# Spotlight

## on Student Assessment and Accountability

MICHIGAN Department of Education

## October 13, 2016

**Key:** 🧩 supports and accommodations information

## Early Literacy and Mathematics Benchmark Assessment Window In Progress

The benchmark assessment window for students in grades 1 and 2 is in progress and continues **through Friday, October 21, 2016**. Schools/districts can still choose to administer **Michigan's Early Literacy and Mathematics Benchmark Assessments** and can pre-identify students on the Secure Site through the end of testing. However, make sure to allow students enough time to practice and become familiar with the assessment using the Online Tools Training (OTT) available on eDIRECT.

These online assessments, which are developed with Michigan educators for Michigan students and educators, contain two parts each in English language arts (ELA) and mathematics. Each part is expected to take students approximately 30-40 minutes. Or districts may choose to use a different benchmark assessment tool. There is no planned high stakes accountability for benchmark assessments.

If a district chooses to administer a benchmark assessment other than Michigan's Early Literacy and Mathematics Benchmark Assessment, the chosen assessment must meet the benchmark definition and criteria. The MDE has provided guidance around benchmark assessments by supplying a definition and specifying the criteria, detailed in the Guidance on Early Literacy and Mathematics Benchmark Assessments (K-2) document, which is posted on the Early Literacy and Mathematics Benchmark Assessments web page (www.michigan.gov/earlylitandmath). The MDE does not have an approved list of ELA or mathematics benchmark assessments. It is the district's responsibility to ensure their selected benchmark assessment meets both the definition and criteria of benchmark assessments set by MDE.

Students for whom an IEP team determines that Michigan's Early Literacy and Mathematics Benchmark Assessment is not appropriate would not be required to take the assessment. For example, an IEP team may determine that the best course of

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instruction for a student is on alternate academic content expectations for ELA and mathematics (Essential Elements). That same IEP team may then determine and document that Michigan's Early Literacy and Mathematics Assessment is not appropriate for the student since it is aligned to the general academic standards, and not the alternate academic standards.

By viewing the Online Assessments Tutorial led by the classroom teacher, students will receive a better understanding of the assessment. Once the tutorial is reviewed by the class, students can practice taking the MDE's online assessment by using the Online Tools Training (OTT).

The MDE has created the following checklists to help you prepare to administer Michigan's Early Literacy and Mathematics Benchmark Assessments.

## District and Building Coordinators:
### Pre-Administration Activities Checklist

- ☐ Assign an Interim Assessment Coordinator for your school in EEM

- ☐ **Now – October 21, 2016**: Pre-identify students in the Secure Site (www.michigan.gov/baa-secure)

- ☐ **Now – October 21, 2016**: Create/manage online test sessions in eDIRECT (https://mi.drcedirect.com) – Pre-ID must be completed prior to creating test sessions

- ☐ Watch the District and Building Coordinator Training Session available in eDIRECT (https://mi.drcedirect.com)

- ☐ Read the Early Literacy and Mathematics Test Administration Manual located on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath) and eDIRECT (https://mi.drcedirect.com)

- ☐ Read the Grade 1 Online Test Directions or Grade 2 Online Test Directions located on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath) and eDIRECT (https://mi.drcedirect.com)

## Test Administrators:
### Pre-Administration Activities Checklist

- ☐ Watch and read the following materials located on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath):

  - ☐ Early Literacy and Mathematics Assessments Video

  - ☐ Early Literacy and Mathematics Test Administration Manual

  - ☐ Grade 1 Online Test Directions or Grade 2 Online Test Directions – also located on eDIRECT (https://mi.drcedirect.com)

  - ☐ Early Literacy and Mathematics Benchmark Assessments (K-2) Supports and Accommodations Table and Resources

- ☐ Watch the Online Testing VideoTutorials with your students – located in eDIRECT (https://mi.drcedirect.com) → All Applications → General Information → Test Tutorials

- ☐ Provide students with online test practice by having each student complete the ELA & Math Online Tools Training (OTT) (https://wbte.drcedirect.com/MI/portals/mi/) – you **must** access the OTTs using the Chrome Browser

For more information, visit the Early Literacy and Mathematics Benchmark Assessments (K-2) web page (http://www.michigan.gov/earlylitandmath).

