

Spotlight

on Student Assessment and Accountability

What's New

Week of March 17, 2022

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Important Update: State Superintendent's Letter Regarding Spring Assessments

We have learned the State Superintendent's letter to parents regarding spring assessments incorrectly referred to M-STEP "social studies" as "social students." This error has been corrected, and the updated version of the State Superintendent's letter is available on the [Office of Educational Assessment and Accountability \(OEAA\) web page \(www.michigan.gov/oeaa\)](#). Be sure the updated version of this letter is distributed or made available to parents/guardians in your district. In addition, we have provided a separate letter that includes information about MI-Access, Michigan's alternate assessment program.

We apologize for the inconvenience.

Spring Benchmark Aggregate Rules and Templates Available

The Spring 2022 Benchmark Aggregate Rules and Templates is now available on the [Benchmark Assessments web page \(www.michigan.gov/mde-benchmarkassessments\)](#). The spring aggregate layout is different from the fall version; therefore, it is important for districts to use the new layout when reporting aggregated spring 2022 benchmark results. A summary of the changes is in the **Submissions Instructions** tab.

[Public Act 48 section 104a \(http://legislature.mi.gov/doc.aspx?mcl-388-1704a\)](#) requires Michigan districts to submit their benchmark assessment results for NWEA, Curriculum Associates, Renaissance, and DRC within 30 days of administration of the assessments in both the fall and spring. In order for the assessment data to be compiled for the required statewide legislative reporting, districts must submit their spring benchmark data in the same manner they used for fall reporting. Districts may have their benchmark test results sent directly to the Michigan Data Hub through their assessments vendors, or they may choose to perform the aggregations themselves. Districts opting to perform the aggregations must follow the business rules and templates documented in Spring 2022 Benchmark Aggregate Rules and Templates.

Technology Update for Technology Coordinators: Are you prepared for testing?

The Spring 2022 M-STEP and MI-Access testing windows are fast approaching, so now is the time to ensure your DRC INSIGHT implementation is complete and your testing devices are ready to go — if you are testing online with WIDA or the Early Literacy and Mathematics Benchmark Assessments, you are already mostly there.

If you are new to your role as a Technology Coordinator, your first step is to request access to the DRC INSIGHT Portal through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to access the necessary software downloads. Instructions for requesting this access are located on the [Secure Site Training page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining). Request the appropriate Online Test Admin AMS & INSIGHT Portal access for each assessment you are responsible for (M-STEP, MI-Access, WIDA, and Early Literacy and Mathematics).

Technology Coordinators can access documentation and software downloads from the [DRC INSIGHT Portal](https://www.drctdirect.com/all/eca-portal-v2-ui/#/login/MI) (<https://www.drctdirect.com/all/eca-portal-v2-ui/#/login/MI>).

Welcome to the DRC INSIGHT Portal

The DRC INSIGHT Portal is used to manage M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments.

Enter your Username (email address) and Password to the left and select **Sign In**. To obtain a login and password follow these [directions](#).

Without a login - You can access:

- Documents and Training Materials
 - Manuals and test directions
 - Mini-modules and training presentations
 - Accommodation videos
- DRC INSIGHT systems status

With a login - You can access:

- Student Management tools
 - Assign accommodations
 - Monitor student testing status
- Test Management tools
 - Create and update test sessions
 - Print test tickets
- Software downloads

To access documentation:

- 1) click Documents and Training Materials
- 2) select the appropriate test administration (or All for common documentation)
- 3) select District Technology Coordinator for Audience

You will find a lot of documentation and training in the DRC INSIGHT Portal. The Michigan Department of Education (MDE) and Data Recognition Corporation (DRC) suggest you start with the following:

| Documentation and Manuals | Recording and Slide Decks for Training |
|---|---|
| Technology User Guide (TUG) | Technology Readiness Training Presentation |
| DRC Site Technology Readiness Checklist | Technology Setup and Installation Training Presentation |

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

DRC Customer Service (phone 877-560-8378 [option 2] or email misupport@datarecognitioncorp.com) can assist with the following :

- DRC INSIGHT Portal applications including Central Office Services (COS)
- DRC INSIGHT Secure Application and COS Service Device setup and configuration
- Troubleshooting
- Resolving issues with Error Messages

What Are Reporting Codes and Research Codes, and How Can Districts and Schools Use Them?

Reporting Codes

Schools and districts can use reporting codes in their assessment reporting in several ways, such as grouping students when generating reports, sorting barcode labels, creating online sessions, and developing additional purposes as determined by the district or school. The use of reporting codes and labels can be helpful in filtering reports when distributing student scores to various staff members.

