

**2021-2022 Michigan Merit Exam and PSAT in High
School
Test Administration Training, Part I
(Nov 2, 2021)**

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Introduction



Part 1 – Activities for Fall 2021

Part 2 – Activities for Spring 2022

Introduction -2

- College Board (SAT with Essay, PSAT 8/9 for Grade 9, and PSAT 10)
- ACT WorkKeys
- Updating the Educational Entity Master (EEM)
- Use of Test Center Participation Page for Establishment
- Online Waiver Requests for State Assessments
- Supports and Accommodations
- Test Security
- www.michigan.gov/mme



Spring 2022 Testing Schedule

Assessment	Week of																	
	2/7-2/11	2/14-2/18	2/21-2/25	2/28-3/4	3/7-3/11	3/14-3/18	3/21-3/25	3/28-4/1	4/4-4/8	4/11-4/15	4/18-4/22	4/25-4/29	5/2-5/6	5/9-5/13	5/16-5/20	5/23-5/27		
M-STEP Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11										6 weeks								
M-STEP Grade 3 (ELA only)										4 weeks								
M-STEP Paper/Pencil Grades 3, 4, 5, 6, 7, 8, and 11 (all subjects)										4 weeks								
MI-Access Alternate Assessments										7 weeks								
College Entrance: SAT w/Essay										4/13 Only		Makeup 4/26						
Accommodated Testing Window										4/13-26								
Work Skills: ACT WorkKeys										4/14 Only		Makeup 4/28						
Accommodated Testing Window										Initial 4/14 – 27 Makeup 4/28-5/4								
PSAT 8/9 (grade 8)*										4/13 Only	Primary 4/13-19	Makeup 4/26-27						
Accommodated Testing Window										4/13-26								
PSAT 8/9 (grade 9) and PSAT 10**										4/13-19		Makeup 4/26-27						
Accommodated Testing Window										4/13-26								
WIDA ACCESS and WIDA Alternate ACCESS for ELLs	7 weeks																	

* Schools must administer the PSAT 8/9 for grade 8 on April 13, 2021. The Primary window of 4/13-4/19 is available for students who were absent on 4/13 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

** Schools must administer the PSAT 8/9 for grade 9 and PSAT 10 on April 13-19, 2022 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

- Schools can choose which date works best for them as the initial test day.
- The same grade must test on the same day at the same time.

What is the MME?



The Michigan Merit Examination (MME) consists of 3 required components:

- SAT[®] with Essay: ELA and Mathematics scores for accountability (paper/pencil only)
- ACT[®] WorkKeys[®]: measures work skills (paper/pencil only)
- M-STEP: Science and Social Studies scores for accountability (online)

MME – 11th grade students



- Public first-time students in 11th grade must take the entire MME.
- Foreign exchange students in 11th grade must take the entire MME.
- Nonpublic 11th grade students choosing to participate, must take all three parts of the MME. (Schools must be established to administer the SAT with Essay, and the ACT WorkKeys and provide the M-STEP assessment for science and social studies.)

Additional Resources: MME Eligibility

Updates to the **Who Must/Can Take the MME** document will be available soon and posted to the MME web page (www.michigan.gov/mme) under General Information.

Barcode Labels

With an increase in the number of student answer documents being returned without a barcode label or without a valid barcode label, MDE must strongly emphasize the following:



- **Every student answer document must have a valid barcode label attached for the answer document to be scored.**
- **Missing and invalid barcode labels require much time and many resources trying to match students to the correct answer documents.**
- **MDE is striving to work with schools and districts to decrease the number of missing or invalid barcode labels during the 21-22 academic year and prevent additional measures for addressing missing and invalid barcode labels.**

Testing Times for MME



MME Test Session Timings	
Subject	Grade 11 (12)
SAT with Essay	4:07
ACT WorkKeys	3:00
M-STEP Science	1:30
M-STEP Social Studies	0:30
Estimated Total Hours	9:07

