Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

March 7, 2019

WIDA Additional Material Orders

The additional materials ordering window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs in WIDA AMS will end at 11:59 PM on **Friday, March 15, 2019**. You will no longer be able to order additional materials after this date.

Note the following:

- Your initial shipment of test materials included extra copies of certain high-demand materials, such as Tier A Online Writing Booklets, to ensure that additional orders will rarely be required.

- All districts received additional quantities of test materials with their initial shipment. These materials must be used before any orders for additional materials may be placed.

- Test Administrators who need additional materials must consult with a District Test Coordinator to determine whether the district has the material on hand or whether an order for additional materials may be placed.

- Orders for additional materials may be placed in WIDA AMS (www.wida-ams.us) by **District Test Coordinators only** and these orders will be shipped directly to the **districts only.**

- Districts cannot order additional School/District labels through WIDA AMS. These labels must be ordered by sending an email to mde-oeaa@michigan.gov with the following information:

  - District Name

  - School Name

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

For assistance with ordering additional materials, view the **Additional Materials Ordering tutorial** posted in the ACCESS for ELLs training course on the WIDA Secure Portal (https://wida.wisc.edu/login). You may access the training course by logging in at the top right corner of the page. Once on the **My Account & Secure Portal** page, select the appropriate training course.

(Continued on next page)

For detailed instructions on ordering additional materials, refer to page 58 of the WIDA Assessment Management System (WIDA AMS) User Guide, which is located in WIDA AMS under **All Applications → General Information → Documents**.

Contact DRC Customer Support with any questions at WIDA@DataRecognitionCorp.com or **1-877-560-8378, Option 5**.

MI-Access Test Administration Manuals Now Available

The 2019 MI-Access Test Administration Manuals (TAMs) are available on the MI-Access web page (www.michigan.gov/mi-access) under the **Current Assessment Administration** section.

All staff involved in the MI-Access administration should download, read, and know the policies, procedures, and guidelines documented in the TAMs that are relevant to their role in testing. This is important to ensure a valid, equitable, and trouble-free administration. The TAMs may be downloaded and provided to all staff involved in the test administration.

The two TAMs are:

*   2019 Functional Independence (FI) TAM – provides specific information for both online testing and for students taking the paper/pencil version of the tests

*   2019 Participation (P) and Supported Independence (SI) TAM – provides specific information for the administration of the tests and the process for entering scores into the online answer document after testing

Important Reminders:

*   All students taking the FI English language arts (ELA) assessment must take the **Expressing Ideas test on paper** whether they are testing online or with paper/pencil versions. **There is no online version**

of FI Expressing Ideas. To receive a valid score, both Accessing Print and Expressing Ideas must be completed.

*   The MI-Access FI online test directions are embedded in the testing engine when a student is logged in and the test begins. The online directions are set up to begin text-to-speech upon login by default. Printed directions are **NOT** available for any online FI test.

*   MI-Access paper/pencil test directions are included in the Test Administration Manual.

*   P/SI assessments are administered using paper materials during testing observations, but the responses for both the Primary and Shadow Assessment Administrators must be entered online. See the P/SI Online Answer Document Instructions for Score Entry located in the P/SI TAM for step-by-step instructions on this process.

Spring 2019 Building Coordinator WebEx Follow-up and Q&A Session Information

Data Recognition Corporation (DRC) sincerely apologizes for the issues that were experienced during the M-STEP District and Building Coordinator presentation this week. Due to WebEx audio issues, the MI-Access District and Building Coordinator WebEx, scheduled for Wednesday, March 6, and the K-2 Early Literacy and Mathematics WebEx, scheduled for Thursday, March 7, were cancelled.

The presentations, recorded by DRC and posted to eDIRECT (https://mi.drcedirect.com) under **All Applications → General Information → Documents**, will be available **Friday, March 8** for staff to access at their convenience. No login will be required to access the recorded presentations. The PowerPoints for the presentations have already been posted to eDIRECT. If you have any questions as you view the presentations, contact the Michigan Department of Education (MDE) at 877-560-8378 or email at mde-oeaa@michigan.gov.

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

A conference call Q&A session for the online Spring 2019 administrations of the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments has been scheduled for **Tuesday, March 19, 2019, at 10:00 AM**. This will allow District and Building Coordinators time to go through the presentations and access eDIRECT (available beginning March 8) prior to the Q&A session. An FAQ document will be created from the questions and answers addressed during the conference call and posted to eDIRECT for easy reference.

DRC and MDE encourage you to submit your questions in advance by emailing mde-oeaa@michigan.gov with "DRC Q&A Session" in the subject line.

Please add to your Calendar:

Spring 2019 Online Assessments Q&A for Coordinators March 19, 2019 from 10:00 – 11:00 AM

Important – the conference call-in information has been updated. See the updated call-in information below for the Q&A on March 19.

Conference Call-in Information – UPDATED March 6

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

To help facilitate the call:

- **ensure your phone is on mute** once you've dialed in to the conference
- **don't put the call on hold** as this may introduce background sound for all participants to hear

MDE and DRC will start the call and then open the floor for questions.

Updating Student Information in the OEAA Secure Site

Once a student has been pre-identified to a current assessment on the Office of Educational Assessment and Accountability (OEAA) Secure Site (i.e., Spring 2019 M-STEP, Spring 2019 SAT, Spring 2019 WIDA, etc.) the Secure Site will update the student's record nightly from the Michigan Student Data System (MSDS), using general collections (from student count day) and student record maintenance (SRM) files. The Secure Site does not update nonpublic school students from MSDS. Nonpublic schools can update student demographic information directly in the OEAA Secure Site.

