# Spotlight



### on Student Assessment and Accountability

### What's New

Week of May 5, 2022

- Tomorrow is the Last Day for M-STEP Grade 3 ELA Testing
- M-STEP Paper/Pencil Materials Return Deadline: May 11, 2022
- Important M-STEP Security
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- Educators Needed For MI-Access Standard Setting in Science
- Thank You for Your Service

### Reminders

- Accountable Students Enrolled and Demographics Review for Spring 2022
- Final Call: FAME Project Accepting New Coach Applications for 2022-23
- Development Opportunity: Michigan Performance Assessment Cadre of Experts (MiPAC) – Cohort III



### IMPORTANT DEADLINE

All M-STEP Grade 3 ELA testing ends TOMORROW, May 6, 2022

### Tomorrow is the Last Day for M-STEP Grade 3 ELA Testing

It is important that you are aware of the following end of the test window deadlines:

- All M-STEP grade 3 English language arts (ELA) tests—both online and paper/pencil—must be completed by the end of the school day tomorrow, May 6, 2022.
- All grades and content areas paper/pencil testing also must be completed by the end of the school day tomorrow, May 6, 2022.
- All remaining tests—which include all online tests for grade 3 mathematics and all content areas for grades 4-8 and 11—must be completed by May 20, 2022.

There are no exceptions to these deadlines.

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

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**Online Testing:** To verify that students have completed the grade 3 ELA tests, log into the <u>DRC INSIGHT Portal</u> (mi.drcedirect.com) and select the "**My Applications**" tab; then, under "**Post-Test Actions**", select "**Student Management**". Then 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".

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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.

### Verify that all grade 3 students have completed testing by the end of the school day tomorrow, May 6, 2022.

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If you have any outstanding incident reports involving grade 3 ELA tests, log into the <u>OEAA Secure Site</u> (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.

**Paper/Pencil Testing:** Paper/pencil testing in all grades and all content areas must be completed by the end of the school day tomorrow, May 6. Follow the materials return requirements available in the <u>M-STEP</u> <u>Test Administration Manual (https://www.michigan.gov/documents/mde/M-STEP\_Test\_Administration\_Manual\_630729\_7.pdf).</u>

#### M-STEP Paper/Pencil Materials Return Deadline: May 11, 2022

All M-STEP paper/pencil materials must be shipped for return to the scoring contractor by Wednesday, May 11. Detailed instructions for returning materials are provided in the <u>M-STEP Test Administration Manual</u> (TAM) (https://www.michigan.gov/documents/mde/M-STEP\_Test\_Administration\_Manual\_630729\_7.pdf), beginning on page 65.

The materials must be returned according to the specific instructions provided in the TAM. Be sure to carefully review the instructions as you prepare materials for return.

**Note:** An update was made to the FedEx return procedures and was announced in <u>the Spotlight</u> <u>newsletter (April 21, 2022)</u> (https://www.michigan.gov/ mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-4-21-22.pdf). The update was applied in the TAM and can be identified by viewing **Appendix J: Change Log**. Verify that you have the most up-to-date information when preparing materials for return.

#### **Important M-STEP Security Protocols**

### Q: What are students allowed to do when they have completed M-STEP testing and what materials can they have access to?

A: When students have completed testing but are still in the testing room while others are testing, they are allowed to have only non-academic reading material in paper format only. Students who have finished testing are not allowed to use computers or other personal devices or to complete other activities while in the testing room, including homework or other class assignments. More information on allowable materials is available in the appropriate <u>Test Administrator's</u> <u>Directions and Manual Document</u> (https://www. michigan.gov/mde/services/student-assessment/mstep/current-assessment-administration/m-steppaper-pencil-directions-and-online-test-directions-andmanual).

### **Q: What are the electronic device requirements during testing?**

A: According to the Assessment Integrity Guide (https://www.michigan.gov/documents/mde/ Assessment Integrity Guide 291950 7.pdf), page 19, students are not permitted to access any personal electronic devices during testing. All electronic devices must be powered off and stored away from the student's work area at all times during a test session. Electronic devices include, but are not limited to, cell phones, smart watches, and Apple AirPods (or any other wireless/Bluetooth headphones). Accessing any electronic device during testing constitutes a prohibited behavior and requires an Incident Report to be submitted in the OEAA Secure Site. Any student who accesses or views an electronic device while testing will have their test invalidated and marked as prohibited behavior.

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For help submitting an incident report in the OEAA Secure Site (www.michigan.gov/oeaa-secure), view the Incident Reporting document (https://www. michigan.gov/mde/-/media/Project/Websites/mde/ Year/2019/01/08/Incident Reporting for M-STEP 520 328 7pdf?rev=ae1dc95313e44b278192c35154aa10f0 &hash=4E9D4AC995C40DEE0D8C90301F670CEF).

For information about policy requirements for reporting testing irregularities, view the Incident Reporting Guide in the M-STEP Test Administration Manual (https:// www.michigan.gov/documents/mde/M-STEP Test Administration Manual 630729 7.pdf).

#### Q: What does active monitoring of students during testing look like?

A: Active monitoring of students during testing includes moving about the room and watching the students as they test. Test Administrators should ensure that students remain focused on testing and redirect student attention as needed. Test Administrators are to refrain from other non-testing related activities, including using their cell phone for personal reasons, grading papers, and using their computer for anything other than test monitoring. The new Test Monitoring tool available is meant to support test monitoring and should not be used to replace it. More information about actively monitoring test sessions is available in the Assessment Integrity Guide (https://www.michigan.gov/documents/mde/ Assessment Integrity Guide 291950 7.pdf).

