

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of April 14, 2022

- Online Testing: Issue with Keyboard Settings on Chrome Operating Systems
- M-STEP Online Testing: Using Text-to-Speech (TTS) for Directions Only
- Spring 2022 Preliminary Student Roster Reports for M-STEP and MI-Access
- Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available
- New Kindergarten WIDA Screener Reminder
- MiDataHub Mode of Instruction Webinar
- Focus on Assessment Literacy: What Is the Purpose of Summative Assessment?

#### Online Testing: Issue with Keyboard Settings on Chrome Operating Systems

To prevent a student receiving an “Invalid Character Entered” error message when using quotation marks and apostrophes during testing, all keyboard settings have to be “US Keyboard”.

The issue is generally resolved by following the steps outlined on page 48 of the [M-STEP Test Administration Manual](https://www.michigan.gov/documents/mde/M-STEP_Test_Administration_Manual_630729_7.pdf) ([https://www.michigan.gov/documents/mde/M-STEP\\_Test\\_Administration\\_Manual\\_630729\\_7.pdf](https://www.michigan.gov/documents/mde/M-STEP_Test_Administration_Manual_630729_7.pdf)):

- **Before testing:** select “Settings” then “Keyboard Settings” and select “US Keyboard”
- **During testing:** click anywhere outside of the text box and press CTRL + SHIFT + SPACE BAR to select “US Keyboard”

This resolution works for most testing devices.

However, there has been a caching issue for some students testing with a Chrome Operating System (such as Chromebooks) – in these cases, the system resets the keyboard setting even after the setting has been changed to US Keyboard.

The DRC Tech Bulletin, “[Forcing Chrome OS to use “US keyboard” for DRC INSIGHT](https://mi.drcdirect.com/Documents/Unsecure/Doc.aspx?id=af78189a-1a62-48c3-ab47-62cdbc1a76f2)” (<https://mi.drcdirect.com/Documents/Unsecure/Doc.aspx?id=af78189a-1a62-48c3-ab47-62cdbc1a76f2>), details how to resolve this issue. Share this technology bulletin with your local school and/or district Technology Director as soon as possible.

The Office of Educational Assessment and Accountability will be in contact with the scoring center to ensure student scores are not impacted.

### Reminders

- Spring 2022 Michigan Educational Research Association (MERA) Virtual Conference, April 29
- Join the Achieving Balance in Classroom Assessment Program
- FAME Project Accepting New Coach Applications for 2022-23

## M-STEP Online Testing: Using Text-to-Speech (TTS) for Directions Only

This article provides information about how the TTS for Directions feature works on M-STEP Online tests.

- TTS for Directions Only is available for all students; it does not have to be assigned in the DRC INSIGHT Portal to be available on students' tests.
  - » All students will see the TTS play button on the Directions screens.



- » Students are not to select the play button unless instructed to by the Test Administrator.
- » If a student selects the TTS play button at any point (whether instructed to or not), the subsequent directions screens will automatically be read through TTS. Students who are not using TTS for Directions will have to select "pause" or "stop" on each subsequent screen if the Test Administrator is not using TTS for Directions.
- » TTS is only available for all students on the Test Directions screens; if they have not been assigned TTS as a Designated Support or TTSPASSAGE as an Accommodation in the DRC INSIGHT Portal, they will not have TTS available once they select "Begin the Test".

- Test Administrators must follow the directions provided in the appropriate grade Online Test Administrator's Directions and Manual Documents (TADM). Administration directions require these tasks be done together before TTS for Directions can begin:
  - » handing out test tickets and logging into the test
  - » reviewing the Welcome screen
  - » entering the Test Monitoring Code (if used)
  - » reviewing the Test Selection screen
- After completing the Test Selection screen, follow the appropriate directions in the TADM for either administration **with** TTS for Directions or **without** TTS for Directions.
- All tests include the Audio Check screen. There are different directions for using the Audio Check screen, depending on whether the administration is with or without TTS for Directions, and whether there are students using TTS as a Designated Support.
  - » The following tests **require audio**:
    - all English language arts (ELA) tests
    - any test with TTS assigned
  - » The following tests **do not require audio**:
    - all non-English language arts (ELA) tests
    - any test not using TTS

