

Available Now: Spring 2024 Michigan Merit Exam/PSAT in High School and Grade 8 Test Administration Training – Part I

The **Spring 2024 Michigan Merit Exam (MME) and PSAT in High School Test Administration Training – Part I** and the **Grade 8 Test Administration Training – Part I** are now available on the [Michigan Department of Education MME web page](https://www.michigan.gov/mme) (www.michigan.gov/mme) and on the [PSAT web page](https://www.michigan.gov/psat) (www.michigan.gov/psat) under the **Assessment Training and Resources for Educators** heading.



These videos and PowerPoint presentations provide district and building test coordinators with information on preparing for Spring 2024 testing. Coordinators can view the entire MME and PSAT in High School or Grade 8 series of presentations, or select individual segments of the training that are directly related to their assigned responsibilities.

The Training segments include:

Michigan Merit Exam and PSAT in High School Test Administration Trainings:

- MME and PSAT Test Administration Training Introduction - Part I
- College Board Test Administration Training - Part I
- ACT WorkKeys Test Administration Training - Part I
- M-STEP Test Administration Training - Part I
- Test Security
- Supports and Accommodations
- Office of Educational Assessment and Accountability Secure Site Tasks

Grade 8 Test Administration Trainings:

- Grade 8 Test Administration Training Introduction - Part I
- College Board Test Administration Training - Part I
- M-STEP Test Administration Training - Part I
- Test Security
- Supports and Accommodations
- Office of Educational Assessment and Accountability Secure Site Tasks

Questions about assessments can be emailed assessment to the Office of Educational Assessment and Accountability (OEAA) at mde-oeaa@michigan.gov.

Smarter Balanced Interim Assessments: A Free, Fully Aligned Resource for Michigan Districts

Are you curious about using the Smarter Balanced Interim assessments in your district? Do you want to learn more about the advantages and the uses of these assessments before moving forward?

Here are highlights of what you need to know about the benefits of adopting the Smarter Balanced Interim assessments as part of your district's balanced assessment program.

Highlights of the Smarter Balance Interim Assessments in Michigan

- High-quality and fully aligned to Michigan standards
- Meets the requirements of Michigan's Benchmark Assessments law
- Free to all Michigan students
- Flexible choices for teachers, with varying test lengths and focus areas
- Familiar DRC INSIGHT technology, already used by your students and staff
- Fast, intuitive reports with the capability of tracking student progress over time
- Access to Tools for Teachers materials, activities, and lessons
- Fully integrated with the Michigan Data Hub

The high-quality Smarter Balanced Interim assessments for grades 3–8 are fully aligned to Michigan Standards and meet the state 2023-24 Benchmark Assessments legislation requirements – [Michigan Complied Law \(MCL\) 388.1704i](https://bit.ly/3MmHuA4) (<https://bit.ly/3MmHuA4>). Additionally, these interim assessments are free to all Michigan students through funding provided by the State of Michigan.

Assessment options within the Smarter Balanced Interim assessments vary in length of time and in focus, to adapt to each educator's needs.

Educators can choose from:

- **Interim Comprehensive Assessments (ICAs):** The ICAs assess a broad range of targets, similar to summative assessment.
 - » **Note:** The ICAs now have a reduced testing time with no Educator Scoring required.
- **Interim Assessment Blocks (IABs):** The IABs assess from three to eight targets in English language arts/literacy or mathematics.
- **Focused Interim Assessment Blocks (Focused IABs):** The Focused IABs assess from one to three targets in English language arts/literacy or mathematics.

The Smarter Balanced Interim assessments operate with the same easy-to-use technology and test setup platform – Data Recognition Corporation's DRC INSIGHT and the DRC INSIGHT Portal – that is used now for M-STEP, MI-Access, WIDA, and Early Literacy and Mathematics assessments.

Reports from the Smarter Balanced Interim assessments are intuitive and user-friendly, providing educators with fast results and the ability to track student progress over time. Assessment results are also linked to the Tools for Teachers digital platform, a rich resource created by teachers that offers materials, activities, and lessons that can be used to improve student learning.

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Moreover, Smarter Balanced Interim assessments are fully integrated with the Michigan Data Hub.



Grades 6-8
Question 1
Training Student

Read the text. Then answer the question.

Lilly's Adoption
by M. O. Verheid

It was final exam day—for my dog. And I was nervous.

It all started a few months ago when my mom and dad made a deal with me. After years of hearing me plead from about our need for a dog, they agreed to get one if I promised to walk for it, train it, and love it.

