

Spotlight

on Student Assessment and Accountability

What's New

Week of April 28, 2022

- Final Week of Test Window for M-STEP Online Grade 3 English Language Arts and Paper/Pencil All Grades/All Content Areas
- Accountable Students Enrolled and Demographics Review for Spring 2022
- Feeling Anxious About Accountability? We Have Updated Resources to Help
- Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort III



Final Week of Test Window for M-STEP Online Grade 3 English Language Arts and Paper/Pencil All Grades/All Content Areas

May 6, 2022 is the final date of testing for the following M-STEP assessments:

- Online Testing — Grade 3 English language arts (ELA)
- Paper/Pencil Testing — All Grades/All content areas

All testing for online Grade 3 ELA and all paper/pencil tests in all grades must be completed by the end of the school day next Friday, May 6. There will be no exceptions to this deadline.

Also, any incident reports for online grade 3 ELA and all paper/pencil tests are to be resolved by Wednesday, May 4. The Michigan Department of Education (MDE) does not typically regenerate any online tests after the end of the school day on the Wednesday of the last week of testing, to ensure students have sufficient time to complete testing before the end of the test window. Verify that you do not have any incident reports in “Additional Information Requested” status before Wednesday, May 4, to ensure timely and appropriate resolution to all testing irregularities.

The test window for online Grade 3 mathematics and for grades 4-8 and 11 all content areas will remain open until May 20, 2022.

Paper/pencil test materials must be shipped to return to the scoring contractor by May 11, 2022. Detailed instructions for materials return are provided in 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).

Reminders

- New Kindergarten WIDA Screener Reminder
- FAME Project Accepting New Coach Applications for 2022-23

Accountable Students Enrolled and Demographics Review for Spring 2022

The United States Education Department (USED) is requiring “normal” school accountability for the 2021-2022 school year. There are no anticipated waivers or changes to state and federal laws governing assessment and accountability reporting.

The Accountable Students Enrolled and Demographics page on the Office of Educational Assessment and Accountability’s [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) will be available starting **Monday, May 2, 2022** for districts and schools to view and verify student enrollment and demographic data for:

- the **Spring 2022 WIDA test period** – includes English learners in grades K-12 who were expected to take the WIDA ACCESS or Alternate ACCESS for ELLs
- the **Spring 2022 test period** – includes students in grades 3-8 and 11 who are expected to take the SAT, M-STEP, and PSAT 8/9 for grade 8, and MI-Access assessments
 - » Grades 9 and 10 students are not included in accountability reporting, even though they were expected to test under state law.

This page allows districts and schools to view and verify student enrollment and demographic data that has been reported in the Michigan Student Data System (MSDS) and will be used for assessment and accountability reporting. There are two separate lists of enrolled students by test period, each based on a different enrollment date and grouping of students.

The lists are:

1. **Spring 2022 WIDA (ACCESS & Alternate ACCESS for ELLs) – based on enrollment on March 25, 2022**
 - a. Only student information submitted in MSDS with an “as of date” on or before **March 25** and submitted/certified by **5:00 p.m. on May 31, 2022** will be used for assessment and accountability reporting.
 - b. This list will include students identified in MSDS as being in an English learner (EL) program in grades K-12 who were expected to take the WIDA ACCESS or WIDA Alternate ACCESS for ELLs.
 - c. Students who were enrolled up through **March 25** should be listed; if they are not, an enrollment record or an EL program must be submitted in MSDS.
 - d. Students who exited the school prior to **March 25** should not be listed; if they are, then an exit record must be submitted in MSDS.
 - e. Student demographics should reflect a student’s status on **March 25**; if incorrect, a SRM file must be submitted in MSDS.
6. **Spring 2022 State Assessments – based on enrollment on May 27, 2022**
 - a. Only student information submitted in MSDS with an “as of date” on or before **May 27, 2022** and submitted/certified by **5:00 p.m. on June 13, 2022** will be used for assessment and accountability reporting.
 - b. This list will include all students in grades 3-8 and 11 who were expected to take the M-STEP, MI-Access, SAT, or PSAT 8/9 (for grade 8).

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- i. Grades 9 and 10 students are not included in accountability reporting, even though they are expected to test under state law.
- c. Students who will be enrolled through **May 27** should be listed; if they are not, an enrollment record must be submitted in MSDS.
- d. Students who have exited the school up through **May 27** should not be listed; if they are, then an exit record must be submitted in MSDS.
- e. Student demographics should reflect a student's status on **May 27**; if incorrect, a record must be submitted in MSDS.
- f. Since **May 27** is a future date, the list will have to be reviewed and updated as needed to ensure that student enrollment and demographics are correct as of **May 27**.

The Accountable Students Enrolled and Demographic pages will be updated daily at approximately 11:00 a.m. and 7:00 p.m., as Student Record Maintenance (SRM) records are submitted and certified in MSDS with an "as of date" on or before the dates listed above.

