

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of April 7, 2022

- [Spring 2022 Testing Window Opens Monday April 11](#)
- [Common Problems: How to Avoid Testing Irregularities and Incident Reports](#)
- [M-STEP and MI-Access Preliminary Reports and Interpretive Guides to Preliminary Reports](#)
- [Accountability: Updated FAQ and 2021 Assessment Participation Details Now Available](#)

### Reminders

- [MI-Access Grade Level and Alignment Changes for Science](#)
- [Last Office Hours for M-STEP and MI-Access is April 12](#)
- [Spring 2022 Michigan Educational Research Association \(MERA\) Virtual Conference, April 29](#)
- [Be a Leader in Quality Assessment: Join the Achieving Balance in Classroom Assessment Program](#)
- [FAME Project Accepting New Coach Applications for 2022-23](#)

#### • [Spring 2022 Testing Window Opens Monday April 11](#)

• The Spring 2022 testing window opens on Monday, April 11, for all grades testing with M-STEP and for grades 3-8 and 11 testing with MI-Access. The Early Literacy and Mathematics Benchmark Assessment will also open for kindergarten through grade 2.

• The complete Summative Testing Schedule can be found on each assessment webpage, or in the [2021-2022 State Summative Assessments Testing Schedule](#).

• Be sure all staff involved in testing have reviewed and received training on the appropriate sections of the following documents prior to administering any state assessment.

- **Assessment Security Training:** The Assessment Security Training series through Michigan Virtual – created by the Michigan Department of Education (MDE) to help train staff involved in any student assessment activities – has been updated. The training modules are available through [Michigan Virtual](https://plp.michiganvirtual.org/) (<https://plp.michiganvirtual.org/>).
- **Test Administration Manual (TAM):** TAMs are assessment-specific; assessments may have multiple TAMs.
- **Test Administration Directions:** Test Administration Directions and Manuals (TADM) are assessment-specific and test-mode specific (online versus paper/pencil). Depending on the assessment, test directions may be incorporated in the TAM.

#### • [Online Testing](#)

• Online M-STEP, MI-Access (FI), and Early Literacy and Mathematics Benchmark assessments are administered during regular classroom instructional time. The online testing engine, INSIGHT, is available for testing from 7:00 a.m. to 4:00 p.m., Monday through Friday throughout the testing window.

• The only exception to this schedule is for those schools that previously submitted an Alternate INSIGHT Availability Request.

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Schools may schedule the online tests and any breaks in a manner that is appropriate for their students. If a break is taken during an online test, all secure materials – test tickets and rosters, used scratch paper and/or used graph paper – must be collected and securely stored during the break. If used scratch or graph paper is to be given back to students when they resume testing, the student’s name must be written on the scratch/graph paper.

All testing must be completed within the testing window. Online testing windows cannot be extended.

Students taking the online M-STEP will be administered the following tests:

Grade	English Language Arts	Mathematics	Science	Social Studies
3	X	X		
4	X	X		
5	X	X	X	X
6	X	X		
7	X	X		
8			X	X
11			X	X

Students taking College Board and ACT assessments will be administered the following tests:

Grade	English Language Arts	Mathematics	Work Skills
8	PSAT 8/9	PSAT 8/9	
9	PSAT 8/9	PSAT 8/9	
10	PSAT 10	PSAT 10	
11	SAT with Essay	SAT with Essay	ACT WorkKeys

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Students taking the online and/or paper/pencil MI-Access will be administered the following tests:

MI-Access (FI) Online and Paper/Pencil					
Grade	ELA: Accessing Print and Using Language*	ELA: Expressing Ideas* [paper/pencil only]	Mathematics	Science	Social Studies
3	X	X	X		
4	X	X	X		
5	X	X	X	X	X
6	X	X	X		
7	X	X	X		
8	X	X	X	X	X
11	X	X	X	X	X

\* Both ELA assessments must be administered for a valid ELA score. ELA: Expressing Ideas is paper/pencil only and must be administered for both online and paper/pencil administrations

MI-Access Supported Independence and Participation (SI/P) Paper/pencil for administration with online score entry			
Grade	English Language Arts	Mathematics	Science
3	X	X	
4	X	X	
5	X	X	X
6	X	X	
7	X	X	
8	X	X	X
11	X	X	X

- Student observation scores must be recorded on the paper Scoring Documents by the Primary and Shadow Assessment Administrators for each content area, and then transferred to the online answer document by May 27, 2022 (by 4:00 p.m.). Additional Scoring Documents are available on the [MI-Access webpage](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) for copying and printing purposes.
- MDE does not provide any social studies assessment for SI/P. Students in these assessments must be assessed using a locally approved/developed assessment for social studies. Schools must document this in the OEAA Secure Site during the Accountable Student and Test Verification window.

