

# Spotlight

on Student Assessment and Accountability

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October 19, 2023

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### Now Available: Lists of Important Dates for M-STEP, MI-Access, Early Literacy and Mathematics, SAT with Essay, PSAT 10, PSAT 8/9, and ACT WorkKeys

The Office of Educational Assessment and Accountability has made Spring 2024 Google Calendars and List of Important Date documents available on the [Assessment Calendars page](http://www.michigan.gov/mde-assessmentcalendar) (www.michigan.gov/mde-assessmentcalendar). The lists include key test administration dates, including before-, during-, and after-test administration tasks.

Calendars and PDFs are available for the following assessments:

- M-STEP
- MI-Access
- Early Literacy and Mathematics Benchmark Assessments
- SAT with Essay
- PSAT 10
- PSAT 8/9 for grade 9
- PSAT 8/9 for grade 8
- ACT WorkKeys

Important dates related to test administration for all the assessments are also included on a Microsoft Excel file; users will be able to filter and sort the file for a comprehensive picture of the assessments they are responsible for.

The next issue of Spotlight  
will be delivered on  
Friday, October 27

## 2023-2024 Guide to State Assessments Now Available

The [2023-24 Guide to State Assessments](https://bit.ly/3FkO6Ln) (<https://bit.ly/3FkO6Ln>) is now available on the [Office of Educational Assessment and Accountability web page](http://www.michigan.gov/oeaa) ([www.michigan.gov/oeaa](http://www.michigan.gov/oeaa)).

The guide provides an overview of the 2023-24 assessment system overseen by the OEAA, including high-level information on the various assessment programs, testing schedules, and planned changes.



## End-of-Testing Reminder for Early Literacy and Mathematics Benchmark Assessments

**The Early Literacy and Mathematics Benchmark Assessments testing window will close at 4 p.m. on Friday, October 27, 2023.** No testing will be available for students after the window closes.

For information about how to ensure all students have completed their assigned tests, review the mini-module [Finding Student Testing Status in the DRC INSIGHT Portal](https://bit.ly/3QiXIBZ) (<https://bit.ly/3QiXIBZ>).

## Who Must/Can Take the MME in Spring 2024?

The [Who Must/Can Take the MME?](https://bit.ly/3rPO8Yy) document (<https://bit.ly/3rPO8Yy>) has been updated to address eligibility and testing requirements for students in grades 11 and 12 for the 2023 – 2024 year. District and Building Assessment Coordinators should review this document available on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under General Information to answer questions concerning the Spring 2024 MME assessments.

## Now Available – Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data

An updated [Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data](http://www.mi.gov/mde-accountability) ([www.mi.gov/mde-accountability](http://www.mi.gov/mde-accountability)) is now available, under the **Accountability News** section.

This document will help districts and schools understand how data submitted in multiple state systems – such as the Michigan Student Data System (MSDS) and the Registry of Education Personnel (REP) – impact accountability calculations (for example, School Index, School Grades, and Parent Dashboard).

District and school pupil accountants and assessment coordinators can use the Data Reporting Guide to gain understanding of how and when their student data is used for accountability purposes, along with where the data comes from, with a focus on accurate, timely reporting of:

- student demographics
- enrollment/exit dates
- instructional entity/program
- course information
- staffing information



## Reminder: 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.

**Meeting 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

## CB College Board Corner

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

### WHAT'S NEW

#### List of Important Dates

The [List of Important Dates \(LID\)](https://bit.ly/3Qken2t) documents (<https://bit.ly/3Qken2t>) are now available for SAT with Essay and PSAT-related assessments. The LIDs are provided to make testing staff aware of key training and implementation dates for the Michigan Department of Education-provided Spring 2024 administrations of SAT with Essay, PSAT 10, and PSAT 8/9. Testing staff are encouraged to refer to these documents as needed.

**Note:** Some dates in the LIDs may be subject to minor changes.

### 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.

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

## 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 <b>all</b> 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 <b>all</b> 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>  |

## 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](mailto:michiganadministratorsupport@collegeboard.org)

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



## What's New

### Upcoming Manage Participation

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full MME, which consists of the ACT WorkKeys, the SAT, and the M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components, they are expected to administer all three components to their students.

Each school's WorkKeys Test Coordinator must indicate their school's participation status—either Participating or Not Participating—in the [PearsonAccess<sup>next</sup>](https://testadmin.act.org/) (https://testadmin.act.org/) during the Manage Participation window, November 6 – December 8, 2023, regardless of previous participation. The process will take approximately 5 minutes. All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

If your school will participate in the WorkKeys assessments in Spring 2024, you must also select the week in which you prefer to receive test materials. Be sure to select a week your school will be in-session and not during spring break.

**Note:** Manage Participation must be completed at the individual school level, not at the district level. District Assessment Coordinators should ensure that all schools within the district have completed the Manage Participation process, even if they are not testing.

Information about completing the Manage Participation process will be emailed during the week of October 30, 2023 to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem).

ACT will email the PearsonAccess<sup>next</sup> login information only to the WorkKeys Test Coordinators and District Assessment Coordinators listed in the EEM, for both public and nonpublic schools.

**Note:** If your district's WorkKeys Test Coordinator does not receive this email by **November 8, 2023**, contact ACT at the webpage or phone number listed below.





## Reminder

### Update EEM

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) – is listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://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 [Spotlight - August 3 issue](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](mailto: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](mailto:ACTStateAccoms@act.org)

## 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](http://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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol> |
| 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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto: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)