




# Spotlight


## on Student Assessment and Accountability

April 4, 2019

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

- [Spring 2019 Testing Window Begins Monday, April 8, 2019](#)
- [Common Problems During Testing and How to Resolve Them](#)
- [Social Media Monitoring for Security](#)
- [Secure Materials](#)
- [Multiplication Table v. Math Manipulative](#)
- [Early Literacy and Mathematics Aggregate Reports](#)
- [M-STEP Test Administration Training Series](#)
- [Verifying New Students Test Taken](#)
-  [Supports and Accommodations Differences Survey](#)
-  [Important Reminders](#)
  - » [FAME Project Accepting New Coach Applications for 2019-20](#)
- [College Board Corner](#)
- [ACT WorkKeys](#)
- [Recently Asked Questions . . .](#)
- [Important Dates](#)
- [Contacts](#)

**Key:**  Reminder (previously run article)

 includes supports and accommodations information

### Spring 2019 Testing Window Begins Monday, April 8, 2019

The Spring 2019 testing window opens on **Monday, April 8, 2019** for M-STEP grades 5, 8, and 11 and MI-Access grades 3-8 and 11. The Early Literacy and Mathematics Benchmark Assessment will also open for kindergarten through grade 2.

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, MI-Access, and Early Literacy and Mathematics testing windows by one week, for this year only. 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.

Be sure that all staff involved in testing have reviewed and received training on the appropriate sections of the following documents prior to administering any state assessment. These resources are available on each assessment's web page.

- **Assessment Integrity Guide (AIG):** The [AIG](#) outlines the expected professional and ethical conduct surrounding the administration of all assessment programs administered by the MDE.
- **The Assessment Security Training:** This online series created by MDE to help train staff involved with any student assessment activities has been updated. The training modules are available through [Michigan Virtual](http://bit.ly/MDEAssessmentSecurity) (<http://bit.ly/MDEAssessmentSecurity>).
- **Test Administration Manual (TAM):** TAMs are assessment-specific; assessments may have multiple TAMs.



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# Spotlight on Student Assessment and Accountability

- **Test Administration Directions (TAD):** TADs are assessment-specific and test-mode specific (online and paper/pencil). Depending on the assessment, the TADs may be incorporated in the TAM.

Online M-STEP, MI-Access (FI), and Early Literacy and Mathematics Benchmark assessments are administered during normal classroom instructional time. 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 name written on it. Also note that all testing must be completed within the testing window.

Students taking the online M-STEP will be administered the following tests:

Grade	English Language Arts	Mathematics	Science Field Test	Social Studies
5	1 part/1 test ticket	1 part/1 test ticket	2 parts/2 test tickets	2 parts/2 test tickets
8			2 parts/2 test tickets	2 parts/2 test tickets
11			1 part/1 test ticket	1 part/1 test ticket

Students taking College Board and ACT tests will be administered the following paper/pencil tests:

Grade	English Language Arts	Mathematics	Work Skills
8	PSAT 8/9	PSAT 8/9	
9	PSAT 8/9	PSAT 8/9	
10	PSAT 10	PSAT 10	
11	SAT with Essay	SAT with Essay	ACT WorkKeys

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

# Spotlight on Student Assessment and Accountability

Students taking the online and/or paper/pencil MI-Access will be administered the following tests:

## MI-Access Functional Independence (FI)

Content	Grades	Parts/Tickets	Online	Paper
ELA: Accessing Print and Using Language* (APUL)	3-8, 11	2 parts/2 test tickets	Yes	Yes
ELA: Expressing Ideas* (EI)	3-8, 11	1 part	Must be given using paper/pencil	Yes
Mathematics	3-8, 11	2 parts/2 test tickets	Yes	Yes
Science	4, 7, 11	2 parts/2 test tickets	Yes	Yes
Social Studies	5, 8, 11	2 parts/2 test tickets	Yes	Yes

\* **Both APUL and EI must be administered to receive a valid ELA score.** EI is only available in paper format and must be administered whether the students are taking online or paper/pencil tests.

## MI-Access Supported Independence (SI) and Participation (P)

Content**	Grades	Parts/Tickets	Online	Paper
ELA/Mathematics	3-8, 11	1 part/1 test ticket for score entry	All P/SI scores entered in Online Answer Document with test ticket***	Yes
Science	4, 7, 11	1 part/1 test ticket for score entry	Must be given using paper/pencil	Yes

\*\* No social studies assessment is provided by MDE for P/SI. Students must be assessed using a locally approved/developed assessment for social studies. Schools must document this in the Secure Site during the Accountable Student and Test Verification window.

