

Spotlight

on Student Assessment and Accountability

What's New

Week of February 24, 2022

- **MI-Access Test Administration Manuals Now Available**
- **Supports and Accommodations Resources**
- **New M-STEP Designated Supports**
- **New Multiplication Table Guidance**
- **Winter 2022 Early Literacy and Mathematics Aggregate Reports Available**

Reminders

- **MI-Access Grade Level and Alignment Changes for Science**

MI-Access Test Administration Manuals Now Available

The 2022 MI-Access Test Administration Manuals (TAMs) are available on the MI-Access web page (www.michigan.gov/mi-access) under the **What's New** and **Current Assessment Administration** sections.

All staff involved in the MI-Access administration should download the TAMs that are relevant to their role(s) in testing, become familiar with them, and follow the policies, procedures, and guidelines the TAMs include. This is important to ensure a valid, equitable, and trouble-free administration.

The two TAMs are:

- [2022 Functional Independence \(FI\) TAM](#) – provides specific administration information for both student-facing online testing and for students taking the paper/pencil version of the tests.
- [2022 Supported Independence \(SI\) and Participation \(P\) TAM](#) – provides specific information for the administration of the tests and the process for entering scores into the online answer document after testing.

Important Reminders:

- All students taking the FI English language arts (ELA) assessment must take the paper/pencil form of the **Expressing Ideas** test, whether or not they are testing online in the other parts of the assessment. That is, there is no online version of FI Expressing Ideas. For the student to receive a valid score, they must complete both the **Accessing Print** and the **Expressing Ideas** areas of the ELA assessment.
- The MI-Access FI online test directions are embedded in the testing engine and are available when a student is logged in and begins the test. By default, the online directions are set up to begin text-to-speech upon login. Printed directions are not available for any online FI test.

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- MI-Access FI paper/pencil test directions are included in the Test Administration Manual.
- SI/P assessments are administered using paper/pencil materials during test observations, but the responses of both the Primary and Shadow Assessment Administrators must be entered online. For step-by-step instructions on this process, refer to the [SI/P Online Answer Document Instructions for Score Entry](#) located on the [MI-Access web page](#) and in the SI/P TAM.

Supports and Accommodations Resources

Educators looking for more information about Universal Tools, Designated Supports, and Accommodations for M-STEP, MI-Access, and WIDA can review the following resources:

- [M-STEP Guide for Teachers of Students Who Are English Learners](https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_EL_681770_7.pdf) (https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_EL_681770_7.pdf)
- [M-STEP Guide for Teachers of Students Who Are Deaf or Hard-of-Hearing](https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_DHH_681769_7.pdf) (https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_DHH_681769_7.pdf)
- [M-STEP Guide for Teachers of Students Who Are Visually Impaired](https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_VI_681771_7.pdf) (https://www.michigan.gov/documents/mde/M-Step_Guide_for_Teachers_of_Students_-_VI_681771_7.pdf)

Educators may also find it helpful to review these updated Supports and Accommodations videos:

- [YouTube Video Playlist](https://youtube.com/playlist?list=PLQNV-MrTjyhLQgRH7_SKoKp-ge8a9QrHS) (https://youtube.com/playlist?list=PLQNV-MrTjyhLQgRH7_SKoKp-ge8a9QrHS)
- [Supports and Accommodations for English Learners](https://youtu.be/lryvCzRJUFg) (https://youtu.be/lryvCzRJUFg)

- [Supports and Accommodations for Students with Visual Impairments](https://youtu.be/WTb60Ns8P6M) (https://youtu.be/WTb60Ns8P6M)
- [Supports and Accommodations for Students with Hearing Impairments](https://youtu.be/zr-CrgsH7IQ) (https://youtu.be/zr-CrgsH7IQ)
- [Supports and Accommodations TTS and Read Aloud](https://youtu.be/VoLr-K74KVA) (https://youtu.be/VoLr-K74KVA)

New M-STEP Designated Supports

Students taking the M-STEP in Spring 2022 will have access to new Designated Support options:

- Arabic and Spanish Glossaries (Embedded Online Designated Supports for M-STEP mathematics only)

These Designated Supports are useful for students who have literacy in Arabic or Spanish and who have intermediate to high English proficiency. When an online glossary is enabled, the student will select the References button to access a list of selected English words for selected test questions and the corresponding Arabic or Spanish translation.

Note: Not all words in a test question are provided for students in the glossaries; this is why students should have an intermediate to high English proficiency level to benefit the most from this Designated Support.

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

- Stacked Spanish Social Studies (Embedded Online Designated Support for M-STEP social studies)

This Designated Support, which is useful for students who are literate in Spanish, provides both a Spanish and an English version of the test question. Students utilizing the online stacked Spanish translation will hear the Spanish text read aloud to them by the computer using “human voice audio”. Therefore, students taking this form of the assessment will need headphones. The students may replay the audio as many times as they would like.

