

Spotlight

on Student Assessment and Accountability

March 14, 2019

Quick Links . . . take you directly to articles or sections . . .

Braille M-STEP Sample Item Sets

- [WIDA ACCESS for ELLs End of Testing Reminders](#)
- [OEAA Assessment Security Compliance Forms](#)
- [M-STEP Testing Schedule Requirements](#)
- [Additional Material Orders for Spring 2019](#)
- [Spring 2019 State Assessment Parent Resources Available](#)
- [FAME Project Accepting New Coach Applications for 2019-20](#)
- [College Board Corner](#)
- [ACT WorkKeys](#)
- [Important Dates](#)
- [Contacts](#)

Braille M-STEP Sample Item Sets

Students taking the braille M-STEP assessments this spring have the opportunity to practice with sample items in each M-STEP grade level and content area. Contact Robert Beaton in the MDE–Low Incidence Outreach Office at BeatonR@Michigan.gov if you are interested in having paper/pencil braille Sample Item Sets shipped to your district. In your request, please specify the following:

- subject
- grade
- "ship to" address
- the student's UIC#

Please do not order more materials than you need.


WIDA ACCESS for ELLs End of Testing Reminders

The Michigan testing window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs closes at the end of the day on **Friday, March 22, 2019**.

The deadline for UPS pickup of ALL secure test materials for return to DRC is **Friday, March 29, 2019**. Remember, if you do not have daily UPS pickup, you must call UPS to schedule the day before you need the pickup. Materials returned after the deadline for UPS pickup will not be scored.

Resources to review:

- **After Testing Tutorial:** Available in the [WIDA Secure Portal](#)
- [Michigan-Specific Directions](#) for bubbling requirements
- [Michigan-Specific Test Administration Manual](#) for labeling and material return instructions
- **Material Inventory and Accountability Form** in [WIDAAMS](#) to confirm all secure materials are accounted for

Key:  includes supports and accommodations information

OEAA Assessment Security Compliance Forms

All staff members involved in the administration of any of the state's assessments are required to sign a copy of the Office of Educational Assessment and Accountability (OEAA) Assessment Security Compliance Form. These forms must be kept on file at the building for three years. Copies of the [OEAA Assessment Security Compliance Form](#) can be found on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Current Assessment Administration**.

M-STEP Testing Schedule Requirements

It is the Building Coordinator's responsibility to develop test administration schedules based on the school's resources (i.e., staffing, available computers, testing rooms, etc.). It is up to local schools to determine the appropriate staff-to-student ratio for each M-STEP test session. All staff members participating in M-STEP test administration are required to be trained and have signed the OEAA Assessment Security Compliance Form.

Documentation of testing schedules must minimally include the following information:

- District name
- Building name
- Building coordinator's name
- Date of assessment administration
- Location of testing session(s) (i.e, room number, classroom, etc.)
- Starting and ending time of testing session
- Assessment/grade/content being administered
- Test administrator(s) and proctor(s) for each testing session

Testing schedules must be retained by the district or school for three years. A testing schedule template is available in the [Assessment Integrity Guide](#), located on the M-STEP web page (www.michigan.gov/mstep) under **Current Assessment Administration**.

Additional Material Orders for Spring 2019

Schools will have the opportunity to order additional materials from the **Additional Material Order page on the OEAA Secure Site** for the Spring 2019 assessments as listed below:

SAT

- Schools can order standard materials **March 20 – 28, 2109, 5:00 PM.**
- These are additional materials for the initial test day. Makeup test materials will be ordered through College Board – SAT Test Coordinators watch your email for instructions closer to testing day.
- Accommodated materials will be shipped based on the entries in College Board's SSD Online System.

PSAT 8/9, PSAT 10

- Schools can order standard materials **March 20 – 28, 2019, 5:00 PM.**
- Accommodated materials will be shipped based on the entries in College Board's SSD Online System.
- There are no separate materials for makeup. Schools will hold on to extra, initial materials to use for makeup testing. If additional materials are needed for newly arrived students, it is important that schools respond to the makeup survey sent via email from the College Board around April 8, 2019.

WorkKeys

- Schools can order both standard and accommodated materials **March 20 – 28, 2019, 5:00 PM.**
- These are additional materials for the initial test day.
- Makeup materials will be ordered through the additional material order page on the Secure Site **April 10 – 11, 2019, 5:00 PM.**

Directions for the [Additional Material Order](#) page for the OEAA Secure Site can be found on the [Secure Site Training web page](#) (www.michigan.gov/secaresitetraining).

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

Spring 2019 State Assessment Parent Resources Available

As the state testing season approaches, schools and teachers will start to get questions from parents regarding what their children will experience in 2019. The communications team at the Michigan Department of Education (MDE) has prepared several useful documents that you can print or customize to communicate with parents before this year's testing window opens.

The [Spring 2019 State Assessment Communications Toolkit](#) contains a variety of printable handouts, talking points, and customizable templates to help you communicate with staff, parents, and your community. The Communications Toolkit can also assist you in answering questions that might arise, including requests to allow children to “opt out” of testing.