\*\*\* MI-Access P/SI student observation scores **must** be recorded on the scoring documents by both the Primary and Shadow Assessment Administrators for each content area as the assessment is given. The Primary Administrator must then transfer the scoring documents to the online answer document by **May 30, 2019 (by 4:00 PM)**. Additional scoring documents 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)) for copying and printing purposes.

Students taking the online Early Literacy and Mathematics Benchmark Assessment will be administered the following tests:

Grade	English Language Arts	Mathematics
K	2 parts/2 test tickets	2 parts/2 test tickets
1	2 parts/2 test tickets	2 parts/2 test tickets
2	2 parts/2 test tickets	2 parts/2 test tickets

**Reminder:** Test tickets and rosters are secure materials and must be handled according to the appropriate chain of custody.

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## Paper/Pencil Testing

Schools administering the paper/pencil M-STEP, PSAT 8/9, PSAT 10, SAT with Essay, and/or the ACT WorkKeys 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 can be found on the following web pages, along with assessment specific **Lists of Important Dates**:

- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat)
- [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)

The M-STEP paper/pencil tests for grade 5 must be administered according to the following schedule:

### Paper/Pencil Test Dates – Grade 5

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 ELA Day 1	10 ELA Day 2	11 Makeup ELA	12 Makeup ELA	13
14	15 Makeup ELA	16 MATH	17 SCIENCE	18 SOCIAL STUDIES	19 Makeup any content area	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

The PSAT 8/9 and paper/pencil M-STEP tests in grade 8 must be administered according to the following schedule:

### Paper/Pencil Test Dates – Grade 8

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 PSAT 8/9	10	11	12	13
14	15 Makeup – PSAT 8/9	16	17 SCIENCE	18 SOCIAL STUDIES	19 Makeup Science and Social Studies	20
21	22	23 Makeup PSAT 8/9	24 Makeup PSAT 8/9	25	26	27
28	29	30	1	2	3	4

The PSAT 8/9 test for grade 9 and the PSAT 10 must be administered according to the following schedule:

### Paper/Pencil Test Dates PSAT 8/9 for Grade 9 and PSAT 10

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

For grade 11 and eligible grade 12 students, the MME is composed of three components: (1) SAT with Essay, (2) ACT WorkKeys, and (3) M-STEP Science Field Test and Social Studies. All three components are required.

The SAT with Essay and ACT WorkKeys tests for grade 11 must be administered according to the following schedule:

### Paper/Pencil Test Dates – Grade 11

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 SAT w/Essay	10 ACT WorkKeys	11 SCI/SS	12 Makeup SCI/SS	13
14	15	16	17	18	19	20
21	22	23 Makeup SAT	24 Makeup ACT WorkKeys	25	26	27
28	29	30	1	2	3	4

All paper answer documents for M-STEP, MI-Access, SAT, ACT WorkKeys, PSAT 8/9, and PSAT 10 must have a valid barcode label affixed that is associated with the testing student. Answer documents returned without a valid barcode label may not be scored and districts may be subject to associated fees.

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

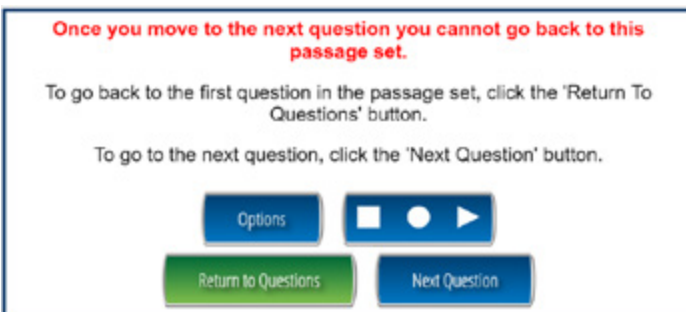
## Common Problems During Testing and How to Resolve Them

For our fourth administration of the M-STEP, we have identified some common issues that Assessment Coordinators and Test Administrators encounter during testing. These issues can have simple resolutions that minimize any disruption to testing. The issue and resolution for each event is described:

### Passage-based Writing Prompt Embedded in English Language Arts Test

Students taking the English language arts Computer Adaptive Test (CAT) will receive the passage-based writing (PBW) prompt during the test. Every question on a CAT test – including the passage-based writing prompt – requires a response in order for the testing engine to allow the student to select “Next” to go to the next question.

