# Spotlight

**MICHIGAN** Department of **Education**

## on Student Assessment and Accountability

## March 5, 2020

## Updated Assessment Security Training Requirements

To promote and ensure assessment security, the Office of Educational Assessment and Accountability (OEAA) requires annual assessment security training for staff involved in administering the state's assessments. In previous years, all test administration staff were able to satisfy the assessment security training requirements by reading the Assessment Integrity Guide (AIG). Now for the Spring 2020 assessments, the OEAA has updated the assessment security training requirements, to best meet the needs of staff administering the assessments.

**Assessment Security Training Requirements:**

Annual security training is a requirement for individuals who will take part in the administration of state assessments; these include ACT WorkKeys, Early Literacy and Mathematics Benchmark, MI-Access, M-STEP, PSAT 8/9, PSAT 10, SAT with Essay, WIDA ACCESS for ELLs, and WIDA Alternate ACCESS for ELLs.

- **District and Building Assessment Coordinators:** Read the Assessment Integrity Guide (AIG) and take the Assessment Security Training course (or the Refresher Course) through the Michigan Virtual (MV) Professional Learning Portal (https://plp. mivu.org/).

- **Test Administrators and Proctors:** Take the Assessment Security Training course (or the Refresher Course) and/or read the AIG.

  The Michigan Department of Education (MDE) recommends that District and Building Coordinators determine which training method is best for their testing staffs, and that the coordinators assume responsibility for ensuring that the training is delivered. This is not a new requirement, just a new way to meet the existing requirement.

- **Technology Coordinators and Other Staff (anyone who handles or has access to secure materials):** Read "Keeping Assessment Materials Secure" in Appendix E of the AIG. The previous requirement was to read "the relevant sections" of the AIG. MDE has collected those sections into this one-page document.

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**Call Center: 877-560-8378**

**About the Assessment Security Training course:**

The Assessment Security Training course was developed with the educator in mind, to provide training in secure test administration procedures and policies as it pertains to their role in administering the state's assessments. This interactive training, which is composed of four modules, allows test administration staff to:

- review the importance of test security during all phases of test administration
- know how to properly prepare for test administration
- understand what to do if something does not go as planned

Each module is designed to be completed in 10-15 minutes. Learners who complete all four modules and demonstrate their knowledge on a short comprehensive test will print a Certificate of Completion at the end of the training, to be kept on file within the district or building.

To streamline annual training, the training now includes a Refresher Course alternative for anyone who has completed the full course in previous school years. All learners will register for the same course in the catalog, and the system will route them to the refresher if they have successfully completed the full course previously. This separate course in the MV Professional Learning Portal starts with a pre-test, allowing users to "test out" of reviewing material they already know. The Refresher Course is expected to take about 15 minutes, which may vary based on the results of the pre-test.

Register for the MDE Assessment Security 2020 training (http://bit.ly/MDEAssessmentSecurity). This course is available free of charge through the Michigan Virtual Professional Learning Portal.

## MI-Access Functional Independence Test Administration Manual is Available

The Spring 2020 MI-Access Functional Independence (FI) Test Administration Manual (TAM) is now available on the MI-Access web page (www.michigan.gov/mi-access) under the **What's New** and **Current Assessment Administration** sections.

The MI-Access FI TAM provides the information needed to ensure students who will be taking a MI-Access Functional Independence assessment are provided with the best possible testing experience and receive valid and reliable scores. It is required reading for MI-Access Coordinators at both the district and building levels, as well as for staff who will be serving as Test Administrators.

The Spring 2020 MI-Access Supported Independence/ Participation (SI/P) TAM will be available within the next week, and the Spring 2020 Focus on MI-Access Test Administration presentation will be posted no later than **March 19, 2020**. Watch the Spotlight to know when they are available.

## DATES ARE SET for Performance Assessment Cadre of Experts Development Opportunity

Are you interested in learning about, developing, and implementing Performance Assessments in your district or school while earning SCHECH hours? Join us as we work with the National Center for Assessment to develop Performance Assessments that are aligned to Michigan's Academic Standards and the Michigan model competencies. Competencies are groups of academic standards grouped according to relevance in instructional design. For more information about Competency-based Education in Michigan, refer to the article in the February 13, 2020 Spotlight for details on participant qualifications, opportunities, and expectations.

