Spotlight

on Student Assessment and Accountability

What's New
December 14, 2023

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2022-23 Michigan School Grades Reports: Preview Now Available

Per state law (MCL 380.1280g) (https://bit.ly/46SeXtp) the Michigan Department of Education (MDE) has made 2022-23 Michigan school grades reports available for schools to preview on MI School Data (www.mischooldata.org). Authorized users of MI School Data are now able to preview school-level Michigan school grades reports before results are released publicly next week. **The preview window will close on Monday, December 18, 2023.**

In order to preview school results, authorized individuals need to log into MI School Data. Please remember, 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 (www.michigan.gov/mde-schoolgrades).

Note: The requirement in Michigan Law to annually determine and publish School Grades for Michigan public schools was repealed by Act 34 of 2023. As such, this School Grades Reports for the 2022-23 school year will be the last year of publication for this report.

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

The Office of Educational Assessment and Accountability (OEAA) will pre-identify (Pre-ID) public school students (grades 3-11) for testing in the OEAA Secure Site (www.michigan.gov/oeaa-secure), using the Fall 2023 Michigan Student Data System General Collection and Student Record Maintenance (SRM) files submitted through **December 30, 2023, at 5:00 p.m.**

Schools are not required to submit SRMs, but these files will be used if they have been submitted. The Pre-ID Student Report will be available at **8:00 a.m. on January 3, 2024**.

The following students will be pre-identified for testing:

- All students in grades 3-8 and 11 will be pre-identified for M-STEP.
  - » Students will be pre-IDed as online testers unless they are enrolled in a school with an approved online testing waiver. Students in approved paper/pencil schools will be pre-IDed 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 of the Secure Site Training web page (www.michigan.gov/securesitetraining).
  - » Schools will receive paper/pencil testing materials and printed barcode labels for students pre-IDed on the OEAA Secure Site for paper/pencil testing by **5:00 p.m. on February 14, 2024**.

- » 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 the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessment, as appropriate. Refer to the article "Pre-ID for MI-Access" on the following page of this Spotlight for more information.

- 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.
  - » Students will be pre-IDed as online testers unless they are enrolled in a school with an approved online testing waiver. Students in approved paper/pencil schools will be pre-IDed for paper/pencil testing.
  - » Individual students in online schools who require a paper/pencil test must be submitted for approval to test paper/pencil in the College Board's SSD Online system. The mode of testing for these students cannot be changed in the OEAA Secure Site.
  - » 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 **5:00 p.m. on February 14, 2024**, to ensure,these students do not receive an inappropriate assessment.
  - » Student barcode labels will not be used on the paper/pencil College Board tests. Follow College Board directions for correct labeling of test documents.

» 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 one test that is administered to both grades 8 and 9. However, in the OEAA Secure Site, the test cycle is split into two – PSAT 8 and PSAT 9. Use care to ensure students are identified to the correct grade.

• All students in grade 11 and grade 12 who have not previously been included in accountability will be pre-identified for SAT and WorkKeys.

» The document Who Must/Can Take the MME? (https://bit.ly/3ReiTio) 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 14, 2024**.

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.

The OEAA will perform a one-time pull from MSDS for pre-identification of students taking the SAT, PSAT, WorkKeys, and M-STEP. Starting **January 3, 2024**, it is the responsibility of the 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.

Shipment of all initial standard materials for SAT with Essay, PSAT-related testing, WorkKeys, M-STEP, and MI-Access, as well as barcode labels printed by assessment contractors, will be based on students who are pre-identified on the OEAA Secure Site by **February 14, 2024 at 5:00 p.m.**

To ensure your school gets the appropriate number of assessment materials, it is important to make sure your pre-identification is accurate by 5 p.m. on February 14, 2024. Options and instructions for pre-identification of students can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) in the **Pre-Identification of Students** section.

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

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

Once a student is pre-identified to one of the assessments, the Mass Update Assessments page on the OEAA Secure Site can be used to easily copy them over to the other assessment(s). OEAA will pre-identify students to the required assessments, so this only applies to students pre-identified by the school or district starting **January 3, 2024**.

Instructions for the Mass Updates Assessments (https://bit.ly/3RH3EzP) function to copy student from one test cycle to another can be found on the Secure Site Training web page (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 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 Office of Educational Assessment and Accountability (OEAA) cannot determine which students will test using the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) – that determination is made for individual students by their IEP team – OEAA will pre-identify all students to the M-STEP assessment during the pre-ID one-time pull of information from the Michigan Student Data System. Then, starting **January 3, 2024**, 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 (www.michigan.gov/oeaa-secure).