On the PBW prompt after selecting “Next”, students receive a warning screen that says they will not be able to return to the item once they have moved on:



Be sure that students read this warning message and do not move on unless they are finished with their response. This is the only opportunity for students to return to their PBW response. Once students select “Next” on the item and then “Next Question” on the warning screen, they **cannot** return to the PBW.

Test progress is saved every 45 seconds or when students move between questions. If connectivity is lost during Passage-based writing, at most 45 seconds of work could be lost.

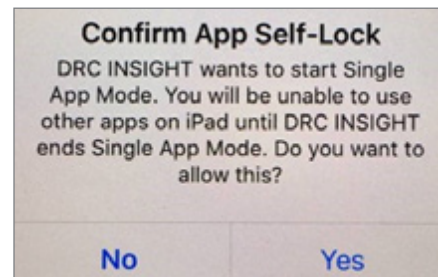
### Chromebook Keyboard Setting

When testing on Chromebooks, the keyboard **must** be set to US Keyboard. If it is not set this way, the student will not be able to use quotation marks or apostrophes in text boxes.

- **BEFORE testing:** select "Settings" then "Keyboard Settings" and select "US Keyboard"
- **DURING testing:** click anywhere outside of the text box and press CTRL + SHIFT + SPACE BAR to select "US Keyboard"

### Testing on iPads

When testing on iPads, after logging into the test, students will receive the following message:



The student or Test Administrator should select “Yes” to continue testing. Once “Yes” has been selected, the test Welcome page will appear.

### Social Media Monitoring for Security

As in previous years, the Michigan Department of Education (MDE) will be using a social media monitoring service during testing to watch for security issues (and only for security issues). For example, if a student or staff member were to post a photo of test questions, the testing environment, or some other aspect of the test administration, that would be a security violation and the MDE would seek to have that post removed.

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



## Secure Materials

All assessment materials must be kept in a locked storage area that is only accessible to the Building Assessment Coordinator and designees. This includes immediately before and after testing, with coordinators supervising materials closely through all aspects of the assessment administration. Secure materials include, but are not limited to, the following items:

- online test tickets and rosters
- test booklets
- listening scripts
- accommodated materials
- used answer documents
- used scratch/graph paper
- MI-Access picture cards
- MI-Access P/SI response sheets

All personnel involved in testing should be informed of the importance of maintaining strict test security. Remember to have a protocol in place to account for all secure assessment materials before, during, and after each test session.

## Multiplication Table v. Math Manipulative

Students with an Individualized Education Program (IEP) or 504 plan are the only students who may be eligible to use the Multiplication Table (grades 4 and above only) or other math manipulatives for the M-STEP math assessment. Math manipulatives are tools such as counters or base-10 blocks. Students' IEPs or 504 plans should include language that specifically says the student may use a multiplication table in order to use the Multiplication Table. Similarly, math manipulatives should only be used if specifically written into the IEP or 504 plan.

## Early Literacy and Mathematics Aggregate Reports

We are happy to announce that the Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Reports for the Winter 2019 administration are available in the Dynamic Score Reporting System through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Detailed directions for accessing reports can be found in the [Dynamic Score Reporting Site User Guide](#), which is located on the [Early Literacy and Mathematics web page](#) (www.michigan.gov/earlylitandmath) under the **Reporting** section.

### Aggregate-level reports include:

Report	Description	Aggregation
Demographic Report	<ul style="list-style-type: none"> <li>• provides aggregated raw score data, which displays the average points earned and the percentage of students by percentage of points earned for selected demographic subgroups of students by grade and content</li> </ul>	<ul style="list-style-type: none"> <li>• School</li> <li>• District</li> <li>• ISD</li> <li>• State</li> </ul>
Fall to Winter Change Report	<ul style="list-style-type: none"> <li>• provides aggregated raw score data, which displays fall assessment average points earned and spring assessment average points earned</li> <li>• displays the percentage of students who had a Decrease, No Change, Increase, and No Change – Earned All Points from fall to winter for demographic subgroups of students by grade and content</li> </ul>	<ul style="list-style-type: none"> <li>• School</li> <li>• District</li> <li>• ISD</li> <li>• State</li> </ul>

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## M-STEP Test Administration Training Series – Chapters 2 and 3

The PowerPoint presentations with notes for the [2019 M-STEP Test Administration Training Chapters 2 and 3](#) are now available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)), under the **What's New** and **Professional Development** sections. The video presentations will be posted next week. This three-part series is for both paper/pencil and online assessments.

