and to spark discussion among your colleagues.

Focus on Assessment Literacy

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



Reminders

Early Literacy and Mathematics Benchmark Assessment: Fall 2022 Test Window

The window will be open August 22 - October 28, 2022. All students participating in this assessment must be pre-identified on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Information on pre-identification methods can be found on the [Secure Site Training web page](https://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** section.

The **Early Literacy and Mathematics Benchmark Test Administration Manual** and **Online Test Directions** are located on the [Early Literacy and Mathematics Benchmark Assessment web page](https://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath).

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

The Fall 2022 Early Literacy and Mathematics Benchmark Assessments testing window opens on August 22 and will close on October 28, 2022. Student Level Reports for the Fall 2022 administration are available in the Dynamic Reporting System through the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](https://www.michigan.gov/oeaa-secure) (https://www.michigan.gov/oeaa-secure). Reports are available within 48 hours of students completing all portions of a content area test.

Available reports include:

Individual Student Report (ISR) – separated by content area, provides detailed information on individual student achievement, scale score and performance level

Student Roster Report – allows users to view student Overall Scale Score, Standard Error, Points Earned by assessment category, and domain subtotal by grade, content, domains, and categories

Student Trend Report – displays up to three years of historical Early Literacy and Benchmark Assessment score data

Domain Analysis Report – displays the Overall Content Scale Score and the number of Points Earned in each domain for each student

To view school or district reports, go to the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu.

For help in accessing and navigating the Dynamic Score Reporting Site, refer to the [Dynamic Score Reporting User Guide](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/General/How_to_Navigate_Dynamic_Score_Reports.pdf?rev=2c2a7fb08e0b4d2caa17cc75ac228901) (https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/General/How_to_Navigate_Dynamic_Score_Reports.pdf?rev=2c2a7fb08e0b4d2caa17cc75ac228901). For information on these reports and recommendations on the appropriate use of them, refer to the [Interpretive Guide to Early Literacy and Mathematics Reports](https://www.michigan.gov/-/media/Project/Websites/mde/2021/10/12/1920_Interpretive_Guide_to_Early_Literacy_and_Mathematics_Reports.pdf?rev=612611d3cf19481faf16104f60d8bc9a) (https://www.michigan.gov/-/media/Project/Websites/mde/2021/10/12/1920_Interpretive_Guide_to_Early_Literacy_and_Mathematics_Reports.pdf?rev=612611d3cf19481faf16104f60d8bc9a). Both guides are located on the [Early Literacy and Mathematics web page](https://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the Reporting section.

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

Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort III

MiPAC Cohort III Starts September 15; Stipends and SCECHs Available

The Michigan Department of Education and the Michigan Assessment Consortium are looking for education professionals to serve on the Michigan Performance Assessment Cadre of Experts (MiPAC), Cohort III.

MiPAC develops performance assessments aligned to Michigan's model competencies in mathematics and English language arts (ELA) in grades 3-8.



Grades 3-5 mathematics teachers are particularly encouraged to apply.

Working in grade-level teams, MiPAC 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.

Preferred candidates for the Performance Assessment Cadre of Experts:

- have experience in teaching mathematics or ELA in at least one of these grade spans: grades 3-5, grades 6-8
- have experience in teaching to Michigan's mathematics and ELA academic content standards
- are interested in participating in the development of performance assessments

By participating in this project, educators will have opportunities to:

- learn about the Michigan model competencies for mathematics and ELA
- develop performance assessments and rubrics
- collaborate with colleagues from across the state
- practice calibrating the scoring of performance assessments
- participate in a research agenda that is 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

As noted, 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. Approximately eight or nine 2-hour virtual after-school sessions to support the design process are expected to be scheduled from September 2022 through June 2023. Participants will work in grade-level teams with colleagues. Team leads will host three or four virtual meetings throughout the year, to keep the item development momentum going and production flowing.

If you are interested in participating, please submit your resume as soon as possible in an email to mde-oeaa@michigan.gov, using the subject line "Performance Assessment Cadre of Experts."

Don't delay – available seats are limited!

