

# Spotlight

## on Student Assessment and Accountability

### What's New

Week of November 5, 2020

- Spring 2021 Test Administration Training for SAT with Essay, PSAT 10, PSAT 8/9, and ACT WorkKeys
- Webinars – “Fluency and Equity” and “Using MAP Growth scores” with NWEA
- Bright Ideas
  - » Benchmark Assessment: Purpose and Planning

### Recently Asked Questions

#### Spring 2021 Test Administration Training for SAT with Essay, PSAT 10, PSAT 8/9, and ACT WorkKeys

The Spring 2021 *MME and PSAT in High School Test Administration Training – Part 1 of 2* and the *Grade 8 Test Administration Training – Part 1 of 2* are now available on the Michigan Department of Education (MDE) [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and [PSAT web page](http://www.michigan.gov/psat) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) under the **What's New** and the **Assessment Training and Resources for Educators** sections. These videos provide test coordinators with information on tasks that need to be completed this fall in preparation for Spring 2021 testing. Coordinators can view the entire MME or Grade 8 presentations in about an hour, or they can view individual chapters.

#### MME and PSAT in High School Test Administration Trainings:

- 2021 Michigan Merit Exam and PSAT in High School Test Administration Training Part 1
- College Board Michigan Spring 2021 SAT with Essay/PSAT 10/PSAT 8/9 for Grade 9 Assessment Administration Training
- ACT WorkKeys State Testing Administration
- Updating the Educational Entity Master (EEM)
- Use of the Test Center Participation Page
- Online Waiver Requests for State Assessments

#### Grade 8 Trainings:

- Grade 8 Test Administration Training Part 1
- College Board Michigan PSAT 8/9 for Grade 8 Assessment Administration Training

*(Continued on next page)*

- Updating the Educational Entity Master (EEM)
- Use of the Test Center Participation Page
- Online Waiver Requests for State Assessments

Additional trainings for the Pre-ID Process and Material Orders will be added to these online trainings in December. Part 2 of the trainings will be available in early February. They will include additional steps that need to be taken in early spring with M-STEP grade 8 and grade 11, Supports and Accommodations, Test Security Training, and Secure Site tasks.

Email any assessment questions you have while viewing these presentations to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) and include “Spring 2021 MME and/or PSAT Test Administration” in the Subject line.

## Webinars – “Fluency and Equity” and “Using MAP Growth scores” with NWEA

NWEA (Northwest Evaluation Association) is offering two webinars this month:

### Webinar #1

**Fluency and equity: Helping all kids access grade-level text** – Award-winning author and professor Dr. Tim Rasinski joins NWEA’s literacy subject-matter experts to discuss strategies and practices to improve reading performance and promote equity. This webinar will take place on **Thursday, November 19 at 1 p.m. ET**. If you have any questions email [michigan@nwea.org](mailto:michigan@nwea.org).

[Register for Webinar #1](#)

### Webinar #2

**Using your MAP Growth scores to support student learning through instructional resources** – NWEA is partnering with the Michigan Elementary and Middle School Principal’s Association (MEMSPA) on a webinar to support Michigan’s building leaders with connecting their MAP® Growth™ assessment data to inform instructional decisions that accelerate academic recovery. The webinar is **Thursday, November 19 at 2 p.m. ET**. This event is ideal for district-level administrators, principals, and key MAP users. If you have any questions, email [michelle.carter@nwea.org](mailto:michelle.carter@nwea.org).

[Register for Webinar #2](#) by **11:59 p.m. on November 15**



## Bright Ideas

Tips and strategies for putting assessment literate practice to work in the context of remote, online, or hybrid learning models.

### Benchmark Assessment: Purpose and Planning

Under Michigan's "Return to Learn" Legislation (Public Act 165 of 2020), schools are required to give interim assessments to students as part of their extended COVID-19 learning plan. Districts must select a benchmark assessment(s) aligned to state standards, and administer the benchmark assessment(s) to all pupils in grades K-8 to determine whether they are making meaningful progress toward mastery of Michigan standards ([see detailed requirements](#)).

The Return to Learn law is flexible and provides districts with several benchmark options; these are clearly described on the Michigan Department of Education (MDE) "[Return to Learn](#)" [Benchmark Assessment web page](#). But beyond meeting the law's requirement, what does a benchmark—or "interim" assessment—offer? What other purposes are benchmark assessments designed to meet?

### Part of a Balanced Assessment System

Interim or benchmark assessments (interim/benchmark assessments) fit between formative assessment practices (often referred to as assessment for learning) and summative assessments (often referred to as assessment of learning) on the formative/summative continuum. While they can serve one of several purposes (see Figure 1 on the following page), their position in the assessment system allows educators, students, and parents to monitor the progress of

all students on their journey toward mastery of the identified learning objectives. They are administered when there might still be time for remediation for students who need more support to meet the learning objectives.

