

Spotlight

on Student Assessment and Accountability

May 2, 2019

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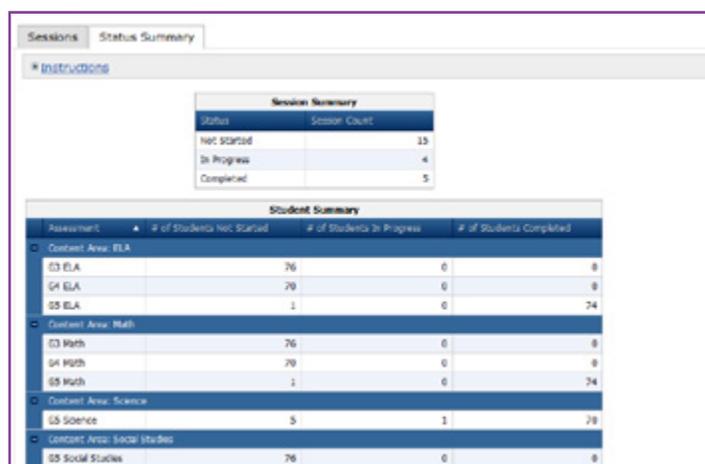
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Next Week: Last Week for Online Testing for Grades 5, 8, and 11

Friday, May 10, 2019 is the final day of the grades 5, 8, and 11 online testing window. To ensure all of your students have tested, go into [eDIRECT](https://mi.drccdirect.com) (<https://mi.drccdirect.com>) to view the **Status Summary** screen. This screen shows you how many tests are completed, in progress, or not started for each test session, by grade and content area.

Test Session Summary

To view the Test Session Summary screen, go to **Test Management**, then search for your Test Sessions. Once you have searched for Test Sessions, select the **Status Summary** tab. This will bring up the following page:



The screenshot shows the 'Status Summary' tab in the eDIRECT system. It features two tables: 'Session Summary' and 'Student Summary'.

Status	Session Count
Not Started	13
In Progress	4
Completed	5

Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: ELA			
03 ELA	76	0	0
04 ELA	70	0	0
05 ELA	1	0	74
Content Area: Math			
03 Math	76	0	0
04 Math	70	0	0
05 Math	1	0	74
Content Area: Science			
03 Science	5	1	78
Content Area: Social Studies			
03 Social Studies	76	0	0

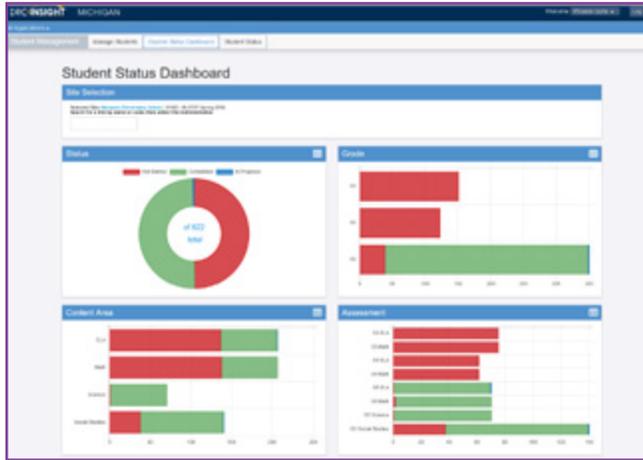
Student Status Dashboard

View the Student Status Dashboard under **Student Management** by selecting the **Student Status Dashboard** tab. This shows total students not started, completed, and in progress. The dashboard also shows progress by grade, by content area, and by assessment as shown on the following page.

(Continued on next page)

Key:  Reminder (previously run article)

Spotlight on Student Assessment and Accountability



The data in the Student Status Dashboard can also be exported to a CSV file.

Important Reminder: Only test sessions that students were assigned to are included; if a student was pre-identified to test, or is otherwise expected to test for accountability, but is NOT assigned any test sessions, they will not appear on these reports.

