Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

September 5, 2019

Key: Reminder (previously run article)

Early Literacy and Mathematics Benchmark Fall 2019 Test Window

The Fall 2019 Early Literacy and Mathematics Benchmark Assessments testing window is open from **September 9 – October 4, 2019**.

All students participating in the assessment must be pre-identified on the Office of Educational Assessment and Accountability (OEAA) Secure Site, to be copied into the DRC INSIGHT Portal (formerly known as eDIRECT) to manage the online testing. Instructions and more information about each of these pre-identification methods and for creating online test sessions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** section.

The Early Literacy and Mathematics Benchmark Test Administration Manual and Online Test Directions can be found of the Early Literacy and Mathematics Benchmark Assessment web page (www. michigan.gov/earlylitandmath).

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that the Early Literacy and Mathematics Benchmark Assessments Student Level Reports for the Fall 2019 administration are available in the Dynamic Reporting System through the Secure Site. 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.

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- **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](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**.

English Learner (EL) Exit Deadline Next Week

District English Learner (EL) test coordinators, EL directors, and pupil accounting personnel should work together to ensure any EL students meeting EL exit criteria and not reported as EL-exited in the Michigan Student Data System (MSDS) End-of-Year (EOY) collection are reported as EL exited using the MSDS July–Mid-September Student Record Maintenance (SRM) collection, which closes **September 11, 2019 at 11:59 PM**. Students whose EL exits are not properly reported in MSDS will not be EL-exited for 2019-20 accountability and will be expected to take WIDA ACCESS for ELLs again in Spring 2020.

Directions for exiting eligible EL students are provided in the [EL Exit Reporting Guidelines](#) document, which can be found on the [WIDA web page](www.michigan.gov/wida) (www.michigan.gov/wida).

WIDA Results on MiSchoolData

The Spring 2019 WIDA ACCESS for ELLs assessment results are now available on the MiSchoolData website. These reports provide public-facing district and statewide results for each year of WIDA as well as trend data. To view these reports, go to [MiSchoolData](www.mischooldata.org) (www.mischooldata.org). Select **K-12th Grade**, then **English Learner Data**, and then select **English Learner Dashboard** or **English Learner Assessment**. English Learner Growth for 2019 will be available later this fall. For questions about these reports, contact CEPI at CEPI@michigan.gov.

New WIDA Assessment Coordinators

New coordinators who will be taking on the responsibility of the WIDA assessments, should start learning more about these assessments by reading the following documents:

- **[K W-APT & WIDA Screener Policy Manual](#)** – provides an overview of the screening process and detailed information about getting needed system accounts and Michigan-specific policies
- **[Michigan's Entrance & Exit Protocol](#)** – provides information related to Michigan's criteria for determining who can be identified as an English learner (EL) and when ELs can exit from that status
- **[WIDA Specific Chapters of the Assessment Administrator Training Guide](#)** – provides specific information pertaining to administration activities for the WIDA assessments

These resources and more can be found on the [WIDA web page](www.michigan.gov/wida) (www.michigan.gov/wida).

M-STEP Target Analysis Reports Now Available

The **Spring 2019 M-STEP Target Analysis Reports** are now available in the Dynamic Score Reporting Site through the [Office of Educational Assessment and Accountability (OEAA) Secure Site](www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Target Analysis Reports are available at the school, district, and state levels for English language arts (ELA) and mathematics. The Target Analysis Report provides information about aggregate groups' relative strength and weaknesses by assessment target. It is not a proficiency report.

Assessment targets are mapped to the [ELA](#) and [mathematics](#) claims and content standards in the Crosswalk documents available in the Content Specific Information section on the [M-STEP web page](www.michigan.gov/mstep) (www.michigan.gov/mstep).

The Michigan Department of Education (MDE) has provided [Target Analysis Report Training Materials](#). These include:

- a **Target Analysis Resource Document** with detailed information about the report and how to use the data
- a **Target Analysis Training PowerPoint** for district or building training
- a **Target Analysis Handout** to be used during training

These materials are available on the [M-STEP web page](#) (www.michigan.gov/mstep) under the **Reporting** section.

Are Your School and District Contacts Up to Date in the Educational Entity Master (EEM)?

With the start of a new school year, take a moment to review your district and school in the Educational Entity Master (EEM) to verify that any needed changes or updates have been made. District and school information—including grade levels serviced, address, and contacts—is pulled from the [EEM](#) (www. michigan.gov/eem) for various Office of Educational Assessment and Accountability (OEAA) Secure Site functions and assessment communications, for both public and nonpublic schools. It is important to keep this information accurate and up to date.

Each public school district has at least one authorized user who can make updates to the EEM for the district and schools within the district. We ask that you take a moment to review your district and school in the EEM and submit any changes or updates to your authorized district person. Nonpublic schools should contact nonpublicschools@michigan.gov or 517-241-5385 for updates to the EEM.

