

Spotlight



on Student Assessment and Accountability

What's New

Week of February 11, 2021

- **Pre-Identification for Spring 2021 Early Literacy and Mathematics Benchmark Assessment (K-2)**
- **Return WIDA ACCESS for ELLs Grades 1-3 Writing Booklets**
- **M-STEP Test Administrator's Directions and Manuals Available Now**

Reminders

- **Focus on Assessment Literacy**

Pre-Identification for Spring 2021 Early Literacy and Mathematics Benchmark Assessment (K-2)

Pre-identification for the Early Literacy and Mathematics Benchmark Assessment (grades K-2) opened on February 8, 2021. Students who took the Early Literacy and Mathematics Benchmark Assessment in the fall and/or winter will automatically be pre-identified to the Spring 2021 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA).

If students tested in fall or winter and will not be testing in Spring 2021, no action is needed from schools, even if students are automatically pre-identified by OEAA. Schools that choose to participate in Spring 2021 testing will need to pre-identify additional students for testing directly on the OEAA Secure Site, using any of the following methods:

- Michigan Student Data System (MSDS) Copy Function
- Pre-ID File Upload
- Student Search – one student a time

Schools can also put students into online test sessions on the OEAA Secure Site through **February 22, 2021**. After February 22, students must be pre-identified on the OEAA Secure Site and then put into online test sessions in the DRC INSIGHT Portal (formerly known as eDIRECT).

Schools will have access in the DRC INSIGHT Portal to manage student data and test sessions starting **March 5, 2021**. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **June 29, 2021**.

Directions for all methods of pre-identification and for creating/managing Online Sessions on the OEAA Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/seuresitetraining) (www.michigan.gov/seuresitetraining).

Return WIDA ACCESS for ELLs Grades 1-3 Writing Booklets

As soon as students in grades 1-3 have completed the WIDA ACCESS for ELLs Writing test, the writing booklets can be returned to Data Recognition Corporation (DRC). DRC must begin processing these materials before the close of the testing window in order to meet data validation and score reporting deadlines for Michigan. This does not mean educators should adjust their testing schedules to quickly test students in grades 1-3. In addition to the grades 1-3 Online Writing Test Booklets, be prepared to send all testing materials back to DRC in the event of COVID-related school closures.

For information on returning materials to DRC, view the **After Testing tutorial** in the [WIDA Secure Portal](#). You can locate the tutorial by logging into the WIDA Secure Portal and selecting the **Online Grades 1-12** tile from the ACCESS for ELLs Training Courses. Then, select **Afterward** and then **After Testing**. Additional information can also be found in the [Michigan Specific Test Administration Manual](#), located on the [WIDA web page](#) (www.michigan.gov/wida).

Contact DRC Customer Support with any questions at WIDA@DataRecognitionCorp.com or 1-855-787-9615.

M-STEP Test Administrator's Directions and Manuals Available Now

The Spring 2021 M-STEP Test Administrator's Directions and Manuals are available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections.

The M-STEP Test Administrator's Directions and Manuals:

- include all the required content that Test Administrators must know prior to administering the M-STEP; this means Test Administrators are no longer required to read the Test Administration Manual (TAM)
- are available by test mode (online or paper/pencil) and grade.
- are required reading for Test Administrators prior to test administration, for the test mode(s) and grade(s) they will administer

M-STEP Test Administrator's Directions and Manuals are also printed and sent to schools in the Initial Materials Order, at a rate of one per 20 pre-identified students by test mode and grade.



Reminders

Featured in the [January 28 Spotlight](#)

How do English Learners (ELs) participate in state and local assessments?

Have you had a chance to:

- read the article?
- check out the resources?
- reflect or act on the “Put into Practice” suggestions?

Another resource that educators who serve English learner students might find of interest is the U.S. Department of Education’s Office of English Language Acquisition’s [EL Toolkit](#).

While not specific to assessment, the toolkit has several chapters that discuss the importance of providing ELs with a quality instructional program as well as EL identification and exiting requirements.

Formative

Interim

Summative

Focus On Assessment Literacy

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

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

WHAT'S NEW

Translated Test Directions

The translated test directions PDFs for use by English learners (ELs) on the SAT with Essay, PSAT 10 and PSAT 8/9 are now available for schools to download, print, and to provide to students on test day. Printed translated test directions will not be shipped to schools.

Important Note: The translated test directions are not Michigan-specific but will provide all relevant directions for students. The provided directions use only the standard timing script. If students are also using the time and one-half (+50%) support, test coordinators and proctors should make sure the students know they should pay attention to the timing instructions provided verbally and written on the board.

You can find links to the translated test directions on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) for SAT with Essay, and on the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) for PSAT 10 and PSAT 8/9.

REMINDERS

Upcoming Deadlines

February 17, 2021

- Deadline to Pre-ID students for the SAT with Essay, PSAT 10, and PSAT 8/9 for standard material orders and pre-printed Pre-ID labels

February 22, 2021

- Deadline to request state-allowed accommodations and English learner extended time support in SSD Online for SAT with Essay, PSAT 10, and PSAT 8/9
- Deadline for requests to enter or change College Board-approved accommodations for SAT with Essay, PSAT 10, and PSAT 8/9

Coming Soon

- Coordinator planning kits will arrive in schools the week of **March 1, 2021**. The kits include a sample set of manuals that 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 later this month.

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

ACT WorkKeys

What's New

Contingency Makeup Testing Window

For Spring 2021 only, the Office of Educational Assessment and Accountability (OEAA) has authorized contingency makeup test days to be used only if COVID-19 prevents testing due to school closures.

Wednesday May 5, 2021 (standard time testing date)
– only for students unable to test on April 14 or 28

May 5 - 11, 2021 – accommodated test window to be used only for students absent for the entire accommodations testing windows of April 14–27 and April 28 – May 4 due to school closures related to COVID-19

Reminders

ACT WorkKeys Training Webinars

On February 3, 2021, ACT hosted a training webinar that provided an overview of how to administer the WorkKeys assessments. You may view it [on-demand](#).

The webinar will be repeated on **March 9, 2021**.
[Register](#) to attend.

Both sessions will be recorded and posted to the [ACT state testing website](#) (act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.

Pre-ID Students and Order Test Materials

The window to submit student data for Pre-ID barcode labels and to order ACT WorkKeys standard-time,

accommodations, and EL support materials is open until **February 17, 2021, 5 p.m.** in the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure).

Refer to the **Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access** and the **Spring 2021 Initial Material Orders** articles in the [December 17, 2020 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for complete information.

Refer to the [January 14, 2021 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for additional information about the WorkKeys test materials that are available for ordering.

Upcoming Events and Deadlines

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) 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)
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!

February 17, 2021

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

February 2021

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.

Now – February 22, 2021

- Window to assign students to online testing sessions in the OEAA Secure Site for **M-STEP** and **MI-Access**

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

Now – 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**

Early Literacy and Mathematics

Now – February 22, 2021

- Window to assign students to online testing sessions in the OEAA Secure Site for Spring 2021 **Early Literacy and Mathematics Benchmark Assessments**

Now – June 29, 2021

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Pre-identification of students in OEAA Secure Site window

March 2021

M-STEP, MI-Access, and Early Literacy and Mathematics

March 5, 2021

- The DRC INSIGHT Portal opens for student and test session management.

ACT WorkKeys

March 9, 2021:

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

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