





Spotlight


on Student Assessment and Accountability

January 30, 2020

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Key:  Reminder (previously run article)

 includes information Tech Coordinators also need to know

Early Literacy and Mathematics Benchmark Winter 2020 and M-STEP Passage-based Writing Field Test Winter 2020 – Test Windows Extended

Many of Michigan's local school districts have reported many students being absent due to an outbreak of the flu this winter. Several school leaders have asked the Michigan Department of Education (MDE) to extend the winter testing windows for the Early Literacy and Mathematics Benchmark Assessment and the M-STEP Passage-based Writing Field Test.

MDE is committed to being as responsive, flexible, and accommodating as possible in offering options to local districts for administration of the Early Literacy and Mathematics Benchmark Assessment and the and M-STEP Passage-based Writing Field Test.

After discussions within MDE and among our assessment vendors, and in consideration of MDE's operational needs, we will be extending the testing windows. The original closing window of Friday, January 31, 2020 has been extended for one week. The new closing date for both tests is now **Friday, February 7, 2020**.

These extensions will likely result in delays in the release of testing data and school-level results when testing is completed.

M-STEP Test Administrator's Directions and Manuals

The Spring 2020 M-STEP Test Administrator's Directions and Manuals are 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 M-STEP Test Administrator's Directions and Manuals include all of the required content Test Administrators must know prior to administering the M-STEP. Test Administrators are no longer required to read any section of the Test Administration Manual (TAM), because the information Test Administrators need to know is included in the Test Administrator's Directions and Manual.

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The M-STEP Test Administrator's Directions and Manual is available by test mode (online or paper/pencil) and grade. Test Administrators are required to read the Test Administrator Directions and Manual for the test mode and by grade they will administer prior to test administration.

The schedule for release of Test Administrator's Directions and Manuals is:

Grade	Test Mode	Date Available on M-STEP web page
5, 8, 11	Online	January 30, 2020
5, 8, 11	Paper/Pencil	February 3, 2020
3, 4, 6, 7	Online	February 3, 2020
3, 4, 6, 7	Paper/Pencil	February 10, 2020

M-STEP Test Administrator's Directions and Manuals are also printed and sent to schools in the Initial Material Order (IMO) at a rate of one per 20 pre-identified students by test mode and grade.

WIDA Testing Window Reminders

Here are a few important reminders for English Learner (EL) Assessment Coordinators:

- Download, use, and distribute the WIDA ACCESS [Online](#) and [Paper](#) Checklists to Test Administrators and your Tech Coordinator.
- Utilize the [Michigan Specific Test Administration Manual](#).
- Utilize the [Michigan Specific Directions](#) when filling out paper test materials for students.
- When test security issues arise, or if there are testing irregularities, be sure to file an Incident Report in the Office of Educational Assessment and Accountability (OEAA) Secure Site. Refer to the [WIDA Incident Reporting](#) document for more information.

- Accommodations are **only** for ELs who are students with disabilities whose need for that Accommodation is outlined in their IEP or 504 plan.

Technology Readiness for WIDA ACCESS

WIDA ACCESS testing starts **Monday, February 3, 2020**. Site visits have found these top issues and solutions for Technology Coordinators:

1. In the Central Office Services (COS) Device Toolkit, under the "Content Management" tab, check the boxes to download the content. If all tests error out immediately upon login, before the instructions appear, this is probably the problem. (Check the boxes for M-STEP and MI-Access content while you are there, including TTS and VSL, and you will be ready for spring testing.)
2. If student devices and servers pass all checks but cannot reach each other, check your firewall – sometimes server updates reset your firewall rules. If the student device cannot ping the COS Service Device's server, this is probably the problem.
3. Students cannot connect to servers or configurations using Testing Site Managers (TSMs). All TSMs can be deleted, both from servers and from the COS Device Toolkit. Under the "Locations" tab in the COS Device Toolkit, flip all TSM Content Caching and TSM Response Caching from "Yes" to "No." Instructions on setting up COS Service Devices can be found on [WIDA AMS](#) (www.wida-ams.us). Select **All Applications, General Information, Documents**, then **Show Documents**. Consult the [Technology User Guide](#), [Tech Bulletin: TSM to COS Service Devices](#), and/or download the **TSM to COS Transition Video Instructions**.
4. If you set up a new configuration rather than swap a COS Service Device into an existing configuration, or if you are moving from many TSM configurations to one COS configuration, INSIGHT on student

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devices will need to point to the new configuration. Devices can be moved manually in the COS Device Toolkit in the “Testing Devices” tab. Select **All** then **Actions > Move Devices** and enter the new **Org Unit ID**. If you reconfigured student devices over the summer but have not yet opened INSIGHT on those computers, it is normal for them to still appear in the old configuration in the COS Device Toolkit. The COS Device Toolkit does not know about the new config file until INSIGHT is opened and “calls home.”

