

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of November 17, 2022

- Preview Now Available: 2021-22 School Accountability Reports and Accountability Student Datafiles on MI School Data
- M-STEP Passage-based Writing Field Test: Test Administration Guide Available Now
- Now Available: Lists of Important Dates for SAT with Essay, PSAT 10, PSAT 8/9, and ACT WorkKeys
- MDE Interpretive Guide to PSAT-related Reports is Now Available
- Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access
- Important Information for MME and PSAT 8/9 for Grade 8
- Pre-ID for MI-Access
- Pre-Identification for Winter 2023 M-STEP Online Passage-based Writing Field Test Grades 3–8
- Pre-Identification for Winter 2022 Early Literacy and Mathematics Benchmark Assessment (K-2)
- WIDA Pre-ID of Students and Initial Material Order
- WIDA ACCESS for ELLs Paper/ Pencil Materials
- WIDA Test Exceptions & False English Learner (EL) Guidance
- Should English Learners with Disabilities Take the WIDA ACCESS for ELLs or the WIDA Alternate ACCESS for ELLs?
- Plan Now to Attend the 2023 Michigan School Testing Conference



### Preview Now Available: 2021-22 School Accountability Reports and Accountability Student Datafiles on MI School Data

Last week, embargoed 2021-22 accountability reports and student datafiles for the Michigan School Index System became available for review to authorized MI School Data users at <https://www.mischooldata.org/school-index/>. Schools have a courtesy window of more than 10 business days to review their accountability results prior to the public release of these data. **The preview window will close on Monday, November 28, 2022, at 5:00 p.m.** Accountability results will be publicly released on MI School Data shortly after the preview window closes. Accountability results are embargoed and not to be shared until results are made publicly available on MI School Data.

### School Index Q & A Session

**Monday, November 21, 2022, 2:00 - 3:00 p.m.**

- [Download the event to your calendar \(.ics file\)](#)
- [Click here to join the meeting](#)

**Meeting ID:** 272 424 699 137 **Passcode:** mwApA2

**Or call in (audio only):** +1 248-509-0316,,914213008#

**Phone Conference ID:** 914 213 008#

During the School Index preview window, optional and informal question and answer (Q&A) sessions will be held to provide additional opportunities for schools to hear a brief overview presentation and ask questions or voice concerns. One session now remains. Use the link at the time of the event to join or download the event to your calendar.

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Authorized users of MI School Data are now able to download accountability student datafiles, and view aggregate, school-level accountability reports for the Michigan School Index System. **You MUST login in order to access School Index reports.** Once logged in, users can locate School Index reports by navigating to the **K-12 Grade** menu, selecting the **School Accountability** submenu and then clicking **School Index**. Accountability student datafiles can be accessed by navigating to the **K-12 Grade** menu, selecting the **School Accountability** submenu and then clicking **Accountability Downloads**.

**To get started, click here to review the 2021-2022 Resource Toolkit for the School Index preview window** ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability\\_Preview\\_Window\\_Resource\\_Toolkit.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/Index/Accountability_Preview_Window_Resource_Toolkit.pdf))

What's new for School Index reports and supporting materials are described and linked in the toolkit above. These resources are also available on the School Index Resources web page at: [www.mi.gov/mde-schoolindex](http://www.mi.gov/mde-schoolindex).

**Note:** State offices will be closed for the observance of Thanksgiving on November 24-25, 2022. Accountability staff will be unavailable during these days.

**Important:** The Michigan School Index system is a separate and distinct accountability system from the A-F school grading system for which you may also be anticipating results. School Grades (A-F) results are expected to be previewed and then released at a later date, prior to the end of December 2022 to meet the requirements set forth in state law [MCL 380.1280g](#).

## **M-STEP Passage-based Writing Field Test: Test Administration Guide Available Now**

The Test Administration Guide for the online M-STEP Passage-based Writing Field Test is now available on the [M-STEP web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under the What's New and Current Assessment Administration sections.

This guide provides detailed information for schools and districts administering the field test. It includes the Important Dates for participating in the field test, policies and procedures to be followed, and information about the tasks that are done before, during, and after participating in the assessment.

The Test Administration Guide also includes the Test Directions to be used by Test Administrators while administering the test.

