

Spotlight

on Student Assessment and Accountability

What's New

Week of April 21, 2022

- Updated FedEx Procedures to Return Secure Assessment Materials



Updated FedEx Procedures to Return Secure Assessment Materials

As testing continues across the state, many schools/districts are beginning to plan for securely packing up and returning paper/pencil materials after administrations. Recently, FedEx made some minor changes to their call-in pickup procedures for returning materials. The updated instructions are as follows.

To schedule a pickup:

- call **1-800-GoFedEx (1-800-463-3339)**. After the voice prompt, say, “**Schedule an Express Pickup**” and follow the prompts.
- When transferred to a Customer Service Representative, specify that you need to schedule a “**FedEx Express pickup**”.
 - » You will need to specify that the delivery location is a business and not a residence.
 - » Should it be needed, the vendor (Measurement Incorporated) account number is preprinted on the lower right side of the airbill included in the assessment materials the school/district received before testing.

Information about these changes has been updated in the Test Administration Manuals (TAMs), which are on the web pages for [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) and [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access).

Reminders

- [New Kindergarten WIDA Screener Reminder](#)
- [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](#)

(Continued on next page)

Return Deadline Reminders

- **May 11, 2022** is the deadline for all M-STEP paper/pencil materials to be returned for all grades and content areas. Follow the instructions in the [M-STEP TAM](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).
- **May 27, 2022** is the deadline for MI-Access paper/pencil materials to be returned for all grades and content areas.
 - » For **Functional Independence** materials, follow the instructions in the FI TAM found on [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access).
 - » For **Supported Independence and Participation** materials, follow the instructions in the SI/P TAM found on [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access).

Reminders

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 will not be enrolled or receiving educational services during the 2021/22 school year)	April 1, 2022 – July 30, 2022	Administer the new WIDA Screener for Kindergarten
Students enrolling in kindergarten who will be receiving educational services during the 2021/22 school year	Now – July 30, 2022	Administer the Kindergarten W-APT
Students enrolling in kindergarten who will be receiving educational services during the 2022/23 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](https://www.michigan.gov/mde/services/student-assessment/wida-assessments) (https://www.michigan.gov/mde/services/student-assessment/wida-assessments).

Educators administering the new WIDA Screener for Kindergarten will have to complete the appropriate assessment training course in the [WIDA Secure Portal](https://portal.wida.us/home) (https://portal.wida.us/home) before administering the test.

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.

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

Reminders

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).

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

Have questions? Contact the MAC at assistant@michiganassessmentconsortium.org or MDE at 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>).

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

Have Materials Been Returned?

All used answer sheets and test books from the SAT with Essay primary test date and PSAT-related primary testing windows are to have been returned by school/district Test Coordinators by now. If these materials have not yet been returned, coordinators must do so immediately.

Instructions for scheduling a UPS pickup are located in the “After the Test” section of the applicable Coordinator Manual. Contact the Michigan Educator Hotline at 866-870-3127 (select Option 1) if you need more return materials.

Assessment	Test Date/Window	Important Notes
SAT with Essay	Primary Test Day: April 13	All purple test books and used answer sheets for students who tested on April 13 are to have been returned. There should be no purple test books in your school at this time.
SAT with Essay	Accommodated Testing Window: April 13-26	Continue using blue or lime test books until April 26. Return all test books and used answer sheets as soon as all eligible students have completed testing.
PSAT 10 and PSAT 8/9	Primary Testing Window: April 13-19	All test books and used answer sheets for students who tested April 13-19 are to have been returned.
PSAT 10 and PSAT 8/9	Accommodated Testing Window: April 13-26	Continue testing eligible students until April 26. Return all test books and used answer sheets as soon as all eligible students have completed testing.

Note: Any answer sheets returned after April 29 may not be scored or included in accountability calculations.



(Continued on next page)

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

CB

Preparing for Makeups

- Makeup materials will arrive in schools April 21-25.

Assessment	Test Books to Use for Makeup Testing 	Do NOT Use These Test Books for Makeup Testing 
SAT with Essay	Purple SAT with Essay test books with a sun ☀️ on the cover	Purple test books with a teardrop 💧 on the cover
PSAT 10	PSAT 10 test books with a lightbulb 💡 on the cover	PSAT 10 test books with a shield 🛡️ on the cover
PSAT 8/9 for Grade 9	PSAT 8/9 test books with a lightbulb 💡 on the cover	PSAT 8/9 test books with a bell 🔔 on the cover
PSAT 8/9 for Grade 8	PSAT 8/9 test books with a lightbulb 💡 on the cover	PSAT 8/9 test books with a shield 🛡️ on the cover

- Incorrect test books used for makeup testing will result in invalidated test scores.
- Grade 8 and Grade 9 students may not test together for the makeup.
- All primary and makeup answer documents must have a pre-ID barcode label affixed in order to be scored. Locally print a label from the Secure Site, as needed.

REMINDERS

Returning Materials

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

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



What's New

Returning Test Window 1 (Initial) Test Materials to ACT

Refer to the [Spotlight on Student Assessment and Accountability newsletter \(April 14, 2022 issue\)](https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter) (<https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter>) for information about packing and returning your test materials.

A FedEx pickup for accommodations materials has been scheduled for Thursday, April 28, 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 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
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 the May 5, 2022 Answer Document Receipt Deadline will not be scored.

Test Window 2 (Makeup) Test Administration

Test materials ordered during the April 14-15, 2022 ordering window are scheduled for delivery by **April 27, 2022**.

The standard time makeup test date is **Thursday, April 28, 2022** and the accommodations makeup test window is **April 28 – May 4, 2022**.

All makeup administrations must follow the test day policies and procedures that are detailed in the [ACT WorkKeys Administration - Standard Time Paper](#) and the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) manuals. Both manuals are posted on the [ACT-hosted website](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

FedEx pickups have been scheduled for **Friday, April 29, 2022** for standard time materials and **Thursday, May 5, 2022** for accommodations materials.

(Continued on next page)

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



If you are unable to return your test materials on these dates, the WorkKeys Test Coordinator can do one of the following:

1. Send an email to 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
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 the May 13, 2022 Answer Document Receipt Deadline will not be scored.

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) 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**.

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

April 2022

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
9	10	11	12	13

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) – 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) – orders close at noon

Ongoing through May 27, 2022

- MI-Access Testing Window

PSAT 8/9 & PSAT 10

April 26 - 27, 2022

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

SAT with Essay

April 26, 2022

- Makeup Test Day

ACT WorkKeys

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)

April 28, 2022

- Makeup Test Day

Early Literacy and Mathematics Benchmark Assessment

Ongoing through June 3, 2022

- Testing Window

(Continued on next page)

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

Important Dates

May 2022

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
9	10	11	12	13

M-STEP

May 11, 2022

- Return of Materials Deadline for all grades and content areas. Follow instructions provided in the [M-STEP Test Administration Manual](#) (https://www.michigan.gov/documents/mde/M-STEP_Test_Administration_Manual_630729_7.pdf)

Ongoing through May 19, 2022

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

MI-ACCESS

Ongoing through May 26, 2022

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

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