Spotlight

on Student Assessment and Accountability

MICHIGAN Department of **Education**

March 12, 2020

COVID-19 Update

The Office of Educational Assessment and Accountability has been getting questions from the field regarding the COVID-19 virus. The Michigan Department of Education (MDE) is continually monitoring the situation and will communicate directly to schools and districts and through the Spotlight newsletter as more is known. The safety of students and staff is a top priority of MDE and we will follow guidelines set by the CDC and the state of Michigan as they relate to Michigan schools.

WIDA ACCESS for ELLs End of Testing Reminders

The Michigan testing window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs closes at the end of the day on **Friday, March 20, 2020**. The deadline for UPS pickup of **all** secure test materials for return to DRC is **Friday, March 27, 2020**. Remember, if you do not have daily UPS pickup, you must call UPS to schedule the day before you need the pickup. Materials returned after the deadline for UPS pickup will not be scored.

Resources to review:

- **After Testing Tutorial**: Available in the WIDA Secure Portal (wida.wisc.edu/login)

- **Michigan-Specific Directions**: for bubbling requirements, found on the WIDA web page (www.michigan.gov/wida)

- **Michigan-Specific Test Administration Manual**: for labeling and material return instructions

- **Material Inventory and Accountability Form**: in WIDA AMS, to confirm all secure materials are accounted for

- **WIDA List of Important Dates**: for awareness of additional post-testing activities that must be completed in the OEAA Secure Site

Spotlight on Student Assessment and Accountability

Michigan School Grades Reports Now Available for Preview

The Michigan Department of Education (MDE) has made 2018-19 Michigan School Grades reports available for schools to preview on MI School Data (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 receive up to five letter grades and three ranking labels based on various school performance components. Schools do not receive an overall letter grade.

Authorized users of MI School Data are 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 need to log into to MI School Data.

We encourage you to review the informational guides and other helpful resources available for the Michigan School Grades System (www.michigan.gov/mde-schoolgrades).

MI-Access Participation/Supported Independence TAM Is Available

The Spring 2020 MI-Access Participation/Supported Independence (P/SI) Test Administration Manual (TAM) is now available on the MI-Access web page (www.michigan.gov/mi-access) under the **What's New** and **Current Assessment Administration** sections.

The MI-Access P/SI TAM provides the information needed to ensure students who will be taking a MI-Access Participation or Supported Independence assessment are provided with the best possible testing experience and receive valid and reliable scores. It is required reading for MI-Access Coordinators at both the district and building levels, as well as staff who will be serving as Primary or Shadow Assessment Administrators.
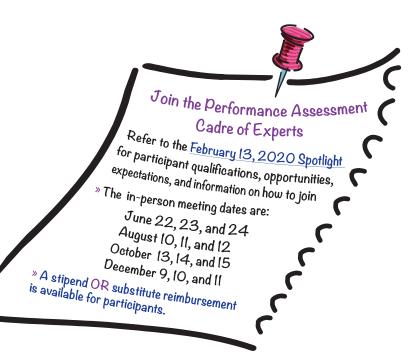
The Spring 2020 MI-Access Functional Independence TAM was posted on the MI-Access web page last week.

M-STEP Test Administration Training Series – All Chapters Are Now Available

The 2020 M-STEP Test Administration Training Chapter Three: After Testing is now available on the M-STEP web page (www.michigan.gov/mstep). It is posted under the **What's New** and **Professional Development** sections of the web page. This is a three-part series, organized into before, during, and after the M-STEP administration, for both paper/pencil and online assessments.

- Chapter 1 discusses the tasks to do **before** the M-STEP administration

- Chapter 2 discusses the tasks to do **during** the M-STEP administration

- Chapter 3 discusses the tasks to do **after** the M-STEP administration.

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

Join the Performance Assessment Cadre of Experts

Refer to the February 13, 2020 Spotlight for participant qualifications, opportunities, expectations, and information on how to join

» The in-person meeting dates are:
June 22, 23, and 24
August 10, 11, and 12
October 13, 14, and 15
December 9, 10, and 11

» A stipend OR substitute reimbursement is available for participants.