## Now Available: Lists of Important Dates for SAT with Essay, PSAT 10, PSAT 8/9, and ACT WorkKeys

The Office of Educational Assessment and Accountability (OEAA) has made the following Spring 2023 Lists of Important Dates Google Calendars and PDF documents available on the [Michigan Merit Examination \(MME\) web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under General Information, and on the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) under Current Assessment Administration:

Assessment	Google Calendar Link	PDF Link
<b><a href="http://www.michigan.gov/mme">SAT with Essay</a></b> ( <a href="http://www.michigan.gov/mme">www.michigan.gov/mme</a> )	<b><a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/sat-google-calendar">SAT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/sat-google-calendar">https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/sat-google-calendar</a> )	<b><a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/SAT_List_of_Important_Dates.pdf">SAT</a></b> ( <a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/SAT_List_of_Important_Dates.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/SAT_List_of_Important_Dates.pdf</a> )
<b><a href="http://www.michigan.gov/psat">PSAT 10</a></b> ( <a href="http://www.michigan.gov/psat">www.michigan.gov/psat</a> )	<b><a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10">PSAT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10">https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10</a> )	<b><a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf">PSAT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf</a> )
<b><a href="http://www.michigan.gov/psat">PSAT 8/9 for grade 9</a></b> ( <a href="http://www.michigan.gov/psat">www.michigan.gov/psat</a> )	<b><a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10">PSAT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10">https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10</a> )	<b><a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf">PSAT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf</a> )
<b><a href="http://www.michigan.gov/psat">PSAT 8/9 for grade 8</a></b> ( <a href="http://www.michigan.gov/psat">www.michigan.gov/psat</a> )	<b><a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10">PSAT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10">https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/psat-grades-8-9-10</a> )	<b><a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf">PSAT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/PSAT_for_grades_9_and_10_List_of_Important_Dates.pdf</a> )
<b><a href="http://www.michigan.gov/mme">ACT WorkKeys</a></b> ( <a href="http://www.michigan.gov/mme">www.michigan.gov/mme</a> )	<b><a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/act-workkeys-google-calendar">ACT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/act-workkeys-google-calendar">https://www.michigan.gov/mde/services/student-assessment/assessment-calendars/act-workkeys-google-calendar</a> )	<b><a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/ACT_WorkKeys_list_of_Important_Dates.pdf">ACT Calendar</a></b> ( <a href="https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/ACT_WorkKeys_list_of_Important_Dates.pdf">https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/ACT_WorkKeys_list_of_Important_Dates.pdf</a> )

These lists include key test administration dates, including before-, during-, and after-test administration tasks.

The [Microsoft Excel Date File](https://www.michigan.gov/mde/services/student-assessment/assessment-calendars) (<https://www.michigan.gov/mde/services/student-assessment/assessment-calendars>) will allow users to filter and sort all state assessments for a comprehensive picture of the assessments that pertain to an individual test coordinator or school. The Microsoft Excel Date File can be accessed on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) or the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) by selecting the Important Dates Assessment Calendars graphic.

Watch the weekly Spotlight newsletter for the availability of other additional resources.

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

## MDE Interpretive Guide to PSAT-related Reports is Now Available

The Michigan Department of Education (MDE) Interpretive Guide to PSAT-related Reports will help educators understand and use the results of the Spring 2022 PSAT™ 8/9 and PSAT™ 10 assessments.

The Guide includes information about the following Student Level and Aggregate reports:

### PSAT 8/9 for Grade 8 Student Level Reports

- Individual Student Report
- Student Roster Report
- Parent Report
- Student Overview
- Student Growth and Proficiency Report

### PSAT 8/9 for Grade 8 Aggregate Level Reports

- Demographic Report
- Comprehensive Report

### PSAT 8/9 for Grade 9 and PSAT 10 Student Level Reports

- Individual Student Report
- Student Roster Report

### PSAT 8/9 for Grade 9 and PSAT 10 Aggregate Level Report

- Demographic Report

Users can view the [MDE Interpretive Guide to PSAT-related Reports](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/MDE-Interpretive-Guide-to-PSAT-related-Reports.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/MDE-Interpretive-Guide-to-PSAT-related-Reports.pdf>) on the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) under **Reporting**.

## Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access

The Office of Educational Assessment and Accountability (OEAA) will pre-identify public school students (grades 3-11) for testing in the OEAA Secure Site, using the Fall 2022 Michigan Student Data system (MSDS) General Collection and Student Record Maintenance (SRM) files submitted through **5:00 p.m. on December 30, 2022**. While SRM files are not required for students to be pre-identified, they will be used if they have been submitted. The Pre-ID Student Report will be available at **8:00 a.m. on January 4, 2023**.

The following students will be pre-identified for Spring 2023 testing:

- All students in grades 3-8 and 11 will be pre-identified for M-STEP.
  - » Students will be pre-identified as online testers unless they are enrolled in a school with an approved online waiver. Students in approved paper/pencil schools will be pre-identified for paper/pencil testing.
  - » Individual students in online schools who require a paper/pencil test may be reassigned for paper/pencil testing. Refer to the document **Changing the Mode (online, Paper/Pencil) of Testing for Students**, found in the **Pre-Identification of Students** section on the Secure Site Training web page (<http://www.michigan.gov/securesitetraining>).
  - » Since participation in the MI-Access assessments is based on a student's Individualized Education Program (IEP), schools are expected to move such students from the M-STEP to MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessment, as appropriate. Refer to the article "Pre-ID for MI-Access" on page 6 of this Spotlight for more information.

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- All students in grades 8, 9, and 10 in established PSAT schools will be pre-identified for PSAT 8, PSAT 9, or PSAT 10 test cycles.
  - » When the PSAT 8/9 and PSAT 10 is not appropriate for a student based on the student's IEP, the student should be unassigned from the assessment by 5 p.m. on February 15, 2023 to prevent additional materials from being sent.
  - » There is no alternate assessment to the PSAT 8/9 for grade 9 or PSAT 10. Students in grades 9 and 10 whose IEP indicates the PSAT is not appropriate will be exempt from testing and are to be unassigned in the Secure Site. Grade 8 students are to take the PSAT 8/9 or one of the MI-Access assessments for English language arts and mathematics, based on their IEP.
  - » The PSAT 8/9 is a single test that is administered to both grade 8 and grade 9 students. However, in the OEAA Secure Site, the test cycle is split into two, PSAT 8 and PSAT 9.
- All students in grade 11 and grade 12 who have not previously been included in accountability in an established SAT and ACT schools will be pre-identified for SAT and WorkKeys.
  - » The online document [Who Must/Can Take the MME?](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME\\_Eligibility.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf)) has been updated for Spring 2023.
  - » Schools are to unassign students who will be taking a MI-Access assessment from the SAT test cycle by **5:00 p.m. on February 15, 2023**. This process also applies if a student chooses not to take the ACT WorkKeys along with MI-Access. This will prevent additional materials being sent to the school.

This is a one-time pull from MSDS for pre-identification purposes for students taking the SAT, PSAT, WorkKeys, and M-STEP. Starting **January 4, 2023**, it is the responsibility of the district and/or school to update the Pre-ID Student Report directly on the OEAA Secure Site, by unassigning students who will not be testing and adding new students who will be testing.

All initial standard materials for SAT, PSAT, WorkKeys, M-STEP, and MI-Access, as well as barcode labels printed by the contractors, will be based on students who are pre-identified on the OEAA Secure Site by **February 15, 2023 at 5:00 p.m.** To ensure schools get the appropriate number of assessment materials, it is important to make sure your pre-identification is accurate by **5:00 p.m. on February 15, 2023**. Options and instructions for pre-identification of students can be found on the Secure Site Training web page under the Pre-Identification of Students section.



## Important Information for MME and PSAT 8/9 for Grade 8

When pre-identifying new students to the Michigan Merit Exam (MME), the students must be pre-identified to each assessment (SAT, WorkKeys, M-STEP or MI-Access science and social studies) separately. Grade 8 students must be pre-identified to the PSAT 8 and M-STEP or MI-Access for social studies and science.

The online document [Who Must/Can Take the MME?](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME\\_Eligibility.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf)) has been updated for Spring 2023.

Once a student is pre-identified to one of the assessments, the **Mass Update Assessments** page in the Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)), can be used to easily copy them over to the other assessment(s). The OEAA will pre-identify students to the required assessments, so this process only applies to students pre-identified by the school or district starting **January 4, 2023**.

Instructions specific to this task for either MME or grade 8—in the document Copy Students from One MME Component to other MME Components for Pre-Identification—can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (<http://www.michigan.gov/securesitetraining>) under **Mass Update Assessments** in the **Pre-Identification** section.

