

Spotlight



January 17, 2019

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Passage-based Writing Field Test Important Information

The Michigan Department of Education (MDE) wants to thank those schools who have chosen to participate in the stand-alone Passage-based Writing Field Test this spring. We encourage all schools to take advantage of this opportunity to practice this type of assessment question, while at the same time, giving the MDE valuable information regarding the items. It has come to our attention that there is some confusion about this M-STEP field test event.

This is a secure field test, which means that it should be treated like any other M-STEP assessment. The Passage-based Writing Field Test provides an opportunity for students to practice, but it is not like the Online Tools Training (OTTs). Field tests are used to check the adequacy of testing procedures and statistical characteristics of new test items in preparation for inclusion on future operational tests.

- Refer to the [Passage-based Writing Field Test: Test Administration Guide](#), located on the M-STEP web page (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections. Test directions, which must be read aloud verbatim to testing students, are included in this guide.
- Pre-ID your students on the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure). If you have not signed up to participate yet, you can Pre-ID students until **January 31, 2019**.
- For information on how to Pre-ID students for testing, or how to gain access to the OEAA Secure Site, go to the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining).

Key:  Reminder (previously run article)

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- Test sessions must be set up in eDIRECT. For information on how to set up test sessions and print test tickets, go to [eDIRECT](https://mi.dracedirect.com) (https://mi.dracedirect.com) and select **All Applications** → **General Information**. There you will find documents for tutorials, the eDIRECT user guide, and other important information.

All materials that contain test questions or student responses are considered secure materials and must be handled in a way that maintains their security before, during, and after testing.

Test Administrators:

- cannot help or direct student responses in any way. If a student asks for help on the test, the assessment administrator should direct the student to do their best work.
- cannot share, take photos, or copy the test items in any way. These test items are secure items and should not be observed by assessment administrators except incidentally during the administration of the field test.
- cannot discuss or talk about the items in class with teachers, students, or other school personnel.

Read by Grade 3 Update

The Michigan Department of Education (MDE) has been working diligently over the past several months to develop a solution to answer the question of “Which score will be used to initially flag students for further intervention as part of the Read by Grade 3 legislation?” Here is some information on the status of what we’ve done and where we’ll go with this effort.

The MDE has met with elementary educators, administrators, and policy makers twice in the last several months to have conversations about what would work well to determine which students might need to be flagged based on this legislation.

These conversations led us to decide that while the MDE will use the M-STEP English language arts assessment for this effort, we will use a unique score from that assessment as “the cut” to flag students. The MDE will not use overall proficiency on the ELA portion of M-STEP as that cut score.

Using a unique score will allow us to create a better measure that will more precisely identify students to allow this legislation to be applied more effectively.

A final plan is being developed and will need approval by MDE leadership

This spring, the MDE will be able to provide additional information around the cut score and what impact that may have on the number of students flagged. This will allow schools to begin to plan accordingly for the Spring 2020 assessment cycle.

2019 Supports and Accommodations Guidance Document

The [2019 Supports and Accommodations Guidance Document](#) is now available under the **Supports and Accommodations** section of each assessment web page. The improved document now includes all previously available documentation such as:

- Supports & Accommodations Table
- Mathematics and ELA Read-Aloud Guidelines
- Spanish Read-Aloud Guidelines

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

- Arabic Read-Aloud Guidelines
- Recommended Qualifications and Guidelines for Translators
- Scribing Protocol
- Text-to-Speech and Read-Aloud Decision-Making Guidance
- Braille Assessment Plan
- Testing Policy for Recently Arrived, First-Year English Learners

Allowable Universal Tools, Designated Supports, and Accommodations for the M-STEP, MI-Access, and WIDA assessments have not changed for the 2019 administrations.

SAT and PSAT 50% Extended Time Guidance for English Learners (ELs)

The [Supports and Accommodations Guidance Document](#) now includes information pertaining to making decisions about which English Learners may benefit by using the newly available 50% extended time accommodation on the PSAT and SAT assessments. Keep in mind when determining which students this may benefit most that students are required to use the entirety of the additional time in the testing room, and cannot leave upon completion of their test. Use of this support for ELs will result in valid and college-reportable scores.

