

# Spotlight

## on Student Assessment and Accountability

September 6, 2018

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- **2018-2019 Guide to State Assessments**
- **Early Literacy and Mathematics Benchmark TAM and Online Directions Available NOW**



**Download Audio Content for Early Literacy and Mathematics Benchmark Assessments**



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### 2018-2019 Guide to State Assessments

The **2018-2019 Guide to State Assessments** is now available. This Guide includes information on:

- changes to the assessments
- test sessions and timings
- resources for online and paper/pencil tests
- supports and accommodations
- online technology
- dates for both online and paper/pencil testing in the Summative Testing Schedule, including:
  - ♦ a calendar with testing windows for the summative online assessments (M-STEP, MI-ACCESS, WIDA) and applicable paper/pencil assessments such as SAT with Essay, ACT WorkKeys, PSAT, MI-Access, and WIDA)
  - ♦ calendars with designated paper/pencil dates for M-STEP, MME (M-STEP, SAT with Essay, and ACT WorkKeys), and PSAT

The [2018-2019 Guide to State Assessments](#) is located under the **What's New** section of each assessment's web page:

- [Early Literacy and Mathematics Benchmark Assessments](#) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath))
- [M-STEP](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))
- [MI-Access](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access))
- [MME](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme))
- [WIDA](#) ([www.michigan.gov/wida](http://www.michigan.gov/wida))
- [PSAT](#) ([www.michigan.gov/psat](http://www.michigan.gov/psat))

**Key:**



Reminder (previously run article)



includes information Tech Coordinators also need to know

# Spotlight on Student Assessment and Accountability

## Early Literacy and Mathematics Benchmark TAM and Online Directions Available NOW

The Michigan Department of Education's Early Literacy and Mathematics Benchmark Assessments will be offered (online only) three times this year (fall, winter, and spring). In the fall of 2018, the assessment will be available for students in kindergarten, grade 1, and grade 2 from **September 10 – October 5, 2018**.

The Early Literacy and Mathematics Benchmark Test Administration Manual (TAM) and the Online Administration Directions are now available on the [Early Literacy and Mathematics Benchmark Assessments \(K-2\) web page](http://www.michigan.gov/earlylitandmath) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath)) under the **Current Assessment Administration** section. The TAM provides important information for District Test Coordinators, Building Test Coordinators, and Test Administrators who are responsible for the online administration. All staff involved in the Early Literacy and Mathematics Benchmark administration should read and understand the policies, procedures, and guidelines documented in the TAM to ensure a valid, equitable, and trouble-free administration. The Online Administration Directions are used by Test Administrators responsible for administering the tests to students. There are separate directions for kindergarten, grade 1, and grade 2.

## Download Audio Content for Early Literacy and Mathematics Benchmark Assessments

The Fall 2018 Early Literacy and Mathematics Benchmark Assessments will open on **Monday, September 10, 2018**. These tests use Human Voice Audio (HVA) for kindergarten and grade 1, and the option of Text-To-Speech (TTS) for grade 2. The

option to download these audio files is not checked by default. The most common error message on Day One of benchmark testing is that the audio files were not found. If you are using these MDE-provided benchmark assessments, remember to select HVA and TTS to download the audio content in your Central Office Services or Testing Site Manager.

Content List				
Content	Status	Download HVA	Download TTS	Download VSL
523875 - MI-Access Functional Independence (FI) Spring 2018	Up to Date	N/A	<input checked="" type="checkbox"/>	N/A
523877 - Michigan Student Test of Educational Progress Spring 2018	Up to Date	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
523944 - Early Literacy & Mathematics Benchmark Assessments Fall 2018	Up to Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A



## English Learner (EL) Exit Deadline Approaching

English Learner (EL) students meeting EL exit criteria and are not yet reported as EL-exited in the Michigan Student Data System (MSDS) End-of-Year (EOY) collection **must be reported in MSDS by September 12, 2018, using the July–Mid-September Student Record Maintenance (SRM) collection** with the following specifications:

- [Certification Date] on or before September 12, 2018
- [As Of Date] must be between July 1 and August 31, 2018
- [EL Exit Date] on or before June 30, 2018

**Waiting to report EL exits until the MSDS Fall General collection will be too late.** Students whose EL exits are not reported until the MSDS Fall General collection will not be EL-exited for the upcoming year's accountability and will be expected to take WIDA ACCESS for ELLs again in the spring. You will need to work with your district MSDS person to ensure those students are reported.

