

# Spotlight

## on Student Assessment and Accountability

January 25, 2018

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### WIDA ACCESS for ELLs Paper Materials


A communication from WIDA was sent out on Tuesday, January 23, 2018 indicating that paper test materials can be shipped back as soon as they are complete. We would like to remind educators that Michigan's WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs testing window begins **February 5** and runs through **March 23, 2018**. Materials are scheduled to arrive in districts on **January 30, 2018**.


As the e-mail noted, paper/pencil materials can be shipped back as soon as students have completed testing. If you have questions regarding materials shipments, please call 1-877-560-8378 or send an email to [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com).

### Resources for WIDA Preparation

The following WIDA documents contain important testing information and should be reviewed in advance of the testing window, which opens **February 5, 2018**:

- [Michigan ACCESS for ELLs 2.0 Checklist](#) – provides **very important** Michigan-specific information that is role specific for District and School Coordinators as well as Test Administrators
- [Michigan-Specific WIDA Test Administration Manual](#) – can be used in place of the generic Test Administrator Manual that will be included in the materials shipments
- [District and School Test Coordinator Manual](#) – intended for Test Coordinators
- [Accessibility and Accommodations Supplement](#) – information regarding available tools and accommodations for WIDA's assessments
- [WIDA Assessment Management System \(WIDA AMS\) User Guide](#) – instructions on how to navigate and use WIDA AMS

**Key:**  Reminder (previously run article)

 contains supports and accommodations information

## WIDA 2018 Annual Conference – Call for Presenters

The Michigan Department of Education (MDE) and WIDA are pleased to announce the national WIDA 2018 Annual Conference that will be held this year at the Cobo Convention Center in Detroit on **October 23–26, 2018**. The WIDA National Annual Conference is the largest and most prominent conference in the world specifically for Pre-K to grade 12 English Learner educators and administrators. The conference theme this year is "Schools and Communities Empowering One Another."



WIDA is seeking school- and district-level educator leaders dedicated to supporting their English Learner students to submit proposals to present at this year's conference. The deadline for proposals has been extended to **February 4, 2018**. To learn more about the conference, or to submit a proposal, go to the [WIDA 2018 Annual Conference Site](https://www.wida.us/conference/) (<https://www.wida.us/conference/>).

Be sure to submit your proposal ASAP to meet the new deadline! For general questions about the conference, contact [conferences@wida.us](mailto:conferences@wida.us) or the WIDA call center at 866-276-7735.

## Save the Date! DRC District and Building Coordinator Training Webinars

District and Building Coordinator Training Webinars for the Spring 2018 M-STEP, MI-Access, and the K-2 Early Literacy and Mathematics online assessments

are coming soon! District and Building Coordinators should attend to learn about:

- an overview of what is new for 2018
- helpful online testing tips
- here to find important resources
- Q&A

The date and time for each presentation are listed. Click on the link to register for each session:

### March 6, 2018 from 10:00-11:00 – M-STEP Administration Training:

- [Click to Register](#)
- Meeting number: 802 315 515
- Meeting password: Spring2018

### March 7, 2018 from 10:00-11:00 – MI-Access Administration Training:

- [Click to Register](#)
- Meeting number: 803 318 706
- Meeting password: Spring2018

### March 8, 2018 from 10:00-11:00 –Early Literacy and Mathematics Administration Training:

- [Click to Register](#)
- Meeting number: 804 567 341
- Meeting password: Spring2018

You can also find the registration links under the **What's New** section of each assessment web page.

If you are unable to attend any training, a recording of all the Administration trainings will be posted to eDIRECT by the end of the day on **March 9, 2018**.

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

## Coming Spring 2019: PSAT 8/9 for 8th Grade

The Michigan Department of Education (MDE) is pleased to announce that starting in Spring 2019, the PSAT 8/9 will be administered to 8th graders. The PSAT 8/9 will replace the M-STEP English language arts (ELA) and mathematics assessments for accountability purposes. M-STEP social studies and science will continue to be administered to 8th graders.

The MDE and the College Board are currently working collaboratively to develop and define the details of this administration, including the dates the PSAT 8/9 will be administered to students in grade 8 next spring. An informational webinar is planned for May 2018. Details of the exact date, time, and how to participate will be announced in a future Spotlight.

As a reminder, for Spring 2018, M-STEP will continue to be administered to all 8th grade students in ELA, mathematics, science, and social studies. The following table reflects the transition plan from 2018 to 2019 for grade 8.

Content Area	Spring 2018	Spring 2019
ELA	M-STEP	PSAT 8/9 <b>required</b> M-STEP optional*
Mathematics	M-STEP	PSAT 8/9 <b>required</b> M-STEP optional*
Science (required Field Test)	M-STEP	M-STEP
Social Studies	M-STEP	M-STEP

\*Schools may choose to administer these M-STEP tests in addition to the **required** PSAT 8/9 for a several reasons including maintaining growth and reporting trends.



