

# Spotlight

## on Student Assessment and Accountability

October 19, 2017

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### 2017-2018 Guide to State Assessments

The 2017-2018 Guide to State Assessments is now available. This Guide includes:

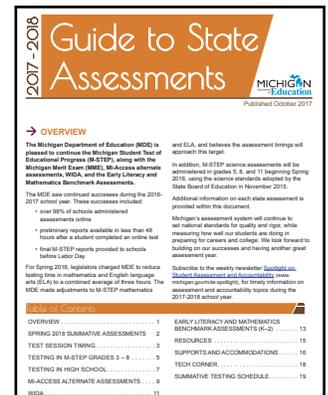
- information on changes to the assessments
- test session timing
- resources for online and paper/pencil tests

**Note:** The resources for online testers for the Spring 2018 M-Step assessments are being finalized. Refer to future Spotlight editions to find out when the final 2018 versions are available.

- technology information
- the Summative Testing Schedule for both online and paper/pencil tests (when applicable) for Michigan's statewide assessments – M-STEP, MI-Access, MME, WIDA, and Early Literacy and Mathematics

The [2017-2018 Guide to State Assessments](#) can be found under the **What's New** section on each assessment's web page:

- [Early Literacy and Mathematics](#) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath))
- [M-STEP](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))
- [MI-Access](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access))
- [MME](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme))
- [WIDA](#) ([www.michigan.gov/wida](http://www.michigan.gov/wida))



Key:



Reminder (previously run article)



information Tech Coordinators also need to know



## M-STEP Reports Surveys Available

The Michigan Department of Education (MDE) is seeking feedback on the 2017 M-STEP Reports. Your feedback is an important tool for future planning and development of meaningful and useful report content and features and for the functionality of Michigan's Dynamic Score Reporting Site. Please take a moment to tell us how you use the reports, which reports are most useful to you in your work, and to offer your suggestions for future improvements.

There are two M-STEP Reports surveys. The first survey is for educators who are working at an administrative level reviewing reports at a whole-school level or district level. This may include administrators, Assessment Coordinators, School Improvement Coordinators, and any other roles that review score reports for large groups of students.

The second survey is for educators who are working in classrooms. This may include teachers, instructional coaches, special education teachers, and any other roles that review reports for small groups or individual students.

Each survey is estimated to take approximately 10 to 15 minutes to complete. Surveys will be open until **5:00 PM on Friday, October 27, 2017**.

Based on your role, please complete one of the following surveys by selecting the appropriate link and proceeding with the survey. You can also access the links on the [M-STEP web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **What's New**:

- [M-STEP Reports Survey 2017: Michigan's Dynamic Score Reporting Site](#) (for educators reviewing reports at a whole-school or district level)
- [M-STEP Reports Survey 2017: Michigan's Dynamic Score Reporting Site Classroom Teacher Survey](#) (for educators working in classrooms)



## Online Testing Waiver Window

In Spring 2018, the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS for ELLs 2.0 assessments will be administered online. As mentioned in previous Spotlights, Spring 2017 was the last year for schools to request a paper/pencil version while transitioning to online assessments. Paper tests will still be available to individual students as an accommodation.

A small number of school buildings may never be able to test online. Examples could include buildings with no internet access, juvenile justice facilities that do not allow students online, or some center-based special education programs. These schools will have the opportunity to submit online waiver request(s) to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDA ACCESS 2.0 assessments. The request window will be open **October 23 – November 21, 2017**. (MI-Access Supported Independence and Participation will remain paper only.) Districts must submit the online waiver request(s) by **November 21, 2017** in order to obtain the paper/pencil materials needed. **It is important to note that requests for EACH school and EACH assessment must be submitted separately.**

A school (or building) is the smallest unit that may request an online waiver. A school may not apply to have only certain grades or content areas take the paper/pencil assessments.

Schools that are administering online but have individual students who—as outlined in the [Student Supports Accommodations Table](#) located under the **Student Supports and Accommodations** section of each assessment web page—need to use a paper/pencil form due to a disability or for another reason will not need to request an online waiver. Schools will have the opportunity to order paper/pencil materials on the Material Order screens in the Secure Site to accommodate these individual students.