PSAT Timings

PSAT Sections	PSAT 8/9  (in minutes)	PSAT 10  (in minutes)
Reading	55	60
Break	5	5
Writing and Language	30	35
Math (no calculator)	20	25
Break	5	5
Math (with calculator)	40	45
Total (hours, minutes)	2:35	2:55

Online Testing Waiver

- Schools are expected to administer the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS for ELLs assessments online for Spring 2022.
- **Schools** with unique circumstances, such as no internet, facilities that do not allow students online, or some center-based programs have the opportunity to submit **online waiver requests to administer paper/pencil versions** of M-STEP, MI-Access FI, and WIDA ACCESS assessments.
- Online waivers are requested through the Office of Educational Assessment and Accountability (OEAA) Secure Site beginning in October to mid-November.
- See the **Online Waiver Requests for State Assessments** video as part of this series of trainings.

Online Testing Waiver -2

- Individual students who need to take paper/pencil to meet their individual needs related to a disability or an English language need, do not need an Online Waiver Request.
- Schools will be able to order paper/pencil materials on the Material Order screen in the OEAA Secure Site to accommodate **individual** students.
- Additional information can be found in the [Supports and Accommodations Guidance Document](#) on the MME, PSAT, and M-STEP webpages under Student Supports and Accommodations.
- See the **Online Waiver Requests for State Assessments** video as part of this series of trainings.

College Board Suite of Assessments Intent to Participate Establishment Process – November 3-22, 2021

- Update the Educational Entity Master at building level with test coordinator information and confirmation of actual grades (www.michigan.gov/eem).
- Confirm that the school has a valid Attending Institution (AI) code.
- Confirm the public school has been automatically established for testing on the Test Center Participation Page of the OEAA Secure Site (www.michigan.gov/oeaa-secure).
- (Nonpublic schools must indicate Intent to Participate each year for each assessment.)
- For detailed information on completing the Establishment process see the **Test Center Participation** and **College Board** training segments which are part of this series of trainings.

ACT WorkKeys Manage Participation Process

- November 1 – December 3, 2021
- Complete online in PearsonAccessnext account (<https:testadmin.act.org>)
- Select Test Date and Materials Receipt Week
- Give reason if selecting Not Testing
- See ACT WorkKeys training as part of this series of trainings

Off-Site Testing

If your school is planning to administer assessments off-site, then an **off-site testing request** must be submitted and approved before the assessment is administered. The table below specifies where to make these requests.

Assessment	System for Off-Site Testing Request
ACT WorkKeys	OEAA Secure Site
MI-Access FI, SI, P	OEAA Secure Site
M-STEP	OEAA Secure Site
PSAT 8/9	College Board
PSAT 10	College Board
SAT with Essay	College Board

www.sat.org/offsiterequest

Off-Site Testing Request Dates

- SAT with Essay, PSAT 8/9 (grade 9), PSAT 10
 - Complete form October 21, 2021 – January 21, 2022
 - Form informs College Board of the amount of return materials needed
 - Submit form to College Board (www.sat.org/offsiterequest)
- ACT WorkKeys
 - Make requests January 5, 2022 – May 4, 2022
 - Submit request through the OEAA Secure Site (www.michigan.gov/oeaa-secure)
- M-STEP
 - Make requests January 5, 2022 – May 19, 2022
 - Submit request through the OEAA Secure Site (www.michigan.gov/oeaa-secure)

Additional off-site testing information found in the Assessment Coordinator Training Guide (ACTG)

