Spotlight

on Student Assessment and Accountability

MICHIGAN Department of **Education**

November 7, 2019

Early Literacy and Mathematics Benchmark Assessment Aggregate Reports

We are excited to announce that the Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Reports for the Fall 2019 administration are available in the **Dynamic Reporting System** through the OEAA Secure Site (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.

The **Demographic Report** provides aggregated raw score data by displaying the number of students assessed, the mean percentage of points earned, and the mean points earned for all selected demographic subgroups of students by grade and content. Data is aggregated at the school, district, ISD, and state levels.

The fall Early Literacy and Mathematics Benchmark Assessment occurs before the official collection of Michigan Student Data System (MSDS) data. This means that the demographic data—such as grade level and the additional reporting groups (for example, English Learner [EL], Former English Learner [FEL], Students with Disabilities [SWD], Homeless, and Economically Disadvantaged [ED])—will not display a student's current status if the data has not yet been entered in MSDS or if the student's status has changed since last year. In these cases, a footnote on the report will display "Date last modified 10/17/2019."

The report will be updated after the official collection of MSDS data. The updated MSDS demographic data will be applied in early December and the "Date last modified" will be revised at that time to indicate when the updates were applied.

Time is Running Out!

Please have your voice heard and complete the 2019 OEAA Report Survey by **November 10, 2019**. For more details, refer to the October 31, 2019 Spotlight.

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Off-Site Request Calendar for 2019-20 School Year

If your school or district is planning to administer certain assessments at off-site locations, Off-Site Test Administration Requests must be completed through the Office of Educational Assessment and Accountability (OEAA).

These assessments include the ACT® WorkKeys, Early Literacy and Mathematics, MI-Access, M-STEP, and WIDA ACCESS for ELLs and/or WIDA Alternate ACCESS for ELLs. This year's form has been streamlined and should be much quicker to complete.

The following table shows the Off-Site Test Administration Requests windows for the 2019-20 school year.

Off-Site Test Administration Request Window for Building/Grade Level and Individual Students		
Assessment	**Opens**	**Closes**
WIDA	December 16, 2019	March 2, 2020
ACT WorkKeys	February 10, 2020	May 5, 2020
Early Literacy and Mathematics	February 10, 2020	May 29, 2020
MI-Access	February 10, 2020	May 29, 2020
M-STEP	February 10, 2020	May 29, 2020

Important: Off-site testing requests for the SAT with Essay, PSAT 10, and PSAT 8/9 must be completed through the College Board Off-site Testing Request process. The request window is open **now** and continues through **December 20, 2019**. This week's College Board Corner has more details on this process.

When the request windows open for the assessments listed in the table, links to complete the Off-Site Test Administration Requests will be found on each assessment's web page:

- ACT WorkKeys (www.michigan.gov/mme)
- Early Literacy and Mathematics Benchmark Assessments (www.michigan.gov/earlylitandmath)
- MI-Access (www.michigan.gov/mi-access)
- M-STEP (www.michigan.gov/mstep)
- WIDA (www.michigan.gov/wida)

Clarification: Measuring Growth for the PSAT in Grade 8

By using Student Growth Percentiles (SGPs) to calculate student growth we are able to continue to create growth metrics for students between grades 7 and 8 despite the transition to the PSAT in grade 8. This is possible because the SGP approach to measuring growth is agnostic regarding what type of assessment used. The Michigan Department of Education wants to reaffirm the point that we should not compare overall proficiency between an M-STEP score and a PSAT 8/9 score.

Student Growth Reporting can be viewed on the OEAA Secure Site (www.michiagn.gov/oeaa-secure) and in MI School Data (www.mischooldata.org)

WIDA Test Exceptions & False English Learner (EL) Guidance

The window for WIDA Test Exceptions will be open from **December 11, 2019 – January 25, 2020** in the OEAA Secure Site. This window is a period of time in which educators may request a waiver from the Spring 2019 WIDA ACCESS for ELLs or the Alternate ACCESS for ELLs for some students with specific disabilities. All test exceptions must be applied for on an annual basis and approvals do not carry over from year-to-year. For more information on WIDA Test Exceptions, refer to the WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Test Exceptions and False EL Guidance document found on the WIDA web page (www. michigan.gov/wida).

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Directions for submitting WIDA Test Exceptions can be found on the Secure Site Training web page (www.mi.gov/securesitetraining) under the **Quick Reference** section. For questions about how to submit WIDA Exceptions, contact the Call Center (select Option 3) or email mde-oeaa@michigan.gov.

