Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

July 30, 2020

Quick Links... take you directly to articles or sections...

Fall 2020 High School Testing Documents Updated

Michigan Department of Education (MDE) Fall 2020 high school testing documents and College Board Fall 2020 high school testing documents have been updated and posted to the MDE MME web page (www.michigan.gov/mme) and MDE PSAT web page (www.michigan.gov/psat).

These documents include:

- Fall 2020 SAT and PSAT List of Important Dates
- SAT and PSAT FAQs, Fall 2020
- June Webinar Questions and Answers
- Differences Between Michigan Fall 2020 and Spring 2021 Testing for PSAT and SAT

The Fall 2020 School Day Testing for MDE-Provided SAT with Essay, PSAT/NMSQT, and PSAT 8/9 document is currently being updated and will availble on both web pages tomorrow, **Friday, July 31, 2020**.

Refer to the College Board Corner section of this Spotlight for details regarding new flexibility for the fall administrations of the PSAT 8/9, PSAT/NMSQT, and SAT with Essay.

WIDA Missing Materials

Despite the fact that WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs test scores are not being used for accountability purposes this year, all secure materials must be returned by **August 7, 2020**. Tests returned after this date will not be scored.

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

For Assessment and Accountability Questions:
Assessment email: mde-oeaa@michigan.gov
Accountability email: mde-accountability@michigan.gov
Call Center: 877-560-8378

We understand that districts may have intended to return materials according to their assessment plan, but those plans were disrupted with the closure of schools while the summative WIDA window was still open. Therefore, the OEAA has worked with WIDA to allow for a late return window this year. You must locate and return all secure materials no later than **August 7, 2020**. We greatly appreciate districts' help in maintaining test security and ensuring that the time students spent on the assessment was not wasted.

If a school is unable to recover materials, the school must document this in WIDA AMS using the **Accountability Form**.

To see what materials are missing for your district/school, complete the following steps to access WIDA AMS:

1. Log in to WIDA AMS (http://www.wida-ams.us)
2. Click on **Materials** then on **Return Materials Receipt** Report
3. Select the **Administration** and **District** (select the School, if applicable)
4. Click **Show**

The district or school is to complete the Accountability Form and list the discrepancy and secure barcode of the material that is not being returned.

To complete the form:

- Log into WIDA AMS
- Go to **Materials**
- Click on **Accountability Form**
- Select the school where the material discrepancy was found

At the bottom of the list of materials, there is a space labeled "Record reasons for discrepancies here:".

Record the secure barcode of the material and explain the discrepancy.

Call Data Recognition Corporation (DRC) Customer Support at 1-855-787-9615 if you need UPS or DRC return labels.

Contact UPS at 1-866-857-1501 the day before you want a pickup scheduled. Before you call UPS, count the number of boxes you have to be picked up. Make a note of the UPS tracking numbers on the UPS labels placed on the boxes for shipping. UPS will ask for one of these tracking numbers to schedule a pickup. All boxes must be kept in a secure location until the UPS driver arrives for pickup. **You should not be asked to pay for the shipment.**

If you have questions, contact the Office of Educational Assessment and Accountability (OEAA) at 877-560-8378 and select option 5 for WIDA.

ACCESS for ELLs and Alternate ACCESS for ELLs Score Report Availability

The Round 1 ACCESS for ELLs and Alternate ACCESS for ELLs Score Reports (PDFs) will be available in WIDA AMS (www.wida-ams.us) on **Tuesday, August 4, 2020**. These reports will only include scores for tests that were completed and returned by May 6. Materials returned after that date and by the August 7, 2020 final return deadline will appear in the Round 2 reporting window in early September. A corresponding downloadable Student Data File will be available in the coming weeks on the OEAA Secure Site.

Data for districts that returned materials after May 6 may be incomplete. For example, a grade 2 student who took the Listening, Reading, and Speaking

assessments online would have taken the Writing assessment in a paper/pencil booklet. The scores from the Writing test and the student's Overall score will not be available until early September.

Printed reports for all tests will arrive on **Friday, October 16, 2020**.

Score Reports on WIDA AMS:

In WIDA AMS, district-level users may view both district-level and school-level reporting. School-level users may view school-level reporting only. Test Administrators do not have permission to view reports.

The grades K-12 ACCESS for ELLs and grades 1-12 Alternate ACCESS for ELLs (as applicable) reports that will be available in WIDA AMS are:

- **District Frequency Distribution Reports** – the number of students and percentage of total tested at each proficiency level for each language domain and four composites, by proficiency levels for grades within a district

- **School Frequency Distribution Reports** – the number of students and percentage of total tested at each proficiency level for each language domain and four composites within a school

- **School Roster Reports** – scale scores and language proficiency levels for each language domain and four composites, by school, grade, student, and grade-level cluster

- **Individual Student Reports** – individual student's scale scores and language proficiency levels for each language domain and four composites

Select **Test Results** from the **Report Delivery** menu to display the Test Results page. You can use the Administration, District, School, and Report drop-down menus to filter the display.