If you have students who were unable to test because of illness or absence, be sure to submit a reason why the student did not test on the **Answer Documents and Not Tested Students** page in the Office of Assessment and Accountability (OEAA) Secure Site. This page will open in June and can be accessed by selecting **Student Assessments** → **Accountable Students & Test Verification** → **Answer Documents Received and Not Tested Students**. Do not submit an Incident Report.

Clearing the Testing Site Manager (TSM)

Schools with online testers should remind their Technology Coordinator to clear the TSM(s) after all testing has been completed on **Friday, May 10, 2019**. (This does not apply to COS Service Devices, which do not use response caching this year.) This will ensure all responses are sent to DRC for scoring. See pages 106-108 of the [Technology User Guide](#), available on [eDIRECT](https://mi.drccedirect.com) (<https://mi.drccedirect.com>) under **All Applications** → **General Information** → **Documents**, for information on viewing and sending unsent responses.

Central Office does not support response caching this year, but sites using Central Office may also have installed a TSM for response caching, so be sure to check for that.

Note: On Tuesday, **May 14, 2019 at 4:00 PM**, all “In Progress” M-STEP tests will be marked “Complete,” so please make sure that all responses have been sent by Monday morning.

Refer to the articles in the [April 25 Spotlight](#) for details on the end of the testing window and completing paper/pencil testing.

Return of M-STEP Grades 5, 8, and 11 Paper/Pencil Testing Materials

Paper/pencil testing dates did **not** change with the test window extension. All materials for grades 5, 8, and 11 should have been returned by May 1, 2019. If you did not return your materials in time for the shipment deadline, paper/pencil testing materials must still be returned. Materials shipped between May 2-8 will still be scored but may be charged the \$250 late fee.

Materials Return Dates

Grades	Final date to ship without penalty and for inclusion in answer document verification	Shipping dates with \$250 late fee charge	Shipping dates with \$250 late fee and \$25 processing fee per answer document	Dates after which materials will NOT be scored
5, 8, and 11	May 1, 2019	May 2–8, 2019	May 9–15, 2019	May 16, 2019
3, 4, 6, and 7	May 22, 2019	May 23–29, 2019	May 30–June 5, 2019	June 6, 2019

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

For detailed instructions on returning materials, see pages 55-61 of the [M-STEP Test Administration Manual](#) on the [M-STEP web page](#) (www.michigan.gov/mstep).

Accountable Students Enrolled and Demographics Review for Spring 2019

On **May 6, 2019 at 8:00 AM**, the Accountable Students Enrolled and Demographics page on the Office of Educational Assessment and Accountability (OEAA) Secure Site will open for districts and schools to view both the Spring 2019 (WIDA ACCESS & Alternate ACCESS for ELLs) and the Spring 2019 test periods. This screen allows districts and schools to view and verify student enrollment and demographic data that has been reported in the Michigan Student Data System (MSDS) and will be used for assessment and accountability reporting.

There are **separate lists** of enrolled students for each test period, each based on a different enrollment date and the grouping of students.

Spring 2019 WIDA (ACCESS & Alternate ACCESS for ELLs) – Enrollment on March 22, 2019

- Only student information submitted in MSDS with an “as of date” on or before **March 22** and submitted by **5:00 PM on May 23, 2019** will be used for assessment and accountability reporting.
- This list will include only English learner (EL) students in grades K-12 who were expected to take the WIDA ACCESS or WIDA Alternate ACCESS for ELLs.
- Students who were enrolled up through March 22 should be listed; if they are not, an enrollment record or an English learner status must be submitted in MSDS.
- Students who exited the school prior to March 22 should not be listed; if they are, then an exit record must be submitted in MSDS.

- Student demographics should reflect a student’s status on March 22; if incorrect, a record must be submitted in MSDS.

Make sure to review the [Accountable Students Enrolled and Demographic](#) directions for information on which demographics can and cannot be changed during the school year. The directions can be found on the [Secure Site Training web page](#) (www.michigan.gov/secureretaining) under **Accountable Students & Test Verification**.

