

# Spotlight

## on Student Assessment and Accountability

### What's New

November 9, 2023

- [Changes to M-STEP Online Test Directions](#)
- [Fall 2023 Early Literacy and Mathematics Aggregate Reports Available](#)
- [Fall 2023 Early Literacy and Mathematics Benchmark Student Data Files and Aggregate Data Files](#)
- [Michigan School Index System Reports and Accountability Student Datafiles Coming Soon](#)
- [Michigan Education Research Association \(MERA\) Announces Fall Conference, November 20-21 in Frankenmuth](#)
- [Writing Skills Field Test](#)
- [College Board School Test Coordinator Webinar, Part 1](#)
- [College Board Intent to Participate Email](#)
- [College Board List of Important Dates](#)
- [ACT WorkKeys Assessments Overview](#)
- [ACT WorkKeys Completing Manage Participation](#)
- [Important Dates](#)
- [Conferences & Webinars](#)
- [Contact Us](#)

#### Changes to M-STEP Online Test Directions

- The message from the M-STEP Post-Test Administration Survey data has been consistent: the online test directions are too long.
- Responding to this feedback, the Office of Educational Assessment and Accountability has reviewed the directions for clarity and to find opportunities to shorten the directions and maximize student-friendly language. This review has resulted in several changes to the online test directions for the Spring 2024 assessment.
- The titles of the affected online directions screens – Answering Questions, Navigation, Tools, and Helpful Testing Hints – are shown below, along with a short description of the changes made to each screen:
  - **Answering Questions:** The screen text has been revised for clarity and for student-friendly language
  - **Navigation:** For clarity and brevity, references to common navigation tools, such as the cursor, have been removed; the navigation directions now only provide directions on navigating unique item types for each assessment
  - **Tools:** Tools screens have been removed from all tests
- Careful review of these pages determined that students are not likely to recall or use a tool based on the short description provided in the two or three pages of Tools directions.
- Now common tools are listed on the Helpful Testing Hints page and students are directed to access the Help link for more information.
  - » Schools that would like to provide the more detailed information about each available tool can still print and post the [MDE-Approved INSIGHT Tools poster](#) (<https://bit.ly/40znS1u>) during the test administration.
- **Helpful Testing Hints:** Slight revisions for clarity include a new bullet point regarding tools available during testing.

*(Continued on next page)*

No changes were made to the Test Security, Introduction, or Completing the Test directions; also, there have been no changes in the paper/pencil test directions.

Updates to the test directions are available to view in the [Online Tools Trainings](https://bit.ly/49n5exN) (https://bit.ly/49n5exN). **Note:** These OTTs do not include the **Test Security**, **Completing the Test**, or **Begin the Test** directions screens.