Michigan School Index System Reports and Accountability Student Datafiles Coming Soon

In a few weeks, the Michigan Department of Education will be making Michigan School Index System reports and accountability student datafiles available for 2018-19 school year results.The Michigan School Index System is the accountability system in Michigan's federally-approved consolidated state plan for the Every Student Succeeds Act (ESSA). In this system, schools will receive an overall school index value, ranging from zero to 100, that indicates performance across subgroups in multiple data components. The overall school index values are used in identifying schools for state and federal supports.

Authorized users of MI School Data (www.mischooldata.org) will be able to preview school-level reports, download student-level accountability data files, and submit issues related to the calculation of their School Index results. In order to preview results, individuals will need to login to MI School Data.

Instructions on accessing School Index reports and files on MI School Data can be found on the Accountability web page (www.michigan.gov/mde-accountability) by selecting the **Michigan School Index System Resources** link. Informational guides and other helpful resources for upcoming 2018-19 school year accountability will also be available through the Michigan School Index System Resource link as they become available.

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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

Coordinator Implementation Handbook

The Michigan Coordinator Implementation Handbook is now available at on the MME (www.michigan.gov/mme) and PSAT (www.michigan.gov/psat) web pages. This handbook contains helpful information for SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators about test dates, test timing, establishment, working with your SSD (Services for Students with Disabilities) coordinator, English learner supports, and more!

An updated Accommodations and Supports Handbook for SSD coordinators will be available by December.

Off-Site Testing

Most schools participating in the SAT with Essay, PSAT 10, and PSAT 8/9 in April 2020 will administer the assessments at the school. However, if your school is a virtual school or if you want to administer the PSAT 8/9, PSAT 10, or SAT with Essay on the same day and don't have enough room in your school, you can request off-site testing.

These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. Here's the process for requesting approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.

2. Gather all required information for submission of your off-site request. You'll need your school information and Attending Institution (AI) code, off-site testing location name and address, and contact information for the off-site coordinator(s).

3. New this year, you will fill out an online form (www.sat.org/offsiterequest). This form is applicable to the SAT with Essay, PSAT 10, and PSAT 8/9. Complete the required fields and submit the online form.

4. You will receive email confirmation of your off-site request once your form is submitted. **This confirmation email is not approval of the plan.** Submitters can edit the submission from the directions provided in the confirmation email, if necessary.

5. A separate form must be completed for each off-site location being used for your test administration.

6. Complete your off-site requests no later than **midnight ET, December 20, 2019**.

7. The College Board will work with test coordinators requesting off-site testing locations to ensure the location meets requirements. If necessary, we'll contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site request in time for test day.

8. Once approved, an email will be sent to the test coordinator of the primary AI communicating the

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approval. **Approvals for plans submitted on time will be sent to coordinators beginning January 29, 2020**.

A few things to note about off-site testing:

- Off-site locations will use their AI (Attending Institution) code for all forms. No test center codes will be used. You may see test center codes in the Test Participation page of the Secure Site, but these are not required for any documentation this year.

- Test coordinators are highly encouraged to use testing room codes to help process any irregularities that may occur at the off-site locations.

- A test coordinator must be identified in the Educational Entity Master (EEM) for the AI (Attending Institution). Additionally, a unique off-site test coordinator must be identified for each off-site test location in the testing plan.

A single person may oversee all assessments administered at an off-site location, or a different off-site test coordinator may be identified for each assessment. Off-site test coordinator information will not be captured or reflected in the Educational Entity Master (EEM).

- Pre-identification of students will be completed by the AI, not at each off-site. It is the responsibility of the off-site test coordinators to be aware of which students are testing at each location.

- Test materials will also be shipped to the AI location. The test coordinator at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

- Off-site requests for other Michigan assessments (M-STEP, ACT WorkKeys) must be done separately through the OEAA Secure Site for each assessment.

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ACT WorkKeys

Information on ACT® WorkKeys® provided by the ACT.

Manage Participation

The ACT Workkeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and required grade 12 students. All public schools are required to administer the full MME, which consists of the ACT WorkKeys, SAT with Essay, and M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components, they will be expected to administer all three components to their students.

All schools, public and participating nonpublic, must confirm in PearsonAccess^{next} that they are participating in order to receive test materials and administer the WorkKeys assessment. This process is called **Manage Participation** and takes approximately five minutes. The window to complete the Manage Participation is **November 4** through **November 29, 2019**.

