

Spotlight

on Student Assessment and Accountability

What's New

Week of December 8, 2022

- Michigan School Grades Reports Coming Soon
- 2022-23 Annual Education Report (AER) Preview Coming in December
- Spring 2023 Assessment Initial Material Orders
- WIDA ACCESS for ELLS Pre-Identification/Material Order Reminder
- WIDA Alternate ACCESS for ELLs Field Test
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- Required WIDA Assessment Courses and Webinars Available in WIDA Secure Portal
- WIDA AMS Test Setup Window Opening
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- Educators Needed for Writing Skills Field Test
- Plan Now to Attend the 2023 Michigan School Testing Conference
- All District/PSA 1% Cap on Alternate Assessment Justification Forms are due December 12

Michigan School Grades Reports Coming Soon

Per state law (MCL 380.1280g), the Michigan Department of Education (MDE) will make 2021-22 Michigan School Grades reports available for schools to preview on [MI School Data](http://www.mischooldata.org) (www.mischooldata.org) next week.

Authorized users of MI School Data will soon be able to preview school-level Michigan School Grades reports before results are released publicly later this month. 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 at www.michigan.gov/mde-schoolgrades.

2022-23 Annual Education Report (AER) Preview Coming in December

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 2021-22 AER data and materials necessary for the creation of 2022-23 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.

Please note that 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 2022-23 school year AERs. MDE will be providing these materials and additional AER information when the AER is available in preview.

Spring 2023 Assessment Initial Material Orders

Standard materials are ordered for schools/districts based on the pre-identification of students to assessments in the Office of Educational Assessment and Accountability [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). See the [Spotlight newsletter - November 17 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-11-17-2022.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-11-17-2022.pdf) for details on pre-identification. Nevertheless, it is important for schools/districts to access the Initial Material Order page on the OEAA Secure Site. Once there, school/district users can take the following steps:

1. Verify that both the assessment coordinator's name and shipping address are correct
2. Verify or enter the quantity of materials needed for administering the assessment, including accommodated materials
3. If needed, select an alternate shipping date for M-STEP and MI-Access paper/pencil materials

Important Note: Assessment materials are shipped to the address of the assessment coordinator that appears in the EEM, not to the building address. If the address and/or coordinator name on the Initial Material Order page is incorrect, it must be corrected in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) by the authorized district EEM user by **February 15, 2023 at 5:00 p.m.**

If you don't know who your authorized district EEM user is, use the District and School Contact page on the OEAA Secure Site to locate the name and contact information.

Instructions for Initial Material Orders can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Material Ordering** section.

SAT, PSAT 8/9, and PSAT 10

Initial material orders for SAT, PSAT 8/9, and PSAT 10 Standard Test Booklets will be based on the number of students pre-identified on the OEAA Secure Site by **February 15, 2023 at 5:00 p.m.**

Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the **Initial Material Orders** page of the OEAA Secure Site. The quantity of Standard Test Booklets shipped can only be adjusted by pre-identifying additional students and unassigning students from testing.

ACT WorkKeys

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by **February 15, 2023 at 5:00 p.m.** Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the **Initial Material Orders** page by **February 15, 2023 at 5:00 p.m.**

The projected number of Standard Time, Regular Print materials that will be sent based on pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

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

M-STEP

Initial material orders for standard test booklets for M-STEP will be based on the number of students pre-identified as paper/pencil testers on the OEAA Secure Site by **February 15, 2023 at 5:00 p.m.** Accommodated materials (if needed) must be ordered through the OEAA Secure Site on the **Initial Material Orders** page by **February 15, 2023 at 5:00 p.m.**

Schools testing online will receive the M-STEP Online Test Administrator's Directions and Manual and graph paper (for grades 6 and 7) based on the number of students pre-identified. Schools will not be able to see this order on the Initial Material Order screen and do not need to place an order for these items.

