

Spotlight

on Student Assessment and Accountability

What's New

Week of September 7, 2023

- SAT Suite of Assessments Parental/Guardian Consent Documents Now Available
- WIDA Screener Overview Webinar Reminder
 - Additional WIDA Webinars
- Available for the Second Year: WIDA ACCESS and WIDA Alternate ACCESS Enrolled Students Score History Data File
- Assessment Training Opportunities

EEM Deadline is Tomorrow 9/8

Review your district & school information in the Educational Entity Master (EEM) to verify any changes or updates

 www.michigan.gov/eem



SAT Suite of Assessments Parental/Guardian Consent Documents Now Available

The **Parental/Guardian Consent Form for the SAT Suite of Assessments** and the **Michigan Department of Education Guidance for the SAT Suite of Assessments Parental/Guardian Consent Process** are now available for district and school use on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **SAT** and on the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) under **Current Assessment Administration**.

Students who are under the age of eighteen and are participating in one of the Michigan SAT Suite of Assessments on a school day – SAT® with Essay, PSAT/NMSQT®, or PSAT™ 10 – will need parental consent to provide College Board with optional student information, opt into the BigFuture School™ mobile application, and opt into Connections. BigFuture School allows students to receive their test scores on their mobile device. Connections allows students to interact with colleges and universities to support planning for post-secondary success; through Connections, students can connect with colleges, universities, scholarship organizations, and other educational organizations without disclosing their personal information.

(Continued on next page)

The [Parental/Guardian Consent Form for the SAT Suite of Assessments](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT_Suite_of_Assessments_Participation_in_College_Planning_Options_Consent_Form.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT_Suite_of_Assessments_Participation_in_College_Planning_Options_Consent_Form.pdf) may be used by schools to collect parental/guardian signatures allowing minor students to opt into the optional services provided for them at testing. Schools must keep parental/guardian consent on file at the school for three years.

The [Michigan Department of Education Guidance for the SAT Suite of Assessments Parental/Guardian Consent Process](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Michigan-Department-of-Education-Guidance-for-the-SAT-Suite-of-Assessments-ParentalGuardian-Consent.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Michigan-Department-of-Education-Guidance-for-the-SAT-Suite-of-Assessments-ParentalGuardian-Consent.pdf) provides guidelines for districts and schools and provides additional resources for students, parents, and schools.

WIDA Screener Overview Webinar Reminder

New test coordinators and new test administrators are urged to join this overview webinar, scheduled for September 13, 2023, 9:30–11:00 a.m. The webinar will provide administrators with a general overview of the WIDA Screener Online assessment (grades 1-12). Educators may [register here](https://www.eventbrite.com/e/wida-screener-online-overview-webinar-tickets-689446792917?aff=oddtcreator) (https://www.eventbrite.com/e/wida-screener-online-overview-webinar-tickets-689446792917?aff=oddtcreator).

Additional WIDA Webinars

The Office of Educational Assessment and Accountability (OEAA) is offering a series of overview webinars. These webinars will be recorded and posted at a later date to the [WIDA Secure Portal](https://portal.wida.us/) (https://portal.wida.us/).

- **Online WIDA ACCESS for ELLs (Grades 1-12) November 6, 2023, 9:30–11:00 a.m.**
 - » [Registration link](https://www.eventbrite.com/e/wida-access-for-ells-online-grades-1-12-overview-webinar-tickets-689504114367?aff=oddtcreator) (https://www.eventbrite.com/e/wida-access-for-ells-online-grades-1-12-overview-webinar-tickets-689504114367?aff=oddtcreator)
- **Kindergarten WIDA ACCESS for ELLs November 7, 2023, 9:30–11:00 a.m.**
 - » [Registration link](https://www.eventbrite.com/e/kindergarten-wida-access-for-ells-overview-webinar-tickets-689513372057?aff=oddtcreator) (https://www.eventbrite.com/e/kindergarten-wida-access-for-ells-overview-webinar-tickets-689513372057?aff=oddtcreator)
- **WIDA Alternate ACCESS for ELLs (K-12) November 9, 2023, 9:30–11:00 a.m.**
 - » The Alternate ACCESS for ELLs is an assessment specifically designed for English learners who are also students with significant cognitive disabilities.
 - » [Registration link](https://www.eventbrite.com/e/wida-alternate-access-for-ells-overview-webinar-tickets-689519018947?aff=oddtcreator) (https://www.eventbrite.com/e/wida-alternate-access-for-ells-overview-webinar-tickets-689519018947?aff=oddtcreator)
- **Online WIDA Screener Overview Webinar (Grades 1-12) November 29, 2023, 9:30–11:00 a.m.**
 - » **Note:** This is a duplication of the September 13 overview webinar.
 - » [Registration link](https://www.eventbrite.com/e/wida-screener-online-overview-webinar-tickets-690257898957?aff=oddtcreator) (https://www.eventbrite.com/e/wida-screener-online-overview-webinar-tickets-690257898957?aff=oddtcreator)
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 - » [Registration link](https://www.eventbrite.com/e/wida-alternate-access-for-ells-overview-webinar-tickets-690259774567?aff=oddtcreator) (https://www.eventbrite.com/e/wida-alternate-access-for-ells-overview-webinar-tickets-690259774567?aff=oddtcreator)