- Chapter 1 discusses the tasks to do **BEFORE** the M-STEP administration
- Chapter 2 discusses the tasks to do **DURING** the M-STEP administration
- Chapter 3 discusses the tasks to do **AFTER** the M-STEP administration.

Be sure to use these resources as you prepare to administer the 2019 M-STEP.

## Verifying New Students Test Taken

When a new student enrolls during the state testing window, schools should always contact the previous school's building assessment coordinator to verify the tests that the student has or has not completed and other assessment related information.

Users of the Office of Educational Assessment and Accountability (OEAA) Secure Site can log on to the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) and use the **District and School Contact** page found under the Assessment Registration menu to look up the previous school's assessment coordinator. Users can search for any district or school in the state to locate each of the assessment coordinator's name, email address, and phone number. [Instructions](#) can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securetraining](http://www.michigan.gov/securetraining)) under the **Miscellaneous** section.

## Supports and Accommodations Differences Survey

The Office of Educational Assessment and Accountability (OEAA) is interested in gathering feedback from educators on some of the challenges experienced by students and educators regarding differences between supports and accommodations on state summative assessments and benchmark assessments. Please take time to respond to the [survey](https://www.surveymonkey.com/r/DCHL59C) (<https://www.surveymonkey.com/r/DCHL59C>) by **May 3, 2019**.

Click on the icon to access the **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

## 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](http://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](http://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.



- Are you interested in local stories of FAME implementation?  
There are 3 case studies located on the [FAME public website](http://www.FAMEMichigan.org) ([www.FAMEMichigan.org](http://www.FAMEMichigan.org)).
- All of the FAME Coaches who were interviewed indicated the FAME Learning Guide and Coach Edition were useful resources.
- FAME continues to have a robust and valuable research agenda. Recent Evaluation activities and abstracts can be found on the [FAME public website](http://www.FAMEMichigan.org) ([www.FAMEMichigan.org](http://www.FAMEMichigan.org)).

Featured in the [March 21 Spotlight](#)

**What is the Purpose of Assessment?**

Have you had a chance to

- read the new feature?
- check out the resources?
- answer the questions from Put Into Practice after viewing the video resource?

Formative  
Interim  
Summative

Focus On Assessment Literacy

**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)

### Reminders

**Write Down Tracking Numbers:** When returning test books or answer sheets, be sure to record the tracking numbers of the packages so you can confirm receipt.

**No PSAT 8/9 Questionnaire:** There are no optional questions for PSAT 8/9 and students will not complete page 2 of the answer sheet.

### Requesting Makeup Materials

Test coordinators will receive an email on April 8 with a link to a survey to assist in determining makeup materials. There will be separate emails for PSAT and SAT.

- **You must respond to the SAT survey by April 11 at 11:59 PM EST** even if you don't need makeup materials so we can accurately track responses.
- **The PSAT surveys are optional and only if you need additional materials.** Schools are directed to securely store PSAT test materials to use on the makeup dates. If you mistakenly return these tests, you must use the makeup survey to request additional materials to be sent.
- If you do need additional materials, they will arrive April 18-19 for testing on April 23 (SAT) or April 23-24 (PSAT).

The surveys will open on **April 9, 2019** and can be accessed from these links as well as from the email:

- [SAT Makeup Survey](#)
- [PSAT 10 Makeup Survey](#)
- [PSAT 8/9 Makeup Survey](#)

### UPS Pickup

We will be pre-arranging multiple UPS pickups for your school. We are scheduling at least three pickups per school, one per week during the testing window.

Test coordinators will receive emails in the weeks of April 8, April 15, and April 22 with the date(s) and time(s) of the pickup(s) scheduled for that week.

- These pickup dates can be used for any materials that are ready to be returned.
- The emails will also provide information on rescheduling the pickup with UPS.
- If you do not need the pickups, NO action is required; simply ignore the email and let the driver know you do not have any materials to return.
  - **NOTE:** Although we work with UPS on the date and time we expect them at your school, we cannot control when drivers arrive.
  - If the driver does not arrive at the scheduled time, just securely hold materials until the next pickup time.
- If you have a regularly-scheduled UPS pickup at your school, feel free to give materials to the driver at that time as well. These pickups are not required to be used.