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Students taking the online Early Literacy and Mathematics Benchmark Assessment are offered the following tests:

Grade	English Language Arts	Mathematics
K	X	X
1	X	X
2	X	X

Detailed information about Early Literacy and Mathematics test session and timing information can be found in the [Guide to State Assessments](https://www.michigan.gov/-/media/Project/Websites/mde/2021/10/14/Guide_to_State_Assessments.pdf) ([https://www.michigan.gov/-/media/Project/Websites/mde/2021/10/14/Guide\\_to\\_State\\_Assessments.pdf](https://www.michigan.gov/-/media/Project/Websites/mde/2021/10/14/Guide_to_State_Assessments.pdf)).

**Reminder: Test tickets and rosters are secure materials and must be handled according to the appropriate chain of custody.**

## Paper/Pencil Testing

M-STEP paper/pencil tests are administered during the paper/pencil testing window, which is April 11 through May 6, 2022. Schools can administer any grade or content area paper/pencil test within the school day during the paper/pencil test window.

MI-Access paper/pencil tests are administered any time during the seven-week testing window, from April 11 through May 27, 2022. Schools may administer any grade or content area test within the school day during the paper/pencil test window.

## High School Testing

Schools administering the paper/pencil PSAT 8/9, PSAT 10, SAT with Essay, and/or the ACT WorkKeys assessments must adhere to the paper/pencil test administration dates in the published Testing Schedule for Summative Assessments, Spring 2022. A copy of this schedule can be found on the [M-STEP](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)), [PSAT](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)), and [MME](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) webpages, along with assessment-specific **Lists of Important Dates**.

Given to grade 11 and eligible grade 12 students, the Michigan Merit Examination (MME) has three components: the SAT with Essay, ACT WorkKeys, and M-STEP Science Test and Social Studies. All three components are required.

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The PSAT 8/9 for grade 8, PSAT 8/9 for grade 9, PSAT 10, SAT with Essay, and ACT WorkKeys tests must be administered according to the following schedule:

	Primary Testing Window	Makeup Testing Window	Accommodated Testing Window
<b>PSAT 8/9 for Grade 8</b>	April 13 (primary) April 14-19 (Students absent on April 13)	April 26-27	April 13-26
<b>PSAT for Grade 9</b>	April 13-19	April 26-27	April 13-26
<b>PSAT 10</b>	April 13-19	April 26-27	April 13-26
<b>SAT with Essay</b>	April 13	April 26	April 13-26
<b>ACT WorkKeys</b>	April 14	April 28	April 14-27

**Note: All paper/pencil answer documents for M-STEP, MI-Access, SAT, ACT WorkKeys, PSAT 8/9, and PSAT 10 must have a valid barcode label associated with the testing student.** Answer documents returned without a valid barcode label may not be scored and districts may be subject to associated fees.

## Common Problems: How to Avoid Testing Irregularities and Incident Reports

With the test administration nearly upon us, the Office of Educational Assessment and Accountability (OEAA) team is here to help ensure a safe, smooth, and equitable test administration in Spring 2022. While not all test irregularities are avoidable, there are some common issues that arise that can be easily prevented. We have prepared this brief list to support your successful test administration.

Note: If you do encounter any testing irregularities during test administration, the OEAA staff will help you resolve them, to ensure valid and reliable results that will help inform your program and your continuous improvement goals.

We urge you to review these common issues, so you can prevent retesting, invalidation of test scores, or any other type of mis-administration. Here are some common, and easily avoided, Incident Reports that the Michigan Department of Education (MDE) sees each year:

**Accommodations/Designated Supports not assigned:** One of the most common Incident Reports is that students did not receive their required Accommodation or Designated Support during testing. This can easily be avoided by:

- carefully assigning Accommodations and Designated Supports before the test administration begins (communicate with your Special Education staff)
- ensuring all Test Administrators are aware of all Accommodations/Designated Supports in each test session (communicate with your Test Administrators)
- assigning Accommodations and Designated Supports before test tickets are printed
- reviewing the testing roster sheet and/or test tickets to ensure embedded Accommodations and Designated Supports are included (Note: Not all allowed Designated Supports or Accommodations are listed on the test roster and/or test tickets.

