

Spotlight

on Student Assessment and Accountability

August 20, 2020

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Temporary Guidance for Identifying Potential English Learners During Remote Learning

The Michigan Department of Education (MDE) is providing temporary guidance to support the identification of potential English learners (EL) and their appropriate placement into EL programs. This guidance provides expectations for the district and school staff who identify students for EL programming while learning at a distance. Local educational agencies (LEA) are encouraged to review the **Temporary Guidance for Identifying Potential English Learners During Remote Learning** document as they plan to implement the *MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap* and provisions in Governor Gretchen Whitmer’s Executive Order 2020-142.

[Temporary Guidance for Identifying Potential English Learners](#) can be found on the MDE [English Learner Resources web page](#) (www.michigan.gov/mde-el).

WIDA In-Person Screening Considerations

Educators in districts opting to do in-person WIDA screening for students who are potential English Learners can review the [Office of Educational Assessment and Accountability \(OEAA\) In-Person WIDA Screening Considerations](#) document recently posted to the [WIDA web page](#) (www.michigan.gov/wida).

Early Literacy and Mathematics Benchmark Assessments – Online Only

Did you know that the Michigan Department of Education (MDE) Early Literacy and Mathematics Benchmark Assessments can be used to comply with the Read by Grade 3 (RBG3) law as one of the initial assessments? In grades kindergarten through 3, an

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initial assessment must be given within the first 30 days of school and three times a year subsequently. While other assessments may be used, MDE offers this assessment to districts at no cost.

Early Literacy and Mathematics Benchmark Assessments is offered three times a year (fall, winter, and spring). In Fall 2020, the assessment will be available from **August 31 – October 2, 2020** for students in kindergarten, grade 1, and grade 2.

To prepare students for the online assessments, teachers should give students an opportunity to view the student tutorial and practice the Online Tools Training (OTT).

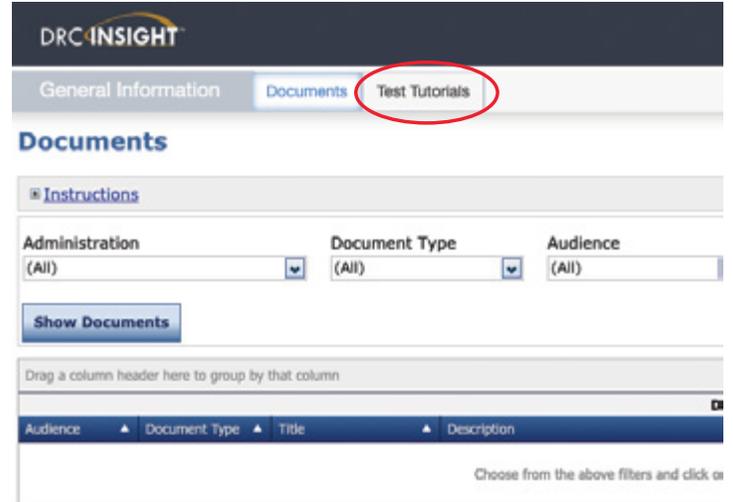
Online Resources

The Office of Educational Assessment and Accountability (OEAA) has developed online resources for students taking state assessments at all grade levels. The resources support the idea that children can learn about online technology when teachers and other educators demonstrate the use of technology (classroom viewing of the student video tutorial, classroom viewing of the OTTs), followed by interaction with children while each student practices with the technology (OTTs).

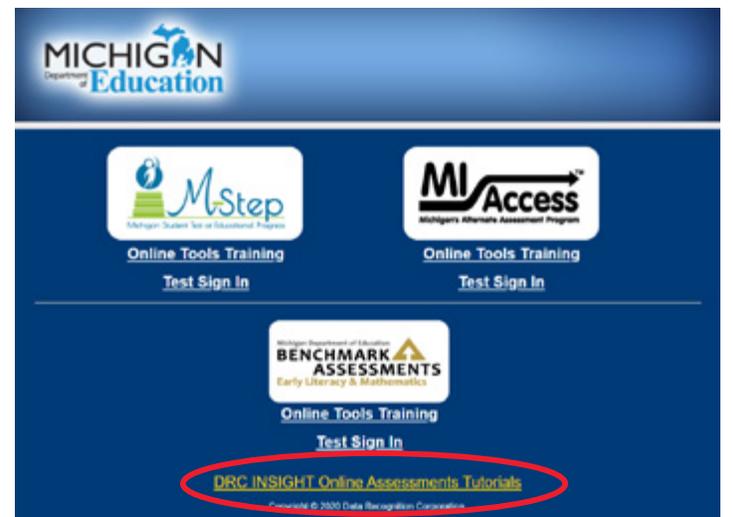
Student Tutorials are student-narrated videos that introduce teachers and students to the online tests and tools contained in the Early Literacy and Mathematics Benchmark Assessments. The Student Tutorials are designed to be administered in a group setting, such as the classroom, using a projector or other similar resource.

The tutorials can be accessed in three different ways:

1. [DRC INSIGHT Portal](https://mi.drccedirect.com) (<https://mi.drccedirect.com>) – Select the Documents and Training Materials link on the Welcome page, and then the Test Tutorials tab.



