

Spotlight

on Student Assessment and Accountability

What's New

Week of October 29, 2020

- **End of Fall 2020 Early Literacy and Mathematics Benchmark Assessments**
- **WIDA Braille Recruitment**
- **Michigan School Grades Reports Available for Preview**

End of Fall 2020 Early Literacy and Mathematics Benchmark Assessments

Friday, October 30, 2020 is the end of the online fall testing window for the Early Literacy and Mathematics Benchmark Assessments. All testing must be completed by the end of the instructional day. The Early Literacy and Mathematics Benchmark Assessments for grades K, 1, and 2 are offered three times a year: fall, winter, and spring. These benchmark assessments are completely aligned to Michigan's academic content standards and are only administered online (no paper/pencil version).

The winter Early Literacy and Mathematics Benchmark Assessments test window is **January 4 – February 5, 2021**.

WIDA Braille Recruitment

WIDA is seeking 8-12 educators to participate in two virtual braille review events for the WIDA ACCESS for ELLs assessment, the yearly summative assessment for students identified as English learners (ELs). These reviews will take place in early December.

Participant Experience Needed

For these events, WIDA is seeking educators with the following experience:

- previously administered the braille format of WIDA ACCESS for ELLs or state content assessment
- taken WIDA ACCESS for ELLs training in the last 12 months (or will take it in order to participate)

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- experience in working with blind or low vision students (such as work at a school for the blind, BVI teacher)

OR

- previously administered the braille format of WIDAACCESS for ELLs
- taken ACCESS training in the last 12 months (or will take it in order to participate)
- experience in working with ELs and some work with blind or low vision students (such as an EL teacher who happens to have a blind student)

*** Braille proficiency is not required!

1) Braille Test Administrator Script Review

Purpose: Educators who work with blind or low vision students who read braille will provide feedback on an initial draft version of the braille test administrator script. We will be gathering feedback on flow and organization, as well as the scripting for intended for Test Administrators.

Dates:

- **Orientation and training overview:** Thursday, December 3, 2020 from 11:30 a.m. - 12:30 p.m. ET
- **Review of the Braille Test Administrator Script:** 2.5 hours of self-paced independent work, between December 3–8, 2020
- **Braille Test Administrator Script feedback session:** Thursday, December 10, 2020 from 11 a.m. - 1 p.m. ET

Time commitment: 3 hours in meetings over two days, 2.5 hours of independent work

Number of Participants: 4–6

2) Braille ACCESS Training Focus Group

Purpose: Educators who work with blind or low vision students who read braille will provide feedback on their personal experience in administering the braille format of WIDAACCESS for ELLs. They will also provide feedback on the tentative goals and objectives for a training specific to the braille format. Feedback will be used to inform future braille-specific training resources for the WIDAACCESS for ELLs.

Dates:

- **Orientation and training overview:** Thursday, December 3, 2020 from 11:30 a.m. - 12:30 p.m. ET
- **Independent work and survey:** 2.5 hours of self-paced independent work between December 3–8, 2020
- **Braille Test Administrator Script Review feedback session:** Thursday, December 10, 2020 from 11 a.m. - 1 p.m. ET

Time commitment: 3 hours in meetings over two days, 2.5 hours of independent work

Number of Participants: 4–6

If you would like to participate in one of the events, indicate your interest and confirm availability no later than **Friday, November 6, 2020**, by completing a [brief survey](#).

If you are selected, WIDA will contact you with event details and next steps by **Friday, November 13, 2020**.

Questions?

If you have questions, email Joy Pfeiffer at jcpfeiffer2@wisc.edu.

Michigan School Grades Reports Available for Preview

The Michigan Department of Education (MDE) has made 2019-20 Michigan school grades reports available for schools to preview on [MI School Data](http://www.mischooldata.org) (www.mischooldata.org). Authorized users of MI School Data are now able to preview school-level Michigan school grades reports before results are released publicly in early November. The preview window will close on **Thursday, November 5, 2020**.

For more details, refer to the article in the [October 22, 2020 Spotlight](#).

We encourage you to review the informational guides and other helpful resources available for the [Michigan School Grades System](http://www.michigan.gov/mde-schoolgrades) (www.michigan.gov/mde-schoolgrades).