For students testing in the accommodated testing window, hold all testing materials and return them when all students have finished testing in the window.

For students testing on the PSAT makeup dates, hold all testing materials and return them when all students have finished testing.

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

## Chromebooks and USB Audio Forms

If you have a student taking the ACT WorkKeys using a Chromebook device who experiences a USB flash drive that is blinking but does not appear in the ChromeOS files, try the following steps:

- power down and reboot the device
- plug the USB drive into a different USB port
- use a device other than a Chromebook

If you are still experiencing issues, call ACT for technical support at 800-553-6244 ext: 1332.

## Testing Irregularities

Active monitoring of students during testing is essential in maintaining security and identifying irregularities. Group and Individual Irregularity policies and procedures begin on page 31 of the [ACT WorkKeys Administration - Standard Time Paper](#) and on page 43 of the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) manuals. Both manuals are posted on the [ACT-hosted website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

Complete an Irregularity Report located on page 63 of the [ACT WorkKeys Administration - Standard Time Paper](#) or page 105 of the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) for each room in which an individual or group irregularity is observed. Return it with your answer documents. Report and describe in detail any irregularity, especially those that could affect test scores.

## Collect and Verify Test Materials After Each Test Session

Room Supervisors must follow the directions on collecting and verifying answer documents and test booklets which begin on page 52 of the [ACT WorkKeys Administration - Standard Time Paper](#). These same directions are also listed at the end of each timing section within the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) manual.

Complete the Test Administration Forms folder and any other applicable forms from the back of the administration manuals (i.e. Irregularity Report, Reader's Agreement, Interpreter's Agreement, etc.). Room supervisors must personally return all testing materials to the test coordinator after testing.

## Order Makeup Test Materials

Use the Makeup Testing policies detailed on pages 5 and 6 of the [ACT Test Coordinator Information Manual](#) to determine if students are eligible to participate in the makeup test administration on **April 24, 2019**. This manual is posted on the [ACT-hosted website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

Test coordinators must submit makeup materials orders **April 10 – 11, 2019 by 5:00 PM**, using the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Instructions can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Material Ordering** section.

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## Returning Answer Documents and Test Administration Forms to ACT

The test coordinator is responsible for assembling materials for return to ACT, using the directions starting on page 28 of the [ACT Test Coordinator Information Manual](#). A training video has also been posted in the **Transportation** stage under **Return Test Materials**.

**New in 2019:** Answer documents and test administration forms are packed in processing envelope(s) and returned separately from the secure test materials.

Use the instructions and illustration on page 31 of the [ACT Test Coordinator Information Manual](#), and the checklist on the front of each processing envelope, to guide you through packing the correct colored envelope(s) for the type of material being returned (Standard Time is **Purple**, Accommodations is **Gold**).

While packing the envelope(s) be sure to:

- complete the front of the envelope to avoid delaying the processing of your answer documents
- use the pre-printed site header to avoid delaying the processing of your answer documents
- turn the answer documents to be scored the same way, with page one facing you
- ensure the Booklet Number and Form fields are completed on all answer documents to ensure proper scoring

Place the processing envelope inside a polmailer and seal it, apply the appropriate pre-printed return label to the outside, and store it in a secure location until pickup.

## Returning Other Secure Materials to ACT

Use the cartons in which the test materials were shipped to return the secure materials to ACT.

Use the instructions and illustration on page 32 of the [ACT Test Coordinator Information Manual](#) to pack the carton(s) with the used and unused test booklets, all alternate test forms (braille, USBs, etc.), and translated test directions. Any unused cartons may be recycled.

Retain the administration manuals, unused answer documents, and ancillary materials for makeup testing. Do not return the original packing list.

If your school did not test any students:

- complete the outside of the processing envelope(s) and mark as “Did not test (provide reason)”
- discard the unused Site Header
- pack the cartons using the instructions and place the processing envelope on top
- send an email to [statetesting@act.org](mailto:statetesting@act.org) indicating that you did not test any students and provide the reason

## Materials Pickup

FedEx is scheduled to pick up the standard time test materials for return to ACT on **April 11, 2019** and the accommodations materials on **April 24, 2019**.

