Spotlight

![MICHIGAN Department of Education]

on Student Assessment and Accountability

February 6, 2020

Pre-Identification of Students Deadline Approaching

Just a reminder that the pre-identification deadline to receive printed barcode labels for SAT, WorkKeys, PSAT 8/9, PSAT 10, M-STEP, and MI-ACCESS is **5 p.m. on February 12, 2020**. Schools are required to continue to pre-identify students for paper/pencil testing directly on the OEAA Secure Site through the end of testing. For the paper/pencil test, schools are required to print barcode labels from the Barcode Label page of the Secure Site for students pre-identified after **February 12, 2020**.

Online Pre-ID test sessions for M-STEP and MI-ACCESS FI testing can continue to be created or modified through **5 p.m. on February 24, 2020**. Students who are pre-identified and/or need to be added to an online test session after February 24 will need to be added to an online test session in the DRC INSIGHT Portal (formerly eDIRECT) starting on **March 6, 2020**. The Secure Site Online Test Session page can still be viewed after February 24, but all online test sessions will be managed through the DRC INSIGHT Portal only after that date.

Initial Material Orders Deadline Approaching

Initial Material Orders for paper/pencil assessments will close at **5 p.m. on February 12, 2020**. Schools that are testing M-STEP and MI-ACCESS FI online will automatically receive materials needed for online testing, even though these materials will **not** be displayed on the Initial Material Order page.

For schools that have students testing with paper/pencil, standard test materials will be populated based on the pre-identification of students. It is important that the schools view each initial material order and do the following:

- verify that the amount of materials being ordered is accurate

- order accommodated materials as needed for WorkKeys, M-STEP, and MI-ACCESS FI

(Continued on next page)

Key: ![reminder icon] Reminder (previously run article)

Call Center: 877-560-8378

- enter the number of test administrators that will be administering MI-ACCESS Participation and MI-Access Supported Independence

- select an alternate delivery date for M-STEP and MI-ACCESS if needed

- all schools, including those testing online, should verify the shipping address for materials for all assessments being administered. If the shipping address is incorrect, the address for the test coordinator for that assessment must be updated in the Educational Entity Master (EEM) by **5 p.m. on February 12, 2020**. It is important to note that materials are shipped to the address of the assessment coordinator identified in the EEM— such as the M-STEP Coordinator or MI-ACCESS Coordinator—at the district or school level (depending on the shipping destination selected).

Refer to the December 19, 2020 Spotlight (www.michigan. gov/mde-spotlight) for full details about the pre-identification and initial material orders for Spring 2020. Instructions for pre-identification of students, online test sessions, barcode label printing, and initial material orders can be found on the Secure Site Training web page (www.michigan.gov/ securesitetraining).

Off-Site Test Administration Requests Window for Districts, Schools, and Individual Students

The Off-Site Test Administration Request window will open **February 10, 2020** for ACT WorkKeys, MI-Access, and M-STEP. Schools must submit an Off-site Test Administration Request for students who will be testing off-site, meaning not in the school they are attending. The request can be submitted for a whole school, a grade, or for just a few students. This includes virtual and online, homebound, hospitalized, and suspended students.

New for 2020: Off-Site Test Administration Requests are now submitted through the OEAA Secure Site (www. michigan.gov/oeaa-secure). To learn more about how to submit a request, refer to the Off-Site Test Administration Requests document. It is located on the Secure Site Training web page (www.michigan.gov/securesitetraining) under **Miscellaneous Secure Site Functions**.

Off-Site requests should be submitted at least three business days before the scheduled testing date, to ensure adequate time for review and response to the request.

DON'T FORGET! Unassign Students Taking a MI-Access Assessment from M-STEP

Every student who takes a MI-Access assessment must be unassigned from the M-STEP in that content area, to prevent them from being pulled into the DRC INSIGHT Portal and assigned to the same content area test sessions in both M-STEP and MI-Access. All students in test sessions will have test tickets generated and will appear on test rosters; this can cause confusion in schools and in test sessions if a student who should take MI-Access also has an M-STEP test ticket in the same content area. This type of error can result in students taking both MI-Access and M-STEP assessments in the same content area, which places undue stress on the student and loss of instructional time. It is also a testing irregularity that must be reported to the Office of Assessment and Accountability (OEAA) in order to ensure the correct test is scored.

