

Spotlight

on Student Assessment and Accountability

What's New

Week of October 1, 2020

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PSAT and SAT Fall 2020 Update

Executive Order 2020-65 (issued April 30, 2020) requires districts to administer the PSAT and the SAT in the fall of 2020. This is due to the cancellation of spring state assessments caused by the COVID-19 pandemic. Recently passed budget legislation modifies the requirements of EO 2020-65 as follows:

- Districts are still required to make the SAT and PSAT assessments available to students who were in grades 8-11 last year and who were unable to take the appropriate assessment during the 2019-2020 school year.
- Students must be encouraged but not required to take these assessments.
- These fall-administered tests do not replace the requirement that all eligible students take the statewide administrations of SAT with Essay, PSAT 8/9, or PSAT 10 in Spring 2021.
- Only the results of the Spring 2021 administrations of SAT with Essay in grade 11 and PSAT 8/9 in grade 8 will count towards accountability measures.

Additional information can be found on the [MME web page](#) (www.michigan.gov/mme) and the [PSAT web page](#) (www.michigan.gov/psat). Questions can be directed to:

- **Office of Educational Assessment and Accountability**
email: mde-oeaa@michigan.gov
- **College Board**
Michigan Educator Hotline: 866-870-3127
email: michiganadministratorsupport@collegeboard.org

Key:  includes information Tech Coordinators need to know

EL Exit Information in Your Local Student Information System

English Learner (EL) auto exits for the 2019-20 school year were completed by CEPI as planned. However, to ensure local student information systems (SIS) reflect the same information as Michigan Student Data System (MSDS), educators and pupil accounting staff should be sure to enter the students' EL exit information (including EL exit date) into their SIS. This is Step 6 in the [English Learner \(EL\) Exit Reporting Guidelines](#) document.

Testing Technology: Top Issues and Solutions

The process of updating systems and the start of testing are common times for finding issues in your schools' technical setup. Here are some recent issues that Michigan schools have encountered and how to fix them.

1. Many schools bought devices four to six years ago and are seeing them reach [End Of Life/Auto Update Expiration](#) (<https://support.google.com/chrome/a/answer/6220366>). This is especially challenging with the current demand for student computers. Check your devices and plan ahead for any new equipment orders or for using still viable devices for testing. Refer to the [full requirements](#) guidance document; you will see that operating system (OS) requirements (seen at the bottom of the page) are usually the limiting factor.
2. An easy way to check whether a device meets the minimum OS requirement is to try the [Online Tools Training](#) (<https://wbte.drccdirect.com/MI/>). **Note:** iOS 12.x and macOS 10.13 are expected to reach End of Support in December; in general, iPads that can run iPadOS rather than iOS have more life left in them. iPads with 1GB of RAM are below requirements and are past or very near End Of Life.
3. ChromeOS 83 is the minimum version for Chromebooks and other Chrome devices for 2020-2021. If your Chromebooks have not reached Auto Update Expiration but are not updating, check your Admin Console to see if auto-updates were disabled under "Device Update Settings." "Restrict Google Chrome version to at most" needs to be 83 or higher.
4. If devices can receive updates but will not auto-update, students can force a manual update through the browser. Click the dots in the top-right of the screen, then select Help, About ChromeOS, and Check for Updates. The next troubleshooting step would be reloading policies before updating. Do this by copying and pasting the following link: `chrome://policy`.
5. For Windows users: if you are upgrading to the new 64-bit INSIGHT, uninstall the old 32-bit application first. Remove it before redeploying. Changing from 32-bit to 64-bit is upgrading to a new application, not updating the old one.
6. If your WIDA Screener students are getting a message about Central Office, the most common issues are:
 - » Did you check the boxes to download the content in Central Office Services?
 - » Is your firewall blocking the students? (Sometimes settings reset after server updates.)
7. Remember to update your allowlist (whitelist) listings, as described in the [August 27, 2020 Spotlight](#) (<https://www.michigan.gov/mde-spotlight>).

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

Many thanks to schools that reported problems and solutions and to the Technology Coordinators listserv, which is a wonderful resource for mutual support and troubleshooting.

Accessing Tools for Teachers

Tools for Teachers is now available for Michigan educators. Access for Tools for Teachers is provided to users with a DRC INSIGHT Portal account and access to the Smarter Balanced Interim Assessments for the 2020-2021 administration. Permission to access Tools for Teachers is provided in the District, School, and Teacher permission sets.

District and School users in the Secure Site as of September 14, 2020 were provided access to the Smarter Balanced Interim Assessments in the Portal. These users will have access to Tools for Teachers and can add additional users to the Portal so they also have access to Tools for Teachers. Educators who have not previously had a DRC INSIGHT Portal account can be added by sites as new users for the Smarter Balanced Interim Assessments, which will include access to Tools for Teachers.

1. If you already have an account, log into the [DRC INSIGHT Portal](https://mi.drccdirect.com) (<https://mi.drccdirect.com>). If you do not yet have a Portal account, check with your District or Building Coordinator to request to be added as a new user at your site. If no one in your district has a Portal account, reach out to DRC Customer Service.
2. In the DRC INSIGHT Portal, navigate to **My Applications, SBAC menu, then Tools for Teachers**. Click the Tools for Teachers link. You will be automatically redirected to the Tools for Teachers homepage.

3. On the Tools for Teachers home page, select the left-hand menu to see the menu options. Type a topic, claim, or target in the search box, or click the filter resources link.

