

Spotlight




on Student Assessment and Accountability


April 19, 2018

Quick Links . . . take you directly to articles or sections . . .

- [Are You Interested in Serving on Science Assessment Committees?](#)

 [iPad iOS 11.3](#)

- [MI-Access P/SI Online Answer Document Link Error](#)
- [2017-18 Annual Education Report Requirements](#)

 [ASL Clarification for M-STEP ELA](#)

- [Electronic Device Use During Testing](#)
- [W-APT and WIDA Screener Score Entry Reminders](#)

 [FAME Project Accepting New Coach Applications through May 4, 2018](#)

- [SAT Corner](#)
- [ACT WorkKeys](#)
- [Important Dates](#)
- [Recently Asked Questions . . .](#)

Are You Interested in Serving on Science Assessment Committees?

The Office of Educational Assessment and Accountability (OEAA) is looking for science educators interested in being a part of the state assessment development process. We take great pride in using Michigan teachers in the production of our assessment items. Participation on the committees includes thorough training in content as well as instruction in using the Michigan Item Bank System (online repository for clusters, items, stimuli, and contexts). **Please Note: There is a date change for the Science Item Cluster Writing.**

Bias and Sensitivity Review & Content Review – July 16–20, 2018

Members of each committee will provide feedback and guidance on Draft Science Item Clusters.

- **Bias and Sensitivity Committee (BSC)** – Is there an issue of bias that may negatively impact a student's performance on a test item?
- **Content Advisory Committee (CAC)** – Are the test items aligned to the Michigan Science Standards and are they grade-level appropriate?


NEW DATE: Item Cluster Writing – July 23–27, 2018


Committee members work to produce science clusters aligned to Michigan's Science Standards. Clusters are developed, written, and entered into the Item Bank System.


Content Review with Data – August 20–24, 2018

Committee members will review field tested Item Clusters and the associated data to consider again issues of bias and

(Continued on next page)

Key:  Reminder (previously run article)

 includes supports and accommodations information

 includes information Tech Coordinators also need to know

► [Sign up for Spotlight](#) (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

content (BSC and CAC). Is there something about a test item that is causing it to perform in a manner other than what is expected?

There are no long-term commitments for these committees. All expenses, including sub pay if needed, are covered. If you have any questions, please email mde-oeaa@michigan.gov.

If you are interested in being part of a science assessment committee, you can apply through the [Assessment Committee Participation Application](#) located on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Professional Development**.

iPad iOS 11.3

iOS 11.3 was released just before testing started. It has been found that INSIGHT disconnects after about 30 minutes under iOS 11.3. DRC is checking 11.3 for other issues and is preparing an update.

Until an update is available, it is recommended that schools hold off updating to 11.3 on testing devices or keep test tickets available so students can log back in. There is no known way to avoid being logged out every 30 minutes.

MI-Access P/SI Online Answer Document Link Error

The Office of Educational Assessment and Accountability (OEAA) was made aware of a link in the Scoring Documents that is failing to connect to the MI-Access P/SI online answer document. We have posted corrected [Supported Independence and Participation Scoring Documents](#) to the [MI-Access web page](#) (www.michigan.gov/mi-access) under the **Current Assessment Administration** section.

Please use these revised Scoring Documents with the correct link to the online answer document. The following documents, located on the MI-Access web page, also contain a link to the online answer document:

[Participation \(P\) and Supported Independence \(SI\) Test Administration Manual - Spring 2018](#)

[Online Answer Document Link for P/SI student score entry](#)

[P/SI Online Answer Document Instructions for Score Entry](#)

2017-18 Annual Education Report Requirements

For the past several years, the Michigan Department of Education (MDE) has required districts and schools to communicate Annual Education Reports (AERs) to parents and the community in August, before the start of the school year, to fulfill requirements under the Elementary and Secondary Education Act (ESEA). However, new assessment and accountability processes delayed the production of AERs until now. Please see the memo sent to schools last week regarding the latest information on [Annual Education Report requirements](#) (http://www.michigan.gov/documents/mde/Annual_Ed_Report_620373_7.pdf).

ASL Clarification for M-STEP ELA

The embedded American Sign Language (ASL) videos for M-STEP English language arts (ELA) are only available on Listening passages and the associated questions when this option is enabled for students in eDIRECT. For some students, an in-person human signer may be preferable. Educators must remember

(Continued on next page)

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

that ASL can only be used for test content from the Listening passages and the questions associated with the Listening passage. No other ELA passages or test questions can be signed to students.

Electronic Device Use During Testing

Students are not permitted to access electronic devices during standardized testing. Anything that could be used for communication, capturing images of the test or testing room, or data storage (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.) can disrupt the testing environment and be used to compromise the security and confidentiality of the test. At a minimum, these devices must be powered off and stored away from the students' work area at all times during a test session.

Students should be informed of this policy in advance and strongly encouraged to leave such items out of the testing room. Students should not have any of these prohibited devices near them during testing.