For more information about how to assign students to MI-Access assessments and unassign them from M-STEP, view the Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification document on the OEAA Secure Site training page (www.michigan.gov/ securesitetraining).

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

Spotlight on Student Assessment and Accountability

WIDA Test Exceptions Window Re-Opening

The window for WIDA Test Exceptions has been re-opened in the OEAA Secure Site (www.michigan.gov/oeaa-secure) and will close at **5 p.m. on February 14, 2020**. This window is a period of time in which educators may request a waiver from the Spring 2020 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 MDE WIDA web page (www.michigan.gov/wida). 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.

WIDA ACCESS for ELLs After-Hours Testing Request

Schools that have regularly scheduled instructional hours before 7 a.m. or after 4 p.m. may submit a request to test after hours using the WIDA ACCESS for ELLs After Hours Testing Request Form, which is available **now through March 6, 2020** on the WIDA web page (www.michigan.gov/wida).

MDE Seeks Public Input on Draft Alternate Content Standards for Science

The Michigan Department of Education is seeking public comment on a new set of alternate content standards in science, designed for students with the most significant cognitive disabilities. These alternate content standards are aligned to the general K-12 Standards for Science adopted

by the Michigan State Board of Education in November 2015. These draft alternate content standards will serve as the foundation for instruction for Michigan students with the most significant cognitive disabilities and also as the standards to which the science content for MI-Access (Michigan's alternate assessment) will be based.

These new draft alternate content standards are written to allow for rich instruction. **Please Note:** an assessment plan for using these standards for MI-Access has not yet been created. That plan will be created after standards that serve as an instructional foundation are finalized.

To provide public comment, use one of three methods:

- Survey Monkey: https://www.surveymonkey.com/r/MDE_ALT_SCI_STAND_PUBLIC_COMMENT
- Email: MDE-OEAA@michigan.gov. Use the following in the subject line: **Public Comment on Alternate Science Standard**s
- Mail: OEAA – Test Development Unit, 608 W. Allegan Street, P.O. Box 30008, Lansing, MI 48909

Please only provide comment(s) on the new draft alternate content standards at the bottom of the page.

All comments must be received by **11:59 p.m. on Saturday, February 29, 2020**.

Updated: "Should My Student Take the Alternate Assessment" Flowchart

MDE has developed a definition of "students with the most significant cognitive disabilities" as required by the Every Student Succeeds Act (ESSA). This definition has been incorporated into the MI-Access participation guidelines. Specifically, the flowchart "Should My Student Take the Alternate Assessment?" has been updated to reflect this definition and a few additional clarifying points have been added.

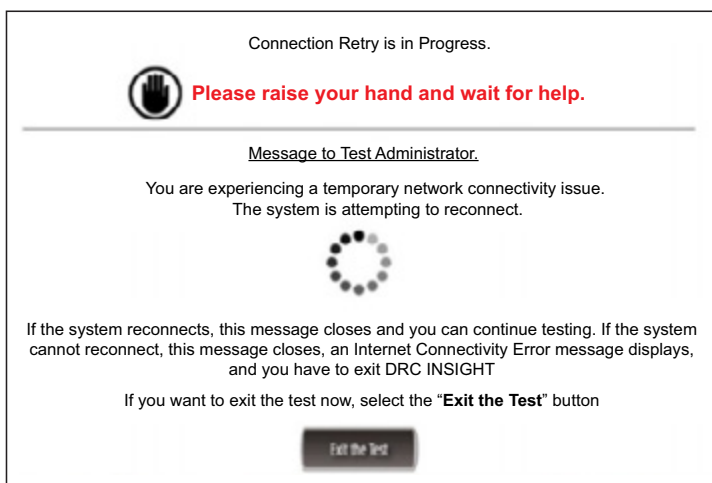The flowchart is a hyperlink in the text at the top of the MI-Access web page (www.michigan.gov/mi-access). Click on the words guidelines for participation in MI-Access.