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



College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 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

REMINDERS

April 2023 Test Dates

Make sure that students, parents, and staff are aware of the testing dates for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 in Spring 2023. Upcoming Spotlight newsletters will contain information on training, key deadlines, and how to prepare to administer the assessments.

Assessment	Primary Test Date/Window	Makeup Test Date/Window
SAT with Essay	April 12, 2023	April 25, 2023
PSAT 10	April 12-18, 2023	April 25-26, 2023
PSAT 8/9 for Grade 9	April 12-18, 2023	April 25-26, 2023
PSAT 8/9 for Grade 8	April 12, 2023 and April 13-18, 2023	April 25-26, 2023

Important Notes

- The SAT with Essay, PSAT 10, and PSAT 8/9 in April 2023 will continue to be administered in the paper/pencil mode.
- The Essay is required for all students taking the SAT.
- Schools must administer the PSAT 8/9 for Grade 8 on April 12, 2023. The primary testing window of April 13-18 is available for students absent on April 12 (unless students are approved with accommodations and will test in the accommodated testing window).
- Schools must administer the PSAT 8/9 for Grade 9 and PSAT 10 on April 12-18, 2023 (unless students are approved with accommodation and will test in the accommodated testing window). Schools must choose one of the dates within the window to serve as the primary test day. The remaining days of the window are available to students absent on the primary test day.

(Continued on next page)

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



College Board Corner

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

- The makeup test dates are for students absent during the primary test date for SAT or the entire primary testing window for PSAT 10 or PSAT 8/9. Makeup test dates will also be used for students who experienced a test day issue and need to test again.

Testing Students with Accommodations

- The accommodated testing window is April 12-25, 2023, for the SAT with Essay, PSAT 10, and PSAT 8/9.
- All students testing with accommodations taking the PSAT 10 or PSAT 8/9 may test in the accommodated testing window.
- Only students designated on the Nonstandard Administration Report (NAR) in SSD Online may test in the accommodated testing window for SAT with Essay.

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



Reminders

Spring 2022 Score Reports Delivery and Returned Shipments

School-level and student-level paper reports were scheduled to be delivered August 1-5, 2022 to the mailing address of the WorkKeys Test Coordinator listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) as of July 1, 2022.

Refer to the August 4, 2022 Spotlight on Student Assessment and Accountability (<https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter>) for more information about:

- what is included in the reports shipment
- National Career Readiness Certificates (NCRCs)
- student access to myworkkeys.com (www.myworkkeys.com)
- score embargo

If you have not yet received your reports, ensure the mailing information in the EEM system is current. If it is out of date, contact your district's authorized EEM user to update the EEM system as soon as possible. If you are not sure who the authorized EEM user is, use the **District and School Contact page** on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to retrieve the name and contact information for your district. **Note:** Nonpublic schools that need to update their information in the EEM must call 517-241-5385 or email nonpublicschools@michigan.gov.

Instructions for using the District and School Contacts page are available at the Secure Site Training web page (www.michigan.gov/securesitetraining), under the **Miscellaneous** section.

ACT will begin reshipping returned package(s) August 22, 2022.

- If the package(s) was returned because the school was closed for the summer, it will be reshipped to the WorkKeys Test Coordinator at the mailing address listed in EEM.
- If the package(s) was returned because the school is permanently closed, it will be reshipped to the District Assessment Coordinator at the mailing address listed in EEM.
- If the district is also closed, reports will be reshipped to the Michigan Department of Education.

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)
2. call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET
 - » standard time: ext. 2800
 - » accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

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

Important Dates

August 2022

Early Literacy and Mathematics Benchmark Assessments (ELMBA) Fall 2022 Pre-Identification of Students

Ongoing through October 27, 2022 by 5:00 p.m.

Early Literacy and Mathematics Benchmark Assessments (ELMBA) Fall 2022 Testing Window

August 22 - October 28, 2022

September 2022

Deadline to Update District and Building Staff Contact Information in Educational Entity Master (EEM)

September 9, 2022

Contacts

For assistance with assessment or accountability issues:

Assessment and Accountability Call Center

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 Workskills 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

For assistance with WIDA Screener and the WIDA Secure Portal questions:

(for questions not covered in options 3 and 5 in the table above)

WIDA Client Services

866-276-7735

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