Available now on the [Student Assessment web page](#) (www.michigan.gov/oeaa) the Spring 2019 State Assessment Communications Toolkit is accompanied by two customizable PowerPoint presentations:

- [State Assessment in Michigan: What it is, What it Means, What it Offers Presentation \(PPT\)](#) provides an overview of Michigan's state assessment system and the upcoming Spring 2019 testing schedule. A companion handout has been updated and is available in the Parent/Student Information section.
- [Michigan's State Assessment System - School Presentation \(PPT\)](#) provides an in-depth look all state assessments in Michigan, including those for students with cognitive disabilities and for English language learners.

TELL US WHAT YOU THINK

To ensure this toolkit continues to meet your needs and provides the greatest possible value, please email Jan Ellis at mde-oeaa@michigan.gov with your suggestions.

Thank you for reviewing and sharing these useful tools.

FAME Project Accepting New Coach Applications for 2019-20

The Formative Assessment for Michigan Educators (FAME) project is entering its 12th year and is now seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process—rather FAME coaches are learners along with their learning team.

More information on the FAME project and access to the online [2019-20 New FAME Coach application](https://www.surveymonkey.com/r/FAMENewCoachApp) (<https://www.surveymonkey.com/r/FAMENewCoachApp>) is available on the [MDE Formative Assessment Process](#) page (www.michigan.gov/mde/0,4615,7-140-22709_55936---,00.html) or the [FAME public page](https://famemichigan.org) (<https://famemichigan.org>).

The deadline to apply is **Friday, May 3, 2019**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-241-7061.

College Board Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Shipments

Preadministration materials and secure testing materials will arrive the week of **March 18, 2019**. All boxes will be addressed to the test coordinator. **Please note:** Coordinators will receive numerous boxes; standard and accommodated materials will come separately. Here are some questions that may arise when it comes to shipments:

Why did you send me accommodated SAT materials that I don't need?

The College Board ships accommodated materials for all students in the pending and approved status in Michigan's contracted grade levels (11th and 12th for SAT, for example) in SSD Online and does not compare this to whether a student was pre-identified or not. Therefore, you will likely receive extra SAT materials for students you don't plan to test. Likewise, you will get materials for any student in the pending status, in the event that the approval occurs before test day. The Services for Students with Disabilities (SSD) coordinator must ensure that a student has been approved for accommodations before the accommodations are provided.

Why did I get so many boxes? And it seems to be of the same materials?

Let's say a school Pre-IDs 100 students for PSAT 10 and has 15 students approved in SSD Online for 50% extended time. We will send a standard order of 110 orange PSAT 10 test books (based on 100 students being pre-identified plus a 10% overage) AND we will send an additional accommodated order of 15 orange test books for the students in SSD Online.

We send what is in the approved and pending status automatically in SSD Online and do not match it to whether a student was pre-identified. This would mean the school will get a total of 125 test books. The school will receive a standard order and the accommodated order separately.

My school is administering the PSAT 8/9 to both 8th and 9th grades under the same AI code. Will I get an 8th grade shipment and a 9th grade shipment or just one PSAT 8/9 shipment?

Schools administering both assessments under the same AI code will get an 8th grade shipment and a 9th grade shipment. However, for these schools, the Pre-ID labels for 8th and 9th graders will come together in **EITHER** the 8th grade or the 9th grade shipment. Organize with the other test coordinator in your school to look for the Pre-ID labels for all your students.

More students enrolled at my school after the Pre-ID deadline and I don't have enough materials. Can I get some more?

After inventorying materials, if a school determines the need for additional standard test books, answer sheets, and/or coordinator manuals for SAT with Essay, PSAT 10, or PSAT 8/9, these materials should be ordered via the OEAA Secure Site during the Additional Materials Ordering Window. This window is open from **March 20, 2019 – March 28, 2019**. For questions about using the Secure Site, visit the [Secure Site Training web page](#) (www.michigan.gov/secsitesite/training). Note that you may have enough with the 10% overage already provided.

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

I entered students after the accommodations deadline and didn't get materials for them.

What do I do?

First, refer to the Nonstandard Administration Report (NAR) in SSD Online to determine what color test book the student needs. A student may be approved for an accommodation but may still use the same book. This is especially true for PSAT 10 and PSAT 8/9 as accommodated students will only use a different color book if they are testing with state-allowed accommodations. Second, determine if you have extra materials that were sent to you that the student can use (see first and second question above). Third, if you still determine you need additional accommodated materials (MP3 audio, large block answer sheet, etc), call the Michigan Educator Support line immediately.

Will accommodated materials come assigned to a particular student?

No, you will just receive an accommodated shipment. Individual test books or formats will not be assigned to students.

Are answer sheets different for accommodated students?

No, each assessment has one answer sheet. The only difference would be for a student approved for a large block answer sheet.

