

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of February 3, 2022

- [M-STEP Test Administration Manual Available Now](#)
- [Download Updated M-STEP Spanish and Arabic Glossaries – Dispose of Any Previous Versions](#)
- [Training Sessions Available Now for Spring 2022 High School Michigan Merit Exam/PSAT and Grade 8 Test Administration, Part II](#)
- [Do You Have Questions or Need Help with the OEAA Secure Site?](#)

### Reminders

- [Register Now for the Michigan School Testing Conference “Learn, Share & Discover,” February 22-24, 2022](#)
- [MI-Access Grade Level and Alignment Changes for Science](#)
- [End of Testing for Early Literacy and Mathematics Benchmark Assessments and M-STEP Passage-based Writing Field Test](#)

#### [M-STEP Test Administration Manual Available Now](#)

The Spring 2022 M-STEP Test Administration Manual (TAM) is available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under the What's New and Current Assessment Administration sections.

Building and District M-STEP Coordinators are required to read and follow the policies and procedures in the TAM to ensure a valid, equitable, and trouble-free administration.

#### [Download Updated M-STEP Spanish and Arabic Glossaries – Dispose of Any Previous Versions](#)

The Michigan Department of Education (MDE) has identified an error on the previously posted Spanish and Arabic Glossaries for the M-STEP mathematics assessment; the error has been resolved and corrected versions of the documents are now available for download from the Office of Educational Assessment and Accountability (OEAA) Secure Site.

**If you downloaded the M-STEP mathematics Spanish or Arabic glossaries for any grade from the Secure Site before January 31, 2022, securely dispose of any copies you have and download the updated versions that are now available.**

M-STEP glossaries can be downloaded from the Initial Material Order page of the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

For more information about how to download glossaries or for other information about Initial Material Orders, view the Initial Material Order help document or video available on the [Secure Site Training page](#) ([www.michigan.gov/secsitesite/training](http://www.michigan.gov/secsitesite/training)).

MDE apologizes for this inconvenience. If you have any questions, you can email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

## Training Sessions Available Now for Spring 2022 High School Michigan Merit Exam/ PSAT and Grade 8 Test Administration, Part II

The **Spring 2022 Michigan Merit Exam (MME) and PSAT in High School Test Administration Training, Part II** and the **Grade 8 Test Administration Training, Part II** are available on the Michigan Department of Education (MDE) [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and on the MDE [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)). These videos and PowerPoint presentations provide test coordinators with information on what needs to be done in preparation for Spring 2022 testing.

Part I trainings explained activities that were to have been completed in Fall 2021 in preparation for Spring 2022 assessments. The current Part II trainings are activities that test coordinators need to complete in Spring 2022 in preparation for the spring assessments.

Both Part I and Part II trainings are available on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and the [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) under the Training Videos/PPTs tile (shown below).



Coordinators can view the entire MME or Grade 8 presentations, or they can view segments of the training that are directly related to their assigned responsibilities.

Training segments include:

### Michigan Merit Exam and PSAT in High School Test Administration Trainings

- MME and PSAT Test Administration Training, Part II
- College Board Test Administration Training, Part II
- ACT WorkKeys Test Administration Training, Part II
- M-STEP Grade 8 and Grade 11 Test Administration Training Part II
- Test Security Part II
- Supports and Accommodations Part II
- MME, PSAT, and Grade 8 Overview of Pre-Identification
- M-STEP and ACT WorkKeys Off-Site Testing
- Material Orders

### Grade 8 Test Administration Trainings

- Grade 8 Test Administration Training Part II
- College Board Grade 8 Test Administration Training Part II
- M-STEP Grade 8 and Grade 11 Test Administration Training
- Test Security Part II
- Supports and Accommodations Part II
- MME, PSAT, and Grade 8 Overview of Pre-Identification
- M-STEP and ACT WorkKeys Off-Site Testing
- Material Orders

Email assessment questions to the Office of Educational Assessment and Accountability (OEAA) at: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

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

## Do You Have Questions or Need Help with the OEAA Secure Site?

The Office of Educational Assessment and Accountability (OEAA) will be holding open-ended virtual sessions for you to drop in and ask questions and receive live support for these and all other OEAA Secure Site functions:

- pre-identification of students for Spring 2022 assessments
- initial material orders for Spring 2022 assessments
- managing users on the Secure Site, to ensure staff have access to WIDA AMS, DRC INSIGHT Portal, and the OEAA Secure Site
- any OEAA Secure Site topic of concern

The sessions are scheduled for

- Monday, February 7, 2022, 3:00 - 3:45 p.m.
- Thursday, February 10, 2022, 3:00 - 3:45 p.m.
- Wednesday, February 16, 2022, 3:00 - 3:45 p.m.

You can join through Microsoft Teams Meeting in two ways:

- online using this link: [Join the meeting](#)
- phone in (audio only): 1-248-509-0316 - phone conference ID: 27143456#

There will be no agenda for these sessions; you can simply join the event using the link or phone option, ask questions and/or listen to other participants' questions and answers, and drop off when you like.

**Note:** You should not use identifiable student names or share a screen with student information during the meeting, to preserve student privacy among the other participants.