## Michigan School Testing Conference

The 2018 Michigan School Testing Conference (MSTC) will be held **February 13–15, 2018** at the Kensington Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state- and nationally-renowned experts in the field.

The conference workshops are offered on **Tuesday, February 13, 2018** from 8:30–11:45 AM and 1:00–4:15 PM, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference takes place on **Wednesday, February 14** and **Thursday, February 15, 2018**. Keynote presenters include Andrew Ho (Harvard), Andy Middlestead (MDE), and Mark Reckase (Michigan State University).

For conference program information and registration, go to the [MSTC online registration site](http://gomasa.org/events/2018-michigan-school-testing-conference/) (<http://gomasa.org/events/2018-michigan-school-testing-conference/>).

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

## SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

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

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

**Reminder:** Schools that are participating in the Michigan-provided PSAT 8/9 for 9th grade, PSAT 10 for 10th grade, and SAT School Day do NOT place orders in the College Board test ordering site. Orders are created based on the number of students pre-identified in the Secure Site by **February 13, 2018**. If you are participating in the Michigan-provided assessments and have placed an order, please return to the test ordering site to cancel your order for these assessments as soon as possible.

### Nonstandard Administration Report (NAR)

The Services for Students with Disabilities (SSD) coordinator can access the nonstandard administration report (NAR) approximately four weeks prior to test day to help organize testing for accommodated students.

The NAR for the SAT with Essay has been enhanced this year to include the student's test book color, testing group, script name, whether a student tests over one day or two, and whether a student is approved to test in the accommodated testing window (April 10-24, 2018).

The NAR for PSAT 10 and PSAT 8/9 will include all students approved for accommodations. Any student listed on the NAR for the PSAT-related assessments can test in the accommodated testing window.

To assist you in room and staff planning before the NAR is available, view the [accommodations matrix](#) available on the [College Board website](#) ([www.collegeboard.org/michigan](http://www.collegeboard.org/michigan)).

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

## Order Initial Materials and Pre-Identify Students

The window to order ACT WorkKeys standard-time and accommodations materials and submit student data for Pre-ID barcode labels for the initial test dates (April 11 - 24, 2018) is **January 8 – February 13, 2018, 5:00 PM ET**, using the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)).

Directions for these activities can be found on the [Secure Site Training web page](#) ([www.michigan.gov/seuresitetraining](http://www.michigan.gov/seuresitetraining)) under the **Material Order** section and the **Pre-Identification of Students** section.

Test materials will be sent to the WorkKeys Coordinator mailing address as listed in the [Educational Entity Master \(EEM\)](#) ([www.michigan.gov/eem](http://www.michigan.gov/eem)). Refer to the [December 14, 2017 Spotlight](#) for more information about confirming contact information and updating EEM.

## Training Packets

Training Packets are being shipped to participating schools this week. They will contain copies of the answer documents, the manuals, and other administration materials to help familiarize yourself with the ACT test administration policies, requirements, and procedures. Additional copies of these materials will be sent in your initial shipment of test materials.

## Overview of Accommodated Testing

In accordance with Title III of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, ACT supports the use of test accommodations and supports for individuals with disabilities and identified English learners. These accommodations and supports make interaction and communication possible and fair for each examinee.

Determining who qualifies for ACT-allowed accommodations and supports requires well-informed educational judgement and documentation of a student's personalized accommodation plan, transition plan, or signed affidavit attesting that the student has been treated as if such a need exists. Examinees who use accommodations and supports must have prior experience using these tools. The test coordinator must obtain documentation verifying that the use of the accommodation matches an identified need and is effective for the individual. Retain the documentation for at least one year (do not send it to ACT.)

Beginning Spring 2018, Spanish is no longer considered an accommodation. Students are now eligible for a National Career Readiness Certificate (NCRC) en español if they take all three tests in Spanish and score a minimum of three on each one.

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Examples of National Career Readiness Certificate (NCRC) eligible accommodations include:

- extended time testing (time-and-a-half, double time, three hours, and multi-day testing)
- use of reader/sign language interpreter for test directions, passages, and items
- alternate-format materials (Braille, Audio DVDs, and Large-Print)
- small group testing
- assistance in recording responses
- use of English Learner Supports that include:
  - ◆ use of translated test directions
  - ◆ use of word-to-word bilingual dictionary
  - ◆ locally provided verbal translation of test directions

Examples of NCRC ineligible modifications that change what the tests measure and result in non-reportable scores to schools and students include:

- translation of test items other than use of the Spanish test forms
- use of dictionaries with word definitions
- use of any Word-to-Word Dictionary not approved by ACT

Every student testing with an accommodation must have the appropriate Administration Code gridded on the answer document for each test administered with an accommodation. It is critical that you grid the correct administration codes as they may affect a student's eligibility for scores and the NCRC.

