

Spotlight

on Student Assessment and Accountability

What's New

Week of December 17, 2020

- WIDA ACCESS Testing Window Extension
- Early Literacy and Mathematics Benchmark Assessments Winter 2021 Test Window
- 2021 Passage-based Writing Field Test Window
- Return to Learn Benchmark Assessment Data Collection Requirements Memo
- Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access
- MME and PSAT 8/9 for Grade 8 – Important Information
- Unassigning Students from Assessments
- Pre-ID for MI-Access
- Online Sessions
- Spring 2021 Initial Material Orders
- SAT, PSAT 8/9, and PSAT 10
- ACT WorkKeys
- M-STEP and MI-Access Functional Independence (FI)
- MI-Access Supported Independence (SI) and Participation (P)
- 2020-21 “Sending Scores Back” Program for Shared Educational Entities—Applications Now Available
- 2021 Michigan School Testing Conference

Wishing you a safe and happy holiday!

Look for the Spotlight to return January 7, 2021.



WIDA ACCESS Testing Window Extension

In an effort to lessen the burden and logistical constraints of conducting an in-person summative test during the ongoing pandemic, the WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs testing window is being expanded to the following dates:

- **Wednesday, January 27 – Friday, April 9, 2021**

Although materials are not anticipated to arrive in districts until **January 27**, opening the window simultaneously with the delivery will ensure educators can start testing as soon as they are able. Additional deadlines and dates—such as those for material returns, Accountable Students Enrolled and Demographics, Answer Documents Received, Submitted Issues for Answer Documents, Students Not Tested—will be changing. Additionally, districts should expect reporting dates to be shifted as well. As those dates are solidified, they will be communicated to you in the Spotlight. In addition, please continue to monitor the Spotlight for news regarding potential assessment waivers.

Educators are encouraged to use the [WIDA ACCESS Planning Document](#) to think through aspects of this year's unique assessment administration.

Early Literacy and Mathematics Benchmark Assessments Winter 2021 Test Window

The Winter 2021 Early Literacy and Mathematics Benchmark Assessments testing window will be open **January 4 – February 5, 2021**. Grades K-2 students who tested in the fall have been automatically pre-identified to the Winter 2021 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA). No action is necessary for students who tested in the Fall 2020 administration, but will not test in the Winter 2021 administration. Students who did not test in the Fall 2020 administration must be pre-identified in the OEAA Secure Site.

The [Early Literacy and Mathematics Benchmark Test Administration Manual](#) and Online Test Directions can be found on the [Early Literacy and Mathematics web page](#) (www.michigan.gov/earlylitandmath) under the **Current Assessment Administration** section.

2021 Passage-based Writing Field Test Window

The 2021 Passage-based Writing Field Test window for grades 3-8 opens on **January 4, 2021** and remains open until **February 5, 2021**. Your participation in the field test allows MDE to gather important information about the accuracy and validity of the items on the field test.

The Passage-based Writing Field Test must be taken in-person with an in-person proctor. Remote administration is not allowed.

For more information about how to participate in the Passage-based Writing Field Test, go to the [Passage-based Writing Field Test - Test Administration Guide](#) on the [M-STEP web page](#) (www.michigan.gov/mstep).

Return to Learn Benchmark Assessment Data Collection Requirements Memo #COVID-19-144

A [memo](#) released December 14, 2020 from the Interim Deputy Superintendent Dr. William A Pearson, provides additional information about the reporting of benchmark assessment data as required by Michigan's "Return to Learn" law (Public Act 149). Under this law, districts must administer benchmark assessments to all students in grades K-8 and report data to the Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI).

The memo explains the reporting requirements and provides districts with the information they need to comply with this law. The memo may be reviewed at the [Benchmark Assessment web page](#) (www.michigan.gov/mde-benchmarkassessments).

Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access

The Office of Educational Assessment and Accountability (OEAA) will pre-identify public school students (grades 3-11) for testing in the OEAA Secure Site, using the Fall 2020 MSDS General Collection and Student Record Maintenance (SRM) files submitted through **5 p.m. on January 4, 2021**. SRMs are not required but will be used if they have been submitted. The Pre-ID Student Report will be available at **8 a.m. on January 6, 2021**.

