

Spotlight

on Student Assessment and Accountability

What's New

October 12, 2023

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• **Online Testing Waiver Window Open October 16 – November 22, 2023**

• The Online Testing Waiver Window opens on October 16, 2023 in Office of Educational Assessment and Accountability (OEAA) [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and runs through November 22, 2023.

• All schools are expected to administer the Spring 2024 M-STEP, MI-Access Functional Independence (FI), SAT with Essay, PSAT 8/9, PSAT 10, and WIDA ACCESS for ELLs assessments online.

• **Note: With the move to digital testing, online waiver requests for the College Board Suite of SAT Assessments are new for Spring 2024.**

• However, a small number of school buildings may not be able to test online. These include buildings without internet access, juvenile justice facilities that do not allow students online, or some center-based special education programs where all students have Individualized Education Programs requiring a paper/pencil administration. These schools can submit online waiver request(s) requesting to administer the paper/pencil versions of these assessments.

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To submit a waiver request, authorized users will log into the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and select the **Assessment Registration** drop-down, then select **Online Waiver Requests** from the menu.



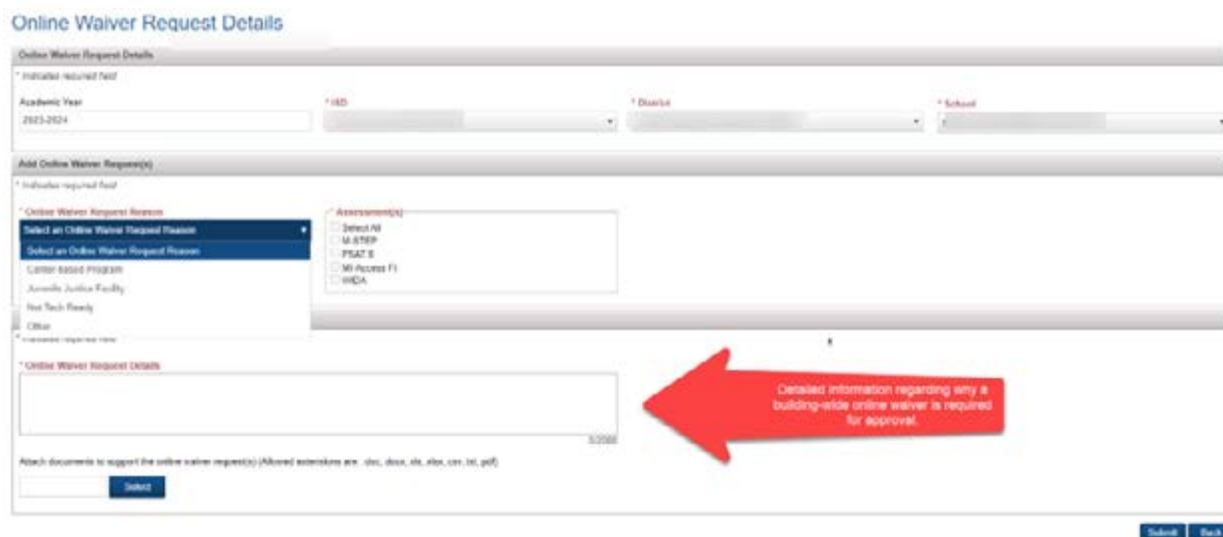
The user will then select the Academic Year and entity information to view the Online Waiver Requests screen. Select the **Create Online Waiver Request(s)** button in the lower right corner of the screen.



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

Once on the **Online Waiver Request Details** page, select the appropriate Online Waiver Request Reason and the impacted Assessments. A detailed explanation of why the school requires the building-wide waiver **must** be provided.



The screenshot shows the 'Online Waiver Request Details' form. At the top, there are dropdown menus for 'Academic Year' (2023-2024), 'District', and 'School'. Below these is a section titled 'Add Online Waiver Request(s)' which includes a list of 'Online Waiver Request Reason' options (e.g., 'Select an Online Waiver Request Reason', 'Latter School Progress', 'Juvenile Justice Facility', 'Not Tech-Ready', 'Other') and a list of 'Assessment(s)' options (e.g., 'Select All', 'M-STEP', 'PSAT/S', 'MI Access F', 'MIACA'). At the bottom, there is a large text area for 'Online Waiver Request Details' with a red arrow pointing to it from a red box containing the text: 'Detailed information regarding why a building-wide online waiver is required for approval.' Below the text area is a file upload section with a 'Select' button and a 'Submit' button at the bottom right.