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## Process:

Requests for an online waiver must be submitted through the MDE Secure Site by a user with District Administrator or Nonpublic School Administrator access, using the process detailed in the [Online Waiver Request](#) document on the [MDE Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under **Miscellaneous**.

## Off-Site Test Administration Request Window for School and District-wide Administrations

The Spring 2018 M-STEP, MI-Access, WIDA ACCESS for ELLs 2.0, WIDA Alternate ACCESS for ELLs, and Early Literacy and Mathematics Off-Site Test Administration Request window will be open **November 6, 2017 – January 12, 2018**.

Schools and districts planning to administer the M-STEP, MI-Access, WIDA ACCESS for ELLs 2.0, WIDA Alternate ACCESS for ELLs, or Early Literacy and Mathematics Benchmark Assessments in off-site locations can submit Off-Site Test Administration requests through this window.

**New for the Spring 2018 administration:** schools using multiple off-site locations are requested to submit a Microsoft Excel document that includes the locations, test administrators, grade, content area, and technology information in the Off-Site survey request.

Information on where to submit requests (beginning **November 6, 2018**) will be provided in a future Spotlight.

## MI-Access and the 1% Rule

The rules surrounding what is meant by "1%" for any state's alternate assessment have changed. Under Every Student Succeeds Act (ESSA), the following requirements are currently in effect.

Students with the most significant cognitive disabilities may be assessed with the general grade level assessment, with or without accommodations, or use the state's alternate assessment based on alternate achievement standards. In Michigan, this alternate assessment is one of the MI-Access assessments (Functional Independence, Supported Independence, or Participation)

The total number of students assessed using an alternate assessment based on alternate achievement standards (all levels of MI-Access) may not exceed 1% of the total number of students in the state who are assessed in a subject. This represents a change from the past, where the cap was not based on participation, but rather on proficient scores and their impact on accountability.

Under the new rule:

- Local Educational Agencies (LEAs) must provide justification and need to assess more than 1% of their assessed students using the alternate assessment if their total percent of students assessed using the alternate assessment exceeds 1%. A cap is not placed on the ISD or LEA; however, LEAs that exceed the 1% cap should look at the reasons why they might exceed this participation rate and determine if guidelines regarding participation in the alternate assessment are being followed and if additional professional development for staff and/or IEP teams may be needed.

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- The state must provide oversight and make public the information surrounding the participation rate. Technical assistance will be provided by Intermediate School Districts (ISDs).

Currently, the Michigan Department of Education (MDE) has three resources on the [MI-Access web page](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) that can help both LEAs and ISDs when exploring their data related to participation in the alternate assessment and the 1% cap.

1. [Michigan's Alternate Content Standards for English Language Arts \(ELA\), Mathematics, Social Studies, and Science](#) – These alternate content standards are designed for the student's with the most significant cognitive impairments and are what the MI-Access assessments are aligned to.
2. [Guidelines for Participation in MI-Access \(Should My Student Take the Alternate Assessment?\)](#) – A flow chart that outlines the state guidelines for participation in the alternate assessment. While the IEP team is the decision-making body regarding how a student with a disability will be assessed, the team must follow the state guidelines.
3. [1% Cap Guidance for ISDs](#) – Offered to ISDs to start providing guidance to LEAs regarding participation in the alternate assessment. This resource is also available to LEAs as well. ISDs will be contacting LEAs whose participation rates may contribute to the state exceeding the 1% cap. The purpose of such contact and discussion is to determine if current guidelines for assessment selection are being followed and to start reviewing and applying relevant strategies within the guidance document.

## **DRC Central Office**

Central Office is the next generation of the Testing Site Manager (TSM) software. It will be available in early December. Use of Central Office is optional this year – you can keep using your TSMs from this past spring. There will be documentation and a [webinar](#) when the software becomes available.

Central Office will be supported for testing in April–May, 2018 (M-STEP, MI-Access, Early Literacy) but not for WIDA testing (Screener, ACCESS for ELLs 2.0). WIDA testing will still require a TSM, as it did last spring and currently does. Once WIDA supports Central Office, the one Central Office can replace both TSMs.

