Spotlight on Student Assessment and Accountability

MICHIGAN Department of Education

October 5, 2017

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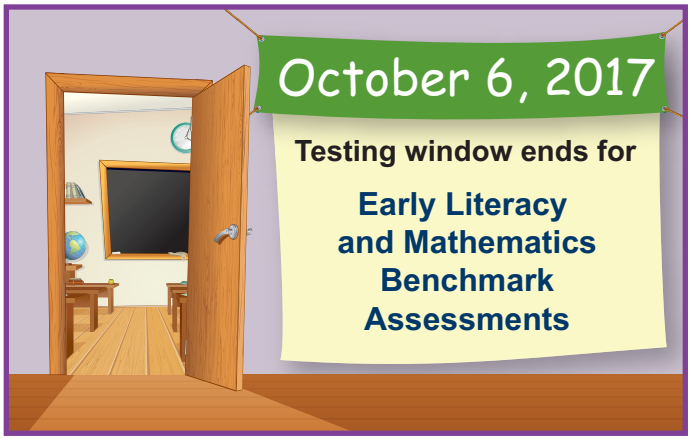

End of Early Literacy and Mathematics Benchmark Testing Window

Friday, October 6, 2017 is the end of the Early Literacy and Mathematics Benchmark testing window. **All testing must be completed by the end of the instructional day.**

Schools should remind their Technology Director to clear the TSM(s) after all testing has completed for the day. This will ensure all responses are sent to DRC for scoring. For information on viewing and sending unsent responses, see pages 71-73 of the Technology User Guide, available on eDIRECT (https://mi.drcedirect.com) under **All Applications → General Information → Documents**.

Reporting Codes for Early Literacy and Mathematics Benchmark

Districts/schools can create a four-digit code to group students for reporting purposes. For example, if you want all of Mrs. Smith's math students grouped together, first you would decide on a four-digit number for Mrs. Smith (let's say 1234), and then put 1234 into each student's math Reporting Code field on the Secure Site. Of course, you can group the students however

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you would like and it does not have to be by teacher. This will allow you to filter the reports by the assigned Reporting Codes. Be sure to keep a list of the four-digit codes you use on the Secure Site and to whom or what group you are assigning that code.

Users of the Secure Site can enter Reporting Codes for groups of students at a time using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the Secure Site Training web page (www.michigan. gov/securesitetraining). Click on Mass Update Assessments under the **Pre-Identification/Student Search** section.

The Reporting Codes need to be entered on the Secure Site by **Friday, October 6, 2017** to be included in the Student Data File and assessment reports as applicable.

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 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 (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)

Technology Coordinator Training

On **Thursday, October 18, 2017**, DRC will host a Technology Coordinator Training webinar from **10:00-11:00 AM** for Technology Coordinators who are involved in preparations for the Spring 2018 M-STEP, MI-Access, and/or Early Literacy and Mathematics Benchmark assessments. If you are unable to attend the live training, a recording of the training and a copy of the PowerPoint presentation will be available on eDIRECT by the end of the day, Wednesday, October 18, 2017.

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This training will focus on the legacy TSM and important information regarding updates to the Device Toolkit will be shared during the presentation. It is very important to attend the training if your site/district did not participate in the Early Literacy and Mathematics Benchmark assessment this fall. An additional training for districts interested in using the new Central Office will be provided in December. Please watch the Spotlight for details.

Click here to join or look under **What's New** on the following web pages:

- M-STEP (www.michigan.gov/mstep)
- MI-Access (www.michigan.gov/mi-access)
- Early Literacy and Mathematics (www.michigan.gov/earlylitandmath)

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

Update EEM by October 6

For the state-provided SAT, PSAT 10, and PSAT 8/9 administrations in Spring 2018, College Board will use contact information from the Educational Entity Master (EEM) (www.michigan.gov/eem) to identify SAT and PSAT contacts at each school. You can verify the contacts listed in this article in the EEM or on the District and School Contact page of the OEAA Secure Site (if you have access to the OEAA Secure Site). If a contact is not correct, the EEM must be updated or you will **NOT** receive critical testing communications.

Updating the EEM can only be done by the authorized district EEM user. If you are not sure who the district authorized EEM user is, you can use the District and School Contact page on the OEAA Secure Site (www.michigan.gov/oeaa-secure) to retrieve the name and contact information for the authorized EEM user for your district. Instructions for using the District and School Contact page are available on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Miscellaneous** section. Nonpublic schools should contact Kevin Walters at 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.

