

# Spotlight

## on Student Assessment and Accountability

September 27, 2018

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

- [Fall 2018 Early Literacy and Mathematics Benchmark Assessments](#)
- [ACTION REQUIRED for Schools with Students in Grades 8 through 11](#)
- [Deadline Approaching for Submitting Parent Dashboard "Points of Pride"](#)
- [Formative Assessment Process and Professional Learning](#)

 [New Assessment Selection Online Training and Interactive Tool](#)

- [October MDE/WIDA Workshops Update](#)
- [College Board Corner](#)
- [ACT WorkKeys](#)
- [Important Dates](#)
- [Contacts](#)

### Fall 2018 Early Literacy and Mathematics Benchmark Assessments

#### Test Window


The fall Early Literacy and Mathematics Benchmark Assessments window remains open through October 5, 2018. These benchmark assessments are only available online and for students in kindergarten, first, and second grades. In order to participate in the assessment, students must be pre-identified to test. Instructions and information about pre-identification can be found on the Office of Educational and Assessment (OEAA) [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the Pre-Identification of Students section.

#### Reports

Reports are available within 48 hours of students completing all portions of a content area test. Available reports include:

- **Domain Analysis Report** – Separated by content area, the domain report provides a list of selected students divided into three groups, based on the number of Points Earned in each domain and content area for the fall test.
- **Individual Student Report** – Separated by content area, the ISR provides detailed information on individual students in the Content Summary section, which displays Points Earned out of Points Possible for each Domain in a content area. It also provides Content Details, which displays Points Earned out of Points Possible for each assessment category within a content area.
- **Student Roster Report** – Separated by content area, the student roster provides a list of students by Points Earned out of Points Possible (Max Points) by grade, content, domains, and categories.

To view your school or district reports, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and select Reports, then Dynamic Score Reports in the drop-down menu. Once in the Dynamic Score Reports, select the Test Cycle, District, and School.

Key:  Reminder (previously run article)

## ACTION REQUIRED for Schools with Students in Grades 8 through 11

The College Board and ACT will soon be initiating their own unique participation processes to confirm which schools will administer any of the following assessments in Spring 2019.

- SAT with Essay (all 11th graders and eligible 12 graders)
- ACT WorkKeys (all 11th graders and eligible 12 graders)
- PSAT 10
- PSAT 8/9 for grade 9
- PSAT 8/9 for grade 8

It is important that the following **school level** contacts are updated in the Educational Entity Master (EEM) by 5:00 PM on **Friday, October 5, 2018**, to ensure schools receive critical information regarding the spring assessments.

- 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
- WorkKeys Test Coordinator

The contacts must be assigned at the **school** level. In order to ensure communications and material shipments are received on a timely basis, please ensure the name, phone number, email address, and mailing address (must be a physical address; no PO boxes) for each contact are complete and accurate.

This is a good time to verify and update as needed any other assessment contacts for Spring 2019 that apply to your school. Please review the Updating Entity and Contacts in the Educational Entity Master (EEM) article in the [September 6, 2018 Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight).

Also, be sure to check out the [College Board Corner](#) and [ACT WorkKeys](#) articles later in this Spotlight for additional information on the participation process.

## Deadline Approaching for Submitting Parent Dashboard “Points of Pride”

Starting in January, the popular [Parent Dashboard for School Transparency](http://www.MiSchoolData.org/ParentDashboard) (www.MiSchoolData.org/ParentDashboard) — viewed more than 1,000,000 times in 2018! — will include a new feature that demonstrates each school’s “Points of Pride”. This enhancement to the Dashboard has been requested by parents and educators and promises to be a popular feature. See the [April 26, 2018 Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for more details.

*(Continued on next page)*

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

# Spotlight on Student Assessment and Accountability



Your school's Points of Pride page will look empty unless you take action now! This is because this feature relies on new information that schools voluntarily submit through the [Educational Entity Master](https://cepi.state.mi.us/eem/) (EEM) (<https://cepi.state.mi.us/eem/>). Information must be submitted by **Thursday, November 29, 2018**, to be included in the initial display on the Parent Dashboard. Schools can continue to submit or update data in the EEM throughout the year. Regular updates to Points of Pride are planned starting next spring.

School leaders should work together with their EEM authorized users to ensure that accurate data has been entered in the Points of Pride section of the EEM. The Center for Educational Performance and Information (CEPI) has provided some [helpful guidance](https://www.michigan.gov/documents/training/EEM_and_PoP_621788_7.pdf) ([https://www.michigan.gov/documents/training/EEM\\_and\\_PoP\\_621788\\_7.pdf](https://www.michigan.gov/documents/training/EEM_and_PoP_621788_7.pdf)) and provides updates in the bi-weekly CEPI Announcements.