Available for the Second Year: WIDA ACCESS and WIDA Alternate ACCESS Enrolled Students Score History Data File

The Enrolled Students Score History for WIDA ACCESS and WIDA Alternate ACCESS scores is available on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). The score history includes student results for the Spring 2023 WIDA ACCESS and Alternate ACCESS for ELLs administrations.

In this data file, districts and school can look up past WIDA ACCESS and Alternate ACCESS for ELLs test scores of newly enrolled students as a group instead of one at a time.

The downloadable data file will return WIDA ACCESS and Alternate ACCESS scores of students who are currently enrolled in a district/school that is listed in the Michigan Student Data System (MSDS) as the student's Primary Education Providing Entity (PEPE), for all years the student(s) took the assessment in Michigan.

The Enrolled Students Score History will not list students who tested at the school and have since moved from or have been unenrolled from the school/district, based on the enrollment information in the MSDS. All other reports and data files will continue to display students who have tested at the school, whether they are still enrolled or not.

A few things to note:

- The Enrolled Students Score History is only available for WIDA ACCESS and Alternate ACCESS for ELLs.
- Fall and spring MSDS general collections, which are based on the student count days, do not close out and assign new PEPEs until eight or nine weeks after the count day. This means if a student was submitted in the October collection, it will not change the PEPE record, and the data will not be available to OEAA until early/mid-December.
- Student Record Maintenance (SRM) reports can be submitted in MSDS between collections; schools/districts will work with their district's authorized MSDS user to have an SRM submitted.
- Secure Site users can still look up an individual student test score(s) through the Student Search Function, if desired.

Directions on how to access the [Enrolled Students Score History](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Enrolled-Students-Score-History-Directions.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Secure-Site-Training/Enrolled-Students-Score-History-Directions.pdf>) downloadable data file can be found on the [Secure Site Training webpage](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).



Assessment Training

Conferences, webinars, and other resources for learning how to administer Michigan Department of Education assessments

September 2023

**[College Board Webinar]
Digital Assessment Suite: Technology
Coordinator**

September 12, 2023, 9:30–10:30 a.m.

- Network requirements, devices, bandwidth, and software all play a role in the new digital suite of assessments.
- [Registration Link](https://us02web.zoom.us/webinar/register/WN_orddg5ARXmkAbJWw3GiWw#/registration) (https://us02web.zoom.us/webinar/register/WN_orddg5ARXmkAbJWw3GiWw#/registration)

[College Board Webinar] Preparing for the Digital Test Day

September 22, 2023, 9:30–10:30 a.m.

- The Test Day Toolkit (TDTK) is College Board's online test administration tool. Test coordinators and proctors use Test Day Toolkit to administer the digital SAT Suite of Assessments.
- [Registration Link](https://us02web.zoom.us/webinar/register/WN_M7K1NjAUSp21SdlyW19xlw#/registration) (https://us02web.zoom.us/webinar/register/WN_M7K1NjAUSp21SdlyW19xlw#/registration)

October 2023

Early Literacy and Mathematics Benchmark Assessments

Ongoing through October 26, 2023 at 5:00 p.m.

- Pre-Identification of Students

Ongoing through October 27, 2023

- Create/Manage Online Test Sessions in DRC INSIGHT Portal

Note: Pre-ID must be completed prior to creating test sessions

Ongoing through October 27, 2023

- Fall Testing Window

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



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College Board Corner

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

WHAT'S NEW

Digital Testing Applications

In Spring 2024, the Michigan Department of Education administrations of PSAT 8/9, PSAT 10, and SAT with Essay will be delivered digitally; the assessment administration will take place April 8-26, 2024.