## Reminder

### Register Now for the Michigan School Testing Conference “Learn, Share & Discover” February 22-24, 2022

Whether you're a first-year, fifth-year, or fifteenth-year testing administrator, the Michigan School Testing Conference (MSTC) is an essential resource to support your testing program. The virtual conference offers many valuable workshops and clinics over three days, February 22 - 24, 2022.

The MSTC will offer a series of up to seven clinics every morning and afternoon. Testing and assessment topics include accountability, testing security and protocols, assessment strategies and best practices, test-specific updates, and more. The presenters include the Michigan Department of Education (MDE) staff, the Michigan Assessment Consortium (MAC), and educators from schools, districts, and ISDs. These presenters are eager to support your testing program with their knowledge and expertise.

The main conference registration fee is \$200, and attendees can earn SCECHs for an additional \$25 fee. To register for the MSTC, [download this information](http://gomasa.org/wp-content/uploads/mstcPromo2022.pdf) (gomasa.org/wp-content/uploads/mstcPromo2022.pdf) containing the listing of all workshops and clinics and the registration information.

### 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.

## End of Testing for Early Literacy and Mathematics Benchmark Assessments and M-STEP Passage-based Writing Field Test

The testing windows for the Early Literacy and Mathematics Benchmark Assessments and the M-STEP Passage-based Writing Field Test will close at 4:00 p.m., Friday, February 4, 2022. Testing will not be available for students in these assessments after the windows close.

For directions on ensuring all students have completed their assigned tests, review the mini-module [Finding Student Testing Status](#) in the DRC INSIGHT Portal (<https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view?usp=sharing>).

## 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

#### Preparing for Test Day Webinar

The presentation and recording link of the Preparing for Test Day webinar from Thursday, January 27, is 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 web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)).

#### Coming Soon

- Coordinator Planning Kit arrives in schools March 1-3, 2022.
- Required online training will be available March 2, 2022.
- Translated test directions will be available by February 14, 2022.

### REMINDERS

#### College Board Announcement

On Tuesday, January 25, College Board announced plans to transition to a new digital SAT Suite of Assessments in the 2023-2024 school year.

This does not impact the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations in Spring 2022 or Spring 2023; these will remain paper-based administrations of the current SAT Suite of Assessments as you are used to.

Additional information about the new digital suite of assessments and the Spring 2024 administrations will be provided by the Michigan Department of Education at a later date.

#### Michigan Testing Manuals

For early review, the SAT manuals are 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)).

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

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

February 4, 2022

#### Closing: Early Literacy And Mathematics Benchmark Assessment, Online Test Administration Window

February 4, 2022

### Happening Now

#### 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 (SAT with Essay, PSAT 10, and PSAT 8/9) 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](https://forms.office.com/g/5e0tfVWDi7) (<https://forms.office.com/g/5e0tfVWDi7>) 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

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

Now – May 26, 2022

- Request off-site testing through the OEAA Secure Site



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

## Important Dates

### Happening Now: Pre-Identification

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

**Now – February 16, 2022**

- Window to pre-ID students and receive pre-printed barcode labels 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](http://www.michigan.gov/oeaa-secure))

### ACT WorkKeys

**Now – February 16, 2022**

- Window to pre-ID students and receive pre-printed barcode labels for ACT WorkKeys in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://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](http://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-ID 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-ID must be completed by 5:00 p.m. February 16;** pre-identification remains open through each test window.

## February 2022

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

**February 7 – March 25, 2022**

### OEAA Secure Site Open Help Session

**February 7, 2022, 3:00 - 3:45 p.m.**

- Open virtual sessions for help with the OEAA Secure Site. Drop-in as needed for support and guidance.
  - » online using this link: [Join the meeting](#)
  - » phone in (audio only): 1-248-509-0316 - phone conference ID: 27143456#

### 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](#)

*(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 |
|-----|-----|-----|-----|-----|
|     | 3   | 4   | 5   | 6   |
| 9   | 10  | 11  | 12  | 13  |

### February 2022 (continued)

#### OEAA Secure Site Open Help Session

**February 10, 2022, 3:00 - 3:45 p.m.**

- Open virtual sessions for help with the OEAA Secure Site. Drop-in as needed for support and guidance.
  - » online using this link: [Join the meeting](#)
  - » phone in (audio only): 1-248-509-0316 - phone conference ID: 27143456#

#### OEAA Secure Site Open Help Session

**February 16, 2022, 3:00 - 3:45 p.m.**

- Open virtual sessions for help with the OEAA Secure Site. Drop-in as needed for support and guidance.
  - » online using this link: [Join the meeting](#)
  - » phone in (audio only): 1-248-509-0316 - phone conference ID: 27143456#
- 

### March 2022

#### M-STEP Administration Training

**March 1, 2022, 10:00 - 11:00 a.m.**

- Join the [M-STEP Webinar](#) (<https://datarecognitioncorp.zoom.us/j/83014100280>)

#### MI-Access Administration Training

**March 2, 2022, 10:00 - 11:00 a.m.**

- Join the [MI-Access Webinar](#) (<https://datarecognitioncorp.zoom.us/j/87353229007>)

#### Early Literacy and Mathematics Administration Training

**March 3, 2022, 10:00 - 11:00 a.m.**

- Join the [Early Literacy Webinar](#) (<https://datarecognitioncorp.zoom.us/j/82742852068>)

## 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