

# Spotlight

## on Student Assessment and Accountability

April 25, 2019

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### M-STEP Return of Paper/Pencil Materials Deadline for Grades 5, 8, and 11

Be sure to return all secure paper/pencil test M-STEP materials for grades 5, 8, and 11 as soon as possible after testing. **The deadline for shipping materials is May 1, 2019.**

**NOTE:** Complete information regarding the disposition of M-STEP paper/pencil materials can be found on pages 55-61 of the [M-STEP Test Administration Manual \(TAM\)](#). This includes detailed information on how all scorable and non-scorable test materials must be processed, including return shipment deadlines and a packing diagram.

The TAM can be found on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **Current Assessment Administration**.

### M-STEP Online Testing Window for Grades 3, 4, 6, and 7 Opens Monday April 29, 2019


The M-STEP Online Test Administration Window for grades 3, 4, 6, and 7 opens **Monday, April 29, 2019**.

The complete [2019 Summative Testing Schedule](#) can be found on each assessment web page, or in the [Guide to State Assessments](#).

**NOTE:** The Michigan Department of Education (MDE) has extended the M-STEP online testing windows by one week, for this year only. This extension does not apply to paper/pencil testing. See the [March 21 Spotlight edition](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for more information on the test window extension.



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Key:  Reminder (previously run article)

# Spotlight on Student Assessment and Accountability

The [Preparing Yourself and Staff as a Building Coordinator](#) chapter of the [Assessment Coordinator Training Guide](#) answers the questions:

- What are my responsibilities as a Building Assessment Coordinator?
- What resources are available to support me?
- What type of training am I expected to provide to Test Administrators and Proctors?

This resource will help to ensure that all staff involved in testing have reviewed and received training necessary before administering any state assessment. This includes reviewing the appropriate sections of the following documents. These resources are available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

- **Assessment Integrity Guide (AIG):** The AIG outlines the expected professional and ethical conduct surrounding the administration of all assessment programs administered by the MDE.
- **Assessment Security Training:** This online series created by the MDE to help train staff involved with any student assessment activities has been updated. The training modules are available through [Michigan Virtual](#) (<https://michiganvirtual.org/course/mde-assessment-security/>).
- **Test Administration Manual (TAM):** The TAM includes important test administration policy information, as well as supports and accommodations information.
- **Test Administration Directions (TAD):** TADs are assessment-specific and test-mode specific (online and paper/pencil). TADs must be read and followed exactly during the test administration.

The online testing engine, INSIGHT, is available for testing from 7:00 AM to 4:00 PM, Monday through Friday, throughout the testing window. The only exception for this is for those schools that previously submitted an Alternate INSIGHT Availability Request.

Schools may schedule the online tests and any breaks in a manner that is appropriate for their students. If a break is taken during an online test, all secure materials—test tickets and rosters, used scratch paper and/or used graph paper— must be collected and securely stored during the break. If used scratch or graph paper is to be given back to students when resuming testing, the scratch or graph paper must have the student's name written on it. Also note that all testing must be completed within the testing window.

Students taking the online M-STEP for grades 3, 4, 6, and 7 will be administered the following tests:

Grade	English Language Arts	Mathematics
3	1 part/1test ticket	1 part/1test ticket
4	1 part/1test ticket	1 part/1test ticket
6	1 part/1test ticket	1 part/1test ticket
7	1 part/1test ticket	1 part/1test ticket

## Paper/Pencil Testing

Schools administering the paper/pencil M-STEP assessments must adhere to the paper/pencil test administration dates in the published [Spring 2019 Testing Schedule for Summative Assessments](#). A copy of this schedule and the [M-STEP List of Important Dates](#) can be found on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

### Paper/Pencil Test Dates – Grades 3, 4, 6, and 7

April – May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30 ELA Day 1	1 ELA Day 2	2 Makeup ELA	3 Makeup ELA	4
5	6 Makeup ELA	7 MATH	8 Makeup - ELA and MATH	9	10	11
12	13	14	15	16	17	18
		Makeup - ELA and Math				
19	20	21	22	23	24	25
26	27	28	29	30		

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

Featured in the [April 11 Spotlight](#)

## What is the Purpose of Summative Assessment?

Have you had a chance to:

- read the article?
- check out the resources?
- reflect on one or more of the “Put Into Practice” suggestions?