Spring 2019 State Assessments – Enrollment on May 31, 2019

- Only student information submitted in MSDS with an “as of date” on or before **May 31** and submitted by **5:00 PM on June 17, 2019** will be used for assessment and accountability reporting.
- This list will include all students in grades 3-8 and 11 and some required grade 12 students who were expected to take the M-STEP, MI-Access, SAT, or PSAT 8/9 (for grade 8).
- Students who will be enrolled through May 31 should be listed; if they are not, an enrollment record must be submitted in MSDS.
- Students who have exited up through May 31 should not be listed; if they are, then an exit record must be submitted in MSDS.
- Student demographics should reflect a student’s status on May 31; if incorrect, a record must be submitted in MSDS.

Make sure to review the [Accountable Students Enrolled and Demographic](#) directions for information on which demographics can and cannot be changed during the school year. The directions can be found on the [Secure Site Training web page](#) (www.michigan.gov/secureretaining) under **Accountable Students & Test Verification**.

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

- Since May 31 is a future date, the list will have to be reviewed and updated as needed to ensure that student enrollment and demographics are correct as of May 31.

The Accountable Students Enrolled and Demographic pages will be updated daily at approximately 11:00 AM and 7:00 PM, as Student Record Maintenance (SRM) records are submitted and certified in MSDS with an “as of date” on or before the dates listed.

You will need to work with your district MSDS person to make any updates in MSDS. It is also very **important** they are made aware of the “as of dates” and deadlines. If you are not sure who your district MSDS person is, you can look up the name and contact information on the District and School Contact page of the Secure Site. [District and School Contacts](#) directions can be found on the [Secure Site Training web page](#) (www.michigan.gov/secsuresitetraining) under **Miscellaneous Secure Site Functions**.

Reminder: ACT WorkKeys is currently not included in accountability calculations for grade 11 students. PSAT 8/9 for grade 9, and PSAT 10 are also not currently included in accountability calculations; therefore, grade 9 and 10 students will not be listed.

Spring 2019 WIDA ACCESS and Alternate ACCESS Verification of Answer Documents Received and Not Tested Students

The Spring 2019 WIDA Verification of Answer Documents Received and Not Tested Students review periods will open on **May 17, 2019 at 8:00 AM** on the Office of Assessment and Accountability (OEAA) Secure Site. During this time, schools will be able to submit answer document issues (including missing tests) and reasons a student did not test in one or more content areas for Spring 2019 WIDA, through **5:00 PM, May 23, 2019**. The Not Tested reasons will be reviewed for a possible accountability exemption and will also be used for required federal reporting. This is the only opportunity to review and report answer document issues to ensure accurate reporting of student scores.

In anticipation of the upcoming review deadlines, we have provided some tips that can help you prepare for the tasks associated with these functions:

1. **Make note of English Learner (EL) students who were not tested on the Spring 2019 WIDA.** Having a local list of untested students will help to determine when a student’s test is missing from the Answer Documents Received report on the OEAA Secure Site (once available), versus a student who was simply not tested. Asking teachers to provide a list of students who did not test and the reason for not testing will make the process of verifying answer documents and submitting not tested reasons easier and quicker. All students who were identified as EL during the school year or were historically EL and not exited from EL in the 2017-2018 school year were expected to test on the Spring 2019 WIDA ACCESS or WIDA Alternate ACCESS.

Starting May 6, 2019, you can use the Accountable Students Enrolled and Demographics screen on the OEAA Secure Site to determine which English learner students were expected to take the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs in your district or school. You can download the list and delete or add columns to help you track the information you will be collecting.

2. **Gather any necessary documentation for EL students who went untested on the Spring 2019 WIDA** (e.g., a signed doctor’s note with start- and end-date of a medical condition). Submitted “not tested” reasons will be reviewed for the possibility of excluding the student(s) from participation rates.
3. **Make note of any EL student whose Spring 2019 WIDA test was flagged for Prohibitive Behavior or Non-Standard Accommodations.** Schools will have the opportunity during the Verification of Answer Documents in the Secure Site to review students with these flags and appeal the flag if it was set in error.

