



Spotlight

on Student Assessment and Accountability

April 30, 2020

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1% Cap Justification Feedback Guidance to ISDs – Coming Soon

As mentioned in last week's Spotlight, the Michigan Department of Education (MDE) 1% CAP support team is completing final details on a recorded webinar that will offer support to Intermediate School Districts (ISDs) as they provide feedback to their member districts based on information in the justification forms regarding the districts' alternate assessment participation.

In addition to the data previously provided in Catamaran, MDE will send additional information to ISD Special Education Directors and Monitors to help them with the task of providing feedback. This additional information will be sent out on **May 1, 2020**. The recorded webinar will include references to this document, as well as the 1% participation rate document previously posted in Catamaran. When crafting feedback to member districts, ISDs should have both documents available.


Once the webinar is posted, ISDs will receive notification from Catamaran of its availability, along with a companion document and opportunities for additional support.

The Spotlight on Student Assessment will post an update on the availability of this recorded webinar next week.

New Webinar on Formative Assessment in Online Learning Environments

We know effective, targeted, and intentional feedback can have tremendous impact on student motivation and learning. The learning targets have been identified and evidence of student understanding has been collected. Now what?

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Key:  Reminder (previously run article)

For Assessment and Accountability Questions:

Assessment email: mde-oeaa@michigan.gov

Accountability email: mde-accountability@michigan.gov

Call Center: 877-560-8378

► [Sign up for Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) and/or access previous editions

Spotlight on Student Assessment and Accountability

When students and teachers engage in formative feedback, either written or verbal, it is used to guide decisions and actions that move students closer to the target.


In the second webinar focused on formative assessment in online learning environments, presenters will highlight these learning outcomes:

- Understand the characteristics of *formative* feedback
- Recognize the impact formative feedback has on student learning
- Attain an increased awareness of online tools that support formative feedback and its use

Formative Feedback: Navigating the complexity of engaging student thinking

- Wednesday, May 6, 2020
1:00 pm – 2:30 p.m. ET
- [Link to register](#)

FAME Project New Coach Applications Deadline Extended to May 15

 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) (https://www.surveymonkey.com/r/NewCoachApp) is

available on the [MDE Formative Assessment Process page](http://www.michigan.gov/formativeassessment) (www.michigan.gov/formativeassessment) or the [FAME public page](https://famemichigan.org) (https://famemichigan.org)

The deadline to apply has been extended to **Friday, May 15, 2020**. If you have any questions, contact Kim Young, MDE/OEAA, at youngk1@michigan.gov or 517-241-7061.



Important Material Return Instructions for WIDA ACCESS for ELLs and Alternate ACCESS

The Office of Educational Assessment and Accountability (OEAA) hopes that you are staying safe and healthy during this tumultuous time. We want to convey the following information related to this year's summative WIDA ACCESS testing window:

- In keeping with Executive Order 2020-35, as soon as appropriate personnel can safely return to buildings, they should ship back both completed and incomplete summative WIDA ACCESS testing materials. A revised material return deadline will be determined once the *Stay Home, Stay Safe* order is lifted.
- All tests that have been completed will be scored **as long as they are returned to DRC** within the yet to be determined deadline. This includes paper-based materials for tests, such as completed Writing test booklets.
- OEAA will work with WIDA and DRC to ensure that districts receive reports for all scored tests, and will continue to work with them on timelines for these activities.

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Spotlight on Student Assessment and Accountability

- The windows for Accountable Students Enrolled and Demographics, Submitted Issues for Answer Documents, and Answer Documents Received are still expected to open later this spring in the OEAA Secure Site. Even though MDE was granted a federal waiver for accountability, OEAA expects that these activities can still be useful for districts in terms of tracking completed and returned tests, as well as for updating student information, so that reports that are received are as correct as possible.
- The Students Not Tested window will not open to districts for this testing cycle in the OEAA Secure Site.
- Remember that the testing window is closed. For the safety of students and their families, do not attempt to continue to assess students.

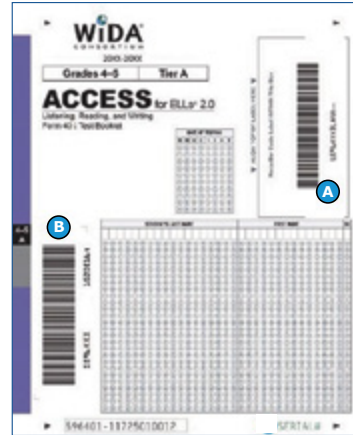
Directions for returning secure materials follows.

Remember: If you do not have daily UPS pickup, you must call UPS to schedule it the day before you need the pickup.

If you need more information on how to return materials, view the **After Testing** tutorial on the [WIDA Secure Portal](https://portal.wida.us) (<https://portal.wida.us>). You will find the tutorial after logging into the WIDA Secure Portal and selecting the **Paper-Based** tile in the **ACCESS for ELLs Training Courses**. Next, select the **Afterward** tab, then **After Testing**.

