


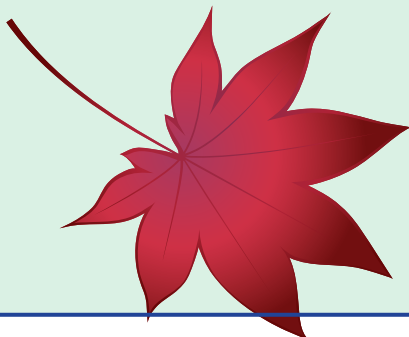
Spotlight

on Student Assessment and Accountability

November 1, 2018

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Off-Site Test Administration Requests

The school and district-wide **Off-Site Test Administration Request** window is open **November 1, 2018 – January 11, 2019**. You must complete the Off-Site Test Administration Request survey if your school or district is planning to administer the following assessments, building- or district-wide, at off-site locations:

- ACT WorkKeys (Off-Site Test Administration Requests are **now required** for ACT WorkKeys)
- Early Literacy & Mathematics Benchmarks
- MI-Access
- M-STEP
- WIDA ACCESS for ELLs
- WIDA Alternate ACCESS for ELLs

Note: The College Board has its own process for Off-Site Test Administration Requests. See the [College Board Corner](#) within this Spotlight for specifics about requesting off-site testing for PSAT 8/9, PSAT 10, or SAT with Essay.

The [link to the survey](#) can be found on any of the assessments' web pages:

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

Note: The window for Off-Site Test Administration Requests for individual students (such as homebound or suspended students) will open **January 10, 2019**.

Early Literacy and Mathematics Benchmark Assessment Aggregate Reports

We are excited to announce that the **Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Reports** for the Fall 2018 administration are available in the **Dynamic Reporting System** through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Detailed directions for accessing reports can be found in the [Dynamic Score Reporting Site User Guide](#), which is located on the [Early Literacy and Mathematics web page](#) (www.michigan.gov/earlylitandmath) under the **Reporting** section.

The Demographic Report provides aggregated raw score data by displaying the number of students assessed, the mean percent of points earned, and the mean points earned for all selected demographic subgroups of students by grade and content. Data is aggregated at the School, District, ISD, and State levels.

The fall Early Literacy and Mathematics Benchmark Assessment occurs before the official collection of Michigan Student Data System (MSDS) data. This means that the demographic data—such as grade level and the additional reporting groups, e.g., such as English Learner (EL), Former English Learner (FEL), Students with Disabilities (SWD), Homeless, and Economically Disadvantaged (ED)—will not display a student's current status if the data has not yet been entered in MSDS or if the student's status has changed since last year. In these cases, a footnote on the report will display "Date last modified 10/21/2018."

The report will be updated after the official collection of MSDS data. The updated MSDS demographic data will be applied in early December and the "Date last modified" will be revised at that time to indicate when the updates were applied.

PSAT Grade 8 Memorandum

Please see the [memo from Interim State Superintendent Sheila Alles](http://www.michigan.gov/documents/mde/PSAT_Assessment_637506_7.pdf) (http://www.michigan.gov/documents/mde/PSAT_Assessment_637506_7.pdf) regarding Michigan's grade 8 assessments.

Fall 2018 WIDA Workshop Registration – Seats Still Available!

The Office of Assessment and Accountability (OEAA), the Office of Education Services (OES), and WIDA are offering two new free workshops this fall that may be of interest to Title III directors, English Learner (EL) educators, WIDA test coordinators, and content area teachers. The workshops are designed to offer in-depth training for administering the WIDA assessments. There are still plenty of seats left at the two locations, so register today!

WIDA ACCESS for ELLs Online Test Administrator Training

During this half-day training, test administrators explore how the WIDA Standards and Assessment System is connected to the ACCESS for ELLs Online. Participants will learn to administer the online test to students. All participants must have computers or tablets and an internet connection to access sample items and the WIDA Assessment Management System (AMS).

