

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of March 3, 2022

- [The DRC INSIGHT Portal Available](#)
- [Off-site Test Administration Requests for 2021-22 School Year](#)
- [M-STEP Test Administration Training Chapter 1: Before Testing is Available Now](#)
- [M-STEP and MI-Access Office Hours](#)
- [New Kindergarten WIDA Screener](#)
- [State Assessment Exemptions for English Learners Who Are Recent Arrivals](#)
- [FAME Project Accepting New Coach Applications for 2022-23](#)

### Reminders

- [MI-Access Grade Level and Alignment Changes for Science](#)

#### • [The DRC INSIGHT Portal Available](#)

• The DRC INSIGHT Portal will be available for online administrative tasks beginning **Friday, March 4, 2022**. For detailed information about student management, test management, and test monitoring, review the [DRC INSIGHT Portal User Guide](https://mi.drccdirect.com/Documents/Unsecure/Doc.aspx?id=937498f4-a6cf-4e5c-bf05-9fd523603634) (https://mi.drccdirect.com/Documents/Unsecure/Doc.aspx?id=937498f4-a6cf-4e5c-bf05-9fd523603634).

• DRC INSIGHT Portal users can:

- assign Universal Tools, Designated Supports, and Accommodations
- create and manage test sessions and print test tickets and rosters
- configure test sessions for test monitoring

• Visual demonstrations on many of the tasks described in the user guide are available in the DRC INSIGHT mini-modules online videos:

- [Accessing Documents on the DRC INSIGHT Portal](https://drive.google.com/file/d/100fYeBoVJ46DYCad6IQKKWIHvF9ujcJK/view) (https://drive.google.com/file/d/100fYeBoVJ46DYCad6IQKKWIHvF9ujcJK/view)
- [Searching for Students in the DRC INSIGHT Portal](https://drive.google.com/file/d/1iY0uWdUNUMAHwFpaFxa8h0cxJdQ_BGz/view) (https://drive.google.com/file/d/1iY0uWdUNUMAHwFpaFxa8h0cxJdQ\_BGz/view)
- [Accessing the Online Tools Trainings \(OTTs\)](https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view) (https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc\_Zd7vMjA/view)
- [Assigning and Mass-Assigning Student Supports and Accommodations in the DRC INSIGHT Portal](https://drive.google.com/file/d/1niNf_i-UISb3xTgPW2_y-4iNRIFxv1jU/view) (https://drive.google.com/file/d/1niNf\_i-UISb3xTgPW2\_y-4iNRIFxv1jU/view)
- [Entering Student Responses in the MI-Access Online Document Portal](https://drive.google.com/file/d/1iEChhyHTrqveHwQyaFLmlET1f5rm5ZzS/view) (https://drive.google.com/file/d/1iEChhyHTrqveHwQyaFLmlET1f5rm5ZzS/view)
- [Finding Student Testing Status in the DRC INSIGHT Portal](https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view) (https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view)

*(Continued on next page)*

- [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](https://drive.google.com/file/d/1msIFU4FzMH0KMUdVH45XwTv00i-L2HR_/view) (https://drive.google.com/file/d/1msIFU4FzMH0KMUdVH45XwTv00i-L2HR\_/view)
- [Using Test Monitoring in the DRC INSIGHT Portal](https://drive.google.com/file/d/1g7OWywea9PTEBFINDDcIAktbUPGhSFwn/view) (https://drive.google.com/file/d/1g7OWywea9PTEBFINDDcIAktbUPGhSFwn/view)

Directions for Requesting DRC INSIGHT Portal Access — this chart shows who needs access to the portal and the Secure Site role the user will request.

Directions for Requesting DRC INSIGHT Portal Access		
Who Needs Access?	Required or Optional	Secure Site Role
Technology Coordinators	Required	<ul style="list-style-type: none"> <li>• District Online Technology-AMS &amp; INSIGHT Portal</li> <li>• Public School Online Tech-AMS &amp; INSIGHT Portal</li> <li>• Nonpublic School Online Tech-AMS &amp; INSIGHT Portal</li> </ul>
District of Building Assessment Coordinators	Required	<ul style="list-style-type: none"> <li>• District Online Technology-AMS &amp; INSIGHT Portal</li> <li>• Public School Online Tech-AMS &amp; INSIGHT Portal</li> <li>• Nonpublic School Online Tech-AMS &amp; INSIGHT Portal</li> </ul>
Test Administrators	Optional - required if using the Test Monitoring Application	<ul style="list-style-type: none"> <li>• Public School Online Test Administrator</li> <li>• Nonpublic School Online Test Administrator</li> </ul>