For more detailed information about ACT's accommodations, policies, and the list of Administration Codes, please refer to the [ACT WorkKeys Administration Manual - Accomms Paper](#) posted on the [ACT State Testing website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) in the **Configuration** stage.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](#) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244  
9:30 AM – 6:00 PM ET
  - standard time: ext. 2800
  - accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)



## Important Dates

### Coming Next Week . . .

#### January 30, 2018:

- **WIDA** Initial Materials arrive in districts

#### January 30, 2018:

- **WIDA** Additional Materials Orders available in WIDA AMS

### January 2018

#### Now – February 5, 2018:

- Window for **WIDA** Test Exceptions in the OEAA Secure Site

#### Now – February 13, 2018:

- **M-STEP**, **MI-Access**, **SAT**, **PSAT 8/9**, **PSAT 10**, and **WorkKeys**:
  - ♦ Pre-ID students for printed barcode labels
  - ♦ verify and adjust initial material orders

#### Now – February 19, 2018:

- **SAT**, **PSAT 10**, **PSAT 8/9** College Board accommodation request window

#### Now – February 19, 2018:

- **SAT**, **PSAT 10**, and **PSAT 8/9** state-allowed accommodation request window

#### Now – February 26, 2018:

- **M-STEP**, **MI-Access**, and **Early Literacy & Mathematics** – place students in online test sessions through the Secure Site

#### Now – March 8, 2018:

- **M-STEP**, **MI-Access**, and **Early Literacy & Mathematics** Alternate INSIGHT Availability Request window for schools that hold regular instructional hours after 4:00 PM and plan to schedule test sessions that extend beyond 4:00 PM – submit request.

#### Now – March 23, 2018:

- **WIDA** AMS Test Setup Available

#### Now – May 22, 2018:

- **M-STEP** and **MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – submit request.

### February 2018

#### February 5, 2018 – March 23, 2018

- **WIDA ACCESS** for ELLs and **WIDA Alternate ACCESS** for ELLs testing window

#### February 6, 2018, 10:00–11:00 AM:

- **ACT WorkKeys** Q&A Session - pre-registration is required: [act.ilinc.com/register/kfjssxx](http://act.ilinc.com/register/kfjssxx)

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## Important Dates

### March 2018

#### March 6, 2018 from 10:00-11:00:

- **M-STEP** Online Administration Training Webinar for District and Building Coordinators
  - ♦ [Click to Register](#)
  - ♦ Meeting number: 802 315 515
  - ♦ Meeting password: Spring2018

#### March 7, 2018 from 10:00-11:00:

- **MI-Access** Online Administration Training Webinar for District and Building Coordinators
  - ♦ [Click to Register](#)
  - ♦ Meeting number: 803 318 706
  - ♦ Meeting password: Spring2018

#### March 8, 2018 from 10:00-11:00:

- **Early Literacy and Mathematics** Online Administration Training Webinar for District and Building Coordinators
  - ♦ [Click to Register](#)
  - ♦ Meeting number: 804 567 341
  - ♦ Meeting password: Spring2018

#### March 20, 2018, 3:30–4:30 AM:

- **ACT WorkKeys** Q&A Session - pre-registration is required: [act.ilinc.com/register/bwtkkjx](http://act.ilinc.com/register/bwtkkjx)



## Recently Asked Questions . . .

**Where will the Text Dependent Analysis (TDA) item in the ELA test be located? This is a concern for us when attempting to schedule the test to ensure students have enough time to complete it.**

Based on the estimated testing times, a typical student should expect to see the Text Dependent Analysis (TDA) essay in the first half of the ELA CAT test. As with all CAT items, students who pause and exit the test will return to that same item when he or she logs back in to the test. Work that the student started prior to pausing and exiting is saved by the system so the student will be able to continue working at the place where he or she left off. As a reminder, students should only click "Next" when they have completed a CAT item and they are comfortable with their response. Once they click "Next" there is no way to return to a previously answered question.

The TDA essay will be included in Day 2 of the paper/pencil ELA assessment.

**Are foreign exchange students supposed to take the PSAT 8/9 and PSAT 10?**

Foreign exchange students are enrolled students and are expected to participate in all state assessments based on their grade.

**Is a grade 9 or 10 student repeating the grade supposed to take the PSAT 8/9 or PSAT 10 again?**

Students repeating a grade in grades 3–10 are expected to participate in the state assessment based on their grade, even if they have previously taken the assessment.



### Have Questions?

Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

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