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

## NEW! English Learner (EL) Exit Reporting Guidelines Document

To aid districts in better understanding the EL Exit determination and reporting process, a NEW document, [EL Exit Reporting Guidelines](#), has been developed by MDE and CEPI and posted on the [MDE Title III web page](#) ([www. mi.gov/mde-titleiii](http://www.mi.gov/mde-titleiii)).

For additional questions regarding:

- **how to appropriately report EL exits in MSDS** – contact the Center for Educational Performance & Information (CEPI) at [cepi@michigan.gov](mailto:cepi@michigan.gov) or 517-335-0505, option 3
- **how to use the EL Entrance and Exit Protocol to determine which students are eligible for EL Exit** – contact Kelly Alvarez at [mde-EL@michigan.gov](mailto:mde-EL@michigan.gov) or 517-241-5392
- **2018 WIDA Student Data File** – contact [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) or 877-560-8378, Option 3

## Updating Entity and Contacts in the Educational Entity Master (EEM)

District and school information—including grade levels serviced, address, and contacts—is pulled from the [Educational Entity Master \(EEM\)](#) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) for various Secure Site functions and assessment communications for both public and nonpublic schools.

Each public school district has at least one authorized user who can make updates to the EEM for the district and schools within the district. It is important to keep this information accurate and up-to-date. We ask that you take a moment to review your district and school in the EEM and submit any changes or updates to

your authorized district person. Nonpublic schools should contact [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) or 517-335-0543 for updates to the EEM.

For assessments, it is especially important to verify the following contact types and make necessary changes in the EEM as needed:

- Superintendent
- Principal
- M-STEP Coordinator
- MI-Access Coordinator
- English Learner Assessment Coordinator
- WorkKeys Test Coordinator
- School Report Card Contact (used for accountability communications)
- Technology Director
- District Assessment Coordinator
- Early Literacy and Math Benchmark Coordinator
- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- PSAT 10 Test Coordinator
- PSAT 9 Test Coordinator
- PSAT 9/10 Backup Coordinator
- PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- PSAT Grade 8 Test Coordinator
- PSAT 8 Backup Coordinator
- PSAT Grade 8 Services for Students with Disabilities Coordinator

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If you do not know who your authorized EEM user is and you are a user of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)), you can locate the name and contact information on the **District and School Contact** page of the Secure Site. The contact types listed are also available on the **District and School Contact** page. However, it does not contain addresses for the contact types, which is important information and must be verified directly in the EEM.

**NOTE:** Although more than one coordinator can be entered into the EEM, only the most recent entry will be used for assessment and accountability purposes.

## Managing Users on the OEAA Secure Site

District and school (public and nonpublic) administrator-level users of the Secure Site: have you checked who has access to your student and school data on the Secure Site lately?

The Secure Site is set up to allow districts and schools (public and nonpublic) to directly manage access to their student and school data on the Secure Site. Each district should have one or more district administrator-level user(s) set up on the Secure Site.

It is up to the district superintendent to decide who the users will be, by submitting a **District Administrator-Level User** form found on the login page of the [Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). This form must be completed by the superintendent and the designated user. It is the district Administrator-level user's responsibility to collect FERPA compliance agreements; approve system requests for access to the Secure Site; create new users; manage the roles

of the users; and to disable users when they no longer need access to the Secure Site, whether it is due to a change in job duties or because they have left employment.

The process is the same for nonpublic school administrators using the **Nonpublic School Administrator-Level User** form available on the login page of the [Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) and completed by the nonpublic school principal or administrator and the designated user.

The district administrator-level user can authorize public school administrator-level user access. Those users can also approve system requests for access to the Secure Site, create new users, manage the roles of the users and disable users when they no longer need access for the school(s) that they are assigned to.

A district or school (public and nonpublic) administrator-level user should take the time to review who has access, what level of access they have, and disable those who no longer need access to the Secure Site.