All needed updates should be done as soon as possible so that you do not miss out on critical information. Names, telephone numbers, email addresses, and mailing addresses for each contact type must be verified. Test materials are sent to the address associated with the test coordinator. You can expect communications starting in early fall for the College Board assessments (SAT® and PSAT™), ACT® WorkKeys®, WIDA, and the Early Literacy and Mathematics Benchmark Assessments. It is especially important to verify the following contact types and make any needed changes in the EEM.

- Superintendent
- Principal
- District Assessment Coordinator
- Early Literacy and Math Benchmark Coordinator
- English Learner Assessment Coordinator
- MI-Access Coordinator
- M-STEP Coordinator
- PSAT Grade 8 Test Coordinator
- PSAT 8 Backup Coordinator
- PSAT Grade 8 Services for Students with Disabilities Coordinator
- PSAT 9 Test Coordinator

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- PSAT 10 Test Coordinator
- PSAT 9/10 Backup Coordinator
- PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- School Accountability Contact (used for accountability communications)
- Technology Director
- WorkKeys Test Coordinator

If you do not know who your authorized EEM user is and you are a user of the OEAA Secure Site (www.michigan.gov/oeaa-secure), you can locate the name and contact information on the **District and School Contact page** of the Secure Site. The contact types listed are also available on the District and School Contact page. However, the page does not contain addresses for the contact types, which is important information and must be verified directly in the EEM. Also keep in mind that although more than one coordinator can be entered into the EEM, only the most recent entry will be used for assessment and accountability purposes.

Spring 2019 Interpretive Guides to Reports

The Spring 2019 Interpretive Guides to Reports are available for the following assessments:

- Interpretive Guide to MME (Michigan Merit Exam) Reports
- Michigan Grade 8 Testing Interpretive Guide to Reports
- Interpretive Guide to MI-Access Reports
- Interpretive Guide to M-STEP Reports (previously available)

These Guides can be accessed on each assessment's web page or from the Actions Menu within the Dynamic Score Reporting Site. These documents will be updated as new reports become available later this fall. Watch the Spotlight for details.

2019 Michigan Interpretive Guide to MME (Michigan Merit Exam) Reports

The 2019 Michigan Interpretive Guide to MME (Michigan Merit Exam) Reports is now available on the MME web page (www.michigan.gov/mme) under the **What's New** and **Reporting** sections. This Interpretive Guide provides educators with important information about scoring, performance level descriptors and ranges, data contained in each report, reports available in the Dynamic Score Reporting Site, the functionality of each report, additional resources including information on College Board and ACT WorkKeys produced reports, and contact information.

2019 Michigan Grade 8 Testing Interpretive Guide to Reports

New for Spring 2019 is the Michigan Grade 8 Testing Interpretive Guide to Reports. This document is uniquely designed for grade 8 students taking both the College Board PSAT 8/9 for grade 8 and the M-STEP for Social Studies. The Michigan Grade 8 Testing Interpretive Guide to Reports is available on the PSAT web page (www.michigan.gov/psat) under the **What's New** and **Reporting** sections. This new Guide provides educators with important information about scoring, performance level descriptors and ranges, data contained in each report, reports available in the Dynamic Score Reporting Site, the functionality of each report, additional resources including information on College Board produced reports, and contact information.

Spring 2019 Interpretive Guide to MI-Access Reports

The Spring 2019 Interpretive Guide to MI-Access Reports is now available on the MI-Access web page (www.michigan.gov/mi-access) under the **What's New** and **Reporting** sections.

(Continued on next page)

Spotlight

on Student Assessment and Accountability

The Interpretive Guide to MI-Access Reports provides educators with important information about scoring, the data contained in each report, the reports available in the Dynamic Score Reporting Site, and tips on how to use each report.

Spring 2019 Interpretive Guide to M-STEP Reports

The Spring 2019 Interpretive Guide to M-STEP Reports is currently available on the M-STEP web page (www.michigan.gov/mstep).

College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™10 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

Updating EEM

For the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for grade 8 and grade 9 administrations in Spring 2020, College Board will use contact information from the EEM (Educational Entity Master) to identify staff responsible for implementing the assessments. Test shipments will be sent to the address associated with the test coordinator's record in the EEM. If the EEM information is not accurate, communications and test shipments may be impacted. **Staff can serve multiple roles, if needed**.

Contact information should be provided, in the EEM, for each of the following roles:

- SAT Test Coordinator
- PSAT Grade 10 Test Coordinator
- PSAT Grade 9 Test Coordinator
- PSAT Grade 8 Test Coordinator
- SAT Backup Test Coordinator

- PSAT 9/10 Backup Coordinator
- PSAT Grade 8 Backup Coordinator
- SAT Services for Students with Disabilities Coordinator
- PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- PSAT Grade 8 Services for Students with Disabilities Coordinator

For public schools, review the contacts listed in the EEM. If changes are required, contact your authorized district EEM user to make the updates. If you are unsure who your authorized EEM user is, use the **District and School Contact Page**, under the **Assessment Registration** tab, of the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure) to retrieve the name and contact information for your district. If no changes are needed, no further action is required.

