

Spotlight

on Student Assessment and Accountability

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November 16, 2023

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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) **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/40ol72S) (<https://bit.ly/40ol72S>).

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**

Pre-ID for Winter 2023 Early Literacy and Mathematics Benchmark Assessment (K-2)

Pre-identification of students for the Early Literacy and Mathematics Benchmark Assessment (grades K-2) opened in the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) on November 13.

Students who took the Early Literacy and Mathematics Benchmark Assessment in Fall 2023 will automatically be pre-identified to the Winter 2023 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA).

If students tested in Fall 2023 and will not be testing in Winter 2024, no action is needed from schools, even if students are automatically pre-identified by OEAA.

Schools that choose to participate in the Winter 2024 assessment must pre-identify additional students for testing directly on the OEAA Secure Site using any of the following methods:

- [MSDS Copy Function](https://bit.ly/49tbAeW) (https://bit.ly/49tbAeW)
- [Pre-ID File Upload](https://bit.ly/40BpOGw) (https://bit.ly/40BpOGw)
- [Student Search](https://bit.ly/49EiOwH) – one student a time (https://bit.ly/49EiOwH)

Schools will no longer use the OEAA Secure Site to put students in online test sessions. Once students have been transferred to the Data Recognition Corporation (DRC) INSIGHT Portal starting on December 8, 2023, schools will put students into online sessions in the INSIGHT Portal.

Schools will have access to the DRC INSIGHT Portal to manage student data and test sessions starting **December 8, 2023**. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **February 1, 2023**.

Directions for all methods of pre-identification and for creating/managing Online Sessions on the OEAA Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Pre-ID for Winter 2024 M-STEP Online Passage-based Writing Field Test, Grades 3-8

Schools that will participate in the M-STEP Online Winter 2024 Passage-based Writing Field Test (grades 3-8) can start to pre-identify participating students on the [Office of Educational Assessment and Accountability OEAA Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Since this field test is optional, the OEAA will not pre-identify any students to participate in it. Schools will be responsible for pre-identifying all participating students directly on the OEAA Secure Site using any of the following methods:

- [MSDS Copy Function](https://bit.ly/3SYndVF) (https://bit.ly/3SYndVF)
- [Pre-ID File Upload](https://bit.ly/3SHIRNI) (https://bit.ly/3SHIRNI)
- [Student Search](https://bit.ly/4698mKQ) - one student at a time (https://bit.ly/4698mKQ)

Students will no longer be put into online test sessions on the OEAA Secure Site. Schools will have access to manage student data and create online test sessions in the Data Recognition Corporation DRC INSIGHT Portal starting **December 8, 2023**. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **February 8, 2024**. Directions for all methods of pre-identification on the OEAA Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (http://www.michigan.gov/securesitetraining).

Should English Learners with Disabilities Take the WIDA ACCESS for ELLs or the WIDA Alternate ACCESS for ELLs?

The Individualized Education Program (IEP) team of a student with disabilities who is also an English learner (EL) makes the decision about which summative assessment the student should take – either the WIDA ACCESS for ELLs or the WIDA Alternate ACCESS for ELLs.

When making this decision, the IEP team can follow the [WIDA Alternate ACCESS for ELLs Selection Guidance](https://bit.ly/3FWNwnc) (<https://bit.ly/3FWNwnc>).

The Office of Educational Assessment and Accountability (OEAA) does not make this decision for educators. Also, OEAA does not pre-identify (pre-ID) students to take the WIDA Alternate ACCESS for ELLs if a student has taken the assessment previously.

Educators should note that not all students with disabilities who are also ELs should take the WIDA Alternate ACCESS for ELLs. This assessment is specifically designed for ELs who have or function as if they have a significant cognitive disability.

If the IEP team makes the decision that the WIDA Alternate ACCESS for ELLs is the most appropriate assessment for the student, then educators will need to update the student's Pre-ID record when the **Pre-ID window opens in the OEAA Secure Site on December 13, 2023**. Educators will have until December 28 to update records for these students if they wish to receive appropriate WIDA materials on January 30, 2024.

WIDA Pre-ID of Students and Initial Material Order

The Office of Educational Assessment and Accountability (OEAA) will pre-identify English Learner (EL) students for the WIDA ACCESS for ELLs Spring 2023 assessment in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) on **December 13, 2023**.

This is a one-time pull from the Michigan Student Data System (MSDS), to pre-identify students who will be taking the WIDA ACCESS for ELLs. After December 13, districts and schools are responsible for pre-identifying any additional students for this assessment.