The testing applications used to administer the digital assessments are [Bluebook](https://bluebook.collegeboard.org/) (<https://bluebook.collegeboard.org/>) and [Test Day Toolkit](https://bluebook.collegeboard.org/test-admin/test-day-toolkit-access) (<https://bluebook.collegeboard.org/test-admin/test-day-toolkit-access>).

Bluebook and Test Day Toolkit work together to make digital testing possible.

- Students will use Bluebook to take the digital SAT with Essay, PSAT 8/9, and PSAT 10 on Mac and Windows devices, iPads, and school-managed Chromebooks.
 - » College Board's [Bluebook Device Requirements webpage](https://bluebook.collegeboard.org/technology/devices/requirements) (<https://bluebook.collegeboard.org/technology/devices/requirements>) provides technical information and instructions on downloading Bluebook.
- Proctors will use Test Day Toolkit to administer the digital SAT with Essay, PSAT 8/9, and PSAT 10.
 - » The Test Day Toolkit application has inherent technical specifications and can be used on any device with an internet connection. No installation is required.

REMINDERS

Register for Upcoming MASSP Webinars

In partnership with College Board, the Michigan Association of Secondary School Principals (MASSP) will be hosting two upcoming webinars to provide testing staff with the information they will need to prepare for and deliver the digital College Board assessments. While some of the information in these webinars will be specific to fall testing, much of it will also be applicable to spring testing.

Click the links on the following page to register for the webinars.

(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

Topic	Date/Time and Registration Link	Who Should Attend?
<p>Digital Assessment Suite: Technology Coordinator</p> <p>Network requirements, devices, bandwidth, and software all play a role in the new digital suite of assessments.</p> <p>Effective use of the College Board Digital Assessment Suite requires a Technology Coordinator who central office staff, coordinators, and principals can work with on test day and before.</p>	<p>September 12, 2023 9:30-10:30 a.m.</p> <p>Registration Link (https://us02web.zoom.us/join/9tJfTgVt2kQ?pwd=Zm9udG5ARXmkAbJWw3GiWw#registration)</p>	<ul style="list-style-type: none"> • Principals • Technology coordinators • Testing coordinators • Central office staff
<p>Preparing for the Digital Test Day</p> <p>The Test Day Toolkit (TDTK) is College Board's online test administration tool. Test coordinators and proctors use Test Day Toolkit to administer the digital SAT Suite of Assessments.</p> <p>This session will allow attendees to ask questions that they may have as the October testing window approaches.</p>	<p>September 22, 2023 9:30-10:30 a.m.</p> <p>Registration Link (https://us02web.zoom.us/join/9tJfTgVt2kQ?pwd=M7K1NjAUSp21SdlyW19xIw#registration)</p>	<ul style="list-style-type: none"> • Principals • Counselors • Testing coordinators • Services for Students with Disabilities (SSD) coordinators • Central office staff

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College Board Corner

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

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) (<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)

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

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



Reminder

Updating EEM

An important first step in preparing for the Spring 2024 ACT WorkKeys assessments is to ensure that your building/school's WorkKeys Test Coordinator's correct contact name, email address, phone number, and mailing address (cannot be a post office box) are listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem).

ACT uses the information in the EEM to call and send emails to the Workkeys Test Coordinators, and to ship test materials to the appropriate locations. Inaccurate information will result in critical information not being received in a timely manner, resulting in key deadlines being overlooked and delays in the receipt of test materials.

If the information in the EEM for your building/school is inaccurate, contact your authorized district EEM user to update it no later than **Friday, September 8, 2023**, to ensure your school receives the necessary information to start the Manage Participation process in November.

An article in the [Spotlight newsletter - August 3, 2023 issue](#) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-03-2023.pdf>), page 3, contains additional information on why this review/update is needed, as well as the list of contacts to be reviewed.

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
 - email accommodations questions to ACTStateAccoms@act.org

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

Important Dates

September 2023

Update District & Building Testing Contacts in EEM

September 8, 2023

- All needed updates are to be completed no later than **September 8, 2023**
- [Read More](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-03-2023.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-03-2023.pdf), page 3



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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"> 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