The following students will be pre-identified:

- All students in grades 3-8 and 11 will be pre-identified for M-STEP.

(Continued on next page)

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

- » Students will be pre-identified as online testers unless they are enrolled in a school with an approved online waiver. Students in approved paper/pencil schools will be pre-identified for paper/pencil testing.
 - » Individual students in online schools who require a paper/pencil test may be reassigned for paper/pencil testing. Refer to the document [Changing the Mode \(online, Paper/Pencil\) of Testing for Students](#), found in the **Pre-Identification of Students** section on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining).
 - » Since participation in the MI-Access assessments is based on a student's Individualized Education Program (IEP), schools are expected to move such students from the M-STEP to MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessment, as appropriate. Refer to the article, **Pre-ID for MI-Access**, on the following page for more information.
 - All students in grades 8, 9, and 10 in established PSAT schools will be pre-identified for PSAT 8, PSAT 9, or PSAT 10 test cycles.
 - » When the PSAT 8/9 and PSAT 10 is not appropriate for a student based on the student's IEP, the student should be unassigned from the assessment by **5 p.m. on February 17, 2021** to prevent additional materials from being sent.
 - » There is no alternate assessment to the PSAT 8/9 for grade 9 or PSAT 10. Students in grades 9 and 10 whose IEP indicates the PSAT is not appropriate will be exempt from testing and are to be unassigned in the Secure Site. Grade 8 students are to take the PSAT 8/9 or one of the MI-Access assessments for ELA and mathematics, based on their IEP.
 - » The PSAT 8/9 is one test that is administered to both grades 8 and 9. However, in the OEAA Secure Site, the test cycle is split into two, PSAT 8 and PSAT 9.
 - All students in grade 11 in established SAT and ACT schools will be pre-identified for SAT and WorkKeys.
 - » Refer to [Who Must/Can Take the MME?](#) for guidelines on MI-Access students' ability to take the SAT and WorkKeys. It can be found on the [MME web page](#) (www.michigan.gov/mme) under **General Information**.
 - » Schools are to unassign students who will be taking a MI-Access assessment from the SAT test cycle by **5 p.m. on February 17, 2021**. This process also holds true if a student chooses not to take the ACT WorkKeys along with MI-Access. This will prevent additional materials being sent to the school.
- This is a one-time pull from MSDS for pre-identification purposes for students taking the SAT, PSAT, WorkKeys, and M-STEP. Starting **January 6, 2021**, it is the responsibility of the district and/or school to update the Pre-ID Student Report directly on the OEAA Secure Site, by unassigning students who will not be testing and adding new students who will be testing.
- All initial standard materials for SAT, PSAT, WorkKeys, M-STEP, and MI-Access, as well as barcode labels printed by the contractors, will be based on students who are pre-identified on the OEAA Secure Site by **February 17, 2021 at 5 p.m.**

(Continued on next page)

To ensure schools get the appropriate number of assessment materials, it is important to make sure your pre-identification is accurate by **5 p.m. on February 17, 2021**.

Options and instructions for pre-identification of students can be found on the [Secure Site Training web page](http://www.michigan.gov/secureritetraining) (www.michigan.gov/secureritetraining) under the **Pre-Identification of Students** section.

MME and PSAT 8/9 for Grade 8 – Important Information

When pre-identifying new students to the Michigan Merit Exam (MME), students must be pre-identified to each assessment (SAT, WorkKeys, and M-STEP science and social studies) separately. Grade 8 students must be pre-identified to the PSAT 8 and M-STEP for social studies and science.

Once a student is pre-identified to one of the assessments, the Mass Update Assessments page can be used to easily copy them over to the other assessment(s). OEAA will pre-identify students to the required assessments, so this only applies to students pre-identified by the school or district after January 8, 2021. Instructions specific to this task for either MME or grade 8—in the document **Copy Students from One MME Component to other MME Components for Pre-Identification**—can be found on the [Secure Site Training web page](http://www.michigan.gov/secureritetraining) (www.michigan.gov/secureritetraining) under **Mass Update Assessments** in the **Pre-Identification** section.

