

Spotlight

on Student Assessment and Accountability

September 10, 2020

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Remote Testing for Early Literacy and Mathematics Assessments

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that remote testing will be available for the administration of the Early Literacy and Mathematics Benchmark Assessments, beginning **September 14, 2020**.

Access to the assessments will be available through a public URL, allowing students to test remotely, while the test is being administered via web conference. The OEAA has worked with Data Recognition Corporation (DRC) to prepare professional development for test administrators and information for parents on administering the assessments remotely. These documents include:

For Test Coordinators:

- [Web Conferencing Options for Remote Testing](#)

For Test Administrators:

- [Test Administrator Remote Testing Checklist](#)
- [Test Administrator Remote Testing Guide](#)
- [Test Administrator Remote Testing FAQs](#)

For Parents:

- [Parent Remote Testing Guide – Brief](#) (this document is a condensed version of the detailed guide)
- [Parent Remote Testing Guide – Detailed](#)
- [Parent Remote Testing FAQs](#)
- [Parent Remote Testing Checklist](#)
- [Parent/Student Security Remote Testing Agreement](#) – schools may use the template provided or create their own; schools have discretion on how to disseminate and collect the completed agreements from parents and guardians

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It is up to the district/school to determine which support documents will be used and how. Remote test administration instructions and supporting documents will be available by COB **Monday, September 14**, on the [Early Literacy and Mathematics Benchmark Assessment web page](#) (www.michigan.gov/earlylitandmath).

Michigan Smarter Balanced Interim Assessments for Grades 3-8

The Michigan Smarter Balanced Interim Assessment is the “free” option available to schools to meet the benchmark assessment criteria for students in grades 3-8, as required under the recently passed Return to Learn legislation. The Michigan Department of Education’s Early Literacy and Mathematics Benchmark Assessment (K-2) is the free option for students in grades K-2.

The Michigan Smarter Balanced Interim Assessments test window will open on **Monday, September 14, 2020** and run through **June 30, 2021**, via the Data Recognition Corporation (DRC) INSIGHT application. Students can test multiple times throughout the testing window. This assessment can be administered remotely.

On **Monday, September 21, 2020**, DRC will host a webinar explaining the remote option. Details for participating in this webinar:

When: September 21, 2020, 12–1 p.m. ET

Topic: Remote Testing (Early Literacy & Mathematics and Smarter Balanced Interim Assessments)

- [Join the webinar](https://datarecognitioncorp.zoom.us/j/98356700493) (<https://datarecognitioncorp.zoom.us/j/98356700493>)
- **or iPhone one-tap**
+13017158592,98356700493#
- **or Telephone (toll free)**
(for higher quality, dial a number based on your current location): 888-475-4499
- **Webinar ID:** 983 5670 0493

DRC INSIGHT Portal Information

- Users have been pre-loaded to the DRC INSIGHT Portal, based on their M-STEP user information within the Office of Educational Assessment and Accountability (OEAA) Secure Site. Users will be notified via email on **Friday, September 11** that the Smarter Balanced Interim Assessments administration has been added to their DRC INSIGHT Portal account. This email can be ignored by users not utilizing these assessments.
- For this program, initial users will add and edit additional users themselves in the DRC INSIGHT Portal (this is different from Michigan assessments) rather than additional users being pulled in from the OEAA Secure Site. It will be the District /School users’ responsibility to set up other District/School users, as well as Teacher users within their assigned sites (if they do not already have access). Users should contact their own District or School Administrator for access to the DRC INSIGHT Portal.

If there is no initial user with access to the DRC INSIGHT Portal at your District or School, contact DRC at 877-560-8378 (Option 2) for assistance.

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

Student Pre-ID Information

- District/School users will upload their students individually or via the Multiple Student Upload (MSU) functionality within the DRC INSIGHT Portal.

Information on this process and a file layout, along with sample file, can be found via the DRC INSIGHT Portal under **My Applications, Student Management**, then **Manage Students** functionality.

Note: Students will not be pre-identified and pulled from the OEAA Secure site for this program.

- Student and Test Management will be available in the DRC INSIGHT Portal starting **Monday, September 14, 2020**.

Resources

The DRC INSIGHT Portal will house numerous resource documents for your use. These can be located within the [DRC INSIGHT Portal](https://mi.drccdirect.com) (<https://mi.drccdirect.com>).

The following resource documents are available now in the DRC INSIGHT Portal under **My Applications, General Information**, then **Documents**

- Assessment Online Testing Readiness
- DRC INSIGHT System Requirements
- Technology User Guide
- Smarter Balanced Interim Assessments DRC INSIGHT Portal User Guide
- Smarter Balanced Interim Assessments Overview Presentation Slides – Sept. 2020
- Responsibility Guide and Checklist for Coordinators and Teachers

The Test Administration Manual (including Online Test Directions) will be available on **Monday, September 14, 2020**. Additional Resource documents will be posted as they become available.

