

Learn, Share, & Discover: Information and Ideas about Student Assessment at the 2024 Michigan School Testing Conference

The 2024 Michigan School Testing Conference (MSTC) will be held in-person February 13-15, 2024, at the Ann Arbor Sheraton Hotel. Participants can expect to prepare for the Spring 2024 state assessments by developing a deep understanding of the assessments and assessment practices to implement at the classroom, school, and district levels. The MSTC will include seven workshops on February 13. Three keynote presentations and 36 clinic sessions are offered during the February 14-15 conference.

Workshops, February 13

One full-day and six half-day workshops are offered on Tuesday, February 13. These workshops deal with various assessment issues that require "hands-on" experience and demand more time than available in the conference clinic sessions. Workshop registration fees vary (based on several factors), and only participants registered for the workshop will be permitted to attend. Extensive materials are provided for workshop participants. SCECH credits are available for each workshop.

Conference, February 14 & 15

The conference offers 36 clinic sessions and three keynote presentations. The conference sessions cover a wide range of assessment, teaching and learning topics. These include:

- Overviews of Michigan assessments, including Michigan Merit Examination, ELA, Mathematics, Science, and Social Studies
- Updates on assessment security, College Board Digital Assessment (PSAT-SAT), MI-Access, M-STEP Online Reporting System, and WIDA

- Collaborations with Mi Read, MiLearn, FAME (Formative Assessment for Michigan Educators), MALFA (Michigan Assessment Literacy Facilitators Association)
- Formative Assessment, Qualitative Assessment
- Equity in Assessments and Grading
- Using assessment data, school accountability, and more

Keynote presentations include:

- **Opening Keynote Presentation**
 - » "Rigor by Design: Laying the Foundation for Deeper Learning & Assessing"
 - » Karin Hess, Author/Consultant, Educational Research in Action
 - » Wednesday, February 14, 9:00 a.m.
 - » Sponsor: College Board
- **Luncheon Speaker**
 - » "What's Next with Michigan's Assessments!?"
 - » Andy Middlestead, Director, Michigan Department of Education, Office of Assessment and Accountability
 - » Wednesday, February 14, 11:45 a.m.
 - » Sponsor: Smarter Balance
- **Frank B. Womer Invitational Keynote Presentation**
 - » Content-Referenced Growth and Formative Assessment"
 - » Derek Briggs, Professor, University of Colorado
 - » Thursday, February 15, 9:30 a.m.
 - » Sponsor: Curriculum Associates

(Continued on next page)



Reminders

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>).

Read the full [Spotlight article - November 9 issue](https://bit.ly/47d3xBC) (<https://bit.ly/47d3xBC>) that describes the changes.

2023-24 Annual Education Report (AER) Coming Soon

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) are finalizing the data and materials for schools to use in publishing the Annual Education Report (AER). It is anticipated that 2022-23 AER data and materials necessary for the creation of 2023-24 AERs will be available in preview for schools in December at www.MISchoolData.org. Once available for preview, school/district users can log in to MI School Data to review their reports.

Note: Report information, cover letter templates, and combined report data currently located on the Annual Education Report section at MISchoolData.org have not yet been updated to reflect the materials to be used for the 2023-24 school year AERs. MDE will be providing these materials and additional AER information when the AER is available in preview.

Michigan School Grades Reports Coming Soon

Per state law (MCL 380.1280g), the Michigan Department of Education (MDE) will make 2022-23 Michigan School Grades reports available for schools to preview on [MI School Data](http://www.mischooldata.org) (www.mischooldata.org) in the next few weeks.

Authorized users of MI School Data will soon be able to preview school-level Michigan School Grades reports before results are released publicly later in December. In order to preview school results, authorized individuals need to log into MI School Data. The preview window is offered as a courtesy to schools so that they are prepared to communicate to their communities about their performance when these data are made public. Appeals and requests to clean up data will not be considered at this time. Schools were offered the opportunity to correct data errors prior to this preview window.

We encourage you to review the informational guides and other helpful resources available for the [Michigan School Grades System](http://www.michigan.gov/mde-schoolgrades) (www.michigan.gov/mde-schoolgrades).

The state law governing School Grades, MCL 380.1280g was repealed by Act 34 of 2023 and as such, the 2022-23 results will be the last report released.



Reminders

Last Chance: 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 is open through 11:59 p.m. on Saturday, December 16.**

- A draft of the [One-Percent Cap Waiver Request](https://bit.ly/3SO2kfL) (<https://bit.ly/3SO2kfL>) is available online.
- [Public comments](https://bit.ly/3Glo76S) (<https://bit.ly/3Glo76S>) can be made online.



Writing Skills Field Test

Preparation for Passage-based Writing

The Michigan Department of Education (MDE) is looking for schools to participate in an M-STEP online Passage-based Writing Field Test **January 2 - February 9, 2024**.

Why have a stand-alone field test?