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- » In all cases, including if no audio is used in a test, **all students must select Play Audio on the Audio Check screen** in order to move to the next screen.
- The Michigan Department of Education recommends devices that are not using audio be muted prior to students logging into a test. Directions for the Test Administrator(s) in this situation are provided in the TADM.
- If a device is not muted prior to testing and no headphones are plugged in, audio may play aloud in the room on those devices. Test Administrators should instruct students to select the **“The Sound is Working”** button to move to the next screen. These directions are provided in the TADM.

**It is required that all Test Administrators review the directions provided in the TADM prior to administering any assessment.**

- MI-Access FI tests also use TTS for the online assessments. The TTS:
  - » is designed to start automatically from the directions through the end of the test
  - » requires headphones when administered in a small group
  - » may be adjusted to reduce the volume or turn off completely using the options button in the test menu
  - » is designed as a Universal Tools for all students taking MI-Access FI assessment (except for text designated as “Do Not Read Aloud”)

## Spring 2022 Preliminary Student Roster Reports for M-STEP and MI-Access

The M-STEP and MI-Access Preliminary Student Roster Reports are now available through the Office of Educational Assessment and Accountability (OEAA) Secure Site. These reports are available within 48 hours of students completing all portions of a content area test during the testing window.

The Spring 2022 preliminary reports and data are **embargoed**. While Individual student results may be shared with parents, **preliminary student score results are for school and district use only**. Board meetings are considered open meetings; therefore, sharing embargoed assessment results at these meetings is not allowed.

The reports for M-STEP and MI-Access (FI online tests and SI/P online score entries) online assessments contain preliminary scale scores, points earned data where appropriate, and subscores (claim, domain, or discipline scores) by content area and grade. There are several things to remember about Preliminary Student Roster reports:

- They are for school use only, since the scores are preliminary and are subject to change. For reasons why a preliminary scale score might change for final reporting, refer to the [M-STEP Interpretive Guide to Preliminary Reports](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Interpretive-Guide-to-M-STEP-Preliminary-Reportspdf?rev=1c937c6d8c514123b8a28d78ba077312&hash=8BAB25563EF3E6D5F51A2992A0F1651B) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Interpretive-Guide-to-M-STEP-Preliminary-Reportspdf?rev=1c937c6d8c514123b8a28d78ba077312&hash=8BAB25563EF3E6D5F51A2992A0F1651B>).

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and [MI-Access Interpretive Guide to Preliminary Reports](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Interpretive-Guide-to-M-STEP-Preliminary-Reportspdf?rev=1c937c6d8c514123b8a28d78ba077312&hash=8BAB25563EF3E6D5F51A2992A0F1651B) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Interpretive-Guide-to-M-STEP-Preliminary-Reportspdf?rev=1c937c6d8c514123b8a28d78ba077312&hash=8BAB25563EF3E6D5F51A2992A0F1651B>)

- Preliminary scores are calculated using only machine-scored items available at the time the test is submitted.
- Constructed-response items and paper/pencil assessments are not included in preliminary scores.
- Scores and performance data presented in a preliminary report are not to be taken as a final evaluation of a student's performance.

The Preliminary Student Roster Reports are available in the Dynamic Score Reporting Site, which is accessed through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). For information on how to access your school's Preliminary Student Roster Report, view the [Dynamic Score Reporting User Guide](#) on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) and [MI-Access web page](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) under the **Reports** section.

The guide contains step-by-step instructions for accessing the preliminary reports through the OEAA Secure Site.

**Important Reminder:** The preliminary report data are not to be used for any high-stakes decisions, such as student grade or course placement (unless required by law), curricular evaluations, and/or teacher evaluations.

