Spotlight

on Student Assessment and Accountability

What's New
December 21, 2023

- **Michigan School Grades Reports Publicly Available**

- **2023-24 Annual Education Report (AER) Preview Available**

- **Off-Site Request Calendar for 2023-24 School Year**

- **Alternate INSIGHT Availability Request Form Available for M-STEP, MI-Access**

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

- **College Board Corner**

- **ACT WorkKeys**

- **Important Dates**

- **Conferences and Webinars**

- **Contact Us**

Reminders
- **Writing Skills Field Test begins January 2, 2024**

WISHING YOU A *Peaceful* HOLIDAY SEASON

The Spotlight returns January 4, 2024

Michigan School Grades Reports Now Available to the Public

On Monday, December 18, 2023, the Michigan Department of Education (MDE) made 2022-23 Michigan School Grades reports publicly available on MI School Data (www.mischooldata.org). The Michigan School Grades System is an accountability system that was signed into law in late 2018. In this system, schools receive an annual report that includes up to five letter grades and three ranking labels based on various school performance components. Schools do not receive an overall letter grade.

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Note: The requirement in Michigan law to annually determine and publish School Grades for Michigan public schools was repealed by Act 34 of 2023.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, School Grades reports for the 2022-23 school

year will be the last year of publication for this report.

2023-24 Annual Education Report (AER) Preview Available

Embargoed 2023-24 Annual Education Reports (AERs) have been available in preview since Friday December 15, 2023, to authorized MI School Data (www.mischooldata.org) users. To review AERs, authorized individuals will need to log into MI School Data. Once logged in, authorized users can access AERs by navigating to the "**K-12 Grade**" menu, selecting the "**School Accountability**" submenu and then clicking "**Annual Education Report**." The preview window will end on **January 2, 2024,** and AERs will be made publicly available shortly thereafter.

The AER pages on MI School Data provide cover letter templates and allow local educational agencies (LEAs) and schools to download or capture the link to their required compiled school performance data from the most recent school year (2022-23). If used as designed, AERs meet specific federal requirements of the Every Student Succeeds Act (ESSA) in addition to state requirements for annual reporting to parents and communities.

Updated report cover letters and data generated from the MI School Data AER site may be posted as early as January 2, 2024 and no later than February 15, 2024. In addition to being publicly posted, AERs must be communicated to parents and communities. An updated full set of Frequently Asked Questions (FAQs) regarding AER requirements and the process to prepare, post, and communicate about the report, as

well as a presentation on 2023-23 AER Updates, are available on the MI School Data AER site.

Off-Site Request Calendar for 2023-24 School Year

Schools or districts planning to administer certain assessments at off-site locations must complete Off-Site Test Administration Requests.

Off-site Test Administration Requests for ACT WorkKeys, MI-Access, M-STEP, and WIDA ACCESS for ELLs and/or WIDA Alternate ACCESS for ELLs, and WIDA Screener must be submitted through the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure).

Off-site Test Administration Requests for PSAT 8/9, PSAT 10, and SAT with Essay must be submitted through College Board.

Off-Site Test Administration Request Window for Building/Grade Level and Individual Students		
	Opens	Closes
WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs	December 13, 2023	March 21, 2024
WIDA Screener	September 8, 2023	July 28, 2024
PSAT 8/9, PSAT 10, SAT with Essay	November 2, 2023	March 1, 2024
ACT WorkKeys	January 3, 2024	May 1, 2024
MI-Access	January 3, 2024	May 23, 2024
M-STEP Online Grades 3-8, 11	January 3, 2024	May 16, 2024
M-STEP Paper/Pencil Grades 3-8, 11 – all subjects	January 3, 2024	May 2, 2024

The table below shows the Off-Site Test Administration Requests windows for the 2023-24 school year.

Alternate INSIGHT Availability Request Form Available for M-STEP, MI-Access

The M-STEP and MI-Access online testing engine, INSIGHT, is available from 7:00 a.m. to 4:00 p.m. each school day during the published spring test administration windows. Some schools have regular instructional hours outside of these times and need access to INSIGHT at alternate times.

