Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

What's New

Week of October 22, 2020

- **Important Dates Documents**

- **MI-Access Training Programs Updated**

- **WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Overview Webinars**

- **Benchmark Assessments Technical Support FAQ Available**

- **Michigan School Grades Reports Coming Soon**

Important Dates Documents

The Spring 2021 Important Dates documents are now available for M-STEP; MME; Grade 8 Testing; MI-Access; WIDA; Early Literacy Fall, Winter, and Spring administrations; and the winter Passage-based Writing Field Test. These dates are based on current planning—any pandemic-related changes will be communicated through Spotlight and recorded in the Change Log(s) of the document(s).

The documents include all key dates for tasks Building and District Assessment Coordinators will do as they prepare for test administration, administer the tests, and for after-test administration.

The Important Dates documents are available on each assessment web page under the **What's New** and **Current Assessment Administration** sections:

- Excel File of Important Dates for all Spring 2021 Assessments
- M-STEP Important Dates
- Grade 8 Testing Important Dates
- MI-Access Important Dates
- MME and PSAT Important Dates
- SAT and PSAT for Grades 9 and 10 Important Dates
- ACT WorkKeys Important Dates
- PSAT 10 and PSAT 8/9 for Grade 9 Important Dates
- WIDA Important Dates
- Early Literacy and Mathematics Benchmark Important Dates

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions | **Call Center: 877-560-8378**

CB Corner / ACT WorkKeys / Important Dates / Contacts

MI-Access Training Programs Updated

The online training programs related to determining which assessment students with the most significant cognitive disabilities should take have been updated. The Assessment Selection Guidelines Training is an online training program that outlines in detail who the alternate assessment (MI-Access) is designed for and the assessment selection guidelines that must be used in making assessment selection decisions. The Interactive Decision making tool is designed for Individualized Education Program (IEP) teams to use during the meeting to help make assessment selection decisions. Both of these online tools have been updated to include the definition of "students with the most significant cognitive disabilities." This definition is as follows:

Students with significant cognitive disabilities, for the purpose of determining instructional targets and state assessment selection, have a disability or multiple disabilities that significantly impact intellectual functioning and adaptive behavior. Adaptive behaviors are essential to live independently and to function safely in daily life. When adaptive behaviors are significantly impacted, the individual is unlikely to develop the skills necessary to live independently and function safely in daily life. Students with significant cognitive disabilities are supported with an IEP and the instruction is based on Michigan's alternate content expectations in English language arts (ELA), mathematics, science and/ or social studies. Significant cognitive disabilities impact students both in and out of the classroom and across multiple life domains, including academic domains. Further, it is important to remember that the alternate content expectations are aligned directly to the Michigan K-12 content standards for each corresponding grade level.

These two important resources for educators can be found on the MI-Access web page (www.michigan. gov/mi-access) under the **Assessment Training and Resources for Educators** section.

Continue to watch the Spotlight on Student Assessment for announcements of the re-release of the online training program on how to score the MI-Access Supported Independence and Participation assessments—the re-release is coming soon! Training on these scoring rubrics will be critical for anyone serving as primary or shadow assessment administrator for MI-Access Supported Independence or Participation.

WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Overview Webinars

New test coordinators and new test administrators can join overview webinars, scheduled for early December. The webinars provide administrators with an overview of the WIDA ACCESS for ELLs and the WIDA Alternate ACCESS for ELLs. **Note:** These webinars will not cover preparation and planning activities that may be specific to Michigan's 2020-21 Return to School Roadmap. More specific information about those types of activities will be forthcoming. Be on the lookout for more information about joining these webinars, but mark your calendars in the meantime:

- **December 1, 2020, 2:00–3:30 p.m.**
  WIDA ACCESS for ELLs Overview Webinar
- **December 9, 2020, 2:00 – 3:30 p.m.**
  WIDA Alternate ACCESS for ELLs Overview Webinar

Benchmark Assessments Technical Support FAQ Available

The Benchmark Assessments Technical Support Frequently Asked Questions (FAQ) is now available on the MDE Benchmark Assessments – Return to Learn web page in the **Benchmark Resources** section. This document addresses questions that were asked related to benchmark assessments during the Return to Learn Technical Support webinar series that were offered in September, as well as questions that have come directly into the Office of Educational Assessment and Accountability (OEAA).

If you have not visited the new benchmark web page, now is a good time to check it out. In addition to the FAQ document, the website has been updated with new resources including additional vendor-provided documents and benchmark-related assessment literacy information.