If a student accesses any of these devices during testing, it will constitute a prohibited behavior and the student's test results in that content area will be invalidated. Please select the Prohibited Behavior on the Testing Codes tab in eDirect for the invalid content area, or grid the prohibited behavior bubble on the paper/pencil answer document and return it with the other completed answer documents.

W-APT and WIDA Screener Score Entry Reminders

The scores of all students who have been screened should be entered into the Secure Site for the following reasons:

- The Secure Site provides a secure repository for required screener scores in the event of student information system (SIS) information loss, staff turnover, lost paper materials, etc.
- It ensures retention of student scores for students who transfer between districts.
- It ensures that the exemption from some state assessment content areas is available to English Learner (EL) students who are considered recent arrivals. See the [Testing Policy for Recently Arrived First Year English Learner Students](#) located on the [WIDA web page](#) (www.michigan.gov/wida) under the **Student Supports and Accommodations** section.

As a reminder, entering scores does not identify a student as an EL. All demographic information, such as EL status and ethnicity, are updated and retained in the Michigan Student Data System (MSDS).

Districts have until August 2018 to enter W-APT and WIDA Screener scores for students who were screened this year. Beginning in August, a new test cycle will appear in the Secure Site for the new school year.

Learn more about entering scores into the OEAA Secure Site on the [Secure Site Training web page](#) (www.michigan.gov/secaresitetraining) or call 1-877-560-8378, Option 3.

(Continued on next page)

Spotlight on Student Assessment and Accountability

Screening During Kindergarten Round-up

Districts with students enrolling during kindergarten round-up who are potential ELs can be screened using the Kindergarten W-APT. These students only need to take the Listening and Speaking domains of this assessment. Educators must refer to the [Entrance & Exit Protocol](#) located on the [WIDA web page](#) (www.michigan.gov/wida) under the **General Information** section for information on cut scores needed and other criteria for making English learner identification decisions.



FAME Project Accepting New Coach Applications through May 4, 2018

The Formative Assessment for Michigan Educators (FAME) project is entering its eleventh year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on formative assessment practices 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 [2018-19 New FAME Coach application](#) is available on the [MDE Formative Assessment Process page](#) (www.michigan.gov/formativeassessment) under **What's New**.

The deadline to apply is **Friday, May 4, 2018**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-373-0988.



- Every FAME Coach has access to a FAME resource website. This site is a companion resource to the FAME Learning Guide provided for every learning team members.
- The FAME website contains usable and adaptable documents, articles, and classroom videos connected to the FAME content
- View a [6-minute FAME Website Tutorial](https://vimeo.com/230055712/0e8edc632b) (<https://vimeo.com/230055712/0e8edc632b>) provided to 2017-18 FAME Coaches



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

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email michiganadministratorsupport@collegeboard.org

Reminders

1. **Write Down Tracking Numbers.** When returning test books or answer sheets, be sure to record the tracking numbers of the packages so you can confirm receipt. Write them down or take a picture of them for your records.
2. **Do NOT return PSAT 8/9 for 9th grade or PSAT 10 test books.** Securely store these until student scores are released, then hand them out to students.

Makeup Test Materials

If you requested makeup test materials, the majority of deliveries will be made on Thursday, April 19 and Friday, April 20. Look for tracking information in the Secure Site.

PSAT 8/9 for 8th Grade Webinar

PSAT 8/9 will be administered in 8th grade starting in Spring 2019 for accountability in ELA and mathematics. The College Board is offering an introductory webinar on **May 22, 2018** from **10:00–11:00 AM** to provide brief information on the

assessment, 2019 test dates, accommodations, reporting features, and how to begin preparing for the 8th grade administration. To register, click [here](https://tinyurl.com/PSAT8thGrade) (<https://tinyurl.com/PSAT8thGrade>).

SAT School Day Fee Waivers

Although the Michigan Department of Education is paying for the cost of the SAT, eligible students from lower-income backgrounds can use the benefits of an [SAT School Day fee waiver](https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers) (<https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers>). Benefits now include:

- unlimited score reports over the user's testing lifetime (new for 2018)
- four college application fee waivers beginning the student's senior year
- free CSS Profile application for financial aid
- free Student Answer Service (SAS) or Question and Answer Service (QAS)
- two fee waivers to register for weekend SAT or SAT Subject Tests (new for 2018)

The College Board uses federal free and reduced lunch data to estimate how many students may be eligible at your school. Fee waiver cards will be mailed to schools the week of April 16, along with a helpful one-page document that you can make available to students. The document will walk them through how to utilize the benefits of an SAT School Day fee waiver.

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

Makeup Test Dates

Standard time makeup testing is **Wednesday, April 25, 2018**. Examinees scheduled for standard time makeup testing must take all three tests on this makeup test date. Contact OEAA or ACT immediately if you cannot test your standard time makeup examinees on April 25, 2018 due to a school-wide emergency or closure.

The accommodations makeup window is **April 25 – May 1, 2018**. Examinees scheduled for accommodations makeup testing must take all three tests, in order, during this window.