The dates for the in-person meetings are:

- June 22, 23, and 24, 2020
- August 10, 11, and 12, 2020
- October 13, 14, and 15, 2020
- December 9, 10, and 11, 2020

If you are interested in participating, submit your resume to mde-oeaa@michigan.gov with the subject line: Performance Assessment Cadre of Experts.

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

## Michigan School Grades Reports Coming Next Week

The Michigan Department of Education (MDE) will be making 2018-19 Michigan School Grades reports available for schools to preview next week on MI School Data (www.mischooldata.org). The Michigan School Grades System is a new accountability system that was signed into law in late 2018. In this system, schools will receive up to five letter grades and three ranking labels based on various school performance components. Schools will not receive an overall letter grade.

Authorized users of MI School Data will be able to preview the new school-level Michigan School Grades reports before results are released publicly in late March. In order to preview school results, authorized individuals will need to log into MI School Data once the new reports become available.

Additional information will be communicated directly to schools and districts next week.

We encourage you to review the informational guides and other helpful resources available for the Michigan School Grades System (www.michigan.gov/mde-schoolgrades). Resource materials will be posted as they become available.

## FAME Project Accepting New Coach Applications for 2020-21

The Formative Assessment for Michigan Educators (FAME) project is entering its 13th 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 2020-21 New FAME Coach application (https://www.surveymonkey.com/r/NewCoachApp) is available on the MDE Formative Assessment Process page (www.michigan.gov/formativeassessment) or the FAME public page (https://famemichigan.org)

The deadline to apply is **Friday, May 1, 2020**. If you have any questions, contact Kimberly Young, MDE/OEAA, at youngk1@michigan.gov or 517-241-7061

## Invite Staff from MDE to Visit Your School During Testing

Would you like to show the Michigan Department of Education (MDE) how standardized assessment looks in your district or building? Would you like an opportunity to sit down with MDE staff to discuss what works—and what doesn't—when administering the M-STEP and MI-Access assessment(s)?

MDE test administration staff are working to schedule school visits during the spring testing windows. The goal of these visits is to observe one or two test sessions and talk to your building and/or district team about what goes well during testing, and where we could improve.

If you are interested in having staff from MDE visit your district or school during testing, email mde-oeaa@michigan.gov with:

- your school or district information
- your contact information
- when you would like to invite us (please provide a few options based on your testing schedule)
- anything specific you would like to show or discuss

# Spotlight

## Early Literacy and Mathematics Aggregate Reports

Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Reports for the Winter 2020 administration are available in the Dynamic Score Reporting. Aggregate-level reports currently available:

- Demographic Report
- Fall to Winter Change Report

For additional details about these reports and how to access them, refer to the article in the February 27, 2020 Spotlight.

## Spring 2020 State Assessment Parent Resources Available

As the administration window approaches for M-STEP, PSAT 8/9, PSAT 10, and MME, schools and teachers will start to get questions from parents regarding how their children will experience state testing in 2020. The Michigan Department of Education's (MDE) updated Communication Toolkit—Spring 2020 can help.

The Communication Toolkit—Spring 2020 contains a variety of helpful talking points, handouts, presentations, and templates to help administrators and teachers communicate with families before this year's testing begins. The Communications Toolkit can also assist schools in answering questions that might arise, including requests to allow children to "opt out" of testing.

The Communication Toolkit—Spring 2020 is available now in the "Current Assessment Administration" section on each of these state assessment web pages:

- M-STEP (www. michigan.gov/mstep)
- MME (www.michigan.gov/ mme)
- MI-Access (www.michigan.gov/mi-access)
- PSAT (www.michigan.gov/psat)
- WIDA (www.michigan.gov/wida)

The Toolkit points to the helpful resources geared specifically to students and their families/guardians that can be found in the Parent/Student Information section of each assessment web page. Some examples include:

- Student Testing: What Parents Can Do to Help Students Prepare
- Michigan's State Assessment System: What It Is, What It Means, What It Offers (handout and PowerPoint presentation available
- MI-Access: What It Is, What It Means, What It Offers
- State Superintendent message to families and guardians (including opt-out information)
- What Parents Should Know About Assessment
- Parent/Student videos on the MDE YouTube Assessment playlist (https://tinyurl.com/sxr3xrp)

Thank you for reviewing and sharing these useful tools with your staff, students, and families.