## Off-site Test Administration Requests for 2021-22 School Year

If your school or district is planning to administer the ACT WorkKeys, MI-Access, M-STEP, and WIDA ACCESS for ELLs and/or WIDA Alternate ACCESS for ELLs, Kindergarten W-APT, or WIDA Screener assessments at off-site locations, Off-site Test Administration Requests must be completed through the Office of Educational Assessment and Accountability (OEAA) [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

**Important note:** Students who attend virtual schools as well as homebound or hospitalized students are required to take the state assessments, and an Off-site Test Administration Request must be submitted for them.

For more information on how to complete the request form, refer to the [Off-site Test Request help document](http://www.michigan.gov/documents/mde/Off_Site_Test_Directions_679853_7.pdf) (www.michigan.gov/documents/mde/Off\_Site\_Test\_Directions\_679853\_7.pdf).

The windows to request an Off-site Test Administration vary by assessment program and are in the [Important Dates](#) section of this Spotlight.

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

## M-STEP Test Administration Training Chapter 1: Before Testing is Available Now

The first chapter of the [2022 M-STEP Test Administration Training \(Chapter 1: Before Testing\)](#) (<https://youtu.be/CgpMC7OdmY>) is now available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)). It is posted under the **What's New** and **Assessment Training and Resources for Educators** sections of the web page.

The M-STEP Test Administration Training is a three-part series for paper/pencil and online assessments, organized into chapters for before, during, and after M-STEP administration:

- [Chapter 1](#) discusses the tasks to be done **before** the M-STEP administration
- Chapter 2 will discuss the tasks to be done **during** the M-STEP administration
- Chapter 3 will discuss the tasks to be done **after** the M-STEP administration

Chapters 2 and 3 will be available soon — watch the Spotlight for more information.

## M-STEP and MI-Access Office Hours

Do you have questions regarding the upcoming M-STEP and/or MI-Access test administrations? Join staff from the Office of Educational Assessment and Accountability (OEAA) for M-STEP and MI-Access Office Hours and ask your questions.

The online Office Hours are unstructured Zoom meetings and are scheduled on the following days:

- Tuesday, March 8, 2022 from 3:00 – 4:00 p.m.
- Tuesday, March 22, 2022 from 3:00 – 4:00 p.m.
- Tuesday, April 12, 2022 from 3:00 – 4:00 p.m.

The **meeting link** for all three sessions is:

<https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09>

**Meeting ID:** 928 098 7255

**Passcode:** YUjqf7 (passcode is required)

There will be no formal agenda or presentation at Office Hours. This is a time for you to drop in and ask OEAA staff supporting the M-STEP and MI-Access test administrations questions and get assistance as you prepare for the Spring 2022 assessment administrations.

Remember, you don't have to wait for Office Hours. If you have an immediate question, please email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for a timely response.

## New Kindergarten WIDA Screener

This year, Michigan educators will transition to using a new WIDA screening tool for kindergarten students who are potential English learners (ELs). Refer to the information and timeline below to determine the particular kindergarten screener students should be given as this transition is implemented:

Students enrolling during Kindergarten Roundup (students who will <b>not</b> be enrolled or receiving educational services during the 2021/22 school year)	April 1, 2022 – July 30, 2022	Administer the new WIDA Screener for Kindergarten
Students enrolling in kindergarten who <b>will</b> be receiving educational services during the 2021/22 school year	Now – July 30, 2022	Administer the Kindergarten W-APT
Students enrolling in kindergarten who will be receiving educational services during the 2022/23 school year	August 1, 2022 – December 1, 2022	Administer the new WIDA Screener for Kindergarten – discontinue all usage of the Kindergarten W-APT

Educators administering the new WIDA Screener for Kindergarten will have to complete the appropriate assessment training course in the [WIDA Secure Portal](#) before administering the test.