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

Directions for the [Accountable Students Enrolled and Demographics](#) and [Answer Documents Received and Not Tested](#) pages on the OEAA Secure Site including— instructions on what to look for, explanations of the different screens, and how to resolve issues—are posted on the [Secure Site Training web page](#) (www.michigan.gov/secaresitetraining) under the **Accountable Students & Test Verification** section.

W-APT for Kindergarten Roundup

Districts that may have students enrolling for Kindergarten roundup (students enrolling for the 2019/20 school year) between now and August 1, 2019 may screen students using the paper/pencil W-APT if a "yes" has been indicated for at least one of the two questions on the student's Home Language Survey. These students only need to take the Listening and Speaking domains of this assessment.

All screener scores should be entered into the OEAA Secure Site regardless of a student's eligibility for English learner (EL) services. This process helps to ensure students' testing records are retained across districts. Entering screener scores into the OEAA Secure Site does not identify a student as an EL.

To ensure that students who are eligible for EL services are entered into MSDS correctly, districts must wait to enroll students in MSDS until the 2019/20 school year is available. In mid-September, districts may begin submitting SRMs to enroll Kindergarten students or submit during the fall general collection.

To make determinations as to which students should and should not be considered EL, educators must refer to the Michigan Entrance and Exit Criteria on the [WIDA web page](#) (www.michigan.gov/wida). Under the **General Information** section, select [EL Entrance and Exit Protocol](#).

For help in entering students and scores into the Secure Site, visit the [Secure Site Training web page](#) (www.michigan.gov/secaresitetraining) or call 877-560-8378 (Option 3).

Online WIDA Screener Scoring Rollover

On **June 27, 2019**, educators will no longer be able to score WIDA Screener Writing and Speaking responses for the 2018/19 school year. On this date, a new test cycle will appear in WIDA AMS that educators must use in order to screen students for the 2019/20 school year. Educators will still be able to access score reports from previous years.

M-STEP and MI-Access Incident Reporting: Accommodations Issue Parent Letter

The Michigan Department of Education (MDE) continues to receive incident reports indicating M-STEP and MI-Access tests have been given without required supports or accommodations. Accommodations Issue Letters to Parents have been developed by the MDE to address these incident reports. The letters, which are located on the **Incident Reports** page of the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) (www.michigan.gov/oeaa-secure) must be sent to parents to select one of the options below, sign, and then return to the school.

The options available to resolve the incident are:

1. Let the test stand as delivered.
2. Request MDE to mark the test invalid.
3. Request the student re-take the test.

The MDE suggests that schools and districts take these simple steps to avoid the need to submit the incident report, contact and get parent permission, regenerate test tickets, and then provide time and space for retesting.

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

Spotlight on Student Assessment and Accountability

For information about how to assign designated supports and accommodations in eDIRECT, go to the [eDIRECT User Guide](#) on [eDIRECT](#) (<http://drcedirect.com>). Click on **All Applications** → **General Information** → **Documents**. Select **M-STEP Spring 2019** under Administration and **Manuals & Directions** under Document Type.



Important Reminders

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](#) (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>).

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.



- Looking for a conversation starter on the formative assessment process? Read the 3-point discussion document [The Formative Assessment Process](#), which is suitable for administrative and teacher meetings. This document is located on the [Formative Assessment Process web page](#) (www.michigan.gov/formativeassessment).
- Corunna Public Schools has been a part of FAME for a number of years. In recent classroom visits to Corunna by Dr. Jill Willis, noted formative assessment educator from Queensland University of Technology, Queensland, Australia provided this observation:

"The deeply embedded coherence between coach, teachers and superintendent was highly evident in their conversation and their practice. My conversations with students also confirmed to me that the formative assessment practices that their teachers were using were making a difference."

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

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

We want to give a huge THANK YOU to all administrators and educators who have done all of the hard work and planning to administer the PSAT 8/9, PSAT 10, and SAT with Essay!