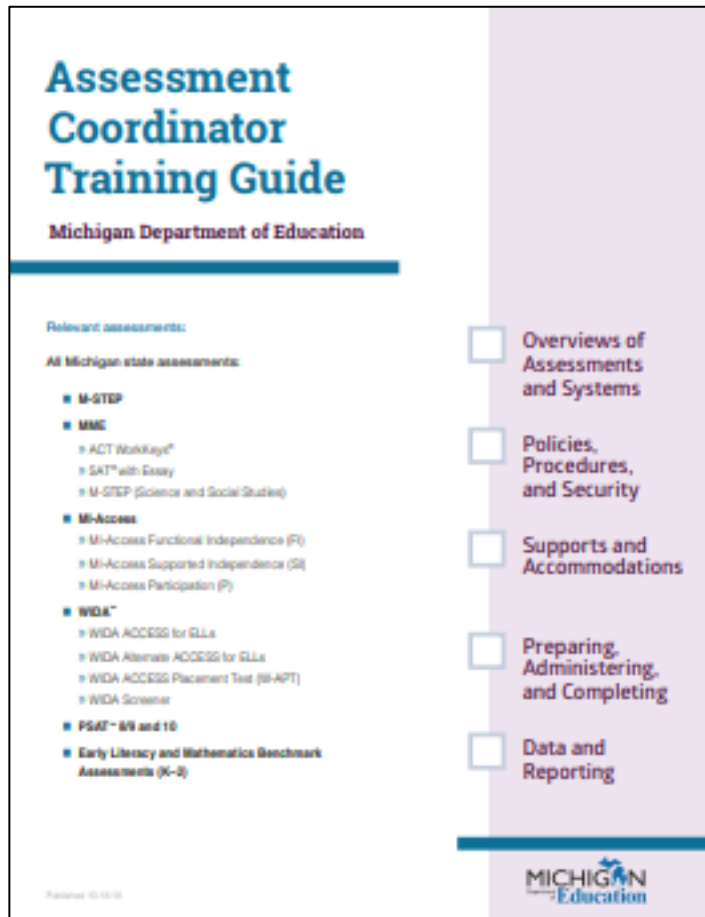


- College Board:
[College Board Assessments Preparation](#) chapter
- ACT WorkKeys:
[ACT WorkKeys Assessment Preparation](#) chapter
- M-STEP:
[M-STEP Assessment Preparation](#) chapter

Upcoming Trainings

- College Board will host the following webinars:
 - 11/16/21 Implementation Overview Webinar (9-10:30 a.m. ET)
 - 12/07/21 Accommodations and EL Supports Webinar (11-12:30 p.m. ET)
 - 01/27/22 Testing Tips Webinar (2-3:00 p.m. ET)
- Part 2 MDE Assessment Trainings for tasks to be done in the spring, will be posted February 1, 2022.
- M-STEP Online District and Building Coordinator training will be available March 1, 2022 at 10:00 a.m. on the DRC INSIGHT Portal.

Assessment Coordinator Training Guide



- For District and Building Assessment Coordinators
- Before, During, and After Test Administration Instruction
- Access the Training Guide by clicking on the icon at the top of each assessment's webpage
- www.michigan.gov/mme



List of Important Dates

Important Dates



List of Important Dates Excel,
pdf, Google Calendars

MICHIGAN Education 2022 ACT WorkKeys List of

Start	End	Task
11/01/21	12/31/21	Manage Participation (Link) Establishment
11/02/21	11/02/21	HME and PSAT in High School Test Adm PSAT web pages
01/05/22	02/16/22	Initial Material Order Window by 5 p.m.
01/05/22	02/16/22	Pre-identification of students for barcode
01/05/22	05/04/22	Off-site Test Administration Request
02/01/22	02/01/22	HME and PSAT in High School Test Adm PSAT web pages
02/09/22	02/09/22	Q&A Session #1 (10-11 a.m.)
02/17/22	05/04/22	Pre-identification of students for local pr
03/08/22	03/08/22	Q&A Session #2 (3:30-4:30 p.m.)
03/21/22	03/25/22	Materials arrive in schools. (Standard T date requested)
03/22/22	04/05/22	Additional Material Order Window by 11
03/28/22	04/01/22	Materials arrive in schools. - (Standard T date)
04/14/22	04/14/22	Initial Test Day
04/14/22	04/15/22	Makeup Material Order Window by 11:5