The Device Toolkit on eDirect has been updated and renamed **Central Office Services – Device Toolkit (COS-DTK)**. This is true whether or not you switch to Central Office. It serves the same purpose as last year, connecting INSIGHT to TSMs (or to Central Office), plus integrating some tools for systems that switch to Central Office. There is no separate Device Toolkit for schools using TSMs.

## **Technology Coordinator Webinar Recordings**

A recording of the October 18, 2017 DRC webinar for Technology Coordinators is available [at this link](#). The August webinar covering very similar content is available [at this link](#). Both recordings and the slides for them are posted to [eDirect](https://mi.drcedirect.com), (<https://mi.drcedirect.com>) along with the Technology User Guide and instructions specific to installing INSIGHT and TSMs.

The next Technology Coordinator webinar will be specific to Central Office, for schools interested in switching to the next generation of TSM software this year. That will be **December 6, 2017, 10:00 AM – 11:00 AM**, [at this link](#).

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## Arts Education Program Review Tool Field Test

Michigan Arts Education Instruction and Assessment (MAEIA) is seeking schools and/or districts to field test the new online [Arts Education Program Review Tool \(PRT\)](#) during the window of **January 2018 – April 2018**.

The Program Review Tool (PRT) is a self-study tool based on the [Michigan Blueprint of a Quality Arts Education Program](#) that schools and districts can use to reflect on the status of their arts education programs. It can become the basis for enhancing an arts program in the context of school improvement planning and can provide data for a school's Comprehensive Needs Assessment. Information on the PRT and Michigan Blueprint can be found on the [MAEIA website](https://maeia-artsednetwork.org/) (https://maeia-artsednetwork.org/) under the **K-12 Tools and Resources** tab.

[Register online for the PRT Field Test](https://www.surveymonkey.com/r/PRTfieldtest2018) (https://www.surveymonkey.com/r/PRTfieldtest2018). An introductory webinar on **November 6, 2017 at 4:00-5:00 PM** will offer more details. Contact Kathy Humphrey, MAEIA PRT Field-Test Coordinator, at [kathyhumphrey42@gmail.com](mailto:kathyhumphrey42@gmail.com) or 517-816-4520 for more information.



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## 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 Educator Hotline: 866-870-3127 (select Option 1)
- email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

### Enhancements for Spring 2018

The College Board is planning a number of improvements for this school year. Some of the enhancements include making the administration easier for students and for schools. Additional details on these enhancements will be available throughout the year.

#### Easier for Students

- Increased number of supported languages for English Learners. New languages are in bold: **Albanian, Arabic, Bengali, Bosnian, Cambodian (Khmer), Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, and Vietnamese.** Additional languages may also be available this spring and will be announced in Spotlight, if approved.
- Students are not required to supply a photo ID unless they're unknown to the testing staff.
- Addition of SAT Student Guide, which provides information to students about the features of the SAT, what the SAT measures, how the SAT is scored, resources to help

students prepare, sample questions, and details about the Student Search Service.

- The PSAT 8/9 test is a disclosed form in 2017-18, which means that schools can keep test booklets and return to students once scores are released, just like PSAT 10.

#### Easier for Schools

- The Educational Testing Service (ETS) online attendance roster will be discontinued. Schools will create local rosters to use for attendance on test day.
- The Student Data Questionnaire (SDQ) and answer sheet for the SAT have been combined for less paperwork. The questionnaire portion of the PSAT has also been shortened.
- The Nonstandard Administration Report (NAR) for SATSD has been enhanced this year to include all students with disabilities indicating which test format and duration of test the student will take. The NAR will state which color test book the student can use, if the student tests over one day or two days, and whether or not the student can be scheduled in the accommodated testing window.
- The accommodated SAT test books in pink have been eliminated. Students who are designated to use pink books will now use the purple test books.
- The test center numbers (except for off-site locations) have been eliminated. Schools will

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use the six-digit AI (attending institution) code (also known as school code) as the primary number for filling out forms.

- All standard and accommodated testing materials will be addressed to the test supervisor. Supervisors will also be responsible to return all standard and accommodated materials.
- A training for room and hall proctors will be available for supervisors to share.
- Educators will have access to PSAT 8/9 test questions and answer choices in the K-12 reporting portal.

