Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

What's New
Week of May 12, 2022

- **Spring 2023 Summative Assessment Calendar**
- **MI-Access End-of-Testing Reminders**
- **Spring 2022 Answer Documents Received and Not Tested Timelines**
- **Feeling Anxious About Accountability? We Have Updated Resources to Help**

Reminders

- **Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort III**
- **Educators Needed For MI-Access Standard Setting in Science**

M-STEP DEADLINE
All remaining M-STEP online testing ends
Friday, May 20, 2022

Spring 2023 Summative Assessment Calendar

The summative assessment calendar for Spring 2023 is now available on the OEAA Assessment Calendars web page (https://www.michigan.gov/mde/services/student-assessment/assessment-calendars).

The Spring 2023 Summative Assessment Calendar provides the testing window dates for the 2022-23 academic year for the following assessments:

- MI-Access
- M-STEP
- PSAT 8/9 and 10
- SAT with Essay
- WIDA
- WorkKeys

Detailed lists of important dates will be provided for each assessment in mid-to-late fall, 2022. Availability of the **List of Important Dates** documents will be communicated through future editions of the *Spotlight on Student Assessment and Accountability* newsletter.

MI-ACCESS DEADLINE
The MI-Access test window closes on May 27, 2022
All F1 testing and SI/P score entry must be completed by 4:00 p.m.

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions | **Call Center: 877-560-8378**

CB Corner / ACT WorkKeys / Important Dates / Contacts

MI-Access End-of-Testing Reminders

All MI-Access Spring 2022 testing will end at **4:00 p.m. on Friday, May 27, 2022**. No testing will be available for students after this window closes. Specifically:

- Functional Independence (FI) online and paper/pencil testing is **not** permitted beyond 4:00 p.m.
- Supported Independence/Participation (SI/P) testing must be completed and all scores entered in the online answer documents by 4:00 p.m.

The MI-Access **Return of Testing Materials** deadline is June 1, 2022. Return all secure paper/pencil test materials as soon as possible after testing is completed. Information on returning MI-Access paper/pencil materials can be found in the MI-Access Test Administration Manuals (TAMs). This includes detailed information and graphics on how all scorable and non-scorable test materials must be returned, and which items are to be retained by schools. The TAMs can be found on the MI-Access web page (www.michigan.gov/mi-access) under **Current Assessment Administration.**

The MI-Access **Additional Material Order Window** is open until noon on Tuesday, May 24, 2022. Any additional material orders must be submitted by this deadline for materials to be received before the testing window closes.

There are no exceptions to these deadlines.

Outstanding Incident Reports

If you have any outstanding incident reports involving MI-Access tests, log into the OEAA Secure Site (www.michigan.gov/oeaa-secure) to verify that all requested information has been provided to Office of Educational Assessment and Accountability staff. These incident reports will be prioritized to prevent delays in testing to the extent possible.

Important Dates

Event	Deadline
Assessment Window Closing	May 27, 2022 at 4:00 p.m.
SI/P Online Answer Document Entry	May 27, 2022 at 4:00 p.m.
Additional Materials orders close	May 24, 2022 at 12:00 p.m.
Material Return deadline	June 1, 2022

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

MI-Access FAQ: How can I check the status of FI online testing for students?

To verify that students have completed the online FI tests, log into the DRC INSIGHT Portal (mi.drcedirect.com) and select the "**My Applications**" tab; then under "**Post-Test Actions**", select "**Student Management**" and select the "**Student Status Dashboard**". This page allows you to monitor test completion by showing students whose tests are "Not Started", "In Progress", or "Complete".

The Student Status Dashboard screen shows only students who have been assigned to test in the DRC INSIGHT Portal; it does not reflect the accountability "expected to test" requirements. That is, if students were not pre-identified in the Secure Site or pulled into the DRC INSIGHT Portal, they will not be reflected on this screen, although they may be expected to test for accountability calculations. **Note:** The SI/P status is not available in the dashboard display.