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## 2016 Student Assessment and Accountability Fall Webcast Videos Posted

Thank you to all who attended the 2016 Student Assessment and Accountability Fall Webcast on-site at Wayne RESA, or by streaming the webcast remotely. We hope that you found the information presented timely, helpful, and pertinent to your role as a Michigan educator. If you were not able to attend the webcast, the six video presentations have been posted, complete with closed captioning, on MDE's YouTube channel. To view the videos, visit the MDE YouTube Channel (https://www.youtube.com/user/michdepted), or click on the links below to access each video directly:

Video 1: Student Assessment Updates (https://youtu.be/cycpMWGYXO4)

Video 2: Early Literacy and Mathematics Benchmark Assessments (https://youtu.be/F0StHTMzP_k)

Video 3: Spring 2016 Reporting of M-STEP, MI-Access, MME, and WIDA (https://youtu.be/8fy2-xr4HEY)

Video 4: 2016 Accountability (https://youtu.be/B4XqdPHHiRM)

Video 5: Student Supports and Accommodations (https://youtu.be/mtHQeIFUBFQ)

Video 6: Question and Answer Session (https://youtu.be/j8O2a0Sn8jE)

## WIDA Test Exceptions Window

The window for WIDA Test Exceptions will be open **December 8, 2016 – January 26, 2017** in the Secure Site. This window is a period of time in which educators may request a waiver from the Spring 2017 WIDA ACCESS for ELLs 2.0 or the Alternate ACCESS for ELLs for some students with specific disabilities. All test exceptions must be applied for on an annual basis and approvals do not carry over from year-to-year.

For more information on WIDA Test Exceptions, please refer to the WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Test Exceptions and False LEP Guidance document found on the MDE WIDA web page (www.michigan.gov/wida) under **What's New**.

Directions for submitting WIDA Test Exceptions can be found on the Secure Site Training web page (www.mi.gov/securesitetraining) under the **Quick Reference** section. For questions about how to submit WIDA Exceptions, please call 1-877-560-8378, Option 3 or e-mail baa@michigan.gov.

## Correcting Accidental Designations of Limited English Proficient ('False LEP') Students

'False LEP' students are those who have been falsely identified as LEP in the MSDS due to human error (i.e., data entry personnel inadvertently reported a student as LEP when the student's home language and primary language is English).

Schools and districts will have the opportunity to submit appeals in the Secure Site (www.mi.gov/baa-secure) requesting review of 'False LEP' cases for possible correction within the MSDS. The window for 'False LEP' appeals to be submitted in the Secure Site will run from **December 8, 2016** until **January 26, 2017 at 5:00 PM**.

Directions on how to submit 'False LEP' appeals can be found on the Secure Site Training website (www.mi.gov/securesitetraining) under the **Quick Reference** section using the link for **WIDA Exceptions**.

Appeals will only be approved if they meet the specific requirements described in the Guidance for WIDA Test

Exceptions and False LEP Appeals document found on the [MDE WIDA web page](www.michigan.gov/wida) (www.michigan.gov/wida) under **What's New**. If the Local Education Agency's (LEAs) request is approved, the student will continue to be indicated as LEP in the MSDS for the 2016–17 school year but will not be expected to participate in the Spring 2017 WIDA ACCESS for ELLs 2.0 or WIDA Alternate ACCESS for ELLs.

Please direct questions or concerns regarding 'False LEP' to LaTrese Royal, Analyst, Office of Field Services at 517-373-7307 or at [RoyalL@michigan.gov](mailto:RoyalL@michigan.gov).

## New ESSA Notes Newsletter Available

A new issue of ESSA Notes is now available and was distributed to subscribers on October 12, 2016. The new edition highlights:

- State Board of Education ESSA Assessment Update

- New ESSA Parent Survey (outlined in the following article)

- New Guidance from U.S. Department of Education on:

  - Supporting School Reform by Leveraging Federal Funds in a Schoolwide Program

  - Consultation with Indian tribes and tribal organizations

The newsletter provides news and updates on Michigan's Every Student Succeeds Act (ESSA) plan, and it is available on the [ESSA web page](www.michigan.gov/essa) (www.michigan.gov/essa). Just click on the **ESSA Notes** button and then [10-12-16 ESSA Notes Newsletter](). The ESSA web page also describes details about Michigan's ESSA work plan and offers opportunities to stay informed and participate in planning.

## ESSA Parent Survey Available—Please Share

One key feature of the Every Student Succeeds Act (ESSA) is a requirement to engage a broad range of stakeholders in developing state plans. Parents of children in PreK-12 schools are one population especially targeted for such feedback. While parents are invited to respond to any feedback request, the Michigan Department of Education (MDE) has now released an ESSA-related survey designed specifically for parents.