## Requesting Off-site Testing

Most schools participating in the state-provided test administrations in April 2018 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, or SAT on the same day and don't have enough room in your school, you can request an off-site testing location. Schools using off-site testing for SAT will receive a test center code for each location.

These additional locations must be approved by the College Board 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 Off-site Testing Plan spreadsheet that will be available no later than **October 26, 2017**.
3. Fill in the required cells in the **Questions** tab of the spreadsheet. Some required

information includes name and address of the proposed testing location, off-site supervisor information, details on how materials will be kept secure, and how the site will meet seating and setup requirements. Use the **Instructions** tab in the spreadsheet 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. Return the completed spreadsheet no later than midnight ET **December 15, 2017**.
6. The College Board will work with test supervisors requesting off-site testing locations to ensure the location meets the requirements. If necessary, we will contact test supervisors to make recommendations to improve security and 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 communicating the approval, along with more information about administering the tests at the off-site location. The SAT-specific test center code will be sent separately at a later date.

### A few things to note about off-site testing:

- A Test Supervisor must be identified in the Educational Entity Master (EEM) at the AI (Attending Institution). Additionally, a unique off-site Test Supervisor must be identified for each off-site test location in the

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testing plan. A single person may oversee all assessments administered at an off-site location or a different off-site Test Supervisor may be identified for each assessment. While contact information for the off-site supervisors will not be captured or reflected in the EEM, the College Board will store this administration-specific information locally. All communications will be sent to the Test Supervisor at the AI, who should disseminate information as necessary.

- Pre-identification will be completed by the AI, not each off-site location. It is the responsibility of the off-site Test Supervisors to be aware of which students are testing at each location.
- Test materials will also be shipped to the AI location. The Test Supervisor at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site Test Supervisor at each testing location.

## Important Dates

### Approaching Deadlines!

#### October 27, 2017:

- **M-STEP Report Surveys:** Based on your role, please complete one of the following surveys by selecting the appropriate link and proceeding with the survey. You can also access the links on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under **What's New**:
- [M-STEP Reports Survey 2017: Michigan's Dynamic Score Reporting Site](#) (for educators reviewing reports at a whole-school or district level)

- [M-STEP Reports Survey 2017: Michigan's Dynamic Score Reporting Site Classroom Teacher Survey](#) (for educators working in classrooms)

### October 2017

#### October 23 – November 21, 2017:

- **M-STEP, MI-Access FI, and WIDA** Online Testing Waiver request window

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## Important Dates

### November 2017

#### November 6 – 30, 2017:

- **ACT WorkKeys** Manage Participation window

#### November 15 – 16, 2017, 8:00 AM to 4:00 PM

- **WIDA** 2-day workshop: **Leading Schools for Language Learner Achievement** – REGISTRATION IS CLOSED

#### November 6, 2017 – January 12, 2018:

- Off-Site Test Administration Request window for **M-STEP**, **MI-Access**, **WIDA ACCESS for ELLs 2.0**, **WIDA Alternate ACCESS for ELLs**, and **Early Literacy & Mathematics**

### December 2017

#### December 6, 2017

- **MME** Day for Spring 2018 MME Administration – Webcast will be streamed from Wayne RESA via MI Streamnet.

#### December 6, 2017, 10:00 AM to 11:00 AM

- Technology Coordinator training on Central Office (optional software upgrade for **M-STEP**, **MI-Access FI**, and **Early Literacy and Mathematics**). Click [here to join](#). (<https://datarecognitioncorp.audio.webex.com>)

#### December 15, 2017, 9:00 AM to 12:00 PM

- **WIDA** workshop: **WIDA ACCESS Online Test Administration** – [To REGISTER](#) (<https://baameap.wufoo.com/forms/fall-2017-wida-registration/>)

#### December 15, 2017, 1:00 to 4:00 PM

- **WIDA** workshop: **WIDA ACCESS Paper/Pencil Test Administration** – [To REGISTER](#) (<https://baameap.wufoo.com/forms/fall-2017-wida-registration/>)

#### December 15, 2017

- Deadline to submit off-site testing plans for **SAT**, **PSAT 10**, and **PSAT 8/9**

Our email has changed —  
please update your files:  
[mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

#### Have Questions?

Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions.

Email [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov) for accountability questions.

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