

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of January 13, 2022

- [Update on Spring 2022 Assessments](#)
- [Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data Now Available](#)
- [Inviting Your Participation: Writing Skills Field Test, Preparing for Passage-based Writing](#)
- [MI-Access Grade Level and Alignment Changes for Science](#)
- [WIDA ACCESS for ELLs Materials Arrive in Districts on January 28](#)
- [2022 Michigan School Testing Conference: Learn, Share & Discover Information and Ideas about Student Assessment](#)
- [Focus on Assessment Literacy: Benchmark Assessments Provide Predictive, Evaluative and Instructional Data to Support Student Learning](#)

#### Update on Spring 2022 Assessments

At this time, there have been no adjustments or modifications to the federal, and state-mandated Spring 2022 state assessments or accountability requirements. This includes WIDA, M-STEP, MME, PSAT, SAT, WorkKeys, and MI-Access. There is no option for state assessments to be taken in homes, or outside of the school setting. Students must be assessed in school or at an approved off-site location. The health and safety of Michigan students, staff, and families continue to be of the utmost importance. The Michigan Department of Education continues to encourage schools to work with their local health departments to ensure a safe and healthy environment for staff and students. We will provide updates as needed throughout the winter in Spotlight.

#### Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data Now Available

An updated [Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data](#) has been posted at [www.michigan.gov/mde-accountability](http://www.michigan.gov/mde-accountability) under the **Accountability News** section. This document is designed to help districts and schools understand how data submitted in multiple state systems (Michigan Student Data System [MSDS], Registry of Education Personnel [REP]) impact accountability calculations (School Index, School Grades, and Parent Dashboard). This guide can be used to help district and school pupil accountants and assessment coordinators understand how, and from where, their student data is used for accountability purposes, with a focus on accurate reporting of:

- Student demographics
- Enrollment/exit dates
- Instructional entity/program
- Course Information
- Staffing Information











Formative

Interim

Summative

## Resources

Interim Assessments: What Are Some Key Characteristics? (2019) Assessment Learning Network

[https://www.michiganassessmentconsortium.org/wp-content/uploads/2019\\_January\\_INTERIM\\_ASSESSMENT\\_KEY\\_CHARACTERISTICS\\_REV.pdf](https://www.michiganassessmentconsortium.org/wp-content/uploads/2019_January_INTERIM_ASSESSMENT_KEY_CHARACTERISTICS_REV.pdf)

The Role of Interim Assessments in a Comprehensive Assessment System (2007). Perie, M., Marion, S., Gong, B., & Wurtzel, J. <https://achieve.org/files/TheRoleofInterimAssessments.pdf>

This policy brief clarifies the role of interim benchmark assessments in a comprehensive assessment system.

## Put Into Practice

Download the [companion chart](#) to the first resource listed to the left – “Interim Assessment: What are some key characteristics?” – and review the twelve purposes of interim assessments. With a colleague, discuss the following:

- Which category of interim benchmark assessment is used most frequently in your classroom, school, or district – achievement monitoring, predicting future test performance, or program evaluation?
- What are the results of these assessments used for?

Focus on Assessment Literacy

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](mailto:michiganadministratorsupport@collegeboard.org)

### WHAT'S NEW

#### Check “Important Dates”

Remember to refer to the Important Dates section for reminders on upcoming dates and deadlines related to the pre-ID process, accommodation requests, off-site testing, and upcoming trainings.

#### SAT Essay

The Essay is still a **required** component of the SAT as part of the Michigan Merit Examination.

### REMINDERS

#### Pre-ID in the OEAA Secure Site

- All students taking the SAT with Essay, PSAT 10, and PSAT 8/9 must be pre-identified in the Office of Educational Assessment and Accountability (OEAA) Secure Site by 5:00 p.m. on February 16, 2022. Review the [November 18, 2021 Spotlight](#) edition for information from the Michigan Department of Education about the Pre-ID process.

#### Determining Test Material Orders

- The Pre-ID process creates the initial order for pre-printed ID labels for each student identified by this deadline, and determines the quantity of standard test materials to be shipped to schools.
- Accommodated test materials are shipped based on accommodations for students in the pending and approved status in SSD Online by February 22, 2022.

#### State-Allowed Accommodations and English Learner Supports Window

- Services for Students with Disabilities (SSD) Coordinators can now submit requests for state-allowed accommodations (SAAs) and English learner time and one-half (+50% extended time) support in SSD Online.
- If you already requested extended time for your English learners for the Fall 2021 testing, you do not need to re-enter those requests for Spring 2022 testing; the request is good for the academic year.
- SAAs are good for one academic year only. If a student used an SAA for Spring 2021 testing, the SSD Coordinator must either request the SAA again or request a College Board-approved accommodation for Spring 2022 testing.