Field tests are used to check the adequacy of testing procedures and statistical characteristics of new test items by testing them in the field before they appear on an actual assessment. This test follows the same setup and security as the M-STEP. The field test helps to ensure that the items we are putting on the M-STEP are high quality. And, the more writing exposure your students receive, the more improvement you will see!

Who can participate?

Students in grades 3-8 can participate in field-testing items written by Michigan authors for Michigan's state assessments.

What is involved?

During the field test, students will read one passage, either literary or informational, from a variety of genres as prescribed by the standards. Students will then answer five multiple choice questions and respond to a writing prompt, which includes a checklist of components found in a well-written essay. They will not receive a score but will have an opportunity to prepare for the M-STEP and to use the checklist to improve their writing skills in the testing environment.

Where will it take place?

The online field test will take place in your school on computers.

When do I sign up?

Beginning November 13, 2023, go to the [OEAA Secure Site](https://baa.state.mi.us/BAASecure/Login.aspx) (<https://baa.state.mi.us/BAASecure/Login.aspx>) to Pre-ID students for testing. For information about how to Pre-ID students for testing or how to gain access to the Secure Site, go to the [Secure Site Training Site](https://www.michigan.gov/mde/Services/Student-Assessment/secure-site-training) (<https://www.michigan.gov/mde/Services/Student-Assessment/secure-site-training>).

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



CB College Board Corner

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

WHAT'S NEW

2023-24 College Board Coordinator Implementation Handbook for SAT with Essay, PSAT 8/9, and PSAT 10

The [2023-24 Coordinator Implementation Handbook for SAT with Essay, PSAT 10, and PSAT 8/9](https://bit.ly/3uPN6gh) (<https://bit.ly/3uPN6gh>) is now available.

Review the Implementation Handbook for a high-level overview of the Spring 2024 testing administration, including a high-level overview of the implementation components and timeline of the SAT with Essay, PSAT 8/9, and PSAT 10.

More detailed information regarding the test administration will be provided in the Test Coordinator and Proctor Manuals that College Board will provide in late January–early February 2024.

College Board Newsletter

On November 28, College Board sent its first monthly newsletter to district test coordinators and primary school test coordinators. Beginning this month, the newsletter will be sent on the second Tuesday of each month.

The [November Monthly Newsletter](https://bit.ly/3TcfYJC) (<https://bit.ly/3TcfYJC>) can be viewed online.

If you think you should have received the newsletter but did not, please check your email spam folder. In addition, bear in mind that the November newsletter was sent while establishment activities were still in process. The December newsletter will be sent to a more finalized list. If you do not receive it, and are unable to locate it in your spam or junk folder, contact michiganadministratorsupport@collegeboard.org for assistance.

CB College Board Corner

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

College Board Trainings

To support the Spring 2024 testing administration, College Board is offering several online trainings between now and March 2024. Please register today for training sessions that are pertinent to your test staff role.

Testing staff will have two live options for participation in each College board webinar. The content in the repeat session will mirror the first, and recordings of all trainings will be available online at www.michigan.gov/mme and www.michigan.gov/psat for on-demand access at this link: [webinar recording](https://bit.ly/47xzncn) (<https://bit.ly/47xzncn>).

Training/Registration Link	Audience	Date	Time
Technical Readiness Webinar [Option 1] (https://bit.ly/3Rb92tl)	<ul style="list-style-type: none"> Technology Coordinators Test Coordinators 	Wednesday, January 10, 2024	1:00 - 2:00 p.m.
Technical Readiness Webinar [Option 2] (https://bit.ly/3Ryvvt0)	<ul style="list-style-type: none"> Technology Coordinators Test Coordinators 	Tuesday, January 16, 2024	1:00 - 2:00 p.m.
SSD/Accommodations Webinar [Option 1] (https://bit.ly/3Re5CGE)	<ul style="list-style-type: none"> SSD Coordinators Test Coordinators 	Wednesday, January 17, 2024	1:00 - 2:30 p.m.
SSD/Accommodations Webinar [Option 2] (https://bit.ly/3t69j9i)	<ul style="list-style-type: none"> SSD Coordinators Test Coordinators 	Wednesday, January 24, 2024	1:00 - 2:30 p.m.
School Test Coordinator Webinar, Part 2 [Option 1] (https://bit.ly/3t5qK9X)	<ul style="list-style-type: none"> School Test Coordinators 	Thursday, March 7, 2024	10:00 - 11:30 a.m.
School Test Coordinator Webinar, Part 2 [Option 2] (https://bit.ly/47Xxgym)	<ul style="list-style-type: none"> School Test Coordinators 	Wednesday, March 13, 2024	1:00 - 2:30 p.m.

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

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



Reminder

Completing Manage Participation

Each school's WorkKeys Test Coordinator must indicate their school's WorkKeys participation status - either Participating or Not Participating - in the [PearsonAccess^{next} website](https://testadmin.act.org/) (<https://testadmin.act.org/>) **by tomorrow, December 8, 2023**, regardless of previous participation.



This process takes approximately five minutes; step-by-step instructions are provided in the [Spotlight newsletter - November 2, 2023 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).