Michigan's Read by Grade 3 Law (MCL.2801.280.f) requires grade 3 M-STEP ELA results to be used to flag students who are eligible for retention. M-STEP

grade 3 ELA results are used to identify students who will receive a retention eligibility notification from the Center for Educational Performance and Information (CEPI).

On grade 3 ELA reports, the column to the right of the ELA claims displays the Read by Grade 3 Indicator based on preliminary scale score. Student tests are flagged as follows:

- Preliminary scale score of 1272 or above: student meets the requirements of the Read by Grade 3 law for promotion to the grade 4
- Preliminary scale score between 1253 and 1271: student needs additional reading supports
- Preliminary scale score is 1252 or below: student is eligible for grade 3 retention

Preliminary reports include a downloadable .CSV file that contains all student data that is contained on the report.

More information about the M-STEP Preliminary Student Roster report, including reasons why scores may change for final reporting, is available in the [Interpretive Guide to M-STEP Preliminary Reports](#) on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)). The [Interpretive Guide to MI-Access Preliminary Reports](#) is available on the [MI-Access web page](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)).

## Early Literacy and Mathematics Benchmark Assessments Student-Level

## Reports Available

The Spring 2022 Early Literacy and Mathematics Benchmark Assessments testing window is open now through **June 3, 2022**. Student Level Reports for the Spring 2022 administration are available in the Dynamic Reporting System through the Office of Educational Assessment and Accountability (OEAA) Secure Site. Reports are available within 48 hours of students completing all portions of a content area test.

Available reports include:

- **Individual Student Report (ISR)** – separated by content area, provides detailed information on individual student achievement and scale score
- **Student Roster Report** – allows users to view student Overall Scale Score, Standard Error, Points Earned by assessment category, and domain subtotal by grade, content, domains, and categories
- **Student Trend Report** – displays up to three years of historical Early Literacy and Benchmark Assessment score data
- **Domain Analysis Report** (coming soon) – displays the Overall Content Scale Score and the number of Points Earned in each domain for each student

To view your school or district reports, go to the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](https://www.michigan.gov/oeaa-secure)) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu.

For help in accessing and navigating the Dynamic Score Reporting Site, refer to the [Dynamic Score](#)

[Reporting User Guide](https://www.michigan.gov/-/media/Project/Websites/mde/2021/08/27/How_to_Navigate_Dynamic_Score_Reports.pdf?rev=3776a2308c8e41759b34fbf84661c24c) ([https://www.michigan.gov/-/media/Project/Websites/mde/2021/08/27/How\\_to\\_Navigate\\_Dynamic\\_Score\\_Reports.pdf?rev=3776a2308c8e41759b34fbf84661c24c](https://www.michigan.gov/-/media/Project/Websites/mde/2021/08/27/How_to_Navigate_Dynamic_Score_Reports.pdf?rev=3776a2308c8e41759b34fbf84661c24c)). For information on these reports and recommendations on the appropriate use of them, refer to the [Interpretive Guide to Early Literacy and Mathematics Reports](https://www.michigan.gov/-/media/Project/Websites/mde/2021/10/12/1920_Interpretive_Guide_to_Early_Literacy_and_Mathematics_Reports.pdf?rev=612611d3cf19481faf16104f60d8bc9a) ([https://www.michigan.gov/-/media/Project/Websites/mde/2021/10/12/1920\\_Interpretive\\_Guide\\_to\\_Early\\_Literacy\\_and\\_Mathematics\\_Reports.pdf?rev=612611d3cf19481faf16104f60d8bc9a](https://www.michigan.gov/-/media/Project/Websites/mde/2021/10/12/1920_Interpretive_Guide_to_Early_Literacy_and_Mathematics_Reports.pdf?rev=612611d3cf19481faf16104f60d8bc9a)). Both guides are located on the [Early Literacy and Mathematics web page](https://www.michigan.gov/earlylitandmath) ([www.michigan.gov/earlylitandmath](https://www.michigan.gov/earlylitandmath)) under the **Reporting** section.