How to Access Tools for Teachers Through the DRC INSIGHT Portal

[Watch the Mini-Module](#)

How to Add New Users to the DRC INSIGHT Portal

[Watch the Mini-Module](#)

Take a quick peek at [Tools for Teachers](http://www.smartertoolsforteachers.org) (www.smartertoolsforteachers.org). Contact DRC Customer Support for more information.

DRC Customer Support

- **Phone:** 877-560-8378 (option 2)
- **Email:** misupport@datarecognitioncorp.com

Using Tools for Teachers as an Instructional Resource

- **Monday, October 19, 2020**
- **1–4 p.m. ET**

[Register Now](#)

This online session will provide insights into using the Tools for Teachers digital platform to improve student learning. This rich resource—developed and vetted by educators, and maintained by the Smarter Balanced Assessment Consortium—can provide materials and lessons aligned to state standards. One of the essential elements of these instructional resources is an emphasis on the formative assessment process. Michigan has a strong reputation of educator support for learning about the formative assessment process

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through [Formative Assessment for Michigan Educators \(FAME\)](http://www.famemichigan.org) (www.famemichigan.org). Tools for Teachers provides an entrée into the formative assessment process as it is defined in Michigan.

Whether or not you have been a part of FAME, the effective use of the Tools for Teachers resource will require thoughtful planning. Participants will explore or be reacquainted with the formative assessment process and what steps might be needed to use these materials in promoting effective use of the formative assessment process.

Webinar – “The Critical Role of Assessment in Our New Normal” with Renaissance Star Assessments

This school year, educators are discovering they have more questions than answers to student performance. How are this fall’s students performing in comparison to previous cohorts? How substantial is the “COVID Slide”? Are equity gaps widening? How do remote- and hybrid-learning environments impact assessment and instruction?

Join Renaissance experts Dr. Gene Kerns and Dr. Katie McClarty on **October 14, 2020** from **3 – 4 p.m. EDT** for a free edWebinar as they explore:

- What the data shows us about the impact of last spring’s school closures
- Whether remote testing provides trustworthy results
- What we know about the “COVID Slide” –and what we’re investigating in a forthcoming research study
- How to better provide equitable access to learning opportunities for all students
- What mistake districts often make with their data – and how to avoid this error

There will be time for questions at the end of the presentation. Attendance for the live presentation is limited to 1,000.

[Register for the live event](#)

[Register to receive an e-mail with the recording link](#)

WHAT'S NEW

September 23 SAT with Essay Reminders

- Scores will be available on a rolling basis beginning **October 15, 2020**. Students may receive their scores a day later than educators.
- Schools will have a chance to make grade adjustments (to ensure that the grade a student bubbled is accurate for correct billing to occur) and identify students eligible for fee waivers (if desired) in the College Board test ordering site, **November 9 – December 16, 2020**. More information about this process will be available in the November 5 edition of Spotlight.

PSAT/NMSQT

- Test materials for the October 14, 2020 administration will arrive between **October 5–7, 2020**.
- Test materials for the October 29, 2020 administration will arrive between **October 19–21, 2020**.

PSAT 8/9

- Test materials will arrive approximately one week prior to the primary test date chosen in the College Board test ordering site.

REMINDERS

October 14 SAT with Essay Reminders

- No Pre-ID labels will be sent to be affixed to answer sheets.
- Test materials will arrive between **October 7–12, 2020**.

PSAT/NMSQT Reminders

- No Pre-ID labels to be affixed to answer sheets will be sent.
- There is no accommodated window for PSAT/NMSQT testing. Be sure to schedule testing for all students on your chosen primary test date. Students approved to test over two days must test on the primary test date and on the day after.
- Ordering for the January PSAT/NMSQT administration will open in October.

PSAT 8/9 Reminders

- No Pre-ID labels to be affixed to answer sheets will be sent.
- Schools have two weeks from the chosen primary test date to get all students tested.

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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. The document explains 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 include 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

Spring 2021 SAT with Essay, PSAT 10, and PSAT 8/9

To begin preparing your school for Spring 2021 testing, the first step is to ensure the Entity Education Master (EEM) is up-to-date. Refer to the article in the [September 24, 2020 Spotlight](#) titled, “Are Your School and District Contacts Up to Date in the Educational Entity Master?”

Guidance Documents

The [Student Search Service Guidance Document for Schools](#) and the [SAT Suite of Assessments Preadministration Guidance Document](#) are now 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.

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

REMINDERS

Updating EEM

Ensure that each building/school's "WorkKeys Test Coordinator" has the correct contact name, email address, phone number, and mailing address (no PO boxes) listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) by **Friday, October 2, 2020**.

ACT uses the information in the EEM to call, send emails, and to ship test materials to the Workkeys Test Coordinator. Inaccurate information will result in coordinators not receiving critical information in a timely manner and consequently overlooking key deadlines and delaying the receipt of test materials.

Refer to the [September 24, 2020 Spotlight on Student Assessment and Accountability Newsletter](#) (www.michigan.gov/mde-spotlight) for additional information about updating the EEM.

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

October 2020

PSAT 8/9

Now – 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

WIDA

October 16

- 2020 **WIDA ACCESS/WIDA Alternate ACCESS for ELLs** hard copy reports arrive in districts

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 at 10 a.m.

- Winter/Spring 2021 Technology Coordinator Training Zoom webinar

[Join the webinar](#)

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