





## WIDA Parent Guides

The WIDA Guide for Parents will help parents/guardians of students who have been or may be identified as English learners understand more about the WIDA assessments.

The Guide is available in English, Arabic, and Spanish on the [WIDA website](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)):

- [English](https://www.michigan.gov/documents/mde/WIDA_Parent_Guide_742189_7.pdf) ([https://www.michigan.gov/documents/mde/WIDA\\_Parent\\_Guide\\_742189\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_Parent_Guide_742189_7.pdf))
- [Arabic](https://www.michigan.gov/documents/mde/WIDA_Parent_Guide_-_Arabic_746009_7.pdf) ([https://www.michigan.gov/documents/mde/WIDA\\_Parent\\_Guide\\_-\\_Arabic\\_746009\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_Parent_Guide_-_Arabic_746009_7.pdf))
- [Spanish](https://www.michigan.gov/documents/mde/WIDA_Parent_Guide_-_Spanish_746010_7.pdf) ([https://www.michigan.gov/documents/mde/WIDA\\_Parent\\_Guide\\_-\\_Spanish\\_746010\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_Parent_Guide_-_Spanish_746010_7.pdf))

## Healthy and Safe Testing Planning Guide for WIDA

The Office of Educational Assessment and Accountability (OEAA) has collaborated with testing vendors and educational staff to create the [Healthy and Safe Testing Planning Guide](https://www.michigan.gov/documents/mde/Safe_Testing_Planning_Guide_716132_7.pdf) ([https://www.michigan.gov/documents/mde/Safe\\_Testing\\_Planning\\_Guide\\_716132\\_7.pdf](https://www.michigan.gov/documents/mde/Safe_Testing_Planning_Guide_716132_7.pdf)).

This guide will help districts with their plans to administer the state assessments while maintaining the health and safety of staff and students.

The Healthy and Safe Testing Planning Guide is to be used in conjunction with the WIDA assessment-specific Test Administration Manuals (TAMs) and other documentation, the Assessment Integrity Guide, and state and local district/school health guidelines, to ensure a healthy and successful test administration. The OEAA's general guidance is for

districts and schools to start planning their assessment administrations as early as possible to mitigate assessment challenges.

## Assessment Waiver Requested for Oxford Public Schools

The Michigan Department of Education (MDE) has submitted an assessment waiver to the US Department of Education on behalf of Oxford Community Schools. By now, our country is aware of the terrible tragedy that occurred in Oxford on November 30, 2021. On behalf of the school district, MDE is requesting that Oxford Community Schools not be held to the 95 percent assessment participation requirement as stated in the Federal Every Student Succeeds Act (ESSA), and that the district not be included in Michigan's 2022 accountability calculations.

To leave public comment regarding this waiver request, [click here](https://www.surveymonkey.com/r/OCS_Testing_Waiver) ([https://www.surveymonkey.com/r/OCS\\_Testing\\_Waiver](https://www.surveymonkey.com/r/OCS_Testing_Waiver)).

## Reminders

### 2022 Michigan School Testing Conference: Learn, Share & Discover Information and Ideas about Student Assessment

Educators new to school testing, the testing coordinator role, or the Michigan Integrated Continuous Improvement Process (MICIP) won't want to miss the first day of the Michigan School Testing Conference (MSTC) on Tuesday, February 22, 2022.

Topic experts will present one full day and eight half-day workshops offering a variety of assessment issues that require "hands-on" experience and demand additional learning time. Extensive materials will be provided for participants. SCECHs are available for each workshop attended.

Pre-conference workshops include:

- **Testing 101 for New Coordinators (full-day)**  
Join staff from the Michigan Department of Education, Office of Educational Assessment and Accountability, College Board, and ACT as they provide the steps and resources to navigate the summative testing process from start to finish. Learn what needs to be done before, during, and after testing, with suggestions and tools for keeping organized. This session will cover the M-STEP, MI-Access, SAT with Essay, PSAT 8/9, PSAT 10, ACT WorkKeys, WIDA and the Early Literacy and Mathematics Benchmarks test administrations.
- **I'm New to MICIP. What Do I Need to Know? (half-day)**  
See an overview of the Michigan Integrated Continuous Improvement Process (MICIP) and learn how to engage in the MICIP Continuous Improvement Process.

- **Data, Data Everywhere – What Questions Can be Answered Using Non-Academic MI School Data Sets? (half-day)**  
Learn to use pre-built reports and datasets available through MI School Data that can provide a different view for districts and schools to explore; these include early childhood and post-secondary, attendance, enrollment, demographic, mobility, and more.
- **Developing High-Quality Assessments that Produce Constructive Student Information (half-day)**  
Acquire a road map and resources to develop high quality classroom assessments that can prevent "dire-consequences" for students and put them back on the road to success.
- **Communicating Progress and Proficiency Through Portfolios (half-day)**  
Portfolios are an underutilized tool to document evidence of learning. Explore why, when, and how portfolios are used over time to collect and select evidence over time that depicts an authentic and accurate story about the learner and their journey.
- **Taking MICIP to the Next Level – Using MICIP for Monitoring, Adjusting, and Evaluation (half-day)**  
Learn to identify, collect, and use data to monitor the implementation and impact of a continuous improvement plan.
- **Data Visualization – The Good, The Bad, and the Ugly (half-day)**  
Explore the science behind effective strategies in data visualization, helping participants make data both beautiful and understandable.