Individual Student Reports are also available in various languages in WIDA AMS **Report Delivery**, under **On Demand Reports**. Select the Administration, District, School, and language to generate reports. Click **Find Students** to populate the students tested at that school. On Demand Reports can be opened individually under the Action column, or the user can check the select box for each student requiring the language and click either **Open Selected** or **Save Selected**.

Printed Score Reports:

Your district will receive a shipment with an affixed yellow label on the boxes containing ACCESS for ELLs and Alternate ACCESS for ELLs Score Reports. Specifically, this shipment will contain the following reports:

- Grades K-12 ACCESS for ELLs District Frequency Distribution Reports

- Grades 1-12 Alternate ACCESS for ELLs District Frequency Distribution Reports (if applicable)

District boxes may also include boxes for schools (this is the same process as used for delivering test materials).

The school shipment will arrive on the same day as the district shipment. This shipment will have a yellow label affixed to the boxes and will contain ACCESS for ELLs and Alternate ACCESS for ELLs Score Reports. Specifically, the school shipment will contain the following reports:

- Grades K-12 ACCESS for ELLs School Frequency Distribution Reports
- Grades K-12 ACCESS for ELLs School Roster Reports
- Grades K-12 ACCESS for ELLs Individual Student Reports
- Grades 1-12 Alternate ACCESS for ELLs School Frequency Distribution Reports (if applicable)
- Grades 1-12 Alternate ACCESS for ELLs School Roster Reports (if applicable)
- Grades 1-12 Alternate ACCESS for ELLs Individual Student Reports (if applicable)

Score Report Resources

WIDA offers several online resources for communication with educators, families, and students. The following resources are available for parents and educators in the WIDA Resource Library and can be found using the filters for **Topic** and **Type**.

ACCESS for ELLs:

- ACCESS for ELLs Parent Handout – a one-page flyer providing parents with answers to several basic questions about ACCESS for ELLs (available in multiple languages)

- Parent Guide for ACCESS for ELLs Score Reports – a two-page document summarizing key information for parents from the full *ACCESS for ELLs Interpretive Guide for Score Reports* (available in multiple languages)

- ACCESS for ELLs Interpretive Guide for Score Reports – a comprehensive document providing information on understanding the scores

Alternate ACCESS for ELLs

- Alternate ACCESS for ELLs Parent Handout – a one-page flyer providing parents with answers to several basic questions about Alternate ACCESS for ELLs (available in multiple languages)

- Parent Guide for ACCESS for ELLs Score Reports – a three-page document summarizing key information for parents from the full *Alternate ACCESS for ELLs Interpretive Guide for Score Reports* (available in multiple languages)

- Alternate ACCESS for ELLs Interpretive Guide for Score Reports – a comprehensive document providing information on understanding the scores

Contact DRC Customer Support with any questions at 1-855-787-9615 or WIDA@DataRecognitionCorp.com.

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

Fall Testing Options

The health and safety of educators and students is the first concern; therefore, to help schools to deal with the challenges of returning to school in the fall, College Board has announced options for Fall 2020 testing.

More information is available in the Support for Schools document from College Board. Read the following summary of how this impacts Michigan schools.

1. **The PSAT/NMSQT alternate date and SAT with Essay makeup date have been changed.**

   - College Board has changed the alternate test date for PSAT/NMSQT to **Thursday, October 29, 2020**.

   - College Board has changed the makeup date for the September and October SAT with Essay administrations to **Tuesday, October 27, 2020**.

   - Michigan Department of Education (MDE) has extended the allowable dates of the PSAT 8/9 testing window to **October 29, 2020**.

The updated test dates are:

2019-20 Grade	2020-21 Grade	Assessment	Test Dates/Window
8	9	PSAT 8/9	Choose any date between September 21–**October 29**
9	10	PSAT/NMSQT	October 14 and/or **October 29**
10	11	PSAT/NMSQT	October 14 and/or **October 29**
11	12	SAT with Essay	September 23 and/or October 14 and/or **October 27**

Dates updated July 30, 2020

An updated Fall 2020 List of Important Dates can be found on the MME (www.michigan.gov/mme) and PSAT (www.michigan.gov/psat) web pages.

(Continued on next page)

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

2. Schools may divide students up and administer the SAT with Essay on multiple dates.

Schools can flexibly test eligible 12th grade students on September 23, October 14, and October 27, if needed. Materials orders can be placed in the College Board test ordering site (TOS) for September 23 and October 14. Testing materials orders needed for October 27 will be placed during the makeup request window for each primary administration (September 23-25 and/or October 14-16). Orders can be updated until August 25 for the September administration and until September 16 for the October administration.

3. Schools may divide students up and administer the PSAT/NMSQT on multiple dates.

Schools no longer need to choose one date to administer the PSAT/NMSQT. Schools can flexibly test students on the dates chosen by MDE: October 14 or October 29, if needed. For example, schools could test all 10th graders on one date and all 11th graders on the other.