Contact information (name, phone number, and email) should be provided in the EEM for each of the following contacts:

- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- PSAT 10 Test Coordinator
- PSAT 8/9 for 9th grade Test Coordinator
- PSAT Backup Coordinator
- District Assessment Coordinator

If no changes are needed, no further action is required.

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

Establishment

Establishment is the process whereby the College Board knows which schools are administering the PSAT 8/9, PSAT 10, and SAT, and is based on rules that are coordinated with MDE. Private schools and public schools are established through different processes.

Private School Establishment

Private schools must indicate their intent to test every year for each assessment. If a school chooses to administer the SAT, they must administer all parts of the Michigan Merit Examination (MME).

- Roles should be identified or reviewed in EEM by **October 6, 2017**. If updates need to be made, contact nonpublicschools@michigan.gov.
- Using the contact information in EEM, College Board will send an email to all private schools requesting confirmation of their intent to participate in MME or PSAT.
  - Emails will be sent to SAT and PSAT test supervisors and principals identified in the EEM in late October.
  - Follow the directions in the email to confirm your intent. **Please do not call or email until you receive the email.**
  - Provide your state-assigned district and building codes, the name of your school, and the names of the assessments you wish to administer.

Public School Establishment

Public schools are automatically established for PSAT 8/9, PSAT 10, and SAT for Spring 2018 if the school returned used answer sheets for that particular assessment in Spring 2017. For example, if a school returned answer sheets for PSAT 10 but did not administer PSAT 8/9, the school will be established for PSAT 10 but not for PSAT 8/9.

- For public schools that did not provide all College Board assessments in 2017, SAT and PSAT test supervisors and principals (as listed in the EEM) will receive an "intent to test" email in late October.
- This email will contain instructions on how to give your intent to test any additional assessments in 2018. This outreach will be made to schools with new grades or brand new schools as long as contact information is available in EEM.

The establishment process will begin in late October. Pay attention to future Spotlight information or email communications that your test supervisor and principal may receive in late October regarding your intent to participate in testing Spring 2018. If you do not respond to the intent to test communications, your school may not be able to administer assessments next spring. If your school is automatically established for all three assessments, you will not receive the intent to test communication.

All schools can confirm establishment in December in the Establishment Page in the OEAA Secure Site.

Information on ACT WorkKeys® provided by the ACT®.

Reminder to Update EEM

We encourage you (or your District Test Coordinator) to make sure the Educational Entity Master (EEM) (www.michigan.gov/eem) has your school's most current ACT "WorkKeys Test Coordinator" contact information. Please update the EEM no later than **Friday, October 6, 2017** to ensure your school receives the necessary information to start the Manage Participation process (formerly known as the "establishment" process). The MDE will pull contact and mailing data from the EEM for ACT to use to generate emails as part of the Manage Participation process. Please see the September 21, 2017 edition of the Spotlight (www.michigan.gov/mde-spotlight) for additional details about updating the EEM.

The Manage Participation process will begin on **November 6, 2017**. Watch for an email from ACT the week of October 30, 2017 that will contain instructions on how to complete the Manage Participation process (previously referred to as the "establishment" process). All schools must confirm they are participating to receive test materials.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244 between 9:30 AM and 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

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

Important Dates

Approaching Deadlines!

Morning of October 6, 2017:

- **DEADLINE** for pre-identification of students in grades K, 1, and 2 who will be taking the Fall 2017 **Early Literacy and Mathematics Benchmark Assessments**

October 6, 2017:

- The Michigan Department of Education's Fall 2017 **Early Literacy and Mathematics Benchmark Assessments** – **Testing Window CLOSES**
- **DEADLINE** to review/update testing staff in the Educational Entity Master (EEM) (www.michigan.gov/eem) for **PSAT 8/9, PSAT 10, and SAT**
- **DEADLINE** to update **ACT WorkKeys** Test Coordinator contact information in the Educational Entity Master (EEM) (www.michigan.gov/eem)

October 2017

October 5 – 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 (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 18, 2017, 10:00-11:00 AM:

- Technology Coordinator Training for spring assessments including **M-STEP, MI-Access, and Early Literacy and Mathematics**
  Click here to join or look under **What's New** on the M-STEP web page (www.michigan.gov/mstep), MI-Access web page (www.michigan.gov/mi-access), and the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)

October 23 – November 21, 2017:

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

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: Realizing Success for ELs through Leadership, Accountability, and School Improvement** – To REGISTER (https://baameap.wufoo.com/forms/fall-2017-wida-registration/)

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December 2017

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/)

Have Questions?

Email BAA@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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