2. **INSIGHT** – Open INSIGHT and select the yellow DRC INSIGHT Online Assessments Tutorials link at the bottom of the page.
3. [Chrome](https://wbte.drccedirect.com/MI/portals/mi/) (<https://wbte.drccedirect.com/MI/portals/mi/>) – (the Chrome browser must be used to access the tutorials in this manner) Select the yellow DRC INSIGHT Online Assessments Tutorials link at the bottom of the page.



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An important component of the Student Tutorials is that they provide explicit training on the pause/exit/end test functionality of the online testing engine. In addition, the tutorials explain how to access and use specific tools.

Online Sample Item Sets and OTTs are an important resource teachers can access for students in grades K–2. The Sample Item Sets are a select group of test items in English language arts and mathematics that encompass various kinds of technology-enhanced items (matching, drag and drop, hot spots); they are embedded within the OTTs. The sets provide teachers and students with practice in solving grade-level and content-specific test items aligned to Michigan’s content standards, as well as practice in navigating the online test delivery system. It is essential for students to practice how to do the item types, especially the matching items and drag and drop items.

The OTTs can be accessed in two ways:

1. [Chrome browser](https://wbte.drcedirect.com/MI/portals/mi/) (https://wbte.drcedirect.com/MI/portals/mi/) – select the Online Tools Training link located under Early Literacy and Mathematics Benchmark Assessments
2. **INSIGHT** – select the Online Tools Training link located under Early Literacy and Mathematics Benchmark Assessments

Recommended Sequence

The OEAA recommends that classroom teachers introduce online testing to their students by playing the Student Tutorial Video in class, to show students how the online testing system and tools work. After the Student Tutorial video is shown and discussed in the classroom, teachers then show the Online Tools Training (OTTs) to the entire class (this does not have to be on the same day). After students have watched the Student Tutorial Video projected by the teacher,

and have watched the teacher navigate through the OTTs via a projector or other classroom viewing resource, each student should be provided hands-on practice with the online Sample Item Sets contained within the OTTs, ideally using the device they will use during testing.

Where are my students now in relation to grade-level standards?

Early Literacy and Mathematics Benchmark score reports are available within 48 hours of test submission on the Dynamic Score Reporting Site (DSRS) through the OEAA Secure Site. These reports will tell you what the student knows and can do in relation to the current grade-level standards. If your school administered the Early Literacy and Mathematics Benchmark Assessments last fall or winter, you can access the 2019 reports to see how well your students mastered the prior grade-level standards. Early Literacy and Mathematics Benchmark reports are available online through the [OEAA Secure Site](http://www.michigan.gov/oeea-secure) (www.michigan.gov/oeea-secure).

OEAA Invites Input from Spotlight Readers and Their Frontline Educators

The Office of Educational Assessment and Accountability (OEAA) invites you to be a part of our communication and guidance efforts for 2020-21. OEAA is inviting input as to the assessment information you would find most relevant and practical in this year’s teaching and learning reality. We invite Spotlight readers to:

- reflect on what you value and know about assessment
- reflect on what new information, tools, and strategies you and your staff need

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- complete our short, 3-question survey through the link below by midnight on **August 30, 2020**
- share the survey link with staff/colleagues who might want to share ideas

Watch future Spotlight issues for more information from OEAA about new communication efforts and support opportunities.

[Link to survey](https://www.surveymonkey.com/r/N726C5T) (<https://www.surveymonkey.com/r/N726C5T>)

Please provide feedback by midnight on **August 30, 2020**.

Reminder: Report “Building Pupil Would Otherwise Attend” for SEE and S2E2 Students

As the deadline for the 2019-20 Student Record Maintenance collection in the Michigan Student Data System (MSDS) approaches, remember that the “Building Pupil Would Otherwise Attend” characteristic must be reported for students who participated in the Sending Scores Back Program for the 2019-20 school year. This applies to Shared Educational Entities (SEEs) and Specialized Shared Educational Entities (S2E2s) for reporting and accountability purposes.

Accountability reports (School Index and School Grades) for the 2020-2021 school year will use graduation rates from the 2019-2020 school year, as the graduation rates used in accountability reporting are lagged by one year due the late availability of the data. This means that the graduation rates calculated for the 2019-20 school year will be used in 2020-2021 accountability reporting.

Reporting the “Building Pupil Would Otherwise Attend” MSDS characteristic is essential to the efficacy of the Sending Scores Back Program, since this reporting indicates where students are to be included in accountability rate calculations. Make sure your pupil accountant or the accountants of your member districts have submitted and certified student records—including the “Building Pupil Would Otherwise Attend” characteristic—by the June 30 End of Year collection certification deadline, or during the **July 28 – September 10** SRM window for graduation rate appeals. Be sure to share this message with your pupil accountant(s). Note that the SRM deadline has been changed – it is now **Thursday, September 10, 2020 at 11:59 p.m.**

Additional information on the Sending Scores Back Program, SEEs/S2E2s, and “Building Pupil Would Otherwise Attend” can be found on the [SEEs web page](#) (www.michigan.gov/sees).