Dates and Locations of this Workshop:

Date and Location #1: Library of Michigan, Lake Michigan Room, 702 W. Kalamazoo Street, Lansing, MI 48915

- **Tuesday, November 13, 2018 from 9:00 AM to 12:00 PM** (8:30 – 9:00 coffee service and registration) Morning Session [REGISTER NOW](#)

(Continued on next page)

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

- **Tuesday, November 13, 2018 from 1:00 PM to 4:00 PM** Afternoon Session [REGISTER NOW](#)

Date and Location #2: Van Buren ISD, 490 S. Paw Paw Street, Lawrence, MI, 49064

- **Wednesday, November 14, 2018 from 9:00 AM to 12:00 PM** (8:30 – 9:00 coffee service and registration) Morning Session [REGISTER NOW](#)
- **Wednesday, November 14, 2018 from 1:00 PM to 4:00 PM** Afternoon Session [REGISTER NOW](#)

WIDA MODEL Paper Test Administrator Training

The WIDA MODEL is a series of English language proficiency assessments for Kindergarten through Grade 12. The Kindergarten MODEL is only available in a paper kit format. The WIDA MODEL is not a required assessment, however educators can use MODEL as an interim progress monitoring assessment

for ELs. Participants will learn how to administer, monitor, and score as applicable each language domain of the assessment. Participants will benefit from bringing their MODEL kits for the corresponding grade clusters they will be administering. Kits can be purchased through the [WIDA Store](#) (<https://www.wceps.org/store>).

A light continental breakfast and lunch will be provided.

[REGISTER NOW](#)

Date of Workshop: Thursday, November 15, 2018 from 9:00 AM to 4:00 PM (8:00 AM to 9:00 PM registration and breakfast)

Location: Van Buren ISD 490 SW. Paw Paw Street, Lawrence, Michigan 49064

If you have questions about these workshops, or need help with registration, please contact mde-oeaa@michigan.gov, or call 877-560-8378, Option 8.

Important Reminders

M-STEP Online Passage-Based Field Test

The Michigan Department of Education (MDE) invites you to participate in an M-STEP online **Passage-based Writing Field Test** for students in grades 3–8. The field test takes place **January 7 – February 1, 2019**.

To participate, you just need to Pre-ID students in the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) (www.michigan.gov/oeaa-secure) beginning **November 19, 2018**. For more information, see the [October 25, 2018 Spotlight](#) (www.michigan.gov/mde-spotlight).

Click on the icon below to access the New **Assessment Coordinator Training Guide** or go to any assessment web page and look for the icon.



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

Note:

Establishment activities are underway. Please continue to review the **Test Center Participation** page in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) as we continue to update AI (Attending Institution) codes and participation on a daily basis. Schools without a prior AI code will take longer to be assigned one. Wait until mid-November to call College Board about accurate participation status.

Off-Site Testing

Most schools participating in the state-provided test administrations in April 2019 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 10, or SAT with Essay on the same day and don't have enough room in your school, you can request off-site testing.

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 available on the [College Board Michigan web page](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan) under the **Resources** section.
3. Read the information in the **Off-Site Guidelines** tab of the spreadsheet.
4. Fill in the required cells in the **Off-Site Request Form** tab of the spreadsheet. Some required information includes name and address of the proposed testing location, off-site coordinator information, and details on how materials will be kept secure. Use the **Instructions** tab in the spreadsheet for guidance.
5. Fill out the **Off-Site Request Form** tab for every off-site location your school needs, by copying and pasting the **Off-Site Request Form** worksheet into a new tab.
6. Return the completed spreadsheet to testingplans@info.collegeboard.org no later than **midnight ET December 14, 2018**.
7. The College Board will work with test coordinators requesting off-site testing

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

locations to ensure the location meets the requirements. If necessary, the College Board will contact test coordinators 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.

8. Once approved, an email will be sent to the submitter, communicating the approval. All plans submitted on time will be reviewed by **February 1, 2019**.

A few things to note about off-site testing:

- Off-site locations will use their AI (Attending Institution) code for all forms this year. NO test center codes will be used. You can find test center codes in the Test Participation page of the Secure Site, but these are not required for any documentation this year. Test coordinators are highly encouraged to use testing room codes to help process any irregularities that may occur at the off-site locations.
- A test coordinator must be identified in the Educational Entity Master (EEM) for the AI (Attending Institution). Additionally, a unique off-site test coordinator must be

identified for each off-site test location in the testing plan. A single person may oversee all assessments administered at an off-site location or a different off-site test coordinator may be identified for each assessment. While contact information for the off-site test supervisors will not be captured or reflected in the Educational Entity Master (EEM), the College Board will store this information.