The ESSA parent survey is adapted from the broader 2016 Student Inspiration Project Parent/Student survey developed and conducted for MDE annually by YouGov. The adapted survey asks questions specifically related to items relevant to Michigan's ESSA plan and includes topics such as student assessment, school accountability measures, teacher and leader quality, and supports for struggling schools.

The MDE has shared this link with parents who have volunteered for the ESSA Parent Virtual Focus Group. However, any Michigan parent or guardian with a child in grades PreK-12 qualifies to participate.

Please share the survey link below (if appropriate) to assist us in engaging as many parent voices as possible in the ESSA planning process.

The [Michigan ESSA Parent Survey](http://deploy3.yougov.com/survey/selfserve/548/160929?list=cli_1) (http://deploy3.yougov.com/survey/selfserve/548/160929?list=cli_1) will remain available through **November 18, 2016**.

Thank you very much!

**Please Note:** Information on this survey will also be included in ESSA Notes, Spotlight on Student Assessment and Accountability, and on the [ESSA Home Page](www.michigan.gov/essa) (www.michigan.gov/essa).

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### Science Assessment Webinar

The Office of Standards and Assessment (OSA) is conducting a Webinar on **Monday, Oct 24, 2016, from 9:00 – 10:30 AM** to review the timeline for the implementation of the Michigan K-12 Science Assessments, and to answer questions from participants.

To join via the web click on this link (https://stateofmichiganmdeweb.centurylinkccc.com/CenturylinkWeb/SOMOldBAA).

To call into the webinar dial:

- 1-877-820-7831
- Passcode: 569943#

We look forward to discussing the new and exciting information about the Michigan K-12 Science Assessments!

## SAT 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 customer service line at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

### Accommodated Testing Window

Students who have certain accommodations that are listed on the NAR (nonstandard administration roster) in the SSD online portal may test in a two-week accommodations window in Spring 2017 for the SAT. This window is April 11-25, 2017 for students taking PSAT 8/9, PSAT 10, and SAT. If a student is not listed on the NAR, they must test on the standard testing dates. For more information, see the Implementation PowerPoint presentation posted on the MME web page (www.michigan.gov/mme) under the **What's New** section.

### Two-Day Consecutive Testing for Students on the NAR

For students with certain accommodations that are listed on the NAR (nonstandard administration roster) who require testing over two days, the policy is that these students must test on two consecutive days for PSAT 8/9, PSAT 10, and SAT. However, if a student is absent on the second day of testing, they can now simply resume testing on the next day that they return to school. Testing must be completed within the two-week accommodations window regardless of when the student starts. A complete list of accommodations that require two-day testing will be released in next week's Spotlight and will also be listed on the College Board website (www.collegeboard.org/Michigan) soon.

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### Requesting Off-Site Testing

Most schools participating in the state-provided test administrations in April 2017 will use their schools as the test location. However, if your school is a virtual school, or if you want to administer the PSAT 8/9, PSAT 10, and SAT with Essay on the same day and don't have enough room in your school – you can request an off-site testing location.

These additional locations must be approved by the College Board and the Office of Testing Integrity (OTI) to make sure they meet testing, staffing, training, and security requirements. Here's how to request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.

2. Download and save the College Board Offsite Testing Plan spreadsheet, available on the College Board website (www.collegeboard.org/Michigan) on October 15, 2016.

3. Fill in the required cells in the "Questions" tab of the spreadsheet. Use the "Instructions" tab for guidance.

4. Fill out the "Questions" tab for every off-site location your school needs by copying and pasting the "Questions" worksheet into a new tab.

5. Email the spreadsheet to tas@ets.org no later than midnight ET **December 15, 2016**.

6. Test Administration Services (TAS) and the Office of Testing Integrity (OTI) will work with test supervisors requesting off-site testing locations to ensure the location meets the requirements. If necessary, they will contact test center supervisors to make recommendations to improve security and

will partner with the College Board to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.

7. Once approved, an email will be sent to the submitter and the proposed off-site Test Supervisor communicating the approval and providing the site specific SAT test center number.

A few things to note about off-site testing:

- A unique Test Center Supervisor must be identified for each alternate test location. A single person may oversee all assessments at an off-site location or a different Test Center Supervisor may be identified for each assessment.

- While contact information for this role will not be captured or reflected in the Educational Entity Master (EEM), the College Board will store this administration-specific information locally and will include off-site Test Center Supervisors in all pertinent communications and training opportunities.