Information related to the entire Return to Learn Webinar Series is located at the bottom of the MDE COVID-19 Education Information and Resources web page.

Michigan School Grades Reports Coming Soon

The Michigan Department of Education (MDE) will make 2019-20 Michigan School Grades reports available for schools to preview on MI School Data (www.mischooldata.org) next week. Many accountability and reporting requirements were waived for the 2019-20 school year; however, MDE is still required to release all aspects of the A-F system for which there are data (per MCL 380.1280g, which the legislature has not acted to suspend or waive).

In the Michigan School Grades System, schools would normally receive up to five letter grades and three ranking labels based on various school performance components. Of the eight elements required of the A-F system, five elements are moot due to the suspension of state summative assessments in 2019-20; these are Proficiency, Growth, Performance Among Peers, Student Subgroup Performance, and Assessment Participation. The remaining three elements for which MDE has data are Graduation Rate, EL Progress, and Attendance. Schools eligible to be Alternative Education Campuses (AECs) will have the Compliance element reported, denoting compliance with applicable laws.

Authorized users of MI School Data will soon be able to preview school-level Michigan School Grades reports before results are released publicly in early November. In order to preview school results, authorized individuals need to log into MI School Data. Remember, the preview window is offered as a courtesy to schools so they can be prepared to communicate to their communities about their performance when these data are made public. Appeals and requests to clean up data will not be considered at this time. Schools were offered the opportunity to correct data errors prior to this preview window.

Note: Accountability reporting for 2019-20 will only include the calculation and release of School Grades results; School Index results will not be calculated nor released.

We encourage you to review the informational guides and other helpful resources available for the Michigan School Grades System (www.michigan.gov/mde-schoolgrades).

CB College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™10 provided by the College Board

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

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email michiganadministratorsupport@collegeboard.org

WHAT'S NEW

October 27 SAT School Day Makeup Test Books

The October 27 SAT School Day test books will have the original makeup date of "October 28, 2020" printed on the cover. However, you must administer the makeup on October 27, or scores will be invalidated.

October 29 PSAT/NMSQT Test Books

The October 29 PSAT/NMSQT test books will have the original test date of "October 28, 2020" printed on the cover. However, you must administer the PSAT/NMSQT on October 29, or scores will be invalidated.

Coordinator Report Form

When selecting the test date on the SAT School Day Coordinator Report Form (CRF), bubble "Oct. 28, 2020" as the test date for the October 27 SAT School Day makeup date. For the PSAT/NMSQT Coordinator Report Form (CRF), select "Oct. 28, 2020" as the test date in field 3 for the October 29 PSAT/NMSQT test date, then fill in the actual test date administered in field 4.

Off-Site Testing

Most schools participating in the state-provided test administrations in April 2021 will use the school as the test location. However, if your school is a virtual school or if you don't have enough room in your school, you can request off-site testing. Off-site testing must be requested for April 2021 testing.

These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. Here's how to request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.

2. Gather all required information for submission of your off-site request. You'll need your school information and Attending Institution (AI) code, off-site testing location name and address, and contact information for the off-site test coordinator(s).

3. Submit an online form (www.sat.org/offsiterequest). A separate form must be completed for each off-site location being used. This form can be used for SAT, PSAT 10, and PSAT 8/9 requests.

You will receive email confirmation of your off-site request once your form is submitted. Submitters can edit the submission, if necessary.

NEW: Submissions can be assumed to be automatically approved. If necessary, we will contact test coordinators within 3 weeks to make recommendations to improve security and to address any outstanding concerns. Coordinators will not receive email approvals.

CB

4. Complete your off-site requests no later than midnight ET, December 18, 2020.

A few things to note about off-site testing:

- A test coordinator must be identified in the Educational Entity Master (EEM) for the AI (Attending Institution)/school. Additionally, a unique off-site test coordinator must be identified for each off-site test location, in the request. A single person may oversee all assessments administered at an off-site location or a different off-site test coordinator may be identified for each assessment. Off-site test coordinator information will not be captured or reflected in the EEM.

- Off-site test coordinators will use the school's AI code for all forms.

- Test coordinators are highly encouraged to use testing room codes to help process any irregularities that may occur at the off-site locations.

- Pre-identification of students will be completed by the AI, not by each off-site location. It is the responsibility of the off-site test coordinators to be aware of which students are testing at each location.

- Test materials will also be shipped to the AI location. The test coordinator at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

- Off-site requests for other Michigan assessments (M-STEP, ACT WorkKeys) must be done separately for each assessment.

