


# Spotlight

## on Student Assessment and Accountability

February 27, 2020

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### Early Literacy and Mathematics Aggregate Reports

We are happy to announce that the Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Reports for the Winter 2020 administration are available in the Dynamic Score Reporting System through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://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](http://www.michigan.gov/earlylitandmath)) under the Reporting section.

Report	Description	Aggregation
Demographic Report	<ul style="list-style-type: none"><li>• provides aggregated raw score data which displays number of students assessed, mean percent of points earned and the mean points earned for all selected demographic subgroups of students by grade and content.</li></ul>	<ul style="list-style-type: none"><li>• School</li><li>• District</li><li>• State</li></ul>
Fall to Winter Change Report (coming soon)	<ul style="list-style-type: none"><li>• provides aggregated raw score data, which displays fall assessment average points earned and spring assessment average points earned</li><li>• displays the percentage of students who had a Decrease, No Change, Increase, and No Change – Earned All Points from fall to winter for demographic subgroups of students by grade and content</li></ul>	<ul style="list-style-type: none"><li>• School</li><li>• District</li><li>• State</li></ul>
Student Trend Report (coming soon)	<ul style="list-style-type: none"><li>• provides overall student scores for up to the last three academic years as well as overall school and overall state averages by content area</li></ul>	<ul style="list-style-type: none"><li>• School</li><li>• District</li><li>• State</li></ul>

Key:



Reminder (previously run article)



includes supports and accommodations information

## Reporting Codes for All State Assessments – Grades K –12

Reporting Codes allow the grouping of any set of students for the purpose of generating a report for that set of students for each of the desired assessments. The use of reporting codes and labels can be helpful to filter reports by teacher or a group when it is time to distribute student's scores out to various staff members. For example, if Mrs. Smith's mathematics students are assigned the same reporting code, a report with just Mrs. Smith's class will be available. Reporting Codes can be entered on the OEAA Secure Site now and through the Answer Documents Received and Not Tested period, which is usually a few weeks after the end of the testing window.

Reporting Code Labels can also be created to be included on the reports and in the student data files. You can create a label for a reporting code that you are using with the teacher or group name.

Reporting Codes are optional and are not used by the OEAA for reporting in any way.

### How does the use of Reporting Codes affect reports and the Student Data Files for the different assessments?

- M-STEP, MI-Access, SAT, PSAT 8/9 (listed as PSAT 8 on the Secure Site) for grade 8, and Early Literacy and Mathematics Benchmark Assessment (K-2) reports on the Dynamic Score Reporting Site can be filtered by Reporting Codes. Reporting Codes are included in the Student Data File. If a label is created (see How to Update Reporting Codes below), the label will also be included in the Student Data File and displayed on reports.
- PSAT 8/9 (listed as PSAT 9 in the Secure Site) for grade 9, PSAT 10, WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and WorkKeys Student Data Files will include the Reporting Codes. If a label is created (see How to Update Reporting Codes below), the label will also be included in the Student Data File.

## How to Add/Update Reporting Codes

Users of the Secure Site can enter Reporting Codes for a group of students at a time using the Pre-ID File Upload or the Mass Update Assessments page on the Secure Site. Detailed instructions for both the Pre-ID File Upload and the Mass Update Assessments can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the Pre-Identification section.

## Reporting Code Label

If your district or school chooses to use Reporting Codes to filter state assessment scores by teacher or groups, you can add a label to the reporting code used. For example, if you assign "1234" as a reporting code for a group of students for M-STEP mathematics, you can go to the Reporting Code screen on the OEAA Secure Site and create a label for that code for M-STEP mathematics. The label could be a teacher's name, such as Nancy Smith, or a group name, such as Advanced Mathematics. You can use alphabetical or numeric characters or a combination of the two for each of the assessments and codes that the school uses.

The Reporting Code Label will appear in the data file for all state assessments, and will appear on applicable reports for M-STEP, MI-ACCESS, Early Literacy and Mathematics Benchmark Assessments (K-2), PSAT 8/9 for grade 8, and the SAT with Essay in the Dynamic Score Reporting Site.

For detailed instructions on Reporting Code Labels, go to the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) and click on Reporting Code Labels under the Pre-Identification of Students section.

## Research Codes 1 and 2 Available for All State Assessments

Research Codes are a two-digit field that can be used by the district/school to collect additional information about students for the M-STEP, MI-ACCESS, Early Literacy and Mathematics Benchmark Assessments (K-2), SAT, WorkKeys, PSAT 8/9, PSAT 10, and WIDA ACCESS for ELLs.

*(Continued on next page)*

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

# Spotlight on Student Assessment and Accountability

There are two separate codes (1 and 2) for each content area the student is taking. You can collect additional information such as which students came from a different school, which students were in Mrs. Smith's mathematics class last year, which students have computers at home. The Research Codes will be included in the Student Data File only and not on the additional score reports.