This definition will also be incorporated into the assessment selection guidelines training and the assessment selection interactive decision-tool in the coming weeks. Both of these resources can be found in the **Professional Development** section of the MI-Access web page.

INSIGHT Extended Reconnect Retries

One upgrade to INSIGHT since 2019 WIDA ACCESS and M-STEP testing is that INSIGHT will keep trying to reconnect if a connection is lost during testing, instead of exiting immediately. If a student sees this message, just wait. Most connection issues resolve themselves in less than a minute.

Connection Retry is in Progress.

✋ **Please raise your hand and wait for help.**

Message to Test Administrator.

You are experiencing a temporary network connectivity issue. The system is attempting to reconnect.

If the system reconnects, this message closes and you can continue testing. If the system cannot reconnect, this message closes, an Internet Connectivity Error message displays, and you have to exit DRC INSIGHT

If you want to exit the test now, select the "**Exit the Test**" button

Exit the Test

INSIGHT will keep trying to reconnect for up to five minutes, at which point it will exit. The student can also exit immediately and attempt to log back in, but that is unlikely to work any better than letting INSIGHT reconnect itself.

If every student testing sees this message, you have a network issue, not just a quick blip. Again, this usually resolves itself in less than a minute. If not, seeing a room full of these messages is usually a good time to check with your local tech support.

You can find a longer discussion under Tech Bulletin: Extended Retries at the DRC INSIGHT Portal (formerly known as eDIRECT) (http://mi.drcedirect.com) . Select "here" in the **Documents and Training** bullet, then **Show Documents**.

Parental Consent for PSAT 10 and SAT Optional Questionnaire Clarification

In May, 2018, the U.S. Department of Education provided guidance through the Privacy Technical Assistance Center (PTAC) regarding student privacy when college admissions examinations are administered by state or local educational agencies. The guidance states that testing companies are generally prohibited from re-disclosing personally identifiable information from an education record without the prior, written consent of the parent or eligible student. This applies to the Student Search Service and the voluntary questionnaires that are included on the SAT with Essay and PSAT 10 answer documents and completed in the preadministration session for these two assessments.

Check with your district or school for their consent policy. Schools and districts may choose to use the consent form provided by the Michigan Department of Education (MDE), use their own consent form, or collect the consent through some other locally determined mechanism. The MDE consent form is available on the MME web page (www.Michigan.gov/mme) and the PSAT web page (www. Michigan.gov/psat). Parental consent should be collected prior to conducting the preadministration session. MDE recommends the consent forms be retained by the district for three years. Consent forms do not have to be returned to College Board.

Note: The opt-in consent applies only to the optional questionnaires and Student Search Services. All public-school students are expected to take the grade appropriate assessment. Any 11th grader or eligible 12th grader who does not take the SAT with Essay will count against the school's participation metric in accountability.

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

Student Search Service gives students the opportunity to start important conversations with colleges and scholarship organizations, to explore their postsecondary options. When students choose to participate, their contact information and answers they provide as part of the optional questionnaire are shared with colleges and scholarship organizations. Students opt-in to Student Search Service and complete the optional questionnaire on their answer sheet. For students under 18, parents must provide consent for their child to opt in.

While students may sign up for Student Search Service online, currently the only way to complete the accompanying optional questionnaire is on the answer document. Since colleges and scholarship organizations use the responses on the questionnaire to send individualized information about colleges, scholarships, and financial aid opportunities to students, signing up for Student Search and then not completing the questionnaire has limited value. Students interested in receiving college and scholarship information should submit the parental consent form to the school before taking the SAT or PSAT 10, and sign up for Student Search Services, and complete the optional questionnaire in a preadministration session.

This guidance applies to PSAT 10 and SAT with Essay. It does not apply to PSAT 8/9, since these students do not have the opportunity to opt in to Student Search Service or complete the optional questionnaire. Students can learn more about Search by visiting the College Board Student Search Services web page (http://studentsearch. collegeboard.org).

The PTAC full guidance document is posted on the MME PSAT web page.

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 (www.gomasa.org/ MSTC2020).