## Pre-ID for MI-Access

MI-Access is Michigan's alternate assessment, designed for students who have a significant cognitive disability, and whose IEP team has determined that general assessments, even with accommodations, are not appropriate.

Since the OEAA cannot determine which students will test using the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessments, all students will be pre-identified to M-STEP by the OEAA during the pre-identification pull from MSDS. Starting **January 4, 2023**, districts and/or schools can begin moving students from M-STEP to the appropriate MI-Access assessment and pre-identifying any additional MI-Access students in the OEAA Secure Site.

To ensure students are not inadvertently tested in both MI-Access and M-STEP, students must be unassigned from M-STEP. If a student is taking a mix of MI-Access and M-STEP, you can unassign contents from an assessment record. This can be done for a group of students at the same time using the Mass Update Assessments function on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

Instructions to Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (<http://www.michigan.gov/securesitetraining>) under **Mass Update Assessments** in the **Pre-Identification** section.

## Pre-Identification for Winter 2023 M-STEP Online Passage-based Writing Field Test Grades 3–8

Schools that are participating in the M-STEP Online Winter 2023 Passage-based Writing Field Test (grades 3-8) can start to pre-identify students on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) now. 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
- Pre-ID File Upload
- Student Search – one student a time

Students will **not** 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 DRC INSIGHT Portal starting December 9, 2022. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **February 9, 2023**. 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>).

## Pre-Identification for Winter 2022 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](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) on November 14, 2022.

Students who took the Early Literacy and Mathematics Benchmark Assessment in Fall 2022 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 2022 and will not be testing in Winter 2023, no action is needed from schools, even if students are automatically pre-identified by the OEAA.

Schools that choose to participate in the Winter 2023 assessment must pre-identify additional students for testing directly on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (<http://www.michigan.gov/oeaa-secure>) using any of the following methods:

- [MSDS Copy](https://www.michigan.gov/documents/mde/MSDS_Copy_579414_7.pdf) Function ([https://www.michigan.gov/documents/mde/MSDS\\_Copy\\_579414\\_7.pdf](https://www.michigan.gov/documents/mde/MSDS_Copy_579414_7.pdf))
- [Pre-ID File Upload](https://www.michigan.gov/documents/mde/Pre-ID_File_Upload_579415_7.pdf) ([https://www.michigan.gov/documents/mde/Pre-ID\\_File\\_Upload\\_579415\\_7.pdf](https://www.michigan.gov/documents/mde/Pre-ID_File_Upload_579415_7.pdf))
- [Student Search](https://www.michigan.gov/documents/mde/Student_Search_One_Student_at_a_Time_579416_7.pdf) – one student a time ([https://www.michigan.gov/documents/mde/Student\\_Search\\_One\\_Student\\_at\\_a\\_Time\\_579416\\_7.pdf](https://www.michigan.gov/documents/mde/Student_Search_One_Student_at_a_Time_579416_7.pdf))

Schools are to put students into [online test sessions](#) on the OEAA Secure Site through **December 5, 2022**. After December 5, students must be pre-identified on the OEAA Secure Site and then put into online test sessions in the DRC INSIGHT Portal.

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Schools will have access to manage student data and test sessions in the DRC INSIGHT Portal starting December 9, 2022. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through February 2, 2022.

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](http://www.michigan.gov/securesitetraining)).

## WIDA Pre-ID of Students and Initial Material Order

The Office of Educational Assessment and Accountability (OEAA) will be pre-identifying English learner students for the WIDAACCESS for ELLs Spring 2023 assessment in the OEAA Secure Site on **December 13, 2022**. The OEAA will use the Fall 2022 Michigan Student Data System (MSDS) General Collection (fall student count day) and Student Record Maintenance (SRM) files submitted in the MSDS through **5:00 p.m., December 5, 2022** that contain K-12 Students identified as active English learners. School are urged to work with their authorized district MSDS user to ensure that the MSDS is updated by **December 5, 2022**. This will include enrolled students (K-12) who have been identified as being in an English learner (EL) program in an MSDS collection. Educators are advised to be aware of dates that may impact their ability to submit SRMs.

This is a one-time pull from MSDS for pre-identification purposes for students taking the WIDAACCESS for ELLs. Districts and schools are responsible for pre-identifying any additional students after December 13, 2022.