MICHIGAN
Education

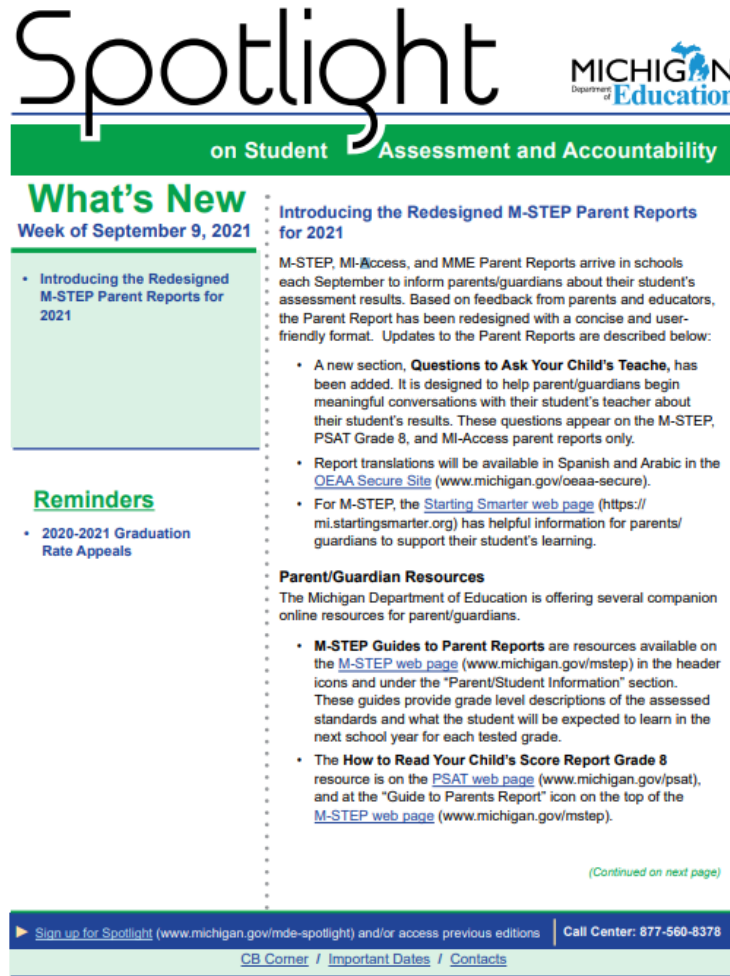
MICHIGAN Education 2022 SAT List of Important Dates

Start	End	Task/Activity
09/06/21	02/22/22	Identify English Learners for time and one-half (+50%)
09/06/21	02/22/22	Request College Board approved accommodations
10/21/21	01/21/22	Off-site Test Administration Request
11/02/21	11/02/21	HME and PSAT in High School Test Administration Training Part 1 posted to HME and PSAT web pages
11/03/21	11/22/21	Intent to Participate (Link , Establishment)
11/16/22	11/16/22	Implementation Overview Webinar (9-10:30 a.m.)
12/7/21	12/7/21	Accommodations and EL Supports Webinar (11-12:30 p.m.)
12/17/21	12/17/21	Schools receive email confirming established Attending Institution (AI) Codes
Jan 2022	02/22/22	Request State Allowed Accommodations (SAAs)
01/05/22	02/16/22	Initial Material Order Window by 5 p.m.
01/05/22	02/16/22	Pre-identification of students for barcode labels by 5 p.m.
01/27/22	01/27/22	Testing Tips Webinar (2-3 p.m.)
02/01/22	02/01/22	HME and PSAT in High School Test Administration Training Part 2 posted to HME and PSAT web pages
2/17/22	4/27/22	Pre-identification of students for local printing of barcode labels
03/01/22	03/03/22	Coordinator Planning Kits arrive in schools

April 19, 2021

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Spotlight on Student Assessment and Accountability



Spotlight MICHIGAN Department of Education
on Student Assessment and Accountability