## Formative Assessment Process and Professional Learning

So, you've heard about formative assessment. You might be asking yourself, "What do I know about formative assessment? How does formative assessment fit into a balanced assessment system, and how do I learn more about the formative assessment process?"

Since 2008, Michigan's formative assessment process has been guided by the Council of Chief State School Officers, Formative Assessment for Students and Teachers State Collaborative on Assessment and Student Standards (FAST SCASS). As updated in June 2017, formative assessment is defined as *"... 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 disciplinary outcomes and support students to become more self-directed learners."*

MDE has two public web pages intended to begin conversations about what formative assessment is and what it is not.

- 1) [The Formative Assessment Process](http://www.michigan.gov/formativeassessment) ([www.michigan.gov/formativeassessment](http://www.michigan.gov/formativeassessment)) contains a range of resources for individual or group professional learning. The resources provided on this page offer opportunities to build awareness of the formative assessment process as well as supplying long-term learning opportunities for professional learning communities.

*(Continued on next page)*

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

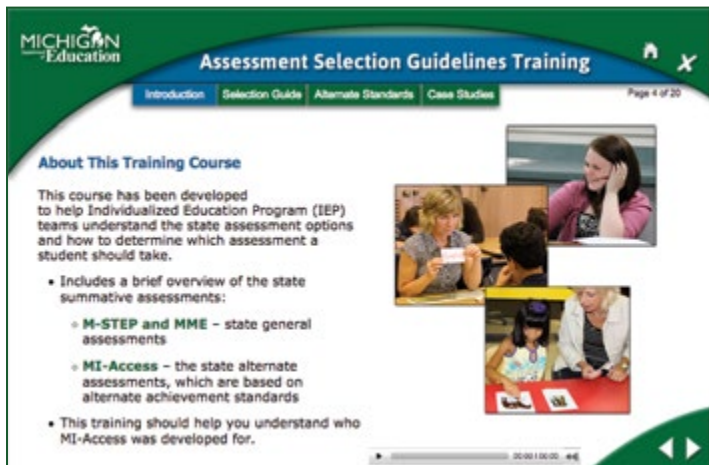
# Spotlight on Student Assessment and Accountability

- 2) [FAME](http://www.FAMEMichigan.org) ([www.FAMEMichigan.org](http://www.FAMEMichigan.org)) is a public site specific to MDE's FAME (Formative Assessment for Michigan Educators) project. This site contains information on FAME's components and elements of the formative assessment process, an overview module, case study articles, and guidance from national and international experts on the formative assessment process.

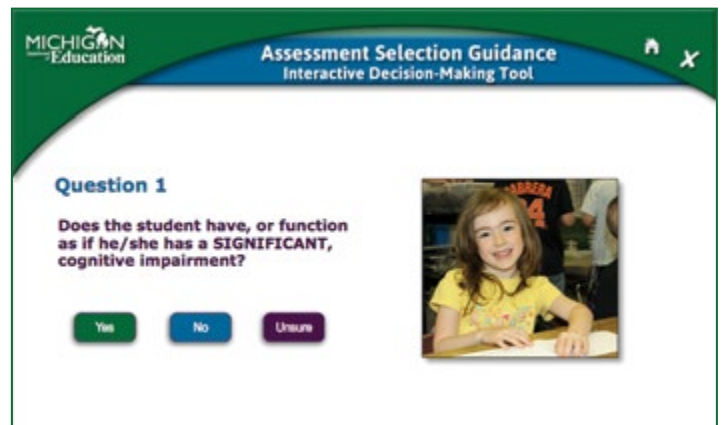
For more information about FAME or formative assessment, please contact Kimberly Young, Office of Educational Assessment & Accountability, Education Assessment Specialist, at 517-241-7061, or by email at [youngk1@michigan.gov](mailto:youngk1@michigan.gov).

## New Assessment Selection Online Training and Interactive Tool

The Michigan Department of Education has made available two online resources aimed at helping school/district personnel, parents, and the public understand the state guidelines for selecting the proper state assessment for a student.



The [Assessment Selection Guidelines Training](#) helps individuals understand the differences between the general state summative assessments and the state summative alternate assessment, MI-Access. This training program walks participants through each of the steps to determine which assessment a student should take, and applies the logic to six different practice scenarios, or case studies. The training may be done individually or as a group and has a downloadable/printable certificate option.