Note: TOS is being updated to allow schools to order for multiple dates. This functionality will not be available until early August. If you plan to test students on multiple dates, do not order in TOS until this functionality is available. If you have already placed your order for PSAT/NMSQT, wait until early August to update your order. The deadline to order for both dates remains **September 16, 2020**.

4. Schools may stagger start times for assessments.

Schools can provide flexible starting times, without having to obtain College Board approval. All groups must begin testing before the first group finishes to maintain test security. Cell phone collection is required for the duration of the school day for all students testing, or at least until after the last group has started testing.

5. PPE (personal protection equipment) will be allowed during testing.

PPE includes items such as the use of masks, gloves, and hand sanitizer during testing. The use of PPE should follow local guidance. Test coordinators or proctors must check student's PPE prior to testing to ensure that nothing has been written on the PPE and that prohibited materials have not been hidden within the PPE.

6. Spacing of students should follow local guidelines.

Follow local guidance on the spacing of your students. College Board requires a minimum of 3 feet from center of desk to center of desk; however, if local guidance indicates that students must be 6 feet apart, schools should seat students 6 feet apart during testing.

7. Submission of off-site testing plans will not be required.

Most schools participating in the state-provided administrations in Fall 2020 will use the school as the test location. However, if your school is a virtual school, or if you want to administer the PSAT 8/9, PSAT/NMSQT, or SAT with Essay on the same day and don't have enough room in your school, you can test at another location.

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

For the Fall 2020 testing, College Board will not require schools to obtain approval to test at an off-site location. Approvals for off-site testing will be required for Spring 2021. More information about the process for Spring 2021 will be available in an October edition of the Spotlight.

When choosing off-site locations for Fall 2020, test coordinators should ensure that:

- materials will be transported to the off-site location only when someone will be available to accept them and to ensure the security of test materials upon arrival
- orders placed in the College Board test ordering site include the total number of students testing at all off-site locations (we suggest ordering approximately 10% extra test books)

Schools with approved off-site locations for spring testing receive additional ancillary materials (forms, envelopes, return labels) to send to each off-site location. These materials will not be sent to schools this fall unless specifically requested.

Will my school need ancillary materials?

- If your school plans to have all off-site test materials returned to the school after testing to consolidate into one return shipment of materials, then your school will not need ancillary materials.

- If your school plans to ship off-site test materials directly from the off-site location after testing, then your school will need ancillary materials.

To request ancillary materials, submit the Ancillary Materials Request Form no later than the ordering deadline for the assessment you are administering off-site. When submitting this form, have your school's AI code, test date(s), and expected number of off-site locations available.

Additional Notes about Fall 2020 Testing Options

- These changes are only for Fall 2020 testing. College Board will continue to monitor and analyze potential changes that may be necessary for Spring 2021 testing.

- College Board is also analyzing contingency options for SAT School Day and PSAT/NMSQT, in the event a school is unable to test at all in Fall 2020. Additional guidance will be available later this summer.

College Board and MDE have prepared a number of informational resources to assist you in planning for Fall 2020 testing. The resources are posted to both the MME web page (www.michigan.gov/mme) and the PSAT web page (www.michigan.gov/psat). These are living documents and have been updated with these new options for Fall 2020.

Important Dates

Approaching Deadlines!

August 7, 2020

- Final **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** Material Return **DEADLINE** - Round 2
- **SAT with Essay** Accommodations Requests **DEADLINE**(for the **September 23** Primary test date)

Coming Next Week . . .

Thursday, August 6, 2020 from 10–11 a.m.

- DRC Webinar: **Technology Coordinator Training** – applies to the Benchmark Assessments, WIDA Screener, WIDA ACCESS for ELLs, and Spring 2021 testing

  Click to Join (https://datarecognitioncorp.zoom. us/j/98135475331)

July/August 2020

SAT and PSAT

Now – August 25, 2020

- Materials Ordering window for **SAT with Essay** standard and nonstandard materials (for September 23 test date)

Now – August 25, 2020

- **SAT with Essay and PSAT NMSQT** Accommodations Requests (for the **October** Test dates)

Now – September 16, 2020

- Materials Ordering window for standard and nonstandard materials for:

  » **SAT with Essay**
    (for October 14 Primary test date and for the Accommodations window)

  » **PSAT NMSQT**
    (for October 14 and October 29 Primary test dates)

  » **PSAT 8/9** (Primary test date window and Accommodations test window)

Early Literacy and Mathematics

Now – October 2, 2020

- Pre-Identification of students in the OEAA Secure Site for **Early Literacy and Mathematics Benchmark Assessments (K-2)**

Thursday, August 13, 2020 from 10–11 a.m.

- DRC Webinar: **District and Building Coordinators Training** – for new coordinators or returning coordinators who need a refresher

  Click to Join (https://datarecognitioncorp.zoom. us/j/94474365417)

August 31 – October 2, 2020

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Fall 2020 testing window

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