Spotlight on Student Assessment and Accountability

M-STEP Science Webinar

The Michigan Department of Education will be hosting a webinar regarding the M-STEP science assessment on **March 26, 2020 at 4 p.m.** TJ Smolek will provide an update on the design and implementation of the science assessment, which is aligned to the three-dimensional Michigan K-12 Science Standards (MSS). We will discuss the blueprint, sampling methodology, reporting, and accountability related to the science M-STEP. Spring 2020 marks the first operational science assessment of the MSS and there is much to learn. Please join us!

Register for the webinar (https://tinyurl.com/qpynll9)

FAME Project Accepting New Coach Applications for 2020-21

The Formative Assessment for Michigan Educators (FAME) project is entering its 13th year and is now seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process—rather FAME coaches are learners along with their learning team.

More information on the FAME project and access to the online 2020-21 New FAME Coach application (https://www.surveymonkey.com/r/NewCoachApp) is available on the MDE Formative Assessment Process page (www.michigan.gov/formativeassessment) or the FAME public page (https://famemichigan.org)

The deadline to apply is **Friday, May 1, 2020**. If you have any questions, contact Kimberly Young, MDE/OEAA, at youngk1@michigan.gov or 517-241-7061.

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

Spotlight on Student Assessment and Accountability

Formative
Interim
Summative

How can a school or district implement a Comprehensive Assessment System that addresses the assessment needs of the education community?

Educators must understand and use a wide variety of assessment tools and practices to assess a wide array of learning targets. These assessment tools and practices have different intended purposes—formative, interim, and summative—that work together to build a comprehensive assessment system that provides productive, accurate, and thorough information about what students know and can do, both for and of student learning.

According to Rick Stiggins (2017), educational agencies interested in implementing a balanced, comprehensive assessment system that serves all appropriate purposes, informs sound instructional decisions, and meets the needs of stakeholders, must consider these questions:

1. **Learning targets:** Do the assessments focus on discrete, high-priority academic content standards?

2. **Quality:** Do the assessments meet three standards of quality? Do they
   a. serve a specific purpose?
   b. define a specific indicator of academic success?
   c. assess a specific learning target?

3. **Communication:** Do the assessments provide useful and actionable evidence of student learning to stakeholders for instructional, evaluative, and accountability purposes, in a timely manner?

In addition, a high-quality, comprehensive assessment culture:
- uses an array of formative, interim, and summative approaches
- is aligned to curriculum, instruction, and professional learning
- measures student learning in an ongoing basis
- engages students and teachers in a partnership of learning and teaching
- promotes assessment literacy

Finally, a well-implemented, balanced comprehensive system provides a detailed, ongoing, multi-dimensional description of student learning that meets the information and decision-making needs of the students, teachers, school leaders, families, and policy makers in the education community.

Focus on Assessment Literacy

Related Resources

[What constitutes a high-quality comprehensive, balanced assessment system?](#)
This ALN Learning Point provides a basic overview of what comprises a balanced assessment system. It also offers other resources to explore on the topic.

[The 3Cs Tool](#)
This guidance tool, developed by the Michigan Assessment Consortium, can be used to begin discussion with colleagues around the 3Cs of a Balanced Assessment System.

Put Into Practice

1. Use the guiding questions in the 3Cs Tool featured in the list of resources to discuss with a colleague the assessments being used in your school or district.

2. Based on your discussion, what observations do you have about the assessment system currently being implemented in your school or district? Do you think it is balanced and comprehensive? Why or why not?

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

Spotlight
on Student Assessment and Accountability

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

Training

Test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 should have received an email with a link to access the required training last week. The online training can also be accessed directly through the Training for the SAT Suite of Assessments web page (www.collegeboard.org/ptat). Coordinators are required to complete training every year, even if they have completed it in prior years. There is one Michigan training that covers the SAT with Essay, PSAT 10, and PSAT 8/9 this year.

The training is divided into three modules: one for coordinators, one for proctors, and one for SSD coordinators. The SSD coordinator training module is the same as the coordinator training module. If the SSD coordinator is acting as a proctor on test day, it is recommended they complete the proctor training rather than the coordinator training. The proctor module is specific to test day activities related to proctor responsibilities.

The coordinator is responsible for training test day staff. The table below describes options to accomplish this. Using the online training requires a College Board Professional Account. One can be created on the College Board website (www.collegeboard.org), if needed.

Note: The Michigan Department of Education has additional training requirements related to test security that must be completed. Refer to the article **Updated Assessment Security Training Requirements** on page 1 of the March 5 edition of the Spotlight.