What's New

Week of September 9, 2021

- Introducing the Redesigned M-STEP Parent Reports for 2021

Reminders

- 2020-2021 Graduation Rate Appeals

Introducing the Redesigned M-STEP Parent Reports for 2021

M-STEP, MI-Access, and MME Parent Reports arrive in schools each September to inform parents/guardians about their student's assessment results. Based on feedback from parents and educators, the Parent Report has been redesigned with a concise and user-friendly format. Updates to the Parent Reports are described below:

- A new section, **Questions to Ask Your Child's Teacher**, has been added. It is designed to help parent/guardians begin meaningful conversations with their student's teacher about their student's results. These questions appear on the M-STEP, PSAT Grade 8, and MI-Access parent reports only.
- Report translations will be available in Spanish and Arabic in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).
- For M-STEP, the [Starting Smarter web page](https://mi.startingsmarter.org) (<https://mi.startingsmarter.org>) has helpful information for parents/guardians to support their student's learning.

Parent/Guardian Resources

The Michigan Department of Education is offering several companion online resources for parent/guardians.

- M-STEP Guides to Parent Reports** are resources available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) in the header icons and under the "Parent/Student Information" section. These guides provide grade level descriptions of the assessed standards and what the student will be expected to learn in the next school year for each tested grade.
- The **How to Read Your Child's Score Report Grade 8** resource is on the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat), and at the "Guide to Parents Report" icon on the top of the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

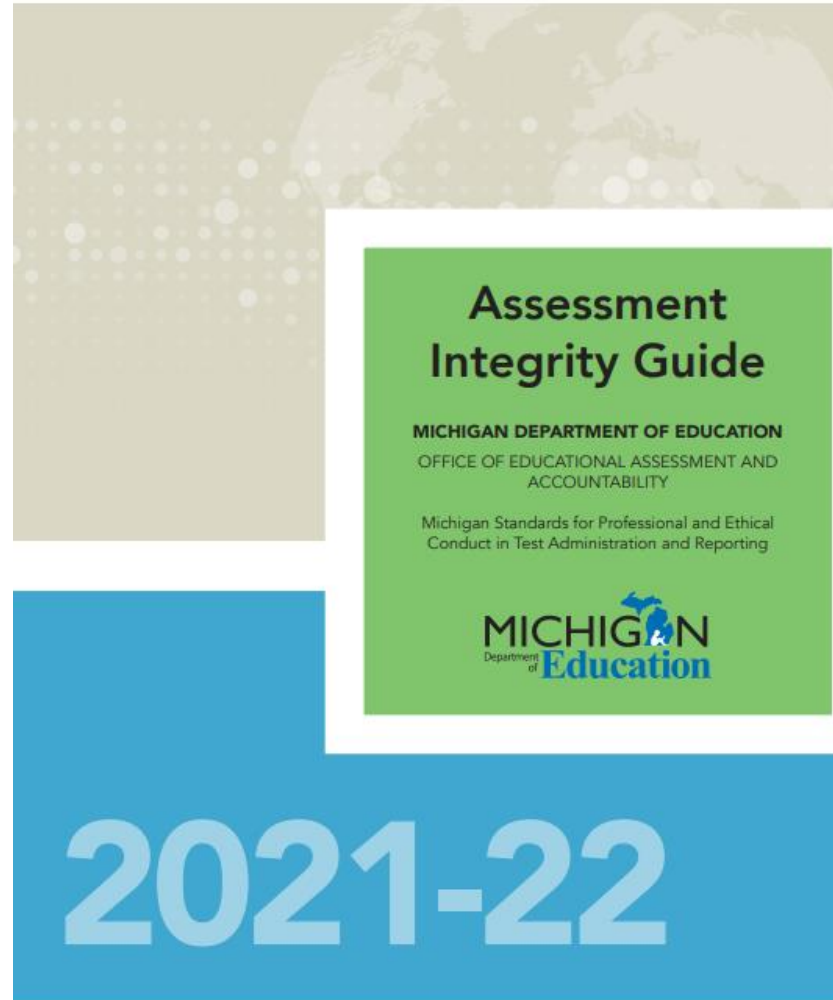
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- Date reminders
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- Administration updates
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Accommodation Resources



Supports and Accommodations Guidance Document

Universal Tools • Designated Supports • Accommodations

M-STEP

MI-Access

WIDA

PSAT

SAT

ACT WorkKeys



Supports and Accommodations Frequently Asked Questions

Spring 2019 (Revised February 2019)

M-STEP Supports and Accommodations

Q: Is there a group size limit for the number of students who can have the Spanish oral translation in math?