### Know Your Purpose

As with any assessment, it is important to be clear on why you are giving an interim assessment. Educators ask:

- What do I want to learn from this assessment?
- Who will use the information gathered?
- What action steps will be taken as a result?
- What PD or support should be in place to ensure the action steps?
- How will student learning improve as a result of the assessment system and will learning improve more than if it were not used?

Interim/benchmark assessments are given for purposes that fall into three general categories.

1. **Instructional:** to monitor student achievement at various points in the learning process
2. **Predictive:** to predict future performance on another assessment (such as the M-STEP)
3. **Evaluative:** to provide information useful to the evaluation of a curriculum or instructional program

*(Continued on next page)*

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

**Figure 1.** This table describes types of assessment and offers some examples of each. The chart also illustrates how different educators at various levels use assessment data to inform decisions.

4 Key Assessment Questions					
	When? (frequency)	What is provided?	Who benefits?	Why? (purpose)	
Assessment FOR Learning ↑	<b>Formative</b>	Continuous throughout construction	Immediate actionable feedback	Students and teachers	Inform teaching and learning approaches
	<i>Examples</i>	<i>Formative Assessment Strategies: Self-assessment, peer assessment, feedback, activating prior knowledge, goal setting, and questioning</i> <i>Formative Assessment Tools: Observable application of the formative strategy—can include student conferences, learning logs, portfolios</i>			
Assessment OF Learning ↓	<b>Interim/ Benchmark</b>	Periodic	Multiple “checkpoints” across time	Students, teachers, school, and parents	Monitor student progress toward learning goals, predict performance on future assessments, or evaluate programs.
	<i>Examples</i>	<i>Pre-tests, graded classroom assignments, portfolios, and benchmark assessments</i>			
	<b>Summative</b>	End of learning (unit, term, school year)	Snapshot	Students, teachers, school/district, parents/community, state/federal government	Certify student learning of intended academic outcomes (e.g. standards, student learning objectives)
	<i>Examples</i>	<i>End-of-year exams, portfolio, annual assessment data (M-STEP, MME, etc.), and unit assessments</i>			

It is important to know which purpose you are trying to achieve before selecting the assessment tool(s) you will use. Then, it is important to use the assessment results only for that purpose.

### Consistency is encouraged

To the extent it is practical, schools and districts are encouraged to administer the same benchmark(s) as they administered in prior years. This allows for consistent data, which helps inform decisions focused on learning for all students and allows for reasonable comparison over time.

### Resources for more learning

- [Michigan Department of Education Benchmark Assessment web page](#)

### From the Spotlight Assessment Literacy series

- [What is the Purpose of Interim Assessments?](#) (from the May 9, 2019 Spotlight)

### From Michigan Assessment Consortium

- [Interim Benchmark Assessments](#) – a curated Collection offered by the Michigan Assessment Consortium
- [Marianne Perie event resources](#)

In addition to Perie’s presentation video and handouts, this event archive features short, sharable “Learning Moment” videos that Perie recorded [defining interim assessment](#), [describing its role in a balanced assessment system](#), and [explaining how results can be used](#).

### 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](mailto:michiganadministratorsupport@collegeboard.org)

### WHAT'S NEW

#### Fall 2020 Invoice Generation Process

Although the Michigan Department of Education (MDE) is providing the Fall 2020 SAT with Essay, PSAT/NMSQT, and PSAT 8/9 for Grade 9 administrations to eligible schools, it is important that schools complete the invoicing process in the College Board test ordering site to avoid fees billed to the school.

There are three general purposes of the invoicing process:

- to generate an invoice to be paid by the school (as necessary)
- to make grade-level adjustments (mis-grids) to ensure correct billing to MDE
- to identify students eligible for fee reduction or fee waiver benefits

#### Why would I need to generate an invoice for my school?

- If you ordered assessments for grades other than what is being provided by the state, your school(s) will be billed for these tests.
- **Example:** School ordered and administered the PSAT 8/9 for Grade 8 (not provided by MDE) and PSAT 8/9 for Grade 9 (covered by MDE).

- School will generate an invoice and pay for the 8th grade tests, while the state will be billed for the 9th grade tests.

#### Why would I need to make grade-level adjustments?

- Coordinators should ensure that student's grades that were bubbled are accurate and align to MDE-provided assessments.
- **Example:** A student took the SAT with Essay and bubbles they are in 11th grade, but they are actually in 12th grade.
- Your school will get charged for this test since 11th graders aren't eligible for the SAT under the state contract in the fall.
- Therefore, you can make mis-grid corrections, so your school is not invoiced.