"The dog will be your responsibility," Dad warned, —and not just when it's convenient."

Lilly, a four-month-old yellow Labrador retriever, arrived shortly thereafter. She was a 30-pound ball of fur, claws, and teeth with an uncanny ability to jump, dig, and chew.

"I think she is particularly," I said as she bounced up and down on her hind legs to greet me.

She could also run like a racehorse. Each day after school I exercised Lilly by taking her for long walks or by repeatedly throwing a tennis ball for her to chase down. When it was too

What sentence from the text **best** summarizes the central idea of the text?

"It all started a few months ago when my mom and dad made a deal with me."

"The dog will be your responsibility," Dad warned, —and not just when it's convenient."

"She was a 50-pound ball of fur, claws, and teeth with an uncanny ability to jump, dig, and chew."

"But the teacher said it was the most important class of the series because she was going to talk about the commands to 'stay' and 'come.'"

For more information on using the Smarter Balanced Interim assessments, contact Data Recognition Corporation by phone at 877-560-8378 (option 2) or by email to misupport@datarecognitioncorp.com.

You can also reference the resources posted within the [DRC INSIGHT Portal](https://mi.drccdirect.com) (<https://mi.drccdirect.com>); select the **Documents and Training Materials** link and filter for **Smarter Balanced Interim Assessments** (under the administration drop-down on the Documents tab).

In next week's Spotlight: Getting started with the Smarter Balanced Interim Assessments.

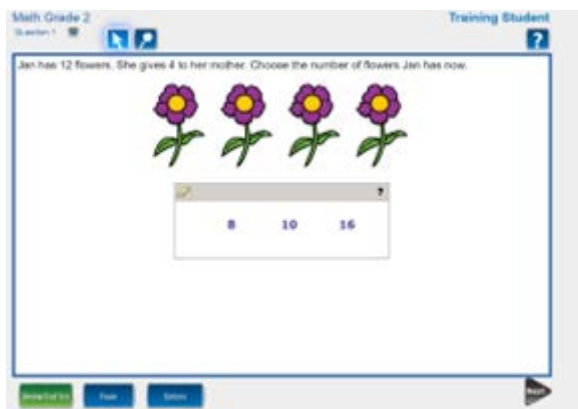
Get to Know the Early Literacy & Mathematics Benchmark Assessments

The Early Literacy and Mathematics Benchmark assessments – high-quality, optional interim assessments for grades K–2 – are offered three times during the school year, in the fall, winter, and spring. These interim or benchmark assessments are free to all Michigan students through funding provided by the State of Michigan.

The Early Literacy and Benchmark assessments meet the requirements of [Michigan Compiled Law \(MCL\) 388.1704i](https://legislature.mi.gov/doc.aspx/mcl-388-1704i) (<https://bit.ly/3MmHuA4>) for grades K-2. They are also included on the [Early Literacy Initial Assessment list](https://bit.ly/3FGjjc3) (<https://bit.ly/3FGjjc3>).

By using the data gathered during these early foundational years, schools can better support early literacy and mathematics across Michigan. Because the tests are fully aligned with Michigan’s standards, they can be a natural extension of what young students are learning in their classrooms every day. Moreover, the benchmarks offer a useful way to measure student growth throughout the school year.

The Early Literacy and Mathematics Benchmark assessments operate with the same easy-to-use technology and test setup platform – Data Recognition Corporation’s DRC INSIGHT and the DRC INSIGHT Portal – that is used for the M-STEP, MI-Access, WIDA, and Smarter Balanced Interim assessments.



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The Office of Educational Assessment and Accountability (OEAA) offers the following estimates of the time it would take for each English language arts (ELA) or mathematics test component to be administered. (Note: These testing times are approximate and are supplied for scheduling purposes only.)

Test Session Timings Grades K, 1, and 2 (in minutes)			
Subject	Grade K	Grade 1	Grade 2
ELA Part 1	30-40	30-40	35-45
ELA Part 2	30-40	30-40	35-45
Math Part 1	25-35	25-35	35-45
Math Part 2	25-35	25-35	35-45

Student Trend Report

The Early Literacy and Mathematics Benchmark Assessments Student Trend Report displays up to three years of historical Early Literacy and Benchmark Assessments score data.



For more information on using the Early Literacy and Mathematics Benchmark assessments, contact Data Recognition Corporation by phone at 877-560-8378 (option 2) or by email at misupport@datarecognitioncorp.com.

You can also reference the resources posted within the [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>); select the **Documents and Training Materials** link and filter for **Smarter Balanced Interim Assessments** (under the administration drop-down on the Documents tab).