A: Yes, there is a limit of five. If you have more than five, submit a request to our office (mde-oeaa@michigan.gov). In the request, state that you need a larger group size for an oral translation, indicate the number of students, the reason, and the grade levels. You do not need to submit UICs.

Q: When would text-to-speech require one-on-one testing?

A: The Text-To-Speech option can be individually turned on for any number of students, as long as each student has their own headphones. For example, if you have 20 students, all in the same grade level with TTS as their support option, they could be tested at the same time in the same computer lab, providing they all are using headphones. However, if students are not using headphones, one-on-one testing will be required.

Note: As it is a designated support, the student should have control over the volume and speed of the translation.

Q: Will video sign language of test contents be available for M-STEP science and social studies?

A: We do not have video sign language available for science and social studies this year. Although accommodated students would need some additional support for reading, there isn't audio-only content (or listening questions) in either science or social studies. If you have a student who requires ASL or Signed Exact English paired with what's printed on the page, the appropriate use of this support is covered in the [Supports and Accommodations Guidance Document](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Guidance_Document) (https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf). For other student needs, contact mde-oeaa@michigan.gov, and we can provide you with clarity on your specific situation.

Q: How big are small group sizes if no other accommodations are being provided?

A: General group size for M-STEP and MI-Access is not defined and is a general administration issue, with the decision to be made at the local level. The recommendation for test administrators is to be in a position to monitor efficiently and effectively in a testing environment. For example, in a class of 50 students, one monitor may or may not be sufficient, depending on the students and the monitor.

The small group designation of five or less in MI-Access was a guideline set for students with significant cognitive impairments. These students have an Individualized Education Program (IEP) calling for a small group accommodation. It is important that these students' access to the assessment not be hindered by their disability.

Q: If a student has a Read-Aloud designated support or accommodation for M-STEP, will they need to take the test using the paper/pencil version?

A: In M-STEP, if the Read-Aloud designated support or accommodation can be accomplished through Text-to-Speech (one of the 2 options: Text-to-Speech or Text-to-Speech Passage), the test can be administered online. If the nature of the Read-Aloud accommodation has to do with the voice itself, a human reader can be used for the math and ELA online M-STEP IF the Read-Aloud Guidelines are used. However, this will also require a one-on-one administration for the student. Social studies and science will have to be paper/pencil using the reader script.

Q: If a school administers M-STEP online, can a student still request a reader and take the test via paper/pencil, while the others are fine with Text-To-Speech?

A: Yes. You can still order paper/pencil versions of the M-STEP for specific students who have specific needs.

2019 Supports and Accommodations FAQs - 1

Best Practices



2021-2022 update will be
available in fall 2021

Helpful Links

- MME webpage: (www.michigan.gov/mme)
- PSAT webpage: (www.michigan.gov/psat)
- M-STEP webpage: (www.michigan.gov/mstep)
- Secure Site Training webpage: (www.michigan.gov/secsitesite/training)
- College Board Michigan website: (www.collegeboard.org/michigan)
- ACT Michigan website: (www.act.org/stateanddistrict/michigan)

Need Help?

OEAA:

877-560-8378 (select the appropriate option)

mde-oeaa@michigan.gov

College Board:

866-870-3127 (select option 1)

michiganadministratorsupport@collegeboard.org

ACT WorkKeys

800-553-6244 (standard time: ext. 2800 / accommodations: ext. 1788)

www.act.org/aap/state/contact.html