District/schools can create a four-digit code for grouping students. For example, to group all of Mrs. Smith's mathematics students, the reporting entity would first decide on a four-digit number for Mrs. Smith (for example, 1234), and then put "1234" into each of her students' mathematics Reporting Code field on the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

A district/school that chooses to use reporting codes to filter state assessments scores by teacher or by groups may use a label for the reporting code. Alphabetic or numeric characters, or a combination of the two, may be used.

For example, a school could create the reporting code label "Joan Smith" for Reporting Code 1234, and "Advanced Mathematics" for Reporting Code AM12. The label could be a teacher's name, such as "Joan Smith", or a group name, such as "Advanced Mathematics". Each reporting code a district/school creates must be unique. Codes are not to be duplicated, even if they are being used for different content areas and/or grade levels. The use of Reporting Codes is optional for districts/schools; they are not used by the OEAA for reporting in any way.

Reporting Codes can be entered on the OEAA Secure Site once Pre-Identification is open for the assessment and through the Answer Documents Received period, which is usually a few weeks after testing. If you want the printed barcode labels to come sorted by reporting codes for the M-STEP and MI-Access assessments, they have to be entered by the posted deadline.

Reporting codes can also be used to filter and assign students to online sessions in the OEAA Secure Site if entered prior to the Online Sessions deadline. Reporting codes and reporting code labels are entered in the OEAA Secure Site through one of three methods – the Student Assessment Details Page, Pre-ID File Upload, or Mass Update Assessments. For information on how to create reporting code labels, refer to the **Detailed instructions** on the [Secure Site Training webpage](http://www.michigan.gov/secureritetraining) (www.michigan.gov/secureritetraining), under the Pre-Identification section.

The created Reporting Code labels will display in:

- Dynamic Score Reports for M-STEP, MI-ACCESS, SAT, PSAT (grades 8,9,10), and Early Literacy and Mathematics Benchmarks (K-2)
- Student Data Files for M-STEP, MI-ACCESS, Early Literacy and Mathematics Benchmarks (K-2), PSAT, SAT, ACT WorkKeys, and WIDA ACCESS for ELLs 2.0

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

Research Codes

Research codes can be used by a district or school to gather any type of additional data on groups of students that might be beneficial when analyzing test results. For example, a school can group students to a research code that shows which mathematics class they were in during the previous year. Research codes are published on the downloadable Student Data Files available through the OEAA Secure Site, but they do not appear on reports.

Research codes can be assigned for each content area in which a student will be tested. There are two research codes available for each content area.

Research Codes are pre-labeled as Research Code 1 and 2 in the OEAA Secure Site. While there is no option for districts/schools to create a custom label for their research codes, they may “key” their codes as needed. For example, a school could decide to key students who had Mr. Martin for mathematics last year to “Research Code 1”, by assigning that code to those students in the Secure Site. Alternatively, the school could choose to key Mr. Martin’s students to “Research Code 2” in the Secure Site.

Research codes are assigned in the Secure Site using the same process used for reporting codes, as detailed above. Districts/schools can use research code fields in any manner that fits their needs. These codes appear only on the Student Data Files for the assessment; the codes are not included on reports. Research codes are not used by the OEAA or the Michigan Department of Education in any way.

WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs – End of Testing Reminders

The Michigan testing window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs closes at the end of the day on **Friday, March 25, 2022**. The deadline for UPS pickup of all secure test materials for return to DRC (the testing vendor) is **Friday, April 4, 2022**.

Reminder: If your school does not have daily UPS pickup, you must call UPS the day before you need the pickup to schedule it. Materials returned to DRC after the deadline for UPS pickup will not be scored. The Office of Educational Assessment and Accountability (OEAA) recommends shipping back materials as soon as possible after the testing is completed.

Coordinators are advised to review the following materials:

- Michigan-Specific Directions for bubbling-in requirements – found on page 157 of the [Michigan-Specific Test Administration Manual](https://www.michigan.gov/documents/mde/WIDA_Michigan_Specific_TAM_635431_7.pdf) (https://www.michigan.gov/documents/mde/WIDA_Michigan_Specific_TAM_635431_7.pdf), which is available on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida)
- Labeling and material return instructions – found in the Michigan-Specific Test Administration Manual, which is available on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida)
- Material Inventory and Accountability Form in [WIDA AMS](http://www.wida-ams.us) (www.wida-ams.us) – to confirm an accounting of all secure materials
- WIDA List of Important Dates – for details on additional post-testing activities that must be completed in the OEAA Secure Site, found on the [Assessment Calendars web page](http://www.michigan.gov/mde-assessmentcalendar) (www.michigan.gov/mde-assessmentcalendar)

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

Now Available: MI-Access “Focus on Administration” Training Video

The 2022 MI-Access Focus on Administration training video is now available on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access). The [video](https://youtu.be/GXTQDtWN2tk) (<https://youtu.be/GXTQDtWN2tk>) is posted under the **What’s New** and the **Assessment Training and Resources for Educators** sections of the web page.

