

# Spotlight

## on Student Assessment and Accountability

February 13, 2020

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### Having WIDA Technical Problems?

If anyone in your district or building has experienced repeated technical issues such as students needing to log out and back in to resume testing, computers freezing, or other problems with testing technology, please submit an Incident Report in the OEAA Secure Site. Even if you were able to resolve the problem, reporting issues ensures that OEAA can relay the information to our testing vendor, Data Recognition Corporation (DRC). OEAA is unable to work with DRC on solutions to problems if issues are not reported. For more information on how to submit Incident Reports, refer to the [WIDA Incident Reporting Reference Guide](#) on the [WIDA web page](#) ([www.michigan.gov/wida](http://www.michigan.gov/wida)) for more information.

### NEW! M-STEP Test Administrator's Training Toolkit

The Office of Educational Assessment and Accountability (OEAA) is excited to announce the release of a new M-STEP [Test Administrator's Training Toolkit](#) for M-STEP Building Assessment Coordinators. This new resource is available to help with required training for Test Administrators and Proctors.

The toolkit includes a [customizable training checklist](#)—for before, during, and after test administration—and a [customizable PowerPoint presentation](#). Both tools can be used to inform test administrators of Michigan Department of Education (MDE)-required M-STEP test administration policies and procedures, as well as test administration processes, policies, and procedures specific to your school and/or district.

Test Administrators and Proctors are required to participate in test security trainings and read the Test Administrator's Directions and Manual for the grade and content area test(s) they will administer.

Building and District Assessment Coordinators are required to provide training to Test Administrators and Proctors to ensure all required test administration policies and procedures are properly

Key:  Reminder (previously run article)

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communicated. The materials in the Toolkit can help guide coordinators in developing comprehensive training for their test administrators and proctors. **Remember:** All training materials must be retained at your school or district for three years.

The [M-STEP Test Administrator's Training Toolkit](#) is available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) in the **What's New** and **Professional Development** sections. The MI-Access Test Administrator's Training Toolkit and the Early Literacy and Mathematics Test Administrator's Training Toolkit will be released soon. Keep watching the Spotlight for updates!

## Performance Assessment Cadre of Experts Development Opportunity

Are you interested in learning about, developing, and implementing Performance Assessments in your district or school while earning SCHECH hours? Join us as we work with the National Center for Assessment to develop Performance Assessments that are aligned to Michigan's Academic Standards and the Michigan model competencies. Competencies are groups of academic standards grouped according to relevance in instructional design. For more information about [Competency-based Education in Michigan](#).

### Qualifications:

- Educators in each grade span: K-2, 3-5, 6-8, and 9-12
- Experience with Michigan Academic Standards
- Experience with, understanding of, or interest in working with Competency-based Education (CBE) systems

### You will have opportunities to:

- learn about the state model competencies
- engage in a process for developing performance assessments and rubrics

- collaborate with peers from other districts
- practice using a rubric and calibrating the scoring of performance assessments
- take part in a research agenda focused on measuring competencies through performance assessments

### Participants are expected to:

- attend all scheduled meetings: four (4) two-and-a-half-day (2.5) sessions in June, August, October, and December 2020 (final dates will be published in the Spotlight)
- collaborate with grade-span teachers in the development of a performance assessment and corresponding rubric aligned to the state model competencies, given guidance and resources
- administer and collect student responses for one performance assessment
- collaborate with grade-span teachers in the scoring of student work resulting from implementation of the performance assessment
- willing to be observed during implementation of performance assessment with a selected group of students
- be willing to engage in interviews relative to the impact of a performance assessment on curriculum, instruction, and student learning
- be willing to engage in a focus group to determine the impact of the professional development on instructional practice
- be willing to complete a survey at the end of the professional learning

If you are interested in participating, submit your resume to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) with the subject line: Performance Assessment Cadre of Experts.

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

Formative

Interim

Summative

## What is performance assessment and why is it a useful form of assessment?

Performance assessments are assessments both for and of learning, in which students are asked to perform in some manner and apply their knowledge and skills aligned to academic content standards to create a product, presentation, or demonstration. Typically, these assessments require a scoring criteria or rubric to score students' responses to the assessment prompt. While they are useful for summative purposes, these assessments can also be used to collect formative and interim data. As always, it is important to determine the purpose of the assessment and the way results will be used before choosing the method of assessment.

There are two major types of performance assessments: events and tasks. The distinction between the two is related to how much time students are given to prepare, and whether they can revise or improve their response to the prompt.

- **Performance event** – an on-demand activity in which students are given limited time to prepare and limited opportunity to revise or improve their work. An example might be a short, unrehearsed improvisational dance that incorporates specific elements.
- **Performance task** – a long-term activity in which students prepare and revise their work over an extended period in response to a complex prompt. The performance task may assess more than one content area and may involve more than one product. An example might be developing and marketing a new product to solve a real-world problem.

Performance assessments help educators better understand what students are actually able to do, promote deeper learning about the topic, and encourage students to engage with the curriculum in different and interesting ways. They can also be challenging to develop and implement well, because they can cost more time, effort, and funding resources to administer and score than selected response tests.

Despite the challenges, performance assessments provide an opportunity for educators to develop authentic, meaningful, and relevant measures that promote critical thinking, drive improved student learning, and prepare students to be college- and career-ready.

If you are interested in learning about this topic in depth, consider joining our Cadre of Experts in Performance Assessment team. See the article on page 2, [Performance Assessment Cadre of Experts Development Opportunity](#). SCECH hours will be available.

### Related Resources

[Performance Assessment – What is it and why is it useful?](#) (2017) This ALN Learning Point explores this type of assessment and why it is of benefit for both teaching and learning.

[Performance Assessment: Fostering the Learning of Teachers and Students](#) (2017) – this Voices in Urban Education (VUE) issue explores performance assessment through case studies and article.

### Put Into Practice

1. Look back on your own teacher or administrator training, or even your high school or elementary experience, and think about a memorable performance event or task to which you were asked to respond. What was it that made this performance activity engaging?
2. How would you adapt the event or task for your own students, using your experience as a model? What would you change? What would you keep the same?

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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](mailto:michiganadministratorsupport@collegeboard.org)

### Upcoming Deadlines

#### 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

### Pre-ID Deadline Has Passed

If you did not Pre-ID a student in the OEAA Secure Site prior to February 12, at 5 p.m. ET, you will not receive a pre-printed label for that student in your preadministration shipment. Pre-ID the student as soon as possible, and locally print a Pre-ID label. Blank labels will also arrive in your preadministration shipment. Labels are required on each answer sheet. For assistance with printing labels, go to the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

### Testing Tips Webinar

A live webinar to provide SAT with Essay, PSAT 10, and PSAT 8/9 coordinators with helpful hints for planning for an effective preadministration session and test day will be held on **March 25, 2020, 3–4 p.m.** If you cannot attend the live presentation, it will be recorded and available approximately one week later on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).

[Register now for the webinar](https://tinyurl.com/TestingTips-MI) (https://tinyurl.com/TestingTips-MI).



### Action Needed for MP3 Accommodation

SSD coordinators received 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. Be sure to 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](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (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.
- 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



Information on ACT® WorkKeys® provided by the ACT.

## 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](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 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](http://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](http://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](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, 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/) (<https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/>); see the article in the [January 16 Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://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/) (<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, 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) (<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](#)

#### SAT and PSAT

**March 25, 2020, 3–4 p.m.**

- Testing Tips Webinar for the **SAT with Essay, PSAT 10, and PSAT 8/9** – [Register here](https://tinyurl.com/TestingTips-MI) (<https://tinyurl.com/TestingTips-MI>)

**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