For nonpublic schools, provide any updates or additions to the Nonpublic School Office at nonpublicschools@ michigan.gov or 517-241-5385. If no changes are needed, no further action is required.

Common errors that cause issues with communications and shipments:

1. The EEM is not updated for the 2019-20 school year.

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2. The EEM is updated at the district-level instead of the school-level.

3. The address associated with the test coordinator's record in the EEM is incorrect.

College Board will start processing any updates the first week of October. If the EEM is updated throughout the school year, it takes 7-10 days for College Board to receive and process the updates.

Access to SSD Online for New SSD Coordinators

The primary SSD (Services for Students with Disabilities) must be identified in the EEM for communication purposes. If multiple SSD coordinators are listed in the EEM, only the most recently added will receive communications from College Board. A school can, however, have multiple SSD coordinators to submit accommodation requests in the SSD Online system. Any SSD coordinators who will be submitting accommodation requests will need access to SSD Online to do so. Directions on obtaining access:

1. Find the school's AI (Attending Institution) code on the Test Center Participation page of the OEAA Secure Site. You will need the AI code for the SSD Coordinator Form. If you do not have an AI code, you will need to wait until November, when AI codes are assigned to schools that do not have one.

2. Fill out and fax the SSD Coordinator form (www. collegeboard.org/pdf/ssd/ssd-coordinator.pdf)

3. The SSD coordinator will receive an email with an access code to gain access to SSD Online within a few days of faxing the form.

4. If an SSD coordinator already has access from previous years, they do not need to fill out another form.

5. Test coordinators may also request access to SSD Online if they want to check on approval status for accommodation requests. Consider your district policy regarding student privacy when accessing information for students with disabilities before requesting access.

Getting Ready for 2020 –Fall Implementation Workshops and Webinar

Implementation workshops are free and provide information about the Michigan-provided SAT with Essay, PSAT 10 and PSAT 8/9 for grades 8 and 9 administrations in the spring of 2020. Schools that will administer the PSAT 8/9 for grade 8 are HIGHLY encouraged to attend. The College Board is partnering with MCAN (Michigan College Access Network) to provide SCECHs to registered participants.

See the August 22 edition of Spotlight (www.michigan. gov/mde-spotlight) to review dates and locations. Workshop registration (www.collegeboard.org/ michiganworkshops).

A webinar version of the face-to-face workshop will be available to those who cannot attend a workshop in person. The presentation in the webinar will be the same content as the workshops. The webinar will be recorded and the presentation slides will be emailed to registrants. The recording and slides will also be available on the MME web page (www.michigan.gov/ mme) and the MDE PSAT web page (www.michigan. gov/psat) within two weeks of the presentation.

Date: November 7, 2019

Time: 9-10:30am

Webinar Registration (https://tinyurl. com/2020MichiganImplementation)

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Spotlight
on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

September 11, 2019
- **Graduation Rate Appeals** window **CLOSES**

September 11, 2019 at 11:59 PM
- **MSDS Student Record Maintenance (SRM) Collection DEADLINE** – English Learner (EL) Exits must be reported and certified in the SRM using an [As of Date] between July 1 and August 31, 2019 AND an [EL/LEP Exit Date] on or before June 30, 2019

Coming Next Week . . .

September 11, 2019, 10:00 to 11:00 AM
- **Screener Online Overview Webinar –** introductory overview of the WIDA Screener Online, which will benefit new WIDA test coordinators

  Registration link (https://www.eventbrite.com/e/wida-screener-overview-webinar-registration-68023725795)

September 2019

Early Literacy and Mathematics

Now – October 3, 2019
- Pre-identification of students on the OEAA Secure Site for the fall **Early Literacy and Mathematics Benchmark Assessments (K-2)**

Early Literacy and Mathematics

September 9 – October 4, 2019
- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Fall Testing Window

October 2019

WIDA

Tuesday and Wednesday, October 1 and 2, 2019, 9:00 AM to 4:00 PM:
- **Workshop 2: Leading Schools for Multilingual Learner Achievement**
  Location: Wayne Community College – Downriver Campus, 21000 Northline Rd., Taylor MI 48180 EPAC 5 & 6
  Registration link (https://wida-leading-schools-el-achievement.eventbrite.com)

October 1 – November 1, 2019
- Implementation Workshops for **SAT with Essay, PSAT 10,** and **PSAT 8/9**

November 2019

November 7, 2019
- Implementation Webinar for **SAT with Essay, PSAT 10,** and **PSAT 8/9**

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Spotlight on Student Assessment and Accountability

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), DRC INSIGHT Portal, 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 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, and Central Office Services (COS)
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