

# Spotlight



on Student Assessment and Accountability

## What's New

Week of March 18, 2021

- [M-STEP Testing Windows Extended](#)
- [Return to Learn Benchmark Reporting FAQ Document Available](#)
- [Updated 3-Year Assessment Calendar Available](#)
- [M-STEP Test Administration Training Series – Chapters 1 and 2 Available](#)

### M-STEP Testing Windows Extended

Michigan's request to the U.S. Department of Education (USED) to waive the administration of Spring 2021 state summative assessments and associated high-stakes school accountability requirements, remains pending.

As such, the Michigan Department of Education (MDE) continues to prepare for spring testing in the event that the assessment waiver request is not approved by the U.S. Department of Education.

To provide more flexibility in the event that USED requires the state to administer state summative assessments this year, MDE is extending both M-STEP testing windows to allow districts and schools additional time to administer the state assessments. The first M-STEP window for grades 5, 8, and 11 is being extended to **May 21, 2021**. The second M-STEP window for grades 3, 4, 6, and 7 and the MI-Access window are being extended to **June 4, 2021**.

This additional time will provide greater flexibility for options, such as testing in smaller groups or re-scheduling around school closures and hybrid schedules.

MDE is currently updating assessment guides, manuals, and calendars to reflect the Spring 2021 testing window extensions.

The PSAT, SAT, and WorkKeys administrations remain the same with the previously communicated additional flexibilities.

Please continue to monitor all MDE communications for any further information.

## Return to Learn Benchmark Reporting FAQ Document Available

The Michigan Department of Education (MDE), the Center for Educational Performance and Information (CEPI), the Michigan Data Hub (MiDataHub), and research partners—the Michigan Educational Data Center (MEDC) and the Educational Policy Innovation Collaborative (EPIC)—have collaborated together to provide this [Return to Learn Benchmark Assessment Reporting Frequently Asked Questions](#) document to assist districts as they prepare to report the benchmark assessment data required under Michigan’s Return to Learn Law, Public Act 149. This document can be found on the [Benchmark Assessments – Return to Learn web page](#) ([www.michigan.gov/mde-benchmarkassessments](http://www.michigan.gov/mde-benchmarkassessments)) under **Benchmark Resources**.

If you have questions about this document, contact the Office of Educational Assessment and Accountability (OEAA) by emailing [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

## Updated 3-Year Assessment Calendar Available

The [3-year Assessment Calendar](#) has been updated and is now available on the new [Assessment Calendars web page](#) ([www.michigan.gov/mde-assessmentcalendar](http://www.michigan.gov/mde-assessmentcalendar)).

The calendar reflects how the Spring 2021 assessment schedule has been updated to reflect the added flexibilities being offered this year due to the COVID-19 pandemic. Spring 2022 assessment dates are also provided.

The Office of Educational Assessment and Accountability is working with our assessment vendors to nail down dates for Spring 2023. The 3-year Assessment Calendar will be updated when those dates are available.

## M-STEP Test Administration Training Series – Chapters 1 and 2 Available

Chapters 1 and 2 of the 2021 M-STEP Test Administration Training — “Before Testing” and “During Testing” — are now available.

These chapters are the first of a three-part series, organized into what educators will do before, during, and after the M-STEP administration, for both paper/pencil and online assessments.

- [Chapter 1](#) discusses the tasks to be done before the M-STEP administration
- [Chapter 2](#) discusses the tasks to be done during the M-STEP administration
- **Chapter 3** will discuss the tasks to be done after the M-STEP administration (available soon)

Educators are urged to use this resource to administer the 2021 M-STEP. The [videos and presentations](#) can be accessed on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)), under the **What’s New** and **Assessment Training and Resources for Educators** sections.

The 2021 MI-Access “Focus on Administration” training will be posted to the MI-Access web page soon. Watch the Spotlight for an announcement of the posting.

## CB College Board Corner

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

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

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

### WHAT'S NEW

#### Testing Materials

Preadministration materials and secure testing materials will arrive at schools next week. All materials will be addressed to the test coordinator. Note: Coordinators will receive numerous boxes; also, standard and accommodated materials will arrive separately. For schools on spring break that week, shipments will be delivered the week of March 29, 2021.

**Important:** Make sure you do not mix any of the test materials arriving in the next few weeks with testing materials you might have used for Fall 2020 testing. It is imperative that **only** the materials (manuals, answer sheets, test books, forms) that are sent for the Spring 2021 administration are used; if materials for Fall 2020 are used, student scores will be invalidated.

The Michigan Department of Education has posted these helpful documents regarding test materials on their [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)):

- **Spring 2021 College Board Test Book Usage and Return Information:** provides detailed charts on test book colors and the shape icons on books' covers, on when materials will arrive, and on when to return materials
- **College Board Testing Materials Diagram:** a summary of key items associated with the Spring 2021 testing materials

### REMINDERS

Refer to the [March 11 edition of Spotlight](#) for information on shipment deliveries and the additional material order window.

Refer to the [March 4 edition of Spotlight](#) for information about planning for a preadministration session, as well as a list of the optional and required fields students must bubble-in on their answer sheets.