If your school requires alternate INSIGHT availability, the Assessment Coordinator must fill out and submit this Alternate INSIGHT Request Form (https://bit.ly/3v6ZwQT). This survey will be open **January 3 through March 15, 2024.**

The form will also be available on the M-STEP web page (www.michigan.gov/mstep) and the MI-Access web page (www.michigan.gov/mi-access), under the **What's New** and **Current Assessment Administration** sections.

The Alternate INSIGHT Request Form (https://bit.ly/3v6ZwQT) **must be submitted by close of business on March 15, 2024.** You are encouraged to submit your request as soon as possible, to ensure that INSIGHT is available during your preferred testing times.

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

The M-STEP Passage-based Writing Field Test Administration Guide (https://bit.ly/3RPEsHG) is now available on the M-STEP web page (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections. (See p. 4 of this Spotlight for more information on the 2024 Passage-based Writing Field Test.)

The Test Administration Guide includes:

- test administration policies
- directions that Test Administrators must read aloud and follow before students begin testing

The optional Passage-based Writing Field Test is available online only. The field test includes one passage, six stand-alone items, and one written response. It is estimated a student would need 30-45 minutes to complete the field test.

Schools that choose to participate in the Passage-based Writing Field Test must pre-identify students for testing directly in the OEAA Secure Site (http://www.michigan.gov/oeaa-secure) using any of the following methods:

- MSDS Copy Function (https://bit.ly/477YeCH)
- Pre-ID File Upload (https://bit.ly/3NxW6wW)
- Student Search – one student a time (https://bit.ly/49EiOwH)

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

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

College Board Newsletter

On December 12, College Board (CB) sent its December monthly newsletter in an email to district test coordinators and primary school test coordinators. The newsletter is sent to test coordinators listed in the Educational Entity Master (EEM) on the second Tuesday of every month.

The December Monthly Newsletter (https://bit.ly/3RyMyTo) is available on the Michigan Department of Education, Office of Educational Assessment and Accountability website.

If you think you should have received the newsletter but did not, please check your email spam folder. The December newsletter was sent to a more finalized list than the November newsletter was sent to, but the distribution list for the December issue was still pulled prior to the finalization of CB establishment activities. If you did not receive the newsletter but are confident that the information for your school is up to date in the EEM (and that the newsletter is not in your spam or junk folder), contact michiganadministratorsupport@collegeboard.org for assistance.

REMINDERS

Attending Institute Confirmation Email and School Establishment

On December 13, 2023, schools should have received a six-digit Attending Institution (AI) code confirmation email from College Board (CB), indicating that their school is established for testing in Spring 2024. The 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 did not receive the AI code email, you can see your AI code and verify your participation status in the Test Center Participation Page and in the Office of Educational Assessment and Accountability (OEAA) Secure Site (http://www.michigan.gov/oeaa-secure). Directions on how to access the Test Center Participation page are on the OEAA Secure Site Training Page (www.michigan.gov/securesitetraining).

If your school's AI code or assessment participation information are still unavailable, contact College Board by phone at 866-499-6154 or by email at michiganadministratorsupport@collegeboard.org.

In addition, you can refer to articles in the Spotlight newsletter December 14, 2023 issue (https://bit.ly/41uYwSG) regarding student pre-identification (Pre-ID) and initial material orders for Spring 2024 CB testing (SAT with Essay, PSAT 10), as well as for WorkKeys, M-STEP, and MI-Access. The Spotlight newsletter archive (www.michigan.gov/mde-spotlight) is available on the MDE OEAA website.

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.

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/3Rb92tI)	• 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.

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

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®

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)

Now through December 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

Now through December 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

Now through December 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

Now through 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

Now through 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

Now 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.

(Continued on next page)

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

Request College Board Approved Accommodations

Now through February 16, 2024

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)

January 9 – February 16, 2024

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

Request College Board Approved Accommodations

Now through February 16, 2024

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 Allowed Accommodations (SAAs)

January 9 – 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)

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