## Fall 2023 Early Literacy and Mathematics Aggregate Reports Available

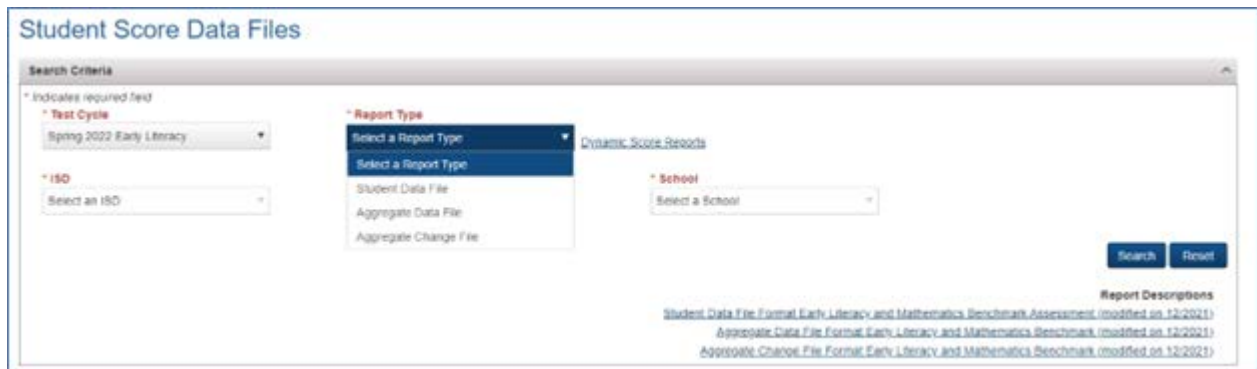
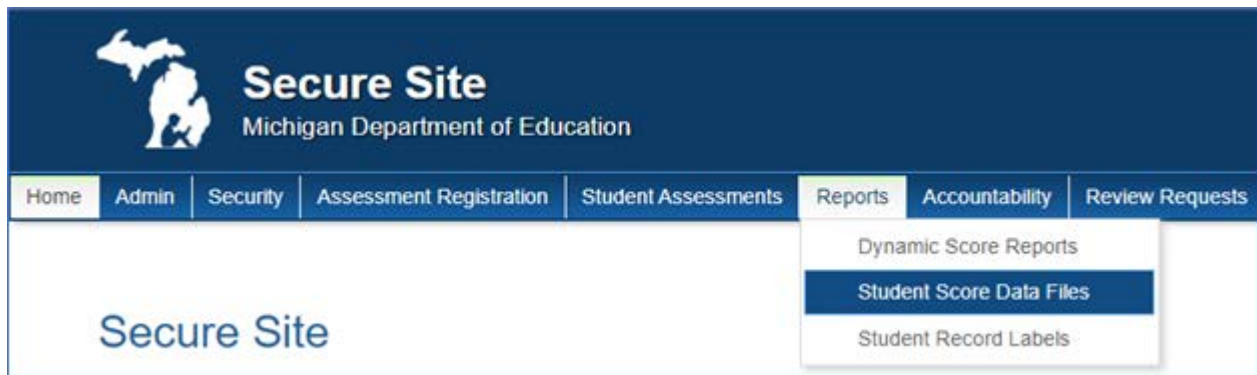
The Fall 2023 Early Literacy and Mathematics Benchmark Assessment Reports (aggregate-level) are available in the Dynamic Score Reporting System through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Detailed directions for accessing reports can be found in the [Dynamic Score Reporting Site User Guide](https://bit.ly/49r4LdR) (https://bit.ly/49r4LdR), which is located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the **Reporting** section.

Report	Description	Aggregation
<b>Demographic Report</b>	provides aggregated data displaying the number of students assessed, the mean scale score, and the mean standard deviation for all selected demographic subgroups of students by grade and content	<ul style="list-style-type: none"> <li>• School</li> <li>• District</li> <li>• State</li> </ul>
<b>Student Trend Report</b>	state- and school-aggregated mean scale scores, displaying up to three years of historical Early Literacy and Benchmark Assessment score data	<ul style="list-style-type: none"> <li>• School</li> <li>• District</li> <li>• State</li> </ul>

## Fall 2023 Early Literacy and Mathematics Benchmark Student Data Files and Aggregate Data Files

The downloadable Fall 2023 Student Data Files and Aggregate Data Files for the Early Literacy and Mathematics Benchmark assessments are now available on the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

To download your school's data files, go to the **Reports** menu and select **Student Score Data Files**. Then, choose the desired **Test Cycle** and request the **Report Type**. You will find the Early Literacy and Mathematics Benchmark Assessment Data File Format under **Report Descriptions** on the Student Scores Data Files page.



## 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](http://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://bit.ly/3FQNU6D) (<https://bit.ly/3FQNU6D>).

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

Schools will be notified directly once 2022-23 School Index reports and data are available for preview on MI School Data. Included in this direct communication will be optional, informal question and answer (Q&A) sessions dates, where a brief overview presentation will be given followed by the opportunity to ask questions or voice concerns about School Index results. The School Index Q&A Sessions will take place over Microsoft Teams.

## Michigan Education Research Association (MERA) Announces Fall Conference, November 20-21 in Frankenmuth

"Data Visualization, Emerging Technologies, and Educational Implications" is the theme for the [Michigan Education Research Association \(MERA\)](https://merainc.org) (<https://merainc.org>) Fall Conference on November 20-21, 2023, at the Frankenmuth Bavarian Inn Lodge in Frankenmuth. Attendees can expect informative presentations and networking opportunities, including:

- perspectives from a Michigan legislator
- data visualization
- leadership communication
- continuous improvement
- state student survey
- artificial intelligence
- Michigan Department of Education and MI School Data updates

[Register for the conference here](https://bit.ly/3MwxTXw) (<https://bit.ly/3MwxTXw>).

