Spotlight

MICHIGAN
Department of **Education**

on Student Assessment and Accountability

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Week of November 18, 2021

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THE **SPOTLIGHT** WILL BE ON HOLIDAY NEXT WEEK. LOOK FOR THE NEXT EDITION ON THURSDAY, DECEMBER 2, 2021

Michigan School Grades Reports Publicly Available

The Michigan Department of Education (MDE) will make 2020-21 Michigan School Grades reports publicly available on MI School Data (www.mischooldata.org) **Friday, November 19, 2021**. The Michigan School Grades System is an accountability system that was signed into law in late 2018. In this system, schools receive up to five letter grades and three ranking labels based on various school performance components. Schools do not receive an overall letter grade.

Results will be available this Friday on MI School Data (www.mischooldata.org). At that time, the embargo on sharing these results will be lifted.

We encourage you to review the informational guides and other helpful resources available for the Michigan School Grades System at www.michigan.gov/mde-schoolgrades.

Benchmark Assessments Reporting and Funding Application Reminder

Earlier this week districts were advised the 2021-2022 Benchmark Assessments Reporting and Funding Application form is now available through the Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS). Districts may also access this form from the Michigan Department of Education's MDE Benchmark Assessments web page in the What's New section.

This form will survey districts on assessments used, help with reporting requirements, and provide an avenue to apply for funding for eligible MDE-approved assessments (i-Ready, STAR, and NWEA).

The deadline for completing the form is **Friday, December 10, 2021 at 5:00 p.m.** All public districts and ISDs with enrolled students in grades K-8 must complete the form.

Districts that administered benchmark assessments from the MDE-approved provider list (Curriculum Associates i-Ready, NWEA Map, Renaissance Star, and/or the Smarter Balanced Interim Assessments in grades 3-8 and/or the MDE Early Literacy and Mathematics Assessments in grades K-2 offered through DRC) must report assessment data through the Michigan Data Hub (MiDataHub) by **December 10, 2021**. To meet this deadline, all integrations and permissions must be in place no later than **November 19, 2021**.

To verify the integrations and permissions are set up, districts may follow these three steps:

1. Ensure the Return to Learn Aggregation integration has been completed or is still active from the 2020-21 submission in the MiDataHub cockpit.

2. Verify one or more of the five MDE-approved assessments above have been configured in the MiDataHub cockpit

3. Ensure 2021-22 data has been published from the Student information System (SIS). If your district uses a SIS not capable of integrating with MiDataHub, please contact support@midatahub.org for further assistance.

Contact the Michigan Data Hub at support@midatahub.org for assistance with any of the steps identified above.

The following resources to help districts meet the reporting and funding requirements of Public Act 49, section 104a are available on the MDE Benchmark Assessments web page:

- 2021-22 Benchmark Assessments Reporting and Funding Application memorandum
- 2021-2022 Benchmark Assessments Reporting and Funding Application form
- updated Benchmark Fact Sheet and FAQ document

In addition, the Michigan Data Hub held two webinars in late October to provide districts with detailed information on how to submit benchmark data through the MiDataHub. The slide deck, recordings, and an FAQ document related to these webinars can be accessed from the MiDataHub training page (https://www.midatahub.org/support/trainings/).

Pre-Identification for SAT, PSAT, WorkKeys, M-STEP, and MI-Access

The Office of Educational Assessment and Accountability (OEAA) will pre-identify public school students (grades 3-11) for testing in the OEAA Secure Site, using the Fall 2021 MSDS General Collection and Student Record Maintenance (SRM) files submitted through **5:00 p.m. on December 31, 2021**. SRMs are not required but will be used if they have been submitted. The Pre-ID Student Report will be available at **8:00 a.m. on January 5, 2022**.

(Continued on next page)

The following students will be pre-identified:

- All students in grades 3-8 and 11 will be pre-identified for M-STEP.