Be sure to keep a list of the two-digit codes you use on the OEAA Secure Site and the group or question you are associating with that code. There is no process in the OEAA Secure Site to place a label or describe the code you create.

Users of the Secure Site can enter Research 1 and 2 codes for groups of students at a time using the Pre-ID File Upload or the Mass Update Assessments page on the Secure Site. Detailed instructions for both the Pre-ID File Upload and the Mass Update Assessments can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the Pre-Identification section.

The Research 1 and Research 2 codes can be entered now and through the Answer Documents Received and Not Tested period, which is usually a few weeks after the end of the testing window.

Research Codes are optional and are not used by the Office of Educational Assessment and Accountability for reporting in any way.

## Michigan School Grades Reports Coming Soon

In the coming weeks, the Michigan Department of Education (MDE) will be making 2018-19 Michigan School Grades reports available for schools to preview on [MI School Data](http://www.mischooldata.org) (www.mischooldata.org). The Michigan School Grades System is a NEW accountability system that was signed into law in late 2018. In this system, schools will receive up to five letter grades and three ranking labels based on various school performance components. Schools will not receive an overall letter grade.

Authorized users of MI School Data will be able to preview the new school-level Michigan School Grades reports before results are released publicly in late March. In order to preview school results, authorized individuals will need to log into MI School Data once the new reports become available.

We encourage you to review the informational guides and other helpful resources available for the [Michigan School Grades System](http://www.michigan.gov/mde-schoolgrades) (www.michigan.gov/mde-schoolgrades). Resource materials will be posted as they become available.

## New M-STEP Supports and Accommodations Teacher Guides for Students Who Are English Learners; Have Visual Impairments; or Are Deaf or Hard-of-Hearing

Teachers looking for more information about which Universal Tools, Designated Supports, and Accommodations might be appropriate for students who are [English Learners](#), students who have a [visual impairment](#), or students who are [deaf or hard-of-hearing](#) should check out the new M-STEP Teacher Guides. Test Coordinators should share these guides with teachers in their district and buildings.

## What Do I Bubble on WIDA Test Booklets?

If you are looking for information about what to fill in on a student's WIDA ACCESS or WIDA Alternate ACCESS for ELLs Test Booklets, take a look at the [Michigan Specific Directions](https://wida.wisc.edu/sites/default/files/state-specific-directions/MI-State-Specific-Directions.pdf) (https://wida.wisc.edu/sites/default/files/state-specific-directions/MI-State-Specific-Directions.pdf). For student booklets that do not have labels, not all of the information is required to be filled in. For student booklets with labels, the OEAA strongly recommends a minimum amount of information be bubbled-in, in case the label is damaged. Keep in mind that our vendor will not be able to provide scores for "anonymous" students whose test booklets do not have student labels and whose student information is not bubbled-in.

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## Condition Codes for the Passage-Based Writing

A score of 0 is only given if the student does one of the following: leaves the page blank, the response is insufficient, non-scorable for language, off topic, or off purpose. Below, you will find the passage-based writing condition codes with further explanations.

Condition Code	Condition Code Category
<b>B</b>	<b>Blank</b>
<b>I</b>	<b>Insufficient</b> - The response is too brief to make a determination regarding whether it is on purpose or on topic. <ul style="list-style-type: none"> <li>• Random keystrokes</li> <li>• Undecipherable text</li> <li>• "I hate this test."</li> <li>• "I don't know."</li> <li>• "I don't care."</li> </ul>
<b>L</b>	<b>Non-Scorable for Language</b> - The response is written in a language other than English.
<b>T</b>	<b>Off Topic</b> - The response is unrelated to the task or the sources, or shows no evidence that the student has read the task or the sources.
<b>M</b>	<b>Off Purpose</b> - The student has clearly not written to the purpose designated in the task. <ul style="list-style-type: none"> <li>• An off-purpose response addresses the topic of the task but not the purpose of the task</li> <li>• Off-purpose responses are generally developed responses clearly not written to the designated purpose.</li> <li>• Copied the writing passage word-for-word.</li> </ul>

## M-STEP Test Administration Training Series – Chapter 1 and 2 Available NOW!

The 2020 M-STEP Test Administration Training Chapters One and Two are now available on the [M-STEP web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)). They are posted under the **What's New** and **Professional Development** sections of the web page. The training will be a three-part series, organized for before, during, and after the M-STEP administration, for both paper/pencil and online assessments.

