

Spotlight

on Student Assessment and Accountability

What's New

Week of June 17, 2021

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OEAA Secure Site Virtual Help

Do you need help with the Accountable Students Enrolled and Demographics or the Answer Documents Received and Not Tested Students functions?

The Office of Educational Assessment and Accountability (OEAA) will be holding two open-ended virtual sessions where you will be able to drop in and ask questions and receive support for these OEAA Secure Site functions. There will be no agenda; simply join the event using the link provided, ask questions and/or listen to others' questions and answers, and drop off when desired.

- Thursday, June 24 from 3:30 to 4:15 p.m.
- Monday, June 28 from 9:00 to 9:45 a.m.

Microsoft Teams Meeting

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

Reminders:

Updates in the Michigan Student Data System (MSDS) for the Accountable Students Enrolled and Demographics need to be completed by **5 p.m. on June 28**. Refer to the [May 6 Spotlight](#) (www.michigan.gov/mde-spotlight) for full details.

The Answer Documents Received review and submission of answer document issues is **June 22** through **5 p.m. June 28, 2021**, and is the only opportunity to attempt to resolve any answer document issues to ensure students receive a valid score. Refer to the articles in the [Reminder](#) section for details.

The Students Not Tested portion of Answer Documents Received and Not Tested Students will be available **June 29** through **5 p.m. July 2, 2021**. Refer to the articles in the [Reminder](#) section for details.

Michigan Educators Needed for Assessment Committees

Michigan assessments are written by Michigan educators. The Michigan Department of Education (MDE) relies on teachers in grades K-12, from all content areas and from across the state, to help write, review, revise, and improve test items as they are developed for state assessments.



Most of the work on item writing and review is done over the summer. MDE is seeking item writers and reviewers across the board for the summative Michigan Student Test of Educational Progress (M-STEP) and for MI-Access, Michigan's alternate assessment system designed for students who have, or function as if they have, significant cognitive impairments.

Currently, MDE is especially in need of educators with science and/or special education experience to help write and review MI-Access science items under the recently updated alternate content expectations.

This is a great opportunity for educators to support science assessment that is appropriate for this student population; learn more about the state's assessment system; become more familiar with the revised science expectations; collaborate with other educators; and earn extra money or SCECHs for their expertise, time, and contributions.

MDE relies on your knowledge and experience working with students, and no particular expertise in the area of state assessments is required. If you are interested in joining as an item writer or reviewer, please complete an [online application](https://www.cvent.com/d/pgq6sr) (<https://www.cvent.com/d/pgq6sr>).

Early Literacy and Mathematics Fall 2021 Important Dates

The Office of Educational Assessment and Accountability (OEAA) has created an [Assessment Calendar web page](http://www.michigan.gov/mde-assessmentcalendar) (www.michigan.gov/mde-assessmentcalendar) where all forms of the assessment calendars across the different assessments can be accessed. You will find the complete Fall 2021 Early Literacy and Mathematics schedule there.

New this year: OEAA has added Google calendars for each assessment. The new Google calendar allows different views of the important dates, such as weekly, monthly, or by agenda. By selecting the print icon, the user can print these calendars. Users can also use the calendar list filter feature to filter which calendars to display. The calendars also contain links to resources within some of the date entries for the listed task.

Fall 2021 Important Dates for the Early Literacy and Mathematics Benchmark Assessments

July 12 – October 28, 2021

- Pre-Identification of students in the OEAA Secure Site for Early Literacy and Mathematics Benchmark Assessments (K-2)

July 12 – August 2, 2021

- Create/Manage Online Test Session in Secure Site

(Continued on next page)

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

Wednesday, July 28, 2021, 10-11 a.m.

- DRC Webinar: Technology Coordinator Training – applies to the Benchmark Assessments, WIDA Screener, WIDA ACCESS for ELLs, and Spring 2022 testing

[Join webinar](#)

Thursday, August 5, 2021 from 10–11 a.m.

- DRC Webinar: District and Building Coordinators Training – for new coordinators or returning coordinators who need a refresher

[Join webinar](#)

August 6 – October 29, 2021

- Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal

August 23 – October 29, 2021

- Early Literacy and Mathematics Benchmark Assessments (K-2) Fall 2020 testing window

Early Literacy & Mathematics

Today July 2021

Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	Jul 1	2	3
<div> <div>ELMB- Spring- Pre-identification of students</div> <div>ELMB- Spring- Create/Manage Online Test Sessions and assign Universal</div> <div>ELMB- Spring- Online Test Administration Window</div> <div>ELMB- Spring- Individual Level Reports (within 48 hours of online test co</div> </div>						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
<div> <div>(8:00am) ELMB- Fall- Pre-identification of students</div> <div>(8:00am) ELMB- FALL- Online test session setup in the OEAA Secure Site</div> </div>						

Users can select an activity from the calendar to open additional details and resources related to the task.

