

# Spotlight

## on Student Assessment and Accountability

April 18, 2019

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### Assigning Accommodations Reminder

Don't forget to assign Designated Supports and Accommodations in eDIRECT **BEFORE** printing test tickets.

The Michigan Department of Education (MDE) has received a number of incident reports concerning students begun or completed their tests without the appropriate Designated Support or Accommodation assigned. When this happens, schools must work with parents and, when appropriate, the IEP team to carefully determine which of the available options are appropriate for each student involved:


- Let the test stand as it was administered
- Invalidate the test
- Regenerate the test and have the student re-take the entire test


For any students who will re-take the test, Assessment Coordinators must contact the parents, notify them of the incident, and request permission for the student to re-test. Documentation of this communication must be uploaded into the **Incident Reporting Tool** in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Once this has been approved, the appropriate Designated Support or Accommodation must be assigned in eDIRECT, test tickets regenerated, and then students will re-take the test in a later test session.


This process requires additional time and effort on the part of the school to gather information, provide documentation, and provide staff and space for students to re-test. This can easily be avoided.

1. Be sure that all student Supports and Accommodations are assigned in eDIRECT **before** printing test tickets and rosters, and before students begin testing.
2. Be sure that Test Administrators are aware of all Designated Supports and Accommodations students should receive in their test sessions.

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Key:  Reminder (previously run article)

 includes supports and accommodations information

 includes information Tech Coordinators also need to know

► [Sign up for Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) and/or access previous editions

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For information about how to assign designated supports and accommodations in eDIRECT, go to the [eDIRECT User Guide](#) on [e-DIRECT](#) (<https://mi.drctdirect.com>). Go to **All Applications** → **General Information** → **Documents**, select **M-STEP Spring 2019** and then select **Show Documents**.

## Paper/Pencil Test Dates Reminder

All paper/pencil tests **must** be given according to the published Summative Testing Schedule. The [Summative Testing Schedule](#) and the [M-STEP List of Important Dates](#) are available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)). The online testing window does not apply to the paper/pencil assessment.

### What to Expect in Your M-STEP Grades 3, 4, 6, and 7 Material Orders Shipment

Schools that **did not** select the alternate delivery date for the grades 3, 4, 6, and 7 materials ordering shipment will receive their material orders this week.

Schools that **did** select the alternate delivery date will receive their material orders next week.

For detailed information about what to expect in this shipment, see the article, **What to Expect in Your Initial Material Orders Shipment** in the [March 28, 2019 edition of the Spotlight](#).

## Testing Tech Tips

Here are the top reported issues and solutions from the start of testing:

- In general, restarting INSIGHT or a device clears most issues.
- M-STEP will try to reconnect if a connection is lost. There is a new waiting screen that will keep trying for up to five minutes. This screen is new. “Exit” is the only button on this screen; students can wait for a reconnection or click to exit immediately and then log back in.
- Content caching servers (TSM or COS) need to be within 30 seconds of the correct time. Servers occasionally drift off the correct time and may need to be updated. Time.gov and pool.ntp.org are recommended sources for computer time. Windows.com is not a recommended source.
- Content caching servers (TSM or COS) need to download audio and video content for accommodations, M-STEP ELA (Listening), and/or Early Literacy and Mathematics Benchmark Assessments. This is as simple as checking the boxes and updating content, but those boxes must be checked every year. If INSIGHT is returning an error relating to MP3s, this is a potential cause.

## Michigan Student Data System Updates for Assessment and Accountability

The Office of Educational Assessment and Accountability (OEAA) will use the Fall and Spring Michigan Student Data System (MSDS) General Collections (fall and spring student count day) along with Student Record Maintenance (SRM) files to update student enrollment and demographics for assessment and accountability reporting. To ensure accuracy, districts will need to submit SRMs to update their student enrollment (exits and new enrollments) and student

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demographics (including changes/corrections to student names) in MSDS by the submitted and certified dates listed below:

- **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 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 **5:00 PM on June 17, 2019**.
  - ♦ 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 OEAA and included in assessment and accountability reporting.
- **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 reporting.
  - ♦ SRM files must be submitted and certified in MSDS by **5:00 PM on June 17, 2019**.
- ♦ 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 OEAA and included in assessment reporting.

**NOTE:** The article on **W-APT for Pre-K Students** has been removed for further clarification.

More information will be provided in next week's Spotlight edition.

## WIDA Secure Portal Changes on June 10

### Username to Convert to Email Address

Upon first login after June 10, 2019, all WIDA Secure Portal users will be prompted to convert their login username to their work email address. This change is being implemented to make it easier for users to remember login information and ensure accuracy of WIDA Secure Portal user contact information.