Spanish ACT WorkKeys

The [Supports and Accommodations Guidance Document](#) now includes guiding questions to help educators determine which students may benefit from

a full translation of the ACT WorkKeys assessment in Spanish. Students using this support are also eligible to receive a Spanish National Career Readiness Certificate (NCRC) instead of the NCRC obtained by taking the non-Spanish version of the assessment.

WIDA ACCESS for ELLs Preparation

Educators preparing to administer the WIDA ACCESS for ELLs or the WIDA Alternate ACCESS for ELLs assessment should prepare for administering the assessment by reviewing the following documents:

- [WIDA List of Important Dates](#)
- [Michigan-Specific Test Administration Manual](#)
- [Michigan-Specific Directions](#)
- [Michigan ACCESS for ELLs Online Checklist](#)
- [Michigan ACCESS for ELLs Paper Checklist](#) (if administering the paper/pencil assessment)

The documents can be found on the [WIDA web page](#) (www.michigan.gov/wida) under the **Current Assessment Administration** section. Educators should also log into their WIDA AMS accounts to review test sessions and assign accommodations. If you do not yet have a WIDA AMS account, contact DRC at 877-560-8378, Option 3.

Prior to administering the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs assessment, educators should be sure to have completed and/or updated the required training through their WIDA Secure Portal account. Refer to the Online and Paper Checklists for training requirements.

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

Important Reminders

2019 Michigan School Testing Conference

The 2019 Michigan School Testing Conference (MSTC) will be held **February 12-14, 2019** at the Sheraton Ann Arbor Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state- and nationally-renowned experts in the field.

Conference workshops are offered on Tuesday, **February 12, 2019** from **8:30 – 11:45 AM** and **12:45 – 4:00 PM**, with registration beginning at 7:30 AM. A continental breakfast and light lunch will be offered to all conference workshop attendees.

The regular conference takes place on **Wednesday, February 13, 2019** and continues through **Thursday, February 14, 2019**. Keynote presenters include Nell Duke (University of Michigan), Andy Middlestead (MDE), Guadalupe Valdes (Stanford), and Dean Elizabeth Moje (University of Michigan). Registration includes continental breakfast and lunch on both days.

For conference program information and registration, go to the [MSTC online registration site](http://gomasa.org/events/mstc2019/1549958400/1550160900/) (<http://gomasa.org/events/mstc2019/1549958400/1550160900/>).

Click on the icon below to access the New **Assessment Coordinator Training Guide** or go to any assessment web page and look for the icon.



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

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

Pre-ID Window Open

Test materials and Pre-ID labels for the SAT with Essay, PSAT 10, and PSAT 8/9 will be based on the number of students pre-identified in the OEAA Secure Site by **February 13, 2019 at 5:00 PM**. For information on the Pre-ID process, refer to the [December 13, 2018 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight).

State-Allowed Accommodations Window Open

Requests for state-allowed accommodations (recommended for 8th graders) can now be entered in the Services for Students with Disabilities (SSD) online system. Once logged into [SSD Online](https://www.collegeboard.org/students-with-disabilities/ssd-online) (<https://www.collegeboard.org/students-with-disabilities/ssd-online>), SSD coordinators should click the link that says, “Go to State-Allowed Accommodations Dashboard” and enter student information. Requests will be approved automatically, and no documentation will be required. The deadline for entering requests is **February 19, 2019**.

Coordinator Planning Kits

Coordinator planning kits will be shipped starting **the week of February 18, 2019**. The kits contain a sample set of Michigan testing manuals and sample forms for early review by the test coordinator. The full set of testing manuals to support your school will arrive the week of March 18, 2019. There are separate kits for PSAT 8/9, for PSAT 10, and SAT with Essay. If your school is administering PSAT 8/9 to both grade 8 and grade 9, you will receive one kit for each grade, although the contents will be the same.

If a school was automatically established and requested to be unestablished, it is likely the school will still receive a coordinator planning kit for the applicable assessments. If you do not plan to test, simply disregard the materials.

English Learners Extended Time

- Good news! The window to request 50% extended time for English learners is **now open**. SSD coordinators will now see a link on their SSD Dashboard that says, “Go to English Learner Supports Dashboard”. Once this link is selected, enter student demographic information and submit for automatic approval.