You will need to work with your district MSDS person to make any updates in MSDS. It is also very important they are made aware of the student record maintenance (SRM) file "as of dates" and deadlines. If you are not sure who your district MSDS person is, you can find the name and contact information on the **District and School Contact page** of the Secure Site. District and School Contacts directions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Make sure to review the Accountable Students Enrolled and Demographic directions for information on which demographics can and cannot be changed during the school year. The directions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

For more information and resources on school accountability topics, go to the [Michigan School Accountability page](http://www.michigan.gov/mde-accountability) (www.michigan.gov/mde-accountability).

Feeling Anxious About Accountability? We Have Updated Resources to Help

Like all other states this year, Michigan is required to run school accountability reports using 2021-22 data as in a normal (non-pandemic) year—including the reinstatement of the 95 percent assessment participation requirement and the identification of low-performing schools for supports. Therefore student participation on state assessments is imperative, as low participation can lead to lowered accountability results and possible subsequent support identification.

Recognizing that full accountability requirements have returned despite the lasting challenges related to the COVID-19 pandemic that schools may continue to face, the Michigan Department of Education Accountability team has updated several resources to provide upfront transparency around upcoming school accountability reporting in the fall. These resources cover topics such as frequently asked questions (FAQ), School Index support identifications, and best practices for reporting data used in accountability to the state.

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With testing season upon us, you may find these resources helpful as a refresher, or in planning for school accountability reporting later this year. Specifically, the FAQ covers numerous accountability-related topics, including information on submitting COVID-related **Students Not Tested** reasons during the upcoming **Answer Documents Received** and **Not Tested Students** window following the administration of spring assessments, as well as helpful information on student growth and school support identifications.

These resources and more can be found on MDE's [School Accountability web site](http://www.michigan.gov/mde-accountability) (www.michigan.gov/mde-accountability). The [FAQ and Reporting Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/General/Michigan-School-Accountability-FAQ-and-Planning-for-2021-22.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/General/Michigan-School-Accountability-FAQ-and-Planning-for-2021-22.pdf>) can be found in the [Accountability News](#) section. School Index support identification overviews can be found on the [School Index page](#) within the **Overviews** section.

Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort III

Join the Office of Educational Assessment and Accountability as we work with the Michigan Assessment Consortium to develop performance assessments aligned to Michigan's model competencies in mathematics and English language arts (ELA) in grades 3-8.

Preferred candidates for the Performance Assessment Cadre of Experts:

- have experience teaching in mathematics or ELA, in at least one of these grade spans: grades 3-5, and grades 6-8
- have experience teaching to Michigan's

mathematics and ELA academic content standards

- have interest in participating in the development of performance assessments

Participating in this project, you will have opportunities to:

- learn about the Michigan model competencies for mathematics and ELA
- develop performance assessments and rubrics
- collaborate with colleagues from across the state
- practice calibrating the scoring of performance assessments
- participate in a research agenda focused on measuring student competencies through performance assessments
- earn up to 50 SCECH credits; stipends will also be available based on time and completed products



Participants are expected to attend and contribute approximately 50 hours of job-embedded facilitated professional learning and assessment development over the 2022-23 academic year.

Approximately 8 or 9, 2-hour virtual sessions (after school) support the design process are expected to be scheduled between October 2022 through June 2023. Participants will work in grade level teams with colleagues. Team leads will host 3 to 4 virtual meetings, throughout the year, to keep the item development momentum going and production flowing.

If you are interested in participating, please submit your resume in an email to mde-oeaa@michigan.gov, using the subject line "Performance Assessment Cadre of Experts" by **May 30, 2022**.

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

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.

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.

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

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

Thank you!

Thank you for all the time and effort you have put into planning and administering the SAT with Essay, PSAT 10, and PSAT 8/9! We appreciate all you do to ensure a smooth administration for your students and school.

Deadline to Return Materials: April 29

All test books and used answer sheets must be returned to College Board. Any answer sheets returned after April 29 may not be scored or included in accountability calculations.

Score Release

Assessment	Score Release Begins
SAT with Essay - April 13	May 4, 2022
SAT with Essay - April 26	May 18, 2022
PSAT 10 and PSAT 8/9 for Grades 8 and 9	May 20, 2022

Scores will be released to students in their College Board accounts beginning on the dates shown. Some students' scores may be released later due to testing in the accommodated testing window, missing information on the answer sheet, answer sheets received late, or other exceptional conditions that

require additional attention. Scores for these students will be released daily as they become available.

Scores will be released to educators in the College Board K-12 Reporting Portal on June 21, once all answer document verification activities are completed.

Reminder: Scores available in the College Board Reporting Portal are not the official results used in Michigan Department of Education (MDE) reporting. Refer to an upcoming Spotlight article from MDE about the answer document verification window.