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

Instructions to Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification (https://bit.ly/3tjel2o) can be found on the Secure Site Training (www.michigan.gov/securesitetraining) web page under **Mass Update Assessments** in the **Pre-Identification section**.

Spring 2024 Assessment Initial Material Orders

Standard materials are ordered for schools based on the pre-identification (Pre-ID) of students to assessments in the Office of Educational Assessment and Accountability OEAA Secure Site (www.michigan.gov/oeaa-secure). The period for Pre-ID and Initial Material Orders starts on **January 3, 2024**.

It is important for schools to access the Initial Material Order page on the OEAA Secure Site. Once there, 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: All schools should verify their shipping address on the Initial Materials Order page of the OEAA Secure Site even if the school is testing online. Assessment materials, including any online materials, are shipped to the address of the assessment coordinator that appears Initial Materials Order page, which is based on information in the Educational Entity Master (EEM) (http://www.michigan.gov/eem); materials are not shipped to the building address.

If the coordinator's name/address is incorrect on the Initial Material Order page, it must be corrected in the EEM (www.michigan.gov/eem) by the authorized district EEM user by **February 14, 2024, 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 (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 (www.michigan.gov/oeaa-secure) in schools that have an approved waiver of online testing by **February 14, 2024, at 5:00 p.m.**

Individual paper/pencil and accommodated materials will be sent based on the approved requests submitted through the College Board's Services for Students with Disabilities SSD Online system.

If the school has an approved online waiver, 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/or unassigning students from testing.

Note: Verify the correct shipping address on the Initial Material Orders page even your school is testing online.

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 (www.michigan.gov/oeaa-secure) by **February 14, 2024, 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 14, 2024, at 5:00 p.m.**

The projected number of Standard Time, Regular Print materials that will be sent based on pre-identification of students 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/or unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

Note: Verify the correct shipping address on the **Initial Material Orders** page.

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 (www.michigan.gov/oeaa-secure) by **February 14, 2024, 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 14, 2024, at 5:00 p.m.**

Schools that are 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 orders for these materials on the Initial Material Order screen, and do not need to place an order for them.

Note: Verify the correct shipping address on the **Initial Materials Order** page even if your school is testing online.

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 (www.michigan.gov/oeaa-secure) by **February 14, 2024, 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 14, 2024, at 5:00 p.m.**

Note: Verify the correct shipping address on the **Initial Materials Order** page even if testing online.

Important Note for M-STEP and MI-Access FI: If you enter and save an order for accommodated materials for M-STEP and/or MI-Access FI on the Secure Site, 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 14, 2024, 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, enter the number of assessment administrators who will be administering the SI and P assessments on the Initial Material Order page by **February 14, 2024, at 5:00 p.m.**

Note: Verify the correct shipping address on the **Initial Materials Order** page.

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

WIDA ACCESS for ELLS Pre-ID/Material Orders are Due December 28

The Office of Educational Assessment and Accountability (OEAA) pre-identified K-12 students who are identified as English learner (EL) in the Michigan Student Data System (MSDS) for the WIDA ACCESS for ELLs. The Pre-ID Student Report and pre-identification of additional students is now open.

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.

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. This must be completed by December 28, 2023.

See the Spotlight newsletter - November 16, 2023 issue (https://bit.ly/3uQLHG3) for full details and deadlines.

Screening Kindergarten Students as Potentially Eligible for English Learner Services

Kindergarten students who are potentially eligible for English learner (EL) services and who have achieved a 5.0 or higher on the Listening and Speaking domains of the WIDA Screener earlier this school year must also be assessed on the Reading and Writing domains of the WIDA Screener prior to January 31, 2024.

At that time, kindergarten students who score below 5.0 on the WIDA Screener Reading or Writing assessment should be identified as ELs and should be reported as ELs in the Michigan Student Data System. These EL students will be required to take Spring 2024 WIDA ACCESS for ELLs.

If the additional screening is not completed by December 28, 2023 – the date on which the WIDA ACCESS for ELLs initial material ordering and pre-identification window closes – educators will still be able to order materials for students who are subsequently identified as EL; this will be done during the WIDA Assessment Management System (WIDA AMS) Additional Material Order window, which will open on January 29, 2024.

Additional information about screening potential EL students can be found in the Entrance and Exit Protocol (https://bit.ly/47T0aA4).