Spotlight

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

Upcoming Deadlines

February 12, 2020 at 5 p.m. ET
- Deadline to Pre-ID students for the SAT with Essay, PSAT 10, and PSAT 8/9 for standard material orders and pre-printed Pre-ID labels

February 24, 2020
- Deadline to request state-allowed accommodations and English learner 50% extended time support, in SSD Online, for SAT with Essay, PSAT 10, and PSAT 8/9
- Deadline for requests to enter, change, or remove College Board approved accommodations for SAT with Essay, PSAT 10, and PSAT 8/9

Michigan Testing Manuals

College Board provides Michigan-specific testing manuals 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. 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.

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

Manual Title	What's Inside
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

Action Needed for MP3 Accommodation

SSD coordinators will receive an email on **February 7, 2020**, with helpful information on how to prepare for administering the MP3 audio accommodation for students taking the SAT with Essay, PSAT 10, and PSAT 8/9. An application must be installed on all devices being used to administer the tests in order to download the audio files on test day. Install and test the device prior to test day to ensure you are prepared.

Resources available to assist:

- Instructional Video
- Instructions in PDF format, posted in SSD Online in the next few weeks
- Accommodations and supports webinar currently posted on the MME web page (www.michigan. gov/mme) and PSAT web page (www.michigan. gov/psat)

Coming Soon

- Coordinator planning kits will arrive in schools the **week of February 24, 2020**. This includes a sample set of manuals for coordinators to begin preparing for the administration.
- Translated test directions will be available to download in February.
- Access to the required coordinator training will be sent to all test coordinators the **week of March 2, 2020**.

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

Spotlight on Student Assessment and Accountability

ACT WorkKeys

Information on ACT® WorkKeys® provided by the ACT.

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 open until **February 12, 2020** at **5 p.m.**

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

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

Training Webinars

ACT hosted a training webinar on February 4, 2020, that provided an overview of how to administer the WorkKeys assessments. You may view it on-demand.

The same webinar will be repeated on **March 10, 2020**. To attend, register here.

Both sessions will be recorded and posted to the ACT State Testing website (http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) on the **WorkKeys on Paper** page in the **Preparation** stage.

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) **February 10 – May 5, 2020**. Refer to the November 7, 2019 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information.

ACT only requires that the off-site location's name and address are documented in the Test Room Report portion of the Test Administration Forms 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 (www.act.org/districtandstate/michigan.html) on the **WorkKeys on Paper** page

- MME List of Important Dates - Spring 2020 – found on the MME web page (www.michigan.gov/mme) under **General Information**

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
3. email accommodations questions to ACTStateAccoms@act.org

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

Spotlight on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

Friday, February 7, 2020
- **Early Literacy and Mathematics Benchmark Assessment for grades K-2** testing window **CLOSES**

Friday, February 7, 2020
- **M-STEP Online Passage-based Writing Field Test** testing window **CLOSES**

February 12, 2020:
- **M-STEP, MI-Access, WorkKeys, SAT, and PSAT** Pre-ID for barcode labels and Initial Materials Order **DEADLINE**

February 14, 2020:
- Window for **WIDA** Test Exceptions **CLOSES**

February 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**.

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/); see the article in the January 16 Spotlight (www.michigan.gov/mde-spotlight)

WIDA

Now – March 6, 2020
- Window to submit a **WIDA ACCESS for ELLs** After-Hours Testing Request Form (https://baameap.wufoo.com/forms/zizkk670iqceea/)

Now – March 13, 2020
- **WIDA** Additional Material Order Window

Now – March 19, 2020
- Pre-Identification for **WIDA**

Now – March 20, 2020
- **WIDA** Test Administration window

March 2020

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

March 3, 4, 5, 2020, from 10–11 a.m.
- **District and Building Coordinator Training for Online Testing** webinars
  - » **M-STEP:** Join March 3 webinar (https://datarecognitioncorp.zoom.us/j/808058347)
  - » **MI-Access:** Join March 4 webinar (https://datarecognitioncorp.zoom.us/j/692324752)
  - » **Early Literacy and Mathematics Benchmark Assessments:** Join March 5 webinar (https://datarecognitioncorp.zoom.us/j/434934151)

ACT WorkKeys

March 10, 2020
- **ACT WorkKeys** training webinar, 3:30-4:30 p.m. ET, Register here

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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

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 all 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