MI-Access Functional Independence (FI)

Initial material orders of standard test materials for MI-Access FI will be based on the number of students pre-identified for paper/pencil on the OEAA Secure Site by **February 15, 2023 at 5:00 p.m.** This includes English Language Arts: Expressing Ideas (available in paper/pencil only) for all students who are pre-identified for testing. FI Accommodated materials (if needed) must be ordered through the OEAA Secure Site on the **Initial Material Orders** page by **February 15, 2023 at 5:00 p.m.**

Important Note: If you enter an order for accommodated materials for M-STEP and/or MI-Access FI on the Secure Site and save the order, the number of Standard Test Booklets for paper/pencil testing will also save and will not continue to update based on the pre-identification. If needed, you can manually adjust the number of standard test booklets for MI-Access FI directly on the initial material order page through **February 15, 2023 at 5:00 p.m.**

MI-Access Supported Independence (SI) and Participation (P)

Since the MI-Access SI and P assessments will be administered one-on-one to students and their responses will be entered into the Online Answer Document by the school, separate materials are not needed for each student. Schools will be sent one set of test administration materials for every five students pre-identified to SI and P assessments. If your school would like more than one set for every five students, you can enter the number of assessment administrators who will be administering the SI and P assessments on the **Initial Material Order** page by **February 15, 2023 at 5:00 p.m.**

WIDA ACCESS for ELLS Pre-Identification/ Material Order Reminder

The Office of Educational Assessment and Accountability (OEAA) will pre-identify enrolled K-12 students who have been identified as English learner students in the Michigan Student Data System by **December 5** for the WIDA ACCESS for ELLs. The Pre-ID Student Report and pre-identification of additional students will open on **December 13, 2022.**

It is important for schools to identify students who will be taking the WIDA Alternate ACCESS and, if necessary, change them to Tier T in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

All English learner students must be pre-identified on the OEAA Secure Site for either online testing or paper/pencil testing, to ensure they are transferred to WIDA AMS for online management or to receive paper/pencil materials and printed barcode labels.

Please see the [Spotlight newsletter - November 17, 2022 issue](#) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-11-17-2022.pdf>) for full details.

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WIDA Alternate ACCESS for ELLs Field Test

The WIDA Alternate ACCESS for ELLs assessment is getting a revamp! This important redesign work, which will involve a field test of the revamped assessment, is necessary for several reasons. These are:

- to expand the assessment to align more fully to the WIDA standards
- to include kindergarten students in the range of grade levels assessed by the Alternate ACCESS for ELLs, as required by the federal Every Student Succeeds Act (The current version of the Alternate ACCESS for ELLs is only administered to students in grades 1-12.)
- to help create a brand-new alternate screener for a more appropriate identification process for potential English learners who may also have significant cognitive disabilities

During the field test, all students in grades 1-12 who are identified in the Office of Educational Assessment and Accountability (OEAA) Secure Site to take the Alternate ACCESS for ELLs during the pre-identification/initial material barcode window (December 13 – 28, 2022) will automatically receive a field test booklet and corresponding materials on February 7, 2023. The district will also receive an estimated quantity of kindergarten materials. Students who will participate in the field test will first be required to take their regularly scheduled WIDA Alternate ACCESS for ELLs assessment; they may then complete the field test after they complete their regular WIDA Alternate ACCESS test.

The field test window opens on Tuesday, February 14, 2023 and closes on Friday, April 7, 2023. This window overlaps with the regular WIDA ACCESS and WIDA Alternate ACCESS for ELLs testing window, which is scheduled to open on Monday, February 6, 2023 and to close on Friday, March 24, 2023. The OEAA urges districts to provide as much time as possible between assessments to reduce the effects of testing fatigue among students.

Additional information about the field test can be found in the Information on [2022-23 Alternate ACCESS for ELLs Field Test](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA-Alternate-ACCESS-Field-Test-Information.pdf) document (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/WIDA-Alternate-ACCESS-Field-Test-Information.pdf>).