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

## 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)

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

## Recently Asked Questions . . .

### **What if a support or accommodation is not listed in eDIRECT—am I still able to use it?**

The designated supports and accommodations listed in eDirect are not the entirety of what is allowable. The full list of allowable universal tools, designated supports, and accommodations are listed in the Student Supports and Accommodations Tables within the [Supports and Accommodations Guidance Document](#) (pg. 55-69). This information can also be found on page 20 of the [M-STEP Test Administration Manual](#). Both documents can be found on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

### **What kind of word-to-word bilingual dictionary can my English learner student use for the M-STEP? Is there a list?**

The [February 28, 2019 edition of the Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) outlined information pertaining to all state assessments with regards to use of a bilingual word-to-word dictionary. A bilingual word-to-word dictionary is not a dictionary. This resource type does not provide definitions but only provides word-to-word translations. The Michigan Department of Education (MDE) does not provide an approved list of dictionaries for M-STEP. Students may use dictionaries that they currently use in the classroom as long as they do not provide definitions.

As a reminder, the use of a bilingual word-to-word dictionary is **NOT** allowed on M-STEP English language arts. However, it is allowed on M-STEP mathematics, science, and social studies.

### **For the PSAT, there are two different makeup windows listed. Does a school have to choose one or the other windows or can we utilize each day during both makeup windows?**

Both windows are available to be used: schools do not have to choose one or the other.

### **I have a senior who did not test last year—are they required to test this year?**

Seniors are only expected take the MME if they were not previously included in accountability calculations as a junior or senior. Most of the time, these are grade skippers, students who jump from grade 10 to grade 12. If a student was previously submitted in a spring MSDS general collection as a junior or senior and was not exited from the school in MSDS before May 25, 2018, the student should have already been included in accountability even if they did not test.

Refer to the [Who Must/Can Take the MME?](#) document found on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under the **General Information** section for additional scenarios of when a senior would not be expected to test.

### **How do I have a student's name changed in the Secure Site?**

Student data, including the student's name, is updated nightly from the Michigan Student Data System (MSDS). Student information submitted in the spring MSDS general collection (spring count day) will be updated on the Secure Site once the Center for Educational Performance and Information (CEPI) has run the close-out process and the data is available to us in mid-April. If a district submits a student record maintenance (SRM) file in MSDS with the updated information, the Secure Site should pick it up that night.

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

## Important Dates

### Coming Next Week . . .

#### April 9, 2019:

- **SAT with Essay** Initial Test Day
- **PSAT 8/9 for grade 8** Initial Test Day

#### April 9 – 11, 2019:

- **PSAT 8/9 for grade 9** and **PSAT 10** Initial Test Days
- Coordinators respond to makeup ordering survey for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**

#### April 10, 2019:

- Administer **ACT WorkKeys** Standard Time tests

#### April 10 – 11, 2019:

- Order **ACT WorkKeys** test materials for the makeup test on April 24, 2019

#### April 11, 2019:

- Return **ACT WorkKeys** Standard Time tests to ACT

## April 2019

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

#### Now – April 23, 2019 at noon

- **M-STEP (grades 5, 8, and 11)** Additional Materials Order window for standard and accommodated materials

#### April 23 – May 14, 2019 at noon

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

#### Now – May 28, 2019 at noon

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

#### April 8 – May 10, 2019

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

#### April 8 – May 31, 2019

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

#### 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**

#### April 29 – May 31, 2019

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

#### April 8 – May 31, 2019

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

### ACT WorkKeys

#### April 10 – 23, 2019:

- Administer **ACT WorkKeys** Accommodations tests

#### Now – April 19, 2019:

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

#### April 24, 2019:

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

*(Continued on next page)*

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

## SAT and PSAT

### April 9 – 23, 2019:

- SAT and PSAT Accommodated Testing window

### April 10 – 16, 2019:

- PSAT 8/9 and PSAT 10 first Makeup window

### April 23, 2019:

- SAT with Essay Makeup Test Day

### April 23 – 24, 2019:

- PSAT 8/9 and PSAT 10 second Makeup window

## WIDA

### April 17, 2019, from 12:00 – 1:00 PM:

- **Interpreting Score Reports Webinar** to help educators better understand the **WIDA ACCESS for ELLs** assessment reports – use this [webinar link](#) to attend (no registration needed)



## 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