

Spotlight

on Student Assessment and Accountability

August 6, 2020

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Fall 2020 High School Testing Document Updated

The [Fall 2020 School Day Testing for MDE-Provided SAT with Essay, PSAT/NMSQT, and PSAT 8/9](#) document has been updated and is posted to the [MDE MME](#) (www.michigan.gov/mme) and [MDE PSAT](#) (www.michigan.gov/psat) web pages. This document now includes additional information about flexible scheduling of test dates and start times, off-site testing, material ordering, training, and the use of personal protection equipment. An additional College Board resource link is included.

OEAA Secure Site – Changes to Security Process and Pages

On Thursday, August 6, 2020, users of the Office of Educational Assessment and Accountability (OEAA) Secure Site will see changes to the security process and pages. [Detailed instructions](#) on how to request access, how administrators manage access, and how users can manage their own access on the new **My Profile** page are available on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Security** section.

A new My Profile page will be available for all users of the Secure Site. From this page, a user can:

- » verify their role, district, and school access
- » remove access to a district, school, or assessment that is no longer needed
- » view the district or school administration-level user and their contact information, where their access can be updated or changed if necessary
- » request additional access
- » combine multiple profiles

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- » update profile name
- » view pending requests
- All users requesting access—even if they do not have a current Secure Site account—must log into the Secure Site so the site can pull in the user’s Michigan Education Information System (MEIS) information. All requests should be made through the Secure Site. Administrator-level users can no longer just create new access without logging in first.
- A description of each role will be available on the security screens when access is requested, when administrator-level users review access, and on a user’s My Profile page.
- Users can request access to specific assessments, not just to roles, based on their need.
- A user who would like to provide additional information can use the provided text box to leave a message for the administrator-level user to enter the desired information.
- Upon a user’s request, administrator-level users can see any additional district and/or school administrators who can also process the request.
- Users can request that additional access be added to an existing profile, or can have a new profile created, and create the new profile name.
- District and Nonpublic School Administrator request forms can no longer be faxed or sent by email. Administrator-level access must be requested through the Secure Site, and the form signed by the superintendent must be attached to the request. The form can be a scanned image or even a photo taken with a cell phone.
- Requests for access that are not processed within 30 days will be deleted.

Any questions, suggestions, or feedback are welcomed and can be sent to the OEAA; refer to the contact information on the last page of the Spotlight.

Early Literacy and Mathematics Benchmark TAM and Online Directions

The Michigan Department of Education’s Early Literacy and Mathematics Benchmark Assessments will be offered three times this academic year (fall, winter, and spring). In Fall 2020, the assessment will be available for students in kindergarten, grade 1, and grade 2 from **August 31** through **October 2, 2020**.

The Early Literacy and Mathematics Benchmark Test Administration Manual (TAM) and the Online Administration Directions are now available on the [Early Literacy and Mathematics Benchmark Assessments \(K-2\) web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the **Current Assessment Administration** section.

- The [Test Administration Manual](#) provides important information for District Test Coordinators, Building Test Coordinators, and Test Administrators who are responsible for the online administration. All staff involved in the Early Literacy and Mathematics Benchmark administration should read and understand the policies, procedures, and guidelines documented in the TAM to ensure a valid, equitable, and trouble-free administration.
- The **Online Administration Directions** are used by Test Administrators responsible for administering the tests to students. There are separate directions for [kindergarten](#), [grade 1](#), and [grade 2](#).

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

Since the Early Literacy and Mathematics Benchmark assessments are online only tests, they are available only for in-person instruction. Remote administration of these assessments is not available at this time.

Spring 2020 WIDA ACCESS for ELLs Student Data File

The WIDA ACCESS for ELLs Student Data File is now available. To download your school's student data files, log into the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure), go to the **Report** menu, and select **Student Test Scores**. These student data files contain only student-level data.

If you have questions accessing the Student Data File from the OEAA Secure Site, send an email to mde-oeaa@michigan.gov, or contact the call center and select option 3.

English Learner Auto Exit Processing and Information

Now that WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs scores are becoming available, the Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) are processing exits for students who have met the state's English Learner (EL) proficiency criteria, through the EL Auto Exit process.

