

Spotlight

on Student Assessment and Accountability

January 31, 2019

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Testing Window Extension: Winter Early Literacy and Mathematics Benchmarks and Passage-based Writing Field Test

In light of the recent weather and school closings, the Winter 2019 Early Literacy and Mathematics Benchmark assessments and the M-STEP Passage-based Writing Field Test testing windows have been extended to **Friday, February 8, 2019**. Please inform your technology coordinator if you will be testing next week, as they may have scheduled local servers to go offline when testing ends.

Due to the extension of the winter testing windows, Pre-ID for the Spring 2019 Early Literacy and Mathematics Benchmark Assessments (K-2) will open on **Monday, February 11, 2019**. Students participating in the winter window will be automatically pre-identified for the spring benchmark assessments. Information on how to pre-identify students for testing can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).


WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Testing Window Opening

The WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs testing window opens this coming **Monday, February 4, 2019** and closes **Friday, March 22, 2019**. Educators must ensure all students who are enrolled in the district during this window and are identified as English Learners (ELs) are assessed on either assessment during this window.

Additional Material Orders

Educators in need of additional paper materials for students can now place Additional Material Orders through WIDA AMS.

(Continued on next page)

Key:  Reminder (previously run article)

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For more information about placing these orders, refer to the [WIDA AMS User Guide](https://wida-ams.us) located on WIDA AMS (<https://wida-ams.us>) under **All Applications** → **General Information** → **Documents** → **Document Type: Manuals**.

Assessment Reminders

- Review the [ACCESS for ELLs Online Checklist](#) or [Paper Checklist](#), available on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida).
- Not everything on a test booklet needs to be bubbled-in. Review page 9 of the [Michigan State-Specific Directions Document](#) for more information.
- The following tasks are not available for Michigan educators in WIDA AMS:
 - ♦ Pre-ID students for testing
 - ♦ order initial materials
 - ♦ add new students directly into AMS
 - ♦ create new WIDA AMS users directly in AMS
 - ♦ update student demographics
 - ♦ data validation

All of these activities occur in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). More information can be found in the [ACCESS for ELLs Online Checklist](#) or [Paper Checklist](#).

- If any testing irregularities occur before, during, or after testing, the Building or District WIDA Coordinator must report them to the Office of Educational Assessment and Accountability as soon as possible by submitting an **Incident Report**. Refer to the [WIDA Incident Reporting Guide](#) for more information.

Screening Students During the WIDA ACCESS Window

Educators are still required to identify students potentially eligible for EL services during the summative WIDA ACCESS for ELLs testing window. Educators should attempt to provide students with as much time as possible between these tests to avoid testing fatigue.

M-STEP Test Administration Manual Available NOW

The [2019 M-STEP Test Administration Manual \(TAM\)](#) is now available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections. The manual provides important information for both online and paper/pencil M-STEP administrations.

New for 2019, the M-STEP Test Administration Manual is organized according to Before Testing, During Testing, and After Testing tasks, with checklists available to monitor task completion throughout the M-STEP testing windows.

All staff involved in the M-STEP administration should read and know the policies, procedures, and guidelines documented in the TAM, to ensure a valid, equitable, and trouble-free M-STEP administration.

DRC District and Building Coordinator Training Webinars - Spring 2019

District and Building Coordinator Training for Online Testing webinars for the Spring 2019 M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Benchmark Assessments are coming soon! District and Building Coordinators should attend to learn about:

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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

- an overview of what is new for 2019
- helpful online testing tips
- where to find important resources
- Q&A

The dates and time for each presentation are listed. Click on the link to register for each session. You can also register by going to the following assessment web pages and clicking on the link under the **What's New** section.

[M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)

[MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)

[Early Literacy and Mathematics](http://www.michigan.gov/earlylitandmath)
(www.michigan.gov/earlylitandmath)

March 5, 2019 from 10:00–11:00 AM

M-STEP Administration Training:

[Click to Join](#)

(presentations will be available prior to training)

- Meeting number: 283 759 317
- Meeting password: Spring2019

March 6, 2019 from 10:00–11:00 AM

MI-Access Administration Training:

[Click to Join](#)

(presentations will be available prior to training)

- Meeting number: 288 641 391
- Meeting password: Spring2019

March 7, 2019 from 10:00–11:00 AM

Early Literacy and Mathematics Administration Training:

[Click to Join](#)

(presentations will be available prior to training)

- Meeting number: 286 482 841
- Meeting password: Spring2019

A recording of all the administration trainings will be posted to [eDIRECT](https://mi.drcedirect.com) (https://mi.drcedirect.com) by the end of the day on **March 8, 2019**.

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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.





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 eligible 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**.

English Learners Extended Time

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. Refer to the [Implementation Handbook](https://collegereadiness.collegeboard.org/pdf/mi-coordinator-implementation-handbook.pdf) (<https://collegereadiness.collegeboard.org/pdf/mi-coordinator-implementation-handbook.pdf>) for more information on the available English Learner supports.

Michigan Testing Manuals

Michigan-specific testing manuals will soon be available for the SAT with Essay, PSAT 10, and PSAT 8/9. There are three SAT manuals, one PSAT 10 manual, and one PSAT 8/9 manual. Descriptions and links to the manuals are in the table on the following page.

