


Spotlight

on Student Assessment and Accountability

April 9, 2020

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

- **An Update From OEAA About Student Assessment**
- **Important Material Return Instructions for WIDA ACCESS for ELLs and Alternate ACCESS**
- **Using the formative assessment process to enhance student learning in an online environment**
-  **FAME Project Accepting New Coach Applications for 2020-21**
- **ACT WorkKeys**

An Update From OEAA About Student Assessment

Last week, Governor Whitmer released [Executive Order 2020-35](#) suspending in-person K-12 instruction for the remainder of the 2019-2020 school year. Section IV of the order addresses state assessments. The Michigan Department of Education (MDE) is finalizing guidance based on this Executive Order.


Here is what we know about student assessments at this time:

- There will be no M-STEP or MI-Access assessments this spring.
- There will not be an administration of the ACT WorkKeys this spring.
- Completed WIDA assessments will be scored. Any WIDA assessments that were not completed do not need to be finished. Additional guidance on the impact this might have on English learner students will be coming. Refer to the article on the following pages for information on WIDA materials return.
- SAT, PSAT 8/9, and PSAT 10 will not be administered this spring. We are working to provide a fall administration of these tests. At this time, we do not have any additional information around days or times, or any other details about these administrations. We are working with the College Board to sort this out and will let people know as soon as we have details.

The Office of Educational Assessment and Accountability (OEAA) wants to emphasize that the health and safety of students, staff, and the community is top priority during this time. All OEAA staff are now working from home and are available if questions arise. You can send inquiries to the following email (this is our preference) or call the telephone number. We will respond as quickly as possible.

- **email:** mde-oeaa@michigan.gov
- **phone:** 877-560-8378

Please be safe during this trying time. We will provide further updates and details as soon as we can.

Key:  Reminder (previously run article)

For Assessment and Accountability Questions:

Assessment email: mde-oeaa@michigan.gov

Accountability email: mde-accountability@michigan.gov

Call Center: 877-560-8378

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

Important Material Return Instructions for WIDA ACCESS for ELLs and Alternate ACCESS

The Office of Educational Assessment and Accountability (OEAA) hopes that you are staying safe and healthy during this tumultuous time. We want to convey the following information related to this year's summative WIDA ACCESS testing window:

- In keeping with Executive Order 2020-35, as soon as appropriate personnel can safely return to buildings, they should ship back both completed and incomplete summative WIDA ACCESS testing materials. A revised material return deadline will be determined once the *Stay Home, Stay Safe* order is lifted.
- All tests that have been completed will be scored **as long as they are returned to DRC** within the yet to be determined deadline. This includes paper-based materials for tests, such as completed Writing test booklets.
- OEAA will work with WIDA and DRC to ensure that districts receive reports for all scored tests, and will continue to work with them on timelines for these activities.
- The windows for Accountable Students Enrolled and Demographics, Submitted Issues for Answer Documents, and Answer Documents Received are still expected to open later this spring in the OEAA Secure Site. Even though MDE was granted a federal waiver for accountability, OEAA expects that these activities may still be useful for districts in terms of tracking completed and returned tests, as well as for updating student information, so that reports that are received are as correct as possible.
- The Students Not Tested window will not open to districts for this testing cycle in the OEAA Secure Site.
- Remember that the testing window is closed. For the safety of students and their families, do not attempt to continue to assess students.

Directions for returning secure materials follows.

Remember: If you do not have daily UPS pickup, you must call UPS to schedule it the day before you need the pickup.

If you need more information on how to return materials, view the **After Testing** tutorial on the [WIDA Secure Portal](#). You will find the tutorial after logging into the WIDA Secure Portal and selecting the **Paper-Based** tile in the **ACCESS for ELLs Training Courses**. Next, select the **Afterward** tab, then **After Testing**.

Labeling Booklets

If you are returning booklets for completed tests, make sure correct and complete information is either labeled or bubbled on each student booklet. Failure to address incorrect, missing, or incomplete student information and labels may result in no student score. Follow the steps below carefully.



- Place Student Pre-ID, District/School, or Do Not Process Labels (when applicable) on the front of the test booklet in the designated area **ONLY** (marked A).
 - » If no Pre-ID label, apply District/School Label to the box (marked A).
 - If the District/School Label is applied, bubble all demographic information on the back cover using a number 2 pencil.
- **Do not place any label on the security barcode.** (marked B).