New Multiplication Table Guidance

Educators may ask the Office of Assessment and Accountability (OEAA) to provide the Multiplication Table for the M-STEP mathematics assessment (only available for use in grades 4-7).

However, before the request is made, IEP/504 teams must use the recently released [Multiplication Table Guidance Document](https://www.michigan.gov/documents/mde/Multiplication_Table_Guidance_1_746034_7.pdf) (https://www.michigan.gov/documents/mde/Multiplication_Table_Guidance_1_746034_7.pdf) to guide their decisions regarding the assignment and use of the Multiplication Table Accommodation for the M-STEP assessment.

Students who do not have an IEP/504 and who use this Accommodation will be flagged for review by OEAA. Directions for requesting the Multiplication Table can be found in the [Supports & Accommodations Guidance Document](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf) (https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf).

Winter 2022 Early Literacy and Mathematics Aggregate Reports Available

The Winter 2022 Early Literacy and Mathematics Benchmark Assessment Reports (aggregate-level) are available in the Dynamic Score Reporting System through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Detailed directions for accessing reports can be found in the Dynamic Score Reporting Site User Guide, which is located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the Reporting section.

Report	Description	Aggregation
Change Report	This report provides aggregated data displaying the number of students assessed, mean scale score, and the pre-test and post-test standard deviation for students who have completed the assessment; also displays the percentage of students with decreased, maintained, or increased scale scores.	<ul style="list-style-type: none"> • School • District • State
Demographic Report	This report provides aggregated data displaying the number of students assessed, the mean scale score, and the mean standard deviation for all selected demographic subgroups of students by grade and content.	<ul style="list-style-type: none"> • School • District • State
Student Trend Report	For Winter 2022, the state and school aggregated mean scale scores have been added to the Student Trend Report, displaying up to three years of historical Early Literacy and Benchmark Assessment score data.	<ul style="list-style-type: none"> • School • District • State

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

Reminders

MI-Access Grade Level and Alignment Changes for Science

The MI-Access science assessment is changing in 2022. These changes in MI-Access science grade level and content alignments have been under consideration in past years and are now a reality for Spring 2022.

Starting this spring, MI-Access Functional Independence, Supported Independence, and Participation science assessments will be given in grades 5, 8, and 11 (formerly given in grades 4, 7, and 11).

This change aligns the grade levels at which both Michigan's general assessment (M-STEP) and the alternate assessment (MI-Access) are given.

All MI-Access science assessments are aligned to the alternate content expectations (essential elements) that were finalized in the spring of 2020. Each assessment measures the corresponding essential elements' level of complexity (range):

- MI Access Functional Independence = High Range
- MI Access Supported Independence = Medium Range
- MI-Access Participation = Low Range

MI-Access science is no longer aligned to the 2007 extended benchmarks.

The alternate content expectations (essential elements) can be found on the [MI-Access webpage](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access).

At the main MI-Access page, click the red "Michigan's alternate content expectations" link (top of the page). Then click on the "science and social studies" link and follow the individual grade level alternate content expectations links.

Note: Individualized Education Program (IEP) teams should consider making amendments to IEPs to reflect these changes for 2022.

CB College Board Corner

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

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

WHAT'S NEW

Coordinator Planning Kit Arriving Next Week

Your school will be receiving a Coordinator Planning Kit next week. The kit includes a sample set of manuals for all assessments – that is, for SAT with Essay, PSAT 10, PSAT 8/9 for Grade 9, and PSAT 8/9 for Grade 8. Discard any manuals for assessments you do not plan to administer at your school.

If your school is administering the SAT, the planning kit will be addressed to the SAT test coordinator. If your school has different test coordinators for the PSAT-related assessments, the materials from the kit are to be distributed to the other coordinators, as needed.

The manuals in this kit provide previews of the assessments for test coordinators, so coordinators can start their planning early. Full shipments of all manuals, forms, and other supporting materials for your school will arrive as part of the preadministration and test materials shipments, arriving March 23-25, 2022.

Coming Soon

- The Coordinator Planning Kit arrives in schools March 1-3, 2022.
- Required online training will be available starting March 2, 2022.
- The Nonstandard Administration Report (NAR) will be available March 14, 2022 in SSD Online.
- Preadministration and test material shipments arrive in schools March 23-25, 2022. If your school is on spring break that week, the materials will be delivered March 29-31, 2022.

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



REMINDERS

College Board Training

All test coordinators are required to complete the online College Board training each spring, even if they completed the training in the fall of 2021 or in prior years. On March 2, 2022, test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 will receive an email with a link to access the required training. When the training becomes available, beginning on March 2, it can be accessed [online](http://professionaltraining.collegeboard.org) (<http://professionaltraining.collegeboard.org>).

