

# Spotlight

on Student Assessment and Accountability

## What's New

Week of January 21, 2021

- **WIDA Test Exception Window Closing**
- **WIDA ACCESS for ELLs Parent Letter Template**

### WIDA Test Exception Window Closing

The WIDA Test Exception window closes tomorrow, **Friday, January 22, 2021**. For guidance on submitting test exception requests, refer to the [WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Test Exceptions and False EL Guidance Document](#).

### WIDA ACCESS for ELLs Parent Letter Template

Spanish and Arabic versions of the customizable parent/family letter template that districts can use to communicate about WIDA ACCESS for ELLs is now available, along with the English version.

For more details, refer to the [January 14, 2021 Spotlight](#).

## Reminders

- **WIDA ACCESS Material Arrival Date Change**
- **2021 Michigan School Testing Conference**



## Reminders

### WIDA ACCESS Material Arrival Date Change

To ensure educators can begin testing on January 27, 2021, the material shipment date was changed to **Wednesday, January 20, 2021**. Directions for checking shipping address are in the [WIDA Initial Material Orders](#) document. UPS will attempt to deliver the materials three times, beginning on the initial date, before they are returned to DRC. A return of the materials will cause delays in the district's ability to test in a timely manner and will require the district to place an Additional Material Order in WIDA AMS.

### 2021 Michigan School Testing Conference

The 2021 Michigan School Testing Conference (MSTC) will be held in mid-February, but this year in a very different manner - virtually. The uncertainties caused by the COVID-19 pandemic have affected all of us deeply and in very different ways. In planning the 2021 conference, the feasibility of an in-person conference became very challenging, given restrictions (or even bans) on large-group gatherings and the limited space for "social distancing" at the Sheraton Ann Arbor Hotel, where the conference was held during the past two years.

The MSTC Planning Committee is shifting the 2021 MSTC Conference to an all-virtual event to be held **February 16-18, 2021**. This year's conference will be the 61st annual event. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state and nationally renowned experts in the field.

The annual Michigan School Testing Conference consists of a day for workshops and two days of plenary and clinic sessions.

On **Tuesday, February 16, 2021, from 8:30 to 11:45 a.m. and 12:45 to 3:45 p.m.**, six half-day and two full-day workshops will be offered. Login will start at 8 a.m.

The conference itself takes place on **Wednesday, February 17, 2021** and continues through **Thursday, February 18, 2021**. Keynote presenters on Wednesday, February 17 include Jay McTighe (Educational Author/Consultant) and Andy Middlestead (Michigan Department of Education), while Mike Nettles (Educational Testing Service) will be the keynote speaker on Thursday, February 18.

For [conference program information](#) and registration, go to the [MSTC online registration site](#).

## CB

## College Board Corner

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

### 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

#### SAT Essay

College Board recently announced that it will discontinue the SAT Essay as of June 2021. This does not apply to the Michigan-provided administration of

the SAT School Day. The Essay will still be provided for the Michigan Merit Examination (MME) SAT administration, as required by state law.

#### Michigan Testing Manuals

Michigan-specific testing manuals will be available for the SAT with Essay, PSAT 10, and PSAT 8/9. There are three SAT manuals, one PSAT 10 manual, and one PSAT 8/9 manual. You will receive a sample set of manuals in the Coordinator Planning Kit, which will be delivered the week of March 1, 2021. The full set of manuals to support your school will be sent in the preadministration shipment, to be delivered the week of March 22, 2021.

Manual Title	Used By Role	What's Inside
SAT School Day Coordinator Manual	SAT Test Coordinator	complete instructions for preparing your school and staff for SAT with Essay testing
SAT School Day Standard Testing Manual	Proctor	instructions for testing students (using purple test books) who are testing without accommodations and students testing with accommodations who are required to test on the primary test day
SAT School Day Accommodated Testing Manual	Proctor	instructions for testing students (using blue or green test books) who are eligible to test in the accommodated testing window
PSAT 10 Coordinator Manual	PSAT 10 Test Coordinator and Proctor	complete instructions for preparing your school and staff for PSAT 10 testing, including for proctors who will be testing both students without accommodations and students with accommodations (the tests may be administered in the standard testing room or in accommodated testing rooms)
PSAT 8/9 Coordinator Manual	PSAT 8/9 Test Coordinators (grades 8 and 9) and proctors	complete instructions for preparing your school and staff for PSAT 8/9 testing, including for proctors who will be testing both students without accommodations and students with accommodations (the tests may be administered in the standard testing room or in accommodated testing rooms)

All manuals will be posted for early review 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) by the first week of February.