Unassigning Students from Assessments

Important Note: Students who are unassigned from a test cycle on the OEAA Secure Site are **not** removed from accountability calculations, **only** from testing.

To ensure a student who has left the district/school is removed from accountability calculations, the student must be exited in MSDS in the Spring 2021 MSDS General Collections or in an SRM collection.

Pre-ID for MI-Access

MI-Access is Michigan's alternate assessment, and is designed for students who have, or function as if they have, significant cognitive impairments, and whose IEP team has determined that general assessments, even with accommodations, are not appropriate.

Since the Office of Educational Assessment and Accountability (OEAA) cannot determine which students will test using the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P), all students will be pre-identified to M-STEP by the OEAA, during the pre-identification pull from MSDS. Starting **January 8, 2021**, districts and/or schools can begin moving students from M-STEP to the appropriate MI-Access assessment and pre-identifying any additional MI-Access students in the OEAA Secure Site.

To ensure students are not inadvertently tested in both MI-Access and M-STEP, **students must be unassigned from M-STEP**. If a student is taking a mix of MI-Access and M-STEP, you can unassign contents from an assessment record. This can be done for a group of students at the same time using the Mass Update Assessments function on the OEAA Secure Site.

Instructions to [Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification](#) can be found on the [Secure Site Training web page](http://www.michigan.gov/secureritetraining) (www.michigan.gov/secureritetraining) under **Mass Update Assessments** in the **Pre-Identification** section.

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

Online Sessions

Students taking the M-STEP and MI-Access Functional Independence (FI) online may be put into Online Sessions starting **January 6, 2021**. This can be done in the OEAA Secure Site through **February 23, 2021**. Students pre-identified on the OEAA Secure Site **after** February 23, 2021 can only be put into online sessions in the DRC INSIGHT Portal (formerly known as eDIRECT). Instructions for [Creating Online Sessions](#) in the OEAA Secure Site can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) page under the **Pre-Identification of Students** section.

Spring 2021 Initial Material Orders

Even though standard materials are ordered based on the pre-identification of students to assessments, it is still important for schools/districts to access the Initial Material Order page on the OEAA Secure Site. On this page, these steps can be taken:

1. Verify on the Initial Material Order screen that both the shipping address and the coordinator's name are correct.
2. Verify or enter the number of materials needed for administering the assessment, including accommodated materials.
3. If needed, select an alternate shipping date for M-STEP and MI-Access paper/pencil materials.

If the address and/or coordinator name on the Initial Material Order page is incorrect, it must be corrected in the [Educational Entity Master \(EEM\)](#) (www.michigan.gov/eem) by the authorized district EEM user by **February 17, 2021 at 5 p.m.**

Important Note: Assessment materials are shipped to the address of the assessment coordinator in the EEM, not to the building address. Don't know who your authorized district EEM user is? You can use the District and School Contact page on the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) to locate the name and contact information.

Instructions for Initial Material Orders can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Material Ordering** section.

SAT, PSAT 8/9, and PSAT 10

Initial material orders for SAT, PSAT 8/9, and PSAT 10 Standard Test Booklets will be based on the number of students pre-identified on the OEAA Secure Site by **5 p.m. on February 17, 2021**. Accommodated materials will be sent based on the approved accommodations request submitted through the College Board. The projected number of materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page of the OEAA Secure Site. The quantity of Standard Test Booklets shipped can only be adjusted by pre-identifying additional students and unassigning students from testing.

ACT WorkKeys

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by **5 p.m. on February 17, 2021**. Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5 p.m. on February 17, 2021**.

(Continued on next page)

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

The projected number of Standard Time, Regular Print materials that will be sent based on pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets.