5. Restart the device. This solves most technical problems, not just in testing.

A general tip without a specific solution is “check your wireless access points.” That is the most vulnerable point in an internet connection, and testing tends to surface many wifi issues because of the broad demand on the network.

DRC Customer support is available by email at WIDA@DataRecognitionCorp.com or by phone 1-855-787-9615.

Student Transfers During WIDA ACCESS for ELLs Testing Window

If a student transfers in or out of the district during Michigan’s testing window, it may be possible to transfer the student’s Online tests to the receiving district. This process can help ensure students are not unnecessarily tested twice. More specific information about student transfers can be found in the [WIDA AMS User Guide](#), as well as the [Michigan Specific Test Administration Manual](#).

Screening Students During the WIDA Testing Window

Students enrolling during the WIDA ACCESS for ELLs test window are still required to be assessed on this assessment if they are identified as English Learners using the [Michigan Department of Education \(MDE\) Entrance and Exit Protocol](#). The Office of Educational Assessment and Accountability (OEAA) strongly recommends allowing students as much

time as possible between the Kindergarten W-APT or WIDA Screener and the summative test (WIDA ACCESS for ELLs/ WIDA Alternate ACCESS for ELLs) as possible to ensure students do not experience testing fatigue.

1% Cap Justification Forms

Local Education Agencies (LEAs) that contribute to the state exceeding 1% of students taking the alternate assessment must provide justification to the state each year.

This year, the 1% Justification Forms will be completed by all LEAs as a task in the Catamaran online system.

If an LEA has a participation rate of 1.0% or less, there will only be one question to answer. For any LEA with a participation rate of 1.1% or higher, the justification form will be similar to last year; however there are some changes this year. This task in Catamaran opens on **February 3, 2020**. LEAs must have this process completed and submitted by **February 24, 2020**.

Intermediate School Districts (ISDs) will also have their summary completed in Catamaran as well. ISDs will have a new opportunity to receive guidance on providing feedback to locals this year.

A webinar to be held at 10:00 a.m. on **Friday, January 31, 2020**, will walk LEAs and ISDs through the process in Catamaran and outline changes for this year. Representatives from LEAs and ISDs are encouraged to participate in this webinar. [Register for the webinar](https://publicsectorconsultants.zoom.us/webinar/register/WN_9g8BtcW7QmmhqPSBgu5FhQ) (https://publicsectorconsultants.zoom.us/webinar/register/WN_9g8BtcW7QmmhqPSBgu5FhQ).



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.

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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).

Featured in the [January 16 Spotlight](#)

Fairness: Why is fairness in educational testing as important as validity and reliability?

Have you had a chance to:

- read the article?
- check out the resources?
- reflect on one or more of the “Put into Practice” suggestions?

Interested in serving on a Bias and Sensitivity Committee? The OEAA is looking for qualified Michigan educators to serve on an assessment committee. For more information, see page 4 of the [January 16 Spotlight on Student Assessment and Accountability newsletter](#), and the article entitled **K-12 Social Studies Teachers: MDE NEEDS YOU!**

Coming in February: Focus on Performance Assessments

Formative

Interim

Summative

Focus On Assessment Literacy

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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

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). The PSAT-related manuals will be posted on the [PSAT web page](http://www.michigan.gov/psat) (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 preadministration 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
SAT School Day Coordinator Manual	Used by the SAT test coordinator – gives complete instructions for preparing your school and staff for SAT with Essay testing
SAT School Day Standard Testing Manual	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
SAT School Day Accommodated Testing Manual	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

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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.

Important Dates

Approaching Deadlines!

February 7, 2020

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

February 7, 2020

- **M-STEP Online Passage-based Writing Field Test** testing window **CLOSES**

Coming Next Week . . .

February 4, 2020

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

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 – March 13, 2020

- **WIDA** Additional Material Order Window

February 2020

WIDA

February 3 – March 20, 2020

- **WIDA** Test Administration window

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"> 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