For questions regarding the conference, [email the MERA team](mailto:contactmerainc@gmail.com) ([contactmerainc@gmail.com](mailto:contactmerainc@gmail.com)).

MERA looks forward to seeing you soon!



## 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 2 - February 9, 2024**.

#### 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 to 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 13, 2023**, go to the [OEAA Secure Site](https://baa.state.mi.us/BAASecure/Login.aspx) (<https://baa.state.mi.us/BAASecure/Login.aspx>) 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](https://www.michigan.gov/mde/Services/Student-Assessment/secure-site-training) (<https://www.michigan.gov/mde/Services/Student-Assessment/secure-site-training>).

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



## CB College Board Corner

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

### WHAT'S NEW

#### School Test Coordinator Webinar, Part 1

On Tuesday, December 5, College Board will host an online **School Test Coordinator (STC) webinar** for SAT with Essay, PSAT 8/9, and PSAT 10. The 90-minute seminar will begin at 10 a.m.

Intended primarily for **School Test Coordinators**, this webinar will include information about policies, procedures, available resources, student registration, accommodations, digital readiness, and communications that will be distributed leading up to the Michigan-provided SAT with Essay and PSAT-related assessments in Spring 2024.

[Click here](https://bit.ly/4772eDZ) (https://bit.ly/4772eDZ) to register for the webinar.

**Note:** This webinar is limited to only 500 participants. If registration fills up rapidly, an extra session will be arranged. Applicants who cannot be accommodated in the December 5 session will receive an invitation to register for the additional session (if offered), based on their initial registration date.

### REMINDERS

#### College Board Intent to Participate Email

On Monday, November 6, 2023, College Board distributed 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 Participate” 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 by calling 866-870-3127 to request to be unestablished. Be ready to provide a reason for this request.

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





## What's New

### ACT WorkKeys Assessments Overview

The ACT WorkKeys assessment consists of three tests that measure real-world skills employers consider critical to job success and that increase career opportunities:

- **Applied Math** — measures critical thinking, mathematical reasoning, and problem-solving techniques for actual situations that occur in today's workplace
- **Graphic Literacy** — measures skills needed to locate, synthesize, and use information from charts, graphs, diagrams, and other sources
- **Workplace Documents** — measures skills needed to read and use written text, such as memos, letters, directions, bulletins, and policies

How a student performs on the three WorkKeys tests determines their eligibility to earn an ACT® WorkKeys® National Career Readiness Certificate® (NCRC). To earn a certificate, students must receive a level score of at least 3 out of 7 on each test. Certificates are awarded at four levels:

- **Bronze** — requires a minimum level score of 3 out of 7 on all three tests
- **Silver** — requires a minimum level score of 4 out of 7 on all three tests
- **Gold** — requires a minimum level score of 5 out of 7 on all three tests
- **Platinum** — requires a minimum level score of 6 out of 7 on all three tests

Students who earn an NCRC can [activate and print the certificate](http://www.myworkkeys.com) (<http://www.myworkkeys.com>) at no charge once they receive their paper scores.

### Standard Time Testing

Students who require no special test forms or English learner (EL) supports will test using a standard time form. Each standard time English assessment is 55 minutes, and each standard time Spanish assessment is 70 minutes.

### Accommodations Testing

Students with disabilities and/or those identified as ELs can test using accommodations and/or accessibility supports that are not intended to help the students academically during testing, but instead make interaction and communication possible and fair for every student.

The test coordinator should work with a student's IEP or 504 team, as well as a student's EL educators to determine which students qualify for ACT-allowed accommodations and supports. Students who will use accommodations and/or accessibility supports during testing must have prior experience using these tools in their regular learning. The test coordinator must retain documentation verifying that the use of an accommodation/accessibility support matches an identified need and is effective for the individual.