- [Chapter 1](https://youtu.be/_BEdTymENq4) ([https://youtu.be/\\_BEdTymENq4](https://youtu.be/_BEdTymENq4)) discusses the tasks to do **before** the M-STEP administration
- [Chapter 2](https://youtu.be/gXMaM_ITfAA) ([https://youtu.be/gXMaM\\_ITfAA](https://youtu.be/gXMaM_ITfAA)) will discuss the tasks to do **during** the M-STEP administration
- Chapter 3 will discuss the tasks to do **after** the M-STEP administration

Be sure to use this resource as you prepare to administer the 2020 M-STEP.

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# Spotlight on Student Assessment and Accountability



## 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](#), refer to the article in the [February 13, 2020 Spotlight](#) for details on participant qualifications, opportunities, and expectations.

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.



## Reminder: Public Input on Draft Alternate Content Expectations for Science is Closing Soon

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 on 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. **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): [https://www.surveymonkey.com/r/MDE\\_ALT\\_SCI\\_STAND\\_PUBLIC\\_COMMENT](https://www.surveymonkey.com/r/MDE_ALT_SCI_STAND_PUBLIC_COMMENT)
- Email: [MDE-OEAA@michigan.gov](mailto:MDE-OEAA@michigan.gov). Use the following in the subject line: **Public Comment on Alternate Science Standards**
- Mail: OEAA – Test Development Unit, 608 W. Allegan Street, PO Box 30008, Lansing, MI 48909

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**.

Featured in the [February 13](#) Spotlight

**What is a Performance Assessment and why is it a useful form of assessment?**

Have you had a chance to:

- read the article?
- check out the resources?
- reflect on one or more of the "Put Into Practice" suggestions?

If you are interested in learning more about performance assessments, consider joining our Cadre of Experts in Performance Assessment team. See the article on page 2 of the February 13 Spotlight, [Performance Assessment Cadre of Experts Development Opportunity](#). SCECH hours will be available.

**Coming in March:** Focus on Implementing a Comprehensive Assessment System

Formative

Interim

Summative

Focus On Assessment Literacy

**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)

### Coordinator Planning Kits

Coordinator planning kits were shipped this week. The kits contain a sample set of Michigan testing manuals and sample forms for early review by the test coordinator. The full set of testing manuals to support your school will arrive the week of **March 23, 2020**. There is a separate kit for PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, and SAT with Essay. If you are a school that is administering both PSAT 8/9 to grade 8 and grade 9, you will receive one kit for each grade.

### Planning for the Preadministration Session

We recommend schools schedule a preadministration session prior to test day to allow students to fill out the demographic information on their answer sheet, opt into Student Search Service®, complete the optional questionnaire for PSAT 10 and SAT with Essay, and identify where the student wants their SAT scores to be sent. Student Search Service gives students the opportunity to start the 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. Completing the optional questionnaire can only be done on a student's answer sheet. Opting into Student Search Service has limited value if the student does not complete the questionnaire and provide the information that colleges and scholarship programs are looking for.

- Although we recommend bubbling-in all demographic fields (fields 1-8 on all answer sheets); students are only required to bubble in

their Name, UIC as their Student ID Number, and Date of Birth on their answer sheet.

- Students taking the PSAT 8/9 will not complete the optional questionnaire on the answer sheet. Students will skip all questions on page 2 of their answer sheet. Therefore, a preadministration is not necessary if the school feels the students can bubble the 3 demographic fields on test day. Students will have the opportunity to complete the questionnaire in relationship to college information and scholarship opportunities once they are in grades 10 or 11.
- Recommended timing is about 30-45 minutes for the PSAT 10 and 45-60 minutes for the SAT with Essay, if students are completing the optional questionnaire.
- Prior to conducting the preadministration session, check with your district or school for your policy regarding collecting parental consent for students to opt into Student Search Service and to complete the optional questionnaire. Students taking the PSAT 8/9 do not need consent since they cannot opt into Student Search Service and will not complete the questionnaire.
- MDE recommends the consent forms be retained by the district for three years. Consent forms do not have to be returned to College Board.

### Coming Soon

- Access to the required coordinator training will be sent to all test coordinators the week of **March 2, 2020**.
- Preadministration and testing materials arrive the week of **March 23, 2020**. Schools on spring break during that week will receive their materials the week of **March 30, 2020**.

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



Information on ACT® WorkKeys® provided by the ACT.

## Test Materials Shipments

Secure and non-secure standard time and accommodations materials will be shipped for delivery either the week of **March 9, 2020** or **March 16, 2020**, as selected by your school on the Manage Participation screen in PearsonAccess<sup>next</sup>. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

FedEx tracking information will be available beginning **March 9, 2020** on the **Material Order Summary Report** page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). You can access the Material Order Summary Report under the Assessment Registration menu and then the sub-menu of Material Orders. Tracking numbers will be posted daily as materials are shipped.

If you do not receive your test materials by **March 20, 2020**, call ACT for resolution.