Additional information and resources can also be found on the [MDE Early Literacy and Mathematics Benchmark page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath).

In next week's Spotlight: Steps on getting started with the Early Literacy and Mathematics Benchmark Assessments.

Updated 2023-24 Assessment Integrity Guide Released

The Office of Educational Assessment and Accountability has released the online [2023-24 Assessment Integrity Guide \(AIG\)](https://bit.ly/3SrO7ES) (<https://bit.ly/3SrO7ES>). The updated guide has been reformatted for easier use, with breakouts of specific tasks required for each assessment administration role.

The AIG includes these new sections:

- General Information
- Prevention Practices-Before and During Testing
- Detection Practices-During and After Testing
- Investigations and Remediation Practices-During and After Testing

Reminder: Online Testing Waiver Window Open 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. If your school cannot administer one or more of these assessments online, then you must request an online waiver through the [OEAA Secure Site](http://www.michigan.gov/oeea-secure) (www.michigan.gov/oeea-secure) **by 5:00 p.m. on November 22, 2023.**

Note: As the College Board Suite of SAT Assessments is moving to digital testing, **online waiver requests for the CB assessments are new for Spring 2024.**

For additional information on the Online Waiver Request process, refer to the Spotlight article “Online Testing Waiver Window Open October 16 – November 22, 2023” in the [Spotlight newsletter - October 12, 2023 issue](https://bit.ly/40ol72S) (<https://bit.ly/40ol72S>).

Michigan School Index System Reports and Accountability Student Datafiles Coming Soon

Later this fall, the Michigan Department of Education (MDE) will be making Michigan School Index System reports and accountability student datafiles available for 2022-23 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 2022-23 school year will include new identifications made for one federal school support category: [Targeted Support and Improvement \(TSI\)](https://bit.ly/3tXC9c1) (<https://bit.ly/3tXC9c1>).

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](http://www.mischooldata.org) (www.mischooldata.org). Information on accessing School Index reports and files on MI School Data can be found in the **Accountability Access and Preview Instructions.**

Informational guides and other helpful resources for upcoming 2022-23 school year accountability results will be posted as they become available at www.mi.gov/mde-schoolindex.

CB College Board Corner

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

WHAT'S NEW

PSAT 8/9 for Grade 8: Accommodations and English Learner Supports

The Michigan Department of Education (MDE) will provide the digital PSAT™ 8/9 assessment as a state accountability test to eligible Grade 8 students.

When it comes to accommodations, Grade 8 students have unique needs that must be considered. To help educators navigate these considerations, College Board has created a [PSAT 8/9 Accommodations and English Learner \(EL\) Supports information guide](https://bit.ly/3MtpXGd) (<https://bit.ly/3MtpXGd>).

This informative guide contains:

- explanations of the differences between state-allowed and College Board-approved accommodations
- insight into why Services for Students with Disabilities (SSD) Coordinators may select one type of accommodation over another
- guidance on how to manage English Learner (EL) Supports for Grade 8 test takers

College Board Intent to Participate Email

On Monday, November 6, 2023, College Board will distribute its “Intent to Participate” email to schools that did not meet auto-establishment criteria for SAT/PSAT administrations or that have missing information in the Educational Entity Master (EEM).

The deadline for responding to the “Intent to Test” communication is November 22, 2023. If your school meets auto-establishment rules, you will not receive the email, and there is nothing further you need to do to indicate intent to participate. If your school has been automatically established but does not plan to administer the assessment, contact College Board immediately at (866) 870-3127 to request to be unestablished. Be ready to provide a reason for this request.

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

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



Reminder

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 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 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

Important Dates

November 2023

2023-2024 Benchmark Assessments Reporting and Funding Application

November 1 – December 1, 2023

- Complete the 2023-2024 Benchmark Assessments Reporting and Funding Application form to identify benchmark assessments administered, report on local benchmark assessments and benchmark assessments with progress monitoring, and to apply for funding.

College Board "Intent to Participate" Email Delivered

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

College Board "Intent to Participate" Response Deadline

November 22, 2023

- The deadline for responding to the intent to participate email for the MDE-provided SAT® with Essay, PSAT™ 8/9, and PSAT™ 10.

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.

Coming in 2024

Michigan School Testing Conference

February 14–15, 2024

- [Full conference details and registration form](https://bit.ly/3QhN87w) (https://bit.ly/3QhN87w)
- [Hotel registration featuring special conference rate](https://bit.ly/472c35G) (https://bit.ly/472c35G)

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)