For this pull, the OEAA will use the Fall 2023 MSDS General Collection (fall student count day) and Student Record Maintenance (SRM) files that contain K-12 students identified as active English learners submitted in the MSDS through **5:00 p.m., December 4, 2023**.

Schools are urged to work with their authorized district MSDS user to ensure that the MSDS is updated by December 4. The updated information will include enrolled K-12 students who have been identified in an MSDS collection as being in an English learner (EL) program. Educators are advised to be aware of dates that may impact their ability to submit SRM files.

The Pre-ID Student Report will be available to schools on December 13, 2023, in the OEAA Secure Site. Instructions for accessing the Pre-ID Student Report and steps for pre-identifying students can be found on the [Secure Site Training](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) web page.

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It is the responsibility of the district and/or school to do the following in the OEAA Secure Site:

- Unassign students who have exited the school from the WIDA ACCESS test cycle
- Pre-identify EL students not on the Pre-ID Student Report who might be newly identified as ELs or are newly enrolled in the school
- Identify students who will need to take the paper/pencil test and change their mode of testing from online to paper/pencil
- Identify students who should take the Alternate ACCESS for ELLs and assign them to Tier T to indicate the WIDA Alternate ACCESS for ELLs (**Note:** Beginning this year, Tier T can be selected for kindergarten students.)
 - » The Tier T identification can be done for a group of students in the Mass Update Assessments page on the OEAA Secure Site.
 - » To learn more about how to identify students for the Alternate form of the WIDA ACCESS assessment, review the [Alternate ACCESS for ELLs Selection Guidance](https://bit.ly/3FWNwnc) (<https://bit.ly/3FWNwnc>).
- » A student who exits the district is to be unassigned from testing and exited from the district in the Spring 2024 MSDS general collection.
- » If a student was submitted incorrectly in MSDS as EL — that is, if they never were an EL student — the district can submit a False EL request on the WIDA Test Exception page of the OEAA Secure Site, **from December 13, 2023, through January 19, 2024**. Directions for submitting a False EL request can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Important notes:

- A student identified by the OEAA for the WIDA ACCESS for ELLs has been identified as an EL student by their current school or another school in the MSDS and was not exited from EL services.
 - » The student will be expected to test. Unassigning a student from the assessment does not remove the student from the expectation to test or from accountability calculations as an EL student. If you have questions about a student being EL, contact your district MSDS person for assistance.
 - All EL students will be pre-identified for online testing unless the school has an approved online waiver for WIDA ACCESS for ELLs. Some materials are only available as paper/pencil testing, based on grade and domain. These materials will be ordered automatically for schools and districts based on the number of students pre-identified **by 5:00 p.m., December 28, 2023**.
 - » Online schools that have some students who will be taking the paper/pencil test must change the student's record from online to paper/pencil. Directions on how to change the mode (online, paper/pencil) of testing for students are found on the Secure Site Training (www.michigan.gov/securesitetraining) web page under Mass Update Assessments.
 - » If a student's mode of testing is changed to paper/pencil testing, the tier will default to Tier B. This can be changed in the student's demographic screen, accessed through the Student Search function.

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- All students in schools that are administering the paper/pencil test (having received an approved online waiver) will be defaulted to Tier B. This can be changed if needed on the student's demographic screen, accessed through the Student Search function.
- All students pre-identified by the OEAA will be pre-identified to WIDA ACCESS for ELLs. Students who will be taking the WIDA Alternate ACCESS for ELLs will have to be changed to Tier T through the student's demographic screen, accessed through the Student Search function.
- Schools will receive printed barcode labels for the student's answer document for paper/pencil tests (if pre-identified and designated as paper/pencil) **by 5:00 p.m., December 28, 2023.**

WIDA ACCESS for ELLs Paper/Pencil Materials

For the school to receive paper/pencil materials for students at the beginning of the testing window, the students must be pre-identified in the OEAA Secure Site between **December 13 – 28, 2023**. Schools can also order WIDA ACCESS for ELLs braille and enlarged print materials directly from the Initial Material Order screen on the OEAA Secure Site during this time. All other material quantities will be based on pre-identification of students with the paper/pencil mode of testing selected.