### Inactive Accounts

Beginning on June 10 and on an ongoing monthly basis, WIDA will delete WIDA Secure Portal accounts that have not been logged into for three years. If you have not logged into the WIDA Secure Portal for a significant period of time, you should do so now in order to maintain an active account and retain your certificate of completion for any WIDA administration quizzes.

These changes have **no impact to your OEAA Secure Site account or WIDA AMS account**. Contact WIDA Client Services with any questions about these changes, at 866-276-7735 or by sending an email to [help@wida.us](mailto:help@wida.us).

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## Important Reminders

### Text-to-Speech is NOT For All Students

Educators who are enabling either the **Text-to-Speech** option or the **Text-to-Speech Passage** option for students taking the M-STEP assessments this spring are reminded that this Designated Support and Accommodation must **NOT** be enabled for all students in a grade level, school, or district.

**Text-to-Speech** is a Designated Support option for mathematics, ELA, science, and social studies. It is intended to be a support that educators selectively designate **individual students to use**; its use is based on whether or not a student **needs it on a regular basis** in the classroom, and students should be **familiar with using this type of support in the classroom**.

**Text-to-Speech Passage** is an accommodation for ELA grades 6 and 7 and is therefore **ONLY** available for use by students with an IEP or 504 plan and is **ONLY** available to those students if their IEP or 504 plan outlines the need for its use.

**Note:** If you assign this Designated Support or Accommodation to students, you must do so **before** printing test tickets.

The Michigan Department of Education closely monitors overuse of this Designated Support and Accommodation during the testing window. Overuse may lead to training remediation plans being requested by OEAA, and schools could be designated as a school that should be monitored for the 2020 M-STEP testing window.

For full descriptions and requirements about the use of these and other Universal Tools, Designated Supports, and Accommodations, review the [Supports & Accommodations Guidance Document](#).

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



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## 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](http://www.surveymonkey.com/r/FAMENewCoachApp) ([www.surveymonkey.com/r/FAMENewCoachApp](http://www.surveymonkey.com/r/FAMENewCoachApp)) is available on the [MDE Formative Assessment Process](http://www.michigan.gov/mde/0,4615,7-140-22709_55936---,00.html) page ([www.michigan.gov/mde/0,4615,7-140-22709\\_55936---,00.html](http://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](mailto:youngk1@michigan.gov) or 517-241-7061.



- All FAME coaches are supported by one of 10 Regional Lead Coaches who are specially trained to provide assistance with formative assessment content, material, and facilitation needs.
- The formative assessment process, when used by students and teachers in an effective and intentional manner, connects to Michigan's Top 10 in 10 Strategic Goals 2, 3, and 4.
- Go to the [FAME public website](http://www.FAMEMichigan.org) ([www.FAMEMichigan.org](http://www.FAMEMichigan.org)) and listen to noted formative assessment expert Dr. Margaret Heritage answer the question, "What impact would formative assessment best practices have on student learning if they were used widely?"

## College Board 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](mailto:michiganadministratorsupport@collegeboard.org)

Although we still have makeup testing to complete, we just want to give a huge THANK YOU to all administrators and educators who did all of the hard work and planning to administer the PSAT 8/9, PSAT 10, and SAT with Essay!

### SAT Makeup Materials

If your school did not respond to the survey requesting SAT makeup materials and still needs purple SAT test books for use on April 23, contact the Michigan Educator Hotline at 866-870-3127 immediately.

### Makeup Material Delivery

**Please note:** For schools that requested makeup materials, test books will come in a separate shipment from the return materials. They may arrive on a different day.

### UPS Pickup

We are arranging multiple UPS pickups for your school.

- We are scheduling at least 3 pickups per school, one per week during the testing window.
- Test coordinators will receive an email the week of April 15 and April 22 with the date(s) and time(s) of the pickup(s) scheduled for that week.

- ♦ These pickup dates can be used for any materials that are ready to be returned.
- ♦ The emails will also provide information if the date and time needs to be rescheduled with UPS.
- ♦ If you **do not need the pickups, NO action is required**; simply ignore the email and let the driver know you do not have any materials to return.
  - **NOTE:** Although we work with UPS on the date and time we expect them to show up at your school, we cannot control when drivers arrive.
  - If the driver does not arrive at the scheduled time, just securely hold materials until the next pickup time.
- If you have a regularly-scheduled UPS pickup at your school, feel free to give materials to the driver at that time as well. These pickups are not required to be used.

For students testing in the accommodated testing window, hold all testing materials and return them when all students have finished testing in the window.

For students testing on the PSAT makeup dates, hold all testing materials and return them when all students have finished testing.

