

Spotlight

on Student Assessment and Accountability

March 1, 2018

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WIDA Additional School/District Labels

Most schools and districts should have received a more than adequate supply of School/District Labels. However, if additional labels are needed, districts MUST send an email to mde-oeaa@michigan.gov with the following information in order for the Office of Educational Assessment and Accountability (OEAA) to request a shipment from DRC:

- District Name
- School Name
- Quantity of School/District Label Sheets (1 Sheet = 10 Labels)

School Accountability Data Now Available in Secure Site

Embargoed 2016-17 accountability reports and student datafiles for the new Michigan School Index System are now available for review to authorized users on the [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Since the Michigan School Index System is brand-new, the Michigan Department of Education (MDE) is providing schools and districts a month-long courtesy preview of the new reports and datafiles. This allows schools and districts to become more familiar with this information prior to its public release later this spring.

Authorized users of the Secure Site are now able to download accountability student datafiles and aggregate, school-level accountability reports. Aggregate reports include an overall school index value, ranging from 0-100, that indicates performance across subgroups in multiple data components. The Michigan School Index System

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was developed to comply with the accountability requirements set forth in Every Student Succeeds Act of 2015 (ESSA). Overall school index values will be used for identifying schools for state and federal supports.

To get started, review the [2016-17 Resource Toolkit](#) for the Accountability Preview Window. Additional supporting materials are described and linked in the toolkit.

To access these resources, go to the [Accountability web page](#) (www.mi.gov/mde-accountability) and look under the **Resources for Educators** section. Click on the [Michigan School Index System Preview Window Resources - NEW!](#) link to access the toolkit.

Looking for Educators Interested in Serving on Science Assessment Committees

The Office of Educational Assessment and Accountability (OEAA) is looking for science educators interested in being a part of the state assessment development process. We take great pride in using Michigan teachers in the production of our assessment items. Participation on the committees includes thorough training in content and instruction in using the Michigan Item Bank System (online repository for clusters, items, stimuli, and contexts).

Bias and Sensitivity Review & Content Review – July 16–20, 2018

Members of each committee will provide feedback and guidance on Draft Science Item Clusters.

- **Bias and Sensitivity Committee (BSC)** – Is there an issue of bias that may negatively impact a student's performance on a test item?
- **Content Advisory Committee (CAC)** – Are the test items aligned to the Michigan Science Standards and are they grade-level appropriate?

Item Cluster Writing – July 30–August 3, 2018

Committee members work to produce science clusters aligned to Michigan's Science Standards. Clusters are developed, written, and entered into the Item Bank System.

Content Review with Data – August 20–24, 2018

Committee members will review field tested Item Clusters and the associated data to consider again issues of bias and content (BSC and CAC). Is there something about a test item that is causing it to perform in a manner other than what is expected?

There are no long-term commitments for these committees. All expenses, including sub pay if needed, are covered. If you have any questions, please email mde-oeaa@michigan.gov.

If you are interested in being part of a science assessment committee, you can apply through the [Assessment Committee Participation Application](#) located on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Professional Development**.

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

COMING NEXT WEEK! DRC District and Building Coordinator Training Webinars

District and Building Coordinator Training Webinars for the Spring 2018 M-STEP, MI-Access, and 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
- where to find important resources
- Q&A

The dates and time for each presentation are listed. Click on the link to register for each session. You can also register by going to the following assessment web pages and clicking on the link under the **What's New** section.

[M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)

[MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)

[Early Literacy and Mathematics](http://www.michigan.gov/earlylitandmath)
(www.michigan.gov/earlylitandmath)

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

[Click to Register](#)

Meeting number: 802 315 515

Meeting password: Spring2018

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

[Click to Register](#)

Meeting number: 803 318 706

Meeting password: Spring2018

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

[Click to Register](#)

Meeting number: 804 567 341

Meeting password: Spring2018

If you are unable to attend any training, a recording of all the Administration trainings will be posted to [eDIRECT](https://mi.drccedirect.com) (https://mi.drccedirect.com) by the end of the day on **March 9, 2018**.

