


# Spotlight

## on Student Assessment and Accountability

January 23, 2020

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

- [Early Literacy and Mathematics Benchmark Assessments and Passage-based Writing Field Test Testing Windows Closing](#)
- [DRC District and Building Coordinator Training Webinars](#)
-  [2020 Michigan School Testing Conference](#)
- [College Board Corner](#)
- [ACT WorkKeys](#)
- [Important Dates](#)
- [Contacts](#)

### Early Literacy and Mathematics Benchmark Assessments and Passage-based Writing Field Test Testing Windows Closing

The test administration windows close on **Friday, January 31, 2020** for the Winter 2020 Early Literacy and Mathematics Benchmark Assessments and the M-STEP Passage-based Writing Field Test. All testing must be completed by the end of the instructional day.

### DRC District and Building Coordinator Training Webinars


The District and Building Coordinator Training for Online Testing webinars for the Spring 2020 M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Benchmark Assessments will be held in March. District and Building Coordinators should attend to learn about:

- what's new for 2020
- helpful online testing tips
- where to find important resources
- Q&A

Click on the links provided in the table below to join each session.

District and Building Coordinator Training Webinars			
Assessment	Meeting Date/ Times	Phone	Link to Join Zoom Meeting
M-STEP	March 3, 2020 10:00–11:00 a.m.	877-853-5257 (toll free) or 888-475-4499 (toll free)	<a href="#">Join</a>
MI-Access	March 4, 2020 10:00–11:00 a.m.	877-853-5257 (toll free) or 888-475-4499 (toll free)	<a href="#">Join</a>
Early Literacy and Mathematics	March 5, 2020 10:00–11:00 a.m.	877-853-5257 (toll free) or 888-475-4499 (toll free)	<a href="#">Join</a>

A recording of all the administration trainings will be posted to the [DRC Insight Portal](#) (<https://mi.drcedirect.com>) by the end of the day on **March 6, 2020**.

Key:  Reminder (previously run article)

## 2020 Michigan School Testing Conference

The 2020 Michigan School Testing Conference (MSTC) will be held **February 11–13, 2020** at the Sheraton Ann Arbor Hotel in Ann Arbor, Michigan. This year's conference will be the 60th annual event.

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.

The annual Michigan School Testing Conference consists of a day for workshops and two days of plenary and clinic sessions.

On **Tuesday, February 11, 2020**, from **8:30 to 11:45 a.m.** and **12:45 to 4:00 p.m.**, six half-day and two full-day workshops will be offered, including a full-day workshop for new assessment coordinators. Registration begins at 7:30 a.m. Continental breakfast and a light lunch will be offered for all conference workshop attendees.

The conference takes place **Wednesday, February 12** through **Thursday, February 13, 2020**. Registration includes continental breakfast and lunch on both days.

Keynote presenters on Wednesday, February 12 include Tom Guskey (University of Louisville) and Andy Middlestead (MDE). Jim Pellegrino (University of Illinois-Chicago) and a panel of current and retired educators who will celebrate the 60th anniversary of the conference are the keynote presenters on Thursday, February 13.

For conference program information and registration, go to the [MSTC online registration site](http://www.gomasa.org/MSTC2020) (www.gomasa.org/MSTC2020).

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

### Michigan Testing Manuals

College Board provides Michigan-specific testing manuals for the SAT with Essay, PSAT 10, and PSAT 8/9. The SAT manuals are currently posted on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)). The PSAT-related manuals will be posted on the [PSTAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) by the first week of February.

There are three SAT manuals, one PSAT 10 manual, and one PSAT 8/9 manual. You will receive a **sample** set of manuals in the Coordinator Planning Kit, which will be delivered the **week of February 24, 2020**. Your full set of manuals to support your school will be sent in the pre-administration shipment, to be delivered the **week of March 23, 2020** (or **March 30, 2020** if your school is on spring break the week of March 23).

Manual Title	What's Inside
<a href="#">SAT School Day Coordinator Manual</a>	Used by the SAT test coordinator, gives complete instructions for preparing your school and staff for SAT with Essay testing
<a href="#">SAT School Day Standard Testing Manual</a>	Used by the proctor, gives instructions for testing students using purple test books who are testing without accommodations, and for students testing with accommodations who are required to test on the initial test day
<a href="#">SAT School Day Accommodated Testing Manual</a>	Used by the proctor, gives instructions for testing students using blue or lime 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 without accommodations and students testing with accommodations, which may be administered in the standard testing room or in nonstandard testing rooms
PSAT 8/9 Coordinator Manual	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 without accommodations and students testing with accommodations, which may be administered in the standard testing room or in nonstandard testing rooms

*(Continued on next page)*

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

## Coming Soon

- Coordinator planning kits will arrive in schools the **week of February 24, 2020**. These include a sample set of manuals for coordinators to begin preparing for the administration.
- PDFs of PSAT-related testing manuals and translated test directions will be available to download in February.