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College Board Corner

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

Fall 2020 Deadlines for August 25, 2020

Tuesday, August 25 is the deadline for:

- accommodation requests and to request 50% extended time for English language learners for the October 14 SAT School Day administration and both PSAT/NMSQT administrations

The accommodation deadline is to ensure adequate time for review of any requests that might require documentation review. The majority of accommodations (those not requiring documentation review) will be approved through the school-verification process within a few days.

- ordering standard and accommodated test materials for the September 23 SAT with Essay
- requesting ancillary materials for off-site testing (see the [August 6 Spotlight](#) for more information)

Winter PSAT/NMSQT

College Board recently announced a winter administration for the PSAT/NMSQT. Details about a test date and whether the Michigan Department of Education will provide this administration to schools will be available soon.

Updating Orders in the Test Ordering Site (TOS)

SAT with Essay

Orders can be placed for both the September 23 and/or October 14 administrations, as needed, and updated any time prior to the applicable ordering deadline.

Schools will be able to place an order for the October 27 administration up to two days after the primary administration.

- **Schools testing on September 23:** Order materials for October 27 from September 23-25
- **Schools testing on October 14:** Order materials for October 27 from October 14-16
- **Schools testing on both September 23 and October 14:** Order materials during either of the makeup windows

For schools that will not test on either September 23 or October 14, and will only be administering the SAT with Essay on October 27, 2020:

- Place an order for **one standard test book** in the College Board test ordering site for either the September 23 or October 14 administration by the applicable ordering deadline.

This order for one standard test book will ensure that you are able to access the makeup ordering window once it opens in the College Board test ordering site (see dates above).

- It is preferable for schools to submit the makeup order in the September makeup ordering window, if possible.
- Customer Service will follow up in 1-2 weeks with next steps.

PSAT/NMSQT

- Schools can now place orders for multiple PSAT/NMSQT dates in the College Board test ordering site (October 14 or October 29).

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- If you had an order for October 28 PSAT/NMSQT, it has automatically been changed to October 29.
- Update orders any time prior to the September 16 ordering deadline, as necessary.

PSAT 8/9

- Update orders any time prior to the date on which test materials ship (approximately one week prior to the scheduled test date).
- Schools planning to administer the digital PSAT 8/9 can visit the [College Board digital testing portal](https://digitaltesting.collegeboard.org) (<https://digitaltesting.collegeboard.org>) for test day planning and digital preparedness resources.

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; how these options impact Michigan schools is explained in the [August 6 Spotlight](#).

The [Fall 2020 School Day Testing for MDE-Provided SAT with Essay, PSAT/NMSQT, and PSAT 8/9](#) document has been updated and is posted to the [MDE MME](#) (www.michigan.gov/mme) and [MDE PSAT](#) (www.michigan.gov/psat) web pages.

This document now includes additional information about flexible scheduling of test dates and start times, off-site testing, material ordering, training, and the use of personal protection equipment.

Fall Testing Manuals

Manuals for the Fall 2020 SAT with Essay, PSAT/NMSQT, and paper PSAT 8/9 are posted on the [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat) web pages for reference. The manual for administering the digital PSAT 8/9 is not yet available. Printed manuals will arrive with your preadministration and/or test material shipments. These manuals will **only** be used for Fall 2020 testing. Michigan-specific manuals will be provided for testing in Spring 2021.

Fall Training

Training for SAT coordinators is required for Fall 2020 testing, as the policies and procedures are different for fall and spring testing. Training for PSAT/NMSQT and paper/pencil PSAT 8/9 is provided and recommended; coordinators are required to read the Coordinator Manual. Training for the digital PSAT 8/9 is required to become familiar with the Cambium Assessment, Incorporated (CAI) testing platform. Coordinators will receive an email notification that training is available approximately 4-6 weeks prior to the assessment date, depending on the order date. Training can also be accessed by going to the [College Board website](http://www.collegeboard.org/ptat) (www.collegeboard.org/ptat) once orders have been placed.

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



Information on ACT® WorkKeys® provided by the ACT.

If you still have WorkKeys test materials in your school, refer to the [June 11, 2020 Spotlight on Student Assessment and Accountability Newsletter](#) (www.michigan.gov/mde-spotlight) for information about packing the test materials for return to ACT.

After packing the materials, contact ACT and we will schedule a pickup for you. You may contact us by using either the [Contact Us web page](#) (www.act.org/aap/state/contact.html) or by calling 800-553-6244, extension 2800, between 9:30 a.m. – 6:00 p.m. ET.

Provide the following information:

- Number of boxes
- School hours
- Where to pick up at your school

Reminder: All secure test materials, including prepared student answer documents and test booklets, must be stored in a secure location until the WorkKeys Test Coordinator can return the WorkKeys materials to ACT.

We appreciate your prompt attention. The deadline to return your outstanding test materials is **August 28, 2020**.

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](#) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244 between 9:30 a.m. – 6:00 p.m. ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

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

Important Dates

Approaching Deadlines!

August 25, 2020

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

August 25, 2020

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

August 2020

SAT and PSAT

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)**

August 31 – October 2, 2020

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

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"> 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 WIDAAMS, 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