


Spotlight

on Student Assessment and Accountability

October 4, 2018


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 **End of Fall 2018 Early Literacy and Mathematics Benchmark Assessments**

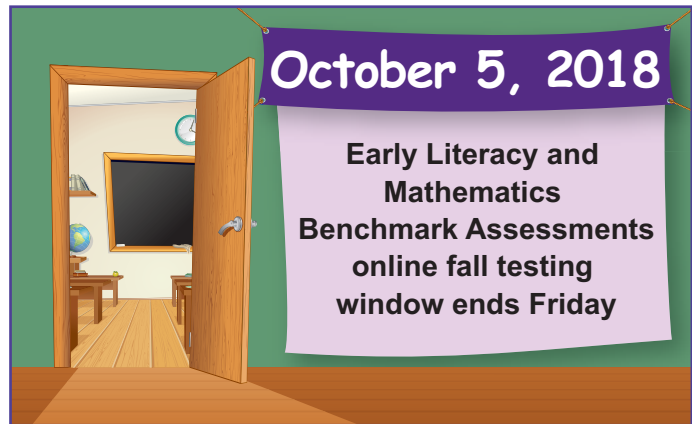
- **2018 WIDA Conference**
- **Spring 2018 MI-Access Reports Update**
- **MDE Submits Federal Waiver Request for English Learner Assessment**
- **Updated Accountability Best Practices Guide Now Available**

 **College Board Corner**

- **ACT WorkKeys**
- **Important Dates**
- **Contacts**

Key:  Reminder (previously run article)

 information Tech Coordinators also need to know



End of Fall 2018 Early Literacy and Mathematics Benchmark Assessments

Friday, October 5, 2018 is the end of the online fall testing window for the Early Literacy and Mathematics Benchmark Assessments. All testing must be completed by the end of the instructional day.

Schools should remind their Technology Coordinator to clear the TSM after all testing has completed for the day. This will ensure all responses are sent to DRC for scoring. For information on viewing and sending unsent responses, see pages 106-108 of the [Technology User Guide](https://mi.drccdirect.com), available on eDIRECT (<https://mi.drccdirect.com>) under **Documents** → **Audience** → **District Technology Coordinator**. Sites using Central Office software will need to check their TSM for Response caching, as Central Office does not support response caching this year.

2018 WIDA Conference

The national WIDA Conference is coming to the Cobo Center in Detroit! On **October 23 – 26, 2018** the WIDA Annual Conference, the largest conference dedicated to educators of PreK-12 English learners, will be held in Detroit. Sessions will examine research-

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upcoming Implementation Handbook for SSD Coordinators, and webinars.

- ♦ The deadline for accommodation requests is **February 19, 2019**.

Preparing for Spring 2019

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

- Register for a free implementation workshop (See [September 20, 2018 Spotlight](#))
- Update the Educational Entity Master (EEM) with test coordinator information (See [September 20, 2018 Spotlight](#))

Tasks you can do next:

1. Confirm whether you have an AI (Attending Institution) Code.

- AI codes (also referred to as school codes) are 6-digit numbers that connect your students' College Board assessment results to your school. The AI Code is used on important forms, and is necessary for submitting accommodation requests. This is different than your state-assigned building codes.
- If you participated in College Board assessments last year, your AI code will not change.
- If you have not participated in College Board assessments previously, you may or may not have an AI code. Visit the [AI code website](https://collegereadiness.collegeboard.org/k-12-school-code-search) (<https://collegereadiness.collegeboard.org/k-12-school-code-search>) to see if you have an AI code.

- If you do not have an AI code, one will be assigned to you during establishment activities (see Number 2 below) and will be emailed to you in December.
- The Test Center Participation page, listed under Assessment Registration in the OEAA Secure Site, will be refreshed starting in mid-October and will also include your school's AI code.

2. Verify your school is established to participate in the Michigan-provided College Board assessments (starting October 9, 2018).