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Spotlight on Student Assessment and Accountability

Manual Title	What's Inside
<u>SAT School Day Coordinator Manual*</u>	Used by the SAT test coordinator, gives complete instructions for preparing your school and staff for SAT with Essay testing
<u>SAT School Day Standard Testing Manual*</u>	Used by the proctor, gives instructions for testing students using purple test books who are testing without accommodations, and students testing with accommodations who are required to test on the initial test day
<u>SAT School Day Accommodated Testing Manual*</u>	Used by the proctor, gives instructions for testing students using blue books who are eligible to test in the accommodated testing window
PSAT 10 Coordinator** Manual	Used by the PSAT 10 test coordinator and proctor, gives complete instructions for preparing your school and staff for PSAT 10 testing, including for proctors testing students with or without accommodations
<u>PSAT 8/9 Coordinator Manual*</u>	Used by PSAT 8/9 for grades 8 and 9 test coordinators and proctors, gives complete instructions for preparing your school and staff for PSAT 8/9 testing, including for proctors testing students with or without accommodations

* Currently posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme).

** Available in early February on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme).

Coming Soon

- Coordinator planning kits will arrive the week of **February 18, 2019**
- Mandatory coordinator training will be available the week of **February 25, 2019**
- PSAT manuals will be posted by early February

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



Information on ACT WorkKeys® provided by the ACT®.

Order ACT WorkKeys Materials and Pre-identify Students

The window to order ACT WorkKeys standard-time and accommodations materials and 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](#) (www.michigan.gov/mde-spotlight) for complete information.

ACT WorkKeys Q&A Sessions

ACT will be hosting two optional Question and Answer webinar sessions to help test coordinators, room supervisors, and proctors prepare for the April test administration. For complete information and registration links, refer to the [January 10, 2019 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight).

Overview of Accommodations Testing

In accordance with Title III of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, ACT supports the use of test accommodations and supports for individuals with disabilities and identified English Learners. These supports and accommodations do not help the students academically; they just make interaction and communication possible and fair for each examinee.

Determining who qualifies for ACT-allowed supports and accommodations requires well informed educational judgement and documentation of a student's personalized accommodation plan, transition plan, or a signed affidavit attesting that the student has been treated as if such a need exists. Examinees who use accommodations and supports must have prior experience using these tools. The test coordinator must obtain documentation verifying that the use of the accommodation matches an identified need and is effective for the individual. Retain the documentation for at least one year. It is not necessary to send a copy to ACT.

As of Spring 2018, Spanish is no longer considered an accommodation. Students are now eligible for a National Career Readiness Certificate (NCRC) en español if they take all three tests in Spanish and score a minimum of three on each one. To help educators determine which students may benefit most from taking the assessment in Spanish, review the guidance found on page 43 of the [Supports & Accommodations Guidance Document](#).

Examples of National Career Readiness Certificate (NCRC) eligible accommodations include:

- extended time testing (time-and-a-half, double time, three hours, and multi-day testing)
- use of reader/sign language interpreter for test directions, passages, and items
- alternate-format materials (Braille, Audio USBs, and Large-Print)
- small group testing

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- assistance in recording responses
- use of English Learner Supports that include:
 - ♦ use of translated test directions
 - ♦ use of word-to-word bilingual dictionary
 - ♦ locally provided verbal translation of test directions

Examples of NCRC ineligible modifications that change what the tests measure and result in non-reportable scores to schools and students include:

- translation of test items
- use of dictionaries with word definitions
- use of any Word-to-Word Dictionary not approved by ACT

Every student testing with an accommodation must have the appropriate Administration Code gridded on the answer document for each test administered with an accommodation. It is critical that you grid the correct administration codes as they may affect a student's eligibility for scores and the NCRC.

For more detailed information about ACT's accommodations, policies, and the list of Administration Codes, refer to the [ACT WorkKeys Administration Manual - Accomms Paper](#) posted on the ACT state testing website (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page in the **Administration** stage.

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

- [ACT WorkKeys Schedule of Events](#), posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page.
- [MME and PSAT List of Important Dates](#), 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 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

Important Dates

New Deadlines!

REVISED: Friday, February 8, 2109:

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

Coming Next Week . . .

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>)

February

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

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 – 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**

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**

Now – February 19, 2019:

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

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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**

Early Literacy and Mathematics

REVISED: February 11 – 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

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**

February 26, 2019:

- Mandatory coordinator training is available for **SAT with Essay, PSAT 10, and PSAT 8/9**

March 2019

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

March 5, 2019 from 10:00–11:00 AM

- **M-STEP** District and Building Coordinator Training for Online Testing Webinar: [Click to Join](#)
(presentations will be available prior to training)

- Meeting number: 283 759 317
- Meeting password: Spring2019

March 6, 2019 from 10:00–11:00 AM

- **MI-Access** District and Building Coordinator Training for Online Testing Webinar: [Click to Join](#)
(presentations will be available prior to training)

- Meeting number: 288 641 391
- Meeting password: Spring2019

March 7, 2019 from 10:00–11:00 AM

- **Early Literacy and Mathematics** District and Building Coordinator Training for Online Testing Webinar: [Click to Join](#)
(presentations will be available prior to training)

- Meeting number: 286 482 841
- Meeting password: Spring2019

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>)

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