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**Test not completed:** You can prevent this by remembering two important characteristics of specific tests:

- » English language arts and mathematics tests use Computer Adaptive Testing (CAT).  
**With CAT testing, it is not possible to submit a test unless all items in the test are answered.** CAT tests cannot be unlocked and MDE does not regenerate CAT tests for this reason. (There are some exceptions, specifically two accommodated forms of the ELA/mathematics assessments — Video Sign Language [ASL] and Stacked Spanish [ST].)
- » Science and social studies tests are fixed-form. Students must be instructed not to select “submit” until they have completed the assessment.

**Prohibited Behavior:** Make sure Test Administrators clearly state all student behavioral expectations before test administration begins. A common cause of Prohibited Behavior incident reports is student use of cell phones/ personal electronic devices during testing. Requiring students to power off any devices and store them away from their work area during testing will help prevent these issues.

## M-STEP and MI-Access Preliminary Reports and Interpretive Guides to Preliminary Reports

M-STEP and MI-Access Preliminary Reports will be available within 48 hours of students submitting their online tests. This may begin as soon as next Wednesday, April 13.

To access Preliminary Reports, log into the OEAA Secure Site, select the Reports dropdown, and select Dynamic Score Reports.



Then, select your entity information and schools with data available, then select Open Report in the lower right corner. The [Dynamic Score Reporting Site User Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/Dynamic-Score-Reporting-Site-User-Guide.pdf?rev=bf5446af6745473bacdb658b9d2c1197&hash=D07C6D97A11B4B844EF9926B46032149) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/Dynamic-Score-Reporting-Site-User-Guide.pdf?rev=bf5446af6745473bacdb658b9d2c1197&hash=D07C6D97A11B4B844EF9926B46032149) has detailed information on accessing and navigating reports through the OEAA Secure Site.

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**Note:** Preliminary reports and data are embargoed. Individual results may be shared with parents; however, it is not permissible to share any preliminary results with community members or any external stakeholders.

These reports provide a preliminary view of student performance on the M-STEP and MI-Access assessments. Keep in mind the data presented are not a final evaluation of student performance; they are calculated using machine-scored items only (hand-scored items are not included), include only students who tested online, and contain student data protected under the Family Educational Rights and Privacy Act (FERPA).

## M-STEP Preliminary Reports

M-STEP Preliminary Reports include Preliminary Scale Score and subscore (claim, domain, and discipline) information for students who tested online and have submitted the complete test. For grade 3 English language arts, Read by Grade 3 indicators are also reported. This is the score that is used to identify students who are Eligible for Retention according to the Read by Grade 3 legislation.

**LEGEND**  
 Preliminary Claim Indicators: Below Standard At/Near Standard Above Standard

### Preliminary Student Roster Report

Year: 20XX | Assessment: M-STEP | ISD Code: 00000 | ISD Name: Demo ISD | District Code: 00000 | District Name: Demo Public Schools District | School Code: 00000 | School Name: Demo School Name | Reporting Code: All

**Grade 4 | English Language Arts | All Students**

A Students (Total = 100)	B Preliminary Scale Score	C Preliminary Standard Error	Preliminary Scale Score		D Claims			
			1301-1399 Below Benchmark	1400-1454 Above Benchmark	Reading	Writing	Listening	Research
LAST NAME, DEMO A	1415	±6			Above	At/Near	Above	At/Near
LAST NAME, DEMO B	1392	±6			Below	Above	At/Near	At/Near
LAST NAME, DEMO C	1336	±10			Below	Below	At/Near	Below
LAST NAME, DEMO D	1428	±7			Above	Above	Above	Above
LAST NAME, DEMO E	1345	±15			NA	Below	At/Near	Above

A comma-separated values (CSV) file can also be downloaded to display all the reported information in CSV format and for local data needs. A file format is provided that defines each field in the downloaded CSV file.