M-STEP and MI-Access Functional Independence (FI)

M-STEP

Initial material orders for standard test booklets for M-STEP will be based on the number of students pre-identified as paper/pencil testers on the OEAA Secure Site by **5 p.m. on February 17, 2021**. Accommodated materials (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5 p.m. on February 17, 2021**.

Schools testing online will receive the M-STEP Online Test Administrator's Directions and Manual and graph paper (for grades 6 and 7) based on the number of students pre-identified. Schools will not be able to see this order on the Initial Material Order screen and do not need to place an order for these items.

MI-Access Functional Independence (FI)

Initial material orders of standard test materials for MI-Access FI will be based on the number of students pre-identified for paper/pencil on the OEAA Secure Site by **5 p.m. on February 17, 2021**. This includes ELA: Expressing Ideas (available in paper/pencil only) for all students who are pre-identified for testing. FI Accommodated materials (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5 p.m. on February 17, 2021**.

Important Note: If you enter an order for accommodated materials for M-STEP and/or MI-Access FI on the Secure Site and save it, the number of Standard Test Booklets for paper/pencil testing will also save and will not continue to update based on the Pre-ID. If needed, you can manually adjust the number of standard test booklets for MI-Access FI directly on the initial material order page up through **5 p.m. on February 17, 2021**.

MI-Access Supported Independence (SI) and Participation (P)

Since the MI-Access SI and P assessments will be administered one-on-one to students and their responses will be entered into the Online Answer Document by the school, separate materials are not needed for each student. Schools will be sent one set of test administration materials for every five students pre-identified to SI and P. If your school would like more than one set for every five students, you can enter the number of assessment administrators who will be administering the SI and P assessments on the Initial Material Order page by **5 p.m. on February 17, 2021**.

2020-21 "Sending Scores Back" Program for Shared Educational Entities—Applications Now Available

Intermediate School Districts (ISDs), consortia, or other partnering districts might want to apply to participate in the "Sending Scores Back" Program for school accountability reporting for Shared Educational Entities (SEEs and S2E2s). Eligible schools and classroom programs are those that provide: alternative education, early middle college education, gifted and talented education, or special education services to neighboring or consortium districts.

(Continued on next page)

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

The Sending Scores Back Program allows participating entities to have their non-resident student assessment results and non-resident student graduation statuses in school accountability reporting redirected to another school in a student's own district of residency.

Please note: Public school academies (PSAs) are not eligible for this program, as PSAs do not have resident district boundaries in the same way traditional districts do.

Applying for the Sending Scores Back Program will designate your school building or classroom program as a Shared Educational Entity (SEE) or Specialized Shared Educational Entity (S2E2). That status is then used during submissions in the Michigan Student Data System (MSDS), to identify students who are to be specially processed in school accountability reporting. Students identified in these schools/programs are then attributed back to a school building identified in their resident school district for the purposes of school accountability calculations.

SEEs and S2E2s that participated in the Sending Scores Back Program in a prior school year will need to reapply to reestablish their status as a SEE or S2E2 in the Sending Scores Back Program for any 2020-2021 school accountability results that might be published.

Additional information and applications for participation in this program are now available on the [SEEs web page](http://www.michigan.gov/sees) (www.michigan.gov/sees). Applications will be due via electronic submission no later than **January 25, 2021 at 5 p.m.**

2021 Michigan School Testing Conference

The annual Michigan School Testing Conference will take place virtually on February 16 -18, 2021. The conference consists of one day for workshops (February 16) and two days of plenary and clinic sessions (February 17-18).

Highlights of the conference include Keynotes Speakers:

- Jay McTighe, Educational Author/Consultant – “Measuring What Matters: Assessing the Right Things in the Right Way in the Right Times”
- Michael T. Nettles, Senior Vice President, Educational Testing Service (ETS) – “Using Assessment to Inspire Student Achievement”
- Andy Middlestead, Director, OEAA, Michigan Department of Education – “What’s Next with Michigan’s Assessments?”

The conference includes a number of timely clinic and workshop topics to support high quality assessment systems for your district, building, and classroom needs. For more information on the MSTC 2021, or to register for the conference, visit the [conference registration site](#).