Makeup Materials

The makeup ordering window has closed. Materials ordered during the makeup ordering window (April 11 – 12, 2018) are scheduled for delivery by **April 18, 2018**. If you did not order makeup materials, no materials will be sent.

Important: The ACT WorkKeys test booklets for the initial test date are different than those for the makeup test date. Do not keep test booklets or accommodations forms from the initial test date for use during makeup testing. Examinees testing with initial test booklets on the makeup test date will not receive scores.

All examinee answer documents are required to have a barcode label. Please refer to the [March 22, 2018 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for additional information.

If an examinee was absent or arrived too late to begin testing on the initial test day, you may reuse the original answer document for makeup testing.

If an examinee began testing on the initial test date but did not finish, you may not use the original answer document for makeup testing. Use a new answer document and:

- print a student barcode label locally and apply it to the new answer document
- supervise the examinee(s) while they transfer all demographics and non-test responses to the new answer document; test item responses may not be transferred
- write VOID on page 1 of the original answer document, attach it to an Irregularity Report, and return it with your makeup test materials in the processing envelope

Administering the Makeup Tests

All makeup testing must follow the same policies and procedures described in the [ACT WorkKeys Administration Manual](#) and the [ACT WorkKeys Accommodations Administration Manual](#), which can be found on the [ACT-hosted website](#) (www.act.org/stateanddistrict/michigan) under drop-down menu #5, **WorkKeys: Administration—Administer the test successfully** → **Manuals**.

(Continued on next page)

Returning Makeup Materials

For detailed information about post-testing activities such as collecting, packing, and returning materials, refer to the [Test Coordinator Information Manual](#) located on the [ACT-hosted website](#) (www.act.org/stateanddistrict/michigan) under drop-down menu #6, **WorkKeys: Transportation–Return materials to ACT → Manuals**.

The last day ACT will accept answer documents for scoring is **May 4, 2018**. Answer documents received after this date may not be processed.

Client Satisfaction Survey

Please help ACT serve you better by completing a brief, 10- to 15-minute survey now through **May 4, 2018**. A user-specific URL was emailed to each participating school's WorkKeys Test Coordinator and District Test Coordinator on April 17, 2018.

The questions focus on the activities leading up to test day—the Orientation through Preparation stages. Your feedback is important to us and all of your responses will be kept strictly confidential.

The following **Using PearsonAccess^{next}** questions do not apply to Michigan schools and should be answered by using the **Not Applicable** response button:

- Q: I found the process to manage students for my school easy to follow.
- Q: I found the process to track shipments of test materials user-friendly and informative.
- Q: I found the process to order additional test materials user-friendly.

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
9:30 AM – 6:00 PM ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

April 24, 2018 (closes at noon):

- **M-STEP—grades 5, 8, and 11** Additional Material Orders Window in the OEAA Secure Site

April 24, 2018:

- **SAT/PSAT Accommodated Test Administration Window CLOSSES**

April 24, 2018:

- **ACT WorkKeys Accommodated Test Administration Window CLOSSES**

Coming Next Week . . .

April 24, 2018:

- **SAT Makeup Test Day**

April 24 – 25, 2018:

- **PSAT Makeup Test Days**

April 26, 2018:

- **ACT WorkKeys** Pickup of makeup standard time materials for return to ACT

April 2018

Early Literacy and Mathematics Benchmark

Now – May 25, 2018:

- **Early Literacy and Mathematics Benchmark Assessment Test Administration Window**

M-STEP and MI-Access

Now – May 22, 2018:

- **M-STEP and MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – [submit request](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)

M-STEP

Now – May 4, 2018:

- **M-STEP—grades 5, 8, and 11 Online Test Administration Window**

April 24 – May 15, 2018 (closes at noon):

- **M-STEP—grades 3, 4, 6, and 7** Additional Material Orders Window in the OEAA Secure Site

April 30 – May 25, 2018:

- **M-STEP—grades 3, 4, 6 and 7 Online Test Administration Window**

MI-Access

Now – May 22, 2018 (closes at noon):

- **MI-Access—grades 3-8 and 11** Additional Material Orders Window in the OEAA Secure Site

Now – May 25, 2018:

- **MI-Access Alternate Assessments—grades 3-8 and 11 Online and Paper/Pencil Test Administration Window**

(Continued on next page)

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

ACT WorkKeys

April 25 – 30, 2018:

- **ACT WorkKeys** Makeup standard-time test administration and pickup of initial accommodated materials for return to ACT

April 25 – May 1, 2018:

- **ACT WorkKeys Makeup Accommodated Test Administration Window**

May 2018

ACT WorkKeys

May 2, 2018:

- **ACT WorkKeys** Pickup of makeup accommodated materials for return to ACT

Recently Asked Questions . . .

Why can't I find any preliminary report information on the M-STEP Science Field Test test?

Because it is a field test, the M-STEP online science assessment results are not included in the Preliminary reports or reported at the individual student level. Aggregate reports for the M-STEP Science Field Test will be released when all M-STEP final reports become available later this summer. Preliminary reports are available for the M-STEP ELA, mathematics, and social studies online assessments.



Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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