  » Students will be pre-identified as online testers unless they are enrolled in a school with an approved online waiver. Students in approved paper/pencil schools will be pre-identified for paper/pencil testing.

  » Individual students in online schools who require a paper/pencil test may be reassigned for paper/pencil testing. Refer to the document Changing the Mode (online, Paper/Pencil) of Testing for Students, found in the **Pre-Identification of Students section** on the [Secure Site Training web page](#) (www. michigan.gov/securesitetraining).

  » Since participation in the MI-Access assessments is based on a student's Individualized Education Program (IEP), schools are expected to move such students from the M-STEP to MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessment, as appropriate. Refer to the article Pre-ID for MI-Access on the following page for more information.

- All students in grades 8, 9, and 10 in established PSAT schools will be pre-identified for PSAT 8, PSAT 9, or PSAT 10 test cycles.

  » When the PSAT 8/9 and PSAT 10 is not appropriate for a student based on the student's IEP, the student is to be unassigned from the assessment by **5:00 p.m. on February 16, 2022** to prevent additional materials from being sent.

  » There is no alternate assessment to the PSAT 8/9 for grade 9 or PSAT 10. Students in grades 9 and 10 whose IEP indicates the PSAT is not appropriate will be exempt from testing and are to be unassigned in the Secure Site. Grade 8 students are to take the PSAT 8/9 or one of the MI-Access assessments for English language arts and mathematics, based on their IEP.

  » The PSAT 8/9 is one test that is administered to both grades 8 and 9. However, in the OEAA Secure Site, the test cycle is split into two, PSAT 8 and PSAT 9.

- All students in grade 11 in established SAT and ACT schools will be pre-identified for SAT and WorkKeys.

  » The "Who Must/Can Take the MME?" guidance is currently being updated for Spring 2022. Once it is available, check for guidelines on MI-Access students' ability to take the SAT and WorkKeys. The guidance can be found on the [MME web page](#) (www.michigan.gov/mme) under General Information.

  » Schools are to unassign students who will be taking a MI-Access assessment from the SAT test cycle by **5:00 p.m. on February 16, 2022**. This process also holds true if a student chooses not to take the ACT WorkKeys along with MI-Access. This will prevent additional materials being sent to the school.

There is a one-time pull from MSDS for pre-identification purposes for students taking the SAT, PSAT, WorkKeys, and M-STEP. Starting **January 5, 2022**, it is the responsibility of the district and/or school to update the Pre-ID Student Report directly on the OEAA Secure Site, by unassigning students who will not be testing and adding new students who will be testing.

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

What's New / CB Corner / ACT WorkKeys / Important Dates / Contacts

All initial standard materials for SAT, PSAT, WorkKeys, M-STEP, and MI-Access, as well as barcode labels printed by the contractors, will be based on students who are pre-identified on the OEAA Secure Site by **5:00 p.m. on February 16, 2022**. To ensure schools get the appropriate number of assessment materials, it is important to make sure the pre-identification is accurate by **5:00 p.m. on February 16, 2022**. Options and instructions for pre-identification of students can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the Pre-Identification of Students section.

MME and PSAT 8/9 for Grade 8 – Important Information

When pre-identifying new students to the Michigan Merit Exam (MME), students must be pre-identified to each assessment (SAT, WorkKeys, and M-STEP science and social studies) separately. Grade 8 students must be pre-identified to the PSAT 8 and M-STEP or MI-Access for social studies and science.

Once a student is pre-identified to one of the assessments, the Mass Update Assessments page can be used to easily copy them over to the other assessment(s). OEAA will pre-identify students to the required assessments, so this only applies to students pre-identified by the school or district starting January 5, 2022. Instructions specific to this task for either MME or grade 8—in the document Copy Students from One MME Component to other MME Components for Pre-Identification—can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under Mass Update Assessments in the Pre-Identification section.

Pre-Identification for MI-Access

MI-Access is Michigan's alternate assessment, and is designed for students who have, or function as if they have, significant cognitive impairments, and whose IEP team has determined that general assessments, even with accommodations, are not appropriate.

