

# Spotlight

on Student Assessment and Accountability

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### Reminder: Online Testing Waiver Window Closes November 22, 2023

All Michigan 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, you must request an online waiver** through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) **by 5:00 p.m. on Wednesday, 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 issue](#) (<https://bit.ly/40oI72S>).

## Reminders

- [Michigan School Index System Reports and Accountability Student Datafiles Coming Soon](#)
- [Michigan Education Research Association \(MERA\) Fall Conference Is Next Week](#)
- [M-STEP Passage-based Writing Skills Field Test](#)























## CB College Board Corner

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

### WHAT'S NEW

#### Important Tasks for the Spring 2024 Administration

1. College Board will present a live School Test Coordinator (STC) webinar for SAT with Essay, PSAT 8/9, and PSAT 10 on **Tuesday, December 5, 2023**. The 90-minute session will begin at 10 a.m. ET. [Click here](https://bit.ly/4772eDZ) (https://bit.ly/4772eDZ) to register for the upcoming webinar.
2. Check the Test Center Participation Page of the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](https://bit.ly/47vYqvZ) (https://bit.ly/47vYqvZ) to verify if your school is established to participate in the Spring 2024 assessments.
3. If you received the "Intent to Participate" email sent last week, **respond to it by November 22, 2023**. College Board sent the Intent to Participate communication on Monday, November 6, 2023. If you did not receive this email, your school meets auto-establishment rules, 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 to request to be unestablished, by phone at 866-870-3127 or by email to [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org). Be ready to provide a reason for your request.
4. Most schools participating in the Spring 2024 Michigan-provided assessments will use their schools as the test location. However, if you need more space, or if (for example) your school is a virtual school, you can submit an off-site testing form. [Request off-site testing](http://www.sat.org/offsiterequest) (http://www.sat.org/offsiterequest) **by Friday, March 1, 2024**. The request can be assumed to be automatically approved unless otherwise communicated by 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](mailto:michiganadministratorsupport@collegeboard.org)



## What's New

### ACT State Testing Website

The [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) has been updated for Spring 2024, including the [Schedule of Events](https://bit.ly/49wbZ02) (<https://bit.ly/49wbZ02>).

Select the **WorkKeys on Paper** tab at the top of the home page to view the **Important Dates** and **Quick Links** options, as well as the multiple ways to contact ACT and the Office of Educational Assessment and Accountability (OEAA).

The seven steps of the WorkKeys administration and their applicable resources are listed under the blue banner area. Select the number of each step to quickly access it or simply scroll down the page.

- **Step 1: Orientation** – helps you become familiar with the testing program
- **Step 2: Configuration** – provides links to systems, such as the [PearsonAccess<sup>next</sup> website](https://testadmin.act.org/) (<https://testadmin.act.org/>)
- **Step 3: Accommodation** – explains the accommodations and accessibility supports that are available for WorkKeys
- **Step 4: Preparation** – details methods of preparing for testing, including links to Facility Requirements, Training Testing Staff, Sample

Questions, and Receipt/Check-in of materials

- **Step 5: Administration** – provides guidance to successful test administration with links to documentation, including Test Administration Forms, Administration Manuals, and Calculator Policy
- **Step 6: Transportation** – helps in the return of test materials, with links to specific portions of the applicable manuals
- **Step 7: Interpretation** – provides guidance in understanding and interpreting the score reports

Many ACT WorkKeys administration materials can be accessed online using ACT's interactive publishing system. You can search for keywords, filter content, print documents, and provide feedback to ACT. The home page contains a short video providing navigation tips.



## Reminder

### Completing Manage Participation

The deadline to complete the Manage Participation process in the [PearsonAccess<sup>next</sup> website](https://testadmin.act.org/) (<https://testadmin.act.org/>) is **December 8, 2023**, regardless of previous participation. This process takes approximately five minutes, and step-by-step instructions are provided in the [Spotlight newsletter - November 2 issue](#) (<https://bit.ly/40uONv4>) and in the ACT WorkKeys Spring 2024 Manage Participation Guide, which is located on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)).

**Deadline:** You must submit your participation information by **Friday, December 8, 2023**. If you miss this deadline, you will receive periodic past-due reminders.

For all upcoming events and deadlines, refer to 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.

### 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

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

Ongoing through November 22, 2023

- The deadline to request a waiver to administer paper/pencil testing is 5:00 p.m.
- The Online Waiver form is available on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

#### [Response Deadline] College Board "Intent to Participate"

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.

#### [Pre-ID] Winter Early Literacy and Mathematics Benchmark Assessments

Ongoing through 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] M-STEP Passage-based Writing Field Test

Ongoing through 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.

### December 2023

#### [Response Deadline] 2023-2024 Benchmark Assessments Reporting and Funding Application

Ongoing through 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.

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

December 8, 2023

### January 2024

#### [Test Window] Winter Early Literacy and Mathematics Benchmark Assessments

January 2 – February 2, 2024

#### [Test Window] M-STEP Passage-based Writing Field Test

January 2 – February 9, 2024

## Conferences & Webinars

### November 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 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

#### 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)