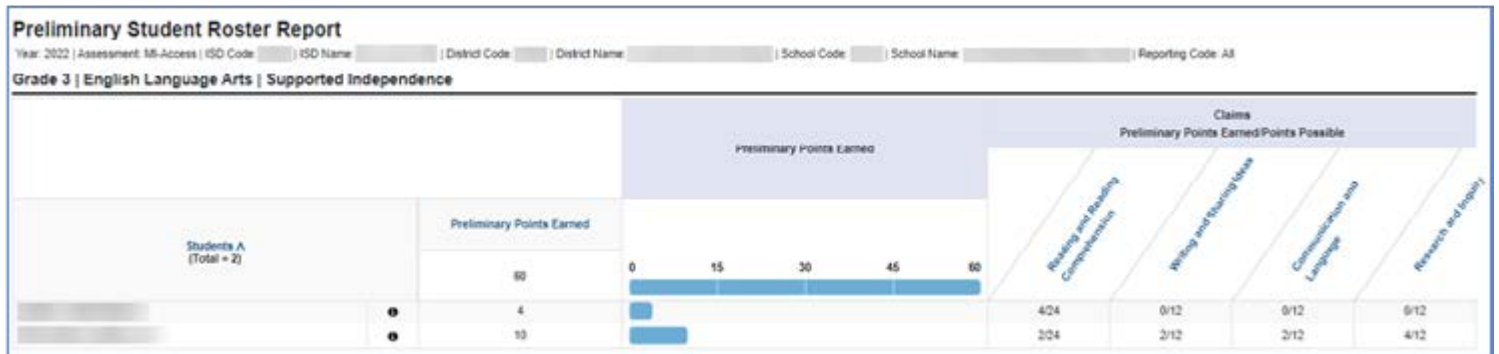
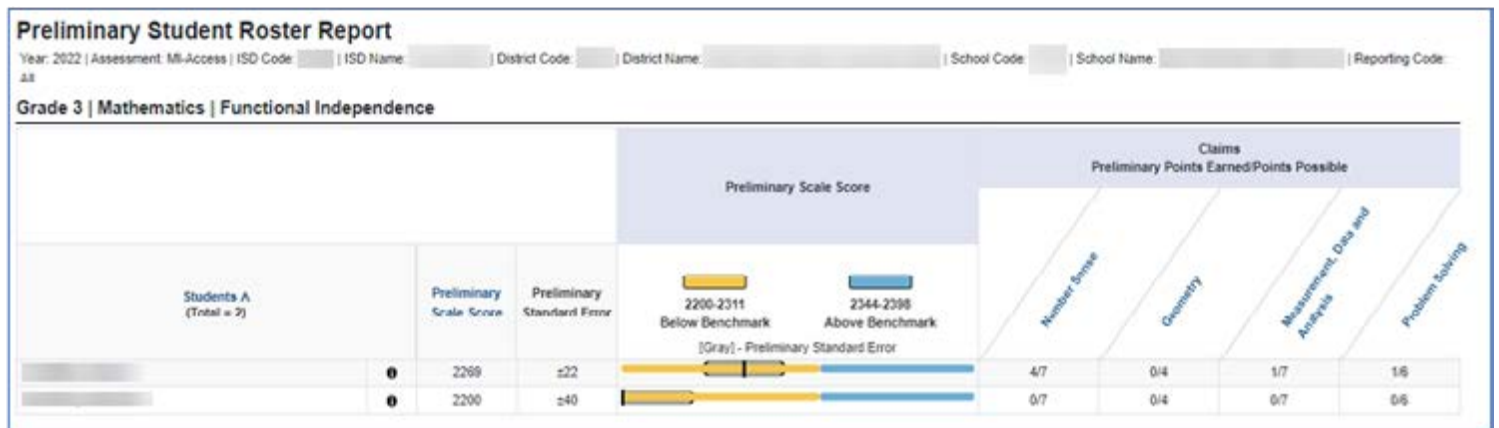
More information about the M-STEP Preliminary Reports is available in the [Interpretive Guide to M-STEP Preliminary Reports](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Interpretive-Guide-to-M-STEP-Preliminary-Reports.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Interpretive-Guide-to-M-STEP-Preliminary-Reports.pdf)

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## MI-Access Preliminary Reports

MI-Access Functional Independence Preliminary Reports include Preliminary Scale Score and subscore (claim, and discipline) information for students who completed the test online. Supported Independence and Participation Preliminary Reports provide Points Earned in the overall content area as well as the subscore data and are available after the Primary Assessment Administrator enters the scores in the online answer document. Note: The new science assessment for grades 5, 8, and 11 are not included in preliminary reporting; these results will be provided in the final reports release later this summer.