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**.

Please 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, missing information on the answer sheet, 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 that have never accessed the K-12 reporting portal, more information will be emailed to test coordinators in the next few weeks.

NOTE: Scores in the K-12 reporting portal are not official accountability results. Official accountability results will be released by the Michigan Department of Education (MDE). Refer to the [article on page 3](#) of this newsletter for details on the **Accountable Students Enrolled and Demographics Spring 2019** window. Watch future Spotlights for the information on the **Answer Documents Received and Students Not Tested** window. The MDE produced assessment results are expected before the start of the school year.

Student Access to Scores

Students will need a College Board account to view their scores. They can go to the [College Board website](http://www.collegeboard.org) (www.collegeboard.org) and sign up for a free account if they don't already have an account. Paper score reports for the PSAT 8/9 and PSAT 10 will be sent to schools this summer. Paper score reports are not provided for SAT with Essay.

As you and your students review scores, here are some common issues and potential courses of action.

Issue #1: Student has access to score, but educator does not	
Most Common Scenarios	Course of Action
Educator scores have not yet been released in the K-12 reporting portal.	Check in late June for access to scores.
AI code associated with the student's score does not align with the school's AI code.	No action is available. AI codes cannot be updated once scores are released.

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

Issue #2: Educator has access to score, but student does not

Most Common Scenarios	Course of Action
College Board was not able to link score report to student's College Board account automatically.	See steps outlined below.
Student doesn't have a College Board account.	Have student create College Board account and follow the steps to link scores, as outlined below.
Student has multiple College Board accounts.	Students should call 866-756-7346 to merge their accounts. If the educator calls on the student's behalf, make sure the student is present to provide consent to the Customer Service team.

Issue #3: Neither student nor educator has access to score

Most Common Scenarios	Course of Action
The school hasn't responded to a query from Educational Testing Service (ETS) regarding a testing irregularity and therefore the score is on hold.	Respond to ETS outreach to resolve the situation. If school does not respond by early June, scores on hold will be invalidated.
Used answer sheets were returned in the white accommodated testing envelope and the student was not approved for an accommodation or 50% extended time as an English learner.	ETS will reach out to the school to confirm if the student tested with accommodations or not. Respond to this outreach.
Score was invalidated due to a misadministration or other misconduct (use of cell phone, for example).	No action is available in most cases. School will receive a letter.

Issue #3: Neither student nor educator has access to score

Most Common Scenarios	Course of Action
Student submitted a Request to Cancel Scores form.	No action is available. Scores were made available to MDE but will not be available to the student or school in the portal.
Student score is slightly delayed due to testing on the makeup date, accommodated window, late receipt of answer sheets, missing information on the answer sheet, etc.	Continue to monitor scores. Students can call 866-756-7346. If the educator calls on the student's behalf, make sure the student is present to provide consent to the Customer Service team.

Matching College Board Student Accounts and Registration

If a student is signed into their College Board account but doesn't see their scores, one of the reasons may be that we were not able to link their score report and account automatically. For security reasons, a student must verify additional information before we can display their scores. They will need either their SAT registration number (found in the roster report of the K-12 reporting portal) or the UIC (student ID number) they were pre-identified with by the school. To match, they will:

1. Click **Add Score(s) Matching Tool**.
2. Review the personal information.
 - ♦ If any information is incorrect, click **Update** to revise. Students may be prompted to re-enter their password.
 - ♦ If the information is correct, click **Get My Scores**.
 - ♦ Students may have to provide either test information (test date and registration number) or the UIC (student ID number) they were pre-identified with.

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

Return Test Materials to ACT

If you still have used answer documents and/or secure materials from the initial and/or makeup test dates, call ACT to arrange a pickup by **Friday, May 3, 2019**. All standard time and accommodations initial and makeup test materials **must be received at ACT no later than May 7, 2019**. Late arriving answer documents will not be scored.