This narrated PowerPoint presentation explains the unique features of online and paper/pencil MI-Access assessments. The video is a great resource as you train staff and otherwise prepare for the Spring 2022 MI-Access administration.

Reminders

Additional Material Orders for Spring 2022

Schools will be able to order additional materials for the Spring 2022 assessments from the Additional Material Order page on the Office of Educational Assessment and Accountability (OEAA) [Secure Site](#) (www.michigan.gov/oeaa-secure) beginning next week. For detailed instructions regarding Additional Material Orders, please see the [March 10 issue](#) of the Spotlight newsletter.

The WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Additional Material Order window in the WIDA Assessment Management System (AMS) is scheduled to close tomorrow, March 18, 2022. No materials can be ordered after that time.

M-STEP and MI-Access Office Hours

Do you have questions regarding the upcoming M-STEP and/or MI-Access test administrations? Join staff from the Office of Educational Assessment and Accountability (OEAA) for M-STEP and MI-Access Office Hours and ask your questions.

The online Office Hours are unstructured Zoom meetings and are scheduled on the following days:

- Tuesday, March 22, 2022 from 3:00 – 4:00 p.m.
- Tuesday, April 12, 2022 from 3:00 – 4:00 p.m.

The **meeting link** for all sessions is:

<https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09>

Meeting ID: 928 098 7255

Passcode: YUjqf7 (passcode is required)

There will be no formal agenda or presentation at Office Hours. This is a time for you to drop in and ask OEAA staff supporting the M-STEP and MI-Access test administrations questions and get assistance as you prepare for the Spring 2022 assessment administrations.

Remember, you don't have to wait for Office Hours. If you have an immediate question, please email mde-oeaa@michigan.gov for a timely response.

Standard Setting for Michigan's Early Literacy and Mathematics Benchmark Assessments

The Michigan Department of Education (MDE) is seeking educators to participate in a standard setting event for the Michigan Early Literacy and Mathematics Benchmark Assessments; the event is scheduled for **May 3-5, 2022**.

The Michigan Early Literacy and Mathematics Benchmark Assessments evaluate early learners' knowledge and skills in English language arts (ELA) and mathematics in grades K-2.

MDE has identified three specific questions to be answered when students take the benchmark assessments. These are:

1. Has the student's level of knowledge and skills in ELA and mathematics grown over the course of the school year?
2. Is the student significantly behind grade level (as specified by Michigan's Return to Learn law) and in need of intervention?

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

Reminders

3. Is the grade 2 student likely to meet the requirements of the state's Read by Grade Three legislation (P.A. 147-149, MCL 380.1280f) or an analogous minimum-competency level of mathematics knowledge?

To answer these questions, MDE is asking educators to participate in the standard setting event, to establish three performance levels for each K-2 benchmark assessment. By establishing three performance levels (defined quantitatively by two cut scores), MDE will be able to describe students' level of mastery of the state's content standards in a way that is easy for stakeholders to understand.

Educators who are interested in participating in the standard setting will use the online survey to indicate their interest. Note: Completion of the survey does not guarantee a seat at the event, as MDE will work to balance demographics, geographic location, and other factors among participants to ensure a fair representation of Michigan educators. Accepted participants will receive training that outlines the standard setting process, their specific task, and the materials they will be using.

To be considered for participation, [complete the survey](https://www.surveymonkey.com/r/ELMBA_Snd-Stng) (https://www.surveymonkey.com/r/ELMBA_Snd-Stng).

FAME Project Accepting New Coach Applications for 2022-23

The Formative Assessment for Michigan Educators (FAME) project is entering its fifteenth year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process in their classrooms. FAME Coaches are not expected to be the local expert on the formative assessment process – rather FAME Coaches are learners along with their learning team.

More information on the FAME project and access to the online [2022-23 New FAME Coach application](https://www.surveymonkey.com/r/NewFAMECoachApp) (<https://www.surveymonkey.com/r/NewFAMECoachApp>) is available on the [FAME public website](https://famemichigan.org) (<https://famemichigan.org>).

The deadline to apply is **Friday, May 6, 2022**. If you have any questions, contact [Kimberly Young](mailto:youngk1@michigan.gov), MDE/OEAA (youngk1@michigan.gov) or call 517-712-8442.