Paper score reports are no longer sent to schools but will be available in the College Board Reporting Portal once educators have access to scores in June.

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



Helping Students Access Scores

Students will need a College Board account to view their scores. If they do not already have an account, they can go to www.collegeboard.org and sign up for a free account.

As you and your students review scores, here are some common scenarios and potential courses of action.

Issue	Most Common Scenarios	Course of Action
Student has access to score, but educator does not	Educator scores have not yet been released in the K-12 reporting portal	Check again starting June 21 for access to scores
Educator has access to score, but student does not	College Board was not able to link score report to student's College Board account automatically	See steps outlined below
	Student does not have a College Board account	Have student create College Board account and follow the steps to link scores, as outlined below
	Student has multiple College Board accounts	Students should call CB at 866-756-7346 to merge their accounts. If the educator calls on the student's behalf, make sure the student is present to provide consent to the Customer Service team
Neither student nor educator has access to score	The school has not responded to a query from Educational Testing Service (ETS) regarding a testing irregularity and the score is on hold	Respond to ETS outreach to resolve the situation
	Used answer sheets were returned in the white accommodated testing envelope and the student was not approved for an accommodation or extended time as an English learner	ETS will reach out to the school to confirm if the student tested with accommodations. Respond to this outreach
	Score was invalidated due to a misadministration or other misconduct (use of cell phone, for example)	No action is available in most cases. The school will receive a letter concerning the misadministration
	Student submitted a Request to Cancel Scores form for the SAT with Essay	No action is available. Scores will be available to MDE but will not be available to the student or school in the portal
	Student score is slightly delayed due to testing on the makeup date, accommodated window, late receipt of answer sheets, missing information on the answer sheet, other reason	Continue to monitor scores. Students should contact College Board at 866-756-7346 if scores are not available by June 21

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



Matching Student Scores to a College Board Account

If a student is signed into their College Board account but does not see their scores, it may be that CB was not able to link their score report and account automatically. For security reasons, a student must verify additional information before scores can be displayed. Students will need either their SAT registration number (found in the Roster Report of the K-12 Reporting Portal) or the UIC (student ID number) they were pre-identified with.

To match, the student will:

1. [Log in](#) to the [College Board website](#) (<http://www.collegeboard.org>) or create a College Board account.
2. Select **Matching Tool**.
3. Follow the instructions on the screen.
4. The student will select one of the following options:
 - a. I can supply my test information.
 - b. I can supply my student ID (using the UIC).

There may be cases in which students will not be able to view their scores using the steps above; this may be because their information is inconsistent, the student has multiple College Board accounts, or their scores have not been released yet. If students cannot view their scores, they should call the College Board's Student Helpline at 866-756-7346.

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



Reminder

Test Window 2 (Makeup) Test Administration

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](#) (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.

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](#) (act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page
- [ACT WorkKeys List of Important Dates](#) – posted 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

May 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) – 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)

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) (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](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)
- Pre-identification for online and paper/pencil testing remains open through each test window

Ongoing through May 20, 2022

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

May 2 - June 13, 2022

- Accountable Students and Demographics Review for grades 3-8 and 11

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 26, 2022

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

Ongoing through May 27, 2022

- MI-Access Testing Window

PSAT 8/9 & PSAT 10

May 31 - June 6, 2022

- Answer Documents Received Review for PSAT 8/9 and PSAT 10

SAT with Essay

May 31 - June 6, 2022

- Answer Documents Received Review for SAT with Essay

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

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13

Important Dates

May 2022

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)
- Administer ACT WorkKeys Accommodations Makeup tests



May 31 - June 6, 2022

- Answer Documents Received Review for WorkKeys

Early Literacy and Mathematics Benchmark Assessment

Ongoing through June 3, 2022

- Testing Window

WIDA ACCESS & Alternate Access

May 24 - May 31, 2022

- Answer Documents Received Review for WIDA ACCESS

May 24 - June 7, 2022

- Students Not Tested for WIDA ACCESS

Spring 2022 Accountable Students and Demographics Review

May 2 - 31, 2022

- English learners in grades K-12

May 2 - June 13, 2022

- All grade 3-8 and 11 students

M-STEP

June 7 - 13, 2022

- Answer Documents Received Review for M-STEP

June 7 - 21, 2022

- Students Not Tested for M-STEP

MI-ACCESS

June 7 - 13, 2022

- Answer Documents Received Review for MI-ACCESS

June 7 - 21, 2022

- Students Not Tested for MI-ACCESS

PSAT 8/9 & PSAT 10

June 7 - 21, 2022

- Students Not Tested for PSAT 8/9 and PSAT 10

SAT with Essay

June 7 - 21, 2022

- Students Not Tested for SAT with Essay

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 WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

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