For additional reading on this topic, visit the [Assessment Learning Network’s curated collection of resources on Assessment of Learning](#) (<https://www.michiganassessmentconsortium.org/assessment-resources/assessment-of-learning/>).

For more information on Performance Assessments, check out this two-page document:

[Performance Assessment – What is it and Why is it Useful?](#)

**Coming in May:** What is the Purpose of Interim Assessment?

Formative

Interim

Summative

Focus On Assessment Literacy

INSIGHT is programmed to stop testing when a tester leaves the testing screen. This is a security measure to keep students from looking up answers mid-test. A stop can also be triggered by other functions that pull the screen focus away from testing, such as a screensaver or system update.

The student can log back in immediately and continue testing. The Michigan Department of Education has requested a more accurate error message for this situation.

## Important Communications About Incident Reports

To ensure you receive updates and communications about incident reports and other functions on the Secure Site in a timely manner, make sure your email address is correct in your MEIS account. To verify or update your email address, log in to your [MEIS account](#) (<https://mdoe.state.mi.us/MEIS/Login.aspx>), and make your changes. If you do change your email address in MEIS, log into the OEAA Secure Site after making the change to ensure the Secure Site pulls the updated information. You do not need to do anything in the Secure Site to update it—just log in.

## OEAA Invites Feedback on Its Assessment Coordinator Training Guide

The Office of Assessment and Accountability (OEAA) is looking for your feedback on the Assessment Coordinator Training Guide published in Fall 2018 for District and Building Assessment Coordinators. If you have used the training guide, tell us what you liked about it and what we could do to improve it. If you’ve chosen not to use it, tell us why.

Your responses to the [Assessment Coordinator Guide Survey](#) (<https://www.surveymonkey.com/r/PPMZN26>) can help us improve the training guide for future users and more effectively engage Assessment Coordinators in the field.

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## INSIGHT Closing “Due to Inactivity”

This week, students have been seeing INSIGHT close with the error message “The testing session has been terminated due to inactivity.” While the error message is misleading, INSIGHT is otherwise behaving properly.

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

# Spotlight on Student Assessment and Accountability

The training guide introduces you to Michigan's state assessment system in general, and it links you to the people, trainings, materials, tools, and resources you will need throughout the process of coordinating state-provided assessments in your district.

The Assessment Coordinator Training Guide serves three purposes:

1. a training course for new coordinators
2. a refresher course for current coordinators
3. a resource to use throughout the year to assist with the tasks/duties of an assessment coordinator

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



## Important Reminders

### FAME Project Accepting New Coach Applications for 2019-20

The Formative Assessment for Michigan Educators (FAME) project is entering its 12th year and is now seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process 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 [2019-20 New FAME Coach application](http://www.surveymonkey.com/r/FAMENewCoachApp) (www.surveymonkey.com/r/FAMENewCoachApp) is available on the [MDE Formative Assessment Process](http://www.michigan.gov/mde/0,4615,7-140-22709_55936---,00.html) page (www.michigan.gov/mde/0,4615,7-140-22709\_55936---,00.html) or the [FAME public page](https://famemichigan.org) (https://famemichigan.org).

The deadline to apply is **Friday, May 3, 2019**. If you have any questions, contact Kimberly Young, MDE/OEAA at [youngk1@michigan.gov](mailto:youngk1@michigan.gov) or 517-241-7061.