## New Kindergarten WIDA Screener Reminder



This year, Michigan educators will transition to using a new WIDA screening tool for kindergarten students who are potential English learners (ELs). Refer to the information and timeline below to determine the particular kindergarten screener students should be given as this transition is implemented:

Which Students	Timeframe	Which Screener
Students enrolling during Kindergarten Roundup (students who <b>will not be</b> enrolled or receiving educational services during the <b>2021/22</b> school year)	April 1, 2022 – July 30, 2022	Administer the new WIDA Screener for Kindergarten
Students enrolling in kindergarten who <b>will be</b> receiving educational services during the <b>2021/22</b> school year	Now – July 30, 2022	Administer the Kindergarten W-APT
Students enrolling in kindergarten who will be receiving educational services during the <b>2022/23</b> school year	August 1, 2022 – December 1, 2022	Administer the new WIDA Screener for Kindergarten – discontinue all usage of the Kindergarten W-APT

Materials for the new WIDA Screener for Kindergarten may be ordered using the WIDA Paper Screen Order Form found in the WIDA Screener and Kindergarten W-APT section of the [MDE WIDA web page](#).

Educators administering the new WIDA Screener for Kindergarten will have to complete the appropriate assessment training course in the [WIDA Secure Portal](#) before administering the test.

## MiDataHub Mode of Instruction Webinar

On Tuesday, April 19, 2022, 1:00 – 2:00 p.m., the

Michigan Data Hub (MiDataHub) will host a Mode of Instruction (MOI) Webinar for districts that are providing student-level assessment information through MiDataHub to be aggregated for the Benchmark Assessment mandate.

Michigan's benchmark assessment legislation includes language that requires districts to provide the mode of instruction for students who were assessed with one of the approved benchmark assessments identified by the Michigan Department of Education (MDE):

- Curriculum Associates iReady
- MDE's Early Literacy and Mathematics Benchmark Assessments
- NWEA Map
- Renaissance STAR
- Smarter Balanced Interim Assessments offered by DRC

The three modes of instruction identified by MDE for this requirement are Fully In-Person, Fully Virtual, and Hybrid.

The webinar will cover these agenda topics:

1. Overview of the Mode of Instruction requirement
2. Loading MOI data from the district's Student Information Systems (SIS)
3. Using MiDataHub functionality to import MOI data
4. Verifying that the MOI data is available for aggregation
5. Q&A

[Click this link to register for the webinar](#). The webinar will also be recorded and posted to the [MiDataHub Trainings web page](#) for later viewing.

## What Is the Purpose of Summative Assessment?

As another year of state summative assessments begins, it may be beneficial to review the purpose of summative assessments. The general purpose of summative assessment is to measure how much students have learned in relation to the standards and content being assessed at the conclusion of a period of learning.

Summative assessment may be in the form of:

- annual state assessments: M-STEP, MI-Access, PSAT-related assessments, SAT, WIDA, and ACT WorkKeys
- end-of-unit tests, end-of-course exams, capstone projects, portfolios, performance assessments
- Advanced Placement tests (College Board), National Assessment of Educational Progress (NAEP)

At the local level, the purpose of summative assessment is to determine what students know and can do relative to local curricula aligned to state academic standards. At this level, summative assessment results are often used by teachers and by school and district administrators to:

- determine whether student learning and/or instruction has improved over the previous year
- improve instructional programs so that future groups of students perform significantly better than students being assessed in the current year

The purpose of state summative assessments is to measure student progress toward learning state academic standards and to provide a broader measurement of content than local summative assessments. Results can be used by school and district administrators, policymakers, state officials, and the public to:

- identify areas where aggregate student groups are, or are not, meeting the state standards
- determine whether local curricula are aligned to state standards
- evaluate program effectiveness
- identify schools and districts most in need of assistance and resources

A word of caution: Results from any summative assessment offer a snapshot of learning at one point in time. For this reason, summative assessment results should always be used in combination with other benchmark and formative assessment data when making high-stakes decisions about students, teachers, schools, or districts.