Interim Assessment and Tools for Teachers Overview

Are you interested in learning more about the no-cost interim assessment option offered by the Michigan Department of Education (MDE) to meet the assessment requirements in PA 149? Consider joining the Assessment Learning Network (ALN) webinar on **September 29, 2020**, co-hosted by MDE and the Michigan Assessment Consortium (MAC). Webinar presenters will provide an overview of the Smarter Balanced Assessment Consortium (SBAC) interim assessment option and the accompanying Tools for Teachers website.

Assessment Learning Network (ALN) Webinar

- September 29, 2020
9 a.m. – noon
[Webinar registration](#)

Presenters from SBAC, MDE, and the MAC will briefly review Michigan Public Act 149 and list all MDE-approved options for benchmark testing before taking a closer look at the SBAC interim assessment option provided at no cost by MDE in 2020-21. Participants will see a demonstration of what the SBAC assessment tools look like within a school and how they might be experienced by teachers using them. Presenters will clarify the purpose(s) for interim assessment, where it fits within a district's balanced assessment system, and how it aligns with other state assessments, such as M-STEP.

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

Presenters will demonstrate the formative assessment strategies and other practical resources available on the accompanying SBAC Tools for Teachers website. Also, they will introduce additional opportunities in Michigan to deepen skillful practice of the formative assessment process through the FAME program (Formative Assessment for Michigan Educators).

Note: This examination of the no-cost SBAC option is offered as an informational opportunity only and in no way implies “endorsement” by either the MDE or MAC. Information about other MDE-approved options is available from representatives who are equipped to demonstrate their products’ capabilities.

Need a WIDA Secure Portal Account for WIDA Training?

If you need an account, your District EL Assessment Coordinator can create an account for you. If you are a new District EL Assessment Coordinator, you will need to be identified as such in the Educational Entity Master (EEM) first. Once that has been completed, send an e-mail to mde-oeaa@michigan.gov to request that a WIDA Secure Portal account be set up for you.

The EEM can be updated by the Authorized District EEM User or the Nonpublic School Authorized EEM User (usually the student pupil accounting person). For more information about the EEM, refer to the [Educational Entity Master \(EEM\)](#) chapter of the Assessment Coordinator Training Guide.

College Board Corner

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

Upcoming Deadline: September 16, 2020

- ordering standard and accommodated test materials for the October 14 SAT with Essay, PSAT/NMSQT, and PSAT 8/9
- requesting ancillary materials for off-site testing for all fall tests—see the [August 6 Spotlight](#) for more information

September 23 SAT with Essay Reminders

- No Pre-ID labels will be sent to be affixed to answer sheets.
- Test materials will arrive in schools next week.

Fall 2020 Test Coordinator Supplement

- College Board has published a [test coordinator supplemental guide](https://collegereadiness.collegeboard.org/pdf/test-coordinator-supplemental-guide.pdf) (<https://collegereadiness.collegeboard.org/pdf/test-coordinator-supplemental-guide.pdf>) for SAT School Day, PSAT/NMSQT, and PSAT 8/9, to explain how the flexible policies provided for fall testing will affect how you administer the tests at your school, including explanations of how procedures may diverge from what is in the applicable Coordinator Manual. This supplement will not be shipped directly to schools.
- This is a national publication and may have information that is not applicable to Michigan-provided testing, such as testing PSAT 8/9 after October 29 and the October 17 PSAT/NMSQT.

Fall 2020 SAT with Essay Test Books and Procedures

Because COVID-19 caused most Spring 2020 testing to be canceled, College Board has repurposed unused spring materials for SAT School Day administrations this fall.

- **September 23 SAT School Day** administration – test books will have “April 28, 2020” printed on the cover
- **October 14 SAT School Day** administration – test books will have “April 14, 2020” printed on the cover
- **All SAT School Day test dates** – complete field 3 on the Coordinator Report Form (CRF) using your actual administration date, **not** the date printed on the test books

Online Questionnaire and Student Search Service Opt-In Now Available

To help reduce the time needed for the preadministration session, students now have the opportunity to opt-in to Student Search Service and complete the entire [optional online questionnaire](http://studentsearch.collegeboard.org) (<http://studentsearch.collegeboard.org>). If students are directed to complete this process at home, schools should make parents aware of this request. Guidance about how to organize your preadministration session if your students use the online option, including how students will identify their four free SAT score sends, will be available on the MDE [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat) web pages.

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

SSD Coordinator Email

SSD (Services for Students with Disabilities) coordinators were sent an email this week with information about general College Board updates, including news that in late 2020, we will be updating the SSD Online platform for a more modern, efficient, and streamlined user experience for SSD coordinators. Additionally, some accommodation names are changing later this fall. For example, 50% extended time will be referred to as “time and one-half”. Although the names are changing, how these accommodations are administered will not be. More information about these changes and how they relate to Michigan-provided testing will be available in the upcoming months.

