

What's New

Week of April 22, 2021

- **Second M-STEP Testing Window Opens April 26**
- **Known Issue with TTS Only Directions on iPads**

Reminders

- **Assessment and Accountability Frequently Asked Questions (FAQ)**
- **Read By Grade 3 Memo**
- **OEA Secure Site Help**
- **FAME Project Accepting New Coach Applications for 2021-22**

Second M-STEP Testing Window Opens April 26

The second online M-STEP testing window for grades 3, 4, 6, and 7 opens on **Monday April 26, 2021** and runs through **June 4, 2021**. The second paper/pencil M-STEP window opens **Tuesday, April 27, 2021** and also runs through **June 4, 2021**. The Michigan Department of Education has developed a number of documents to aid schools as they administer the M-STEP assessments. These documents (and many others) can be found on the [M-STEP web page](#) (www.michigan.gov/mstep):

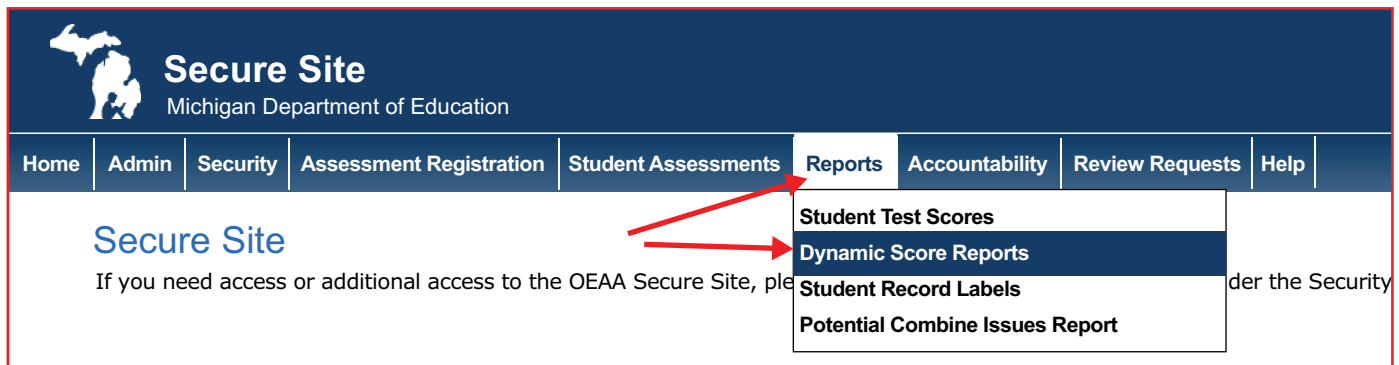
- [Test Administration Manual](#) – required for all district and building coordinators (updated 4/13/21)
- [Online Test Administrator's Directions and Manuals](#) – required for all test administrators administering online assessments (updated 4/1/21)
- [Paper/Pencil Test Administrator's Directions and Manuals](#) – required for all test administrators administering paper/pencil assessments (updated 4/2/21)
- **List of Important Dates** – links to the new [Assessment Calendars web page](#) that provides important dates documents in a variety of formats
- [Spring 2021 Summative Assessment Flexibilities](#)
- [Safe Testing Planning Guide and Template](#)

Preliminary Reports for the second testing window will be available within 48 hours of test submission. The *Grade 3 English Language Arts Preliminary Student Roster* will include a Read by Grade 3 Indicator that educators can use to plan for any needed communications to parents.

(Continued on next page)

The [Interpretive Guide to M-STEP Preliminary Reports](#) is located on the [M-STEP web page](#). Preliminary Reports can be accessed through the [OEAA Secure Site](#) under **Reports** then **Dynamic Score Reports**.

Complete directions for accessing the Preliminary Reports can be found in the [Dynamic Score Reporting Site User Guide](#).



Known Issue with TTS Only Directions on iPads

TTS Directions Only is a new feature available in the INSIGHT testing engine. Text-to-Speech (TTS) is available for M-STEP test directions only for all students and on all online forms except Video Sign Language and Spanish. This new feature is different from the designated support DS-Text-to-Speech (Item Only) and AC-Text-to-Speech-Items & Passages which is an accommodation. Instructions for using TTS Directions Only can be found in each Test Administrator’s Directions and Manual.

Unfortunately, this new TTS Directions Only functionality is failing on some iPads—there has been no negative effect on listening items or the TTS

designated supports and accommodations options. Not all schools are encountering this issue, but in affected schools the failure seems to affect all iPads. DRC is researching the issue and developing a fix for it.