Coming Soon

- PDFs of testing manuals and translated test directions will be available to download in February.

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

Order ACT WorkKeys Materials and Pre-identify Students

The window to order ACT WorkKeys standard time and accommodations materials and to submit student data for Pre-ID barcode labels for the initial test dates (April 10 - 23, 2019) is **January 7 – February 13, 2019, 5:00 PM**, using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Refer to the **Pre-Identification and Initial Materials Ordering** articles in the [December 13, 2018 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for complete information.

ACT WorkKeys Q&A Sessions

ACT will be hosting two optional WorkKeys Question and Answer webinar sessions in preparation for the April test administration. For complete information and registration links, please refer to the [January 10, 2019 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight).

ACT WorkKeys Training Packets

Training packets will be shipped to participating schools the **week of January 21, 2019**. The packet will contain copies of the answer documents, manuals, and other administration materials, so that test coordinators may familiarize themselves with policies and procedures. Additional copies of these materials will be sent in your initial shipment of test materials in March.

Training packets will be sent to the mailing address of the WorkKeys Test Coordinator listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem), not to the building address. For additional information on updating the EEM, refer to the **Updating Entity and Contacts in the Educational Entity Master (EEM)** section of the [September 6, 2018 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight).

For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html), posted on the [ACT state testing website](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) (<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html>) under **WorkKeys on Paper**
- [MME and PSAT List of Important Dates](http://www.michigan.gov/mme), found on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General Information**.

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)
2. call ACT: 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

January 2019

Early Literacy and Mathematics, M-STEP, and MI-Access

Now – January 31, 2019

- Winter 2019 Pre-ID window for the **Early Literacy and Mathematics Benchmark Assessments** and **M-STEP Passage-based Writing Field Test**

Now – February 1, 2109:

- **Early Literacy and Mathematics Benchmark Assessments** and **M-STEP Passage-based Writing Field Test** – Test Administration Windows

Now – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **M-STEP** and **MI-Access**

Now – March 7, 2019:

- Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM that plan to schedule **M-STEP** or **MI-Access** test sessions to extend beyond 4:00 PM. [Submit request](https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/) (https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/).

Now – May 24, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments**

WIDA

Now – January 25, 2019:

- Window for **WIDA** Test Exceptions and False EL Applications

Now – March 22, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **WIDA**

Now – March 22, 2019:

- Window for Test Setup in **WIDA** AMS

Tuesday, January 29, 2019:

- **WIDA** test materials arrive in districts

M-STEP, SAT, PSAT, ACT WorkKeys, and MI-Access

Now – February 13, 2019:

- Pre-ID for barcode labels and Materials Order window for **M-STEP, SAT, PSAT, ACT WorkKeys, and MI-Access**

SAT and PSAT

Now – February 19, 2019:

- Window to apply for state-allowed accommodations for **SAT with Essay, PSAT 10, PSAT 8/9**

January 25, 2019 – February 19, 2019:

- Window to identify English Learners for 50% extended time for **SAT with Essay, PSAT 10, and PSAT 8/9**

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

ACT WorkKeys

Now – April 19, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **ACT WorkKeys**

January 22 – January 25, 2019:

- Receive ACT WorkKeys training packet

February 2019

Early Literacy and Mathematics

February 4 – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **Spring Early Literacy and Mathematics Benchmark Assessments**

WIDA

February 4 – March 22, 2019:

- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs** Test Administration Window

ACT WorkKeys

Tuesday, February 5, 2019, 10:00–11:00 AM:

- **ACT WorkKeys Q&A Session** – [Register](https://event.on24.com/wcc/r/1865112/04230801349FDEAB24CD65D4FB2104BD)
(<https://event.on24.com/wcc/r/1865112/04230801349FDEAB24CD65D4FB2104BD>)

SAT and PSAT

February 19, 2019:

- Deadline to apply for College Board-approved accommodations and state-allowed accommodations for **SAT with Essay, PSAT 10, and PSAT 8/9**

March 2019

ACT WorkKeys

Tuesday, March 19, 2019, 3:30–4:30 PM:

- **ACT WorkKeys Q&A Session** – [Register](https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF)
(<https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF>)

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"> 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
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

For accountability questions:

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