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

## Coming Soon

- Coordinator planning kits will arrive in schools the week of **March 1, 2021**. This includes a sample set of manuals coordinators can use to begin preparing for the administration.
- Coordinators will receive an email the week of March 1, 2021, with a link to access the required online training from College Board. Completion of this training is required each spring. More information about training will be available in February.

## REMINDERS

### Window Now Open in SSD Online

The window to request state-allowed accommodations and extended time for English learners is now open in SSD Online. The redesigned SSD Online platform no longer has separate dashboards for users to enter requests. Now users can simply select **New Request** from the dashboard, then choose the option for state-allowed accommodations (SAA) or English learner (EL) support and follow the prompts on the screen. The deadline to enter College Board-approved accommodations, SAAs, or EL extended time support is **February 22, 2021**.

For more information about accommodations and English learner supports, review the Accommodations and Supports webinar posted to the MDE [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).

### Preparing for Test Day Webinar

A Preparing for Test Day webinar was presented on January 20, 2021. A recording and copy of the presentation will be posted to the MDE [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) in approximately one week.

## ACT WorkKeys

### What's New

ACT continually makes enhancements to systems, services, and products to better serve our customers. The following changes have been made since the last test cycle.

### New Terminology for Test Dates

To streamline the terminology used for test dates and windows, ACT has changed its test date naming conventions to the following:

- Initial Test Window will now be referred to as Test Window 1
- Makeup Test Window will now be referred to as Test Window 2

- For Spring 2021 only, the Office of Educational Assessment and Accountability (OEAA) has authorized contingency makeup test days and accommodations windows to be used for students in schools that were closed for in-person instruction due to COVID-19 on the Primary or Makeup test days. These contingency dates are not meant to extend the makeup testing. This will be referred to as Test Window 3.
- Even with the new terminology, standard time paper testing is still a single test day (the first day of the testing window).

Activity	Test Type	Date(s)
<b>Test Window 1</b> – Initial Testing	Standard Time Test Day Accommodations Window	April 14 April 14 - 27
<b>Test Window 2</b> – Makeup Testing	Standard Time Test Day Accommodations Window	April 28 April 28 - May 4
<b>Test Window 3</b> – Contingency Makeup Test Window	Standard Time Test Day Accommodations Window	May 5 May 5 - 11

### Wearing a Watch

Wearing a watch during a test administration is now considered prohibited behavior. All watches must be removed and placed face up on the desk. The use of a watch with recording, internet, communication, or calculator capabilities (such as a smart watch or a

fitness band) is also prohibited. Watches must remain in the test room during break but are to be removed from the desk and put away.

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

## ACT WorkKeys

### New Accommodations Terminology

To align with industry standards, ACT has changed some of its terminology as it applies to accommodations and English Learner supports. Some examples include:

Old Terminology	New Terminology
Extended time	Extra testing time
Time and a half	One and one-half time
Seating near the front of the room	Preferential seating
Individual or small group testing	One-to-one testing
Examinees with medical needs	Individuals with medical need
Large type	Large print
Magnification tool	Zoom magnification device

The new terminology is highlighted in the [WorkKeys Accessibility and Supports Guide](#).

This guide is posted on the [ACT state testing website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) on the **WorkKeys on Paper** page in the **Verification** stage.

The WorkKeys Test Coordinator determines who qualifies for ACT-allowed accommodations and supports, based on the student's IEP, 504, or other educational plan on file at the school. Students who use accommodations and supports must have prior

experience using these tools. The test coordinator must obtain documentation verifying that the use of the accommodation and/or supports match an identified need and is effective for the individual.