For more information on the purpose of summative assessments, check out the **Resources** and the **Put Into Practice** sections on the next page.

## Resources

- [What are summative assessments?](#) (May 2019). Assessment Learning Network, Michigan Assessment Consortium
- [What is summative assessment and how can it be used in the classroom?](#) (March 2021) Assessment Learning Network, Michigan Assessment Consortium
- [Michigan's Education Assessment System: What It Is, What It Means, And What It Offers](#)  
This flyer presents an overview of state assessments including why they are given and why they are important.

## Put into Practice

- What types of summative assessments are used in your classroom, school, or district?
- How do you and your colleagues use summative assessment data (for example, to identify trends in student learning over time, or to evaluate program effectiveness in your school or district)? How are the results communicated to the education community?



## Reminders

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

The Michigan Educational Research Association (MERA) Virtual Conference will address the teacher shortage crisis. Conference organizers expect to deepen attendees' understanding of the drivers that contribute to this problem and learn about potential strategies that could help make a difference in the school setting.

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

A conference Zoom link, agenda, and presenter materials will be sent to registrants several days before the start of the conference.

### Join the Achieving Balance in Classroom Assessment Program

Districts that implement high-quality, balanced assessment systems with fidelity in every classroom show improved student learning and increased student achievement. As districts move forward to address historic levels of learning loss following the COVID-19 pandemic, high-quality classroom assessment is more important than ever.

This is why the Michigan Department of Education (MDE) is collaborating with the Michigan Assessment Consortium (MAC) in offering a three-year professional learning and implementation program to support district teams as they plan for and implement balanced classroom assessment systems.

In the [Achieving Balance in Classroom Assessment \(ABCA\) program](#), districts will learn how balanced assessment — assessment *for* learning and *of* learning — can:

- substantially improve student instruction and learning
- close gaps in student performance
- increase equity in student learning and achievement.

For a full description of the ABCA program and a schedule of program activities, go to the [MAC event webpage](#) ([bit.ly/MAC-ABCA](https://bit.ly/MAC-ABCA)).

The deadline to apply has been extended to **Saturday, April 30, 2022**. To participate, complete your [district application](#) ([bit.ly/ABCA-Apply](https://bit.ly/ABCA-Apply)).

Have questions? Contact the MAC at [assistant@michiganassessmentconsortium.org](mailto:assistant@michiganassessmentconsortium.org) or MDE at [YoungK1@michigan.gov](mailto:YoungK1@michigan.gov).

### 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>) is available on the [FAME public website](#) (<https://famemichigan.org>).

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

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## 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](mailto:michiganadministratorsupport@collegeboard.org)

## WHAT'S NEW

### Important: Submit Survey by Friday, April 15 for Makeup Materials

Coordinators must respond to the makeup survey by Friday, April 15, to receive makeup materials for the SAT with Essay, PSAT 10, and PSAT 8/9. Refer to the "Ordering Makeup Materials" in the Reminders section of this Spotlight for information. Note: The deadline will not be extended for schools closed on April 15; these schools are to complete the survey before the deadline.

Makeup materials ordered through the survey will arrive in schools April 21-25.

If schools call the Michigan Educator Hotline after April 15 to request makeup materials, College Board cannot guarantee that materials will arrive in time for makeup testing.

## REMINDERS

### Ordering Makeup Materials

Coordinators received an email on April 12 with directions and links to a survey to order makeup materials for the SAT with Essay, PSAT 10, and PSAT 8/9. If the email was not received, the links to the survey are provided below. Follow the prompts within the survey to determine what materials to request.