Since the Office of Educational Assessment and Accountability (OEAA) cannot determine which students will test using the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P), all students will be pre-identified to M-STEP by the OEAA during the pre-identification pull from MSDS. Starting January 5, 2022, districts and/or schools can begin moving students from M-STEP to the appropriate MI-Access assessment and pre-identifying any additional MI-Access students in the OEAA Secure Site.

To ensure students are not inadvertently tested in both MI-Access and M-STEP, students must be unassigned from M-STEP. If a student is taking a mix of MI-Access and M-STEP, you can unassign contents from an assessment record. This can be done for a group of students at the same time using the Mass Update Assessments function on the OEAA Secure Site.

Instructions to Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under Mass Update Assessments in the Pre-Identification section.

Spotlight

on Student Assessment and Accountability

Pre-Identification for Winter 2021 M-STEP Online Passage-based Writing Field Test Grades 3–8

Schools that are participating in the M-STEP Online Winter 2023 Passage-based Writing Field Test (grades 3-8) can start to pre-identify students on the OEAA Secure Site now. Since this field test is optional, OEAA will not pre-identify any students. Schools will be responsible for pre-identifying all participating students directly on the OEAA Secure Site using any of the following methods:

- MSDS Copy Function

- Pre-ID File Upload

- Student Search – one student a time

Students will NOT be put into online test sessions on the OEAA Secure Site. Schools will have access to manage student data and create online test sessions in the DRC INSIGHT Portal starting December 10, 2021.

Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through February 4, 2022. Directions for all methods of pre-identification on the OEAA Secure Site can be found on the Secure Site Training web page (www.michigan.gov/ securesitetraining).

Winter Early Literacy and Mathematics Benchmark Assessments (K-2)

Just a reminder that OEAA has pre-identified students who took the Fall 2021 Early Literacy and Mathematics Benchmark Assessments for the Winter Early Literacy and Mathematics Benchmark Assessments on the OEAA Secure Site. If schools are participating in the winter assessment, additional students can now be pre-identified and placed into online sessions. See the November 4, 2021 Spotlight for details.

Fall 2021 Early Literacy and Mathematics Aggregate Reports Available

The Fall 2021 Early Literacy and Mathematics Benchmark Assessment Reports (aggregate-level) are available in the Dynamic Score Reporting System through the OEAA Secure Site (www.michigan.gov/oeaa-secure). Detailed directions for accessing reports can be found in the Dynamic Score Reporting Site User Guide, which is located on the Early Literacy and Mathematics web page (www. michigan.gov/earlylitandmath) under the Reporting section.

Report	Description	Aggregation
Demographic Report	Provides aggregated data that displays number of students assessed, the mean scale score, and the mean standard deviation for all selected demographic subgroups of students by grade and content	• School • District • State
Student Trend Report	For Fall 2021, the state and school aggregated mean scale scores have been added to the Student Trend Report. This report displays up to three years of historical Early Literacy and Benchmark Assessment score data.	• School • State

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

2021-22 Sending Scores Back Program for Shared Educational Entities (SEEs and S2E2s) Applications Available Now

Intermediate School Districts (ISDs), consortia, or other partnering districts may wish to apply to participate in the "Sending Scores Back" Program for school accountability reporting. Eligible schools and classroom programs provide: alternative education, early/middle college education, gifted and talented education, or special education services to neighboring or consortium districts.

The Sending Scores Back Program provides the ability to have non-resident student assessment results and non-resident student graduation statuses redirected in school accountability reporting to another school in a student's own district of residency. **Note:** Public school academies (PSAs) are not eligible for this program as PSAs do not have resident district boundaries in the same way traditional districts do.