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

- **Developing An Early Literacy Assessment System (half-day)**  
Get started using the Early Literacy Assessment System (ELAS) Guide to Developing, Implementing and Supporting District Assessment Systems. Build on the SchoolWide/Center-Wide Literacy Essentials – what we know about the architecture of assessment systems, the research that supports the development of literacy; and what we know about building the capacity of educators through collaborative inquiry-based learning.
- **Enhancing Teachers’ Disciplinary Knowledge in Support of the Effective Use of the Formative Assessment Process (half-day)**  
Hear from Margaret Heritage, a national expert, who will share specific ideas on how to build educator capacity through high-quality, sustained, professional learning around the formative assessment process; also hear from a panel of content specialists who will share ideas specific to their disciplines.

View the full conference details here: <http://gomasa.org/events/2022-michigan-school-testing-conference/>

View printable registration form here: <http://gomasa.org/wp-content/uploads/mstcPromo2022.pdf>

## 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 become 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).

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.

## 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

#### Michigan Testing Manuals

Michigan-specific testing manuals will be available for the SAT with Essay, PSAT 10, and PSAT 8/9 assessments. There are three SAT manuals, one PSAT 10 manual, and one PSAT 8/9 manual. A sample set of manuals will be included in the Coordinator Planning Kit, which will be delivered to your school in the week of February 28, 2022. The full set of manuals to support the assessment administration in your school will be sent in the pre-administration shipment of materials, in mid-March.

Manual	What's Inside
<i>SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator; gives complete instructions for preparing your school and staff for SAT with Essay testing
<i>SAT School Day Standard Testing Manual</i>	Used by the proctor; gives instructions for testing students who are testing without accommodations (using purple test books) and students testing with accommodations who are required to test on the primary test day in a standard testing room
<i>SAT School Day Accommodated Testing Manual</i>	Used by the proctor; gives instructions for testing students who are eligible to test in the accommodated testing window (using blue or green test books)
<i>PSAT 10 Coordinator Manual</i>	Used by PSAT 10 test coordinator and proctors for grade 10; gives complete instructions for preparing school and staff for PSAT 10 testing; includes scripts for proctors who will be testing students with or without accommodations
<i>PSAT 8/9 Coordinator Manual</i>	Used by PSAT 8/9 test coordinator and proctors for grades 8 and 9; gives complete instructions for preparing school and staff for PSAT 8/9 testing; includes scripts for proctors who will be testing students with or without accommodations

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## CB

For early review, the SAT manuals will be posted on the [Michigan Merit Examination web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and the PSAT-related manuals on the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) by the first week of February.

### Coming Soon

- Coordinator Planning Kit arrives in schools the week of February 28, 2022.
- Required online training will be available the week of February 28, 2022.

More information about these activities will be available in upcoming Spotlight articles.

### REMINDERS

Refer to the Important Dates section in this Spotlight for reminders about 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.

### 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](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) by 5:00 p.m. on February 16, 2022.

Review the [November 18, 2021 Spotlight](#) for information from the Michigan Department of Education about the Pre-ID process.

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



## What's New

### Off-site Testing

Schools must obtain approval for off-site testing from the Office of Educational Assessment and Accountability (OEAA). Submit your requests using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) through May 4, 2022. Refer to the December 9, 2021 Spotlight on Student Assessment and Accountability Newsletter (www.michigan.gov/mde-spotlight) for additional information.

ACT requires only the off-site location name and address to be documented in the Test Room Report portion of the Test Administration Form folder.

## Reminders

### 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)

### Complete ACT's Manage Participation Process

The window for completing Managing Participation is past due. If your school(s) has not yet completed Manage Participation using the PearsonAccess<sup>next</sup> system, refer to the [October 28, 2021 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (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) located on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme).

District Assessment Coordinators are to 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) under the **Assessment Registration** drop-down menu.

**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** (up to 5:00 p.m.).

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

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:

<b>Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access</b>	<a href="#">November 18, 2021</a>
<b>Spring 2022 Initial Material Orders</b>	<a href="#">December 9, 2021</a>
<b>ACT WorkKeys</b>	<a href="#">January 6, 2022</a>

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](http://www.michigan.gov/mme) ([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
  - 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

## Important Dates

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

### Approaching Deadlines

#### 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

#### Application Deadline for the 2021-22 Sending Scores Back Program for Shared Educational Entities (SEEs and S2E2s)

**January 24, 2022**

- Deadline to apply for the Sending Scores Back available [here](#).

### 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

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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
9	10	11	12	13

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

**Now – May 26, 2022**

- Request off-site testing through the OEAA Secure Site

### 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 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**

- Pre-ID of students for WIDA ACCESS and Alternate ACCESS for ELLs 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

### 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)

#### 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)

### January 2022

#### 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