The Pre-ID Student Report will be available to schools on **December 13, 2022**, in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

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 WIDAACCESS test cycle
- Pre-identify EL students who are not on the Pre-ID Student Report who might be newly identified as EL 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. This can be done in the Mass Update Assessments page on the OEAA Secure Site for a group of students. 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://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Alternate_Access_for_ELLs.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA\\_Alternate\\_Access\\_for\\_ELLs.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Alternate_Access_for_ELLs.pdf)).

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## A few important things to note:

- Instructions for accessing the Pre-ID Student Report and steps for pre-identifying students can be found on the Secure Site Training web page.
- If the OEAA pre-identifies a student for the WIDAACCESS for ELLs, the student has been identified as EL by their current school or another school in 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.
  - » A student who exits the district is to be unassigned from testing and exited from the district in the Spring 2023 MSDS general collection.
  - » If a student was submitted incorrectly in MSDS as EL, meaning they were never EL, the district can submit a False EL request on the **WIDA Test Exception** page of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) **December 13, 2022 – January 20, 2023**. Directions for submitting a False EL request can be found on the [Secure Site Training web page](http://www.michigan.gov/secure sitetraining) (<http://www.michigan.gov/secure sitetraining>).
- All EL students will be pre-identified for online testing unless the school has an approved online waiver for WIDAACCESS for ELLs. Some materials, based on grade and domain, are only available as paper/pencil testing. 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, 2022**.
  - » If you are an online school but have some students who will be taking the paper/pencil test, you will need to change the student's record from online to paper/pencil. You can find directions on how to change the mode (online, paper/pencil) of testing for students on the Secure Site Training web page under Mass Update Assessments.
  - » If you change the student to paper/pencil testing, the tier will default to Tier B. You can change this in the student's demographic screen, accessed through the Student Search function.
- 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 WIDAACCESS for ELLs. Students who will be taking the WIDA Alternate ACCESS for ELLs need to be changed to Tier T in 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, 2022**.

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

## WIDA ACCESS for ELLs Paper/Pencil Materials

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, 2022**. 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 to make sure your pre-identification is accurate and students taking the WIDA Alternate ACCESS for ELLs or the paper/pencil WIDA ACCESS for ELLs are correctly identified on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to ensure you receive the appropriate paper/ pencil materials. Also check the **Initial Material Order** screen 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) (<http://www.michigan.gov/securesitetraining>).

## WIDA Test Exceptions & False English Learner (EL) Guidance

The window for WIDA Test Exceptions is open **December 13, 2022 – January 20, 2023** in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). During this window, educators may request a waiver from the Spring 2023 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) but is not an EL student. This process is not to be used for students who should have been exited from EL services but were not. False EL requests can only be submitted for a student who has never been EL 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) (<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://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Alternate_Access_for_ELLs.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA\\_Alternate\\_Access\\_for\\_ELLs.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA_Alternate_Access_for_ELLs.pdf)).

The Office of Educational Assessment and Accountability (OEAA) does not make this decision for educators. Also, the OEAA does not pre-identify 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-identification record when the Pre-ID window opens in the OEAA Secure Site on December 13, 2022. Educators will have until December 28 to update records for these students in order to receive appropriate WIDA materials on January 30, 2023.

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

## Plan Now to Attend the 2023 Michigan School Testing Conference

The 2023 Michigan School Testing Conference (MSTC) will be held in-person on February 14-16, 2023 at the Sheraton Ann Arbor, 3200 Boardwalk Dr in Ann Arbor. In planning the 2023 conference, the feasibility of an in-person conference was carefully considered. The decision was made to offer the MSTC conference in-person, with no virtual format as was the case for in the past.

The annual MSTC consists of a day of workshops and two days of plenary and clinic sessions:

On **Tuesday, February 14, from 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m.**, eight workshops will be offered:

- Seven half-day workshops
- One full-day workshop

The conference takes place on **Wednesday, February 15, from 9:30 a.m. to 4:30 p.m.** and continues on **Thursday, February 16, from 9:30 a.m. to 4:00 p.m.** There will be 38 clinics and three keynote presentations offered:

- **Jan Chappuis** (Educational Author/Consultant) on Wednesday, February 17
- **Andy Middlestead** (Director, MDE OEAA), also on Wednesday, February 17
- **Jennifer Randall** (Professor, U-M School of Education) on Thursday, February 18

A daily registration fee providing access to the conference is being offered again this year.

