

Spotlight

on Student Assessment and Accountability

What's New

Week of April 1, 2021

- [State Testing Requirements Pending the Approval of the Assessment Waiver](#)
- [WIDA ACCESS for ELLs – End of Testing Reminders](#)
- [Updated M-STEP Test Administration Manual and Online and Paper/Pencil Test Administrator's Directions and Manuals](#)
- [Updated MI-Access Test Administration Manuals and Training Posted](#)

State Testing Requirements Pending the Approval of the Assessment Waiver

A [memo](#) was sent to local and intermediate school district superintendents and public school academy directors yesterday, March 31, 2021, providing guidance on state testing requirements pending the approval from the United States Department of Education of our assessment waiver. Included in this memo are the following:

If USED denies Michigan's request to waive the federal requirement for state summative assessments, local school districts will have to administer the state assessments as scheduled. These assessments include M-STEP for students in grades 3-8; PSAT 8/9 for students in 8th grade; MME, including SAT, for students in 11th grade; MI-ACCESS for students receiving special education services in grades 3-8 and 11; and WIDA for students in English learner programs in grades K-12.

During the COVID-19 pandemic, MDE does not support bringing otherwise remote or virtual students into school solely for the purpose of state assessment.

If USED denies Michigan's assessment waiver request, districts would have to *offer* remote or virtual students the opportunity to come into school to take the appropriate state summative assessments. However, those remote-only students would *not be required* to come into school for the sole purpose of taking the assessments.

You can find the complete [memo](#) on the [Office of Assessment and Accountability web page](#) (www.michigan.gov/oeaa).

WIDA ACCESS for ELLs – End of Testing Reminders

The Michigan testing window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs closes at the end of the day on **Friday, April 9, 2021**. The deadline for UPS pickup of all the secure test materials for return to DRC is **Friday, April 16, 2021**.

Reminder: If your school does not have daily UPS pickup, you must call UPS the day before you need the pickup to schedule it. Materials returned to DRC after the deadline for UPS pickup will not be scored. The Office of Educational Assessment and Accountability (OEAA) recommends you start shipping back materials as soon as possible after the testing is completed.

Coordinators are advised to review the following materials:

- After Testing Tutorial – available in the [WIDA Secure Portal](#) (wida.wisc.edu/login)
- Michigan-Specific Directions for bubbling-in requirements – found on pages 160-161 of the [Michigan-Specific Test Administration Manual](#), which is available on the [WIDA web page](#) (www.michigan.gov/wida)
- Labeling and material return instructions – found in the [Michigan-Specific Test Administration Manual](#), which is available on the [WIDA web page](#)
- Material Inventory and Accountability Form in [WIDAAMS](#) (www.wida-ams.us) – to confirm all secure materials are accounted for
- [WIDA List of Important Dates](#) – for details on additional post-testing activities that must be completed in the OEAA Secure Site, found on the [Assessment Calendars web page](#) (www.michigan.gov/mde-assessmentcalendar)

Updated M-STEP Test Administration Manual and Online and Paper/Pencil Test Administrator’s Directions and Manuals

Updates to the M-STEP Test Administration Manual (TAM) and Online Test Administrator’s Directions and Manual Documents have been posted on the [M-STEP web page](#) (www.michigan.gov/mstep). These updates reflect the test window extensions and the recently announced federal accountability waiver related to Michigan assessments.

M-STEP Test Administration Manual updates include:

- extended test window dates
- updated policies and procedures regarding the Paper/Pencil Test Administration windows, which replace the initial test dates and makeup dates
- updated schedule requirements – schools that previously completed Test Schedules are encouraged (not required) to recreate their Testing Schedules for the Spring 2021 administration
- revisions to the Incident Reporting Guide, reflecting updates to paper/pencil testing requirements
- updated policies regarding the required testing of students who are remote-only learners

All updates made to the TAM are listed in the Change Log, found in Appendix I.

The Test Administrator’s Directions and Manuals updates include:

- updated Call Center dates, reflecting the test window extension
- updated Incident Report Response Guide, reflecting updates to paper/pencil testing policies

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

No changes have been made to the directions to be read aloud to students during the test session. Test Administrators can use the printed Test Administrator's Directions and Manuals that have been/will be delivered with Initial Material Orders.

Paper/Pencil Test Administrator's Directions and Manual Documents are currently being updated and should be posted on Friday, April 2, 2021.

Updated MI-Access Test Administration Manuals and Training Posted

Updates to the MI-Access Functional Independence (FI) Test Administration Manual (TAM) and the Supported Independence (SI)/Participation (P) TAM have been posted on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access). These updates reflect the extension of the MI-Access testing window and the recently announced federal accountability waiver related to Michigan assessments.

The updates include:

- extended test window dates
- revisions to the Incident Reporting Guide, reflecting updates to paper/pencil testing requirements
- updated policies regarding the required testing of students who are remote-only learners

All updates made to the TAMs are listed in the Change Logs, found in Appendix J of each manual.

In addition, the **MI-Access Focus on Administration** PowerPoint presentation has been posted to the [MI-Access web page](#). The accompanying training video will be posted on Friday, April 2, 2021.

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

WHAT'S NEW

Do Not Forget to Complete Coordinator Training

A reminder: All test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 are required to complete training every spring. The online training can be accessed directly through the [College Board website](http://www.collegeboard.org/ptat) (www.collegeboard.org/ptat). Coordinators are required to complete training each spring, even if they completed it in prior years or in Fall 2020. There is one Michigan training for all coordinators. Review the [February 25 edition](#) of Spotlight for more information on this training.