All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

If your school will participate in the WorkKeys assessments in Spring 2024, you must select the week in which you prefer to receive test materials. Be sure to select a week your school will be in session and not during spring break.

If your school will not participate this spring, complete the **Not Testing** section to be removed from future communications for the current academic year.

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

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

Important Dates

December 2023

ACT WorkKeys Manage Participation Process
[Response Deadline]

December 8, 2023



College Board Off-site Testing Request for Spring 2024 [Response Deadline]

Ongoing through March 1, 2024

- If your school is covered under a state contract in spring 2024, you must submit the [Off-site Testing Request Form](https://bit.ly/3N6ldXB) (<https://bit.ly/3N6ldXB>) and ensure that all off-site testing location(s) meet the digital testing policies and technical requirements.

WIDA Initial Material Order
[Response Deadline]

December 13 – 28, 2023, by 5:00 p.m.

- For WIDA ACCESS for ELLs
- Braille and Enlarged Print
- Requests should be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

WIDA Pre-Identification of Students for Barcode Labels [Response Deadline]

December 13 – 28, 2023, by 5:00 p.m.

- For WIDA ACCESS for ELLs
- Requests should be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

WIDA Pre-Identification of Students as Tier T for Barcode Labels [Response Deadline]

December 13 – 28, 2023, by 5:00 p.m.

- For WIDA Alternate ACCESS for ELLs
- Requests should be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

WIDA Off-site Test Administration Request [Response Deadline]

December 12 – March 21, 2024

- Includes WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs
- Requests should be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

January 2024

Winter Early Literacy and Mathematics Benchmark Assessments [Test Window]

January 2 – February 2, 2024

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

January 2 – February 9, 2024

Conferences & Webinars

December 2023

College Board School Test Coordinator Webinar, Part 1

Tuesday, December 12, 2023, 1:00 - 2:00 p.m.

- This is a **repeat of the December 5 webinar**
- [Registration link](https://bit.ly/47FcUtV) (https://bit.ly/47FcUtV)

January 2024

College Board Technical Readiness Webinar

Wednesday, January 10, 2024, 1:00 - 2:00 p.m.

- Intended for technology coordinators and testing coordinators, this webinar will cover topics such as Test Day Toolkit, Bluebook, Application Updates, Customer Support, School Networks, and Digital Readiness.
- [Registration link](https://bit.ly/3Rb92tl) (https://bit.ly/3Rb92tl)

College Board Technical Readiness Webinar

Tuesday, January 16, 2024, 1:00 - 2:00 p.m.

- This is a **repeat of the January 10 webinar** listed above
- [Registration link](https://bit.ly/3Ryvvt0) (https://bit.ly/3Ryvvt0)

College Board SSD/Accommodations Webinar

Wednesday, January 17, 2024, 1:00 - 2:30 p.m.

- Intended for Test Coordinators and Services for Students with Disabilities (SSD) Coordinators, will provide information to help schools prepare to administer the SAT School Day to students with accommodations and supports. Topics will include test dates, staff responsibilities, key dates/deadlines, how to enter accommodation requests in SSD Online, EL Supports, and viewing accommodations in Test Day Toolkit.
- [Registration link](https://bit.ly/3Re5CGE) (https://bit.ly/3Re5CGE)

College Board SSD/Accommodations Webinar

Wednesday, January 24, 2024, 1:00 - 2:30 p.m.

- This is a **repeat of the January 17 webinar** listed above
- [Registration link](https://bit.ly/3t69j9i) (https://bit.ly/3t69j9i)

(Continued on next page)

Conferences & Webinars

February 2024

Michigan School Testing Conference

February 14 – 15, 2024

- Conference registration is now open. **Early Bird Registration is available through January 14, 2024.**
 - » [Full conference details and a printable registration form](https://bit.ly/3QhN87w) (https://bit.ly/3QhN87w)
 - » [Register online](https://gomasa.org/mstc24) (gomasa.org/mstc24)
- A hotel block is available at the Sheraton Ann Arbor from February 13 to February 15. The room rate is \$136/night. **Last Day to Book: Thursday, February 1, 2024.**
 - » [Ann Arbor Sheraton Hotel - special conference room rate & reservations](https://bit.ly/472c35G) (https://bit.ly/472c35G)

March 2024

College Board School Test Coordinator Webinar, Part 2

Thursday, March 7, 2024, 10:00 - 11:30 a.m.

- Intended primary for school test coordinators, this session will provide details about test-day preparation, test administration, policies and procedures, deadlines, resources, and an extended opportunity for Q&A.
- [Registration link](https://bit.ly/3t5qK9X) (https://bit.ly/3t5qK9X)

College Board School Test Coordinator Webinar, Part 2

Wednesday, March 13, 2024, 1:00 - 2:30 p.m.

- This is a **repeat of the March 7 webinar** listed above. A second webinar is scheduled to accommodate all registrants.
- [Registration link](https://bit.ly/47Xxgym) (https://bit.ly/47Xxgym)

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 all 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)