The accommodations and supports available in English are:

- Extended/Extra Testing time (time-and-a-half, double time, triple time, and multi-day testing)
- Large type/print
- Audio USB
- UEB Braille
- Reader Script

The accommodations and supports available in Spanish are:

- standard time
- Extended/Extra Testing time (time-and-a-half, double time, triple time, and multi-day testing)
- Large type/print
- American Spanish Braille
- Audio USB
- Reader Script

For guidelines about identifying students who might benefit from taking the tests in Spanish, refer to the Michigan Department of Education [Supports and Accommodations Guidance Document](#).

An Audio USB form is available for Arabic-speaking students.

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## ACT WorkKeys

ACT also offers Translated Test Directions in Arabic, Chinese Simplified, Chinese Traditional, French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese languages.

Students might also benefit from testing with local arrangements that include:

- testing individually
- testing in small groups
- testing with interpreters, readers, or transcribers
- seating at the front of the room
- use of English Learner supports that include:
  - » use of word-to-word bilingual dictionary without definitions
  - » locally provided verbal translation of test directions

Examples of ineligible modifications—those that change what the tests measure and will result in non-reportable scores to schools and students—include:

- use of dictionaries with word definitions
- use of any word-to-word dictionary not approved by ACT

For more detailed information about ACT's accommodations, supports, and policies, refer to the [ACT WorkKeys Administration Manual - Accommodations and English Learner Paper](#) posted on the [ACT state testing website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) on the **WorkKeys on Paper** page in the **Administration** stage.

### ACT WorkKeys Training Webinars

All school staff are invited to attend ACT's optional WorkKeys training webinars. These sessions will provide an overview of how to administer the WorkKeys assessments, including receiving and returning test materials. Use the links below to register for one or both sessions. Each session will be recorded and posted to the ACT-hosted website in the Preparation stage, for those unable to attend.

- **Wednesday, February 3, 2021**, 10-11 a.m. ET, [Register](#)
- **Tuesday, March 9, 2021**, 3:30-4:30 p.m. ET, [Register](#)

For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](#) posted on the **WorkKeys on Paper** page.
- [MME and High School PSAT List of Important Dates](#) found on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **General Information**.

### Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](#) ([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)

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

## Important Dates

### Approaching Deadlines!

Friday, January 22, 2021

- WIDA ACCESS and Alternate ACCESS for ELLs Test Exception Request window **CLOSES**

### January 2021

#### Early Literacy and Mathematics

Now – February 4, 2021

- Pre-identification of students for **Winter 2021 Early Literacy and Mathematics Benchmark Assessments**

Now – February 5, 2021

- **Winter 2021 Early Literacy and Mathematics Benchmark Assessments** online test administration window

#### M-STEP

Now – February 4, 2021

- Pre-identification of students for **M-STEP Passage-based Writing Field Test**

Now – February 5, 2021

- **M-STEP Passage-based Writing Field Test** online test administration window (refer to the [November 12 Spotlight](#) for information)

#### M-STEP and MI-Access

Now – March 5, 2021

- Window for [Alternate INSIGHT Availability requests](#) – for schools with regular instructional hours after 4 p.m., who plan to schedule **M-STEP** or **MI-Access FI** test sessions that extend beyond 4 p.m.

#### WIDA

Now – April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Off-site Test Administration Request window in OEAA Secure Site

Now – April 9, 2021

- **WIDA ACCESS for ELLs** Pre-identification of students in OEAA Secure Site window

January 27 – April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Testing window (extended for Spring 2021)

#### SAT and PSAT

Now – February 22, 2021

- Window to submit state-allowed accommodations and English learner extended time requests for **SAT with Essay, PSAT 10, and PSAT 8/9**

#### ACT WorkKeys

Now – January 22, 2021

- Receive **ACT WorkKeys** training packets

#### M-STEP, MI-Access, SAT, PSAT, and ACT WorkKeys

Now – February 17, 2021

- **M-STEP, MI-Access, SAT, PSAT, and ACT WorkKeys** Pre-ID for barcode labels and Materials Order window

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



## February 2021

### ACT WorkKeys

**February 3, 2021**

- Test Administration Training Webinar  
[Register](#)

## March 2021

### ACT WorkKeys

**March 9, 2021:**

- Test Administration Training Webinar  
[Register here](#)

## 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