


# Spotlight

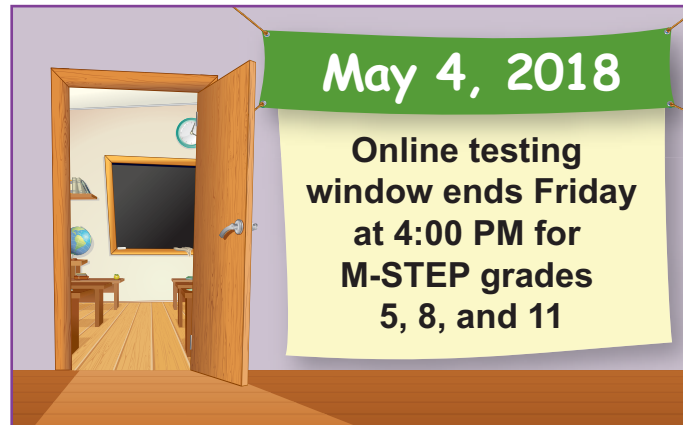
## on Student Assessment and Accountability

May 3, 2018

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

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- IMPORTANT Keyboard Settings for Testing with Chromebooks
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Key:  includes information Tech Coordinators also need to know



### Online Testing Window Closes for Grades 5, 8, and 11 on Friday, May 4, 2018

The grades 5, 8, and 11 online testing window ends at **4:00 PM TOMORROW, May 4, 2018**. No testing is available for students after this window ends. For information about how to be sure all of your students have completed their assigned tests, see the article in the [April 26 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

### IMPORTANT Keyboard Settings for Testing with Chromebooks

For students taking the M-STEP with a Chromebook, the Chromebook **MUST** have the keyboard setting set to the **standard "US Keyboard"**. If the Chromebook keyboard is set to "US International Keyboard", quotation marks and apostrophes do not work.

To check keyboard settings **BEFORE** testing, go to **Settings** → **Keyboard Settings**.

If this problem occurs **DURING** testing, click outside the text box and press CTRL-SHIFT-SPACE BAR to select the US Keyboard.

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A [Tips for Keyboard Settings](#) document is located on [eDIRECT](https://mi.drcedirect.com/) (https://mi.drcedirect.com/) under **All Applications → General Information → Documents**. This document provides more details on making sure your Chromebooks are using the **standard “US keyboard”** (not “US International”). It also includes information on turning off iPad’s new “Smart Punctuation” functionality which could block the use of quotation marks and apostrophes.

## M-STEP Return of Materials Deadline for Grades 5, 8, and 11: What do I do if I missed the deadline?

Be sure to send in paper/pencil test materials for grades 5, 8, and 11. The deadline for shipping materials was May 2, 2018. Although fees may be applied, materials sent in after the deadline **can still be scored** if they are postmarked before **May 17, 2018**. See page 84 of the [M-STEP Test Administration Manual \(TAM\)](#) for detailed information about the deadlines for shipping paper/pencil materials. Complete instructions for returning test materials are also in the M-STEP TAM on pages 78-85. The TAM can be found on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under **Current Assessment Administration**.

## Developing Alternate Science Standards: Application Window Closing

The window for applying to participate in our educator panels (September 2018–February 2019) to develop new alternate content expectations in science will close **May 15, 2018**.

Participants are expected to attend all ten (10) sessions. Please sign up only if you anticipate being able to attend all sessions (see application for dates). Interested educators are encouraged to seek approval from their district as soon as possible (sub reimbursement and State Continuing Education Clock Hours are available).

For details about this project, please see the [March 29 Spotlight on Student Assessment](#) (www.michigan.gov/mde-spotlight). Specific questions about this project can be sent to: [JaquithJ@michigan.gov](mailto:JaquithJ@michigan.gov)

We hope to have panels selected and notified by **June 10, 2018**. To apply for participation as a member of the educator panels, please complete the [online application form](https://www.surveymonkey.com/r/MIA_Science_EdPanels) (https://www.surveymonkey.com/r/MIA\_Science\_EdPanels) no later than **May 15, 2018**.