The Individualized Education Program (IEP) [Interactive Decision-Making Tool](#) is an optional interactive tool that teams can use when discussing the most appropriate assessment for an individual. This interactive tool asks each question from the assessment selection document [Should My Student Take the Alternate Assessment?](#). Depending on the answer to the question, the tool progresses to additional questions or to a conclusion based on state guidelines.

These interactive online tools are available on the [MI-Access web page](http://www.michigan.gov/mi-access) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) and are available for immediate use. If you have question about either of these training resources, contact John Jaquith, Assessment Consultant for Students with Disabilities, at [JaquithJ@michigan.gov](mailto:JaquithJ@michigan.gov).

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

## October MDE/WIDA Workshops Update

The October 11 and 12, 2018 MDE/WIDA Workshop for School Leaders: Leading Schools for Multilingual Learner Achievement Workshop in Troy, Michigan is FULL. If you would like to sign up for the wait-list, please register by going to the workshop [registration page](https://www.eventbrite.com/e/leading-schools-for-multilingual-learner-achievement-registration-46676638081) (https://www.eventbrite.com/e/leading-schools-for-multilingual-learner-achievement-registration-46676638081).

There are still plenty of seats left for the October 8 and 9, 2018 MDE/WIDA Workshop for School Leaders: Leading Schools for Multilingual Learner Achievement Workshop at Van Buren ISD. Register today if you and your team would like to attend this [workshop](https://www.eventbrite.com/e/leading-schools-for-multilingual-learner-achievement-registration-46676636075) (https://www.eventbrite.com/e/leading-schools-for-multilingual-learner-achievement-registration-46676636075).

## College Board Corner

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

### PSAT 8/9 for Grade 8

The PSAT 8/9 will be administered to 8th graders in place of the M-STEP English language arts (ELA) and mathematics assessments in Spring 2019. Eighth graders will continue to take the M-STEP science field test and social studies assessments. We recommend that high schools that have experience with administering the SAT Suite of Assessments work with your 8th grade staff to assist in answering questions and planning. More information about the PSAT 8/9 for 8th grade is available at [www.michigan.gov/psat](http://www.michigan.gov/psat) and [www.collegeboard.org/michigan](http://www.collegeboard.org/michigan).

Things that will be the same in PSAT 8/9 as in M-STEP:

- Students will be pre-identified in the Secure Site for the PSAT 8/9. Standard test materials will be sent based on the number of students pre-identified in the Secure Site by the February 13, 2019 deadline.

Things that will be different than in M-STEP:

- **College Board assessments are timed and do not allow self-pacing.** Students must use the entire time allotted for each test. If approved for extended time, students must use the entire time for which they are approved.

*(Continued on next page)*

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



- Students will take a paper/pencil administration; there is no option for online testing.
- Unless absent, students are expected to test on the initial test day, April 9, 2019.
- The standardized nature of the SAT Suite of Assessments requires an advance accommodation request for the universal tools, designated supports, and accommodations required by students that would have traditionally been used on the M-STEP.

- ♦ **Schools must request ALL accommodations through the College Board Online system**, known as SSD (Services for Students with Disabilities) Online.

- ♦ The process for requesting accommodations in SSD Online for PSAT 8/9 for Grade 8 will be the same as the process for the PSAT 8/9 for Grade 9, PSAT 10, and SAT with Essay, as submissions in SSD Online also create the order for accommodated test materials.
- ♦ MDE and College Board recommend that schools apply for 8th grade accommodations as State Allowed Accommodations. Further details on this recommendation are available at [www.michigan.gov/psat](http://www.michigan.gov/psat)
- ♦ College Board will provide more information about requesting accommodations in future Spotlights, the upcoming Implementation Handbook for SSD Coordinators, and webinars.

- ♦ The deadline for accommodation requests is February 19, 2019.

## Preparing for Spring 2019

Tasks you can be doing now to prepare your school for the spring administration of PSAT 8/9 for Grade 8 and Grade 9, PSAT 10, and SAT with Essay:

- Register for a free implementation workshop (See [September 20, 2018 Spotlight](#))
- Update the Educational Entity Master (EEM) with test coordinator information (See [September 20, 2018 Spotlight](#))

Tasks you can do next:

1. Confirm whether you have an AI (Attending Institution) Code.
  - AI codes (also referred to as school codes) are 6-digit numbers that connect your students' College Board assessment results to your school. The AI Code is used on important forms, and is necessary for submitting accommodation requests. This is different than your state-assigned building codes.
  - If you participated in College Board assessments last year, your AI code will not change.
  - If you have not participated in College Board assessments previously, you may or may not have an AI code. Visit the [AI code website](https://collegereadiness.collegeboard.org/k-12-school-code-search) (<https://collegereadiness.collegeboard.org/k-12-school-code-search>) to see if you have an AI code.