REMINDERS

PSAT/NMSQT Reminders

- Ordering materials for the January 26, 2021 PSAT/NMSQT administration is now open in the College Board test ordering site. The deadline to order tests for this date is **December 4, 2020**.

- Schools may order and administer the test to 10th and 11th grade students who did not test on either of the October administrations.

- Test materials for the October 29 administration will arrive between October 19-21.

Preparing for Spring 2021

Tasks you can be doing now to prepare your school for the spring 2021 administration of PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay:

- Register for the Implementation Webinar (https://tinyurl.com/2021Implementation-MI) on **November 10 from 9:00-10:30 a.m**. This webinar will focus on activities test coordinators can be doing until the end of 2020 to prepare their school and students for testing.

- SSD coordinators can register for an Accommodations and Supports Webinar (https://tinyurl.com/2021Accommodations-MI) on **December 9 from 12:00-1:30 p.m.** This webinar will assist new and returning SSD coordinators with the process of applying for accommodations through the SSD Online system. This will be especially helpful for new SSD coordinators. We will also review administering the SAT with Essay, PSAT 10, or PSAT 8/9 for Grade 8 and 9 with

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

CB

accommodations and English Learner supports.

- All webinars are optional and will be recorded and posted on the MME web page (www. michigan.gov/mme) and PSAT web page (www. michigan.gov/psat) approximately one week after the webinar is completed.

- Update EEM with test coordinator information. Refer to the September 24, 2020 Spotlight on Student Assessment and Accountability Newsletter (www.michigan.gov/mde-spotlight) for additional information about updating the EEM.

- Watch for upcoming information about school establishment in the October 29 edition of Spotlight.

ACT WorkKeys

Reminder

Upcoming Manage Participation

The ACT Workkeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full Michigan Merit Examination (MME), which consists of the ACT WorkKeys, SAT, and M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components, they will be expected to administer all three components to their students.

The WorkKeys Test Coordinators must indicate each school's participation status, either Participating or Not Participating, in PearsonAccess^{next}, during the Manage Participation window **November 2 – November 27, 2020**. If your school will participate in the WorkKeys assessments in Spring 2021, you must also select your preferred test materials receipt week. The process will take approximately five minutes.

Note: Manage Participation must be completed at the individual school level, not at the district level.

All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

District Assessment Coordinators should ensure that all schools within your district have completed the Manage Participation process, even if they are not testing.

Information about completing the Manage Participation process will be emailed to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the Educational Entity Master (EEM) (www.michigan.gov/eem) the **week of October 26, 2020**. Refer to the September 24, 2020 Spotlight on Student Assessment and Accountability Newsletter (www.michigan.gov/mde-spotlight) for additional information about updating the EEM.

ACT will email the PearsonAccess^{next} login information only to the District Assessment Coordinators and WorkKeys Test Coordinators listed in the EEM for both public and nonpublic schools. If the WorkKeys Test Coordinator does not receive this email by **November 2, 2020**, contact ACT at the web page or phone number listed below.

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

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

Important Dates

Coming Next Week . . .

Tuesday, October 27, 2020
- **SAT with Essay** Fall 2020 makeup administration (This makeup date can also be used as a third administration date.)

Thursday, October 29, 2020
- **Last Day of Testing: PSAT 8/9** Fall 2020 administration window (Pick one primary administration date, and complete all makeup testing within two weeks of the primary administration date.)
- **PSAT/NMSQT** Fall 2020 administration date

Approaching Deadlines!

Thursday, October 29, 2020
- Pre-Identification of students in the OEAA Secure Site **DEADLINE** for **Early Literacy and Mathematics Benchmark Assessments (K-2)**

Friday, October 30, 2020
- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Fall 2020 testing window **CLOSES**

November 2020

ACT WorkKeys

November 2 – 27, 2020
- **ACT WorkKeys** Manage Participation window

SAT and PSAT

November 10, 2020 from 9:00 - 10:30 a.m.
- Michigan Implementation webinar – Register (https://tinyurl.com/2021Implementation-MI)
-

December 2020

December 2, 2020 at 10 a.m.
- Winter/Spring 2021 Technology Coordinator Training Zoom webinar

  Join the webinar

SAT and PSAT

December 9, 2020 from 12:00 - 1:30 p.m.
- Accommodations and Supports webinar – Register (https://tinyurl.com/2021Accommodations-MI)

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

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 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