ELMB- Fall- Pre-identification of students

When Mon, July 12, 8am – Thu, October 28, 2021, 5pm

Description 109 Assessment: ELMB-Fall

[OEAA Secure Site](#)

[Pre-identification of State Assessments Overview OEAA Secure Site](#)

[Pre-ID Overview video](#) 17:32

[Secure Site Training](#) Look in the section Pre-Identification of Students for detailed information of the various pre-identification methods.

[more details»](#) [copy to my calendar»](#)

Google
Calendar

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

DRC Summer Technology Updates

On the evening of Thursday, June 24, 2021, Data Recognition Corporation (DRC) will push its annual major update to the DRC INSIGHT Online Assessment System, which includes the INSIGHT client used for Michigan statewide assessments.

Notable updates:

- For the 2021-2022 academic year, INSIGHT will be version 12.0. This is the version you will want if you are re-imaging your school's computers this summer. If you do not push updates, INSIGHT will update itself the first time it is opened.
- **Windows users:** Switching from the 32-bit Windows version of INSIGHT to the 64-bit Windows version requires you to uninstall the 32-bit version before installing the new one.
- **iPad users:** Any iPad using iPadOS 14.x that is being used for both WIDA and other Michigan state assessments (M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments) will have to enable Cross-Website Tracking. This also applies if the devices are using INSIGHT for other products or programs.
- Central Office Services (COS) Service Devices will automatically update to version 5.0 overnight on June 24 if your server is left online. This will happen between midnight and 5 a.m. local time, either on that night or the next time your server is online.
- In the past year, some districts found they had a better experience with a clean re-installation of their COS Service Device. A complete re-installation is not necessary, but it is sometimes easier to wipe the slate clean than to troubleshoot any difficulties you might have had with server settings that changed over the past year, the same way you might reimage a student device with thorny problems.

The [DRC INSIGHT Portal](https://mi.drcdirect.com/) (<https://mi.drcdirect.com/>) hosts the Technology User Guide and other documentation and presentations that can walk you through installation options. If you like your current setup, there is no need to change it; if you do not like it, you have a variety of options.

Updating “Points of Pride” for Parent Dashboard

Points of Pride data, which is publicly displayed on the Parent Dashboard as “School Services and Offerings,” must be submitted in the Educational Entity Master (EEM) by **June 30, 2021** to be included in the next update.

For more information on how to view the Points of Pride or edit the data in EEM, view the [Points of Pride in EEM](#) document.



Reminders

Spring 2021 Answer Documents Received and Students Not Tested

The Answer Documents Received and Students Not Tested review period will be split into two different windows for Spring 2021. Answer Documents Received will be held **June 22 – June 28, 2021** and Students Not Tested **June 29 – July 2, 2021**.

Answer Documents Received

There are a few notable changes to the Answer Documents Received and Not Tested Students processes for Spring 2021.

- Answer Documents Received for all Spring 2021 assessments will be available at the same time. This means SAT, PSAT (for grades 8, 9, 10), WorkKeys, MI-Access, M-STEP, and WIDA ACCESS and WIDA Alternate ACCESS for ELLs will be available for concurrent review.
- Issues related to the answer documents for all assessments listed above can be reported for resolution through the OEAA Secure Site **June 22 – June 28, 2021, 5 p.m.**

During the Answer Documents Received window, schools be able to review answer documents received for all assessments and submit issues as needed. All answer document issues must be submitted through the OEAA Secure Site by **5 p.m. June 28, 2021**.

This is the only opportunity schools will have to review the Answer Documents Received and Not Tested Students page and to do the following:

- ensure all tests taken have been received, both paper/pencil and online, and report any missing tests that were taken

- verify other answer document information, such as tests marked for prohibited behavior, nonstandard accommodations
- if applicable, review the Invalid tab and fix those that can be fixed by **5 p.m. June 28, 2021**, to ensure valid scores

You are strongly urged to read the [Answer Documents Received and Not Tested Students](#) instructions on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining). This document walks you through the process, gives pointers on what to look for, shows how to report issues, and how to fix an error when possible, along with how to identify possible issues.

Students enrolled in the school based on the information in the Michigan Student Data System (MSDS) will be listed on the Answer Documents Received and Not Tested Students page and indicated as tested or untested.