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

## ACT WorkKeys

### What's New!

Test day is just a few weeks away, so this week's focus is on the test day activities.

#### Briefing Session with School Staff

Test coordinators must hold a briefing session each test day morning, even when working with experienced staff. The table on the right lists the briefing session activities and the page numbers in the [ACT Test Coordinator Information Manual](#) to reference.

Briefing Session Activities	Page
Discussion topics	20
Distribute secure test materials to Room Supervisors	28
Collect, verify, and return test materials	29

#### Testing Activities

The table below lists the high-level testing activities and the page numbers in the [ACT WorkKeys Administration - Standard Time Paper manual](#) and the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) to reference.

Standard Time Activities	Standard Time Page	Accommodations and EL Supports Page
Identify and seat students	26	34
Students complete demographic information (if not completed in a pre-test session)	23	31
Read the Verbal Instructions	42	50
Distribute secure test materials to students	18	26
Administer all 3 tests in order: Workplace Documents, Applied Math, Graphic Literacy	30	38
Monitor for irregularities and prohibited behavior	35	43
Collect, verify, and return test materials	51	79

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## ACT WorkKeys

The three manuals referenced are posted on the [ACT state testing website](https://act.org/stateanddistrict/Michigan) (act.org/stateanddistrict/Michigan) on the **WorkKeys on Paper** page in the Administration stage.

**Personal Protection Equipment (PPE)** is recommended for all staff and students. Students must remove their masks for inspection and full facial confirmation at check-in. Ensure that staff and students adhere to national, state, and/or local social distancing guidelines at all times. [ACT's WorkKeys Social Distancing Guidelines](#) are posted on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Administration** stage.

### Multiple Standard Time Test Sessions

For Spring 2021 only, ACT has authorized the use of multiple standard time test sessions on the following days:

- **April 14** (initial test date)
- **April 28** (makeup test date)
- **May 5** (contingency makeup – to be used only if schools are closed April 14 and April 28 due to COVID-19)

If you conduct multiple test sessions on the same date, follow these guidelines:

- Overlap test sessions when possible. Use additional rooms and staff to provide multiple testing sessions, and separate students arriving for the second session from those who are on break or have completed testing during the first session.

- Morning and afternoon sessions are allowed. The mobile phones of students who tested in the first session must be held securely until the start of the second test session. The time between sessions must be kept as short as reasonably possible.
- If using overlapping or multiple test sessions, submit an Irregularity Report that includes the reason the overlap/multiple sessions happened.

Remember that all standard time testing must be completed on the same day, and the full 55 minutes must be allowed for each test even when it appears that all students have finished early. Students testing with Spanish materials must be allowed the full 70 minutes. Encourage students who finish early to review their work on only the current test in any remaining time.

Students testing with extended time (One and One-Half Time, Double-Time, Triple Time) may begin the next test if all students in the room complete a test before time is called.

### Break Policy

There must be a full 15-minute break for all students between Applied Math and Graphic Literacy. The guidelines begin on page 31 of the [ACT WorkKeys Administration - Standard Time Paper](#) manual and on page 39 of the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#).

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

## ACT WorkKeys

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](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)

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



## Important Dates

### March 2021

#### WIDA

**Now – April 9, 2021**

- **WIDA ACCESS and Alternate ACCESS for ELLs** Off-site Test Administration Request window in OEAA Secure Site
- **WIDA ACCESS for ELLs** Pre-identification of students in OEAA Secure Site window
- **WIDA ACCESS and Alternate ACCESS for ELLs** testing window (extended for Spring 2021)

#### Early Literacy and Mathematics

**Now – June 29, 2021**

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

#### ACT WorkKeys

**Week of March 22, 2021:**

- Receive **ACT WorkKeys** test materials this week (if chosen during Manage Participation)

**March 23 – April 6, 2021:**

- Additional material order window open in the OEAA Secure Site for **ACT WorkKeys** standard time test booklets, answer documents, and accommodated materials

**Week of March 29, 2021**

- Receive **ACT WorkKeys** test materials this week (if chosen during Manage Participation)

### April 2021

#### M-STEP

**April 12 – May 21, 2021**

- **M-STEP** Online testing window for grades 5, 8, and 11

**April 26 – June 4, 2021**

- Online testing window for **M-STEP** grades 3, 4, 6, and 7

#### MI-Access

**April 12 – June 4, 2021**

- **MI-Access** Online testing window for all grades

#### Early Literacy and Mathematics

**April 12 – June 30, 2021**

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Online testing window

#### SAT and PSAT

**March 23, 2021 – April 6, 2021**

- **SAT, PSAT 8/9 (grades 8 and 9) and PSAT 10** Additional Materials Order Window

#### ACT WorkKeys

**April 14, 2021:**

- Administer **ACT Workkeys** Standard Time tests

**April 14 – 27, 2021:**

- Administer **ACT Workkeys** Accommodations tests

**April 14 – 15, 2021:**

- Order **ACT Workkeys** test materials for the makeup test on April 28, 2021

**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"> <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