(Continued on next page)

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

- Leave unused test booklets blank—no label.
- If a District/School or Pre-ID label is placed on a test booklet, the test booklet will be processed and scored.

Verifying Information and Bubbling Booklets

When gathering the materials after testing, it is crucial to verify the information displayed on the test booklets before returning.

- **For District/School Labels:** Confirm the following information bubbled on the booklet matches what is in MSDS: District, School, First Name, Last Name, State Student ID, Birth Date, and Grade.

No additional District/School Labels can be provided at this time. If you are missing these labels, complete the district and school information on the back cover of the test booklet and ship back to DRC.

- **For Pre-ID Labels:** If a Pre-ID label is incorrect, you may still use the label. Update the information in MSDS.
- To prevent a test booklet from being processed, place a Do Not Process Label over the District/School Label or Pre-ID label. Do not cross out the label with a black marker. Do not use Do Not Process Labels for booklets that you want scored.
- Refer to the [Michigan Specific Directions](#) for information about what you do and do not need to bubble-in on test booklets.

Material Inventory and Accountability Form

The same process that was used to inventory the original shipment of materials should be completed prior to returning materials, in order to confirm all secure materials are accounted for. Every school or district will have a Security Checklist that details every secure material delivered. It is the responsibility of the district or school personnel to verify that every secure material is being returned; used or unused.

If there are any missing materials, the district or school should complete the Accountability Form and list the discrepancy and the secure barcode of the material that is not being returned. This form can be found in [WIDA AMS \(www.wida-ams.us\)](http://www.wida-ams.us) under **Materials** then **Accountability Form**. At the bottom of the list of materials, there is a space labeled “Record reasons for discrepancies here.” Record the barcode of the materials and explain the discrepancy.

Return Instructions

- Be sure to return **all secure materials** (including CDs, Scripts, Response Booklets) received, **with the exception of:**
 - » Test Administrator Manual
 - » District and School Test Coordinator Manual
 - » Return Material Instructions
 - » Any unused labels – securely destroy them
 - » Security Checklists (keep for your records)
 - » Confidentiality Agreement (keep for your records)
 - » Packing lists
 - » School Range Sheets
 - » Scratch paper – securely destroy
- Line each box with a plastic return bag to protect the test materials during transit.
- Secure the materials inside the plastic bag with a zip tie before sealing each box.
- Large Print and Braille materials can be folded to fit inside a standard-sized box.
- Use the boxes from the original shipment to return used materials. If a box is damaged or lost, you may substitute a box of similar size and strength.
- Place DRC return and UPS shipping labels on top of the boxes.

(Continued on next page)

Return Materials Via UPS

- Pre-paid UPS return shipping labels are provided in the Return Materials Instruction Packet.
- If you do not have a regularly scheduled UPS pickup, you must call UPS at 866-857-1501 and arrange for pickup at least one day prior to the day you plan to ship your materials.
- Count your boxes and advise UPS of the number of boxes they need to pick up.
- Keep the boxes in a secure location until they are given to the UPS driver. Materials should not be taken home and must remain in school buildings. If an educator is unable to conduct these material return activities within school buildings, they must wait until they are able to do so safely and in accordance with current Executive Orders.
- You should not be asked to give payment.
- Note the UPS tracking number for each package. Keep the numbers for future reference to document the materials returned to DRC.

UPS Shipping and DRC Return Labels

If you need UPS Return Labels, contact DRC Customer Support. PDFs of the UPS return labels will be emailed to you for printing.

Contact Information

Contact DRC Customer Support with any questions at WIDA@datarecognitioncorp.com or call 855-787-9615.

Stay Safe and Healthy

The OEAA hopes that all of you are continuing to stay safe and healthy. Please reach out to us with any needs you may have, by sending an e-mail to mde-oeaa@michigan.gov or by calling us at 877-560-8378.