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

Online Supervisor Training

SAT and PSAT supervisors received an email with a link to the online training modules this week. The email can be forwarded to other staff who may need to participate. If you are an SAT or PSAT supervisor and didn't receive the email, check to see that your correct email address is listed in the EEM. Have your district authorized user make

the corrections in EEM. The training can also be accessed by clicking on this [training link](http://www.collegeboard.org/ptat) (www.collegeboard.org/ptat).

Supervisors are responsible for training other test day staff in whatever way is most convenient. Examples include sharing the online training or providing training at a staff meeting. Test day staff should sign the testing staff agreement (which will come with the test materials shipment) to verify they have received training.

There is a PowerPoint presentation this year to assist supervisors in [Hall and Room Proctor Training](#). It is available on the [College Board Michigan web page](#) (www.collegeboard.org/michigan) in the **Resources** section.

Role	Information About Training	How to Access Online Training
SAT Supervisor	Online SAT supervisor training required by supervisors who have not previously completed it.	Click on link in training email
PSAT 10 or PSAT 8/9 Supervisor	Online PSAT supervisor training is optional, but highly recommended. PSAT supervisors are required to read the testing manuals.	Click on link in training email
Services for Students with Disabilities (SSD) Coordinator	Online SSD coordinator training is optional but highly recommended. The SSD coordinator training modules are the same as the supervisor training modules. Must be trained in some way by test supervisor if acting as associate supervisor or hall/room proctor.	Supervisor forwards the training email and click on link
Backup Supervisor for SAT, PSAT 10, and PSAT 8/9	Online supervisor training is optional but highly recommended. Must be trained by the test supervisor in some way.	Supervisor forwards the training email and click on link
Associate Supervisors for SAT	Online SAT training modules for associate supervisors is optional but highly recommended. Must be trained by the test supervisor in some way.	Supervisor forwards the training email and click on link

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Role	Information About Training	How to Access Online Training
Associate Supervisors for PSAT 10 and PSAT 8/9	Online PSAT training is optional but highly recommended. Must be trained by the test supervisor in some way.	Supervisor forwards the training email and click on link
Hall and Room Proctors for SAT, PSAT 10, and PSAT 8/9	Must be trained by the test supervisor in some way. Online PowerPoint is available.	PowerPoint link

English Learner Supports

English learners taking the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for 9th grade will have access to translated test directions and word-for-word bilingual glossaries. When these supports are used, the assessment results are college and scholarship-reportable and do not require an approval or request in SSD Online. Please note that these supports are not currently available when taken on a national, weekend administration of the SAT.

Translated test directions are supported in Albanian, Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu and Vietnamese. Word-for-word glossaries are available in the languages previously listed, as well as French, Somali, Italian, Cambodian (Khmer), Burmese, German, Hmong, Japanese, Korean, Nepali, Punjabi, Romanian, and Swahili. The College Board also supports “on the fly” translation of test directions by district-approved translators. Translators must also adhere to the testing staff requirements of the College Board and the Michigan Department of Education. When the English learner supports are used, students can be tested in the standard testing rooms, unless they are approved for accommodations that require testing in a separate

testing room. Schools will be required to print the necessary translations, which are available for SAT with Essay, PSAT 10, and PSAT 8/9 for 9th grade.

Schools can also provide glossaries, if needed. Students may not bring their own glossaries to the testing room on test day. The glossary used must be from the approved glossary list and distributed by the school on test day, **after** it is checked to make sure nothing has been added or inserted in the book.

IMPORTANT NOTE: The translated test directions are not Michigan-specific, but will provide all relevant directions for students. The directions do not include specific timing information, so test supervisors and associate supervisors should make sure students understand they should pay attention to the timing instructions provided verbally and written on the board.

Upcoming Webinar

[Register for the Testing Tips webinar](http://www.tinyurl.com/MichiganTestingTips) (www.tinyurl.com/MichiganTestingTips) on **March 21, 2018 from 3:00-4:00PM**. This webinar will cover helpful hints for a successful preadministration session and test day. If you cannot attend the live webinar, register so you can receive the presentation and recording by email after its completion.