The **last day to return answer sheets** for PSAT 8/9, PSAT 10, and SAT with Essay is **April 26, 2019, to be included in accountability reporting.**

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## Score Release

Students who participated on the initial test day for SAT will receive access to their scores in their College Board account beginning on **May 2, 2019**; students who participated in PSAT 8/9 or PSAT 10 will receive access beginning on **May 20, 2019**.

**Note:** Some scores will be released later for reasons that may include participation in the accommodated testing window or on the makeup testing date(s),

late receipt of answer sheets, incorrect packaging of materials, or other exceptional conditions that require additional attention. Scores for these students will be released daily as they become available. Educators will have access to scores in the K-12 reporting portal by the end of June, after the completion of all answer document verification activities.

For schools who have never accessed the K-12 reporting portal, more information will be available as we get closer to the release of scores for educators.

## Makeup Test Administration

The makeup ordering window has closed. Materials ordered during the makeup ordering window (April 10 – 11, 2019) are scheduled for delivery by **April 19, 2019**. If you did not order makeup materials, no materials will be sent.

**Important:** The ACT WorkKeys test booklets for the initial test date are different than those for the makeup test date. Do not use test booklets or accommodations forms from the initial test date during the makeup administration. Students testing with initial test booklets on the makeup test date will not receive scores.

The standard time makeup testing date is **Wednesday, April 24, 2019**. Contact ACT promptly if you cannot test due to a school-wide emergency or closure.

The accommodations makeup testing window is **April 24 – 30, 2019**.

All makeup administrations must follow the same initial test day policies and procedures that are detailed in the [ACT WorkKeys Administration - Standard Time Paper](#) and for the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) manuals. Both manuals are posted on the [ACT-hosted website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) on the **WorkKeys on Paper** page in the **Administration** stage.

## Returning Makeup Materials to ACT

The process for returning makeup materials is the same as the initial test date. For detailed information about post-testing activities such as collecting, packing, and returning materials, refer to the [April 4, 2019 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

If you still have secure materials from the initial test date, return them with your makeup materials.

## Materials Pickup

FedEx is scheduled to pick up the makeup standard time test materials for return to ACT on **April 25, 2019** and the accommodations test materials on **May 1, 2019**. Please have your materials ready for pick up by 8:00 AM on each of these days.

- If your materials are not picked up within two business days after the scheduled pickup date, call ACT to arrange a new pickup.

**Important:** Standard time and accommodations makeup materials must be received at ACT no later than **May 7, 2019**. Late-arriving answer documents will not be scored.

## 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](http://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](mailto:ACTStateAccoms@act.org)



## Recently Asked Questions . . .

### **Once a student has completed testing, what can/can't they do while waiting for other students to finish?**

Students taking the M-STEP, MI-Access, or Early Literacy and Mathematics Benchmark assessments can read a paper copy of a nonacademic book after they have completed testing (no electronic readers are allowed). Students cannot draw, color, or do homework or any other academic work.

Students taking the PSAT 8/9, PSAT 10, SAT with Essay, or ACT WorkKeys are not allowed to access other materials. Closely follow the instructions in the test administration manuals for these assessments.

### **How do I get the OEAA-approved multiplication chart for my students with an IEP/504 plan?**

You will need to email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) with the number of students who will be using the chart based on their IEP/504 plan, along with the district and school name. Do not wait until the last minute to request the chart because we cannot guarantee you will get it in time.

### **A student is taking M-STEP mathematics and the question says to plot three points. The student can only plot two. How do we fix this?**

1. Does the question really call for plotting three points? Not all the graphing questions do, and a question might refer to three points but have one already plotted.
2. The student may have double-clicked and plotted two points on top of one another. "Undo" or "Clear" the answer and try again.

3. Try rebooting the testing device or using a different one. This gives a second chance to get around either human or technical problems.

If the problem persists, file an incident report to help the Michigan Department of Education track down the problem.

### **When can M-STEP paper/pencil tests be administered for off-site testing?**

Paper/Pencil test administrations must occur on the initial testing or makeup days designated for paper/pencil testing. The online M-STEP test administration window does not apply for paper/pencil testing. For more information on the assigned dates for M-STEP paper/pencil testing see the following documents.

- [M-STEP List of Important Dates, Spring 2019](#)
- [M-STEP Test Administration Manual, Spring 2019](#)
- [Summative Testing Schedule, Spring 2019](#)

These documents can also be found on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

### **How do I get a student's name, date of birth, or gender changed on the OEAA Secure Site?**

Student information is updated daily on the Office of Educational Assessment and Accountability (OEAA) Secure Site from the Michigan Student Data System (MSDS). Districts can do a student record maintenance (SRM) file and submit the changes in MSDS and it will update the Secure Site later that day or overnight. Since these updates do not change a student's UIC number or barcode number, this is not required to be done until the SRM deadlines mentioned in this issue of the Spotlight. Barcode labels and test tickets can be used with errors in the student's name and DOB.