Applying for the Sending Scores Back Program will designate your school building or classroom program as a Shared Educational Entity (SEE) or Specialized Shared Educational Entity (S2E2). That status is then used during submissions in the Michigan Student Data System (MSDS) to identify students to be processed specially in school accountability reporting. Students identified in these schools/programs are then attributed back to a school building identified in their resident school district for the purposes of school accountability calculations.

Shared Educational Entities (SEEs) and Shared Specialized Educational Entities (S2E2s) that participated in the Sending Scores Back Program in a prior school year will need to reapply to reestablish their status as a SEE or S2E2 in the Sending Scores Back Program for 2021-2022 school accountability results expected in fall of 2022.

Additional information and applications to participate in this program are now available at www.michigan.gov/sees. Applications will be due via electronic submission no later than **Monday, January 24, 2020**.

WIDA Screener for Kindergarten Webinar Recording Available

The recording of the November 2, 2021 webinar is now available for educators to view on the WIDA Secure Portal at this link: https://portal.wida.us/webinar/detail/7be8396f-3942-ec11-a2d5-0050568b4ed0.

WIDA Universal Tool Study

WIDA is asking Michigan educators to help recruit 10 English learner students from Michigan to be part of a research study on the use of WIDA's embedded Universal Tools within the INSIGHT system. The embedded tools include Color Overlays, Color Contrast, Help Tools, Line Guide, Highlighter, Magnifier, and Sticky Notes. The study would require participating students to take the online WIDA Screener, with a follow-up interview by WIDA staff.

Participating educators can receive one of the following incentives:

- Free registration for the 2022 WIDA Conference in Kentucky
- A free copy of the 2020 English Language Development Standards booklet
- Free access to the recordings from the 2021 WIDA eConference

Interested educators can send an e-mail to Jennifer Paul at paulj@michigan.gov.

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

📌 Reminders

Online Testing Waiver Window Closing Soon

The window to request a waiver of online testing through the Office of Educational Assessment and Accountability (OEAA) Secure Site is open through November 23, 2021. This building-wide paper/pencil testing option is available to school buildings that may never be able to test online, such as buildings with no internet access, juvenile justice facilities that do not allow students online, or some center-based special education programs.

Refer to the article on page 2 of the [October 14 Spotlight on Student Assessment](#) for details and links.

Public Comment for MI-Access 1% Cap Waiver Request

The Michigan Department of Education is accepting public comment on the components of Michigan's ongoing plan for alternate assessments that will be included in its 2022 alternate assessment 1% Cap Waiver Request.

Refer to the article on page 2 of the [November 12 Spotlight on Student Assessment](#) for details and links. Comments can be submitted through an online survey, by email, or by mail no later than **5:00 p.m. on December 3, 2021**.

2022 Michigan School Testing Conference

The 2022 Michigan School Testing Conference (MSTC) will be held virtually on February 22-24, 2022. In planning for the 2022 conference, the feasibility of an in-person conference was carefully considered. Given potential restrictions (or even bans) on large-group gatherings and the available space for "social distancing" at the hotel (Sheraton Ann Arbor, where the conference was held in the past), in the end the decision was made to offer the 2022 MSTC in a virtual-only format, as was the case for the 2021 conference.

The annual Michigan School Testing Conference consists of a day for workshops and two days of plenary and clinic sessions:

- On **Tuesday, February 22, from 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m.**, eight half-day and one full-day workshops will be offered. Login begins at 8:00 a.m.
  - » Eight half-day workshops
  - » One full-day workshop
- The conference itself takes place on **Wednesday, February 23, from 9:30 a.m. to 4:30 p.m.,** and continues through **Thursday, February 24, from 9:30 a.m. to 4:00 p.m.** There will be 37 clinics and three keynote presentations offered.
  - » Margaret Heritage (Educational Author/ Consultant) and Andy Middlestead (Michigan Department of Education) will be the keynote speakers on Wednesday, February 23.
  - » Suzanne Lane (University of Pittsburgh) will be the keynote speaker on Thursday, February 24.

A daily registration fee to cover access to all presentations for each day is being offered again this year.