## Windows 10 Game Bar

INSIGHT does not yet block the Windows 10 Game Bar feature. This could be used to capture screenshots or video of the assessment. Windows 10 devices being used for testing should not have this feature active.

Data Recognition Corporation (DRC) has uploaded instructions for disabling the Windows 10 Game Bar, either on individual computers or through a Domain Group Policy, as well as where to look for screenshots if you suspect students have used this feature.

The [Windows 10 Game Bar](#) instructions have been uploaded to [eDIRECT](https://mi.drcedirect.com/) (https://mi.drcedirect.com/) under **All Applications → General Information → Documents**.

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

## Spring 2018 WIDA Verification of Answer Documents Received and Not Tested Students Opening Soon

The Spring 2018 WIDA Verification of Answer Documents Received and Not Tested Students review periods will open on **May 16, 2018** on the OEAA Secure Site. During this time, schools will be able to submit answer document issues (including missing test issues and appeals for prohibitive behavior and nonstandard accommodations flags) for Spring 2018 WIDA, through **5:00 PM, May 22, 2018**.

Also, during this review period, schools will be able to submit reasons for students who were not tested in one or more content areas, through **5:00 PM, May 30, 2018**. "Not tested" reasons will be reviewed for a possible exemption for accountability purposes and are used for federal reporting.

**Please Note:** The ability to submit answer document issues (including missing test issues and appeals for prohibitive behavior and nonstandard accommodations flags) and the ability to submit students not tested reasons have different deadlines. The "not tested" reason submission period, has an additional week provided to allow schools more time to collect and submit not tested student documentation.

In anticipation of the upcoming date windows, we have provided some tips below that can help you prepare for the tasks associated with these windows:

1. **Make note of English Learner (EL) students who were not tested on the Spring 2018 WIDA.** Having a local list of untested students will help to determine when a student's test is missing from the Answer Documents Received report on the Secure Site when available, versus a student who was simply not tested. Asking teachers to provide a list of students who did

not test and the reason for not testing will make the process of verifying answer documents and submitting not tested reasons easier and quicker. All students who were identified as EL during the school year or were historically EL and not exited from EL in the 2016/2017 school year were expected to test on the Spring 2018 WIDA.

You can use the Accountable Students Enrolled and Demographics screen on the OEAA Secure Site to determine English learner students who were expected to take the WIDA ACCESS for ELLs 2.0 or WIDA Alternate ACCESS for ELLs in your district or school. You can download the list and delete or add columns to help you track the information you will be collecting. Directions for the [Accountable Students Enrollment and Demographics](#) screen can be found on the [Secure Site Training web page](#) ([www.michigan.gov/secursitetraining](http://www.michigan.gov/secursitetraining)) under the **Accountable Students & Test Verification** section.

2. **Gather any necessary documentation for EL students who went untested on the Spring 2018 WIDA** (e.g., a signed doctor's note with start- and end-date of a medical condition). Schools will have the opportunity to submit "not tested" reasons for these students in the



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Secure Site during the Verification of Not Tested Students window. Submitted "not tested" reasons will be reviewed for the possibility of excluding the student(s) from participation rates.

**3. Make note of any EL student whose Spring 2018 WIDA test was flagged for Prohibitive Behavior or Non-Standard Accommodations.**

Schools will have the opportunity during the Verification of Answer Documents in the Secure Site to review students with these flags and appeal the flag if it was set in error.

More information on these windows, including instructions on what to look for, explanations of the different screens, and how to resolve issues, will be posted on the [Secure Site Training web page](http://www.michigan.gov/secursitetraining) ([www.michigan.gov/secursitetraining](http://www.michigan.gov/secursitetraining)) under the **Accountable Students & Test Verification** section next week.