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## College Board Corner

*Information on SAT®, PSAT™ 8/9, and PSAT™10 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

### Training

Test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 should have received an email with a link to access the required training this week. If the coordinator did not receive the email, the online training can also be accessed directly through the Training for the SAT Suite of Assessments web page (www.collegeboard.org/ptat). Coordinators are required to complete training every year, even if they have completed it in prior years. There is one Michigan training that covers the SAT with Essay, PSAT 10, and PSAT 8/9 this year.

The training is divided into three modules: one for coordinators, one for proctors, and one for SSD coordinators. The SSD coordinator training module is the same as the coordinator training module. If the

SSD coordinator is acting as a proctor on test day, it is recommended they complete the proctor training rather than the coordinator training. The proctor module is specific to test day activities related to proctor responsibilities.

The coordinator is responsible for training test day staff. The table below describes options to accomplish this. Using the online training requires a College Board Professional Account. One can be created on the College Board website (www.collegeboard.org), if needed.

**Note:** The Michigan Department of Education has additional training requirements related to test security that must be completed. Refer to the article **Updated Assessment Security Training Requirements** on page 1 of this edition of the Spotlight.

| Role | Information about Training | How to Access Online Training |
|---|---|---|
| SAT, PSAT 10, and PSAT 8/9 Coordinator | Online coordinator training is required every year. | Select the link in training email or go to the College Board website (www.collegeboard.org/ptat) |
| SSD Coordinator | Online SSD coordinator training is optional but highly recommended; must be trained by the test coordinator in some way. | Access the training link, then choose training for SSD coordinator (same training as the test coordinator training) |
| Backup Coordinator for SAT, PSAT 10, and PSAT 8/9 | Online coordinator training is optional but highly recommended, must be trained by the test coordinator in some way. | Access the training link, then choose training for test coordinator |
| Proctors for SAT, PSAT 10, and PSAT 8/9 | Online training module for proctors is optional but highly recommended; must be trained by the test coordinator in some way; can be completed individually or in a group environment. | Access the training link, then choose training for proctor |
| Hall and Room Monitors for SAT, PSAT 10, and PSAT 8/9 | Must be trained by the coordinator in some way; PowerPoint is available to provide to monitors; can be viewed individually or in a group environment. | Hall and Room Monitor Training available on the MME web page (www.michigan.gov/mme) or PSAT web page (www.michigan.gov/psat) |

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## Coming Soon

- The Nonstandard Administration Report (NAR) in SSD Online will be available to generate the week of **March 16, 2020**.

- Preadministration and testing materials arrive the week of **March 23, 2020**.  Schools on spring break during that week will receive their materials the week of **March 30, 2020**.

## ACT
### WorkKeys

*Information on ACT® WorkKeys® provided by the ACT.*

### Preparing for the Test Administration

Test day is just a few weeks away so it's time to start preparing!

The ACT WorkKeys Test Coordinator will receive the test materials for the April 15, 2020 test date either the week of **March 9, 2020** or the week of **March 16, 2020**, as selected by your school on the Manage Participation screen in PearsonAccess[next]. Refer to the February 27, 2020 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information about receiving, checking in, and ordering additional test materials.

The ACT WorkKeys Test Coordinator must select and train test day staff using the guidelines detailed in the ACT Test Coordinator Information Manual beginning on page 14. This manual, plus training videos and links to the ACT-hosted training webinars are posted on the ACT State Testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

**Note:** The Michigan Department of Education has additional training requirements related to test security that must be completed. Refer to the article Updated Assessment Security Training Requirements on page 1 of this edition of this Spotlight.

The ACT WorkKeys Test Coordinator must select the test site and reserve testing rooms using the guidelines detailed in the ACT Test Coordinator Information Manual beginning on page 8.

School staff must prepare each student's answer document.

- **Apply Pre-ID barcode label:** Apply the Pre-ID barcode label on page four of the answer document in the shaded area. All answer documents must have a Pre-ID label (locally print a label from the OEAA Secure Site if necessary).