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





## What's New

### ACT WorkKeys Training Packets

Training packets will be shipped to participating schools the week of January 17, 2022. The packets will contain copies of the answer documents, manuals, and other administration materials, which will allow test coordinators to familiarize themselves with policies and procedures. Additional copies of these materials will be sent in the initial shipment of test materials in March.

The training packets will be sent to the mailing address of the WorkKeys Test Coordinator listed in [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)), not to the building address. Refer to the [September 2, 2021 Spotlight on Student Assessment and Accountability Newsletter](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information about updating the EEM.

### ACT WorkKeys Training Webinars

All school staff are invited to attend ACT's optional WorkKeys training webinars that will provide an overview of how to administer the WorkKeys assessments, including receiving and returning test materials. Use the links below to register for one or both sessions. Each session will be recorded and posted to the ACT-hosted website in the Preparation stage.

- **Wednesday, February 9, 2022, 10:00 – 11:00 a.m. ET**  
[Register here](https://event.on24.com/wcc/r/3477648/4961571337A1059B47D1ED5590E6ED55) (<https://event.on24.com/wcc/r/3477648/4961571337A1059B47D1ED5590E6ED55>)

- **Tuesday, March 8, 2022, 3:30 – 4:30 p.m. ET**  
[Register here](https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4) (<https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4>)

## Reminders

### Complete ACT's Manage Participation Process

Manage Participation. If your school(s) has not yet completed Manage Participation using the PearsonAccess<sup>next</sup> system, refer to the [October 28, 2021 Spotlight on Student Assessment and Accountability Newsletter](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for information and high-level instructions on how to complete ACT's Manage Participation process. Detailed step-by-step instructions are provided in the [ACT WorkKeys Spring 2022 Manage Participation Guide](https://www.michigan.gov/documents/mde/ACT_WorkKeys_Manage_Participation_Guide_-_Michigan_739479_7.pdf) ([https://www.michigan.gov/documents/mde/ACT\\_WorkKeys\\_Manage\\_Participation\\_Guide\\_-\\_Michigan\\_739479\\_7.pdf](https://www.michigan.gov/documents/mde/ACT_WorkKeys_Manage_Participation_Guide_-_Michigan_739479_7.pdf)) located on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)).

District Assessment Coordinators should ensure that all high schools in the district have completed the Manage Participation process, even if they are not testing.

The names of schools that will be participating are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District and Building Assessment Coordinators can verify each school's status by reviewing the Test Center Participation page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) under the Assessment Registration drop-down menu.

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



## Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-ID barcode labels and to order ACT WorkKeys standard-time and accommodations materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) is open through **February 16, 2022 at 5:00 p.m.**

Instructions for these activities can be found on the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) ([www.michigan.gov/secaresitetraining](http://www.michigan.gov/secaresitetraining)) under the Pre-Identification of Students and the Material Ordering sections.

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by **5:00 p.m. on February 16, 2022**. Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5:00 p.m. on February 16, 2022**.

The projected number of Standard Time, Regular Print materials that will be sent, based on the pre-identification, can be viewed on the Initial Material Orders page on the OEAA Secure Site.

The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

Refer to the following [Spotlight on Student Assessment and Accountability Newsletters](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) articles for complete information:

- [Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access](#) (November 18, 2021)
- [Spring 2022 Initial Material Orders](#) (December 9, 2021)
- [ACT WorkKeys](#) (January 6, 2022)

For all upcoming events and deadlines, be sure to reference the following documents:

[ACT WorkKeys Schedule of Events](#) posted on the on the **WorkKeys on Paper** page.

[ACT WorkKeys List of Important Dates](#) found on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under General information, List of Important Dates.

## Contacting ACT

If you have questions, you may:

1. Contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://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
3. Email accommodations questions to: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

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

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

## Important Dates

### Deadline is Tomorrow

#### WIDA ACCESS and Alternate ACCESS for ELLs Test Exception Request Window

Now – January 14, 2022

### Happening Now

#### M-STEP Passage-based Writing Field Test Administration Window

Now – February 4, 2022

- M-STEP Passage-based Writing Field Test online test administration window

#### Early Literacy And Mathematics Benchmark Assessment, Online Test Administration Window, Winter 2022

Now – February 4, 2022

- Early Literacy And Mathematics Benchmark online test administration window

#### M-STEP and MI-ACCESS Online Test Session Setup in OEAA Secure Site

Now – February 21, 2022

- Test sessions are pulled into the DRC INSIGHT portal based on online pre-identification after 5:00 p.m. on February 21. All students must be pre-identified for online testing to set up test sessions through the OEAA [Secure Site](#).