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## 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](mailto:michiganadministratorsupport@collegeboard.org)

### College Board Ordering Email

Supervisors may have received an email on April 30, 2018 about ordering for College Board assessments in the Test Ordering System. This information is about assessments that are not provided by the Michigan Department of Education (MDE) and are entirely optional by schools and districts. **Any assessment provided by the MDE in Spring 2019 will continue to be ordered through the pre-ID process in the OEAA Secure Site and NOT through the College Board Test Ordering System.** The MDE-provided assessments include the spring administrations of the SAT with Essay for grade 11, PSAT 10 for grade 10, and PSAT 8/9 in grades 8 and 9. For Spring 2019 in Michigan, the initial SAT date is April 9, which allows schools to receive released test questions, and the makeup SAT date is April 23, 2019. The MDE and College Board are working together to develop the PSAT 8/9 and 10 schedules in April that will provide flexibility for Michigan schools while maintaining test security and ensuring valid and reliable results for all Michigan students.

### Score Release

Students who participated on the initial test day(s) for SAT will receive access to their scores in their College Board account beginning on **May 3, 2018**, while scores for students who participated in PSAT 10 or PSAT 8/9 for 9th grade are currently available. **Please Note:** Some scores will be released later for reasons that may include participation in the accommodated testing window or on the makeup testing date, late receipt of answer sheets, missing information on the answer sheet, or other exceptional conditions that require additional attention. Scores for these students will be released daily as they become available. Educators will have access to scores in the K-12 reporting portal by the end of June, after the completion of all answer document verification activities

### Student Access to Scores

1. Students will need a College Board account to view their scores.
2. Direct students to go to [this login page](https://studentscores.collegeboard.org/viewscore) (<https://studentscores.collegeboard.org/viewscore>) and log in.
3. Click sign up to register for an account if they don't already have one.

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



## Matching College Board Student Accounts and Registration

If a student is signed into his/her College Board account, but does not see his/her score, it means we were not able to automatically link the student score report to the student account.

- For security reasons, a student must verify additional information before we can display his/her scores.
- The student will need either his/her SAT registration number or the Student ID number the student was pre-identified with by the school (UIC).
- To match, the student will:
  1. Go to [this login page](https://studentscores.collegeboard.org/viewscore) (<https://studentscores.collegeboard.org/viewscore>) and log in.
  2. Scroll down and click on **Matching Tool**.
  3. Review the personal information.
  4. If any information is incorrect or missing, click **Update** to revise. Students will be prompted to re-enter their password.
  5. If the information is correct, click **Get My Scores**.
  6. The student will have to provide information about his/her test.

- **For SAT:** The test information includes test date and registration number, which can be found by educators in the Roster Report of the K-12 Reporting Portal.
- **For PSAT:** The test information includes an access code, which can be found by educators in the Roster Report of the K-12 Reporting Portal when educators have access to scores. Until then, have students try providing their Student ID, which is their UIC.

- There may still be cases in which a student is not able to view his/her scores using the steps above because the information is too different or the scores have not yet been finalized.
- If students still cannot view their scores, they should call the College Board's Student SAT Helpline at 1-866-756-7346.

## 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/8GradePSAT) (<https://tinyurl.com/8GradePSAT>).

## Score Reports and National Career Readiness Certificates

This week's article focuses on score reports and National Career Readiness Certificates (NCRCs).

School- and student-level paper reports will be mailed to the test coordinator and are due to arrive no later than **July 27, 2018**. The shipment will include the following reports:

- **Individual Summary Score Report** is an examinee-level report containing the examinee's reportable scores (Level and Scale scores) and explanations of what the scores mean. The test coordinators will receive one paper report per examinee to be given to the examinee.
- **Summary Score Report** is an examinee-level report containing the examinee's reportable scores (Level and Scale scores) but without the explanations of what the scores mean. The test coordinator will receive one paper report per examinee to be retained by the school.
- **Roster Score Report** is a roster of examinees showing their scores and when they took them. The test coordinator will receive one paper report to be retained by the school.

