

Spotlight

on Student Assessment and Accountability

What's New

Week of October 27, 2022

- **Michigan School Index System Reports and Accountability Student Datafiles Coming Soon**
- **Off-Site Request Calendar for 2022-23 School Year**

Reminders

- **Writing Skills Field Test**
- **Ask OEAA Monthly LIVE Events**
- **Michigan Education Research Association Fall Conference is November 21-22**

Michigan School Index System Reports and Accountability Student Datafiles Coming Soon

In a few weeks, the Michigan Department of Education (MDE) will be making Michigan School Index System reports and accountability student datafiles available for 2021-22 school year results. The Michigan School Index System is the accountability system in Michigan's federally approved consolidated state plan for the Every Student Succeeds Act (ESSA). In this system, schools will receive an overall school index value, ranging from 0-100, that indicates performance across subgroups in multiple data components. The overall school index values are used for identifying schools for state and federal supports. School Index results for the 2021-22 school year will include new identifications made for all three federal school support categories:

- [Comprehensive Support and Improvement \(CSI\)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/CSI-Overview.pdf)
(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/CSI-Overview.pdf>)
- [Additional Targeted Support \(ATS\)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/ATS-Overview.pdf)
(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/ATS-Overview.pdf>)
- [Targeted Support and Improvement \(TSI\)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/TSI-Overview.pdf)
(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/TSI-Overview.pdf>)

Authorized users of [MI School Data](http://www.mischooldata.org) (www.mischooldata.org) will be able to preview school-level reports and download student-level accountability data files. In order to preview results, individuals will need to log into MI School Data. Information on accessing School Index reports and files on MI School Data can be found in the [Accountability Access and Preview Instructions](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability-Access-and-Preview-Instructions.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability-Access-and-Preview-Instructions.pdf>).

Watch the Spotlight for upcoming Accountability Office Hours, where you can drop in and ask the MDE accountability team questions about your School Index results. Informational guides and other helpful resources for 2021-22 school year accountability results will be posted as they become available at www.mi.gov/mde-schoolindex.

Off-Site Request Calendar for 2022-23 School Year

If your school or district is planning to administer certain assessments at off-site locations, Off-Site Test Administration Requests must be completed through the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (<http://www.michigan.gov/oeaa-secure>).

These assessments include the ACT WorkKeys, MI-Access, M-STEP, and WIDA ACCESS for ELLs and/or WIDA Alternate ACCESS for ELLs, Kindergarten W-APT, and WIDA Screener. Refer to the [Off-site Test Request](https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/02/05/Off_Site_Test_Directions.pdf) help document (https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2020/02/05/Off_Site_Test_Directions.pdf) for more information on how to complete the request.

This table shows the Off-Site Test Administration Requests windows for the 2021-22 school year. The dates can also be found in the Important Dates section of the Spotlight.

Off-Site Test Administration Request Window for Building/Grade Level and Individual Students		
	Opens	Closes
WIDA Access for ELLs and WIDA Alternate ACCESS for ELLs	December 13, 2022	March 23, 2023
WIDA Screener	September 8, 2022	July 28, 2023
ACT WorkKeys	January 5, 2023	May 4, 2023
MI-Access	January 5, 2023	May 25, 2023
M-STEP for Grade 3 (ELA only)	January 5, 2023	May 4, 2023
M-STEP Online Grades (math only) 4, 5, 6, 7, 8, 11	January 5, 2023	May 18, 2023
M-STEP Paper/Pencil Grades 3, 4, 5, 6, 7, 8, 11 all subjects	January 5, 2023	May 4, 2023

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



Writing Skills Field Test

Preparation for Passage-based Writing

The Michigan Department of Education (MDE) is looking for schools to participate in an M-STEP online Passage-based Writing Field Test **January 3–February 10, 2023**.

Why have a stand-alone field test?

Field tests are used to check the adequacy of testing procedures and statistical characteristics of new test items by testing them in the field before they appear on an actual assessment. This test follows the same setup and security as the M-STEP. The field test helps to ensure that the items we are putting on the M-STEP are high quality. And, the more writing exposure your students receive, the more improvement you will see!

Who can participate?

Students in grades 3-8 can participate in field-testing items written by Michigan authors for Michigan's state assessments.

What is involved?

During the field test, students will read one passage, either literary or informational, from a variety of genres as prescribed by the standards. Students will then answer five multiple choice questions and respond to a writing prompt, which includes a checklist of components found in a well-written essay. They will not receive a score, but will have an opportunity to prepare for the M-STEP and use the checklist to improve their writing skills in the testing environment.