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## Accountability: Updated FAQ and 2021 Assessment Participation Details Now Available

An updated frequently asked questions (FAQ) for help in planning for 2021-22 accountability season has been posted on the [School Accountability webpage](http://www.michigan.gov/mde-accountability) ([www.michigan.gov/mde-accountability](http://www.michigan.gov/mde-accountability)) in the **Accountability News** section. The FAQ covers numerous accountability-related topics including information on submitting COVID-related reasons during the upcoming Answer Documents Received and Not Tested Students window. With testing season upon us, you may find these overviews helpful as quick refreshers in preparing for school accountability reporting later this year. While no new School Index reports or results will be available until later this year, we will continue to update resources on this page as they become available.

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## Reminders

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

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

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

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

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

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

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

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

### Last Office Hours for M-STEP and MI-Access is April 12

Do you have questions regarding the 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 is an unstructured Zoom meeting from 3:00 – 4:00 p.m., **Tuesday, April 12, 2022.**

The **meeting link** 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 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](mailto:mde-oeaa@michigan.gov) for a timely response.

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## Reminders

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

### Be a Leader in Quality Assessment: 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](http://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](http://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).

## Reminders

### 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](#), MDE/OEAA ([youngk1@michigan.gov](mailto:youngk1@michigan.gov)) or call 517-712-8442.

## 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

### Ordering Makeup Materials

Coordinators will receive 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 is 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.surveymethodsonline.com/se/7321E7ED14393A8A) (<https://www.surveymethodsonline.com/se/7321E7ED14393A8A>)
- [PSAT 10](https://www.surveymethodsonline.com/se/7321E7ED2D776922) (<https://www.surveymethodsonline.com/se/7321E7ED2D776922>)
- [PSAT 8/9 for Grade 9](https://www.surveymethodsonline.com/se/7321E7ED496199AB) (<https://www.surveymethodsonline.com/se/7321E7ED496199AB>)
- [PSAT 8/9 for Grade 8](https://www.surveymethodsonline.com/se/7321E7ED496199AC) (<https://www.surveymethodsonline.com/se/7321E7ED496199AC>)

The surveys will open at 9:00 a.m. ET on April 13 and 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.**

### 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.

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**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

## REMINDERS

### Error in SAT Standard Testing Manual and SAT Accommodated Testing Manual

There is an error in one of the preadministration scripts of the SAT Standard Testing Manual and SAT Accommodated Testing Manual. Your school will be impacted only if you are administering a preadministration session to students with parental consent to complete the optional questionnaire.

Is your school administering a preadministration session for SAT with Essay?	Impact
No, my school is not administering any preadministration session for the SAT with Essay	No Impact
My school is administering a preadministration session, but proctors will use the <i>Preadministration Scripts — Students Without Consent</i>	No Impact
My school is administering a preadministration session and proctors will use the <i>Preadministration Scripts — Students With Consent</i>	Inform proctors of the error in the script

The error, which occurs on page 7 of the SAT Standard Testing Manual and page 9 of the SAT Accommodated Testing Manual, concerns the instructions to be given to students as they complete Field 9 on their answer documents. Schools that are administering a preadministration session to students with parental consent are to inform proctors that the instruction for students to bubble in their test type (SAT or SAT with Essay) should say “SAT with Essay” and not “SAT”.

As they currently appear in the testing manuals, the instructions may create confusion with students and proctors as the Essay is required for students taking the Michigan Merit Exam.

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## Test Book Usage

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.

Refer to the [Spring 2022 Test Book Usage and Return Information guide](#) 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); this guide summarizes the test date, colors, and shapes associated with test books, and when to return materials.



## What's New

### ACT WorkKeys Administration Manual – Standard Time Paper Testing

Three errors have been identified in the Verbal Instructions section of the [ACT WorkKeys Administration Manual – Standard Time Paper Testing](#) posted on the [ACT state testing website](#) ([act.org/stateanddistrict/michigan](http://act.org/stateanddistrict/michigan)) on the **WorkKeys on Paper** page in the **Administration** stage. Please make the following corrections prior to test administration:

- **On page 48**, omit instruction number 13 and its associated verbal instruction, which is placed just before the break and is the last instruction of Test 2—Applied Math
- **On page 50**, omit instruction number 6 and its associated verbal instruction, which instructs examinees to break the seal of their test booklets and read the directions; this instruction was given earlier under Test 1—Workplace Documents
- **On page 51**, omit instruction number 18 and its associated verbal instruction regarding the collection of test booklets; this instruction is redundant, as it is included in earlier instructions for Test 3—Graphic Literacy

We apologize for this inconvenience.