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). 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.

Note: This process is not used to request waivers for students due to COVID-19 related reasons.

For more information on WIDA Test Exceptions, refer to the WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Test Exceptions and False EL Guidance document found on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida). An updated document for this school year will be available in the coming weeks. Directions for submitting WIDA Test Exceptions can be found on the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining) under the Quick Reference section. For questions about how to submit WIDA Exceptions, contact the Assessment and Accountability Call Center at 1-877-560-8378 (select Option 3) or email mde-oeaa@michigan.gov.

Required WIDA Assessment Courses and Webinars Available in WIDA Secure Portal

Educators planning to administer and/or score the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs assessments must complete the appropriate Assessment Training Courses in their [WIDA Secure Portal](https://wida.wisc.edu/login) (<https://wida.wisc.edu/login>) account.

Some educators who have completed the trainings in previous years may be required to go through the courses again. These include those who will be administering:

- the paper/pencil form of the assessment and scoring the Speaking domain; they are required to complete these screeners (as appropriate): Speaking for Grades 1-5: Scoring ACCESS Paper and WIDA Screener and/or the Speaking for Grades 6-12: Scoring ACCESS Paper and WIDA Screener
- the WIDA Alternate ACCESS for ELLs assessment; they are required to complete the Alternate ACCESS for ELLs: Administration and Scoring course

Recordings of Michigan-specific webinars that were held in Fall 2022 are also available in the [WIDA Secure Portal](https://wida.wisc.edu/login) (<https://wida.wisc.edu/login>). The recordings can be accessed by logging into your WIDA Secure Portal account, selecting “**Webinars**”, and then filtering by “**Format**” for “**Recorded**” types of webinars.

Note: Viewing these webinars does not substitute for completion any needed Assessment Training Courses; however, unlike the WIDA Assessment Training Courses, the webinars provide some Michigan-specific information.

WIDA AMS Test Setup Window Opening

The Test Setup Window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs opens on **Friday, January 6, 2023** and closes March 24, 2023. The Test Setup allows you to view students being assessed and to modify test sessions in [WIDA AMS](https://www.drctdirect.com/all/eca-portal-v2-ui/#/login/WIDA) (<https://www.drctdirect.com/all/eca-portal-v2-ui/#/login/WIDA>). If you are administering ACCESS for ELLs online, you must make sure your students are entered in the appropriate test sessions.

Students for whom pre-identification data was submitted by December 28, 2022 will automatically be placed into generic test sessions based on grade cluster and domain; these sessions will be available for review on January 6, 2023. To view the test sessions, log into WIDA AMS, click on **Test Management** and then click on **Manage Test Sessions**. This view, which can be filtered by a specific district or school, displays the status of the test session: Not Started, In Progress, or Completed.

For detailed instructions on Test Setup, refer to the *WIDA Assessment Management System (WIDA AMS) User Guide*, located in WIDA AMS under **My Applications > General Information > Documents**.

Reminder for 2022/23 online testing: With Central Office Services - Service Devices (COS-SD), the Technology Coordinator or other designated staff member is required to check and verify that the test content is downloaded and updated for the most current assessment administrations. For the 2022-2023 school year, administrations for EWD004 - WIDA ACCESS for ELLs, EWD008 - WIDA Screener, and EWD372 - Sample Items must be checked and downloaded under *Content Management* for each active COS Configuration in Central Office Services.

For detailed information regarding COS – including how to configure, install, manage, and troubleshoot the COS-SD – review the *Technology User Guide* located in [WIDA AMS](https://www.drctdirect.com/all/eca-portal-v2-ui/#/login/WIDA) (<https://www.drctdirect.com/all/eca-portal-v2-ui/#/login/WIDA>) under **My Applications > General Information > Documents**.