The Michigan-specific training is divided into three modules: one for coordinators, one for proctors, and one for SSD coordinators. The user must select their role-specific training. While there are separate role selections, users should note that the “SSD coordinator” training module is the same as the “coordinator training” module. Any SSD coordinator who is acting as a proctor on test day should complete the proctor training rather than the coordinator training. The proctor module is specific to test day activities related to proctor responsibilities.

The coordinator is responsible for training test day staff. This table describes options for coordinators to accomplish this staff training. Use of the online training requires a College Board Professional Account. If necessary, an account can be created on the [College Board website](http://www.collegeboard.org) (www.collegeboard.org).

Role	Information about Training	How to Access Training
Test Coordinator	Online coordinator training is required every spring.	Click on the link in the March 2 email, or go to http://professionaltraining.collegeboard.org
SSD Coordinator	Online SSD coordinator training is optional but highly recommended. The SSD Coordinator must be trained by the test coordinator in some way.	Access the training link, then choose training for “SSD coordinator” (same training as the test coordinator training) or for “proctor”
Backup Coordinator	Online coordinator training is optional but highly recommended. The Backup Coordinator must be trained by the test coordinator in some way.	Access the training link, then choose training for “test coordinator”
Proctor	Online training module for proctors is optional but highly recommended. Proctor(s) must be trained by the test coordinator in some way, either individually or in a group environment.	Access the training link, then choose training for “proctor”
Hall and Room Monitors	Hall/room monitors must be trained by the coordinator in some way. A PowerPoint presentation is available for monitors to view, either individually or in a group environment.	Hall and Room Monitor Training – at www.michigan.gov/mme and www.michigan.gov/psat

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



What's New

Testing Staff Requirements

The ACT WorkKeys test coordinators are responsible for selecting their test day staff, using the guidelines detailed in the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (<https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf>) 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 in the **Administration** stage.

Test day staff include:

- **ACT WorkKeys Test Coordinator** – has overall responsibility for coordinating test site operations and ensuring that all students testing at the school are testing under the same conditions as students at every other school
- **Substitute Test Coordinator** – acts as the ACT WorkKeys Test Coordinator if the original coordinator is unable to serve on test day
- **Accommodations Test Coordinator** – assists with administering accommodations and English learner supports
- **Room Supervisors** – assist the ACT WorkKeys Test Coordinator in preparing for test day, checking in students, administering the tests, and returning all test materials

- **Proctors** – assist the ACT WorkKeys Test Coordinator and Room Supervisors in preparing for test day, checking in students, administering the tests, and returning all test materials; also responsible for actively monitoring students during testing and reporting prohibited behavior. The number of proctors required in a testing room is proportional to the number of students testing.

The full list of responsibilities for each role listed above begins on page 16 of the [ACT Test Coordinator Information Manual](#).

To protect school staff (including athletic coaches) and their relatives or wards from conflicts of interest or allegations of impropriety, there are strict guidelines on who may and may not serve as ACT WorkKeys testing staff. These guidelines begin on page 14 of the [ACT Test Coordinator Information Manual](#). Student's scores will be cancelled if any of these policies are violated.

The [MDE Assessment Integrity Guide](#), located on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under the **M-STEP Grade 11 Science and Social Studies** section, provides additional guidance on the identification of testing personnel.

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



Training Your Testing Staff

The ACT WorkKeys test coordinator is required to hold a training session before test day to ensure testing staff understand their responsibilities and are prepared for test day activities. In addition, on each test day morning, the ACT WorkKeys **test** coordinator is required to hold a briefing session to discuss any site-specific information, last minute issues that arise, or any concerns staff members may have.

A **Training Session Outline** begins on page 14 of the [ACT Test Coordinator Information Manual](#).

For Room Supervisors, a short training video, [Test Day Overview for Room Supervisors for WorkKeys](#), is available on the [ACT state testing website](#), on the **WorkKeys on Paper** page in the **Preparation** stage under **Train Your Staff**.

In addition, the Michigan Department of Education requires District and Building Coordinators to read the [Assessment Integrity Guide](#) (www.michigan.gov/mme – under **General Information**) and complete the Assessment Security online course through Michigan Virtual. This one-time training, with subsequent year refresher updates, is found at www.michigan.gov/mme under **What's New**.

Test Administrators, Room Supervisors, and Proctors must read the [Assessment Integrity Guide](#) (www.michigan.gov/mme – under **General Information**) and/or complete the Assessment Security online course through Michigan Virtual. This one-time training, with subsequent year refresher updates, is found at www.michigan.gov/mme under **What's New**.