Until a fix is deployed, schools using iPads and the new TTS Directions Only should be prepared to switch back to having the test directions read aloud to students. In the Test Administrator’s Directions and Manual, the “For Administration without TTS Directions Only” instructions are on the page that follows the “For Administration with TTS Directions Only” instructions.

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



Reminders

Assessment and Accountability Frequently Asked Questions (FAQ)

In light of the recent announcements on the approval of Michigan Department of Education's accountability waiver and the denial of our assessment waiver, the Office of Assessment and Accountability has provided two FAQ documents to address some of the frequently asked questions that have recently come into our office.

- [FAQ – Assessments](#)
- [FAQ - Accountability](#)

Read By Grade 3 Memo

Please see this recent [memo](#) on guidance surrounding Michigan's Read By Grade 3 (RBG3) legislation. At this time, the Michigan legislature has not amended the RBG3 requirements for this year.

OEAA Secure Site Help

One-hour virtual online office hours sessions have been scheduled. These sessions are an opportunity for you to ask questions and receive support for the Secure Site. You can join using Microsoft Teams and the information below:

Microsoft Teams Meeting

Join on your computer or mobile app

- [Join the meeting](#)
- Or call in (audio only): 1-248-509-0316
Phone Conference ID: 27143456#

You are free to drop in and stay the full hour or ask your question and drop out. The current schedule is:

- Tuesday, May 4 3 – 4 p.m.
- Tuesday, May 11 3 – 4 p.m.

FAME Project Accepting New Coach Applications for 2021-22

The Formative Assessment for Michigan Educators (FAME) project is entering its 14th year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process—rather FAME coaches are learners along with their learning team.

More information of the FAME project and access to the online 2021-22 New FAME Coach [application](#) (<https://www.surveymonkey.com/r/FAMENewcoach>) is available on the MDE [Formative Assessment Process page](#) (www.michigan.gov/formativeassessment) or the [FAME public page](#) (www.famemichigan.org).

The deadline to apply is **Friday, May 7, 2021**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-712-8442.

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

May 18 Contingency Test Materials

SAT coordinators will receive an email on April 26 with instructions on how to request materials for the May 18 SAT contingency test date. Respond to the survey only if you need materials for students who were not able to test on April 13 or April 27 due to a COVID 19-related event. The deadline to respond is **midnight, April 29**. Test materials will be delivered starting May 13. A link to the survey is also provided below.

- [SAT with Essay](#)

Makeup Test Materials

SAT- and PSAT-related makeup materials will be delivered starting on April 23. College Board will automatically send purple makeup SAT with Essay test books to all schools, unless a school submitted the makeup survey to request a different amount. If you do not need any test books, decline the receipt of the shipment when UPS attempts to deliver. If

a delivery is made, follow the instructions in your Coordinator Manual to schedule a return with UPS to ship them back. PSAT 10 and PSAT 8/9 makeup test books will only be sent if the survey was submitted.

REMINDERS

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.

SAT Test Books for Pre-Recorded Audio (MP3)

Students approved to test with pre-recorded audio for SAT with Essay will use a blue test book that says, “Regular Type Print” on the cover. The cover will not say “For MP3 Audio”, as the SAT Accommodated Testing Manual indicates.

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

ACT WorkKeys

What's New!

Makeup Test Administration (Test Window 2)

If your school did not test any students on April 14, you may use the test materials for that date during the makeup test administrations.

Makeup materials ordered during the April 14-15, 2021 ordering window are scheduled for delivery by **April 27, 2021**.

The standard time makeup test date is **Wednesday, April 28, 2021** and the accommodations makeup test window is **April 28 – May 4, 2021**.

All makeup administrations must follow the test day policies and procedures that are detailed in the [ACT WorkKeys Administration - Standard Time Paper](#) and the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) manuals. Both manuals are posted on the [ACT-hosted website](#) (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

Packing and Returning Test Materials to ACT

Refer to the [April 15, 2021 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for detailed information about packing and returning materials.

If you still have secure materials from the initial test date, return them with your makeup materials.

Materials Pickups

FedEx is scheduled to pick up the makeup standard time test materials for return to ACT on **April 29, 2021** and the accommodations test materials on **May 5, 2021**. Be sure your materials are ready for pickup by 8 a.m. on each of these days.

- If your materials are not picked up within two business days after the scheduled pickup date, contact ACT to arrange a new pickup.

Important: All standard time initial and makeup materials must be received at ACT no later than **May 6, 2021** and all accommodations initial and makeup materials must be received at ACT no later than **May 13, 2021**.

Late-arriving answer documents will not be scored.