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.

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

Student Self-Assessment: An Essential Component of the Formative Assessment Process

Formative

Interim

Summative

Self-assessment is an essential part of the formative assessment process, which is "a planned, ongoing process used by all students and teachers during learning and teaching to elicit and use evidence of student learning to improve student understanding of intended learning outcomes and support students to become self-directed learners" (CCSSO FAST SCASS, 2018).

When students and teachers engage in the formative assessment process, a feedback loop is created. The feedback loop provides actionable evidence of learning to the teacher so adjustments in instruction can be made, and provides information to the student so they can take active steps to move their own learning forward (Heritage, 2011).

Self-assessment, or the process through which students gather information and reflect on their progress in relation to a clearly defined learning target is the second part of the feedback loop (What is Self-Assessment?, 2020). The image below shows the Formative Assessment Feedback Loop.
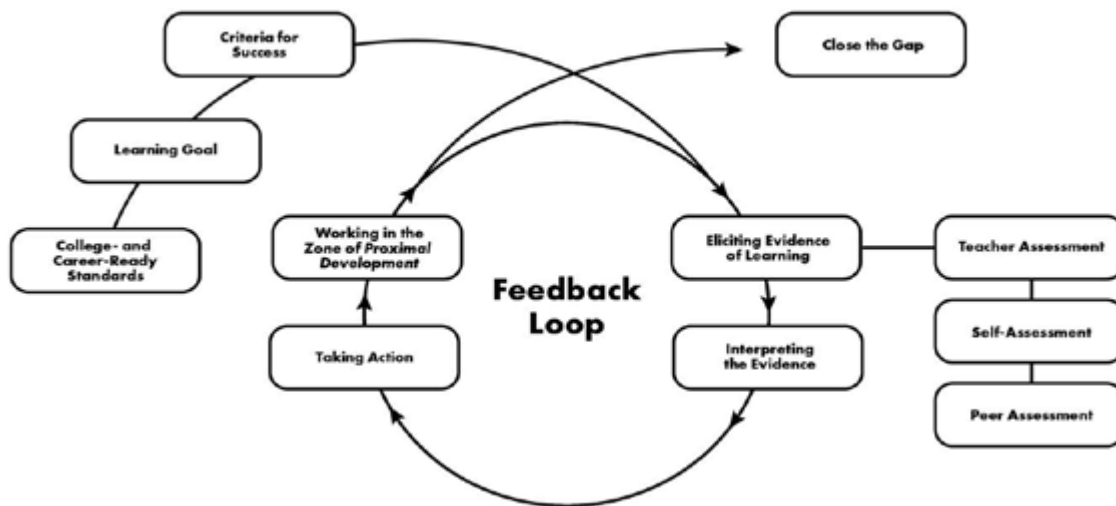

Figure 1: Formative Assessment Feedback Loop (Heritage, 2021)

Through the three-part process of self-assessment, students will:

- come to know and understand the learning target
- evaluate the quality of their thinking and performance to monitor their current position and progress toward the learning target,
- acquire the knowledge, strategies, and skills to close the gap between their current position and the desired performance

Focus on Assessment Literacy

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Spotlight on Student Assessment and Accountability

Formative

Interim

Summative

Focus on Assessment Literacy

In order for students to successfully self-assess, their teachers have to provide explicit instruction and model self-assessment strategies. In addition, for students to become aware of and advance toward the learning targets, teachers must

- make clear the success criteria that will be used for evaluation of students' work
- model how the success criteria is to be used
- provide ample opportunities for students to practice using the criteria to assess their work
- allow students time to reflect and help them to take the steps necessary for improvement (What is Self-Assessment?, 2020)
- avoid using self-assessment to count towards a grade or points earned, which could create a negative effect over time (Andrade & Valtcheva, 2009).

Self-assessment can benefit students in the short term by helping them to improve performance on a particular assignment or task, and in the long term by helping them to develop powerful habits of self-regulated learning (Andrade & Valtcheva, 2009).