EL educators and pupil accounting staff interested in more information about the EL Auto Exit process should review the following resources available on the English Learner (EL) web page (www.michigan.gov/mde-el).

- [EL Auto Exit Webinar](#) – recorded June 4, 2020
- [EL Auto Exit Webinar PowerPoint](#)
- [EL Exit Reporting Guidelines](#)
- [EL Auto Exit Q&A](#)– located on the [MDE Title III web page](#) (www.michigan.gov/mde-titleiii)

If you have additional questions, contact the offices listed below for each topic.

Topic	Email	Phone
EL Data Collections	cepi@michigan.gov	517-335-0505, option 3
EL Instruction and EL Funding	mde-EL@michigan.gov	517-241-5392
EL Assessment and OEAA Secure Site	mde-oeaa@michigan.gov	877-560-8378, option 3
EL Accountability	mde-accountability@michigan.gov	877-560-8378, option 3

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College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board

Reminders

August 7, 2020: Deadline for accommodation requests and to request 50% extended time for English language learners for the September 23 SAT School Day administration.

August 12, 2020: Orders placed by this date for all PSAT/NMSQT and PSAT 8/9 administrations can receive preadministration materials delivered early.

August 25, 2020: Deadline for accommodation requests and to request 50% extended time for

English language learners for the October 14 SAT School Day administration and both PSAT/ NMSQT administrations.

The accommodation deadlines are to ensure adequate time to review any requests that might require documentation review. The majority of accommodations (those not requiring documentation review) will be approved through the school-verification process within a few days.



Fall Testing Options

The health and safety of educators and students is the first concern; therefore, to help schools to deal with the challenges of returning to school in the fall, College Board has announced options for Fall 2020 testing.

More information is available in the [Support for Schools](#) document from College Board. Read the following summary of how this impacts Michigan schools.

1. The PSAT/NMSQT alternate date and SAT with Essay makeup date have been changed

to provide testing dates on multiple days of the week, to accommodate various back-to-school arrangements this fall.

- College Board has changed the alternate test date for PSAT/NMSQT to **Thursday, October 29, 2020**.
- College Board has changed the makeup date for the September and October SAT with Essay administrations to **Tuesday, October 27, 2020**.
- Michigan Department of Education (MDE) has extended the allowable dates of the PSAT 8/9 testing window to **October 29, 2020**.

The test dates (updated July 30, 2020) are:

2019-20 Grade	2020-21 Grade	Assessment	Test Dates/Window
8	9	PSAT 8/9	Choose any date between September 21 - October 29
9	10	PSAT/NMSQT	October 14 and/or October 29
10	11	PSAT/NMSQT	October 14 and/or October 29
11	12	SAT with Essay	September 23 and/or October 14 and/or October 27

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An updated Fall 2020 List of Important Dates can be found on the [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat) web pages.

2. Schools may divide students up and administer the SAT with Essay on multiple dates.

Schools can flexibly test eligible 12th grade students on September 23, October 14, and October 27, if needed. Materials orders can be placed in the College Board test ordering site (TOS) for September 23 and October 14. Testing materials orders needed for October 27 will be placed during the makeup request window for each primary administration (September 23-25 and/or October 14-16). Orders can be updated until August 25 for the September administration and until September 16 for the October administration.

3. Schools may divide students up and administer the PSAT/NMSQT on multiple dates.

Schools no longer need to choose one date to administer the PSAT/NMSQT. Schools can flexibly test students on the dates chosen by MDE—October 14 or October 29—if needed. For example, schools could test all 10th graders on one date and all 11th graders on the other.

Note: TOS is being updated to allow schools to order for multiple dates. This functionality will not be available until early August. If you plan to test students on multiple dates, do not order in TOS until this functionality is available. If you have already placed your order for PSAT/NMSQT, wait until early August to update your order. The deadline to order for both dates remains **September 16, 2020**.

4. Schools may stagger start times for assessments.

Schools can provide flexible starting times, without having to obtain College Board approval. To maintain test security, all groups must begin testing before the first group finishes. Cell phone collection is required for the duration of the school day for all students testing, or at least until after the last group has started testing.