### **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.

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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 <u>this survey</u> (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.

#### **Thank You for Your Service**

The Office of Educational Assessment and Accountability (OEAA) offers a sincere "Thank You!" for all your planning, hard work, and persistence during the 2021-2022 testing season for the College Board Suite of Assessments and ACT WorkKeys.

There were several challenges in getting back to a "normal" testing year, yet you persevered. Students, parents, and educators will profit from your hard work to show what students know and are able to do in relation to Michigan's academic standards. College Board Suite of Assessments score reporting will be available to students who took the SAT with Essay beginning on May 4 or May 18, dependent upon when the SAT with Essay was taken. Students who took the PSAT 8/9 and PSAT 10 will have scores available beginning on May 20, 2022. Note that some 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. Students must have a College Board account to access scores.

Release of student scores will be followed by score releases to educators in the College Board K12 Reporting Portal, available starting June 21, 2022.

ACT WorkKeys score reports will be mailed to test coordinators during the week of August 1, 2022. Resources to help educators and students understand and use their scores are available on the <u>ACT-hosted website</u> (www.act.org/stateanddistrict/ michigan), on the **WorkKeys on Paper** page in **Step 7 Interpretation**. By creating their free account at <u>myworkkeys.com</u>, students can access their scores online and print their own National Career Readiness Certificate starting July 11, 2022.

Michigan Department of Education OEAA score reports will be available in late summer in the Dynamic Score Reporting Site accessed through the <u>OEAA</u> <u>Secure Site</u> (www.michigan.gov/oeaa-secure).

May 5, 2022

### Reminders

### 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 <u>OEAA Secure Site</u> (www.michigan.gov/ oeaa-secure) is now available 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.
- 2. 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 used for assessment and

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

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### Reminders

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).
  - 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 <u>Secure Site Training web page</u> (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 <u>Secure Site Training web page</u> (www.michigan. gov/securesitetraining).

For more information and resources on school accountability topics, go to the <u>Michigan School</u> <u>Accountability page</u> (www.michigan.gov/mde-accountability).

### Final Call: 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 <u>2022-23 New FAME Coach</u> <u>application</u> (https://www.surveymonkey.com/r/ NewFAMECoachApp) is available on the <u>FAME public</u> <u>website</u> (https://famemichigan.org).

The deadline to apply is tomorrow, **Friday, May 6**, **2022**. If you have any questions, contact

### Reminders

Kimberly Young, MDE/OEAA (youngk1@michigan. gov) or call 517-712-8442.

### 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 <u>mde-oeaa@michigan.gov</u>, using the subject line "Performance Assessment

### **CB** College Board Corner

Information on SAT<sup>®</sup>, PSAT<sup>™</sup> 8/9, and PSAT<sup>™</sup>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

### 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.

### REMINDERS

#### **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 <u>the Spotlight newsletter (April 28)</u> (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.

## ACT<sup>®</sup> WorkKeys<sup>®</sup>

### Thank You for a Successful Year

As another academic year ends, ACT would like to thank you and your testing staff for successfully delivering ACT WorkKeys to your students.

In a recent ACT National Curriculum Survey, employers rated skills such as learning to learn, collaboration, critical thinking, problem solving and adaptability as "most important". By participating in WorkKeys in your schools, students who earn a National Career Readiness Certificate (NCRC) are able to show potential employers that they can reliably apply these critical skills in a variety of settings.

Again, thank you for all you do on behalf of your students in making this opportunity available to them.

### 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 <u>ACT Test Coordinator Information</u> <u>Manual</u> (https://www.act.org/content/dam/act/secured/ documents/pdfs/state-district-test-coordinator-papertest.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 is scheduled for **Thursday**, **May 5, 2022**. If you were unable to return your test materials by the final scheduled FedEx pickup (today, Thursday, May 5, 2022), the WorkKeys Test Coordinator can do one of the following:

- 1. Send an email to <u>statetesting@operations.act.</u> <u>org</u> 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 dropoff 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:

- <u>ACT WorkKeys Schedule of Events</u> posted on the <u>ACT state testing website</u> (act.org/ stateanddistrict/michigan) on the WorkKeys on Paper page
- <u>ACT WorkKeys List of Important Dates</u> posted on the <u>MME web page</u> (www.michigan.gov/ mme) under **General information**, List of Important Dates.

#### **Contacting ACT**

If you have questions, you may:

1. contact ACT via the <u>Contact Us web page</u> (www.act.org/aap/state/contact.html)

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

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### **Important Dates**

### May 2022

### **M-STEP**

#### May 6, 2022

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

#### 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 <u>M-STEP Test Administration Manual</u> (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 <u>OEAA Secure Site</u> (www.michigan.gov/oeaasecure)
- 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 <u>OEAA Secure Site</u> (www.michigan.gov/oeaasecure) – orders close at noon

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#### Ongoing through May 26, 2022

- Off-Site Testing Requests through the <u>OEAA</u> <u>Secure Site (www.michigan.gov/oeaa-secure)</u>
- 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

#### (Continued on next page)

### **Important Dates**

### May 2022

### 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

### June 2022

### **Verify Answer Documents Received**

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#### 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	<ul> <li>for questions about the College Entrance and Workskills assessments</li> <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> </ul>
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

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