Where will it take place?

The online field test will take place in your school on computers.

When do I sign up?

Beginning November 15, 2022, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to Pre-ID students for testing. For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the [Secure Site Training Site](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

**Don't miss this great opportunity!
Sign up today!**



Reminders

Ask OEAA Monthly LIVE Events

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce **“Ask OEAA” — a new monthly LIVE online event** where OEAA/Michigan Department of Education (MDE) staff will answer questions you ask regarding assessment and accountability topics.

These live half-hour Q&A events, presented through Microsoft Teams (see link below), will be held from 3:30 to 4:00 p.m. ET on the first Tuesday of each month (or on the second Tuesday following winter and spring breaks). The sessions will cover topics such as Benchmark Assessments, WIDA Assessments, social studies standards, test administration, accountability, and much more.

In the first live “Ask OEAA” event—**104H and Benchmark Assessment Systems**—OEAA/MDE staff will provide a brief overview of [Section 104h of the School Aid Act](http://legislature.mi.gov/doc.aspx?mcl-388-1704h) (<http://legislature.mi.gov/doc.aspx?mcl-388-1704h>) and will then answer questions you may have.

You can submit questions in advance by sending an email to mde-oeaa@michigan.gov with the subject line **Ask OEAA**; you can also submit your questions during the event via the Teams Q&A function.

Anyone with the Teams link may attend; registration is not required. The “Ask OEAA” events will also be recorded for later viewing on the MDE website.

See following list of the live “Ask OEAA” events and dates. Mark your calendars now and plan to attend to get your most important questions about assessment and accountability answered.

- **November 1, 2022:** 104H and Benchmark Assessment Systems
- **December 6, 2022:** 1% Cap
- **January 10, 2023:** WIDA and EL Matters
- **February 7, 2023:** Pre-ID and Material Orders
- **March 7, 2023:** Test Administration
- **April 11, 2023:** M-STEP Social Studies Standards
- **May 2, 2023:** Post-test Secure Site Functions
- **June 6, 2023:** Balanced Assessment Systems

[Click here](#) to join the November 1 event.

Michigan Education Research Association Fall Conference is November 21-22

The Michigan Education Research Association (MERA) is holding their Fall 2022 MERA Conference on November 21-22, 2022. The in-person conference will take place in Frankenmuth, Michigan at the Frankenmuth Bavarian Inn Lodge. The theme of the conference is educational evaluation.

A wide range of exceptional speakers have been lined up to share their thoughts and ideas over the two-day period. Much learning and networking is expected to take place. Additional conference and registration information (lunch included) is provided at the following [Smores link](https://www.smores.com/9wm2q) (<https://www.smores.com/9wm2q>). Please send any questions, regarding the conference, to the [MERA team](mailto:contactmerainc@gmail.com) (contactmerainc@gmail.com). MERA looks forward to seeing you in November!



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

WHAT'S NEW

Preparing for Spring 2023

Complete the following tasks to prepare your school for the Spring 2023 administration of PSAT 8/9 for grades 8 and 9, PSAT 10, and SAT with Essay:

1. Test coordinators – [Register for the live Implementation Webinar](http://collegeboard.zoom.us/webinar/register/WN_xJ_Gj4X9TUaoUNqbUesbLw) (http://collegeboard.zoom.us/webinar/register/WN_xJ_Gj4X9TUaoUNqbUesbLw), scheduled for Thursday, November 17, from 9:00 to 10:30 a.m. ET.

This webinar will provide test coordinators with an overview of the Spring 2023 SAT and PSAT-related assessments. Participants will review changes planned for 2023, the school set-up process, general information about the Spring 2023 test administration, and introductory accommodations and supports information.

This optional webinar will be recorded and posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) approximately one week after the webinar is completed.

2. Read the information below about establishment, and ensure your school is established to administer the appropriate assessments by December 16, 2022.

REMINDERS

Spring 2023 Establishment

Establishment is the process College Board uses to determine which schools are administering the PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay. Establishment for 2022-2023 testing will begin soon.

Public schools and nonpublic schools are established through different processes:

- Most traditional public schools will be automatically established to participate.
- **Nonpublic schools must indicate their intent to participate each year for each assessment.**

If a nonpublic school chooses to administer the SAT, all parts of the Michigan Merit Exam (SAT, ACT WorkKeys, and M-STEP) must also be administered. If a nonpublic school chooses to administer the PSAT 8/9 for Grade 8, M-STEP must also be administered.