Spring 2022 Answer Documents Received and Not Tested Timelines

The Spring 2022 Answer Documents Received and Not Tested Student review periods on the Office of Educational Assessment and Accountability (OEAA) Secure Site will be open for each assessment as shown:

- **WIDA ACCESS and Alternate ACCESS**
  - » *Answer Documents Received*: **May 24 – May 31, 2022**
  - » *Not Tested* reason submissions: **May 24 – June 7, 2022**
- **SAT; PSAT 8, 9, and 10; WorkKeys**
  - » *Answer Documents Received*: **May 31 – June 6, 2022**
  - » *Not Tested* reason submission for SAT and PSAT 8: **June 7 – June 21, 2022** (Not applicable for PSAT 9 and 10 and WorkKeys, since these assessments are not included in accountability)
- **M-STEP, MI-Access**
  - » *Answer Documents Received*: **June 7 – June 13, 2022**
  - » *Not Tested* reason submissions: **June 7 – June 21, 2022**

During these review periods, schools will be able to review the online and paper/pencil tests received by the scoring vendor and submit answer document issues (such as missing tests and reasons a student did not test in one or more content areas).

Note: Nonpublic schools will not and are not required to submit a reason a student did not test. The Not Tested reasons will be reviewed for a possible accountability exemption and will also be used for required federal reporting. The review periods represent the only opportunity schools will have to review and report answer document issues to ensure accurate reporting of student scores.

In anticipation of the upcoming review deadlines, here are some tips that can help you prepare:

1. **Make note of students who did not test in the appropriate assessment based on their grade and English learner status.**

   Having a local list of untested students will help to determine if a student's completed test is missing from the Answer Documents Received report on the OEAA Secure Site (once available), as opposed to a case of a student who was simply not tested. Asking teachers to provide a list of students who did not test and the reason(s) for not testing will make the process of verifying answer documents and submitting not tested reasons easier and quicker.

   You can currently use the Pre-ID Student Report and the Accountable Students Enrolled and Demographics screen on the OEAA Secure Site to determine which students were enrolled and were expected to take the spring assessments in your district or school. You can download the list and delete or add columns to help you track the information you will be collecting.

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

2. **Gather any necessary documentation for students who went untested** (for example, a signed doctor's note with starting and ending date of the student's medically related absence).

   Submitted "not tested" reasons will be reviewed for the possibility of excluding the student(s) from participation rates.

3. **Make note of any students who were flagged for Prohibitive Behavior or Non-Standard Accommodations during testing.**

   During the Answer Documents Received review period, schools can review students with these flags in the Secure Site and appeal the flag if it was set in error.

4. **Gather Social Studies test information for students taking MI-Access Participation (P) and Supported Independence (SI) in grades 5, 8, and 11.**

   Even though there is no P and SI social studies test, schools are expected to administer an off-the-shelf or teacher-created social study assessment to students taking P and SI tests. Otherwise, the students will show as not tested for social studies, and schools will be expected to submit the social studies test information.

5. **Work with the Accountable Students and Demographics report with the authorized Michigan Student Data System (MSDS) user to ensure the MSDS is up-to-date for the school.**

   See the Spotlight on Student Assessment and Accessibility newsletter (April 28 issue) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-4-28-22.pdf) for full details.

Directions for the Accountable Students Enrolled and Demographics and Answer Documents Received and Not Tested pages — including instructions on what to look for, explanations of the different screens, and how to resolve issues—are posted on the Secure Site Training web page (http://www.michigan.gov/securesitetraining) under the Accountable Students & Test Verification section.

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.

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

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 (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) 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.

Reminders

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

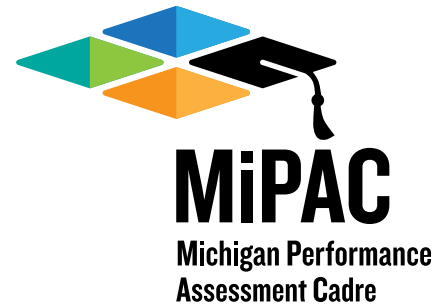- have interest in participating in the development of performance assessments

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 eight or nine 2-hour virtual sessions (after school) to support the design process are expected to be scheduled from October 2022 through June 2023. Participants will work in grade-level teams with colleagues. Team leads will host three or four 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**.