- Pre-identification will be completed by the Attending Institution (AI). It is the responsibility of the Test Center Supervisors to be aware of which students are testing at each location.

- Test materials will also be shipped to the AI location. The Test Center Supervisor at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the Supervisor at each testing location.

- More information will be sent to the Test Supervisors once off-site testing plans have been approved.
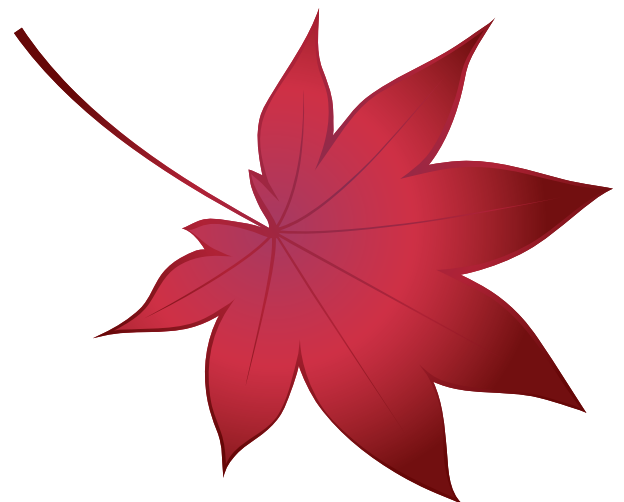
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## ACT WorkKeys

*Information on ACT WorkKeys® provided by the ACT®.*

### Off-site Testing

New this year! Your school no longer needs to complete a request form and wait for ACT approval to test off-site. If your school is unable to meet ACT facility requirements, select an off-site testing location that meets the requirements. Refer to the Test Administration Policies for ACT facility requirements, which will be available on the ACT hosted website (www.act.org/stateanddistrict/michigan) in the near future. You are required to provide some basic information about the off-site location in the designated area on the consolidated test day compliance form and return to ACT when testing is completed.

Watch for an email from ACT the week of November 7, 2016! This communication will contain instructions on how to complete the Manage Participation (previously referred to as Establishment) process in PearsonAccessnext™. All schools must confirm they are participating to receive test materials.

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# Important Dates

## Coming Next Week . . .

### WIDA

- **Monday, October 17 and Tuesday, October 18, 2016 – 9:00 AM to 4:00 PM:** WIDA Workshops for Interpreting WIDA Score Reports for Instruction – **REGISTRATION IS CLOSED.**

### Supports and Accommodations Webinars

- **Wednesday, October 19, 2016, 9:00 – 10:00 AM:** Supports for Students with Visual Impairments

## October 2016

### Early Literacy and Mathematics

- **Now – Friday, October 21, 2016:** Window for Pre-Identification of students in grades 1 and 2 who will be taking the Fall 2016 Early Literacy and Mathematics Benchmark Assessments.

### Early Literacy and Mathematics

- **Now – October 21, 2016:** Window for the Fall 2016 Early Literacy and Mathematics Benchmark Assessments for grades 1 and 2.

### Science Assessment Webinar

- **Monday, Oct 24, 2016 – 9:00 to 10:30 AM:** Webinar to review the timeline for the implementation of the Michigan K-12 Science Assessments, and to answer questions from participants.

### Supports and Accommodations Webinars

- **Monday, October 31, 2016 – 9:00 to 10:00 AM:** Student Supports for Hearing Impaired Students

### WIDA, M-STEP, and MI-Access

- **October 24 – November 23, 2016:** Online Testing Waiver request window

## November 2016

### WIDA

- **Wednesday, November 2 and Thursday, November 3, 2016 – 9:00 AM to 4:00 PM:** WIDA Workshop for School Leaders: Leading Schools for Language Learner Achievement – **REGISTRATION IS CLOSED.**

- **Wednesday, November 9, 2016 – 9:00 AM to 4:00 PM:** WIDA Workshop for Alternate ACCESS for ELLs. For more information and to register, go to the Fall 2016 WIDA Workshops Registration page (https://www.surveymonkey.com/r/fall2016WIDAworkshops). **Registration is still OPEN, but space is limited.**

### Supports and Accommodations Webinars

- **Monday, November 14, 2016, 9:00 – 10:00 AM:** English Learner Student Supports

- **Monday, November 21, 2016, 9:00 – 10:00 AM:** Read Aloud and Text-to-Speech

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► Access previous Spotlight editions (www.michigan.gov/mde-spotlight)

**Have Other Questions?**

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.