For more information, check out the **Resources** and the **Put Into Practice** sections on the next page.

References

Andrade, H., & Valtcheva, A. (2009). Promoting Learning and Achievement Through Self-Assessment. *Theory Into Practice*, 48(1), 12-19. Retrieved from https://www.tandfonline.com/doi/full/10.1080/00405840802577544

Heritage, M. (2011, Spring). Formative Assessment: An Enabler of Learning. *Better: Evidence-Based Education.*

Heritage, M. (2021). Formative Assessment in a better Assessment Future. *Building a Better Assessment Future*. Virtual: Michigan Assessment Consortium.

Revising the Definition of Formative Assessment: By the Formative Assessment for Students and Teachers (FAST). 4-7). Washington, D.C.: CCSSO. Retrieved from https://ccsso.org/sites/default/files/2018-06/Revising%20the%20Definition%20of%20Formative%20Assessment.pdf

What is Self-Assessment? (2020, January). *Michigan Assessment Consortium*.

Consider participating in the Michigan Assessment Consortium's Assessment Learning Network (ALN) session on "Leveraging the Power of Formative Assessment: Using Self- and Peer Assessment to Promote Meaningful Student Engagement." Participants will analyze research, highlighting professional learning resources and providing classroom examples of self- and peer assessment. This ALN session will take place from 9:30 a.m. to 3:00 p.m. on April 8, 2022, at the University Club in Lansing, Michigan.

For more information, and to register, visit https://www.michiganassessmentconsortium.org/event/leveraging-the-power-of-formative-feedback-using-self-and-peer-assessment-to-promote-meaningful-student-engagement/#resources

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Formative

Interim

Summative

Resources

Formative Assessment: An Enabler of Learning (2011)

Margaret Heritage explains why the formative assessment process is a powerful tool for informing instruction and advancing student learning.
http://www.michiganassessmentconsortium.org/wp-content/uploads/FA-Heritage-an-enabler-of-learning.pdf

Promoting Learning and Achievement Through Self-Assessment (2009)

In this paper, the authors advocate for self-assessment as an integral and essential part of the formative assessment, and student learning, processes.
https://www.tandfonline.com/doi/full/10.1080/00405840802577544

What Is Self-Assessment? (2020)

This Assessment Learning Network Learning Point article describes the process and power of self-assessment to boost student learning.
https://www.michiganassessmentconsortium.org/wp-content/uploads/LP-SELF-ASSESSMENT.pdf

Put into Practice

Want to know more about the Formative Assessment Process? Download this document, An Overview of the Formative Assessment Process (http://famemichigan.org/wp-content/uploads/2021/09/OverviewFAME.pdf), published by the FAME research and development experts, to share with your colleagues and leadership team in your school and district.

For more information about FAME research, resources, and professional learning on the formative assessment process, and how to become a FAME coach, visit the FAME Michigan web page (https://famemichigan.org/).

Focus on Assessment Literacy

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Spotlight
on Student Assessment and Accountability

CB College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™10 provided by the College Board

Questions about Fall 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
Spring 2022 Implementation Webinar
(Held Tuesday, November 16, 2021)

A recording of the SAT with Essay, PSAT 10, and PSAT 8/9 Implementation Webinar will be posted on the Michigan Merit Examination web page (www.michigan.gov/mme) and on the PSAT web page (www.michigan.gov/psat) no later than the week of November 29, 2021.

Intent to Participate Reminder

If your school received an "intent to participate" email on November 3, 2021, you must follow the instructions in the email to indicate your establishment by November 22, 2021. All nonpublic schools must indicate their intent to participate each year. Review the information on this process in the November 4 edition of the Spotlight on Student Assessment and Accountability online newsletter.

REMINDERS
Fall 2021 Invoice Generation Webinar
(Wednesday, November 17, 2021)

The College Board Field Team collaborated with Wayne RESA to present this short webinar. Release details of a recording of the presentation will be published in the December 2 edition of the Spotlight newsletter.