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ACT WorkKeys: Testing Staff Requirements

This week's article overviews the ACT WorkKeys testing staff requirements. All the information in this article can readily be found in the **ACT WorkKeys Test Coordinator Information Manual**, located on the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) in the **Preparation** stage.

ACT WorkKeys test coordinators are responsible for selecting their test day staff using the guidelines below. The MDE Assessment Integrity Guide provides additional guidance on the identification of testing personnel.

Who May Not Act as ACT WorkKeys Testing Staff

The following people may NOT act as ACT WorkKeys testing staff:

- high school students, volunteers, and lower-division undergraduates
- anyone who intends to take ACT WorkKeys tests within the next 12 months
- anyone involved in ACT WorkKeys test preparation activities at any time during the current testing year (September 1, 2017 through August 31, 2018), due to potential conflict of interest (**Note:** ACT recognizes that the normal duties of a counselor or

teacher may involve some responsibilities of test preparation. These activities are not a conflict of interest, provided they are part of job responsibilities defined by one's employer and the employer is not a commercial enterprise.)

In addition, to protect you and your relatives or wards from allegations of impropriety, if any relative or ward will test at your site or at any school within the state on the same test date:

- you may **not** serve as test coordinator or substitute test coordinator for the administration of the tests that day (you must delegate all supervisory responsibilities for that date – including the receipt and return of test materials – to a qualified colleague)
- you may **not** have access to the secure test materials prior to test day
- you **may** serve as a room supervisor or proctor, provided that the examinee is not assigned to a test in a room where you are working (you must not have access to the examinee's answer document or test materials)

Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.

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To protect athletic coaches and student-athletes from the appearance of a conflict of interest, an athletic coach:

- may **not** have access to secure test materials before or after testing
- **may** serve as a room supervisor but may not supervise one-on-one testing for any student athlete

This policy applies to any head or assistant coach of any high school or college athletics, whether or not the sport is in season at the time of testing.

Scores for an examinee will be cancelled if any of these policies are violated.

The ACT WorkKeys Test Coordinator

The ACT WorkKeys test coordinator ensures that examinees testing at your site test under the same conditions as examinees at every other site. The test coordinator can serve at only one school. Specific responsibilities of the ACT WorkKeys test coordinator include:

Facilities and Staffing:

- selecting and reserving test rooms, and preparing them for test day according to ACT guidelines
- selecting and training qualified testing staff

Before Testing

- the Test Coordinator Information manual and following its policies and procedures
- viewing and participating in training provided by ACT

- determining and documenting ACT WorkKeys accommodations
- ordering additional materials for examinees, as needed
- receiving, checking in, and securely storing test materials
- arranging for testing staff to apply barcode labels on the answer documents and gridding responses to the State Use Questions found in the Administration Supplement
- arranging for examinees to complete the non-test portions of their answer documents
- preparing rosters and organizing test materials
- notifying examinees of the test date(s), location, and materials needed

On Test Day

- conducting a briefing session for testing staff
- counting and distributing test materials to staff
- supervising and assisting staff during testing
- arranging for transfer of test responses to answer documents for examinees approved for alternate response modes
- serving as room supervisor as needed
- ensuring that tests are administered in strict compliance with all policies and procedures as documented in the manual(s) and any supplements provided

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After Testing

- collecting and accounting for all test materials
- ensuring completeness and accuracy of all forms
- returning answer documents, forms, and test materials to ACT immediately after each test date
- setting aside answer documents and manuals to use for makeup testing, if applicable
- ordering standard time makeup testing materials, if applicable
- cooperating with ACT and the state or district in resolving irregularities

The ACT WorkKeys Substitute Test Coordinator

The ACT WorkKeys test coordinator should select a substitute test coordinator to serve as the ACT WorkKeys test coordinator if the ACT WorkKeys test coordinator becomes ill or is otherwise unable to be present on test day. The substitute ACT WorkKeys test coordinator is encouraged to assist the ACT WorkKeys test coordinator prior to, during, and after test day. He or she is also expected to participate in training provided by ACT prior to the ACT WorkKeys test date.