## Reminders

### Important Testing Reminders

To help your test administration(s) go smoothly, here are a few reminders:

- Ensure you have received all test materials by comparing the packing list(s) to the materials delivered.
  - » Order additional materials in the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) by April 7, 2022 at 11:59 p.m. ET.
  - » Contact ACT if you are missing Test Administration Forms folders, site headers, return polymailers, colored return labels, and/or FedEx return labels.
- Ensure every answer document has a barcode label.
  - » Refer to the ACT WorkKeys feature in the [Spotlight newsletter \(March 3, 2022\)](#) (<https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter>) for additional information.
  - » Locally print additional barcode labels from the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) as necessary.
- Do NOT allow students to access electronic devices in the testing room.
  - » Electronic devices are to be turned off and stored during testing and breaks.

*(Continued on next page)*

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





- Administer the tests in the proper order: Workplace Documents, Applied Math, Graphic Literacy.
  - » Ensure accurate timing is kept for each subject.
  - » Actively monitor students to prevent misadministrations and prohibited behaviors.
- Do NOT allow extra breaks for standard time students.
- Verify that all pages of the Test Administration Forms folder 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)
- Identify students eligible for Test Window 2 (makeup administration) and order their test materials **April 14 - 15, 2022 by 5:00 p.m.** through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Do not order test materials using ACT's test administration site. Refer to the ACT WorkKeys feature in the [Spotlight newsletter \(March 31, 2022\)](https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter) (<https://www.michigan.gov/mde/Services/Student-Assessment/spotlight-newsletter>) for additional information.
- Ensure your test materials are ready to be picked up on the scheduled pick-up dates.
  - » Retain test administration manuals and unused answer documents for use during Test Window 2 (makeup administration).
  - » Use the preprinted site header to ensure prompt processing of your answer documents.
  - » Use the polymailers to return the answer documents, Test Administration Forms folder, and other applicable forms.
  - » Use the cartons in which the test materials were shipped to return the secure test materials to ACT, since each carton has a pre-applied FedEx return label.
  - » Answer documents received after each test window's Answer Document Receipt Deadline will not be scored. Refer to the [ACT WorkKeys Schedule of Events](#) for the individual due dates.

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**.

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

## Important Dates

### April 2022

#### M-STEP

##### April 7 – 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.

##### April 11 – May 6, 2022

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

##### April 11 – May 6, 2022

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

##### April 11 – May 20, 2022

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

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

- M-STEP Office Hours. Drop in to get answers and assistance from the OEAA staff who are supporting Spring 2022 test administrations.
  - » [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

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

- MI-Access Office Hours. Drop in to get answers and assistance from the OEAA staff who are supporting Spring 2022 test administrations.
  - » [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

#### PSAT 8/9 & PSAT 10

##### April 7, 2022

- Additional Materials Order window closes in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Orders due by 11:59 p.m.



##### April 13, 2022

- PSAT 8/9 (Grade 8) Primary test day

##### April 13 – 19, 2022

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

##### April 14 – 19, 2022

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

##### April 13 – 15, 2022

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

#### MI-Access

##### April 7 – 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.

##### April 11 – May 27, 2022

- MI-Access Testing Window

(Continued on next page)

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

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

## Important Dates

### April 2022

#### PSAT 8/9 & PSAT 10 (continued)

##### April 26 – 27, 2022

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

#### SAT with Essay

##### April 7, 2022

- Additional Materials Order window closes in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Orders due by 11:59 p.m.



##### April 13, 2022

- Primary Test Day

##### April 13 – 15, 2022

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

##### April 26, 2022

- Makeup Test Day

#### ACT WorkKeys

##### April 7, 2022

- Additional Materials Order window closes in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Orders due by 11:59 p.m.



##### April 14, 2022

- Primary Test Day

##### April 14 – 15, 2022

- Makeup Order Window. Place orders in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

##### 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

##### April 11 – June 3, 2022

- Testing Window

### May 2022

#### M-STEP

##### 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

#### MI-ACCESS

##### 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

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"> <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 WIDAAMS, 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