Updated Accommodations and Supports Webinar Date

This webinar has been rescheduled, from December 7 to December 9, 11:00 a.m. — 12:30 p.m. The same registration link can be used Accommodations and Supports Webinar (https://tinyurl.com/2022MichiganAccommodations). Current registrations will remain valid and will be updated to the new date.

Fall 2021 Invoice Generation Process

Although the Michigan Department of Education (MDE) is providing the Fall 2021 SAT, PSAT/NMSQT, and PSAT 8/9 for Grade 9 administrations to eligible students and schools, it is important that schools complete the invoicing process in the College Board test ordering site (TOS) to avoid fees being billed to the school. Schools can use this process to change the grades that students indicated on their answer sheets, if needed. Review the information in the November 12 edition of Spotlight on Student Assessment and Accountability online newsletter.

Remember: Invoices sent to schools that did not correct ineligible student grade levels in the TOS during the invoice generation process will not be waived. The school will be responsible for paying those invoices.

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

WorkKeys®

What's New

The ACT-hosted state testing website (http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) has been updated for Spring 2022, including the Schedule of Events (https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring).

Select the **WorkKeys on Paper** tab at the top of the home page to view the Important Dates and Quick Links options, as well as the multiple ways to contact ACT and OEAA. The seven steps of the WorkKeys administration and their applicable resources are listed below the blue banner area. Select the number of each step to quickly access it or simply scroll down the page.

- **Step 1: Orientation** – helps you become familiar with the testing program
- **Step 2: Configuration** – provides access to systems like PearsonAccess^nextTM
- **Step 3: Accommodation** – helps you understand the accommodations and accessibility supports that are available for WorkKeys
- **Step 4: Preparation** – prepares you for testing and includes links to Facility Requirements, Training Testing Staff, Sample Questions, and Receipt/Check in of materials
- **Step 5: Administration** – helps you conduct a successful test administration and links to documentation, including Test Administration Forms, Administration Manuals, and Calculator Policy

- **Step 6: Transportation** – helps you return your test materials, with links to specific portions of the applicable manuals
- **Step 7: Interpretation** – helps you understand and interpret the score reports

Many ACT WorkKeys administration materials can be accessed online using our interactive publishing system. You can search for keywords, filter content, print documents, and provide feedback to ACT. The home page contains a short video providing navigation tips.

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) under **General information**, **List of Important Dates**.

Reminder

Completing Manage Participation

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full MME, which consists of the ACT WorkKeys, SAT, and M-STEP science and social studies assessments.

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

WorkKeys®

If a nonpublic school chooses to administer any one of the three MME components to their students, they are expected to administer all three components.

Each school's WorkKeys Test Coordinator must indicate the school's participation status—either Participating or Not Participating—in the PearsonAccess^next website during the Manage Participation window, **by December 3, 2021, regardless of previous participation.** If your school will participate in the WorkKeys assessments in Spring 2022, you must also select your preferred test materials receipt week. This process will take approximately five minutes.

Note: Manage Participation must be completed at the individual school level, not at the district level, even if the school is not participating. Reminder emails will be sent periodically to all schools that have not completed the Manage Participation process.

Refer to the October 28, 2021 issue of the Spotlight on Student Assessment and Accountability newsletter (https://www.michigan.gov/documents/mde/ Spotlight_10-28-21_739643_7.pdf) 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) located on the MME web page (www.michigan. gov/mme).

Deadline: You must submit your participation information by **Friday, December 3, 2021**.