## Training Packets

A training packet will be shipped to each participating school the **week of January 20, 2020** so that test coordinators may familiarize themselves with ACT's WorkKeys policies and procedures. The packet will contain one copy of each answer document, one copy of each manual, and one copy of various other administration materials. Additional copies of these materials will be sent in your initial shipment of test materials in March.

The training packet will be sent to the mailing address of the WorkKeys Test Coordinator listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)), not to the building address. For information on updating the EEM, refer to the [September 5, 2019 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

If you do not receive a training packet, these materials are also posted on the [ACT state testing website](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) (<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html>) on the **WorkKeys on Paper** page.

## Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for Pre-ID barcode labels and to order ACT WorkKeys standard-time and accommodations materials for the initial test dates (April 15–28, 2020) is **January 8 – February 12, 2020, 5:00 p.m.**, using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

Refer to the **Pre-Identification** and **Initial Materials Ordering** articles in the [December 19, 2019 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for complete information about these processes.

Refer to the [January 9, 2020 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information about the WorkKeys test materials that are available for ordering.

## Training Webinars

ACT will be hosting two optional training webinars in preparation for the April test administration. For complete information and registration links, refer to the [January 9, 2020 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

## Off-site Testing

Approval of off-site testing is required by the Office of Educational Assessment and Accountability (OEAA). Submit your requests using the OEAA Secure Site ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)), **February 10 – May 5, 2020**. Refer to the [November 7, 2019 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information.

ACT requires that the location name and address is documented in the Test Room Report portion of the Test Administration Form folder.

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/content/act/en/products-and-services/state-and-district-solutions/michigan.html) (<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html>) on the **WorkKeys on Paper** page.
- [MME List of Important Dates – Spring 2020](#) found on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **General information**.

*(Continued on next page)*

## 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

## Important Dates

### Approaching Deadlines!

**Friday, January 24, 2020**

- **WIDA Test Exceptions & False EL Window DEADLINE**

**January 30, 2020**

- Pre-identification for **Early Literacy and Mathematics Benchmark Assessment for grades K-2 DEADLINE**

**January 30, 2020**

- Pre-identification for **M-STEP Passage-Based Writing Field Test for grades 3-8 DEADLINE**

**January 31, 2020**

- **Early Literacy and Mathematics Benchmark Assessment for grades K-2 testing window CLOSES**

**January 31, 2020**

- **M-STEP testing window for the online Passage-based Writing Field Test CLOSES**

### Coming Next Week . . .

**January 29, 2020**

- **WIDA Materials arrive in districts**

### January 2020

#### SAT and PSAT

**Now – February 24, 2020**

Window to request or update College Board-approved and state-allowed accommodations in SSD Online for **SAT with Essay, PSAT 10, and PSAT 8/9.**

#### WIDA

**Now – March 19, 2020**

- Pre-Identification for **WIDA**

#### M-STEP, WorkKeys, SAT, PSAT, and MI-Access

**Now – February 12, 2020:**

- Pre-ID for barcode labels and Initial Materials Order

#### M-STEP and MI-Access

**Now – March 6, 2020**

- Window to submit an [Alternate INSIGHT Availability Request Form](https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/) (<https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/>)

#### WIDA

**January 29 – April 13, 2020**

- **WIDA Additional Material Order Window**

### February 2020

#### WIDA

**February 3 – March 20, 2020**

- **WIDA Test Administration window**

#### ACT WorkKeys

**February 4, 2020**

- **ACT WorkKeys training webinar, 10:00-11:00 a.m. ET, [Register here](#)**

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

## March 2020

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

**March 3, 4, and 5, 2020, 10:00–11:00 a.m.**

- **District and Building Coordinator Training for Online Testing** webinars
  - » **M-STEP:** [Join March 3 webinar](https://datarecognitioncorp.zoom.us/j/808058347)  
(<https://datarecognitioncorp.zoom.us/j/808058347>)
  - » **MI-Access:** [Join March 4 webinar](https://datarecognitioncorp.zoom.us/j/692324752)  
(<https://datarecognitioncorp.zoom.us/j/692324752>)
  - » **Early Literacy and Mathematics Benchmark Assessments:** [Join March 5 webinar](https://datarecognitioncorp.zoom.us/j/434934151)  
(<https://datarecognitioncorp.zoom.us/j/434934151>)

### ACT Workkeys

**March 10, 2020**

- **ACT Workkeys** training webinar, 3:30-4:30 p.m. ET,  
[Register here](#)

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



## Contacts

For assistance with assessment or accountability issues:

### Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
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 <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, and Central Office Services (COS)
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