[Click to view full conference details and printable registration form](https://masaonline.gomasa.org/Masaonline/Events/Event_Display.aspx?EventKey=23_MST) (https://masaonline.gomasa.org/Masaonline/Events/Event\_Display.aspx?EventKey=23\_MST)

A special hotel room rate at the conference hotel is being offered. [Click here to access room block reservations](https://www.marriott.com/event-reservations/reservation-link.mi?id=1666978584558&key=GRP&app=resvlink) (https://www.marriott.com/event-reservations/reservation-link.mi?id=1666978584558&key=GRP&app=resvlink).

## Reminders

### The Michigan Education Research Association (MERA) Fall Conference is Next Week, November 21-22

The Michigan Education Research Association (MERA) is holding their Fall 2022 MERA Conference November 21-22, 2022. The in-person conference will take place in Frankenmuth, Michigan at the [Bavarian Inn Lodge of Frankenmuth](#). The theme of the conference is Educational Evaluation.

A wide range of exceptional speakers have been lined up to share their thoughts and ideas over the two-day period. Much learning and networking is expected to take place. Additional conference and registration information (lunch included) is provided at the following [Smore link](#) (<https://www.smore.com/9wm2q>). Please send any questions regarding the conference to the [MERA team](#) ([contactmerainc@gmail.com](mailto:contactmerainc@gmail.com)).

### Now Available: Benchmark Assessments Reporting and Funding Application

The [2022-2023 Benchmark Assessments Reporting and Funding Application form](#) (<https://mdoe.state.mi.us/gems/public/QuestionnaireHome.aspx?code=i9d2tabb>) is now available through the Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS). Districts may also access this form from the Michigan Department of Education's [MDE Benchmark Assessments web page](#) ([www.michigan.gov/mdo-benchmarkassessments](http://www.michigan.gov/mdo-benchmarkassessments)) in the **What's New** section.

**The deadline for completing the form is Friday, December 2, 2022 at 5:00 p.m.** All public districts and ISDs with enrolled students in grades K-8 must complete the form.

The following resources to help districts meet the reporting and funding requirements of [Section 104h of Public Act 94 of 1979, State School Aid](#) (<http://legislature.mi.gov/doc.aspx?mcl-388-1704h>) are available on the MDE Benchmark Assessments web page:

- [2022-2023 Benchmark Assessments Reporting and Funding Application form](#) (<https://mdoe.state.mi.us/gems/public/QuestionnaireHome.aspx?code=i9d2tabb>)
- updated [Benchmark Fact Sheet and FAQ document](#) (<https://www.michigan.gov/mdo/-/media/Project/Websites/mdo/OEAA/Benchmark-Assessments/Benchmark-Assessments-Fact-Sheet-and-FAQ.pdf>)

In addition, the Michigan Data Hub (MiDataHub) held a webinar in September to provide districts with detailed information on how to submit benchmark data through the MiDataHub. The slide deck, recordings, and an FAQ document related to this webinar can be accessed from the [MiDataHub training page](#) (<https://www.midatahub.org/support/trainings/>).

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





## College Board Corner

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

### WHAT'S NEW

#### Accommodations and Supports Webinar for SSD Coordinators

Services for Students with Disabilities (SSD) coordinators can now register for the [Accommodations and Supports Webinar](https://collegeboard.zoom.us/webinar/register/WN_m6pEFFeJyQhCuQrVth8F2NA) ([https://collegeboard.zoom.us/webinar/register/WN\\_m6pEFFeJyQhCuQrVth8F2NA](https://collegeboard.zoom.us/webinar/register/WN_m6pEFFeJyQhCuQrVth8F2NA)), scheduled for 11:00 a.m. - 12:30 p.m. ET on Tuesday, December 6, 2022.

This webinar will assist new and returning SSD coordinators with the process of applying for accommodations through the SSD Online system. Webinar participants will also review administration of the SAT with Essay and PSAT-related assessments with accommodations and English Learner supports.

This optional webinar will be recorded and posted on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) approximately one week after the webinar is conducted.