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Winter 2022 Assessment Literacy Reading List

Hoping to get a little reading in over Winter Break? This might be the perfect time to learn more about what it means to be “assessment literate.” We here at the Michigan Department of Education can recommend a few selections on Assessment Literacy that are the go-to resources for us, and occasionally are the focus of our own book studies.

- **[Ten Assessment Literacy Goals for School Leaders](https://us.corwin.com/en-us/nam/ten-assessment-literacy-goals-for-school-leaders/book274134) (<https://us.corwin.com/en-us/nam/ten-assessment-literacy-goals-for-school-leaders/book274134>) (May 2021) by Steve Chappuis, Susan M. Brookhart, and Jan Chappuis**

This book guides you and your leadership team through 10 assessment literacy goals with practical content, “how-to’s,” success indicators, and activities to extend and process learning. You will come away understanding the attributes of comprehensive and balanced assessment systems, the necessity for clear academic achievement targets, and why assessment quality is essential.

- **[Assessing English Language Learners: Bridges to Educational Equity: Connecting Academic Language Proficiency to Student Achievement](https://www.amazon.com/Assessing-English-Language-Learners-Educational/dp/1483381064) (<https://www.amazon.com/Assessing-English-Language-Learners-Educational/dp/1483381064>) (April 2016) by Margo Gottlieb**

This book is a great teacher resource to help understand the complex landscape of assessment for English learners. It provides engaging real-world scenarios, reflection questions, and practical tools to help educators increase knowledge about ELs while also improving assessment literacy for these students from the classroom to state tests

- **[Advancing Formative Assessment in Every Classroom: A Guide for Instructional Leaders](https://www.amazon.com/Advancing-Formative-Assessment-Every-Classroom/dp/1416609113) (<https://www.amazon.com/Advancing-Formative-Assessment-Every-Classroom/dp/1416609113>) (2022) by Connie Moss and Susan M. Brookhart**

In this practical guide for school leaders, authors Connie M. Moss and Susan M. Brookhart define formative assessment as an active, continual process in which teachers and students work together—every day, every minute—to gather evidence of learning, always keeping in mind three guiding questions: Where am I going? Where am I now? What strategy or strategies can help me get to where I need to go?

- **[Standards-based Learning in Action: Moving from Theory to Practice](https://www.solutiontree.com/standards-based-learning-in-action.html) (<https://www.solutiontree.com/standards-based-learning-in-action.html>) (2018) by Tom Schimmer, Garnet Hillman, and Mandy Stalets**

Learn how to overcome the knowing-doing gap in standards-based learning systems and move toward unpacking the standards and learning targets your students need.

Formative

Interim

Summative

Focus on Assessment Literacy

Put Into Practice

Consider joining other educators from around the state to participate in Michigan Assessment Consortium's "MAC Reads 2022!" book study. This year's selection is *Ten Assessment Literacy Goals for School Leaders*, which will help you and other educators in your school or district to advance your understanding of assessment, so you can accurately measure learning; practice effective formative assessment strategies; and ensure and maintain a comprehensive and balanced assessment system.

You may also consider registering for the culminating author webinar that will take place on March 6, 2023, 4:00 to 6:00 p.m. One of the book's authors, Jan Chappuis, will discuss how the book and its extensive resources can help you integrate high quality assessment practices and use student assessment information to inform and improve instruction. For more information and to register for the webinar, go to the [MAC Reads! web page](https://www.michiganassessmentconsortium.org/event/mac-reads-2022/) (https://www.michiganassessmentconsortium.org/event/mac-reads-2022/)

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



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 3–February 10, 2023**.

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 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 15, 2022, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) 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](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining).