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

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 soon in preview for schools in December at MI School Data (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 2023-24 school year AERs. MDE will be providing these materials and additional AER information when the AER is available in preview.

Benchmark Assessment Reporting — Thank You

The Michigan Department of Education and the Center for Educational Performance and Information are extending a big "Thank You!" shout-out to the districts that completed the Benchmark Assessment Reporting and Funding Application form. Thanks also to all the districts that submitted benchmark data through the Michigan Data Hub.

The information from the form will be used to develop and inform required legislative reporting, approve funding requests, and verify that benchmark and mode of instruction data are flowing as expected through the Michigan Data Hub.

In late January or early February, 2024, Grant Award notifications will be issued to the superintendents of districts that administered and reported test results and mode of instruction data through the Michigan Data Hub on one of the three benchmark assessments eligible for funding – NWEA Map, Curriculum Associates i-Ready, or Renaissance Star. The notifications will be issued through the GEMS/MARS system, and the Benchmark Assessment Funding Grant will be paid to these districts during the regularly scheduled February state aid payment.

Please continue to monitor the Spotlight newsletter in the new year for additional information and updates related to the 2023-24 Benchmark Assessment law (https://bit.ly/3MmHuA4).

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) 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).

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

MICHIGAN Department of **Education**

CB College Board Corner

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

WHAT'S NEW

AI Confirmation Email and School Establishment

On Wednesday, December 13, schools should have received a six-digit Attending Institution (AI) code confirmation email from College Board, indicating that their school is established for testing in Spring 2024. College Board (CB) uses AI codes to tie student data to the correct school.

If your school already has an AI code, it will remain the same; the email was sent to confirm your school's establishment for Spring 2024 testing. If your school is new to CB testing, your new AI code is contained in the email.

If you didn't receive the AI confirmation email on Wednesday, be advised that establishment activities are still being finalized for some schools. Continue to check for your designated AI Code and participation in the Spring 2024 assessments in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure).

If your school's AI code or assessment participation information are still unavailable on December 19, 2023, contact College Board by phone at 866-499-6154 or by email at michiganadministratorsupport@collegeboard.org. In addition, you can refer to the MDE Spotlight article on Pre-ID (p. 2 of this issue) for details regarding student registration and test materials for Spring 2024.

Request Off-Site Testing

Most schools participating in Spring 2024 testing will use their school as the test location. However, if your school needs more space, is a virtual school, or has students testing off site for any reason, the test coordinator should submit an off-site testing form (http://www.sat.org/offsiterequest) by **March 1, 2024**, so that College Board can provide the appropriate information for technical readiness at off-site locations. The request submission will be automatically approved, unless otherwise communicated by College Board.

REMINDERS

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.

Training/Registration Link	Audience	Date	Time
Technical Readiness Webinar [Option 1] (https://bit.ly/3Rb92tl)	• Technology Coordinators • Test Coordinators	Wednesday, January 10, 2024	1:00 - 2:00 p.m.
Technical Readiness Webinar [Option 2] (https://bit.ly/3RyvvT0)	• Technology Coordinators • Test Coordinators	Tuesday, January 16, 2024	1:00 - 2:00 p.m.
SSD/Accommodations Webinar [Option 1] (https://bit.ly/3Re5CGE)	• SSD Coordinators • Test Coordinators	Wednesday, January 17, 2024	1:00 - 2:30 p.m.
SSD/Accommodations Webinar [Option 2] (https://bit.ly/3t69j9i)	• 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)	• 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)	• 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

ACT® WorkKeys®

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 3 – February 14, 2024, at 5:00 p.m.**, through the OEAA Secure Site (www.michigan.gov/oeaa-secure).

Instructions for these activities can be found on the Secure Site Training web page (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 14, 2024**.

Accommodated materials and Spanish test booklets must be ordered (if needed) through the OEAA Secure Site on the Initial Material Orders page by **5:00 p.m. on February 14, 202**4.

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/or unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets sent.

Refer to the Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access and the Spring 2024 Initial Material Orders articles 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 Pre-recorded Audio (comes with a Regular Print English Book)
- Arabic Pre-recorded Audio (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
- Large Print (comes with a Regular Print English Book)
- Braille Unified English Braille (UEB) (comes with a Regular Print English Book)

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

ACT® WorkKeys®

- Spanish (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 Pre-recorded Audio (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) (www.michigan.gov/eem) as of **February 14, 2024.**

An article in the Spotlight newsletter - August 3, 2023 issue (https://bit.ly/3F2GhcO) — Make Sure Contacts are Up-to-Date in the EEM for the 2023-24 School Year — contains additional information on why this review/update is needed, as well as the list of contacts to be reviewed.