- Students who are included as accountable (meaning enrolled on the last day of testing) but who tested elsewhere, will be displayed and indicated as tested and the building where they were tested will be shown.
- If a student is included as accountable (meaning enrolled on the last day of testing) but was not enrolled, the student's withdrawal from the school should be reported and certified in the Michigan Student Data System (MSDS) by **5 p.m. June 28, 2021**, using an "as of date" on or before:
 - » **April 9, 2021** for the WIDA ACCESS and Alternate ACCESS for ELLs (English Learners)

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- » **June 4, 2021 for students in grades 3-11** for SAT, PSAT (for grades 8, 9, 10), WorkKeys, MI-Access, and M-STEP.

These students are on the Answer Documents Received list to help the school identify possible missing tests and assist with accurate enrollment.

Students Not Tested

- The Students Not Tested window will be open **June 29 – July 2, 2021, 5 p.m.**
 - » Not Tested reasons are only needed for the SAT, PSAT 8, M-STEP, MI-Access, and WIDA ACCESS and WIDA Alternate ACCESS for ELLs. Answer documents not received for these assessments will automatically be identified by OEAA with a Not Tested reason of “COVID Related”.
 - » Schools are not required or expected to change the default Not Tested reason. The Not Tested reason may be changed, however it is not expected.
 - » Not Tested reasons are not collected for the PSAT grades 9 and 10 and WorkKeys.
- » There is an updated process for Spring 2021 (see next article for details)

The Students Not Tested portion of the Answer Documents Received and Students Not Tested will be populated with the generic “COVID Related” reason, as detailed above. Schools can verify and review the Students Not Tested information, but they are not required or expected to change it.

IMPORTANT REMINDER: Submission of student data in the Michigan Student Data System (MSDS) for assessment and some accountability reporting must be submitted and certified in MSDS by **5 p.m. June 28, 2021**, with an “as of date” on or before:

- **April 9, 2021** for the WIDA ACCESS and Alternate ACCESS for ELLs (English Learners)
- **June 4, 2021 for students in grades 3-11** for SAT, PSAT (for grades 8, 9, 10), WorkKeys, MI-Access, and M-STEP

Michigan School Accountability: New Students Not Tested Resource

A new resource from the Office of Educational Assessment and Accountability (OEAA) – [Updates for Spring 2021 Students Not Tested](#) – is a brief overview of the updated process for reporting and reviewing Students Not Tested on Spring 2021 summative assessments.

- Students Not Tested issues will be reviewed and reported in the OEAA Secure Site during the Accountable Students and Test Verification windows following the administration of spring assessments.
- A new Not Tested reason of “COVID Related” will be populated for all students who were expected to be tested but for whom no test(s) were received.
- Schools will be able (but not required) to change the pre-loaded “COVID Related” reason to other Not Tested reasons.
- Documentation for any Not Tested reason may be submitted, but is not required, for Spring 2021 assessments.

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These changes to the current year's Students Not Tested process were necessary in light of the federal school accountability waiver that the Michigan Department of Education (MDE) recently received. The changes are designed to make the updated Students Not Tested process as minimally burdensome on schools and districts as possible, accommodating increases in the number of Students Not Tested among schools this year due to the COVID-19 pandemic.

Additional information and resources on school accountability can be found on the MDE [School Accountability web page](http://www.michigan.gov/mde-accountability) (www.michigan.gov/mde-accountability).

WIDA ACCESS for ELLs Online Speaking Test Survey

WIDA wants to know what you think of the WIDA ACCESS for ELLs Online Speaking test, and what speaking activities you use in your classroom.

To help WIDA improve the WIDA ACCESS for ELLs Online Speaking test, please respond to this [survey](https://www.surveymonkey.com/r/SpeakingTest) (www.surveymonkey.com/r/SpeakingTest). It should take no more than 15 minutes to complete the survey, which will close on **June 28, 2021**.



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

REMINDERS

College Board Test Ordering Site Now Open for Fall 2021

The College Board Test Ordering Site is now open for schools/districts to order Fall 2021 SAT School Day, PSAT/NMSQT, and PSAT 8/9 assessments. Administration of these assessments in the fall is optional. **Your school or district will be responsible for paying for the Fall 2021 College Board assessments you choose to provide to your students.**

As a reminder, the Michigan-provided Spring 2022 SAT School Day, PSAT 10, and PSAT 8/9 are not ordered in the Test Ordering Site.