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



Reminder

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 Drive 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 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

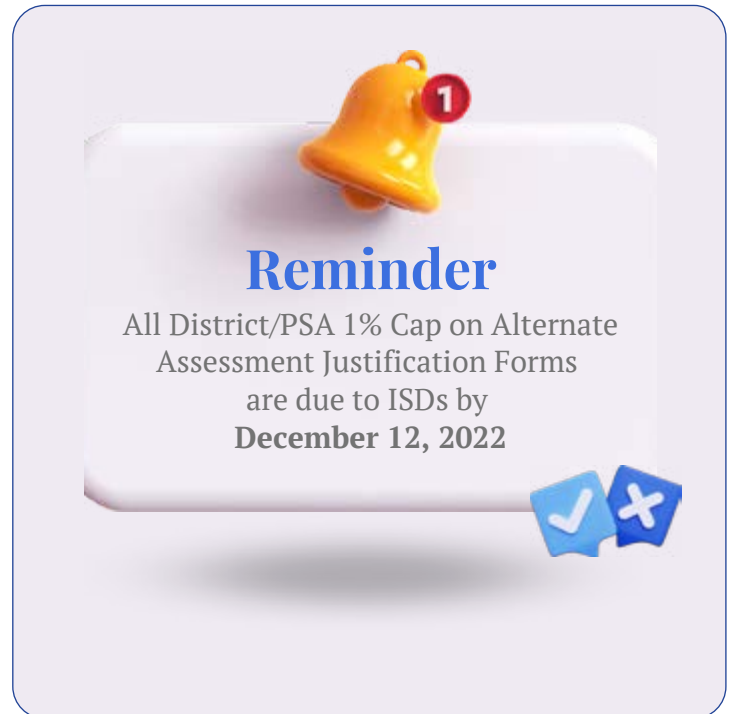
The conference takes place on **Wednesday, February 15, from 9:30 a.m. to 4:30 p.m.** and continues on **Thursday, February 16, from 9:30 a.m. to 4:00 p.m.** There will be 38 clinics and three keynote presentations offered:

- **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)

The hotel is offering a special room rate for the conference. [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).



Reminder

All District/PSA 1% Cap on Alternate Assessment Justification Forms are due to ISDs by **December 12, 2022**

CB College Board Corner

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

WHAT'S NEW

State-Allowed Accommodations and English Learner Supports Window

Beginning the week of January 9, 2023, Services for Students with Disabilities (SSD) Coordinators can submit requests for state-allowed accommodations (SAAs) and English Learner (EL) time and one-half (+50% extended time) support in SSD Online. Most schools may already have the option to enter the EL support.

If you have already entered the EL support for Fall 2022 testing that was paid for by your school or district, you do not need to re-enter those requests for Spring 2023 testing; the request is good for the academic year.

SAAs are applicable for one academic year only. If a student used an SAA for Spring 2022 testing, the SSD Coordinator must either request the SAA again or request a College Board-approved accommodation for Spring 2023 testing.

Adding Students in SSD Online

There is a known issue in SSD Online, causing SSD Coordinators to receive an "Error Adding Student" message when attempting to add a new student in SSD Online. This error will occur if the student already exists in SSD Online at another school.

If you receive this message, use the Transfer/Move Request Form in SSD Online to add that student to your school's dashboard.

SSD Coordinators will need the student's SSD number to submit the form. To locate their SSD number, students can log into their College Board account, select "**Update Your Account**", then scroll to the bottom of the page and follow the directions there.

If the transfer takes longer than seven days to complete, or if further assistance is needed, contact the [Michigan Educator Hotline](mailto:michiganadministratorsupport@collegeboard.org) (michiganadministratorsupport@collegeboard.org) at 866-870-3127 and choose the option for SSD.

College Board Fall 2023 Digital Testing Email

Next week, educators will receive an email from College Board with information about the new digital SAT Suite of Assessments available domestically starting next fall with the PSAT/NMSQT and PSAT 8/9. The email will include the Fall 2023 testing windows and pricing for orders placed by schools/districts. **Remember: This is not related to the Michigan-provided assessments in April 2023, which will remain paper-based administrations.** The Michigan Department of Education will provide information about testing in Spring 2024 at a later date.