The OEAA will use the fall and spring MSDS General Collections (fall and spring student count day) along with Student Record Maintenance files to update student information in the Secure Site. For accurate score and accountability reports, districts will need to submit SRMs to update their student enrollment (exits and new enrollments) and student demographics in MSDS:

- **English learner students in grades K-12** (students taking the WIDA ACCESS or WIDA Alternate ACCESS for ELLs)

  - SRM files must be submitted and certified in MSDS by **5:00 PM on May 23, 2019**.

  - OEAA will use SRMs with an **"as of date"** on or before **March 22**.

    Important note: If an SRM file is submitted with an "as of date" after March 22 it will **not** be picked up by the OEAA and included in assessment and accountability reporting.

- **Students in grades 3-8, 11 and required grade 12 students** (students taking the M-STEP, MI-Access, SAT, PSAT 8/9 in grade 8, and WorkKeys)

  - SRM files must be submitted and certified in MSDS by mid-June – (exact date will be available soon, watch the Spotlight).

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

- ◆ OEAA will use SRMs with an **"as of date"** on or before **May 31**.

  Important note: If an SRM file is submitted with an "as of date" after May 31 it will **not** be picked up by the OEAA and included in assessment and accountability reporting.

- ◆ ACT WorkKeys is not included in accountability at this time.

- **Students in grades 9 and 10** (students taking the PSAT 8/9 for grades 9 and PSAT 10)

  - ◆ Currently grades 9 and 10 are not included in accountability, but MSDS data will be used for assessment reports.

  - ◆ SRM files must be submitted and certified in MSDS by mid-June – (exact date will be available soon, watch the Spotlight).

  - ◆ OEAA will use SRMs with an **"as of date"** on or before **May 31**.

    Important note: If an SRM file is submitted with an "as of date" after May 31 it will **not** be picked up by the OEAA and included in assessment reporting.

Important Notes:

- It is not a requirement for assessment and accountability purposes that student data and enrollment be updated in MSDS daily; however, if you update MSDS, we will update the student's assessment record.

- OEAA will do a final pull of enrollment and student demographics for assessment and accountability reporting on the dates noted in this article.

- The Spring MSDS general collection (spring student count day) will not be available to the OEAA to update student assessments records until a few days after CEPI runs the close out on April 12, 2019.

- It is important to share this information with your authorized district MSDS person. Do not assume that your authorized district MSDS person is aware of the OEAA process and dates.

Click on the icon below to access the
Assessment Coordinator Training Guide or go
to any assessment web page and look for the icon.

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**Assessment
Coordinator
Training
Guide**

Spotlight

on Student Assessment and Accountability

College Board Corner

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

Training

SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators should have received an email on February 26, 2019, with a link to access required training. The online training can also be accessed directly on the test administration training web page (www.collegeboard. org/ptat) if the coordinator did not receive the email. Coordinators are now required to complete training every year, even if completed in prior years.

If you are a coordinator for both SAT and one of the PSAT-related assessments, training for either the SAT or PSAT is required. Completion of the other assessment's training is encouraged. Coordinators may continue to get reminder emails for the other assessment, but as long as you have completed one, you may disregard these reminders.

To access the other training, you'll need to request access separately. Log out and log back in using your College Board account and select **View All Available Courses** to request additional training for the other assessment.

Shipments

Preadministration materials and secure testing materials will arrive the **week of March 18, 2019**. All materials will be addressed to the test coordinator. **Please note:** Coordinators will receive numerous boxes, and standard and accommodated materials will come separately.

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. Therefore, you will likely receive extra SAT and PSAT materials for

students you don't plan to test. Likewise, you will get materials for a student who has not been approved to use those materials, 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 to the student.

Testing Tips Webinar

A live webinar to assist SAT with Essay, PSAT 10, and PSAT 8/9 coordinators with helpful hints for planning for an effective preadministration session and test day will be held on **March 28, 2019, from 3:00-4:00 PM**. If you cannot attend the live presentation, it will be recorded and available on the MME web page (www.michigan. gov/mme) and the College Board Michigan web page (www.collegeboard.org/michigan) at a later date. Click here to register (www.tinyurl.com/2019MITestingTips).

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

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

Spotlight

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 10, 2019 test date either the **week of March 11, 2019** or the **week of March 18, 2019**, as selected by your school on the Manage Participation screen in PearsonAccess^next. Refer to the February 28, 2019 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 that begin on page 12 of the ACT Test Coordinator Information Manual. This manual, plus training videos and links to the ACT-hosted Q&A sessions, 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.

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 7.

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.
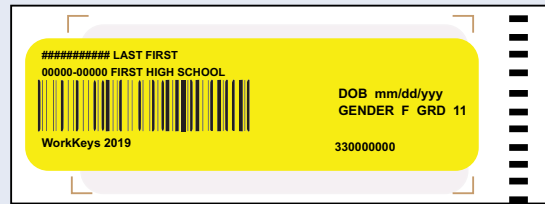
- **Block 3 – ID Number** – This field is optional but highly recommended to ensure that students are correctly matched across the ACT, SAT, and M-STEP assessments—the required components of the Michigan Merit Exam—in the event the barcode label comes off or becomes unscannable. Be sure to use the 10-digit student 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.

- **Complete 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

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

the test materials and posted on the ACT state testing website 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 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 22.

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/ stateanddistrict/michigan) on the **WorkKeys on Paper** page.

- MME and PSAT List of Important Dates, 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 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

Spotlight

on Student Assessment and Accountability

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

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

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)

March 20, 2019:

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

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

Spotlight on Student Assessment and Accountability

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 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