ACT® WorkKeys®

Reminder

Completing Manage Participation

The deadline to complete the Manage Participation process in the PearsonAccess^next website (https://testadmin.act.org/), regardless of previous participation, was **December 8, 2023**. If you missed that deadline, you must submit your participation information as soon as possible.

This process takes approximately five minutes; step-by-step instructions are provided in the ACT WorkKeys Spring 2024 Manage Participation Guide (https://bit.ly/3thf0Bc), located on the MME web page (www.michigan.gov/mme).

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.

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

- ACT WorkKeys Schedule of Events (https://bit.ly/49wbZ02) posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.
- ACT WorkKeys List of Important Dates (https://bit.ly/48UC74H)posted on the MME web page (www.michigan.gov/mme) under **General information**, **List of Important Dates**.

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

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

Important Dates

December 2023

WIDA

Initial Material Order (Braille and Enlarged Print)

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 (www.michigan.gov/oeaa-secure)

Pre-Identification of Students for Barcode Labels

December 13 – 28, 2023, by 5:00 p.m.

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

Pre-Identification of Students as Tier T for Barcode Labels

December 13 – 28, 2023, by 5:00 p.m.

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

Test Exceptions and False EL Window

December 13 – January 19, 2024, by 5:00 p.m.

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

Off-site Test Administration Request; includes WIDA ACCESS for ELLs, WIDA Alternate Access for ELLs

December 12 – March 22, 2024

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

College Board

Off-site Testing Request for Spring 2024

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) and ensure that all off-site testing location(s) meet the digital testing policies and technical requirements.

Important Dates

January 2024

Winter Early Literacy and Mathematics Benchmark Assessments

Test Window

January 2 – February 2, 2024
- Pre-ID Students in the OEAA Secure Site (www.michigan.gov/oeaa-secure)
- For information about how to Pre-ID students for testing, or how to gain access to the OEAA Secure Site, go to the Secure Site Training web page (www.michigan.gov/securesitetraining)

M-STEP

Passage-based Writing Field Test Testing Window

January 2 – February 9, 2024
- Pre-ID Students in the OEAA Secure Site (www.michigan.gov/oeaa-secure)
- For information about how to Pre-ID students for testing, or how to gain access to the OEAA Secure Site, go to the Secure Site Training web page (www.michigan.gov/securesitetraining)

Initial Material Order Window (All Grades)

January 3 – February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

January 3 – February 14, 2024, by 5:00 p.m.

Alternate Insight Availability Request

January 3 – March 15, 2024

M-STEP (continued)

Off-site Test Administration Request – Pencil/Paper

January 3 – May 2, 2024

Off-site Test Administration Request – Online

January 3 – May 16, 2024

Pre-identification of students

January 3 – May 16, 2024, by 5:00 p.m.

MI-Access

Initial Material Order Window

January 3 – February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

January 3 – February 14, 2024, by 5:00 p.m.

Alternate Insight Availability Request

January 3 – March 15, 2024

Off-site Test Administration Request

January 3 – May 23, 2024

Pre-identification of Students

January 3 – May 23, 2024

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

Important Dates

January 2024

SAT with Essay

Pre-identification of Students for Initial Paper Material Order (for schools with approved Online Waiver)

January 3 – February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Online Testing

January 3 – April 22, 2024

Request State Allowed Accommodations (SAAs)

Ongoing through February 16, 2024

PSAT 10 & PSAT 8/9 for Grades 8 & 9

Pre-identification of Students for Initial Paper Material Order (for schools with approved online waiver)

January 3 – February 14, 2024, by 5:00 p.m.

Request State Allow Accommodations (SAAs)

Ongoing through February 16, 2024

ACT WorkKeys

Initial Material Order Window

January 3 – February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

January 3 – February 14, 2024, by 5:00 p.m.

Off-site Test Administration Request

January 3 – May 1, 2024

WIDA AMS

Test Setup Available

January 8 – March 22, 2024

Additional Material Order Window

January 8 – March 15, 2024

Districts Receive Test Materials

January 29, 2024

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

Conferences & Webinars

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/3Rb92tI)

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)

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)

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)

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)

  » Register online (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)

Conferences & Webinars

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)

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)

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 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)