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



Reminders

Verification of Answer Documents Received

The Michigan Department of Education's answer document verification process on the OEAA Secure Site lets schools verify that all their students' answer documents have been received and processed by ACT. The window to review and report missing WorkKeys answer documents is June 22-28, 2021. For more information, see the *Spring 2021 Answer Documents Received and Students Not Tested* article in the [June 10, 2021 Spotlight newsletter](#) (www.michigan.gov/mde-spotlight).

ACT WorkKeys Score Reports

School- and student-level paper reports will be mailed to test coordinators and are due to arrive in the week of **August 30, 2021**. The shipment will include the following reports:

- **Individual Summary Score Report** — a student-level report containing Level and Scale scores with explanations of what the scores mean. The test coordinators will receive one paper report per student, to be given to the student.
- **Summary Score Report** — a student-level report containing the student's Level and Scale scores but without the explanations of what the

scores mean. The test coordinator will receive one paper report per student, to be retained by the school.

- **Roster Score Report** — a roster of students showing test scores and when students took the assessment. The test coordinator will receive one paper report, to be retained by the school.

Resources to help you and your students understand and use their scores are available on the [ACT-hosted website](#) (www.act.org/stateanddistrict/michigan), on the **WorkKeys on Paper** page in the **Interpretation** stage.

ACT WorkKeys National Career Readiness Certificate® (ACT WorkKeys NCRC)

Students who achieve a minimum score of 3 or higher on each of the three ACT WorkKeys subject tests will earn an ACT WorkKeys National Career Readiness Certificate (or an ACT WorkKeys NCRC en Español if they took the tests in Spanish). The scores on these assessments determine the certification level.

- A minimum score of 3 out of 7 on all three assessments: **Bronze**
- A minimum score of 4 out of 7 on all three assessments: **Silver**
- A minimum score of 5 out of 7 on all three assessments: **Gold**
- A minimum score of 6 out of 7 on all three assessments: **Platinum**

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



The NCRC documents that the student possesses skills essential to workplace success. This documentation may improve career outcomes for students just entering the workforce, and enhance employers' hiring, training, and promotion decisions.

For more information about NCRCs, go to [ACT WorkKeys National Career Readiness Certificate](#).

Printed certificates will not be mailed to the test coordinator. Instead, students can print their own certificate at myworkkeys.com at no charge.

Student Access to MyWorkKeys.com

Students can view their scores online and print their own National Career Readiness Certificate starting July 30, 2021 by creating their free account at myworkkeys.com.

Students will provide the following five matching criteria when creating an account:

- First name
- Last name
- Month of birth
- Day of birth

- State Assigned Student ID Number (SASID)
Note: The SASID is the same number as the Unique Identification Code (UIC) that is assigned through the Michigan Student Data System (MSDS) for each student.

Scores and certificates will be available online indefinitely.

A *Quick Start Guide* is available on the myworkkeys.com login page. The guide contains instructions on creating an account, sharing NCRC information with prospective employers, and other valuable features.

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)
2. call ACT at 800-553-6244 between 9:30 a.m. and 6 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

June 2021

June 22-28, 2021

- Window to verify Answer Documents Received for **WIDA ACCESS and Alternate ACCESS** for ELLs, SAT, PSAT 8/9, PSAT 10, ACT WorkKeys, M-STEP, and MI-Access

June 29 – July 2, 2021

- Students Not Tested window for **WIDA ACCESS and Alternate ACCESS** for ELLs, SAT, PSAT 8/9, PSAT 10, ACT WorkKeys, M-STEP, and MI-Access

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

July 2021

Early Literacy and Mathematics

July 12 – October 28, 2021

- Pre-Identification of students in the OEAA Secure Site for **Early Literacy and Mathematics Benchmark Assessments (K-2)**

July 12 – August 2, 2021

- Create/Manage Online Test Session in Secure Site for **Early Literacy and Mathematics Benchmark Assessments (K-2)**

Wednesday, July 28, 2021, 10-11 a.m.

- DRC Webinar: Technology Coordinator Training** – applies to the Early Literacy and Mathematics Benchmark Assessments, WIDA Screener, WIDA ACCESS for ELLs, and Spring 2022 testing
[Join webinar](#)

August 2021

Early Literacy and Mathematics

Thursday, August 5, 2021 from 10-11 a.m.

- DRC Webinar: District and Building Coordinators Training** – for new coordinators or returning coordinators who need a refresher
[Join webinar](#)

August 23 – October 29, 2021

- Early Literacy and Mathematics Benchmark Assessments (K-2)** Fall 2020 testing window

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 WIDA AMS, 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