Using the Formative Assessment Process to Enhance Student Learning in an Online Environment

Michigan educators and students are being challenged to continue teaching and learning in new ways. This is why the Michigan Assessment Consortium (MAC) and Formative Assessment for Michigan Educators (FAME) have teamed up to present a live webinar with teachers from the Michigan Great Lakes Virtual Academy (MGLVA). Presenters will share their experiences and the strategies they use to engage students and enhance learning through the effective use of the formative assessment process while teaching in an online environment.

Webinar details

The live webinar, [Using the formative assessment process to enhance student learning in an online environment: Getting started](https://bit.ly/FAP-Getting-Started-Online) (<https://bit.ly/FAP-Getting-Started-Online>), will take place **April 23, 2020** from **1:00 –2:15 p.m.** It will feature presenters who will tap their own experiences as online teachers and FAME Coaches.

Presenters will share the instructional processes and technology tools they use to collect evidence of student understanding, and they will describe how the evidence can be used to adjust learning and teaching tactics. Participants will learn the importance of choosing learning targets and how to adapt the tools in the formative assessment process to fit their students' current needs.

Intended Learning Outcomes

1. **Identify the mindset needed to engage students** using the formative assessment process in an online environment (Hint: some courage, the ability to “try”)
2. **Provide a tool for planning instruction**, emphasizing learning targets and feedback gathering that focuses on evidence of student understanding

(Continued on next page)

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

Spotlight on Student Assessment and Accountability

3. **Suggest a set of technology tools** aligned to FAME components and elements
4. **Promote a shared understanding about formative assessment** practices and processes

The webinar is the first in a series of events designed to support Michigan educators with the assessment challenges presented by online and remote learning. It is offered **at no cost** to educators.

[Register today](https://bit.ly/FAP-Getting-Started-Online) (<https://bit.ly/FAP-Getting-Started-Online>)

Limited seats available for the live webinar, so register early. Registrants who are not able to join the live webinar will receive a link to the recorded webinar and any associated resources. All registrants will receive event reminders and notices of future webinars and available resources. Contact Kimberly Young at youngk1@michigan.gov with questions.



FAME Project Accepting New Coach Applications for 2020-21

FAME 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) (<https://www.surveymonkey.com/r/NewCoachApp>) is available on the [MDE Formative Assessment Process page](http://www.michigan.gov/formativeassessment) (www.michigan.gov/formativeassessment) or the [FAME public page](https://famemichigan.org) (<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.

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

We hope you and your students are staying safe. The health and safety of your students, educators and testing staff is ACT's top priority during this very challenging time.

We understand that you may have test materials that you will unfortunately no longer be able to administer. For security reasons, the test booklets provided to schools are test-window specific, and may not be used outside of the now canceled test window and must be returned. Do not hold onto test booklets or use those materials to test students.

In keeping with Executive Order 2020-35, as soon as appropriate personnel can safely return to buildings, they should return the WorkKeys test materials to ACT.

Packing Test Materials for Return to ACT

All secure test materials, including prepared student answer documents, should be stored in a secure location until you can safely access your building(s) to return them.

If you have not unpacked your test materials, it is not necessary to unpack them. You can:

- open all cartons
- reverse the box flaps to expose the pre-paid FedEx shipping label
- reseal all cartons
- store in a secure location until they can be taken to a local FedEx office

If you have already unpacked your test materials:

- manuals, site header, Test Administration Forms, blank answer documents, and other non-secure ancillary items can be recycled
- processing envelopes and polymailers can be discarded

- barcode labels and answer documents containing student information must be securely destroyed
- secure test forms, including test booklets and accommodated materials, must be returned to ACT. Use the cartons in which the test materials were shipped and follow the instructions and illustration on page 35 of the [ACT Test Coordinator Information Manual](#) to pack the carton(s) with the unused test booklets, all alternate test forms (such as braille and USBs), and translated test directions. Any unused cartons may be recycled.
- Keep the boxes in a secure location until they can be either picked up by FedEx or taken to a local FedEx office. Materials should not be taken home but must remain in district or school buildings. If an educator is unable to conduct material return activities within school buildings, they must wait until they are able to do so safely and in accordance with current Executive Orders.

Returning Test Materials to ACT

The WorkKeys Test Coordinator can either:

- call ACT (800-553-6244, ext. 2800) to schedule a pickup
- drop off the materials at a local FedEx office and get a receipt

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 a.m. – 6:00 p.m.ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org