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CB College Board Corner

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

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. [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? Contact College Board

- 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



What's New

Pre-Identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials is **January 4 – February 15, 2023, 5:00 p.m.**, using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Instructions for these activities can be found at the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** and the **Material Ordering** sections.

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by **5:00 p.m. on February 15, 2023**. Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5:00 p.m. on February 15, 2023**.

The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and by unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

Refer to the **Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access** article in the [Spotlight newsletter - November 17 issue](#) (www.michigan.gov/mde-spotlight) and the **Spring 2023 Initial Material Orders** article in this week's Spotlight for complete information.

The following WorkKeys test materials will be available for ordering:

- Standard Time (Regular Print English Book)
- English Answer Documents
- Extended Time (Regular Print English Book)
- Reader Script (comes with a Regular Print Book)
- English Audio USB (comes with a Regular Print English Book)
- Arabic Audio USB (comes with a Regular English Print Book)
 - » A video displays the page of the English test book that corresponds with the audio of the question and responses. The following items are translated into Arabic:
 - Workplace Documents – directions only, not test items
 - Applied Math – directions and all test items
 - Graphic Literacy – directions and all test items

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- Large Print (comes with a Regular Print English Book)
- Braille USB (comes with a Regular Print English Book)
- Spanish Standard Time (comes with a Regular Spanish Print Book)
- Spanish Answer Documents
- Spanish Extended Time (comes with a Regular Spanish Print Book)
- Spanish Reader Script (comes with a Regular Spanish Print Book)
- Spanish Audio USB (comes with a Regular Spanish Print Book)
- Spanish Large Print (comes with a Regular Spanish Print Book)
- American Spanish Braille (comes with a Regular Spanish Print Book)
- Translated Test Instructions – contains test instructions in Arabic, Chinese (Simplified), Chinese (Traditional), French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese

These materials will automatically be included in the initial test materials shipment: barcode labels, answer documents, administration manuals, Test Administration Forms folders, a small overage of Regular Print English test books, return labels, and other ancillary materials.

All test materials will be sent to the WorkKeys Test Coordinator's mailing address (not the building address) as listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) as of February 15, 2023. Refer to the [Spotlight newsletter - August 18 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-18-2022.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-18-2022.pdf>) — *The Time is Now! Make Sure School and District Contacts Are Up to Date in the EEM for the 2022-23 School Year* — for additional information on updating the EEM.

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^{next} 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) located on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme).

For all upcoming events and deadlines, refer to the following documents:

- [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) 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
- [ACT WorkKeys List of Important](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/ACT_WorkKeys_list_of_Important_Dates.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/ACT_WorkKeys_list_of_Important_Dates.pdf) posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under the **General Information, List of Important Dates**.

Contact 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)
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

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

Important Dates

December 2022

Deadline to Complete ACT WorkKeys Manage Participation Process

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

WIDA Initial Material Order Window (Braille and Enlarged Print)

December 13 – 28, 2022, by 5:00 p.m.

WIDA Pre-identification of Students for Barcode Labels in OEAA Secure Site

December 13 – 28, 2022, by 5:00 p.m.

WIDA Pre-identification of Students as Tier T for Barcode Labels in OEAA Secure Site

December 13 – 28, 2022, by 5:00 p.m.

WIDA Test Exceptions in OEAA Secure Site

December 13, 2022 – January 20, 2023

January 2023

M-STEP Passage-based Writing Field Test Administration Window

January 3 – February 10, 2023

SAT, PSAT, M-STEP, MI-Access, and WorkKeys Pre-ID for Barcode Labels and Initial Material Orders

January 4 – February 15, 2023, at 5:00 p.m.

Order ACT WorkKeys Test Materials Through the OEAA Secure Site

January 4 – February 15, 2023

Ongoing into 2023

Pre-identification of students for M-STEP Passage-based Writing Field Test

- Ongoing through February 9, 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"> 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)

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