Samples and full descriptions of these reports can be found on the [ACT-hosted website](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan) under drop-down menu #7, **WorkKeys: Interpretation- Receive score reports and data → Score Reports and Impact of Test Data**.

## ACT® WorkKeys® National Career Readiness Certificate® (ACT® WorkKeys® NCRC®)

The ACT WorkKeys NCRC assessments measure a range of essential work skills, including the ability to:

- perform basic mathematic operations relevant to the workplace
- read and understand documents commonly found in the workplace
- find information presented in common workplace graphics
- set up and solve complex work-related math problems
- determine the relevance of written information to work-related tasks
- apply information derived from graphics to work-related problems

The NCRC gives examinees proof that they possess the skills employers deem essential to workplace success. This improves career outcomes for examinees just entering the workforce and it enhances employers' hiring, training, and promotion decisions.

The NCRC is based on an examinee's performance on the three ACT WorkKeys skills assessments. Examinees who achieve a minimum score of three (3) or higher on each ACT WorkKeys subject test will earn an ACT WorkKeys NCRC (or an ACT

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WorkKeys NCRC en Espanol if they took the tests in Spanish). The scores on these assessments determine the certification level:

- score a minimum of 3 out of 7 on all 3 assessments – **Bronze**
- score a minimum of 4 out of 7 on all 3 assessments – **Silver**
- score a minimum of 5 out of 7 on all 3 assessments – **Gold**
- score a minimum of 6 out of 7 on all 3 assessments – **Platinum**

For more information about NCRCs, go to [ACT WorkKeys National Career Readiness Certificate](http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html) (<http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html>).

Printed certificates will not be mailed to the test coordinator. Instead, examinees can print their own certificate from their ACT WorkKeys NCRC account at [myworkkeys.com](http://myworkkeys.com) ([www.myworkkeys.com](http://www.myworkkeys.com)) for **FREE**.

## Examinee Access to MyWorkKeys.com

Examinees can view their scores online after **July 18, 2018** and print their own NCRC by creating and logging into their account at [myworkkeys.com](http://myworkkeys.com). **Note:** Examinees who earn an ACT WorkKeys NCRC will have an account automatically created for them.

Examinees will need to provide the following five matching criteria when creating an account:

- first name
- last name

- month of birth
- day of birth
- State Assigned Student ID Number (SASID)  
**Please note:** The SASID is the same number as the Unique Identification Code (UIC) that is assigned through the Michigan Student Data System (MSDS) for each student.

Scores from the prior WorkKeys assessments and the current WorkKeys 2.0 assessments cannot be combined to earn the new ACT WorkKeys NCRC. Scores and certificates from the prior WorkKeys assessments and the current WorkKeys 2.0 assessments will be available online indefinitely.

A Quick Start Guide is available on the login page and contains instructions for creating an account, sharing NCRC information with prospective employers, and other available features.

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



## Important Dates

### Approaching Deadlines!



**Friday, May 4, 2018, at 4:00 PM:**

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

**Friday, May 4, 2018:**

- **ACT WorkKeys** Last day for ACT to receive answer documents for processing

### May 2018

#### Early Literacy and Mathematics

**Now – May 25, 2018:**

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

#### M-STEP

**Now – 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**

#### 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/)

#### WIDA

**May 16-22, 2018:**

- Answer document verification window for **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs**

**May 16-30, 2018:**

- Not tested window for **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs**

#### ACT WorkKeys

**May 23–30, 2018:**

- Answer document verification window for **ACT WorkKeys**

#### SAT, PSAT 10, and PSAT 8/9

**May 22, 2018 from 10:00–11:00 AM:**

- **PSAT 8/9 8th Grade Informational Webinar**

**May 23–30, 2018:**

- Answer document verification window for **PSAT 8/9 for 9th grade, PSAT 10, and SAT with Essay**

#### Have Questions?

Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

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