

Spotlight

on Student Assessment and Accountability

What's New

October 27, 2023

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• **DRC INSIGHT Technology Readiness Training for Technology Coordinators**

• The online Winter/Spring 2024 Data Recognition Corporation (DRC) INSIGHT Technology Readiness Training for Technology Coordinators (TCs) will be held on Wednesday, November 29, 2023, from 10:00-11:00 a.m. ET.

• **Event:** DRC INSIGHT Technology Readiness Training for Technology Coordinators (Microsoft Teams meeting)
• Join on your computer, mobile app, or room device

• **Date:** Wednesday, November 29, 2023

• **Time:** 10:00 - 11:00 a.m.

• [Click here to join the meeting](https://bit.ly/46LidY9) (https://bit.ly/46LidY9)

• **Meeting ID:** 236 117 258 544

• **Passcode:** dr9mXK

• [Download Teams](https://bit.ly/45P5x1n) (https://bit.ly/45P5x1n)

• [Join on the web](https://bit.ly/3tLhgAx) (https://bit.ly/3tLhgAx)

• This training session is targeted for both new and returning Technology Coordinators and focuses on important activities related to overall testing readiness. The session will include answers to the top 20-plus most commonly asked questions received by DRC Customer Service regarding site technology readiness.

• Specific topics to be addressed:

- Path to Successful Testing
- DRC INSIGHT Solution Review
- Overseeing the DRC INSIGHT Solution
- Facilitating People Readiness
- Troubleshooting and Support
- Other Frequently Asked Questions

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This training session complements the DRC INSIGHT Technology Coordinator Setup and Installation Training that took place on Wednesday, August 2, 2023; [click here to view that session](https://bit.ly/472cpKI) (https://bit.ly/472cpKI)

These training sessions are important for both new and returning Technology Coordinators, as they cover a wide range of assessment technology topics.

All Technology Coordinators are encouraged to attend the November 29 session, and to participate in the live Q&A sessions, both during and after the training. For the benefit of Technology Coordinators unable to attend the live session, a recording of the training will be available on the DRC INSIGHT Portal beginning on November 30, 2023.

2024 Michigan School Testing Conference

Prepare for 2024 Michigan spring assessments by deepening your understanding of assessments and assessment practices, in the classroom and at school and district levels. Attend the in-person 2024 Michigan School Testing Conference (MSTC) February 13-15, 2024, at the Ann Arbor Sheraton Hotel.

The annual MSTC consists of one day of workshops and two days of keynote and clinic sessions.

Three conference keynotes and 37 clinic sessions will be held 9:30 a.m. – 6:00 p.m., Wednesday, February 14, and 9:30 a.m. – 4:15 p.m., Thursday, February 15. The three keynote presentations:

- Karin Hess (Author/Consultant, Educational Research in Action) will speak on the morning of Wednesday, February 14
- Andy Middlestead (Director, MDE OEAA), will also speak on Wednesday, February 14, during a plated lunch
- Derek Briggs (Professor, University of Colorado) will speak on the morning of Thursday, February 15

Register early to take advantage of discounted early-bird registration fees.

[View the full conference details, including a printable registration form, here](https://bit.ly/3QhN87w) (https://bit.ly/3QhN87w)

[Click this link](https://bit.ly/472c35G) (https://bit.ly/472c35G) to access the special conference rate for hotel rooms.

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

REMINDERS

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.

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

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} website](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 five minutes.

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. 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. Reminder emails will be sent periodically to all schools that have not completed the Manage Participation process.

Information about completing the Manage Participation process will be emailed during the week of November 6, 2023, to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](#) (www.michigan.gov/eem).

ACT will email the PearsonAccessnext 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 3, 2023, contact ACT at the webpage or phone number listed below.

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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 11, 2024
 - Paper Accommodations Test Window Start Date – always choose April 13, 2024
 - Materials Receipt Week – select either the week of March 18 or March 25, 2024

Example:

A screenshot of a web form titled "Test Date & Materials Receipt Selection". At the top, there is a yellow highlighted instruction: "If your school is NOT testing, scroll down and complete the Not Testing section". Below this are three dropdown menus: "Paper Standard Time Test Date" with "April 11, 2024" selected, "Paper Accommodations Test Window Start Date" with "April 11, 2024" selected, and "Materials Receipt Week" with "March 18, 2024" selected. At the bottom of the form, it says "Click Save to submit".

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.

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Example:

Not Testing

If you complete this section you will NOT receive any testing materials.

Reason for Not Testing

Other

Note: If your reason is not in the dropdown, select 'Other' and provide a reason below.

Other Reason for Not Testing

Free form text box for reason that is not included in the drop down list above

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 8, 2023**. If you miss this deadline, you will receive periodic past-due reminders.

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

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

Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18

Important Dates

October 2023

Online Testing Waiver

Ongoing through 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

October 27, 2023

- Create/Manage Online Test Sessions in DRC INSIGHT Portal

October 27, 2023

- Fall Testing Window

November 2023

College Board "Intent to Participate"

November 6, 2023

- The College Board "Intent to Participate" email will be delivered to schools that did not meet auto-establishment criteria for SAT/PSAT administrations or that have missing information in the Educational Entity Master.

ACT WorkKeys Manage Participation window

November 6 – December 8, 2023

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.

Data Recognition Corporation (DRC) INSIGHT Technology Readiness Training for Technology Coordinators

Wednesday, November 29, 2023, 10:00–11:00 a.m.

- This training session is targeted for both new and returning Technology Coordinators and focuses on important activities related to overall testing readiness.

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)