### REMINDERS

#### Important Tasks for the Spring 2023 Administration

1. Check the [Test Center Participation Page of the Office of Educational Assessment and Accountability \(OEAA\) Secure Site](https://www.michigan.gov/mde/services/student-assessment/secure-site-training) (<https://www.michigan.gov/mde/services/student-assessment/secure-site-training>) to verify if your school is established to participate in the Spring 2023 assessments.

Only contact College Board if establishment is not accurate by December 19, 2022.

2. Respond to the "Intent to Participate" email communication by November 21, 2022. This communication was sent on Friday, November 4, 2022. 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. Be ready to provide a reason for requesting to be unestablished.
3. [Request off-site testing](http://www.sat.org/offsiterequest) (<http://www.sat.org/offsiterequest>), if needed, by January 20, 2023. Refer to the article in the [Spotlight - October 20 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-10-20-2022.pdf) for details (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-10-20-2022.pdf>)

#### 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)

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



## What's New

The [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) has been updated for Spring 2023, including the [Schedule of Events](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring) ([https://content.act.org/michigan/r/Schedule\\_of\\_Events\\_for\\_WorkKeys\\_-\\_Michigan\\_-\\_Spring](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring)).

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. 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 PearsonAccess<sup>next</sup><sup>TM</sup>
- **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.

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



## 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/>), regardless of previous participation, is **December 9, 2022**. This process takes approximately five minutes, and step-by-step instructions are provided in the [ACT WorkKeys Spring 2023 Manage Participation Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT_WorkKeys_Manage_Participation_Guide_-_Michigan.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT\\_WorkKeys\\_Manage\\_Participation\\_Guide\\_-\\_Michigan.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/ACT_WorkKeys_Manage_Participation_Guide_-_Michigan.pdf)) located on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)).

For all upcoming events and deadlines, refer to the [ACT WorkKeys Schedule of Events](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring) ([https://content.act.org/michigan/r/Schedule\\_of\\_Events\\_for\\_WorkKeys\\_-\\_Michigan\\_-\\_Spring](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring)) 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.

### Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET
  - » standard time: ext. 2800
  - » accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

## Important Dates

### November 2022

**College Board SAT with Essay, PSAT 10, and PSAT 8/9 Intent to Participate (Establishment) Deadline**

**November 21, 2022**

**Winter/Spring 2023 DRC INSIGHT Technology Readiness Training for Technology Coordinators**

**November 29, 2022, 11:00 a.m. – 12:30 p.m.**

- Registration link: <https://datarecognitioncorp.zoom.us/j/88161427028>

### December 2022

**2022-2023 Benchmark Reporting and Funding Application Window**

**Ongoing through December 2, 2022, 5:00 p.m.**

- Complete the [2022-2023 Benchmark Reporting and Funding application form](https://mdoe.state.mi.us/gems/public/QuestionnaireHome.aspx?code=i9d2tabb) (<https://mdoe.state.mi.us/gems/public/QuestionnaireHome.aspx?code=i9d2tabb>) to identify benchmark assessments administered, report on local benchmark assessments and benchmark assessments with progress monitoring, and to apply for funding

**College Board Webinar: Accommodations and Supports Overview for SAT with Essay, PSAT 8/9, and PSAT 10**

**December 6, 2022, 11:00 a.m. - 12:30 p.m.**

- [Register for the Accommodations and Supports Webinar](https://collegeboard.zoom.us/webinar/register/WN_m6pEFcJyQhCuQrVth8F2NA) ([https://collegeboard.zoom.us/webinar/register/WN\\_m6pEFcJyQhCuQrVth8F2NA](https://collegeboard.zoom.us/webinar/register/WN_m6pEFcJyQhCuQrVth8F2NA))

**“Ask OEAA LIVE” Event: 1% Cap on Alternate Assessments**

**December 6, 2022, 3:30 – 4:00 p.m.**

- Join the event using this link: <http://bit.ly/3WURnZs>

**WIDA ACCESS Online Overview Webinar**

**December 7, 2022, 9:30 – 11:00 a.m.**

- Registration link: <https://access-for-ells-online-overview-webinar.eventbrite.com>

**ACT WorkKeys Manage Participation Window**

**Ongoing through December 9, 2022**

**WIDA Assessments Off-Site Test Administration Window; includes WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs**

**December 12, 2022 – March 23, 2023**

## Contacts

### 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)

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