Students with Certain Disabilities Who Register for a Weekend SAT Administration

Although the Michigan Department of Education is providing the SAT to your students on a school day, some students may also choose to register for a weekend administration of the SAT at their own expense. For national testing, most students will test in a weekend test center. These test centers are normally housed in high schools or colleges that applied to the College Board and were approved for weekend testing. Many accommodations—including extra breaks, use of a calculator, and others—can be provided in a weekend test center. However, students who have certain accommodations—such as 100% extended time, MP3 audio, assistive technology-compatible (ATC), braille, or large font

greater than 20 point—will test in a school due to their special testing needs. This is referred to as “school-based testing.” This means your school, even if you have not signed up to be a national test center, may have students with school-based accommodations looking to test there. The primary SSD coordinator of a school serves as the contact for the College Board and students who require school-based testing.

To support this process, we ask that each primary SSD coordinator fill out their SSD School Testing Calendar online. This is accessible on the SSD Online Dashboard; it allows you to notify us if there are administrations for which you will not be able to provide school-based testing for students. Therefore, the testing calendar in SSD Online is for SAT only. For schools that are only testing PSAT-related assessments, the calendar can be updated, but note it is not related to state testing in any way.

The decision to support any of the weekend administrations is completely at the discretion of the school. Neither the College Board nor the Michigan Department of Education requires you to participate nor does this participation have an impact on the state-provided testing. To see the students with school-based accommodations at your school who have registered for a national administration, the SSD coordinator can log in to the SSD Online system. If you decide to not support the national testing for your students who need it, College Board will work with these students directly to find another school in the area that is available.

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

ACT WorkKeys Information on ACT® WorkKeys® provided by the ACT.

ACT WorkKeys Assessment: Overview and Student Preparation

Even though the Spring 2021 administration of the ACT WorkKeys assessment is many months away, you can begin preparing now, by understanding what the WorkKeys assessments are and how to prepare your students.

The ACT WorkKeys assessment consists of three tests that measure real-world skills that employers consider critical to job success and increase career opportunities:

- **Applied Math** measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that actually occur in today's workplace.
- **Graphic Literacy** measures skills needed to locate, synthesize, and use information from charts, graphs, diagrams, and other materials.
- **Workplace Documents** measures skills needed to read and use written text such as memos, letters, directions, bulletins, and policies.

How a student performs on the three WorkKeys tests determines their eligibility to earn an ACT® WorkKeys® National Career Readiness Certificate® (NCRC). To earn a certificate, students must receive a level score of at least 3 out of 7 on each test. Certificates are awarded at four levels:

- **Bronze** requires a minimum level score of 3 out of 7 on all 3 tests

- **Silver** requires a minimum level score of 4 out of 7 on all 3 tests
- **Gold** requires a minimum level score of 5 out of 7 on all 3 tests
- **Platinum** requires a minimum level score of 6 out of 7 on all 3 tests

Examinees that complete the Spanish-language versions of the assessments are eligible for an NCRC en Español.

Students who earn an NCRC can activate and print the certificate for free at myworkkeys.com once they receive their paper scores.

For more detailed information about the WorkKeys assessments, understanding scores, and NCRCs, go to [WorkKeys Assessments](https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html) (https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html).

Student Preparation – Go For Platinum!

Encourage your students to understand the types of questions they will see, since they differ from other types of exams. Students and teachers can access free practice questions from all three tests that range from easier content – Level 3—to the most difficult – Level 7. Teachers and students may use these practice questions as Questions of the Day or as warm-up activities in the weeks leading up to test day.

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

Students can also create a user account and take free full-length [online practice tests](https://testregistration.org/rsp/Login.do?event=go&realm=20770563) (https://testregistration.org/rsp/Login.do?event=go&realm=20770563). This allows students to pace themselves in real-time test scenarios and receive scores indicating how they might perform on the WorkKeys tests.

More information about administering the assessment will be covered in future Spotlight Newsletters.

Contacting ACT

If you have questions, you may:

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

Wednesday, September 16, 2020

- Materials Ordering window **CLOSES** 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)

September 2020

September 23, 2020

- **SAT with Essay** Fall 2020 administration date

September 21 – October 29, 2020

- **PSAT 8/9** Fall 2020 administration window (Pick one primary administration date, and complete all makeup testing within two weeks of the primary administration date.)

Early Literacy and Mathematics

Now – October 29, 2020

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

Now – October 30, 2020

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

October 2020

SAT with Essay

October 14, 2020

- **SAT with Essay** Fall 2020 administration date

October 27, 2020

- **SAT with Essay** Fall 2020 makeup administration (This makeup date can also be used as a third administration date.)

PSAT/NMSQT

October 14, 2020

- **PSAT/NMSQT** Fall 2020 administration date

October 29, 2020

- **PSAT/NMSQT** Fall 2020 administration date

November/December 2020

December 2, 2020 10 a.m.

- Winter/Spring 2021 Technology Coordinator Training Zoom webinar

[Join the webinar](#)

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
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