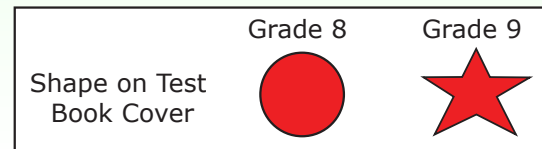
Pre-ID Labels

Students who were not pre-identified for testing by the February 17 deadline must be pre-identified in the OEAA Secure Site, and labels for their tests must be printed locally prior to testing. Refer to the [Secure Site Training web page](#) (www.michigan.gov/seuresitetraining) for information on how to Pre-ID students and to print labels. All paper/pencil answer documents must be returned with a student barcode label that was either provided by College Board or printed from the OEAA Secure Site. If an answer

document is returned without a student barcode label, the test may not be scored, or may be attributed to the incorrect student/school.

REMINDERS

Schools testing both grade 8 and grade 9 are to keep the test books for each grade separate. Grade 8 test books for the primary testing window and accommodated testing window have a circle icon on the cover; test books for grade 9 have a star icon on the cover.



Students in grades 8 and 9 cannot test together; also, they must use the correct test book or their scores may be invalidated.

PSAT-Related Alternate Test Formats

Students taking the PSAT 10 or PSAT 8/9 with College Board-approved accommodations – specifically pre-recorded audio (MP3), a human reader, braille, or the assistive technology compatible (ATC) format – must be provided a test book with the subtitle “For use with MP3, Reader, Braille, or ATC” printed on it. These are red or orange test books.

Booklets for students taking the PSAT 10 or PSAT 8/9 with state-allowed accommodations—pre-recorded audio (MP3), human reader, braille, or assistive technology compatible (ATC) format—do not have this subtitle on the cover. These students will use a green test book.

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

ACT WorkKeys

Reminders

To help your test administration(s) go smoothly, here are a few reminders:

- Ensure you have received all test materials by comparing the packing list(s) to the materials delivered.
 - » Order additional materials in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) by **April 6, 2021 at 11:59 p.m. ET.**
 - » Contact ACT if you are missing Test Administration Forms folders, site headers, return polymailers, colored return labels, and/or FedEx return labels.
- Ensure every answer document has a barcode label.
 - » Locally print barcode labels from the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) as necessary.
- Do **not** allow students to access electronic devices in the testing room.
 - » Electronic devices should be turned off and stored during testing and breaks.
- Administer the tests in the proper order: Workplace Documents, Applied Math, Graphic Literacy.
 - » Ensure accurate timing is kept for each subject.
 - » Actively monitor students for misadministration and prohibited behavior.
- Do **not** allow extra breaks for standard time students.
 - » For Spring 2021 only, the 15-minute break required after Applied Math may be extended up to maximum of 30 minutes, if needed, to provide safe social distancing conditions for students.
- Verify that all pages of the Test Administration Forms folder are complete and accurate (keep a copy for your records):
 - » Chain of custody of secure forms is documented (page 1)
 - » Seating diagram is accurate (page 2)
 - » Timing is documented (page 3)
 - » Student roster is accurate (page 4)
- Ensure your test materials are ready to be picked up on the scheduled pick-up dates.
 - » Retain test administration manuals and unused answer documents for use during Test Window 2 (makeup administration).
 - » Use the preprinted site header to ensure prompt processing of your answer documents.
 - » Use the polymailers to return the answer documents, Test Administration Forms folder, and other applicable forms.
 - » Use the cartons in which the test materials were shipped to return the secure test materials to ACT, since each carton has a pre-applied FedEx return label.

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

ACT WorkKeys

- » Answer documents received after each test window's Answer Document Receipt Deadline will not be scored. Refer to the [ACT WorkKeys Schedule of Events](#) for the individual due dates.
- Identify students eligible for Test Window 2 (makeup administration) and order their test materials **April 14 - 15, 2021 by 5 p.m.** through the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) if necessary.

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:

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. and 6:00 p.m. ET
 - » standard time: ext. 2800
 - » accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

Tuesday, April 6, 2021:

- **SAT, PSAT 8/9 (grades 8 and 9) and PSAT 10** Additional Materials Order Window **CLOSES**
- Additional material order window **CLOSES** in the OEAA Secure Site for **ACT WorkKeys** standard time test booklets, answer documents, and accommodated materials

Friday, April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Off-site Test Administration Request window in OEAA Secure Site **CLOSES**
- **WIDA ACCESS for ELLs** Pre-identification of students in OEAA Secure Site window **CLOSES**
- **WIDA ACCESS and Alternate ACCESS for ELLs** testing window **CLOSES**

April 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

M-STEP

April 8 – May 18, 2021

- **M-STEP** Additional Material Order window for grades 5, 8, and 11

April 12 – May 21, 2021

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

April 15 – June 1, 2021

- **M-STEP** Additional Material Order window for grades 3, 4, 6, and 7

April 26 – June 4, 2021

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

MI-Access

April 8 – June 1, 2021

- **MI-Access** Additional Material Order window for all grades

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

WIDA

April 16, 2021

- **WIDA ACCESS for ELLs and Alternate ACCESS for ELLs** material return shipment date

SAT and PSAT

Now – April 12, 2021

- Required College Board Test Administration Online Training

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

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13

ACT WorkKeys

April 14, 2021:

- Administer **ACT Workkeys** Standard Time tests

April 14 – 15, 2021:

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

April 14 – 27, 2021:

- Administer **ACT Workkeys** Accommodations tests

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