#### College Board Accommodations Request Window for EL Supports and State-Allowed Accommodations

Now – February 22, 2022

- Window to request state-allowed accommodations and English learner extended time in SSD Online for the SAT with Essay, PSAT 10, and PSAT 8/9

#### Alternate INSIGHT Availability Request

Now – March 18, 2022

- [Alternate INSIGHT Availability Request](#) for schools with regular instructional hours after 4:00 p.m. that plan to schedule M-STEP or MI-Access FI online test sessions extending beyond 4:00 p.m.

#### WIDA AMS Test Setup Window

Now – March 25, 2022

#### M-STEP Off-Site Test Administration Requests

Now – May 19, 2022

- Request off-site testing through the OEAA Secure Site beginning

#### MI-ACCESS Off-Site Test Administration Requests

Now – May 26, 2022

- Request off-site testing through the OEAA Secure Site

*(Continued on next page)*

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

## Important Dates

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

### Happening Now: Pre-Identification

#### Early Literacy and Mathematics Benchmark Assessment (K-2)

**Now – February 3, 2022**

- Pre-ID of students for the Early Literacy and Mathematics Benchmark Assessment (grades K-2). Students who took the ELMBA in the fall will automatically be pre-identified to the Winter 2022 ELMBA by OEAA.

#### M-STEP Passage-based Writing Field Test

**Now – February 3, 2022**

- Window to pre-ID students for the M-STEP Passage-based Writing Field Test through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

#### College Board (SAT with Essay, PSAT 10, and PSAT 8/9)

**Now – February 16, 2022**

- Window to pre-ID students for the SAT with Essay, PSAT 10, and PSAT 8/9 in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

#### ACT WorkKeys

**Now – February 16, 2022**

- Window to pre-ID students for ACT WorkKeys in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

#### WIDA ACCESS and Alternate ACCESS for ELLs

**Now – March 25, 2022**

- WIDA ACCESS and Alternate ACCESS for ELLs pre-ID of students in [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) by 5:00 p.m. Friday, March 25, 2022

#### M-STEP (Online and Paper/Pencil Testing)

**Now – May 19, 2022**

- Pre-ID for online and paper/pencil testing. **To receive printed barcode labels for students pre-identified to paper/pencil testing, pre-identification must be completed by 5:00 p.m. February 16;** pre-identification remains open through each test window.

#### MI-ACCESS (Online and Paper/Pencil Testing)

**Now – May 26, 2022**

- Pre-ID for online and paper/pencil testing. **To receive printed barcode labels for students pre-identified to paper/pencil testing, pre-identify must be completed by 5:00 p.m. February 16;** pre-identification remains open through each test window.

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

## Important Dates

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
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### Happening Now: Test Material Orders

#### College Board (Initial Material Orders)

Now – February 16, 2022

- Window to verify material orders in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure))

#### ACT WorkKeys (Initial Material Orders)

Now – February 16, 2022

- Window to verify/place material orders in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure))

### January 2022

#### OEAA Secure Site Office Hours for Virtual Assistance

January 19, 2022, 3:00 – 4:00 p.m.

- OEAA is offering open-ended virtual sessions for educators to drop in, ask questions, and receive support for OEAA Secure Site functions.

[Microsoft Teams Link](#)

#### College Board Deadline to Request Off-Site Testing

January 21, 2022

- Deadline to request off-site testing for the SAT with Essay, PSAT 10, and PSAT 8/9

#### College Board Webinar: Preparing for Test Day

January 27, 2022, 2:00 – 3:00 p.m.

- Preparing for Test Day Webinar for the SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9

[Webinar Registration](#)

### February 2022

#### WIDA ACCESS and Alternate ACCESS for ELLs Testing Window

February 7 – March 25, 2022

#### ACT WorkKeys Test Administration Training Webinar

February 9, 2022, 10:00 – 11:00 a.m.

- This training provides Test Coordinators with an overview of how to administer a successful test day. Participants will understand procedures for administering the ACT WorkKeys assessment, including receiving and returning test materials.

[Register here](#)

#### College Board Deadline to Request Accommodations

February 22, 2022

- Deadline to request College Board accommodations in SSD Online for the SAT with Essay, PSAT 10, and PSAT 8/9

## 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