Conference [registration](#) is now open.

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

- » Additional makeup accommodated testing windows will be allowed for students absent during the entire accommodated testing window due to COVID-19 or who experience an irregularity that requires a makeup.

WHAT'S NEW

Spring Flexibility for SAT with Essay, PSAT 10, and PSAT 8/9

The health and safety of educators and students is the first concern; therefore, to help schools to deal with the challenges of testing, some policies and procedures have been updated for Spring 2021. More information is available in the [Spring 2021 Contingency Test Dates and Flexibility Options for SAT with Essay, PSAT 10, and PSAT 8/9 School Day Testing](#) document from the Michigan Department of Education. The document is available on the MDE [MME web page](#) (www.michigan.gov/mme) and the [PSAT web page](#) (www.michigan.gov/psat). A summary is outlined in this article.

1. Additional Test Dates for SAT with Essay

- Schools are expected to administer the SAT with Essay to all students on April 13, 2021, with the makeup on April 27, 2021.
- An additional contingency makeup date of May 18, 2021 will only be allowed for students not able to test on April 13 or April 27 due to closures related to COVID-19.

SAT with Essay	Dates/Windows
Primary Test Date	April 13, 2021
Accommodated Testing Window	April 13 - 26, 2021
Makeup Test Date	April 27, 2021
Makeup Accommodated Testing Window (Added)	April 27 - 29, 2021
Contingency Makeup Test Date (Added)	May 18, 2021
Contingency Accommodated Testing Window (Added)	May 18-20, 2021

2. Additional Test Dates for PSAT 10 and PSAT 8/9 for Grade 9

- Schools are expected to select a primary test day to administer the PSAT 10 and PSAT 8/9 for grade 9 within the primary testing window, which remains April 13 - 16, 2021.
- Any student approved for an accommodation or any English learner using extended time may flexibly be scheduled anytime during the expanded accommodated testing window of April 13 - May 7.

(Continued on next page)

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

- Students absent during the primary testing window or those who experience an irregularity and require a makeup will test using makeup test materials in the extended makeup testing window of April 27 - May 7.

PSAT 10 and PSAT 8/9 for Grade 9	Dates/Windows
Primary Testing Window	April 13 - 16, 2021
Accommodated Testing Window (Extended)	April 13 - May 7, 2021
Makeup Testing Window (Extended)	April 27 - May 7, 2021

3. Additional Test Dates for PSAT 8/9 for Grade 8

- Schools are expected to administer the PSAT 8/9 for grade 8 on April 13, 2021.
- Students absent on April 13 can flexibly be scheduled to test in the primary testing window. Any student approved for an accommodation or any English learner using extended time may flexibly be scheduled time during the extended accommodated testing window of April 13 - May 7.
- Students absent during the primary testing window or those who experience an irregularity and require a makeup will test using makeup test materials in the extended makeup testing window of April 27 - May 7.

PSAT 8/9 for Grade 8	Dates/Windows
Primary Test Date	April 13, 2021
Primary Testing Window	April 13 - 16, 2021
Accommodated Testing Window (Extended)	April 13 - May 7, 2021
Makeup Testing Window (Extended)	April 27 - May 7, 2021

4. Schools May Stagger Start Times for Assessments

- Schools can provide flexible starting times, without College Board approval to do so. All groups must begin testing before the first group finishes to maintain test security. Cell phone collection is required for the duration of the school day for all students testing, or at least until after the last group has started testing. Testing must start early enough to finish before school ends.

5. Extended Breaks

Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at a time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. Hall monitors should help ensure that students do not share any test content if they leave the room and that students reenter their assigned testing rooms in a safe way. If used, extended breaks must be provided to all students.

(Continued on next page)

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

6. PPE (personal protection equipment) allowed during testing

- PPE includes items such as the use of masks, gloves, and hand sanitizer during testing. The use of PPE should follow local guidance. Test coordinators or proctors must check students' PPE prior to testing to ensure that nothing has been written on the PPE or prohibited materials have been hidden within the PPE. It is important that local policies are followed on the handling and disposing of PPE.