Labeling Booklets

If you are returning booklets for completed tests, make sure correct and complete information is either labeled or bubbled on each student booklet. Failure to address incorrect, missing, or incomplete student information and labels may result in no student score. Follow the steps carefully.



- Place Student Pre-ID, District/School, or Do Not Process Labels (when applicable) on the front of the test booklet in the designated area ONLY (marked A).
 - » If no Pre-ID label, apply District/School Label to the box (marked A).
 - If the District/School Label is applied, bubble all demographic information on the back cover, using a number 2 pencil.
- **Do not place any label on the security barcode** (marked B).
- Leave unused test booklets blank—no label.
- If a District/School or Pre-ID label is placed on a test booklet, the test booklet will be processed and scored.

Verifying Information and Bubbling Booklets

When gathering the materials after testing, it is crucial to verify the information displayed on the test booklets before returning.

- **For District/School Labels:** Confirm the following information bubbled on the booklet matches what is in MSDS: District, School, First Name, Last Name, State Student ID, Birth Date, and Grade.

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No additional District/School Labels can be provided at this time. If you are missing these labels, complete the district and school information on the back cover of the test booklet and ship back to DRC.

- **For Pre-ID Labels:** If a Pre-ID label is incorrect, you may still use the label. Update the information in MSDS.
- To prevent a test booklet from being processed, place a Do Not Process Label over the District/School Label or Pre-ID label. Do not cross out the label with a black marker. Do not use Do Not Process Labels for booklets that you want scored.
- Refer to the [Michigan Specific Directions](#) for information about what you do and do not need to bubble-in on test booklets.

Material Inventory and Accountability Form

The same process that was used to inventory the original shipment of materials should be completed prior to returning materials, in order to confirm all secure materials are accounted for. Every school or district will have a Security Checklist that details every secure material delivered. It is the responsibility of the district or school personnel to verify that every secure material is being returned; used or unused.

If there are any missing materials, the district or school should complete the Accountability Form and list the discrepancy and the secure barcode of the material that is not being returned. This form can be found in [WIDA AMS](http://www.wida-ams.us) (www.wida-ams.us) under **Materials** then **Accountability Form**. At the bottom of the list of materials, there is a space labeled “Record reasons for discrepancies here.” Record the barcode of the materials and explain the discrepancy.

Return Instructions

- Be sure to return **all secure materials** (including CDs, Scripts, Response Booklets) received, **with the exception of:**
 - » Test Administrator Manual
 - » District and School Test Coordinator Manual
 - » Return Material Instructions
 - » Any unused labels – securely destroy them
 - » Security Checklists (keep for your records)
 - » Confidentiality Agreement (keep for your records)
 - » Packing lists
 - » School Range Sheets
 - » Scratch paper – securely destroy
- Line each box with a plastic return bag to protect the test materials during transit.
- Secure the materials inside the plastic bag with a zip tie before sealing each box.
- Large Print and Braille materials can be folded to fit inside a standard-sized box.
- Use the boxes from the original shipment to return used materials. If a box is damaged or lost, you may substitute a box of similar size and strength.
- Place DRC return and UPS shipping labels on top of the boxes.

Return Materials via UPS

- Pre-paid UPS return shipping labels are provided in the Return Materials Instruction Packet.
- If you do not have a regularly scheduled UPS pickup, you must call UPS at 866-857-1501 and arrange for pickup at least one day prior to the day you plan to ship your materials.

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- Count your boxes and advise UPS of the number of boxes they need to pick up.
- Keep the boxes in a secure location until they are given to the UPS driver. Materials should not be taken home and must remain in school buildings. If an educator is unable to conduct these material return activities within school buildings, they must wait until they are able to do so safely and in accordance with current Executive Orders.
- You should not be asked to give payment.
- Note the UPS tracking number for each package. Keep the numbers for future reference to document the materials returned to DRC.

UPS Shipping and DRC Return Labels

If you need UPS Return Labels, contact DRC Customer Support. PDFs of the UPS return labels will be emailed to you for printing.

Contact Information

Contact DRC Customer Support with any questions at WIDA@datarecognitioncorp.com or call 855-787-9615.

Stay Safe and Healthy

The OEAA hopes that all of you are continuing to stay safe and healthy. Please reach out to us with any needs you may have, by sending an e-mail to mde-oeaa@michigan.gov or by calling us at 877-560-8378.

College Board Corner

Information on SAT[®], PSAT[™] 8/9, and PSAT[™] 10 provided by the College Board

Fall 2020 Testing

On Thursday, April 30, College Board will send an email to test coordinators at schools that typically order, administer, and pay for fall College Board assessments. The email will inform coordinators that the ordering system will open in early June for those administrations.

The Michigan Department of Education has announced that the SAT with Essay and PSAT-related assessments will be provided in Fall 2020 to schools established to administer in Spring 2020, as makeup for the cancelled Spring 2020 test administrations. More detailed information about these administrations, including assessments and dates, will be available in the May 7 edition of Spotlight.

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