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

ACT WorkKeys

Reminders

Order Test Materials for Contingency Makeup Testing (Test Window 3)

The ordering window for the **contingency makeup standard time and accommodations test materials** using the [OEAA Secure Site](#) is April 28 and April 29. The ordering window **closes April 29 at 11:59 p.m. ET** – orders cannot be accepted after this deadline.

Ordering instructions can be found on the [Secure Site Training web page](#) (www.michigan.gov/seuresitetraining) under the **Material Ordering** section.

Contingency Makeup (Test Window 3) Test Administrations

The makeup standard time test date is **Wednesday, April 28, 2021**. The accommodations makeup testing window is **April 28 – May 4, 2021**.

The contingency makeup standard time test date is **Wednesday, May 5, 2021**. The accommodations makeup testing window is **May 5 – May 11, 2021**.

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

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

Important Dates

Approaching Deadlines!

Monday, April 26, 2021

- **SAT with Essay** Accommodated Testing Window **CLOSES**

Tuesday, April 27, 2021

- Initial **ACT Workkeys** Accommodations Testing Window **CLOSES**

Thursday, April 29, 2021

- **DEADLINE** to order May 18 **SAT** Contingency Test Day makeup materials

Friday, April 30, 2021

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

Coming Next Week . . .

April 27, 2021

- **SAT** Makeup Test Day

April 27-29, 2021

- **SAT with Essay** Makeup Accommodated Testing Window

April 28, 2021

- Administer **ACT Workkeys** Makeup Standard Time tests

April 28-29, 2021

- Order **ACT WorkKeys** test materials for contingency makeup testing (Test Window 3)

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

Now – June 30, 2021

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

M-STEP

Now – May 18, 2021

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

Now – May 21, 2021

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

Now – May 21, 2021

- Paper/Pencil assessment window for **M-STEP** grades 5, 8, and 11

Now – June 1, 2021

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

April 26 – June 4, 2021

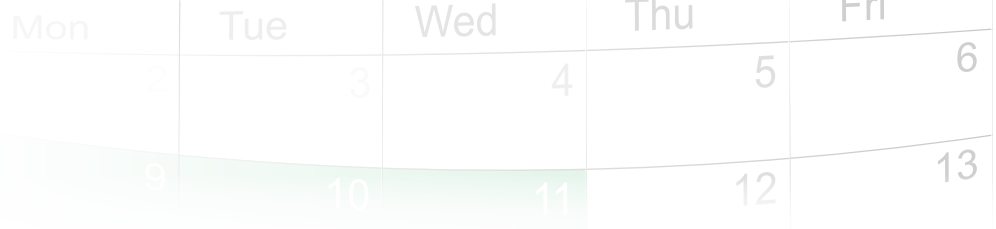
- Online assessment window for **M-STEP** grades 3, 4, 6, and 7

April 27 – June 4, 2021

- Paper/Pencil assessment window for **M-STEP** grades 3, 4, 6, and 7

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



MI-Access

Now – June 1, 2021

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

Now – June 4, 2021

- **MI-Access FI** Online and Paper/Pencil assessment window for all grades
- **MI-Access S/I/P** online score entry

SAT and PSAT

Now – May 7, 2021

- **PSAT 8/9** and **PSAT 10** Accommodated Testing Window

April 27 – May 7, 2021

- **PSAT 8/9** and **PSAT 10** Makeup Testing Window

ACT WorkKeys

April 28 – May 4, 2021

- Administer Makeup **ACT Workkeys** Accommodations tests

May 2021

SAT and PSAT

May 18, 2021

- **SAT with Essay** Contingency Test Day available for students not able to test on the Primary Test Day or Makeup Test Day due to a COVID 19-related event

May 18-20, 2021

- **SAT with Essay** Contingency Accommodated Testing Window available for students not able to test during the Accommodated Testing Window or Makeup Accommodated Testing Window due to a COVID 19-related event

May 20, 2021

- Final deadline to return any **SAT, PSAT 10**, or **PSAT 8/9** testing materials in order for answer documents to be scored

ACT WorkKeys

May 5, 2021

- Contingency Makeup date for **ACT Workkeys** Standard Time tests for students unable to test on the Initial Test Day and the Makeup Test Day due to a COVID 19-related event

May 5 – 11, 2021

- Contingency Makeup window for **ACT Workkeys** Accommodations tests for students unable to test during the Accommodated Initial Testing Window or the Accommodated Makeup Testing Window due to a COVID 19-related event

May 12, 2021

- Deadline to return all **ACT WorkKeys** test materials for processing

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