Client Satisfaction Survey

Please help ACT serve you better by completing a brief, 5-minute survey available on **May 7 - 21, 2019**. A user-specific URL will be emailed to each participating school's WorkKeys Test Coordinator and District Test Coordinator on May 7, 2019.

ACT will use your feedback to improve processes, procedures, and documentation for future WorkKeys assessments. Your feedback is important to us and all of your responses will be kept strictly confidential.

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

ACT WorkKeys Score Reports

School and student-level paper reports will be mailed to the test coordinator and are due to arrive no later than **August 9, 2019**. The shipment will include the following reports.

- **Individual Summary Score Report** is a student-level report containing Level and Scale scores with explanations of what the scores mean. The test coordinators will receive one paper report per student to be given to the student.
- **Summary Score Report** is a student-level report containing the student's Level and Scale scores but without the explanations of what the scores mean. The test coordinator will receive one paper report per student to be retained by the school.
- **Roster Score Report** is a roster of students showing test scores and when students took the assessment. The test coordinator will receive one paper report to be retained by the school.

To help you and your students understand and use their scores, the *Score Report Schedule for ACT WorkKeys*, sample reports, and additional resources are available on the [ACT-hosted website](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Interpretation** stage.

ACT® WorkKeys® National Career Readiness Certificate® (NCRC)

The ACT WorkKeys NCRC assessments measure a range of essential work skills, including the ability to:

- perform basic mathematic operations relevant to the workplace

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- read and understand documents commonly found in the workplace
- find information presented in common workplace graphics
- set up and solve complex work-related math problems
- determine the relevance of written information to work-related tasks
- apply information derived from graphics to work-related problems

The NCRC documents that students possess skills essential to workplace success. This may improve career outcomes for students just entering the workforce, and it enhances employers' hiring, training, and promotion decisions.

The NCRC is based on a student's performance on the three ACT WorkKeys skills assessments. Students who achieve a minimum score of three (3) or higher on each ACT WorkKeys subject test will earn an ACT WorkKeys NCRC (or an ACT WorkKeys NCRC en Espanol if they took the tests in Spanish). The scores on these assessments determine the certification level:

- Score a minimum of 3 out of 7 on all 3 assessments - **Bronze**
- Score a minimum of 4 out of 7 on all 3 assessments - **Silver**
- Score a minimum of 5 out of 7 on all 3 assessments - **Gold**
- Score a minimum of 6 out of 7 on all 3 assessments - **Platinum**

For more information about NCRCs, go to [ACT WorkKeys National Career Readiness Certificate](http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html) (<http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/ncrc.html>).

Printed certificates will not be mailed to the test coordinator. Instead, students can print their own certificate at [myworkkeys.com](http://www.myworkkeys.com) (www.myworkkeys.com) for FREE.

Student Access to MyWorkKeys.com

Students can view their scores online and print their own NCRC starting **July 16, 2019** by creating an account at [myworkkeys.com](http://www.myworkkeys.com) (www.myworkkeys.com).

Students will need to provide the following five matching criteria when creating an account:

- First Name
- Last Name
- Month of Birth
- Day of Birth

State Assigned Student ID Number (SASID). **Please note:** The SASID is the same number as the Unique Identification Code (UIC) that is assigned through the Michigan Student Data System (MSDS) for each student.

Scores and certificates will be available online indefinitely.

A Quick Start Guide is available on the login page and contains instructions on creating an account, sharing NCRC information with prospective employers, and other available features.

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

Important Dates

Approaching Deadlines!

Friday, May 10, 2019

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

May 2019

Now – May 17, 2019

- Supports and Accommodations Differences Survey

M-STEP

Now – May 14, 2019 at noon

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

May 17, 2019

- Last day to administer paper/pencil **M-STEP** assessments (grades 3, 4, 6, and 7)

May 22, 2019

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

May 6 – 23, 2019

- **WIDA ACCESS and Alternate ACCESS** Accountable Students Enrolled and Demographics

May 17 – 23, 2019

- **WIDA** Submitted Issues for Answer Documents, Answer Documents Received, and Students Not Tested

Now – 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

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**

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