Reminders

ACT WorkKeys Training Webinars

ACT will host a training webinar on March 8, 2022, providing an overview of how to administer the WorkKeys assessments. To attend, [register here](https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4) (<https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4>).

The session will be recorded and posted to 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 Test Materials Shipments

Secure and non-secure standard time and accommodations materials will be shipped for delivery in either the week of **March 21, 2022**, or **March 28, 2022**, as selected by the school on the Manage Participation screen in PearsonAccess^{next}. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

If, after checking in your test materials, the number of students scheduled to test April 14-27, 2022 exceeds the number of test materials received, order additional ACT WorkKeys materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), **March 22** through **April 7, 2022** at **11:59 p.m. ET**.

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



Refer to the February 17, 2022 [Spotlight on Student Assessment and Accountability Newsletter](#) (www.michigan.gov/mde-spotlight) for additional information.

For all upcoming events and deadlines, be sure to reference the following documents:

[ACT WorkKeys Schedule of Events](#) - posted on the on the WorkKeys on Paper page.

[ACT WorkKeys List of Important Dates](#) - found on the [MME web page](#) (www.michigan.gov/mme) under General information, List of Important Dates.

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](#) (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
 - » email accommodations questions to ACTStateAccoms@act.org

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

Important Dates

Happening Now: Test Setup & Administration Requests

Alternate INSIGHT Availability Request

Now – March 18, 2022

- [Alternate INSIGHT Availability Request](https://forms.office.com/g/5e0tfVWDi7) (https://forms.office.com/g/5e0tfVWDi7) for schools with regular instructional hours after 4:00 p.m. that plan to schedule M-STEP or MI-Access online test sessions extending beyond 4:00 p.m.

WIDA ACCESS and Alternate ACCESS for ELLs Off-Site Test Administration Requests

Now – March 24, 2022

- Request off-site testing through the [OEAA Secure Site](#)

WIDA AMS Test Setup Window

Now – March 25, 2022

ACT WorkKeys Off-Site Test Administration Requests

Now – April 24, 2022

- Request off-site testing through the [OEAA Secure Site](#)

M-STEP Off-Site Test Administration Requests

Now – May 19, 2022

- Request off-site testing through the [OEAA Secure Site](#)

MI-ACCESS Off-Site Test Administration Requests

Now – May 26, 2022

- Request off-site testing through the [OEAA Secure Site](#)

Happening Now: Pre-Identification

WIDA ACCESS and Alternate ACCESS for ELLs

Now – March 25, 2022

- Pre-ID of students for WIDA ACCESS and Alternate ACCESS for ELLs in [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) by 5:00 p.m. Friday, March 25, 2022

M-STEP (Online and Paper/Pencil Testing)

Now – May 19, 2022

- Pre-ID for online and paper/pencil testing
To receive printed barcode labels for students pre-identified to paper/pencil testing, pre-ID must be completed by 5:00 p.m. February 16; pre-identification remains open through each test window.

MI-ACCESS (Online and Paper/Pencil Testing)

Now – May 26, 2022

- Pre-ID for online and paper/pencil testing.
To receive printed barcode labels for students pre-identified to paper/pencil testing; pre-ID must be completed by 5:00 p.m. February 16; pre-identification remains open through each test window.

Important Dates

February 2022

WIDA ACCESS and Alternate ACCESS for ELLs Testing Window is Open

Now – March 25, 2022

March 2022

M-STEP Administration Training

March 1, 2022, 10:00 - 11:00 a.m.

- Join the [M-STEP Webinar](https://datarecognitioncorp.zoom.us/j/83014100280) (<https://datarecognitioncorp.zoom.us/j/83014100280>)

MI-Access Administration Training

March 2, 2022, 10:00 - 11:00 a.m.

- Join the [MI-Access Webinar](https://datarecognitioncorp.zoom.us/j/87353229007) (<https://datarecognitioncorp.zoom.us/j/87353229007>)

Early Literacy and Mathematics Administration Training

March 3, 2022, 10:00 - 11:00 a.m.

- Join the [Early Literacy Webinar](https://datarecognitioncorp.zoom.us/j/82742852068) (<https://datarecognitioncorp.zoom.us/j/82742852068>)

ACT WorkKeys Assessments Administration Training

March 8, 2022

- Register to attend the [WorkKeys Assessments Training webinar](https://event.on24.com/wcc/r/3477662/0AAAF71AC7C08AEC45DAD2A4B8441EBB4) (<https://event.on24.com/wcc/r/3477662/0AAAF71AC7C08AEC45DAD2A4B8441EBB4>)

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

Contacts

For assistance with assessment or accountability issues:

Assessment and Accountability Call Center

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 Workskills 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 WIDAAMS, 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

For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:
(for questions not covered in options 3 and 5 in the table above)

WIDA Client Services

866-276-7735

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