7. Spacing of students follows local guidelines

- Follow local guidance on the spacing of your students. College Board requires a minimum of three feet from center-of-desk to center-of-desk; however, if local guidance says students must be six feet apart, schools should seat students six feet apart during testing.

8. Off-Site testing allowed

- Off-site testing is allowed if more space to administer the test is needed. **Requests to test at an off-site location are required for Spring 2021 testing.** Refer to the [October 22 edition of Spotlight](#) for more information on submitting an off-site request. Although the deadline to submit a plan is **December 18, 2020**, College Board will accept late plans, as necessary, for schools that need to reconfigure their testing environment.

Final Notes

- College Board has posted a Coordinator Supplement, similar to one provided in the fall. This document should not be referenced for Spring 2021 testing as many topics do not

pertain to the policies and procedures used by Michigan schools during spring School Day testing.

- Information about how to order makeup materials and maintaining test book security will be made available closer to April.
- Do not order any test books for Spring 2021 Michigan-provided testing in the College Board test ordering site.

REMINDERS

Preparing for Test Day Webinar

A Preparing for Test Day webinar will take place on **January 20, 2021 from 1-2 p.m.** It will focus on frequently asked questions about organizing a preadministration session, planning for test day, and managing test materials

[Register for the webinar](https://tinyurl.com/2021Preparation-MI) (https://tinyurl.com/2021Preparation-MI).

For those who cannot attend the live session, it will be recorded and posted to the MDE [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) within approximately one week of the presentation.

State-Allowed Accommodations and English Learner Supports Window

SSD coordinators can begin to submit requests for state-allowed accommodations and English learner time and one-half (+50% extended time) support in SSD Online during the **week of January 11, 2021.**

ACT WorkKeys

Reminders

Completing ACT's Manage Participation Process

The window for completing Managing Participation is **past due**. If your schools have not yet completed Manage Participation using the PearsonAccess^{next} system, refer to the [October 29, 2020 Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for information and high-level instructions on completing ACT's Manage Participation process.

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

Names of schools that have completed their Test Date and Materials Receipt Selections are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District and Building Assessment Coordinators can verify each school's status by reviewing the Test Center Participation page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) under the **Assessment Registration** drop-down menu.

Receiving Communications for the Spring 2021 WorkKeys Administration

ACT provides important communications, including deadline reminders and policy information, to the WorkKeys Test Coordinators and District Assessment Coordinators.

If you are a school WorkKeys Test Coordinator or District Assessment Coordinator and have not received ACT's emails, refer to the [September 24, 2020 Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for information on updating the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/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 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 . . .

December 18, 2020

- Public Comment on the 2021 **1% Cap Waiver Request** **CLOSES** (see page 4 of the [November 19 Spotlight](#))
- Window to submit off-site requests **CLOSES** for **SAT with Essay, PSAT 10, and PSAT 8/9**



December 23, 2020

- **WIDA ACCESS for ELLs** Initial Material Order window (Braille & Enlarged Print) **CLOSES**
- **WIDA ACCESS and Alternate ACCESS for ELLs** Pre-identification of students for barcode labels in OEAA Secure Site window **CLOSES**

December 2020

Early Literacy and Mathematics

Now – February 4, 2021

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

M-STEP

Now – February 4, 2021

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

WIDA

Now – March 17, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Off-site Test Administration Request window in OEAA Secure Site

Now – January 22, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Test Exception Request window

Now – March 19, 2021

- **WIDA ACCESS for ELLs** Pre-identification of students in OEAA Secure Site window

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 (refer to the [November 12 Spotlight](#) for information)

ACT WorkKeys

January 6 – February 17, 2021

- **ACT WorkKeys** Pre-ID for barcode labels and Materials Order window

SAT and PSAT

January 11 – February 22, 2021

- Window to submit state-allowed accommodations and English learner extended time requests for **SAT with Essay, PSAT 10, and PSAT 8/9**

WIDA

January 27 – April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Testing window (extended for Spring 2021)

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 <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