Contacting ACT

If you have questions, you may:

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

2. Call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET

   » standard time: ext. 2800
   » accommodations: ext. 1788

3. Email accommodations questions to: ACTStateAccoms@act.org

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

Important Dates

November 2021

College Board Testing Intent to Participate Window

Now – November 22, 2021

- Window to indicate intent to participate for SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9 for all nonpublic schools and public schools that do not meet automatic establishment rules

Online Testing Waiver

Now – November 23, 2021

- Requests for online waiver for the Spring 2022 M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS for ELLs assessments must be submitted through the OEAA Secure Site (www.michigan.gov/oeaa-secure)

ACT WorkKeys Manage Participation Window

Now - December 3, 2021

- Information about completing the Manage Participation process was emailed to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the Educational Entity Master (EEM) (www.michigan.gov/eem).

Invoice Generation Window for College Board SAT School Day, Oct. 13

Now – December 9, 2021

- Window to complete the invoice generation process for the October 13 SAT School Day in the College Board test ordering site

Benchmark Assessments Reporting and Funding Application Window

Now – December 10, 2021, 5:00 P.M.

- Complete the Benchmark Assessments Reporting and Funding Application to identify the benchmark assessments administered, report on Local and Other benchmark assessments, and apply for funding for i-Ready, NWEA Map, and Star

M-STEP Passage-based Writing Field Test Pre-Identification Window

November 15, 2021 - February 3, 2022

- Pre-identification window of students for the M-STEP Passage-based Writing Field Test. The field test will be offered January 3,2022-February 4, 2022. District and schools must pre-identify students through the OEAA Secure Site (www.michigan.gov/oeaa-secure) to participate

Early Literacy and Mathematics Benchmark Assessment (K-2) Pre-Identification Window

November 15 – December 6, 2021

- Pre-identification 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

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

Important Dates

November 2021 (continued)

Invoice Generation Window for College Board SAT School Day, Oct. 28

November 17 – December 9, 2021

- Window to complete the invoice generation process for the October 28 SAT School Day in the College Board test ordering site

Invoice Generation Window for College Board PSAT 8/9

November 18 – December 1, 2021

- Window to complete the invoice generation process for the PSAT 8/9 in the College Board test ordering site

Invoice Generation Window for College Board PSAT/NMSQT

November 18 – December 10, 2021

- Window to complete the invoice generation process for the PSAT/NMSQT in the College Board test ordering site

Webinar: WIDA ACCESS for ELLs Test Administration Review

November 30, 2021, 9:30 - 11:00 a.m.

- Assessment training review webinar for new English Learner (EL) Assessment Coordinators and new test administrators
  Register for the webinar

December 2021

Webinar: WIDA Alternate ACCESS for ELLs Overview Review

December 1, 2021, 9:30 - 11:00 a.m.

- Assessment training review webinars for new English Learner (EL) Assessment Coordinators and new test administrators
  Register for the webinar

Webinar: Technology Coordinator Training

December 1, 2021, 10:00 a.m.

- Winter/Spring 2022 Technology Coordinator Training Zoom webinar
  Join the webinar

Webinar: K WIDA ACCESS for ELLs Test Administration Review

December 1, 2021, 2:00 - 3:30 p.m.

- Assessment training review webinars for new English Learner (EL) Assessment Coordinators and new test administrators
  Register for the webinar

WIDA Assessment Office Hours

December 2, 2021, 3:00 - 4:00 p.m.

- Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff
  Microsoft Teams Link

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

Important Dates

December 2021

Webinar: College Board Accommodations and Supports

December 9, 2021, 11:00 a.m. - 12:30 p.m.
- Accommodations Webinar for SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9
Link to Webinar

WIDA Assessment Office Hours

December 9, 2021, 3:00 - 4:00 p.m.
- Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff
Microsoft Teams Link

WIDA Assessment Office Hours

December 16, 2021, 3:00 - 4:00 p.m.
- Microsoft Teams meetings for educators coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff
Microsoft Teams Link

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

Contacts

For assistance with assessment or accountability issues:

Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:
mde-oeaa@michigan.gov

For accountability questions:
mde-accountability@michigan.gov

For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:
(for questions not covered in options 3 and 5 in the table above)

WIDA Client Services

866-276-7735

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