

Spotlight

on Student Assessment and Accountability

What's New

Week of November 12, 2020

- **Pre-Identification for Winter 2021 Early Literacy and Mathematics Benchmark Assessment (K-2)**
- **Writing Skills Field Test Preparation for Passage-based Writing**
- **Pre-Identification for Winter 2021 M-STEP Online Passage-based Writing Field Test Grades 3–8**

Pre-Identification for Winter 2021 Early Literacy and Mathematics Benchmark Assessment (K-2)

Pre-identification of students for the Early Literacy and Mathematics Benchmark Assessment (grades K-2) will open on **November 16, 2020**. Students who took the Early Literacy and Mathematics Benchmark Assessment in the fall will automatically be pre-identified to the Winter 2021 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA).

If students tested in Fall 2020 and will not be testing in Winter 2021, no action is needed from schools, even if students are automatically pre-identified by OEAA.

Schools that choose to participate will need to pre-identify additional students for testing directly on the [OEAA Secure Site](#) using any of the following methods:

- MSDS Copy Function
- Pre-ID File Upload
- Student Search – one student a time

Schools should also put students into online test sessions on the OEAA Secure Site **through December 8, 2020**. After December 8, students must be pre-identified on the OEAA Secure Site and then put into online test sessions in the [DRC INSIGHT Portal](#) (formerly known as eDIRECT).

Schools will have access to manage student data and test sessions in the DRC INSIGHT Portal starting **December 11, 2020**. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **February 4, 2021**.

Directions for all methods of pre-identification and for creating/managing Online Sessions on the OEAA Secure Site can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining).



Writing Skills Field Test

Preparation for Passage-based Writing

The Michigan Department of Education (MDE) is looking for schools to participate in an M-STEP online Passage-based Writing Field Test **January 4–February 5, 2021**.

Why have a stand-alone field test?

Field tests are used to check the adequacy of testing procedures and statistical characteristics of new test items by testing them in the field before they appear on an actual assessment. This test follows the same setup and security as the M-STEP. The field test helps to ensure that the items we are putting on the M-STEP are high quality. And, the more writing exposure your students receive, the more improvement you will see!

Who can participate?

Students in grades 3-8 can participate in field-testing items written by Michigan authors for Michigan's state assessments.

What is involved?

During the field test, students will read one passage, either literary or informational, from a variety of genres as prescribed by the standards. Students will then answer five multiple choice questions and respond to a writing prompt, which includes a checklist of components found in a well-written essay. They will not receive a score, but will have an opportunity to prepare for the M-STEP and use the checklist to improve their writing skills in the testing environment.

Where will it take place?

The online field test will take place in your school on computers.

When do I sign up?

Beginning November 16, 2020, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to Pre-ID students for testing. For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the [Secure Site Training Site](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining).

**Don't miss this great opportunity!
Sign up today!**



Pre-Identification for Winter 2021 M-STEP Online Passage-based Writing Field Test Grades 3–8

Schools that are participating in the M-STEP Online Winter 2021 Passage-based Writing Field Test (grades 3-8) can start to pre-identify students on the OEAA Secure Site **November 16, 2020**. Since this field test is optional, OEAA will not pre-identify any students. Schools will be responsible for pre-identifying all participating students directly on the [OEAA Secure Site](#) using any of the following methods:

- MSDS Copy Function
- Pre-ID File Upload
- Student Search – one student a time

Students will NOT be put into online test sessions on the OEAA Secure Site. Schools will have access to manage student data and create online test sessions in the [DRC INSIGHT Portal](#) (formerly known as eDIRECT) starting **December 11, 2020**. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **February 4, 2021**. Directions for all methods of pre-identification on the OEAA Secure Site can be found on the [Secure Site Training web page](#) (www.michigan.gov/secaresitetraining).

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

Spring 2021 Implementation Information

Two helpful documents are available to help administrators and test coordinators prepare for the Spring 2021 administrations of the SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9. These documents are posted to both the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).

[Coordinator Implementation Handbook, 2021](#): This provides high-level information that coordinators can use to help prepare the school for testing, including test dates, the establishment process, identifying and preparing testing staff, and preparing for a preadministration session.

[College Board Accommodations and Supports Handbook, 2020/2021](#): This comprehensive handbook will help SSD coordinators to prepare to submit accommodation requests and provides guidance on available accommodations and supports. This document is not specific to Michigan testing, but explains how accommodations are administered for all College Board tests, including Advanced Placement® and the weekend SAT®.

SSD Online Redesign

Later this month, College Board will begin releasing a series of enhancements to our accommodations and support request system, [SSD Online](#). This is part of our ongoing effort to support the work of SSD coordinators.