An email containing instructions for schools to indicate their intentions to participate will be sent to district assessment coordinators, principals, and test coordinators of all nonpublic schools, as well as to public schools that do not meet automatic establishment rules. The email will be sent on November 4, 2022.

(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

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

If you receive this email, follow the instructions as soon as possible, but by no later than November 21. Even if you do not plan to test, follow the instructions in the email so you can be removed from future communications this school year.

The Test Center Participation page in the Office of Educational Assessment and Accountability (OEAA) Secure Site identifies which assessments your school is established to administer; this information will be updated daily as establishment activities occur, starting November 7. For information on accessing this page, visit the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining).

Important Note: Schools must be established for each College Board assessment they plan to administer in Spring 2023. For example, a traditional public high school should verify on the OEAA Secure Site Test Center Participation page that they are set up to participate in the SAT with Essay, the PSAT 10, and the PSAT 8/9 for Grade 9. All public schools with grade 8 students should verify that they are established to participate in the PSAT 8/9 for Grade 8.

Starting November 7, you can use the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to verify the assessments for which your school has been established.

- If your school is listed as participating and plans to administer the assessment, no further action is needed.
- If your school is listed as participating but does not plan to administer the assessment, contact the Michigan Educator Hotline immediately (by phone at 866-870-3127 or email michiganadministratorsupport@collegeboard.org) with information about why you are requesting to be unestablished.
- Establishment occurs on a rolling basis. Participation will be reflected as establishment activities occur. If your establishment information is not correct by December 19, 2022, contact the Michigan Educator Hotline.
- Once your school provides information that it intends to participate, allow 1-2 weeks for this information to be updated in the OEAA Secure Site.

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

Coordinator Implementation Handbook (Spring 2023) Now Available!

The [Spring 2023 Coordinator Implementation Handbook](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Michigan-Coordinator-Implementation-Handbook.pdf) is now available (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Michigan-Coordinator-Implementation-Handbook.pdf>).

Refer to this Handbook for key dates and important implementation guidelines regarding the administration of the SAT with Essay, PSAT 8/9, and PSAT 10 tests.

2022-2023 Accommodations and Supports Handbook Now Available!

College Board has posted the updated [Accommodations and Supports Handbook](https://accommodations.collegeboard.org/media/pdf/accommodations-supports-handbook.pdf) for the 2022-2023 school year (<https://accommodations.collegeboard.org/media/pdf/accommodations-supports-handbook.pdf>).

Review this document for guidance on how to request and utilize accommodations in College Board's systems.

Off-site Testing Plans

Virtual schools, schools that need more space, and schools that cannot allow expelled students on their campus can administer College Board tests at a location other than their identified school address. This is referred to as off-site testing. If additional return materials are needed for an off-site testing location, [submit a request](https://www.sat.org/offsiterequest) (www.sat.org/offsiterequest) by January 20, 2023. Requests will be automatically approved unless College Board has clarifying questions.

Note: Test coordinators should only complete this form for the Spring 2023 administration if they will be returning materials directly from the off-site location.

The form is not required if materials are being returned to the primary Attending Institution (AI) for consolidation of all testing materials being returned to College Board.

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



What's New

Completing 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, it is expected to administer all three components to its students.

Each school's WorkKeys Test Coordinator must indicate their school's participation status—either Participating or Not Participating—on the [PearsonAccess^{next}](https://testadmin.act.org/) website (<https://testadmin.act.org/>) during the Manage Participation window, November 7 – December 9, 2022, regardless of previous participation. The process will take approximately 5 minutes.

If your school will participate in the WorkKeys assessments in Spring 2023, you must also select the week in which you prefer to receive test materials. All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

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 31, 2022 (next week) 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^{next} 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 9, 2022, contact ACT at the webpage or phone number listed below.

(Continued on next page)

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



How to Submit Your ACT WorkKeys Participation Information

1. Log in to [PearsonAccess^{next}](https://testadmin.act.org/) (<https://testadmin.act.org/>)
2. Under **SETUP**, select **Organizations**
3. Check the box(es) beside the school(s) you wish to update
4. Open the drop-down menu on the **Start** button and chose **Test Administration**
5. Complete the following Manage Participation information:
 - a. If your school will participate, complete the **Test Date & Materials Receipt Selection** section:
 - Paper Standard Time Test Date – always choose April 13, 2023
 - Paper Accommodations Test Window Start Date – always choose April 13, 2023
 - Materials Receipt Week – select either the week of March 20 or March 27, 2023

Example:

Test Date & Materials Receipt Selection

If your school is NOT testing, scroll down and complete the Not Testing section.