Be sure to check the materials within 24 hours of receipt using the guidelines found in the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf). This manual is posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

## Ordering Additional Test Materials

If after checking in your test materials, the number of students scheduled to test April 15-28, 2020 exceeds the number of test materials received, order additional ACT WorkKeys materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) **March 23 through April 7, 2020 at 5:00 PM ET**.

Instructions for the **Additional Material Order** function can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

If a new student arrived in your school after February 12, submit their student data in the OEAA Secure Site and print a barcode label locally using the blank page of labels that ACT will include with your test materials, or a white label you have purchased elsewhere.

If you are missing any materials that are not orderable via the OEAA Secure Site—such as FedEx return labels, Test Administration Forms, return polymailers—call ACT for resolution.

## Testing Staff Requirements

The ACT WorkKeys test coordinators are responsible for selecting their test day staff, using the guidelines detailed in the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf), posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

Test day staff include:

- **ACT WorkKeys Test Coordinator** - has overall responsibility for coordinating test site operations and ensures that students testing at your school test under the same conditions as students at every other school.
- **Substitute Test Coordinator** - will act as the ACT WorkKeys Test Coordinator if the original coordinator is unable to serve on test day.
- **Accommodations Test Coordinator** - will assist with administering the accommodations and English Learner supports.

(Continued on next page)

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- **Room Supervisors** - will assist the ACT WorkKeys Test Coordinator in preparing for test day, checking in students, administering the tests, and returning all test materials
- **Proctors** - will assist the ACT WorkKeys Test Coordinator and Room Supervisors in preparing for test day, checking in students, administering the tests, and returning all test materials; they are also responsible for actively monitoring students during testing and reporting prohibited behavior; the number of proctors required in a testing room is proportional to the number of students testing

To protect your staff (including athletic coaches) and your relatives or wards from conflicts of interest or allegations of impropriety, there are strict guidelines on who may and may not serve as ACT WorkKeys testing staff. These guidelines begin on page 14 of the [ACT Test Coordinator Information Manual](#). Student's scores will be canceled if any of these policies are violated.

The [MDE Assessment Integrity Guide](#) located on the [MME web page](#) under the **M-STEP Grade 11 Science and Social Studies** section provides additional guidance on the identification of testing personnel.

The full list of responsibilities for each role listed above begins on page 16 of the [ACT Test Coordinator Information Manual](#).

## Training Your Testing Staff

The ACT WorkKeys test coordinator is required to hold a training session before test day to ensure testing staff understand their responsibilities and are prepared for test day activities. In addition, on each test day morning, the ACT WorkKeys test coordinator is required to hold a briefing session to discuss any site-specific information, last-minute issues that arise, or concerns that staff members may have.

A **Training Session Outline** is available in the [ACT WorkKeys Administration - Standard Time Paper](#) (<http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Std-Time-Paper-Secured.pdf>) and in the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) (<http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf>) posted on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Administration** stage.

For Room Supervisors, a short training video, [Test Day Overview for Room Supervisors for WorkKeys](#), is available on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Preparation** stage under **Train Your Staff**.

In addition, MDE requires District and Building Coordinators to read the [Assessment Integrity Guide](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)), under **General Information** and complete the [Assessment Security](#) online course through Michigan Virtual (one-time training, with following year refresher update) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **What's New**.

Test Administrators, Room Supervisors, and Proctors must read the [Assessment Integrity Guide](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **General Information** and/or complete the [Assessment Security](#) online course through Michigan Virtual (one-time training - with following year refresher update) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **What's New**.

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## Training Webinar

ACT will host a training webinar for all testing staff on **March 10, 2020** that provides an overview of how to administer the WorkKeys assessments. To attend, [register here](https://event.on24.com/wcc/r/2124036/C50E209AAEDE2B03029BDE55DA459C17) (<https://event.on24.com/wcc/r/2124036/C50E209AAEDE2B03029BDE55DA459C17>).

The session 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.

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# Spotlight on Student Assessment and Accountability

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)



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## Important Dates

### February 2020

#### 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 9, 2020

- Receive **ACT WorkKeys** test materials this week, if chosen during Manage Participation

##### March 10, 2020

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

##### March 16, 2020

- Receive **ACT WorkKeys** test materials this week, if chosen during Manage Participation

#### SAT and PSAT

##### March 3, 2020

- Required coordinator training for the SAT with Essay, PSAT 10, and PSAT 8/9 available

##### March 23 – 27, 2020

- Delivery of preadministration and testing materials for the SAT with Essay, PSAT 10, and PSAT 8/9

##### 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
<b>1</b>	to report cheating and unethical behavior by a district/school in regards to state assessments
<b>2</b>	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)
<b>3</b>	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
<b>4</b>	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®
<b>5</b>	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
<b>8</b>	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**

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