Questions about Fall or Spring PSAT 8/9, PSAT 10, or SAT?

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email michiganadministratorsupport@collegeboard.org

WHAT'S NEW

Spring 2021 Establishment

Establishment is the process whereby the College Board knows which schools are administering the PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay, and it is based on rules that are coordinated with the Michigan Department of Education.

Public schools and nonpublic schools are established through different processes.

- Most traditional public schools will be automatically established to participate.
- Nonpublic schools must indicate their intent to participate each year for each assessment. If a nonpublic school chooses to administer the SAT, all parts of the Michigan Merit Exam (ACT WorkKeys and M-STEP) must also be administered. If a nonpublic school chooses to administer the PSAT 8/9 for Grade 8, M-STEP must be administered.

District assessment coordinators, principals, and test coordinators of all nonpublic schools and the public schools that do not meet automatic establishment rules will receive an email the week

of November 2 with instructions for how to indicate your intent to participate. **If you received this email, follow the enclosed instructions as soon as possible, but no later than November 20, if you plan to administer the assessments.** You might not be able to administer the assessments if you do not respond in time. Also follow the instructions if you do not plan to administer the assessments so you can be removed from future communications this school year.

The Test Center Participation page in the Office of Educational Assessment and Accountability (OEAA) Secure Site identifies which assessments your school is established to administer and will be updated daily as establishment activities occur. For information on accessing this page, visit the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Important Note: Schools must be established to participate separately for each College Board assessment they expect to administer in Spring 2021. For example, a traditional public high school should verify in the OEAA Secure Site Test Center Participation page that they are set up to participate in the SAT with Essay, the PSAT 10, and the PSAT 8/9 for Grade 9. All public schools with 8th grade students should verify that they are established to participate in the PSAT 8/9 for Grade 8.

Starting now and continuing through December, verify the assessments your school has been established for in the OEAA Secure Site.

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- If a school is listed as participating and plans to administer the assessment, no action is needed.
- If a school is listed as participating but does not plan to administer the assessment, contact the Michigan Educator Hotline immediately with information about why you request to be unestablished.
- Establishment occurs on a rolling basis. Participation will be reflected as establishment activities occur. **Allow for potential updates.** Contact the Michigan Educator Hotline if establishment information is not correct by December 18, 2020.
- Once a school provides the intent to participate, allow 1-2 weeks for this information to be refreshed in the OEAA Secure Site.

Fall participation in the Michigan-provided SAT with Essay, PSAT/NMSQT, or PSAT 8/9 does not establish your school for spring testing. You must verify your spring participation status in the OEAA Secure Site or provide your intent to participate, as needed.

REMINDERS

PSAT/NMSQT Reminders

- Ordering materials for the January 26, 2021 PSAT/NMSQT administration is now open in the College Board test ordering site. The deadline to order tests for this date is **December 4, 2020**.
- Schools may order and administer the test to 10th and 11th grade students who did not test on either of the October administrations.

Preparing for Spring 2021

Tasks you can be doing now to prepare your school for the Spring 2021 administration of PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay:

- Register for the [Implementation Webinar](https://tinyurl.com/2021Implementation-MI) (https://tinyurl.com/2021Implementation-MI) on **November 10 from 9:00-10:30 a.m.** This webinar will focus on activities test coordinators can be doing until the end of 2020 to prepare their school and students for testing.
- SSD coordinators can register for an [Accommodations and Supports Webinar](https://tinyurl.com/2021Accommodations-MI) (https://tinyurl.com/2021Accommodations-MI) on **December 9 from 12:00-1:30 p.m.** This webinar will assist new and returning SSD coordinators with the process of applying for accommodations through the SSD Online system. This will be especially helpful for new SSD coordinators. We will also review administering the SAT with Essay, PSAT 10, or PSAT 8/9 for Grade 8 and 9 with accommodations and English Learner supports.
- All webinars are optional and will be recorded and posted on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) approximately one week after the webinar is completed.
- Update EEM with test coordinator information. 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.

ACT WorkKeys

What's New

Completing ACT's Manage Participation Process

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full MME, which consists of the ACT WorkKeys, SAT, and M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components, they will be expected to administer all three components to their students.