- Ever wonder who are some of the expert voices in the formative assessment process? Visit the [FAME public page](http://www.FAMEMichigan.org) (www.FAMEMichigan.org) for names and articles.
- FAME is suggested to be a multi-year professional learning experience. Beginning in Year 2, learning teams have access to a Formative Assessment Self-Reflection Guide that contains a flexible protocol to reflect on their classroom use of the formative assessment process.
- Michigan has been an active member in the CCSSO FAST (Formative Assessment for Students and Teachers) state collaborative. The collaborative co-produced a paper on the use of the formative assessment process with students with disabilities. Go to the [FAME website](http://www.FAMEMichigan.org) (www.FAMEMichigan.org) to download the paper.

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

We want to give a huge THANK YOU to all administrators and educators who have done all of the hard work and planning to administer the PSAT 8/9, PSAT 10, and SAT with Essay!

**The last day to return answer sheets for PSAT 8/9, PSAT 10, and SAT with Essay is Friday, April 26, 2019, to be included in accountability reporting.**



### Score Release

Students who participated on the initial test day for SAT will receive access to their scores in their College Board account beginning on **May 2, 2019**. Students who participated in PSAT 8/9 or PSAT 10 will receive access beginning on **May 20, 2019**.

**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(s), 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.

For schools that have never accessed the K-12 reporting portal, more information will be available as we get closer to the release of scores for educators.

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



## Returning Makeup Materials to ACT

The process for returning makeup materials is the same as for the initial test date. For detailed information about post-testing activities such as collecting, packing, and returning materials, refer to the [April 4, 2019 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

If you still have secure materials from the initial test date, return them with your makeup materials.



## Materials Pickup

FedEx is scheduled to pick up the makeup standard time test materials for return to ACT on **April 25, 2019** and the accommodations test materials on **May 1, 2019**. Please have your materials ready for pick up by 8:00 AM on each of these days.

- If your materials are not picked up within two business days after the scheduled pickup date, call ACT to arrange a new pickup.

**Important:** All standard time and accommodations makeup materials must be received at ACT no later than **May 7, 2019**. Late-arriving answer documents will not be scored.

## Client Satisfaction Survey

Please help ACT serve you better by completing a brief, 5-minute survey available on **May 7 - 21, 2019**. A user-specific URL will be emailed to each participating school's WorkKeys Test Coordinator and District Test Coordinator on **May 7, 2019**.

ACT will use your feedback to improve processes, procedures, and documentation for future WorkKeys assessments. Your feedback is important to us and all of your responses will be kept strictly confidential.

## 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!

#### April 25, 2019:

- **DEADLINE** to return **ACT WorkKeys** makeup standard time test materials

#### April 26, 2019

- **Deadline** to return answer sheets for **PSAT 8/9**, **PSAT 10**, and **SAT with Essay**

#### Tuesday, April 30, 2019:

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

#### May 1, 2019:

- **DEADLINE** to return **ACT WorkKeys** makeup accommodated test materials

### April 2019

#### M-STEP

##### Now – May 10, 2019

- **M-STEP** Online Testing window – grades 5, 8, and 11

##### Now – May 14, 2019 at noon

- **M-STEP (grades 3, 4, 6, and 7)** Additional Materials Order window for standard and accommodated materials

##### April 29 – May 31, 2019

- **M-STEP** Online Testing Window – grades 3, 4, 6, and 7

#### MI-Access

##### Now – May 28, 2019 at noon

- **MI-Access** Additional Materials Order window for standard and accommodated materials

##### Now – May 31, 2019

- **MI-Access** Testing window – all grades

#### Early Literacy and Mathematics

##### Now – May 31, 2019

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Testing window

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

##### Now – May 30, 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**

### MAY 2019

#### ACT WorkKeys

##### May 1, 2019

- Return **ACT WorkKeys** Accommodations makeup tests to ACT

#### M-STEP

##### May 1, 2019

- **M-STEP** grades 5, 8, and 11 Return of Materials Deadline

##### May 22, 2019

- **M-STEP** grades 3, 4, 6, and 7 Return of Materials Deadline

**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
<b>1</b>	to report cheating and unethical behavior by a district/school in regards to state assessments
<b>2</b>	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)
<b>3</b>	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
<b>4</b>	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>
<b>5</b>	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)
<b>8</b>	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