It is important for schools to ensure their pre-identification is accurate, with students taking the WIDA Alternate ACCESS for ELLs or the paper/pencil WIDA ACCESS for ELLs correctly identified on the OEAA Secure Site, so the school will receive the appropriate paper/pencil materials. The Initial Material Order screen must also be checked to ensure the shipping address is correct. Directions for Initial Material Orders can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

WIDA Test Exceptions & False English Learner (EL) Guidance

The window for WIDA Test Exceptions will be open December 13, 2023 – January 19, 2024 in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). During this window, educators may request a waiver from the Spring 2024 WIDA ACCESS for ELLs or the Alternate ACCESS for ELLs for students with specific disabilities. All test exceptions must be applied for on an annual basis and approvals do not carry over from year to year.

At this time, an exception can be requested for a student who was incorrectly identified as an English learner (EL) in the Michigan Student Data System (MSDS). This exemption request is not to be used for students who should have been exited from EL services but were not. False EL exemptions can only be submitted for a student who has never been an EL student but was incorrectly identified as such.

Directions for submitting WIDA Test Exceptions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Quick Reference** section.

Have You Seen the Revised M-STEP Online Test Directions yet?

Revisions to the test directions are available to view in the [Online Tools Trainings](https://bit.ly/49n5exN) (https://bit.ly/49n5exN).

If your school prefers to provide the more detailed information about each available tool, print and post the [MDE-Approved INSIGHT Tools poster](https://bit.ly/40znS1u) (https://bit.ly/40znS1u).

Here's the full [Spotlight article - November 9 issue](https://bit.ly/47d3xBC) (https://bit.ly/47d3xBC) that describes the changes.

Accountability for Section 31a “At Risk” Report Now Available

Section 31a of Michigan’s School Aid Act provides funding to eligible districts for instructional and pupil support services for students who meet the “At Risk” characteristics identified in the legislation. This funding is intended to provide instructional and direct non-instructional support services for “At Risk” eligible pupils, to help them achieve regular attendance, English language arts proficiency by the end of grade 3, mathematics proficiency by grade 8, and career and college readiness by the end of grade 11.

The 2022-23 At Risk results are now publicly available at [At Risk Student](https://www.mischooldata.org/at-risk-student/) (<https://www.mischooldata.org/at-risk-student/>) in the “K-12 Grade” section of MI School Data, under “School Accountability”.

The information in the “At Risk Student” report supports efforts to reduce achievement gaps, to identify areas of challenge, and to allocate resources to support access to quality educational opportunities for all students.

For more information on Section 31a At Risk programming and technical assistance, go to the [Office of Educational Supports web page](https://www.michigan.gov/oes) (www.michigan.gov/oes) and click on “**Section 31a At-risk**” under the “**State and Federal Programs**” section.

For additional programming and technical assistance, email Dawn Carmody at carmodyd1@michigan.gov, Stephanie Holmes-Webster at holmeswebsters@michigan.gov, or Suzanne Grambush at grambushs1@michigan.gov.

For questions related to accountability for Section 31a At-risk, email Alexander Schwarz at schwarza@michigan.gov.

Questions related to Section 31a At-risk report utilization, functionality, and logging into MI School Data can be emailed to Center for Educational Performance and Information help desk at cepi@michigan.gov.

Getting Started with the Early Literacy & Mathematics Benchmark Assessments

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

Michigan users (educators) are pulled from the [Office of Educational Assessment \(OEAA\) Secure Site](https://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) into the Data Recognition Corporation (DRC) INSIGHT Portal. Students who will take the Early Literacy and Mathematics Benchmark assessments must be pre-identified (pre-ID) within the OEAA site and will then be pulled into the DRC INSIGHT Portal. In their sites within the Portal, users will have the flexibility to create test sessions, print test tickets, and monitor student testing.

Follow these steps to get started with the Early Literacy and Mathematics Benchmark assessments:

- Ensure users have DRC INSIGHT Portal accounts, if necessary; DRC INSIGHT Portal accounts are generated from roles assigned in the OEAA Secure Site
 - » Complete instructions on how to get access to the DRC INSIGHT Portal can be found on the [Secure Site Training page](https://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Security** section.
- Pre-ID participating students within the OEAA site
 - » Information on how to pre-identify students on the OEAA Secure Site can be found on the [Secure Site training page](https://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the Pre-Identification of Students section.

- Ensure student testing devices have been set up for testing by your Technology Coordinator
- Once the DRC INSIGHT Portal opens to users, create test sessions and print test tickets

(**Note:** Test tickets are to be stored in a secure location until the assessment administration.)