## State Assessment Exemptions for English Learners Who Are Recent Arrivals

The Michigan Department of Education can provide a one-time exception to the testing requirement in English language arts (ELA) for first-year English learner (EL) students. To be eligible for this exception, students must meet ALL of the following criteria:

- The student must have been enrolled in a United States school(s) (excluding Puerto Rico) for 12 months or less at the time of taking a state assessment.
- The student is reported as an English Learner in the Michigan Student Data System (MSDS).
- The student has at least one of the following recorded results for the current year in the Office of Educational Assessment and Accountability (OEAA) Secure Site:
  - » a WIDA ACCESS Placement Test (W-APT) and/or WIDA Screener score
  - » a valid WIDA ACCESS for ELLs or a WIDA Alternate ACCESS for ELLs score

More information about this topic can be found on page 45 of the [Supports & Accommodations Guidance Document](#) ([https://www.michigan.gov/documents/mde/Michigan\\_Accommodations\\_Manual.final\\_480016\\_7.pdf](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf)).

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

## FAME Project Accepting New Coach Applications for 2022-23

The Formative Assessment for Michigan Educators (FAME) project is entering its fifteenth year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process in their classrooms. FAME Coaches are not expected to be the local expert on the formative assessment process – rather FAME Coaches are learners along with their learning team.

More information on the FAME project and access to the online [2022-23 New FAME Coach application](https://www.surveymonkey.com/r/NewFAMECoachApp) (<https://www.surveymonkey.com/r/NewFAMECoachApp>) is available on the [FAME public website](https://famemichigan.org) (<https://famemichigan.org>).

The deadline to apply is **Friday, May 6, 2022**. If you have any questions, contact [Kimberly Young](mailto:youngk1@michigan.gov), MDE/OEAA ([youngk1@michigan.gov](mailto:youngk1@michigan.gov)) or call 517-712-8442.

## Reminders

### 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 are now 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

### Coming Soon

- The Nonstandard Administration Report (NAR) will be available March 14, 2022 in SSD Online.
- Pre-administration and test material shipments arrive in schools March 23-25, 2022. If your school is on spring break that week, the materials will be delivered March 29-31, 2022.

## REMINDERS

### Coordinator Planning Kit Arrived This Week

Your school received a Coordinator Planning Kit this week. The kit includes a sample set of manuals for all assessments – that is, for SAT with Essay, PSAT 10, PSAT 8/9 for Grade 9, and PSAT 8/9 for Grade 8. Discard any manuals for assessments you do not plan to administer at your school.

If your school is administering the SAT, the planning kit was addressed to the SAT test coordinator. If your school has different test coordinators for the PSAT-related assessments, the materials from the kit are to be distributed to the other coordinators, as needed.

The manuals in this kit provide previews of the assessments for test coordinators, so coordinators can start their planning early.

Full shipments of all manuals, forms, and other supporting materials for your school will arrive as part of the preadministration and test materials shipments, arriving March 23-25, 2022.

### College Board Training

All test coordinators are required to complete the online College Board training each spring, even if they completed the training in the fall of 2021 or in prior years. On March 2, 2022, test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 received an email with a link to access the required training. Coordinators who have not received the email link can access the training [online](http://professionaltraining.collegeboard.org) (<http://professionaltraining.collegeboard.org>).

The Michigan-specific training is divided into three modules: one for coordinators, one for proctors, and one for SSD coordinators. The user must select their role-specific training. While there are separate role selections, users should note that the “SSD coordinator” training module is the same as the “coordinator training” module. Any SSD coordinator who is acting as a proctor on test day should complete the proctor training rather than the coordinator training. The proctor module is specific to test day activities related to proctor responsibilities.

Refer to the [February 24 edition](#) of Spotlight for detailed information on how to train test day staff.

*(Continued on next page)*

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



## CB

The Michigan Department of Education requires District and Building Coordinators to read the [Assessment Integrity Guide](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme) – under **General Information**) and complete the [Assessment Security online course](#) through Michigan Virtual. This one-time training, with subsequent year refresher updates, is found at [www.michigan.gov/mme](http://www.michigan.gov/mme) under **Assessment Training and Resources for Educators**.

Test Administrators, Room Supervisors, and Proctors must read the [Assessment Integrity Guide](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme) – under **General Information**) and/or complete the [Assessment Security online course](#) through Michigan Virtual. This one-time training, with subsequent year refresher updates, is found at [www.michigan.gov/mme](http://www.michigan.gov/mme) under **Assessment Training and Resources for Educators**.





## What's New

### Preparing for the Test Administration

Test day is just a few weeks away so it's time to start preparing!