Reminders

Spring 2022 Michigan Educational Research Association (MERA) Virtual Conference is April 29

The state of Michigan is experiencing a teacher shortage crisis, a crisis that is exacerbated by the pandemic. The shortage has created a great deal of uncertainty and disruption in districts and schools across the state and is likely to persist moving forward.

The Michigan Educational Research Association (MERA) Virtual Conference will help deepen your understanding of the drivers that contribute to this problem and learn about potential strategies that could help make a difference at your school setting.

- **Date:** Friday, April 29, 8:45 a.m. – 3:10 p.m.
- **Cost:** \$25
- [Program](#) | [Registration](#)

A conference Zoom link and additional information (presenter materials, agenda) will be made available to registrants several days before the start of the conference.

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

Nonstandard Administration Report (NAR) Now Available

SSD coordinators can now download the NAR from [SSD Online](https://ssdonline.collegeboard.org/) (<https://ssdonline.collegeboard.org/>). Test coordinators are to receive a copy of the report as they organize testing for students with accommodations. The NAR contains information including which color test book a student should use and whether the student is eligible to test in the accommodated testing window for SAT with Essay.

Note: All students with approved accommodations taking the PSAT-related assessments can be scheduled in the accommodated testing window.

Test Material Deliveries Begin Next Week

Preadministration materials and secure testing materials will arrive in schools next week. All materials will be addressed to the test coordinator for each assessment. Coordinators will receive numerous boxes throughout the delivery window; standard and accommodated materials will also arrive separately. For schools on spring break the week of March 21, shipments will be delivered the week of March 28, 2022.

A College Board Testing Materials Diagram has been posted to the [MME webpage](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT webpage](http://www.michigan.gov/psat) (www.michigan.gov/psat). The diagram summarizes the key items associated with the Spring 2022 testing materials.

Important Notes

- Ensure that the Spring 2022 test materials arriving next week (manuals, answer sheets, test books, forms) do not get mixed with any testing materials that were used for Fall 2021 testing. It is imperative that only the materials that are sent for the Spring 2022 administration are used; if older materials are used, student scores will be invalidated.
- Schools that will be administering both Grade 8 and Grade 9 assessments must keep the test books for each grade separate. Students in Grade 8 and Grade 9 cannot test together and must use the correct grade-specific test book, or their scores will be invalidated.
- An article in the upcoming March 24 edition of Spotlight will include information regarding test book colors (for SAT with Essay) and symbols (PSAT 10 and PSAT 8/9) for the Spring 2022 administration.

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



Additional Material Order Window

When the materials are received in the school, the test coordinator(s) will do an inventory of the shipment. If it is determined that additional materials are needed (standard test books, answer sheets, or Coordinator Manuals), the coordinator can request them through the Additional Material Order Window in the OEAA Secure Site, until April 7, 2022.

For more details, see the Additional Material Orders for Spring 2022 article in the [March 10 edition of Spotlight](#) on Student Assessment and Accountability.

REMINDERS

Action Required for Pre-recorded Audio Accommodation

Refer to the [March 10 edition of Spotlight](#) for information on installing and testing the MP3 audio application prior to test day for students approved for this accommodation.

Training

Refer to the [March 3 edition of Spotlight](#) for information on how to access the College Board training modules.



Reminders

Test Materials Deliveries

The ACT WorkKeys Test Coordinator will receive the test materials for the April 14, 2022 test date, either in the week of **March 21, 2022** or the week of **March 28, 2022**. Refer to the **February 17, 2022 [Spotlight on Student Assessment and Accountability Newsletter](#)** (www.michigan.gov/mde-spotlight) for additional information about receiving and checking in these materials, and on ordering additional test materials.

Prepare for Testing

The ACT WorkKeys Test Coordinator must select and train test day staff. Refer to the **February 24, 2022 [Spotlight on Student Assessment and Accountability Newsletter](#)** (www.michigan.gov/mde-spotlight) for additional information about staffing requirements and training.

School staff must prepare each student's answer document. Refer to the **March 3, 2022 [Spotlight on Student Assessment and Accountability Newsletter](#)** (www.michigan.gov/mde-spotlight) for additional information about preparing student answer documents.

Each student must complete the demographic and address information on their own answer document. Refer to the **March 3, 2022 [Spotlight on Student Assessment and Accountability Newsletter](#)** (www.michigan.gov/mde-spotlight) for additional information about preparing student answer documents.