Some of the changes include:

- a modern, streamlined user experience
- user-friendly dashboard with improved filtering and access to student information
- simplified accommodations request process
- updates to accommodation names for greater clarity

SSD Online will look different, but there will not be any changes to accessing the system, how accommodations will be reviewed, or deadlines to submit requests. SSD coordinators will be receiving additional information in the next few weeks

REMINDERS

Fall 2020 Invoice Generation Process

Although the Michigan Department of Education (MDE) is providing the Fall 2020 SAT with Essay, PSAT/NMSQT, and PSAT 8/9 for Grade 9 administrations to eligible schools, it is important that schools complete the invoicing process in the College Board test ordering site to avoid fees being billed to the school.

Invoice generation must be completed separately for each administration date conducted by your school.

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The windows for schools to review and make any needed corrections are in the following table.

	Window Opens	Window Closes
September 23 SAT School Day	11/09/2020	12/16/2020
October 14 SAT School Day	11/09/2020	12/16/2020
October 27 SAT School Day	11/24/2020	12/16/2020
October 14 or 29 PSAT/NMSQT	11/30/2020	12/18/2020
January 26 PSAT/NMSQT	03/01/2021	03/12/2021
PSAT 8/9	11/20/2020	12/16/2020

To generate your invoice, log into the test ordering site during the invoice generation windows listed above. Select **Enter Invoice Information** next to the applicable assessment and follow the instructions. A detailed guide titled, "Invoice Generation for Fall 2020" is available at on the [MME](#) and [PSAT](#) web pages. Do not forget to repeat the steps for each assessment date that was utilized.

Spring 2021 Establishment

Establishment is the process whereby the College Board knows which schools are administering the PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay. The process is based on rules that are coordinated with the Michigan Department of Education. Review the important information about establishment for Spring 2021 testing in the [October 29 edition of Spotlight](#).

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:

- Update the Educational Entity Master (EEM) with test coordinator information. Refer to the [September 24 Spotlight](#) article titled, "Are Your School and District Contacts Up to Date in the Educational Entity Master?"
- Refer to the [October 22 edition of Spotlight](#) for information about off-site testing. Submit [Off-site Requests](#) (www.sat.org/offsiterequest) for SAT with Essay, PSAT 10, and PSAT 8/9 by **December 18, 2020**.

ACT WorkKeys

Reminder

Completing ACT's Manage Participation Process

Refer to the [October 29, 2020 Spotlight on Student Assessment and Accountability Newsletter](#) (www.michigan.gov/mde-spotlight) for information and high level instructions to complete ACT's Manage Participation process.

Detailed step-by-step instructions for completing ACT's Manage Participation Process are provided in the [ACT WorkKeys Spring 2021 Manage Participation Process document](#), located on the [MME web page](#) (www.michigan.gov/mme).

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

Manage Participation must be completed at the individual school level, not at the district level, even if you are not testing. Reminder emails will be sent periodically to all schools that have not completed the Manage Participation process.

The deadline to submit Manage Participation selections is **November 27, 2020**.

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. – 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

Approaching Deadlines!

Wednesday, December 18, 2020

- **SAT, PSAT 10, PSAT 8/9** Request for Off-site testing window **CLOSES**

Friday, November 20, 2020

- College Board (**SAT with Essay, PSAT 8/9, PSAT 10**) Intent to Participate (Establishment Process) **DEADLINE**

November 2020

ACT WorkKeys

Now – November 27, 2020

- **ACT WorkKeys** Manage Participation window

Early Literacy and Mathematics

November 16, 2020 – February 4, 2021

- Pre-identification of students for **Winter 2021 Early Literacy and Mathematics Benchmark Assessments**

M-STEP

November 16, 2020 – February 4, 2021

- Pre-identification of students for **M-STEP Passage-based Writing Field Test**

December 2020

December 2, 2020 at 10 a.m.

- Winter/Spring 2021 Technology Coordinator Training Zoom webinar

[Join the webinar](#)

WIDA

Tuesday, December 1, 2020 – 2 - 4 p.m.

- WIDA ACCESS for ELLs Overview for New Assessment Coordinators Webinar

[Webinar Registration](#)

Wednesday, December 9, 2020 – 2:00 - 3:30 p.m.

- WIDA Alternate ACCESS for ELLs Overview for New Assessment Coordinators Webinar

[Webinar Registration](#)

SAT and PSAT

December 9, 2020 from 12:00 - 1:30 p.m.

- Accommodations and Supports webinar

[Register](https://tinyurl.com/2021Accommodations-MI) (https://tinyurl.com/2021Accommodations-MI)

Now – December 18, 2020

- Window to submit off-site requests for **SAT with Essay, PSAT 10, and PSAT 8/9**

January 2021

Early Literacy and Mathematics

January 4 – February 5, 2021

- **Winter 2021 Early Literacy and Mathematics Benchmark Assessments** online test administration window

M-STEP

January 4 – February 5, 2021

- **M-STEP Passage-based Writing Field Test** online test administration 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 WIDAAMS, 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