If the ACT WorkKeys test coordinator is not able to supervise the ACT WorkKeys test administration, the substitute test coordinator must be listed on the ACT WorkKeys Standard Time Testing Staff List and, if appropriate, the ACT WorkKeys Accommodations/Supports Testing Staff List.

The ACT WorkKeys Test Accommodations Coordinator

The ACT WorkKeys test coordinator may select an ACT WorkKeys test accommodations coordinator who will be responsible for the following:

- reading the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports and following its policies and procedures
- assisting the ACT WorkKeys test coordinator in his or her responsibilities, as needed
- assisting the ACT WorkKeys test coordinator to determine and document ACT WorkKeys accommodations as needed
- viewing and participating in accommodations training provided by ACT

The ACT WorkKeys Room Supervisor

Each room is required to have a room supervisor who must serve for the entire session. The test coordinator may serve as room supervisor if only one room is used. Room supervisors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

Specific responsibilities of the ACT WorkKeys room supervisor include:

- reading the applicable ACT WorkKeys Administration Manual and following its policies and procedures*
- attending the training and briefing sessions conducted by the test coordinator*

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- admitting examinees into the test room and directing them to seats*
- ensuring that all examinees admitted to the test room are assigned to the same test timing or timing code
- taking responsibility for the test room and providing an environment conducive to testing
- counting test booklets upon receipt from test coordinator
- distributing test materials, keeping test booklets in sequential serial number order*
- reading verbal instructions to examinees verbatim
- properly timing tests and recording the start, five-minutes-remaining, and stop times on the Timing Report
- completing all information on the applicable ACT WorkKeys Administration Forms Folder
- monitoring examinees and materials at all times*
- walking around the test room during testing to replace defective materials and to be sure examinees are working on the correct sections of the test booklet and answer document*
- actively monitoring examinees during the entire test session to discourage and detect prohibited behavior*
- collecting and accounting for all answer documents and test booklets before dismissing examinees*

- recording detailed documentation of any irregularities and, as required, voiding examinees' tests
- returning all test materials and forms to the test coordinator after testing

* Proctors may assist with these activities.

The ACT WorkKeys Proctor(s)

Proctors assist the room supervisor and may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals. As test rooms increase in size, a minimum number of proctors are required:

Standard Time Test Room	
Examinees	Proctors Needed
1-25	0
26-50	1
51-100	2
101-150	3
151-200	4

Accommodations Test Room	
Examinees	Proctors Needed
1-10	0
11-20	1
21-30	2
31-40	3
41-50	4

At the conclusion of testing, the proctor(s) will assist the room supervisor with counting and preparing all test materials for return to the ACT WorkKeys test coordinator.

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ACT WorkKeys Rotating Proctors

Proctors are normally expected to serve in their assigned room for the entire test session. However, if schedules require, proctors may be “rotated” or replaced at the mid-morning break, provided no room is ever left unattended.

Training ACT WorkKeys Testing Staff

For standardized testing to occur successfully, it is critical that every test site follow the same procedures. To achieve this, staff members must understand their responsibilities.

The ACT WorkKeys test coordinator is required to hold a training session before test day to prepare staff for test day activities. In addition, on each test day morning, the ACT WorkKeys test coordinator is required to hold a briefing session to discuss any site-specific information, last-minute issues that arise, or concerns staff members may have.

Administration Manuals

ACT provides the ACT WorkKeys Administration Manuals to communicate its expectations. The manuals are proprietary information and are copyrighted by ACT. They are to be used only for the purpose of administering the ACT WorkKeys tests and are not to be copied or shared for any other purpose. Be sure to provide each testing

staff member the appropriate ACT WorkKeys Administration Manual before the training session. It is especially important that room supervisors read and understand the policies, procedures, and directions.