- [SAT with Essay](https://www.surveyresearchonline.com/se/7321E7ED14393A8A) (<https://www.surveyresearchonline.com/se/7321E7ED14393A8A>)
- [PSAT 10](https://www.surveyresearchonline.com/se/7321E7ED2D776922) (<https://www.surveyresearchonline.com/se/7321E7ED2D776922>)
- [PSAT 8/9 for Grade 9](https://www.surveyresearchonline.com/se/7321E7ED496199AB) (<https://www.surveyresearchonline.com/se/7321E7ED496199AB>)
- [PSAT 8/9 for Grade 8](https://www.surveyresearchonline.com/se/7321E7ED496199AC) (<https://www.surveyresearchonline.com/se/7321E7ED496199AC>)

The surveys must be completed by 11:59 p.m. ET on April 15, 2022. Please respond to the survey even if you do not need materials, so we can accurately track responses and stop sending reminders. If you have not finished PSAT-related testing by April 15, estimate how many makeup materials you may need.

**If your school is closed on April 15, respond to the survey by April 14. The deadline will not be extended.**

For makeup testing, you must use the test books that will be shipped to you based on the responses in these surveys. **Using primary test date/window test books for makeup testing will result in non-reportable scores for students.**

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## CB

### Returning Materials

Coordinators will have three potential opportunities to return materials for each assessment.

**Note:** Test books and answer sheets, as well as materials for each assessment, are to be returned separately – that is, do not return PSAT 10 answer sheets with PSAT 8/9 answer sheets; do not return PSAT 8/9 for Grade 9 answer sheets with answer sheets for PSAT 8/9 for Grade 8.

**Return #1:** Materials of all students who have completed testing on April 13 (SAT with Essay) or in the primary testing window of April 13-19 (PSAT 10 and PSAT 8/9). For PSAT-related assessments, wait until all students have completed testing in the window before returning materials.

**Return #2:** Materials of all students eligible to test in the accommodated testing window who have completed testing.

**Return #3:** Materials of all students who complete makeup testing on April 26 (SAT with Essay) or in the makeup testing window of April 26-27 (PSAT 10 and PSAT 8/9). The return materials for makeup testing will arrive with the materials ordered in the makeup survey.

The Coordinator Manuals provide helpful diagrams for how to pack and return answer sheets and test books.

Assessment	Diagram to Pack Answer Sheets	Diagram to Pack Test Books
PSAT 8/9	Page 45	Page 46
PSAT 10	Page 46	Page 47
SAT with Essay	Page 53	Page 54

### Test Book Usage

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

Refer to the [Spring 2022 Test Book Usage and Return Information guide](#) posted to the [MME webpage](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and the [PSAT webpage](#) ([www.michigan.gov/psat](http://www.michigan.gov/psat)); this guide summarizes the test date, colors, and shapes associated with test books, and when to return materials.

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## What's New

### Preparing Test Materials for Return to ACT

As you pack your test materials for return to ACT, here are a few reminders:

- Retain the following items for use during the makeup administration on April 28, 2022 (Test Window 2):
  - » test administration manuals
  - » unused Test Administration Forms folders
  - » all unused answer documents and pre-identification barcode labels
  - » all other non-secure ancillary items
- Ensure every answer document has a barcode label.
  - » Refer to the [Spotlight on Student Assessment and Accountability newsletter \(March 3, 2022 issue\)](https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter) (<https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter>) for additional information.
  - » Locally print additional barcode labels from the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) as necessary.
- Verify that all pages of the Test Administration Forms folders are complete and accurate (keep a copy for your records):
  - » Chain of custody of secure forms is documented (page 1)
  - » Seating diagram is accurate (page 2)
  - » Timing is documented (page 3)
  - » Student roster is accurate (page 4)

**All standard time secure test forms must be returned to ACT.** Use the cartons in which the test materials were shipped and follow the instructions that begin on page 30 of the [ACT Test Coordinator Information Manual](#) to pack the carton(s) with the unused test materials.

Retain the unused cartons to return the accommodations and EL support materials at the end of the test window.

Store the boxes in a secure location within the district or school building until they can be either picked up by FedEx or taken to a local FedEx office.