If a district administrator-level user or nonpublic school administrator-level user no longer needs this access for any reason, the district superintendent or nonpublic school principal or administrator will need to email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) and request to have their account disabled, or fax a letter with their request on district or nonpublic school letterhead to 517-335-1186.

Directions on managing users can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Security** section.

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## College Board 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)

### Fall and Spring Assessments

Schools do **NOT** need to order materials for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9 in Spring 2019 through the College Board's test ordering system. If you elect to participate in fall testing of PSAT/NMSQT or PSAT 8/9, materials should be ordered directly through College Board. Fall testing of PSAT/NMSQT or PSAT 8/9 is not provided by the Michigan Department of Education.

### Get Ready for Spring 2019 – Implementation Workshops

Implementation workshops are free and provide information about the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9 administrations in the spring of 2019. The workshop is important for building administrators and building test coordinators. Learn about the latest enhancements and changes for the spring administration, preparing for and administering the College Board exams, spring implementation timelines, and about our professional development offerings to prepare you for Spring 2019. The workshops will be held throughout the state later

this fall. Dates and locations will be available in the Spotlight in early September.

### Requesting Accommodations

Schools will need to identify an SSD (Services for Students with Disabilities) coordinator who will use the SSD Online system to submit accommodation requests on the behalf of students for PSAT 8/9 for grades 8 and 9, PSAT 10, and SAT with Essay. **Schools can have multiple SSD coordinators**, but only one should be listed as the primary SSD coordinator in the Educational Entity Master (EEM). That person will receive communications from the College Board. The deadline to apply for accommodations is **February 19, 2019**. More information will be available throughout the year regarding the process for submitting requests.

### English Learner (EL) Supports

English learners taking the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9 will have access to translated test directions, word-for-word bilingual glossaries, and 50% extended time. Students can use any or all these supports, as needed. The assessment results when any of these supports are used for EL students are college- and scholarship-reportable. The use of 50% extended time, although not an accommodation for EL students, will require students to be identified in SSD Online for tracking purposes. Students will be automatically approved, and no documentation will be required. Please

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note that these supports are not currently available when taken on a national, weekend administration of the SAT. The MDE will be providing guidance on considerations to make when determining the EL supports that may be appropriate for EL students to use for College Board assessments.

EL Support	Request Required?
Translated test directions	No
Word-for-word bilingual glossary	No
50% extended time	Identification Required in SSD Online

Translated test directions will be provided in Albanian, Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The College Board also supports “on the fly” translations by district-approved translators. Translators must adhere to the testing staff requirements of the College Board and the Michigan Department of Education. The list of approved glossaries is being expanded to over 100 titles and will be available in October. More information on how to access EL supports will be provided throughout the year, as they become available.

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

## Important Dates

### Approaching Deadlines!



**September 12, 2018 at 11:59 PM:**

- **DEADLINE:** Student Record Maintenance (SRM) English Learner (EL) Exits must be reported and certified in MSDS using an [As of Date] between July 1 and August 31, 2018 **AND** an [EL/LEP Exit Date] on or before June 30, 2018.

### September

#### Early Literacy and Mathematics

**Now – October 4, 2018:**

- Pre-Identification of Students for the Fall 2018 **Early Literacy and Mathematics Benchmark Assessments**

**Now – October 5, 2018:**

- Create/manage online test sessions in eDIRECT for the Fall 2018 **Early Literacy and Mathematics Benchmark Assessments**

**September 10 – October 5, 2018:**

- Fall 2018 **Early Literacy and Mathematics Benchmarks Assessments** testing window

### October 2018

**Monday, October 8 AND Tuesday, October 9, 2018 (2-day workshop) 8:30 AM to 3:30 PM:**

- **WIDA Leading Schools for Multilingual Learner Achievement – Workshop #1**  
[REGISTER NOW](#)

**Thursday, October 11 AND Friday, October 12, 2018 (2-day workshop) 8:30 AM to 3:30 PM:**

- **WIDA Leading Schools for Multilingual Learner Achievement – Workshop #2**  
[REGISTER NOW](#)

## 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 Test Management System (TSM), eDIRECT, 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, 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, W-APT and WIDA Screener (both online and paper/pencil), and support for WIDA AMS and INSIGHT
6	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)



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