Districts must submit online waiver request(s) by November 22, 2023 to obtain the paper/pencil materials they will need for assessment administration.

Detailed instructions for the completion of the Online Waiver Request page are located on the [Secure Site Training page](#) (www.michigan.gov/securesitetraining) under the **Miscellaneous Secure Site Functions** section.

For additional information on completing an Online Waiver Request for one or more of the SAT Suite of Assessments, refer to the [College Board Corner article](#) is this week's Spotlight.

Assessment Facilitators of Michigan, Unite!

The Michigan Assessment Literacy Facilitators Association (MALFA), a statewide group of educators facilitated by the Michigan Assessment Consortium (MAC), works to improve assessment literacy and learning among the people we work with, whether at a school, a district, a regional educational agency, or in other educational organizations.

MALFA is pleased to announce our first virtual online meeting of the school year, 9:00-11:00 a.m. on Thursday, November 2, 2023. All are welcome to attend and actively participate in this and subsequent MALFA meetings. The Zoom connection for the meeting is provided below.

Event: MALFA Meeting

Date: November 2, 2023

Time: 9:00-11:00 a.m.

Registration link (<https://bit.ly/46rQGLj>)

Meeting ID: 891 2837 5378

Passcode: 206173

Attendees at our first meeting are invited to share their observations about the state of their district's or site's assessment efforts – reflecting on strengths, weaknesses, opportunities for improvement, and threats to improving the local assessment program (SWOT).

The goal of this SWOT reflection is collaboration with other attendees who share common assessment responsibilities as we celebrate our strengths, help one another address the weaknesses, share the opportunities for improvement, and address and overcome perceived threats. Together we are stronger than one!

To facilitate these discussions, the MALFA Planning Team has prepared a very brief survey for meeting attendees. This will permit you to share your SWOT response, which we will summarize anonymously across attendees, so they can be shared at the November 2 meeting.

[Complete this survey](https://www.surveymonkey.com/r/YVQNQ8B6) (<https://www.surveymonkey.com/r/YVQNQ8B6>) by **Monday, October 30**. Be sure to save a copy of your response to use and share during the meeting.

We hope you will be a part of the MALFA network of assessment colleagues and attend the November 2 meeting. [Email Ed Roeber](mailto:ed.roeber22@gmail.com) (ed.roeber22@gmail.com) if you have questions about MALFA, the meeting, the network, or any aspect of assessment literacy and learning.

MALFA Planning Team

- Ed Roeber, MAC
- Steven Snead, Oakland Schools
- Jim Gullen, MAC
- Emily McEvoy, Macomb ISD
- Ellen Vorenkamp, MAC
- Kate Cermak, Michigan Department of Education
- Nicole Kalmbach, Kalamazoo RESA
- Heather Rottermond, Wayne RESA

WHAT'S NEW

Online Waiver Requests for SAT with Essay and PSAT-Related Assessments

The Online Waiver form in the OEAA Secure Site has been updated to include SAT with Essay, PSAT 8, PSAT 9, and PSAT 10. Online waivers for the College Board Suite of Assessments can be submitted between Monday, October 16, and Wednesday, November 22, 2023.

When creating an online waiver request, educators may choose one of four options to categorize their request. The table below lists each category as well as the associated guidelines for obtaining an approved waiver in that category:

Online Waiver Category	Guidelines for Approved Waiver
Center-based Program	<p>This category is intended for locations that operate a Special Education center-based program.</p> <p>Approval depends on whether all students designated for paper assessments have accommodations in their IEP requiring paper assessments.</p> <p>If not, approval will not be granted, and SSD Coordinators must request paper-based assessments in SSD Online for the individual students who require them.</p>
Juvenile Justice Facility	<p>This category is intended for locations that are juvenile detention centers and/or alternate education programs.</p> <p>Approval will be granted if there is a device- or internet-access policy which prohibits all students from testing online.</p>
Not Tech Ready	<p>"Not tech ready" is considered an invalid reason for an approved online waiver.</p> <p>If a school is concerned with the number of devices they have or lack of internet connectivity, the request will be escalated to College Board who will follow up with administrative recommendations/information to help the school test successfully between April 8 and April 26.</p>
Other	<p>This category covers other requests not covered in any of the earlier categories, including religious exemption requests.</p> <p>"Other" requests will be escalated to College Board for follow-up with the school to determine final disposition of approval.</p>