Coming Soon

- Preadministration and test materials arrive the week of **March 18, 2019**
- Additional material order window opens in the OEAA Secure Site on **March 20, 2019**

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

Student Preparation – Go For Platinum!

Encourage students to understand the types of questions they'll see on this test, since they differ from other types of exams. Students and teachers can access [practice questions](#) from all three tests that range from easier content, Level 3, to the most difficult, Level 7, and administer them as Questions of the Day or as warm-up activities in the weeks leading up to test day.

To give students a more thorough test experience, they can create user accounts and take free full-length [online practice tests](#) (<https://testregistration.org/rsp/Login.do?event=go&realm=20770563>). This allows students to pace themselves in real-time test scenarios and receive scores indicating how they'll perform on the WorkKeys tests.

How a student performs on the three WorkKeys tests—Workplace Documents, Applied Math, and Graphic Literacy—determines if a student is eligible for an ACT WorkKeys National Career Readiness Certificate® (NCRC), a nationally recognized credential that students can use to get jobs after high school and in the future.

It's helpful to compare the three WorkKeys tests to the college readiness exams that students are familiar with; just as those tests measure what colleges and universities want students to know, the WorkKeys exams measure the real-world skills that employers consider critical to job success.

NCRCs are awarded at four levels: platinum, gold, silver, and bronze. To receive an NCRC, students must receive at least a 3 out of 7 on each test; the higher they score, the more jobs they are qualified for. A student who receive a Platinum NCRC is qualified for 99% of profiled jobs.

- **Bronze** requires a minimum score of 3 out of 7 on all 3 tests
- **Silver** requires a minimum score of 4 out of 7 on all 3 tests
- **Gold** requires a minimum score of 5 out of 7 on all 3 tests
- **Platinum** requires a minimum score of 6 out of 7 on all 3 tests

To help students understand how NCRC levels and WorkKeys scores correspond to their job interests, encourage students to search ACT's Job Profiling [database](#) (http://profiles.keytrain.com/profile_search/), which contains over 20,000 jobs and their corresponding median, minimum, and maximum WorkKeys scores. Students can look up their career interests and see how their future employers will value the skills articulated by their NCRCs, and teachers can integrate this discussion of skills into a larger conversation about career planning, lifelong learning, and the value of the senior year.

Median scores of popular Michigan job categories from ACT's Job Profiling database include:

- **Registered Nurse:** Applied Math 5, Workplace Documents 5, Graphic Literacy 4.
- **Marketing Manager:** Applied Math 7, Workplace Documents 5, Graphic Literacy 5.
- **Mechanical Engineer:** Applied Math 6, Workplace Documents 6, Graphic Literacy 6.

Students can activate and print their NCRC at [myworkkeys.com](#) once they receive their paper scores in July. Starting in Spring 2019, students can use ACT's new Workforce Skills Exchange platform to connect their credentials with available jobs that correspond to their NCRC levels.

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For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](#), posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page.
- [MME and PSAT List of Important Dates](#), found on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General information**.

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

March 2019

Early Literacy and Mathematics, M-STEP, and MI-Access

Now – May 24, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments**

March 19, 2019 from 10:00 – 11:00 AM:

- **Spring 2019 Online Assessments Q&A for Assessment Coordinators**

Call-in information – **UPDATED March 6**

- ♦ Toll-free dial-in number: **(833) 231-4299**
- ♦ Conference code: **7423900173**

WIDA

Now – March 22, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **WIDA**

Now – March 22, 2019:

- Window for Test Setup in **WIDA AMS**

Now – March 22, 2019:

- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Test Administration Window**

March 29, 2019:

- Deadline for UPS pickup of ALL **WIDA ACCESS** secure test materials for return to DRC

SAT and PSAT

March 20, 2019 – March 28, 2019:

- Additional material order window in the OEAA Secure Site for **SAT with Essay, PSAT 10, and PSAT 8/9** standard test books, answer sheets, and manuals

Week of March 18, 2019:

- Preadministration and test materials arrive

March 28, 2019, from 3:00–4:00 PM:

- **Testing Tips Webinar** to assist **SAT with Essay, PSAT 10, and PSAT 8/9** coordinators with planning for an effective preadministration session and test day
[Register here](http://www.tinyurl.com/2019MITestingTips) (www.tinyurl.com/2019MITestingTips)

ACT WorkKeys

Now – April 19, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **ACT WorkKeys**

March 11 – 15, 2019:

- Receive **ACT WorkKeys** test materials if this week was selected for delivery

March 18 – 22, 2019:

- Receive **ACT WorkKeys** test materials if this week was selected for delivery

Tuesday, March 19, 2019, 3:30–4:30 PM:

- **ACT WorkKeys Q&A Webinar #2** – [Register here](https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF) (<https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF>)

March 20 - 28, 2019:

- Additional material order window in the OEAA Secure Site for **ACT WorkKeys** standard time test booklets, answer documents, and accommodated materials

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), 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