Paper Standard Time Test Date

April 13, 2023

Paper Accommodations Test Window Start Date

April 13, 2023

Materials Receipt Week

March 20, 2023

Click Save to submit

(Continued on next page)

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



b. If your school will not participate, complete the Not Testing section:

- Reason for Not Testing – select the appropriate option for your school from the drop-down list or choose Other and then complete the Other Reason for Not Testing text box.

Example:

A screenshot of the "Not Testing" section in the PearsonAccess system. The title "Not Testing" is at the top. Below it is a note: "If you complete this section you will NOT receive any testing materials." The "Reason for Not Testing" section features a dropdown menu with "Other" selected. A note below the dropdown states: "Note: If your reason is not in the dropdown, select 'Other' and provide a reason below." The "Other Reason for Not Testing" section contains a text box with the placeholder text: "Free form text box for reason that is not included in the drop down list above". At the bottom, there is a button labeled "Click Save to submit".

c. Click Save. Repeat step 5 for each school name listed on the left

6. Log out of PearsonAccess^{next}

Schools that have completed the Manage Participation process are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District Assessment Coordinators are to ensure that all schools within the district have completed the Manage Participation process, even if they are not testing, by reviewing the Test Center Participation page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) under the **Assessment Registration** drop-down menu.

Deadline: You must submit your participation information by **Friday, December 9, 2022**.

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



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

October 2022

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

Ongoing through October 28, 2022

- 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](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath). Student-level reports are available within 48 hours of test completion in the Dynamic Score Reporting Site.

November 2022

WIDA ACCESS for ELLs, Online WIDA ACCESS for ELLs, In-Person Training

November 1, 2022, 8:30 a.m. – 12:00 p.m.

- Morning Session - Online WIDA ACCESS for ELLs Grades 1-12
- Library of Michigan
Lake Michigan Room, Fourth Floor
702 West Kalamazoo Street, Lansing
- Registration link: <https://wida-access-for-ells-test-administrator-training.eventbrite.com>

WIDA ACCESS for ELLs, Kindergarten WIDA ACCESS for ELLs, In-Person Training

November 1, 2022, 1:00 – 4:00 p.m.

- Afternoon Session - Kindergarten WIDA ACCESS for ELLs
- Library of Michigan
Lake Michigan Room, Fourth Floor
702 West Kalamazoo Street, Lansing
- Registration link: <https://kindergarten-access-for-ells-test-administrator-training.eventbrite.com>

Ask OEAA LIVE Q & A

November 1, 2022, 3:30 – 4:00 p.m.

- [Click here](#) to join the November 1 event

Alternate ACCESS for ELLs Test Administrators, In-Person Training

November 2, 2022, 8:30 a.m. – 4:00 p.m.

- All-day Session - Alternate ACCESS for ELLs Test Administrators Training
- Library of Michigan
Lake Huron Room, Fourth Floor
702 West Kalamazoo Street, Lansing
- Registration link: <https://alternate-access-for-ells-test-administrator-training.eventbrite.com>

(Continued on next page)

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

Important Dates

November 2022

College Board SAT with Essay, PSAT 10, and PSAT 8/9 Intent to Participate (Establishment) Window

November 4 – 21, 2022

ACT WorkKeys Manage Participation Window

November 7 – December 9, 2022

College Board Webinar: Implementation Overview for SAT with Essay, PSAT 8/9, and PSAT 10

November 17, 2022, 9:00 – 10:30 a.m.

- Overview of the Spring 2023 SAT and PSAT-related assessments including changes for 2023, school set-up process, test administration process, and introductory accommodations and supports information
- Registration link: <https://tinyurl.com/mdeimplementation2022>

December 2022

WIDA ACCESS Online Overview Webinar

December 7, 2022, 9:30 – 11:00 a.m.

- Registration link: <https://access-for-ells-online-overview-webinar.eventbrite.com>

WIDA Assessments Off-Site Test Administration Window; includes WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs

December 12, 2022 – March 23, 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 <ol style="list-style-type: none">1. Eligibility, MDE policies, and OEAA Secure Site Support2. SAT, PSAT 8/9, and PSAT 10 – College Board3. 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