The ACT WorkKeys Test Coordinator will receive the test materials for the April 14, 2022 test date, either in the week of **March 21, 2022** or the week of **March 28, 2022**, as selected by your school on the Manage Participation screen in PearsonAccess<sup>next</sup>. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week. Refer to the February 18, 2022 [Spotlight on Student Assessment and Accountability Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information about receiving and checking in these materials, and on ordering additional test materials.

The ACT WorkKeys Test Coordinator must select and train test day staff using the guidelines detailed in the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (<https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf>). This manual, plus training videos and links to the ACT-hosted training webinars, are posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

The Michigan Department of Education (MDE) [Assessment Integrity Guide](#), which is on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under the **General Information** section, provides additional guidance on the identification of testing personnel.

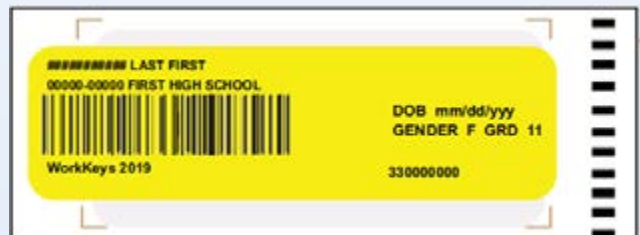
The ACT WorkKeys Test Coordinator must select the test site and reserve testing rooms, using the guidelines detailed in the [ACT Test Coordinator Information Manual](#).

School staff must prepare each student's answer document, following these steps:

- **Apply pre-identification barcode label**

Apply the pre-ID barcode label in the shaded area on page 4 of the answer document. All answer documents must have a pre-ID label (if necessary, print a label[s] locally from the Office of Educational Assessment and Accountability [OEAA] Secure Site).

Apply the label from right to left in the box, to ensure the black bars on the answer document are not covered and processing is not delayed. Do not place the barcode label on the front page or in any other location on the answer document.



*(Continued on next page)*

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



- **Block 3 – ID Number**

Completion of this field is optional but highly recommended. A filled-in ID number can ensure that students are correctly matched across the ACT, SAT, and M-STEP assessments—the required components of the Michigan Merit Exam—in the event the barcode label comes off or becomes unscannable. When filling in this block, be sure to use the 10-digit student UIC number found on the barcode label, immediately preceding the student’s name.

- **Block 16 – Form Type**

Complete this block by entering the applicable form type that the individual student will be taking.

- **Block 17 – Report Codes**

Complete this block by entering the applicable reporting code for the individual student. If the pre-printed choices do not apply to an individual student, leave the field blank.

- **Block 18 – Reporting High School Code**

Do not complete this block. Student’s score reports will be sent to the school where the student tested even if this field is completed.

- **Block 26 – Local Use Items**

Complete this block using the State Use Questions listed in the [WorkKeys Administration Supplement](https://www.act.org/content/dam/act/secured/documents/AdministrationSupplementWorkKeys-MI.pdf) (https://www.act.org/content/dam/act/secured/documents/AdministrationSupplementWorkKeys-MI.pdf ) included with the test materials (also posted on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Administration** stage). These questions collect additional information about students and accommodations usage.

Completing this block can be done before or after the students complete their demographic information in a non-test session, but it must be completed before the actual testing session begins. Questions that do not apply to an individual student should be left blank.

Each student must complete the demographic and address information in blocks 1 and 2, 4 through 15, and 25 on their own answer document.

- Plan 30 minutes for students to complete this information, either in a separate non-test session or right before the actual test. Completing these fields after testing will be considered a misadministration and scores will be canceled.
- Verbal instructions for completing the demographic fields are detailed in the administration manuals posted on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Administration** stage:
  - » [ACT WorkKeys Administration Manual – Standard Time Paper](http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf) (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf)
  - » [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf) (http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf)

*(Continued on next page)*

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



The ACT WorkKeys Test Coordinator must store all secure test materials, including student answer documents, in a secure location until test day, using the guidelines detailed in the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (<https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf>).

## Reminders

### ACT WorkKeys Training Webinars

ACT will host a training webinar on **March 8, 2022**, providing an overview of how to administer the WorkKeys assessments. To attend, [register here](https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4) (<https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4>).

The session will be recorded and posted to the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page.