5. PPE (personal protection equipment) will be allowed during testing.

PPE includes items such as the use of masks, gloves, and hand sanitizer during testing. The use of PPE should follow local guidance. Test coordinators or proctors must check student's PPE prior to testing to ensure that nothing has been written on the PPE and that prohibited materials have not been hidden within the PPE.

6. Spacing of students should follow local guidelines.

Follow local guidance on the spacing of your students. College Board requires a minimum of three feet from center-of-desk to center-of-desk; however, if local guidance indicates that students must be six feet apart, schools should seat students six feet apart during testing.

7. Submission of off-site testing plans will not be required.

Most schools participating in the state-provided administrations in Fall 2020 will use the school as the test location. However, if your school is a virtual school, or if you want to administer the PSAT 8/9, PSAT/NMSQT, or SAT with Essay on the same day and don't have enough room in your school, you can test at another location.

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For the Fall 2020 testing, College Board will not require schools to obtain approval to test at an off-site location. Approvals for off-site testing will be required for Spring 2021. More information about the process for Spring 2021 will be available in an October edition of the Spotlight.

When choosing off-site locations for Fall 2020, test coordinators should ensure that:

- materials will be transported to the off-site location only when someone will be available to accept them and to ensure the security of test materials upon arrival
- orders placed in the College Board test ordering site include the total number of students testing at all off-site locations (we suggest ordering approximately 10% extra test books)

Schools with approved off-site locations for spring testing receive additional ancillary materials (forms, envelopes, return labels) to send to each off-site location. These materials will not be sent to schools this fall unless specifically requested.

Will my school need ancillary materials?

- If your school plans to have all off-site test materials returned to the school after testing to consolidate into one return shipment of materials, then your school will not need ancillary materials.

- If your school plans to ship off-site test materials directly from the off-site location after testing, then your school will need ancillary materials.

To request ancillary materials, submit the [Ancillary Materials Request Form](#) no later than the ordering deadline for the assessment you are administering off-site. When submitting this form, have your school's AI code, test date(s), and expected number of off-site locations available.

Additional Notes about Fall 2020 Testing Options

- These changes are only for Fall 2020 testing. College Board will continue to monitor and analyze potential changes that might be necessary for Spring 2021 testing.
- College Board and MDE have prepared a number of informational resources to assist you in planning for Fall 2020 testing. The resources are posted to both the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat). These are living documents and have been updated with these new options for Fall 2020.

Important Dates

Approaching Deadlines!

Friday, August 7, 2020

- Final **WIDA ACCESS** for ELLs and **WIDA Alternate ACCESS** for ELLs Material Return **DEADLINE** - Round 2
- **SAT with Essay** Accommodations Requests **DEADLINE** (for the **September 23** Primary test date)

Wednesday, August 12, 2020

- **PSAT NMSQT** and **PSAT 8/9** materials orders **DEADLINE** for early delivery of preadministration materials

Coming Next Week . . .

Thursday, August 13, 2020 from 10–11 a.m.

- DRC Webinar: **District and Building Coordinators Training** – for new coordinators or returning coordinators who need a refresher
[Click to Join](https://datarecognitioncorp.zoom.us/j/94474365417) (https://datarecognitioncorp.zoom.us/j/94474365417)

July/August 2020

SAT and PSAT

Now – August 25, 2020

- Materials Ordering window for **SAT with Essay** standard and nonstandard materials (for September 23 test date)

Now – August 25, 2020

- **SAT with Essay and PSAT NMSQT** Accommodations Requests (for the **October** Test dates)

Now – September 16, 2020

- Materials Ordering window for standard and nonstandard materials for:
 - » **SAT with Essay** (for October 14 Primary test date and for the Accommodations window)
 - » **PSAT NMSQT** (for October 14 and October 29 Primary test dates)
 - » **PSAT 8/9** (Primary test date window and Accommodations test window)

Early Literacy and Mathematics

Now – October 2, 2020

- Pre-Identification of students in the OEAA Secure Site for **Early Literacy and Mathematics Benchmark Assessments (K-2)**

August 31 – October 2, 2020

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Fall 2020 testing window

Contacts

For assistance with assessment or accountability issues:

Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <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, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:
(for questions not covered in options 3 and 5 in the table above)

WIDA Client Services

866-276-7735

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