ACT WorkKeys Training Webinars

ACT hosted a training webinar on February 9, 2022 that provided an overview of how to administer the WorkKeys assessments. You may view it on-demand [here](https://event.on24.com/wcc/r/3477648/4961571337A1059B47D1ED5590E6ED55) (<https://event.on24.com/wcc/r/3477648/4961571337A1059B47D1ED5590E6ED55>).

The same webinar was repeated on March 8, 2022. You may view it on-demand [here](https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4) (<https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4>).

Both recorded sessions are posted to the [ACT state testing website](http://act.org/stateanddistrict/michigan) (<http://act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page.

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

- [ACT WorkKeys Schedule of Events](#) – posted on the on the **WorkKeys on Paper** page.
- [ACT WorkKeys List of Important Dates](#) – posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General information, List of Important Dates**.

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



Contacting 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
 - » email accommodations questions to ACTStateAccoms@act.org

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

Important Dates

March 2022

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.

M-STEP and MI-Access Office Hours

March 22, 2022, 3:00 - 4:00 p.m.

- This is a time for you to drop in and get answers and assistance from the OEAA staff who are supporting the M-STEP and MI-Access test administrations as you prepare for the Spring 2022 testing.
 - » [Office Hours link](https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09) (https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09)
 - » **Meeting ID:** 928 098 7255
 - » **Required Passcode:** YUjqf7

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

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](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) by 5:00 p.m., Friday, March 25, 2022

WIDA ACCESS and Alternate ACCESS for ELLs Testing Window is Open

Now – March 25, 2022

April 2022

M-STEP and MI-Access Office Hours

April 12, 2022, 3:00 - 4:00 p.m.

- This is a time for you to drop in and get answers and assistance from the OEAA staff who are supporting the M-STEP and MI-Access test administrations as you prepare for the Spring 2022 testing.
 - » [Office Hours link](https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09) (https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09)
 - » **Meeting ID:** 928 098 7255
 - » **Required Passcode:** YUjqf7

ACT WorkKeys Off-Site Test Administration Requests

Now – April 24, 2022

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

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

Important Dates

May 2022

Standard Setting for Early Literacy and Mathematics Benchmark Assessments

May 3 – 5, 2022

- The Michigan Department of Education (MDE) is seeking educators to participate in a standard setting event for the Michigan Early Literacy and Mathematics Benchmark Assessments. To be considered for participation, [complete the survey](https://www.surveymonkey.com/r/ELMBA_Snd-Stng) (https://www.surveymonkey.com/r/ELMBA_Snd-Stng)

M-STEP Off-Site Test Administration Requests

Now – May 19, 2022

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

Pre-Identification for 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 Off-Site Test Administration Requests

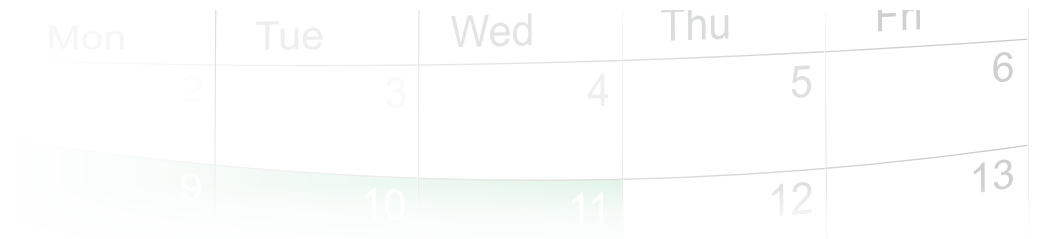
Now – May 26, 2022

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

Pre-Identification for 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.



Additional Material Order Windows (AMO) Important Dates

| Assessment | Start Date | End Date | Task/Activity (Calendar Description) |
|-----------------------|------------|-----------|---|
| WIDA ACCESS | 1/28/2022 | 3/18/2022 | AMO in WIDA AMS |
| WIDA Alternate ACCESS | 1/28/2022 | 3/18/2022 | AMO in WIDA AMS |
| ACT WorkKeys | 3/22/2022 | 4/7/2022 | AMO by 11:59 PM |
| PSAT 10 | 3/22/2022 | 4/7/2022 | AMO by 11:59 PM |
| PSAT 8/9 Grade 8 | 3/22/2022 | 4/7/2022 | AMO by 11:59 PM |
| PSAT 8/9 Grade 9 | 3/22/2022 | 4/7/2022 | AMO by 11:59 PM |
| SAT | 3/22/2022 | 4/7/2022 | AMO by 11:59 PM |
| M-STEP | 4/7/2022 | 5/3/2022 | AMO (closes at noon) - All Grades |
| MI-Access | 4/7/2022 | 5/24/2022 | AMO (closes at noon) |

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