Supplements

Supplements or notices may be sent to test coordinators before the test day via email, or included with test materials shipments. These supplements contain the most up-to-date information on policies and procedures. They should be distributed to all staff and are intended to augment and improve on the policies and procedures contained in the administration manuals.

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

Important Dates

Approaching Deadlines!

March 8, 2018:

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

Coming Next Week . . .

March 6, 2018 from 10:00–11:00 AM:

- **M-STEP Administration Training:**
[Click to Register](#)
Meeting number: 802 315 515
Meeting password: Spring2018

March 7, 2018 from 10:00–11:00 AM:

- **MI-Access Administration Training:**
[Click to Register](#)
Meeting number: 803 318 706
Meeting password: Spring2018

March 8, 2018 from 10:00–11:00 AM:

- **Early Literacy and Mathematics Administration Training:**
[Click to Register](#)
Meeting number: 804 567 341
Meeting password: Spring2018

March 2018

March 16, 2018:

- **WIDA** Additional Material Orders in WIDA AMS

March 20, 2018, 3:30–4:30 PM:

- **ACT WorkKeys** Q&A Session - pre-registration is required

March 21 – 28, 2018:

- **SAT with Essay, PSAT 10, and PSAT 8/9 for 9th Grade** Additional Material Order Window for standard testing materials

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 [here](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)

Now – March 23, 2018

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

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April 2018

April 9 – May 4, 2018:

- **M-STEP—grades 5, 8, and 11** Online Test Administration Window

April 9 – May 25, 2018:

- **MI-Access Alternate Assessments—grades 3-8 and 11** Online Test Administration Window

April 10, 2018:

- **SAT with Essay** Initial Test Day

April 10 and/or 11, 2018:

- **PSAT for grades 9 and 10** Initial Test Dates

April 11, 2018:

- **ACT WorkKeys** Initial Test Day

April 30 – May 25, 2018:

- **M-STEP—grades 3, 4, 6 and 7** Online Test Administration Window

Recently Asked Questions . . .

Can the online M-STEP science and social studies be read to a student instead of using text-to-speech, or are we required to administer the paper/pencil and use the reader script?

Students taking the M-STEP science and social studies assessments who require a read-aloud (in-person human reader) must be administered the paper/pencil format. The paper/pencil test must be read aloud using the reader script. Additional paper/pencil options include English Audio CD (Audio) or English DVD (video) versions. This type of support is considered a Designated Support for M-STEP science and social studies.

How do I change a student's grade in the Secure Site?

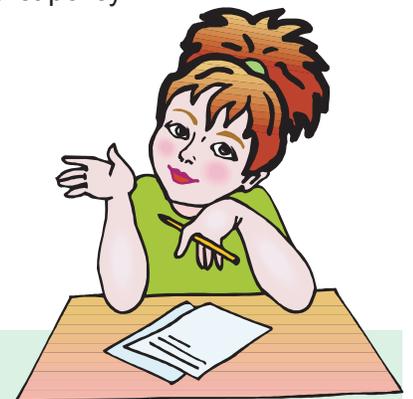
If a student is pre-identified on the Secure Site to a state assessment and it has the incorrect grade, you will need to unassign the student from the assessment. Once you have unassigned the assessment record with the incorrect grade, you will then need to Pre-ID the student to the assessment in the correct grade.

We have parents who are requesting to opt their students out of state assessments. How do we handle this?

Parents making this request may be directed to the Superintendent Whiston Parent Letter on 2017-18 M-STEP and MME, which is located on the [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) web pages in the **Parent/Student Information** section. In addition to providing information and rationale for the MME and M-STEP assessments, the letter states:

While we support parents in making choices for their children, there is no allowable way in state or federal law to “opt out” of state assessments. Students who are not assessed will count against their schools' participation rate, and create an incomplete picture of school performance. Schools rely on accurate test results to focus on students or programs that may need more academic support. That's one reason federal law requires a 95% participation rate target on state assessments be used in a school's accountability rating.

Ultimately, how schools respond to these inquiries should be based on district policy.



Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

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