Apply the label right-to-left to ensure the black bars are not covered and processing is not delayed. Do not place the barcode label on the front page or in any other location on the answer document.
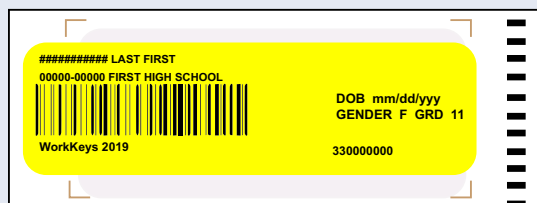


- **Block 3 – ID Number:** This field is optional but highly recommended to ensure that students are correctly matched across the ACT, SAT, and M-STEP assessments—the required components of the Michigan Merit Exam—in the event the barcode label comes off or becomes unscannable. Be sure to use the 10-digit student Unique Identification Code (UIC) number on the barcode label immediately preceding the student's name.

- **Block 16 – Form Type:** Complete this block by indicating the applicable form type that the individual student will be taking.

- **Block 17 – Report Codes:** Complete this block by indicating the applicable reporting code for the individual student. If the pre-printed choices do not apply to an individual student, leave the field blank.

- **Block 18 – Reporting High School Code:** Do not complete this block. Student's score reports will be sent to the school where the student tested even if this field is completed.

- **Block 26 – Local Use Items:** Complete this block using the State Use Questions listed in the Administration Supplement received with the test materials and posted on the ACT State Testing website (http://www.act.org/stateanddistrict/

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michigan) on the **WorkKeys on Paper** page in the **Administration** stage. These questions collect additional information about students and accommodations usage. This can be done before or after the students complete their demographic information in a non-test session, but it must be completed before the actual testing session begins. Questions that do not apply to an individual student should be left blank.

Students must complete the demographic and address information in blocks 1 and 2, 4 through 15, and 25 of their own answer document.

- Plan 30 minutes for students to complete this information, either in a separate non-test session or right before the actual test. Completing these fields after testing will be considered a misadministration and scores will be canceled.

- Verbal instructions for completing the demographic fields are detailed in the ACT WorkKeys Administration - Standard Time Paper and the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports manuals posted on the ACT State Testing website (http://www.act.org/stateanddistrict/ michigan) on the **WorkKeys on Paper** page in the

**Administration** stage.

The ACT WorkKeys Test Coordinator must store all secure test materials, including student answer documents, in a secure location until test day, using the guidelines detailed in the ACT Test Coordinator Information Manual beginning on page 24.

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 (www.act.org/ districtandstate/michigan.html) on the **WorkKeys on Paper** page

- MME List of Important Dates - Spring 2020 – found on the MME web page (www.michigan.gov/ mme) under **General Information**

## Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244, 9:30 a.m. – 6:00 p.m. ET
   - standard time: ext. 2800
   - accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

# Spotlight
## on Student Assessment and Accountability

# Important Dates

## Approaching Deadlines!

### Friday, March 6, 2020

- Window to submit an Alternate INSIGHT Availability Request Form (https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/) **CLOSES**; see the article in the January 16 Spotlight (www.michigan.gov/mde-spotlight)

- Window to submit a WIDA ACCESS for ELLs After-Hours Testing Request Form (https://baameap.wufoo.com/forms/zizkk670iqceea/) **CLOSES**

### March 13, 2020

- **WIDA** Additional Material Order Window **CLOSES**

## Coming Next Week . . .

### March 9, 2020

- Receive **ACT WorkKeys** test materials this week, if chosen during Manage Participation

### March 10, 2020

- **ACT WorkKeys** training webinar, 3:30–4:30 p.m. ET, Register here

## March 2020

### ACT WorkKeys

#### March 16, 2020

- Receive **ACT WorkKeys** test materials this week, if chosen during Manage Participation

#### March 23 – April 7, 2020

- Order additional **ACT WorkKeys** test materials via the OEAA Secure Site (www. michigan.gov/oeaa-secure)

### WIDA

#### Now – March 19, 2020

- Pre-Identification for **WIDA**

#### Now – March 20, 2020

- **WIDA** Test Administration window

### SAT and PSAT

#### March 23–27, 2020

- Delivery of preadministration and testing materials for the **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**

#### March 25, 2020, 3–4 p.m.

- Testing Tips Webinar for the **SAT with Essay**, **PSAT 10**, and **PSAT 8/9** – Register here (https://tinyurl.com/TestingTips-MI)

#### March 27 – April 7, 2020

- Additional Material Order window for the **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**.

**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<br><br>1. Eligibility, MDE policies, and OEAA Secure Site Support<br>2. SAT, PSAT 8/9, and PSAT 10 – College Board<br>3. WorkKeys – ACT® |
| 5 | for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, 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