*(Continued on next page)*





The accommodations forms available in English are:

- extended time (time-and-a-half, double time, triple time, and multi-day testing)
- large type
- Pre-recorded audio (via a secure URL)
- UEB Braille
- Reader Script

The accommodations forms available in Spanish are:

- standard time
- extended time (time-and-a-half, double time, triple time, and multi-day testing)
- large type
- American Spanish Braille
- Pre-recorded audio (via a secure URL)
- Reader Script

For guidelines on identifying students who might benefit from taking the tests in Spanish, refer to the [MDE Supports and Accommodations Guidance Document](https://bit.ly/3FQSodt) (<https://bit.ly/3FQSodt>).

A pre-recorded audio form for Arabic-speaking students is available via a secure URL.

ACT also offers printed translated test directions in Arabic, Chinese Simplified, Chinese Traditional, French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese languages.

The accommodations forms, the Arabic-language pre-recorded audio, and the Translated Test Directions must be ordered through the Office of Educational Assessment and Accountability's [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)), from January 3 through February 14, 2024. Additional information about ordering test materials will be provided in a future Spotlight article.

Students may also benefit by testing with accessibility supports; these include:

- individual testing
- testing in small groups
- testing with interpreters, readers, or transcribers
- seating at the front of the room
- using a left-handed desk
- use of an ACT-approved word-to-word bilingual dictionary without definitions
- locally provided verbal translation of test directions

*(Continued on next page)*



Examples of ineligible modifications – those that change what the tests measure and will result in non-reportable scores to schools and students – include:

- use of dictionaries with word definitions
- use of any word-to-word dictionary not approved by ACT; refer to the [ACT-Authorized Bilingual Word-to-Word Dictionaries List](https://bit.ly/3u9z5cU) (<https://bit.ly/3u9z5cU>)

For more detailed information about ACT's accommodations, supports, and policies, refer to the [ACT WorkKeys Administration Manual - Accommodations Paper](https://bit.ly/466lCia) (<https://bit.ly/466lCia>) posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>), on the **WorkKeys on Paper** page under **Step 5: Administration**.

For all upcoming events and deadlines, reference the [ACT WorkKeys Schedule of Events](https://bit.ly/49wbZ02) (<https://bit.ly/49wbZ02>) posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>), on the **WorkKeys on Paper** page.

## 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<sup>next</sup> 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.

Detailed step-by-step instructions are provided in the [Spotlight newsletter - November 2, 2023 issue](#) (<https://bit.ly/40uONv4>) and in the ACT WorkKeys Spring 2024 Manage Participation Guide, which is located on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)).

Schools that have completed the Manage Participation process are sent to the 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](#) ([www.michigan.gov/oeaa-secure](http://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](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)

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
9	10	11	12	13

## 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 has been 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**

#### Pre-ID for Winter Early Literacy and Mathematics Benchmark Assessments

**November 13 – February 1, 2023**

- Go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to Pre-ID students for testing.

#### Pre-ID for Passage-based M-STEP Writing Field Test

**November 13 – February 8, 2023**

- Go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to Pre-ID students for testing.

#### 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.

#### M-STEP, MI-Access, SAT with Essay, PSAT 10, PSAT 8/9 Grades 8 & 9, WIDA Online Waiver Window

**Ongoing through November 22, 2023**

- The deadline to request a waiver to administer paper/pencil testing is 5:00 p.m.

### December 2023

#### ACT WorkKeys "Manage Participation" Response Deadline

**December 8, 2023**

### January 2024

#### Winter Early Literacy and Mathematics Benchmark Assessment Window

**January 2 – February 9, 2024**

#### M-STEP Passage-based Writing Field Test Assessment Window

**January 2 – February 2, 2024**

## Conferences & Webinars

### November 2023

#### 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.

- [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.
- Webinar recording available November 30, 2023

#### Michigan Education Research Association (MERA) Fall Conference

November 20 - 21, 2023

- “Data Visualization, Emerging Technologies, and Educational Implications” is the theme for the Michigan Education Research Association (MERA) annual Fall Conference at the Frankenmuth Bavarian Inn Lodge in Frankenmuth.
- [Conference Registration](https://bit.ly/3MwxTXw) (https://bit.ly/3MwxTXw)

#### 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.

### December 2023

#### College Board School Test Coordinator Webinar, Part 1

Tuesday, December 5, 2023, 10:00-11:30 a.m.

- [Registration link](https://bit.ly/4772eDZ) (https://bit.ly/4772eDZ)

### February 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"> <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)