For additional details about MDE's Online Waiver page and how to create a waiver request, please refer to the Spotlight article "Online Testing Waivers" on [page 1](#).



College Board Corner

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

REMINDERS

District Test Coordinator Webinar for SAT with Essay, PSAT 8/9, and PSAT 10

College Board is hosting a one-hour online District Test Coordinator (DTC) Orientation for SAT with Essay, PSAT 8/9, and PSAT 10, on Tuesday, November 7, beginning at 10 a.m. ET.

This session will provide DTCs with a high-level overview of the Spring 2024 digital testing platforms, implementation timeline, school establishment, and key differences between the fall and spring testing administrations.

[Click here](https://bit.ly/3LOi2mO) (<https://bit.ly/3LOi2mO>) to register for the webinar.

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 their 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 coordinators 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, and 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 coordinators:

- 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



Reminder

Update EEM

An important first step in preparing for the Spring 2024 ACT WorkKeys assessments is to ensure that your building/school WorkKeys Test Coordinator's correct contact information – name, email address, phone number, and mailing address (cannot be a post office box) – are listed in the [Educational Entity Master \(EEM\)](https://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, October 20, 2023**, to ensure your school receives the necessary information to start the Manage Participation process in November.

An article in the [August 3, 2023 Spotlight](https://bit.ly/3F2GhcO) (<https://bit.ly/3F2GhcO>) — The Time is Now! Make Sure School and District Contacts are Up-to-Date in the EEM for the 2023-24 School Year — contains additional information on why this review/update is needed, as well as the list of contacts to be reviewed.

Questions about ACT WorkKeys?

Contact the ACT WorkKeys Customer Support Team:

- **email** ACT WorkKeys at workkeys@act.org
- **call** ACT WorkKeys at 800-967-5539; available 9:30 a.m. and 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

October 2023

Online Testing Waiver

October 16 – November 22, 2023

- Requests for the online waiver for the Spring 2024 M-STEP, MI-Access Functional Independence (FI), SAT with Essay, PSAT 8/9, PSAT 10, and WIDA ACCESS for ELLs assessments online.
- Requests must be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

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

Conferences & Webinars

November 2023

Online WIDA ACCESS for ELLs (Grades 1-12) Webinar

Monday, November 6, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3LQ9TOt) (https://bit.ly/3LQ9TOt)

District Test Coordinator (DTC) Orientation for SAT with Essay, PSAT 8/9, and PSAT 10 Webinar

Tuesday, November 7, 2023, 10:00 a.m.

- [Registration link](https://bit.ly/3LOi2mO) (https://bit.ly/3LOi2mO)
- This webinar will provide district test coordinators with a high-level overview of the Spring 2024 digital testing platforms, implementation timeline, school establishment, and key differences between the fall and spring testing administrations.

Kindergarten WIDA ACCESS for ELLs Webinar

Tuesday, November 7, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3tIMle4) (https://bit.ly/3tIMle4)

WIDA Alternate ACCESS for ELLs (K-12) Webinar

Thursday, November 9, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3ZL9fb1) (https://bit.ly/3ZL9fb1)
- The Alternate ACCESS for ELLs is an assessment specifically designed for English learners who are also students who have significant cognitive disabilities.

WIDA Screener Online Assessment (Grades 1-12) Overview Webinar

Wednesday, November 29, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3Q4kHuY) (https://bit.ly/3Q4kHuY)
- **Note:** This is a duplication of the September 13 overview webinar.

WIDA Alternate ACCESS for ELLs (K-12) Webinar

Thursday, November 30, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3PMvXeb) (https://bit.ly/3PMvXeb)
- **Note:** This is a duplication of the November 9 overview 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 <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)