Reminders

Educators Needed For MI-Access Standard Setting in Science

In 2020, the state of Michigan published alternate content expectations in science for "students with the most significant cognitive disabilities." These alternate content expectations are derived from the general education content standards, but they focus on the most critical components—the essential elements—of the standards.

The essential elements are expressed at different ranges of complexity that are assessed using the three levels of MI-Access. These are:

- the high range of complexity, measured by MI-Access Functional Independence (FI)
- the medium range of complexity, measured by MI-Access Supported Independence (SI)
- the low range of complexity, measured by MI-Access Participation (P)

The Michigan Department of Education (MDE) will sponsor a standard setting, taking place July 12-14, 2022, implemented by Data Recognition Corporation (DRC). At the standard setting, Michigan educators and stakeholders will recommend cut scores for the nine science tests; that is, the three levels of MI-Access in each of the three tested grades (grades 5, 8, and 11).

MDE seeks to establish cut scores for the assessments that:

- reflect the updated alternate content expectations for science
- link students' scores on the tests to the state's expectations for students in each performance level
- are well articulated across grades

For each assessment, two cut scores will be established to define three performance levels: Emerging (Level 1), Attained (Level 2), and Surpassed (Level 3). These are the same levels used for MI-Access in the other assessed content areas of mathematics, English language arts (ELA), and social studies.

MDE is seeking **educators who are actively teaching these alternate content expectations in science** to their students to participate in this summer standard setting. You can indicate your interest by completing this survey (https://www.surveymonkey.com/r/MIA_22_Sci_Standard_Setting).

Note: By completing the survey, you are letting MDE know of your interest in and availability for the standard setting, but this does not guarantee you a position on the panel. A review of all panelists will be done to ensure representation from across the state and across demographics of both educators and the students they represent.

Spotlight

on Student Assessment and Accountability

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

REMINDERS

College Board Test Ordering Site Open for Fall Testing

The College Board test ordering site (TOS) is now open for the ordering of tests for the **Fall 2022** SAT School Day, PSAT/NMSQT, and PSAT 8/9.

The Michigan Department of Education will **not** be providing testing for students in Fall 2022. Fall testing is optional, and invoices will be the responsibility of schools and districts.

Note: Do not order tests at this time for the **April 2023** Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 in TOS.

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. 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.

Helping Students Access Scores

Review the Spotlight newsletter (April 28) (https://www. michigan.gov/mde/-/media/Project/Websites/mde/ OEAA/Spotlight-Newsletter/Spotlight-4-28-22.pdf) for detailed information about helping students access their scores.

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

ACT® WorkKeys®

Reminder

Returning ACT WorkKeys Test Materials

If you still have secure materials from the initial and/or makeup test dates, return them to ACT as soon as possible.

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 (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) to pack the carton(s). Store the packed cartons in a secure location within the district or school building until they can either be picked up by FedEx or taken to a local FedEx office.

The final FedEx pickup was scheduled for **Thursday, May 5, 2022**. If you were unable to return your test materials by the final scheduled FedEx pickup, 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.

ACT Schedule of Events & Important Dates

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 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

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 (www.michigan.gov/oeaa-secure) – orders close at noon

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

Ongoing through May 27, 2022
- MI-Access Testing Window

Early Literacy and Mathematics Benchmark Assessment

Ongoing through June 3, 2022
- Testing Window

Review Accountable Students Enrolled and Demographics

May 2-31, 2022
- WIDA

May 2-June 13, 2022
- M-STEP
- MI-Access
- SAT/PSAT 8

Verify Answer Documents Received

May 24-31, 2022
- WIDA

May 31-June 6, 2022
- SAT/PSAT 8
- WorkKeys
- PSAT 9 & 10

Submit Students Not Tested reasons

May 24-June 7, 2022
- WIDA

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

Important Dates

June 2022

Verify Answer Documents Received

June 7-13, 2022

- M-STEP
- MI-Access

Submit Students Not Tested reasons

June 7-21, 2022

- M-STEP
- MI-Access
- SAT/PSAT 8

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 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