**Important:** Invoices will not be waived for schools that do not make mis-grid adjustments before the deadline.

#### Why would I need to identify students eligible for fee reduction benefits? (Only applicable to SAT and PSAT/NMSQT.)

Fee reduction benefits (available in the test ordering site [TOS]) are the same as a fee waiver. Identifying the number of students eligible for fee reductions/waivers is a way to deliver benefits to eligible students, such as two free weekend SATs, unlimited score reports, and more. For more information on the benefits students can receive, visit the [SAT Fee Waivers web page](https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers) (<https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers>).

*(Continued on next page)*

## CB

There are two ways to identify students for benefits:

**Option 1.** In March 2020, schools were provided with fee waiver codes in the Download Center of the K-12 reporting portal, to provide to eligible students. Those codes are still available for eligible 12th grade students who need the School Day benefits.

- If you choose this option, no action is needed in TOS after testing to identify students.
- Additional codes for 11th grade students who will participate in SAT School Day in Spring 2021 will be available in the K-12 reporting portal in approximately March 2021.

**Option 2.** Identifying students for fee reduction benefits in the TOS during the invoice generation process is another way to deliver these benefits to students.

### Invoice Generation Timelines

The invoice generation must be completed separately for each administration date conducted by your school. The windows for schools to review and make any needed corrections are in the following table.

### Steps to Generate an Invoice

Log into the test ordering site during the invoice generation windows listed in the previous table. Select Enter Invoice Information next to the applicable assessment and follow the instructions. A detailed guide “Invoice Generation for Fall 2020”, is available 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). Remember to repeat the steps for each assessment date that was administered.

	Window Opens	Window Closes
September 23 SAT School Day	11/09/2020	12/16/2020
October 14 SAT School Day	11/09/2020	12/16/2020
October 27 SAT School Day	11/24/2020	12/16/2020
October 14 or 29 PSAT/NMSQT	11/30/2020	12/18/2020
January 26 PSAT/NMSQT	03/01/2021	03/12/2021
PSAT 8/9	11/20/2020	12/16/2020

## Reminders

### 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. The process is based on rules that are coordinated with the Michigan Department of Education. Review the important information about establishment for Spring 2021 testing in the [October 29 edition of Spotlight](#).

*(Continued on next page)*

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

## CB

### 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:

- Update the Educational Entity Master (EEM) with test coordinator information. Refer to the [September 24 Spotlight](#) article titled, “Are Your School and District Contacts Up to Date in the Educational Entity Master?”
- Refer to the [October 22 edition of Spotlight](#) for information about off-site testing. Submit [Off-site Requests](#) ([www.sat.org/offsiterequest](http://www.sat.org/offsiterequest)) for SAT with Essay, PSAT 10, and PSAT 8/9 by **December 18, 2020**.

## ACT WorkKeys

### What's New

Detailed step-by-step instructions for completing ACT's Manage Participation Process are provided in the [ACT WorkKeys Spring 2021 Manage Participation Process document](#), located on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)).

### Reminder

#### Completing ACT's Manage Participation Process

Refer to the [October 29, 2020 Spotlight on Student Assessment and Accountability Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for information and high level instructions to complete ACT's Manage Participation process.

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

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

The deadline to submit Manage Participation selections is **November 27, 2020**.

### 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](http://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](mailto:ACTStateAccoms@act.org)

*(Continued on next page)*

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



## Recently Asked Questions . . .

**I have a 12th grader who was unable to take the SAT with Essay in October 2020. Can this student test in Spring 2021?**

Yes, 12th grade students who were unable to take the SAT with Essay in Fall 2020 are eligible to participate in the MME in Spring 2021. While there are no accountability ramifications associated with 12th grade students for Spring 2021, they will need to be pre-identified for and administered the SAT with Essay, the ACT WorkKeys exam, and M-STEP Science and Social Studies in the spring.

For more information about MME testing, refer to [Who Must/Can Take the MME](#) on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **General Information**.

## Important Dates

### Coming Next Week . . .

**Tuesday, November 10, 2020 – 9:00 - 10:30 a.m.**

- **SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9** Michigan Implementation webinar – [Register](https://tinyurl.com/2021Implementation-MI) (https://tinyurl.com/2021Implementation-MI)

### November 2020

#### ACT WorkKeys

**Now – November 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

**Now – November 20, 2020**

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

### December 2020

**December 2, 2020 at 10 a.m.**

- Winter/Spring 2021 Technology Coordinator Training Zoom webinar  
[Join the webinar](#)

#### WIDA

**Tuesday, December 1, 2020 – 2 - 4 p.m.**

- WIDA ACCESS for ELLs Overview for New Assessment Coordinators Webinar  
[Webinar Registration](#)

**Wednesday, December 9, 2020 – 2:00 - 3:30 p.m.**

- WIDA Alternate ACCESS for ELLs Overview for New Assessment Coordinators Webinar  
[Webinar Registration](#)

#### 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)

**Now – December 18, 2020**

- Window to submit off-site requests for **SAT with Essay, PSAT 10, and PSAT 8/9**

## 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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT®</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto: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