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

### March 2022

#### ACT WorkKeys Assessments Administration Training

**March 8, 2022, 3:30 - 4:30 p.m.**

- Register to attend the [WorkKeys Assessments Training webinar](https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4) (https://event.on24.com/wcc/r/3477662/0AAF71AC7C08AEC45DAD2A4B8441EBB4)

#### M-STEP and MI-Access Office Hours

**March 8, 2022, 3:00 - 4:00 p.m.**

- This is a time for you to drop in and get answers and assistance from the OEAA staff who are supporting the M-STEP and MI-Access test administrations as you prepare for the Spring 2022 testing.  
[Office Hours link](https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09) (https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09)  
**Meeting ID:** 928 098 7255  
**Required Passcode:** YUjqf7

#### 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 online test sessions extending beyond 4:00 p.m.

#### M-STEP and MI-Access Office Hours

**March 22, 2022, 3:00 - 4:00 p.m.**

- This is a time for you to drop in and get answers and assistance from the OEAA staff who are supporting the M-STEP and MI-Access test administrations as you prepare for the Spring 2022 testing.  
[Office Hours link](https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09) (https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09)  
**Meeting ID:** 928 098 7255  
**Required Passcode:** YUjqf7

#### WIDA ACCESS and Alternate ACCESS for ELLs Off-Site Test Administration Requests

**Now – March 24, 2022**

- Request off-site testing through the [OEAA Secure Site](#)

#### WIDA AMS Test Setup Window

**Now – March 25, 2022**

#### 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

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

**Now – March 25, 2022**

*(Continued on next page)*

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

## Important Dates

### April 2022

#### M-STEP and MI-Access Office Hours

**April 12, 2022, 3:00 - 4:00 p.m.**

- This is a time for you to drop in and get answers and assistance from the OEAA staff who are supporting the M-STEP and MI-Access test administrations as you prepare for the Spring 2022 testing.

[Office Hours link](https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09) (https://zoom.us/j/9280987255?pwd=a3pSL3VoVWJLQ2NYaTB6RHBkN0h6dz09)

**Meeting ID:** 928 098 7255

**Required Passcode:** YUjqf7

#### ACT WorkKeys Off-Site Test Administration Requests

**Now – April 24, 2022**

- Request off-site testing through the [OEAA Secure Site](#)

### May 2022

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

**Now – May 19, 2022**

- Request off-site testing through the [OEAA Secure Site](#)

#### Pre-Identification for 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 Off-Site Test Administration Requests

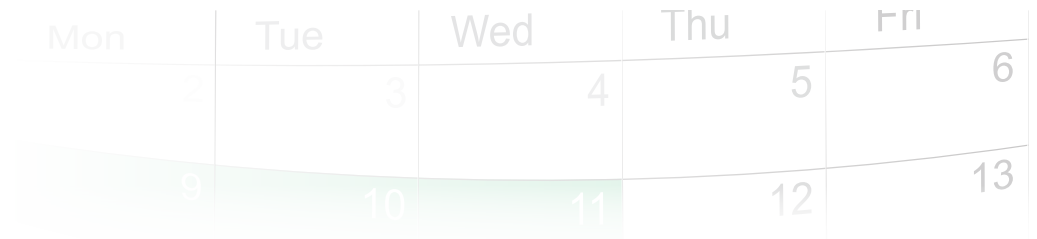
**Now – May 26, 2022**

- Request off-site testing through the [OEAA Secure Site](#)

#### Pre-Identification for 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.



## Additional Material Order Windows (AMO) Important Dates

Assessment	Start Date	End Date	Task/Activity (Calendar Description)
WIDA ACCESS	1/28/2022	3/18/2022	AMO in WIDA AMS
WIDA Alternate ACCESS	1/28/2022	3/18/2022	AMO in WIDA AMS
ACT WorkKeys	3/22/2022	4/7/2022	AMO by 11:59 PM
PSAT 10	3/22/2022	4/7/2022	AMO by 11:59 PM
PSAT 8/9 Grade 8	3/22/2022	4/7/2022	AMO by 11:59 PM
PSAT 8/9 Grade 9	3/22/2022	4/7/2022	AMO by 11:59 PM
SAT	3/22/2022	4/7/2022	AMO by 11:59 PM
M-STEP	4/7/2022	5/3/2022	AMO (closes at noon) - All Grades
MI-Access	4/7/2022	5/24/2022	AMO (closes at noon)

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 <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