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## **If a student moves, how do I remove them from our testing and accountability?**

If a student is no longer enrolled in the school and has not already tested, you can unassign the student from the test on the OEAA Secure Site. If the student is taking the M-STEP or MI-Access online, you can remove the student from the test session in eDIRECT but you cannot remove the student from eDIRECT. Whether a student has tested or not, accountability is based on the student's enrollment in the MSDS, so make sure the student is exited from the district/school in MSDS by the SRM deadlines mentioned in this issue of the Spotlight.

## **Why can't my student(s) hear the TTS – Items Only Designated Support that is assigned in eDIRECT?**

First verify that TTS – Items Only is assigned to the student in eDIRECT for the test being administered. If it is assigned, the computer volume settings need to be turned on and turned up prior to the student logging into the testing application, INSIGHT.

Once the student is logged into the test, there is an audio check, and the student can control the volume of TTS within the **Options** menu of the test. Students cannot access computer volume controls while in INSIGHT, but physical volume dials might still work. This could also be the cause of the problem: a student might mute their headphones by absentmindedly playing with an audio dial or button during testing.

## **Where do I report students who have taken a local social studies assessment for MI-Access P/SI?**

In June, schools will be asked to submit reasons why a student did not test on the Answer Documents Received and Not Tested page of the OEAA Secure site. Since we did not receive a social studies assessment for the student(s), they will show as not tested and the school will be able to submit a not tested reason of "Local Alternative Soc. Studies (P/SI Levels Only)" as the reason and provide the additional information about the assessment that will be requested.

## **I am trying to order a reader script for the MI-Access FI and am not able to find it; what do I do?**

MI-Access does not utilize Readers Scripts. MI-Access does have Listening Scripts for FI Accessing Print and Using Language listening items and those may be ordered in the Additional Materials section of the OEAA Secure Site.

For online test takers, MI-Access has Text-to-Speech defaulted to "on". This will appropriately read each item to the student.

For paper/pencil test takers, review the guidance provided in the Test Administration Manual (TAM), which includes some scripting information. In addition, the TAM outlines the appropriate use of the "Do Not Read Aloud Table" found in the inside cover of each paper/pencil test booklet.

## Important Dates

### Approaching Deadlines!

#### Friday, April 19, 2019:

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

#### Tuesday, April 23, 2019

- **M-STEP (grades 5, 8, and 11)** Additional Materials Order window **NOON DEADLINE** for standard and accommodated materials
- **ACT WorkKeys** Accommodated Testing window **CLOSES**
- **SAT** and **PSAT** Accommodated Testing window **CLOSES**

### Coming Next Week . . .

#### Tuesday, April 23, 2019:

- **SAT with Essay** Makeup Test Day

#### April 23 – 24, 2019:

- **PSAT 8/9** and **PSAT 10** second Makeup window

#### Wednesday, April 24, 2019:

- Return **ACT WorkKeys** Accommodations tests to ACT

#### Wednesday, April 24, 2019:

- **ACT WorkKeys** Makeup Test Day

#### April 24 – 30, 2019:

- **ACT WorkKeys** Accommodated Makeup Test Window

#### Thursday April 25, 2019:

- Return **ACT WorkKeys** Standard Time makeup tests to ACT

#### April 26, 2019

- The last day to return answer sheets for **PSAT 8/9**, **PSAT 10**, and **SAT with Essay**

## April 2019

### M-STEP

#### Now – May 10, 2019

- **M-STEP** Online Testing window – grades 5, 8, and 11

#### April 23 – May 14, 2019 at noon

- **M-STEP (grades 3, 4, 6, and 7)** Additional Materials Order window for standard and accommodated materials

#### April 29 – May 31, 2019

- **M-STEP** Online Testing Window – grades 3, 4, 6, and 7

### MI-Access

#### Now – May 28, 2019 at noon

- **MI-Access** Additional Materials Order window for standard and accommodated materials

#### Now – May 31, 2019

- **MI-Access** Testing window – all grades

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

## Early Literacy and Mathematics

Now – May 31, 2019

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Testing window

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

Now – May 30, 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**

## MAY 2019

### ACT WorkKeys

May 1, 2019

- Return **ACT WorkKeys** Accommodations makeup tests to ACT

May 1, 2019

- **M-STEP** grades 5, 8, and 11 Return of Materials Deadline

May 7, 2019

- Last day **ACT** will accept answer documents for scoring and reporting

May 22, 2019

- **M-STEP** grades 3, 4, 6, and 7 Return of Materials Deadline

**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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[MDE-Accountability@michigan.gov](mailto: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