More information is available in the [2023–2024 Early Literacy and Mathematics Benchmark Training Presentation](https://bit.ly/3uhITTp) (<https://bit.ly/3uhITTp>).

The PowerPoint slides used in the presentation have been posted separately on the DRC INSIGHT Portal and at [2023-2024 K-2 DC BC Training Presentation](https://bit.ly/46fyfZi) (<https://bit.ly/46fyfZi>).

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 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 **Early Literacy and Mathematics Benchmark Assessments** under the administration drop-down on the **Documents** tab.

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

Getting Started with the Smarter Balanced Interim Assessments

The Smarter Balanced Interim assessments are high-quality assessments for grades 3-8 that are fully aligned to Michigan Standards and meet the requirements of [Michigan's Benchmark Assessment legislation, MCL 388.1704i](https://bit.ly/3MmHuA4) (<https://bit.ly/3MmHuA4>). These interim assessments are free to all Michigan students through funding provided by the State of Michigan.

Michigan's assessment vendor – Data Recognition Corporation (DRC) – automatically assigns Michigan users (educators) to the 2023–2024 Smarter Balanced Interim assessment administration within the DRC INSIGHT Portal. Once in their site in the Portal, users have the flexibility to add additional users, add students for testing, create test sessions, and print test tickets for the interim assessments. If there are no users listed in your site with access to the interim assessments, contact DRC to obtain necessary permissions for the current administration.

Follow these steps to get started with the Smarter Balanced Interim assessments within the DRC INSIGHT Portal:

- District/School users add other users, if applicable (If no users exist in your site, contact DRC to have them added.)
- District/School users add students under Student Management (Ensure student testing devices have been set up for testing by your Technology Coordinator.)
- Users add test sessions under Test Management
- Users score constructed responses under Educator Scoring, if applicable (Note: Educator Scoring is required for some focused Interim Assessment Blocks or IABs only)

- Users view student results under Report Delivery/View Online Results

For more information about getting started, view the [2023–2024 Smarter Balanced Interim Assessments Administration Training Presentation](https://bit.ly/47rOEvr) (<https://bit.ly/47rOEvr>).

The PowerPoint slides used in the presentation have been posted separately on the [DRC INSIGHT Portal](https://mi.drcedirect.com) (<https://mi.drcedirect.com>) and at [2023-2024 SBAC Administration Training Slides](https://bit.ly/3SG7XMD) (<https://bit.ly/3SG7XMD>).

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.drcedirect.com) (<https://mi.drcedirect.com>); select the **Documents and Training Materials** link and filter for **Smarter Balanced Interim assessments** under the administration drop-down on the **Documents** tab.

Public Comment on Michigan's One Percent Alternate Assessment (MI-Access) Waiver

The federal Every Student Succeeds Act (ESSA) caps the percentage of students who can take an alternate assessment for statewide testing at 1.0 percent of the total students tested. ESSA also allows states that may exceed the one percent cap to apply for a one-year waiver. (Michigan's alternate assessment program is MI-Access.)

The Michigan Department of Education (MDE) is formally requesting such a waiver for the Spring 2024 assessment administration. The waiver approval will allow MDE and local education agencies in the state to continue to ensure appropriate assessment selection for students with disabilities, and to further reduce participation numbers for Michigan's alternate assessment to meet the one percent cap requirement. This waiver request includes continued plans to reduce the number and percentage of students who take MI-Access as allowed under ESSA.

MDE is seeking public comment on Michigan's draft request for a waiver on the one percent cap on participation in MI-Access. **The online public comment window opens Thursday, November 16, 2023, and closes at 11:59 p.m. on Saturday, December 16.**

[View the draft waiver request](https://bit.ly/3SO2kfl) (<https://bit.ly/3SO2kfl>).

To leave a public comment, use this [online form](https://www.research.net/r/5QMZF5Z) (<https://www.research.net/r/5QMZF5Z>).

Reminders

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. 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 the [Michigan School Index](http://www.mi.gov/mde-schoolindex) (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. This direct communication will include the dates of optional, informal question and answer (Q&A) sessions that will be conducted over Microsoft Teams. During the Q&As, a brief overview of the Index will be presented, followed by the opportunity for participants to ask questions or voice concerns about School Index results.

Michigan Education Research Association (MERA) Fall Conference Is Next Week

"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.

- [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).



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!**





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. 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



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^{next} 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^{next} 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) (<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).

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
- **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

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"> 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)