### Returning Test Materials to ACT

A FedEx pickup for standard time materials has been pre-scheduled for **Monday, April 18, 2022**. If you are unable to return your test materials on this date, the WorkKeys Test Coordinator can do one of the following:

1. Send an email to [statetesting@operations.act.org](mailto:statetesting@operations.act.org) to request a new pickup and provide the following information:
  - » dates and times your school will be open
  - » location of the boxes
  - » number and approximate weight of boxes
  - » address, phone number, and contact name at the school

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2. Call ACT (800-553-6244, ext. 2800) to schedule a pickup
3. Take the materials to your local FedEx drop-off location and keep the receipt for your records

Answer documents received after each test window's Answer Document Receipt Deadline will not be scored. Refer to the [ACT WorkKeys Schedule of Events](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring) ([https://content.act.org/michigan/r/Schedule\\_of\\_Events\\_for\\_WorkKeys\\_-\\_Michigan\\_-\\_Spring](https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring)) for the individual due dates.

## Order Test Materials for Makeup Testing (Test Window 2)

Identify students eligible for Test Window 2 (makeup administration) and order their test materials **April 14-15, 2022 by 11:59 p.m.** – orders cannot be accepted after this deadline. Submit your order through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Refer to the [Spotlight on Student Assessment and Accountability newsletter \(March 31, 2022 issue\)](https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter) (<https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter>) for additional information. Do not submit materials orders through ACT's test administration site.

Instructions for submitting orders in the OEAA Secure Site can be found at the [Secure Site training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Material Ordering** section.

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

- [ACT WorkKeys Schedule of Events](#) – posted on the [ACT state testing website](http://act.org/stateanddistrict/michigan) ([act.org/stateanddistrict/michigan](http://act.org/stateanddistrict/michigan)) 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](http://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](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://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](mailto:ACTStateAccoms@act.org)

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

## Important Dates

April 2022

### M-STEP

#### Ongoing through May 3, 2022

- M-STEP (All Grades) Additional materials order window open in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Orders close at noon.

#### Ongoing through May 6, 2022

- M-STEP Online Testing Window Grade 3 (ELA only)

#### Ongoing through May 6, 2022

- M-STEP Paper/Pencil Testing Window Grades 3, 4, 5, 6, 7, 8, and 11 (all subjects)

#### Ongoing through May 20, 2022

- M-STEP Online Testing Window Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11 (all subjects)

### MI-Access

#### Ongoing through May 24, 2022

- Additional materials order window open in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Orders close at noon.

#### Ongoing through May 27, 2022

- MI-Access Testing Window

### PSAT 8/9 & PSAT 10

#### April 15, 2022

- Makeup Order Window closes. Coordinators should check their email for instructions from College Board to complete the survey for makeup materials.



#### Ongoing through April 19, 2022

- PSAT 8/9 (Grade 9) Primary Testing Window
- PSAT 10 (Grade 10) Primary Testing Window

#### Ongoing through April 19, 2022

- PSAT 8/9 (Grade 8) Primary Makeup Testing Window

#### April 26 – 27, 2022

- PSAT 8/9 (Grades 8 & 9) Makeup Testing Window
- PSAT 10 (Grade 10) Makeup Testing Window

### SAT with Essay

#### April 15, 2022

- Makeup Order Window closes. Coordinators should check their email for instructions from College Board to complete the survey for makeup materials.



#### April 26, 2022

- Makeup Test Day

(Continued on next page)

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



## April 2022

**April 15, 2022**

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**Ongoing through May 4, 2022**

- Off-site Test Administration Requests through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

**April 28, 2022**

- Makeup Test Day

**Ongoing through June 3, 2022**

- Testing Window

May 2022

**Ongoing through May 19, 2022**

- Off-Site Test Administration Requests through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure))
- Pre-identification for online and paper/pencil testing remains open through each test window

**Ongoing through May 26, 2022**

- Off-Site Testing Requests through the [OEAA Secure Site](https://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](https://www.michigan.gov/oeaa-secure))
- Pre-identification for online and paper/pencil testing remains open through the test window

## 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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto: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