- Establishment is the process through which the College Board knows which schools are administering the PSAT 8/9 for Grade 8 and Grade 9, PSAT 10, and SAT with Essay, and is based on rules that are coordinated with the MDE.
- Public schools and nonpublic schools are established through different processes. Most public schools will be automatically established to participate. Public schools not automatically established, and all nonpublic schools, for SAT with Essay only, will receive email instructions on how to provide the intent to participate in the spring administration on October 9, 2018.
- The Test Center Participation page in the OEAA Secure Site identifies which assessments your school is established to administer. It will be refreshed starting October 8 and will be updated daily as establishment activities occur.

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

- **Important Note:** Schools must be established to participate separately for each College Board assessment they expect to administer in April, 2019. For example, a typical high school should verify on the OEAA Secure Site on the **Test Center Participation** page that they are set up to participate in the SAT with Essay, the PSAT 10, and the PSAT 8/9 for Grade 9. All schools with 8th grade students should verify that they are established to participate in the PSAT 8/9 for Grade 8.

- Verify that your school is established for the assessments no later than **November 30, 2018.**

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

Verifying WorkKeys Test Coordinator Contact Information

Please ensure that your school's WorkKeys Test Coordinator is listed under Contacts in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem). You should also verify that the correct email address, phone number, and mailing address (no PO boxes) is also correct for the WorkKeys Test Coordinator.

Please note: This must be done for **each school** in the district and not at the district level.

If the information for your school is inaccurate, please have your authorized district EEM user update the EEM system **no later than Friday, October 5, 2018** to ensure your school receives the necessary information to start the Manage Participation process in November. If you do not know who your district authorized EEM user is and you have access to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), you can find their name and contact information in the **District and School Contact** page.

- Instructions for using the **District and School Contact** page are available on the [Secure Site Training web page](http://www.michigan.gov/secsitesettraining) (www.michigan.gov/secsitesettraining) under the **Miscellaneous** section.
- Nonpublic schools should call 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.
- Refer to the [September 6, 2018 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for additional information.

ACT uses this information to call, send emails, and to ship test materials to the WorkKeys Test Coordinator. Inaccurate information will result in not receiving critical information in a timely manner and consequently overlooking key deadlines and delaying the receipt of test materials.

Manage Participation

The Manage Participation process will begin on **November 5, 2018**. All schools, public and nonpublic, must confirm in PearsonAccess^{next} that they are participating in order to receive test materials and administer the WorkKeys assessment. This process takes approximately five minutes.

More information will be emailed to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the EEM the **week of October 29, 2018**. ACT will email the PearsonAccess^{next} login information only to the WorkKeys Test Coordinators listed in the EEM.

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, 9:30 AM – 6:00 PM 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

Approaching Deadlines!



Early Literacy and Mathematics

Thursday, October 4, 2018:

- Pre-Identification of students **DEADLINE** for the Fall 2018 **Early Literacy and Mathematics Benchmark Assessments**

Friday, October 5, 2018:

- Create/manage online test sessions in eDIRECT **DEADLINE** for the Fall 2018 **Early Literacy and Mathematics Benchmark Assessments**
- Fall 2018 **Early Literacy and Mathematics Benchmarks Assessments** testing window **CLOSES**

ACT WorkKeys, SAT, and PSAT

Friday, October 5, 2018:

- **DEADLINE** to assign and update **WorkKeys, SAT, and PSAT** Test Coordinator contact information (for each school, not at the district level) in the [Educational Entity Master \(EEM\)](#)

October 2018

Monday, October 8 AND Tuesday, October 9, 2018 (2-day workshop) 8:30 AM to 3:30 PM:

- **WIDA Leading Schools for Multilingual Learner Achievement – Workshop #1**
[REGISTER NOW](#) – seats available

Thursday, October 11 AND Friday, October 12, 2018 (2-day workshop) 8:30 AM to 3:30 PM:

- **WIDA Leading Schools for Multilingual Learner Achievement – Workshop #2**
[REGISTER NOW](#) – wait-list registration only

SAT and PSAT

Mid-October – November 30, 2018

- **SAT and PSAT** Intent to Participate window

November 2018

ACT WorkKeys

November 5 – 30, 2018

- **ACT WorkKeys** Manage Participation 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), Test Management System (TSM), eDIRECT, 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, Central Office Services (COS), and Test Management System (TSM)
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