Instructions on completing the Manage Participation process were emailed to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the [Educational Entity Master (EEM)](www.michigan.gov/eem) (www.michigan.gov/eem) on November 4, 2019.

Only the assigned WorkKeys Test Coordinator listed in the EEM, for both public and nonpublic schools, should have received an **ACT Account Access: New Account** email from NoReplyTestAdmin@act.org on November 4, 2019. The email includes a link and instructions to create your password. Once the WorkKeys Test Coordinator has created a password, they'll receive a confirmation email and will be able to log into the system. If the WorkKeys Test Coordinator did not receive this email on November 4, 2019, contact ACT at the web page or phone number listed on the following page.

How to Submit Your ACT WorkKeys Participation Information

To submit your school's participation information, take the following steps:

1. Log into PearsonAccessnext (https://testadmin.act.org)

2. Under SETUP, select Organizations

3. Check the box(es) beside the school(s) you wish to update

4. Open the drop-down on the Start button and chose Test Administration

5. Complete the Manage Participation information:

   a. If your school will participate, complete the Participating section:

      □ **Select Paper Initial Standard Time Test Date** – always choose April 15, 2020

      □ **Select Materials Receipt Date** - Paper Initial Standard Time – select either the week of March 9, 2020 or March 16, 2020

      □ **Select Paper Initial Accommodations Test Window Start Date** – always choose April 15, 2020

      □ **Select Materials Receipt Date - Paper Initial Accommodations** – select either the week of March 9, 2020 or March 16, 2020

   b. If your school will not participate, complete the Not Participating section:

      □ **Indicate Reason for Not Participating** – select the appropriate option for your school or choose Other and then complete the Other Reason for Not Participating text box.

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c. Click **Save**. If multiple schools were selected in step 3, click on the next school name in the list on the left to complete step 5 for that school.

- Log out of PearsonAccess^{next}.

Deadline

You must submit your participation information by **Friday, November 29, 2019**.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (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

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Important Dates

Approaching Deadlines!

Sunday, November 10, 2019

- 2019 OEAA Report Survey
  (https://baameap.wufoo.com/forms/zw5ldve1blu50a/)

November 2019

M-STEP, MI-Access, and WIDA

Now – November 26, 2019

- **M-STEP, MI-Access FI, and WIDA** Online Testing Waiver request window

ACT WorkKeys

November 4 – 29, 2019

- **ACT WorkKeys** Manage Participation window

December 2019

December 4, 2019, 10:00 AM

- **DRC Technology Coordinator Webinar** – Zoom Access to webinar (https://datarecognitioncorp.zoom.us/j/831651825)

SAT and PSAT

December 5, 2019, 1:00 – 2:30 PM

- Accommodations and Supports Webinar for **SAT with Essay, PSAT 10,** and **PSAT 8/9**

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

Now – December 20, 2019

Deadline for Off-Site Testing Requests for **SAT with Essay, PSAT 10,** and **PSAT 8/9** (refer to this week's College Board Corner for details)

WIDA

December 3, 2019, 9:00 AM – 12:00 PM

- **WIDA ACCESS for ELLs Test Administration Online Workshop 1** – Library of Michigan, Lake Michigan Room, 702 W. Kalamazoo St. Lansing, MI 48909

  Registration link (https://wida-access-online-ta-training-120319am.eventbrite.com)

December 3, 2019, 1:00 – 4:00 PM

- **WIDA Kindergarten ACCESS Test Administration Workshop 2** – Library of Michigan, Lake Michigan Room, 702 W. Kalamazoo St., Lansing, MI 48909

  Registration link (https://wida-k-access-online-ta-training-120319pm.eventbrite.com)

December 4, 2019, 9:00 AM – 12:00 PM

- **WIDA ACCESS for ELLs Test Administration Online Workshop 3** – Wayne County Community College Downriver Campus, EPAC 5&6, 21000 Northline Road, Taylor, MI 48180

  Registration link (https://wida-access-online-ta-training-120419am.eventbrite.com)

December 4, 2019, 1:00 – 4:00 PM

- **WIDA Kindergarten ACCESS Test Administration Workshop 4** – Wayne County Community College Downriver Campus, EPAC 5&6, 21000 Northline Road, Taylor, MI, 48180

  Registration link (https://wida-k-access-online-ta-training-120419pm.eventbrite.com)

December 18, 2019, 10:00 – 11:30 AM

- **WIDA Alternate ACCESS Overview Webinar**

  Registration link (https://wida-alternate-access-overview-121819-1000-1130.eventbrite.com)

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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

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