*(Continued on next page)*

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

If you do not have an AI code, one will be assigned to you during establishment activities (see #2 below) and will be emailed to you in December.

- The Test Center Participation page, listed under Assessment Registration in the OEAA Secure Site, will be refreshed starting in mid-October and will also include your school's AI code.
2. Verify your school is established to participate in the Michigan-provided College Board assessments starting in mid-October.
- Establishment is the process through which the College Board knows which schools are administering the PSAT 8/9 for Grade 8 and Grade 9, PSAT 10, and SAT with Essay. Establishment is based on rules that are coordinated with MDE. This process will begin in October.
  - Public schools and nonpublic schools are established through different processes. Most public schools will be automatically established to participate. Public schools not automatically established, and, for SAT with Essay only, all nonpublic schools will be emailed instructions on how to provide the intent to participate in the spring administration on October 9, 2018.

- The Test Center Participation page in the OEAA Secure Site identifies which assessments your school is established to administer. It will be refreshed starting in mid-October and will be updated daily as establishment activities occur.
- **Important Note:** Schools must be established to participate separately for each College Board assessment they expect to administer in April, 2019. For example, a typical high school should verify on the OEAA Secure Site, on the Test Center Participation page, that they are set up to participate in the SAT with Essay, the PSAT 10, and the PSAT 8/9 for Grade 9. All schools with 8th grade students should verify that they are established to participate in the PSAT 8/9 for Grade 8.
- Verify that your school is established for the assessments no later than November 30, 2018.

## 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)

## Preparing for the Spring 2019 Administration

An important first step in preparing for the Spring 2019 assessments is to ensure your building/school's "WorkKeys Test Coordinator" has the correct email address, phone number, and mailing address in the [Educational Entity Master \(EEM\)](https://cepi.state.mi.us/eem) (<https://cepi.state.mi.us/eem>) system.

**Please note:** This must be done for **each school** in the district and **not** at the district level.

ACT uses this information to call, send emails, and to ship test materials to the WorkKeys Test Coordinator. Inaccurate information will result in the school not receiving critical information in a timely manner and consequently overlooking key deadlines and delaying the receipt of test materials.

If the information for your building/school is inaccurate, please have your authorized district EEM user update the EEM system no later than **Friday, October 5, 2018** to ensure your school receives the necessary information to start the Manage Participation process in November.

It is also important to verify, and update if needed, the mailing address for the WorkKeys Test Coordinator. This is the address where all WorkKeys materials will be sent in March. The mailing address cannot be a post office box.

**Please note:** Updating the EEM system can only be done by the district's authorized EEM user. If you are not sure who your authorized EEM user is, use the **District and School Contact** page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to retrieve their name and contact information.

- Instructions for using the [District and School Contacts](http://www.michigan.gov/securisitetraining) ([www.michigan.gov/securisitetraining](http://www.michigan.gov/securisitetraining)) are available in the Miscellaneous section.
- Nonpublic schools should call 517-335-0543 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for updates to the EEM system.
- Refer to the [September 6, 2018 Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information.

## Manage Participation

The Manage Participation process will begin on **November 5, 2018**. All schools, public and nonpublic, must confirm they are participating in order to receive test materials and administer the WorkKeys assessment. This process takes approximately five minutes.

More information will be emailed to the District Test Coordinators and the WorkKeys Test Coordinators the week of October 29, 2018. ACT will email the PearsonAccess<sup>next</sup> login information only to the WorkKeys Test Coordinators.

## 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

### September 2018

#### 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**

**Now – October 5, 2018:**

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

#### ACT WorkKeys, SAT, and PSAT

**Now – October 5, 2018:**

- Assign and update **WorkKeys, SAT, and PSAT** Test Coordinator contact information (for each school, not at the district level) in the [Educational Entity Master \(EEM\)](#)

### 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](#) – seats available

**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](#) – wait-list registration only

#### SAT and PSAT

**Mid-October – November 30, 2018**

- SAT and PSAT: Intent to Participate window

### November 2018

#### ACT WorkKeys

**November 5 – 30, 2018**

- ACT WorkKeys: Manage Participation window



**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), 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 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 WIDA AMS, INSIGHT, Central Office Services (COS), and Test Management System (TSM)
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