Role	Information about Training	How to Access Online Training
SAT, PSAT 10, and PSAT 8/9 Coordinator	Online coordinator training is required every year.	Select the link in training email or go to the College Board website (www.collegeboard.org/ptat)
SSD Coordinator	Online SSD coordinator training is optional but highly recommended; must be trained by the test coordinator in some way.	Access the training link, then choose training for SSD coordinator (same training as the test coordinator training)
Backup Coordinator for SAT, PSAT 10, and PSAT 8/9	Online coordinator training is optional but highly recommended, must be trained by the test coordinator in some way.	Access the training link, then choose training for test coordinator
Proctors for SAT, PSAT 10, and PSAT 8/9	Online training module for proctors is optional but highly recommended; must be trained by the test coordinator in some way; can be completed individually or in a group environment.	Access the training link, then choose training for proctor
Hall and Room Monitors for SAT, PSAT 10, and PSAT 8/9	Must be trained by the coordinator in some way; PowerPoint is available to provide to monitors; can be viewed individually or in a group environment.	Hall and Room Monitor Training available on the MME web page (www.michigan.gov/mme) or PSAT web page (www.michigan.gov/psat)

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

Spotlight on Student Assessment and Accountability

Coming Soon

- The Nonstandard Administration Report (NAR) in SSD Online will be available to generate the week of **March 16, 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**.

Spotlight

on Student Assessment and Accountability

ACT WorkKeys

Information on ACT® WorkKeys® provided by the ACT.

Receiving Test Materials

The ACT WorkKeys Test Coordinator will receive test materials for the April 15, 2020 test date no later than **March 20, 2020**. Refer to the February 27, 2020 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about receiving and checking in, and ordering additional test materials.

The ACT WorkKeys Test Coordinator must store all secure test materials, including student answer documents, in a secure location until test day using the guidelines detailed in the ACT Test Coordinator Information Manual, beginning on page 24.

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 (www. michigan.gov/oeaa-secure) **March 23 through April 7, 2020 at 5 p.m. ET**.

Refer to the February 27, 2020 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for information about ordering additional test materials.

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.

Preparing Students to Go For Platinum!

Refer to the February 20, 2020 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about preparing students for testing and encouraging them to Go For Platinum!

Selecting Testing Staff

Refer to the February 27, 2020 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about who may and who may not serve as testing staff, the various roles and responsibilities of your testing staff, and training resources.

Preparing Student Answer Documents

Refer to the March 5, 2020 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about preparing each student's answer document prior to test day.

Selecting and Setting Up Testing Rooms

The ACT WorkKeys Test Coordinator must select and set up testing rooms, using the guidelines that begin on page 8 of the ACT Test Coordinator Information Manual. This manual is posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

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**

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

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](www.act.org/aap/state/contact.html)
   (www.act.org/aap/state/contact.html)

2. call ACT at 800-553-6244, 9:30 a.m. – 6:00 p.m. ET

   • standard time: ext. 2800
   • accommodations: ext. 1788

3. email accommodations questions to
   ACTStateAccoms@act.org

Spotlight on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

Friday, March 13, 2020
- **WIDA** Additional Material Order Window **CLOSES**

March 19, 2020
- Pre-Identification for **WIDA CLOSES**

March 20, 2020
- **WIDA** Test Administration window **CLOSES**

Coming Next Week . . .

March 16, 2020
- Receive **ACT WorkKeys** test materials this week, if chosen during Manage Participation

March 2020

ACT WorkKeys

March 23 – April 7, 2020, by 11:59 p.m.
- Order additional **ACT WorkKeys** test materials via the OEAA Secure Site (www.michigan.gov/oeaa-secure)

SAT and PSAT

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)

March 27 – April 7, 2020
- Additional Material Order window for the **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**.

M-STEP

March 26, 2020 at 4 p.m.
- **M-STEP** science assessment webinar Register for the webinar (https://tinyurl.com/qpynll9)

April 2020

M-STEP

April 11 – May 8, 2020
- **M-STEP – Grades 5, 8, and 11:** Test Administration window

April 27 – May 22, 2020
- **M-STEP – Grades 3, 4, 6, and 7:** Test Administration window

MI-Access

April 11 – May 22, 2020
- **MI-Access – All Grades:** Test Administration window

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 <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 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