All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

The WorkKeys Test Coordinators must indicate each school's participation status, either Participating or Not Participating, in PearsonAccess^{next}, during the Manage Participation window **November 2 – November 27, 2020**. If your school will participate in the WorkKeys assessments in Spring 2021, you must also select your preferred test materials receipt week. The process will take approximately five minutes.

Note: Manage Participation must be completed at the individual **school level**, not at the district level, even if you are not participating. Reminder emails will be sent periodically to all schools that have not completed the Manage Participation process.

Instructions on completing the Manage Participation process and PearsonAccess^{next} login information will be emailed to District Assessment Coordinators and WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) on **November 2, 2020**. Refer to the [September 24, 2020 Spotlight on Student Assessment and Accountability Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for additional information about updating the EEM. If the WorkKeys Test Coordinator does not receive this email, contact ACT at the web page or phone number listed on page 8.

The District Assessment Coordinators and WorkKeys Test Coordinator listed in the EEM, for both public and nonpublic schools, will also receive an **ACT Account Access: New Account** email from NoReplyTestAdmin@act.org on **November 2, 2020**. The email will include a link and instructions to create your password. Once the password has been created, you'll receive a confirmation email and will be able to log into the system. If this email is not received on November 2, 2020, contact ACT at the web page or phone number listed on page 8.

How to Submit Your ACT WorkKeys Participation Information

To submit your school's participation information, take the following steps:

1. Log in to [PearsonAccess^{next}](https://testadmin.act.org) (https://testadmin.act.org)
2. Under **SETUP**, select **Organizations**.

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

3. Check the box(es) beside the school(s) you wish to update
4. Open the drop-down on the **Start** button and chose **Test Administration**
5. Complete the Manage Participation information:
 - a. **If your school will participate, complete the Test Date & Materials Receipt Selection section:**
 - Paper Standard Time Test Date – always choose April 14, 2021
 - Paper Accommodations Test Window Start Date – always choose April 14, 2021
 - Materials Receipt Week – select either the week of March 22 or March 29, 2021

Example:

Test Date & Materials Receipt Selection

If your school is NOT testing, scroll down and complete the Not Teting section.

Paper Standard Time Test Date

April 14, 2021

Paper Accommodations Test Window Start Date

April 14, 2021

Materials Receipt Week

March 22, 2021

Click Save to submit

b. If your school will not participate, complete the Not Testing section:

- Reason for Not Testing – select the appropriate option for your school from

the drop-down list or choose Other and then complete the Other Reason for Not Testing text box.

Example:

Not Testing

If you complete this section you will NOT receive any testing materials.

Reason for Not Testing

Other Reason for Not Testing

Free form text box for reason that is not included in the dropdown list above.

Click Save to submit

c. Click Save. Repeat step 5 for each school name listed on the left.

6. Log out of PearsonAccess^{next}.

Schools that have completed the Participating section are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District Assessment Coordinators should ensure that all schools within your district have completed the Manage Participation process, even if they are not testing, by reviewing the Test Center Participation page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) under the **Assessment Registration** drop-down menu.

Deadline: You must submit your participation information by **Friday, November 27, 2020.**

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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!

Friday, October 30, 2020

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

Coming Next Week . . .

Monday, November 2, 2020

- WorkKeys Test Coordinators and District Assessment Coordinators receive PearsonAccess^{next} login information

October/November 2020

ACT WorkKeys

November 2 – 27, 2020

- **ACT WorkKeys** Manage Participation window

SAT and PSAT

Now – December 18, 2020

- **SAT, PSAT 10, PSAT 8/9** Request for Off-site testing window

November 2 – 20, 2020

- College Board (**SAT with Essay, PSAT 8/9, PSAT 10**) Intent to Participate (Establishment Process)

November 10, 2020 from 9:00 - 10:30 a.m.

- Michigan Implementation webinar – [Register](https://tinyurl.com/2021Implementation-MI) (<https://tinyurl.com/2021Implementation-MI>)

December 2020

December 2, 2020 at 10 a.m.

- Winter/Spring 2021 Technology Coordinator Training Zoom webinar

[Join the webinar](#)

SAT and PSAT

December 9, 2020 from 12:00 - 1:30 p.m.

- Accommodations and Supports webinar – [Register](https://tinyurl.com/2021Accommodations-MI) (<https://tinyurl.com/2021Accommodations-MI>)



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