- Pre-identification will be completed by the AI, not by each off-site location. It is the responsibility of the off-site test coordinators to be aware of which students are testing at each location.
- Test materials will also be shipped to the AI location. The test coordinator 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 coordinator at each testing location.
- Requests for off-site testing for other Michigan assessments (M-STEP, ACT WorkKeys) must be done separately for each assessment. See the [Online Testing Waiver article](#) in the October 25 Spotlight (www.michigan.gov/mde-spotlight) for additional information.

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

Manage Participation

All schools, public and participating nonpublic, must confirm in PearsonAccess^{next} that they are participating in order to receive test materials and to administer the WorkKeys assessment. This process is called **Manage Participation** and will only take approximately five minutes. You will indicate your school's participation status and select your preferred materials receipt dates. The window to complete the Manage Participation is **November 5 through November 30, 2018**.

Instructions on completing the Manage Participation Process were emailed to District Assessment Coordinators and WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) on **October 31, 2018**.

Only the assigned WorkKeys Test Coordinator listed in the EEM, for both public and nonpublic schools, will receive an **ACT Account Access: New Account** email from NoReplyTestAdmin@act.org on **November 5, 2018**. The email includes a link and instructions to create your password. Once the WorkKeys Test Coordinator has created a password, they'll receive a confirmation email and be able to log into the system. If the WorkKeys Test Coordinator did not receive this email on November 5, 2018, please contact ACT at the web page or phone number listed on the following page.

How to Submit Your ACT WorkKeys Participation Information

To submit your school's participation information, take the following steps:

1. [Access the PearsonAccess^{next} User's Guide for ACT WorkKeys](#) on the [ACT state testing website](#) (www.act.org/stateanddistrict/michigan) in the **Configuration** section.
2. Navigate to the Manage Participation screens and complete your participation information.
 - a. If your school will participate, complete the Participating section:
 - Paper Initial Standard Test Date** – always choose **April 10, 2019**
 - Paper Initial Accommodations Test Window Start Date** – always choose April 10, 2019
 - Materials Receipt Dates** – select either the week of March 11, 2019 or March 18, 2019
 - b. If your school will not participate, complete the Not Participating section:
 - Reason for Not Participating** – select the appropriate option for your school or choose Other and then complete the Other Reason for Not Participating text box.
 - c. Click **Save** and log out of PearsonAccess^{next}.

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Deadline

You must submit your participation information by **Friday, November 30, 2018.**

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



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

Important Dates

Coming Next Week . . .

Wednesday, November 7, 2018, 1:00 – 3:00 PM

- **Implementation Webinar** for **SAT with Essay, PSAT 8/9** for grades 8 and 9, and **PSAT 10**

[Click to Register](#)

November 2018

M-STEP, MI-Access, and WIDA

Now – November 20, 2018

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

SAT and PSAT

Now – November 30, 2018

- **SAT and PSAT Intent to Participate window**

Now – December 14, 2018

- **SAT and PSAT Off-Site Testing Request window**

ACT WorkKeys

November 5 – 30, 2018

- **ACT WorkKeys Manage Participation window**

MME and Grade 8

November 27, 2018, 10:00 – 11:00 AM:

- **MME and High School Assessments Q&A Webinar** [Join the Webinar](#)
Access code (case sensitive): etX8ygRT

Audio Conference Call-in number:

1-877-336-1831 (Toll-free) OR 1-404-443-6397

Access Code: 874 442 5

November 27, 2018, 11:00 AM – 12:00 PM

- **Grade 8 Assessments Q & A Webinar**
[Join the Webinar](#)

Access code (case sensitive): etX8ygRT

Audio Conference Call-in number:

1-877-336-1831 (Toll-free) OR 1-404-443-6397

Access Code: 874 442 5

WIDA Workshops

Tuesday, November 13, 2018, 1:00 – 2:00 PM CT:

- **WIDA Technology Coordinator – Support for Test Administrators Pre-Testing Webinar**

Tuesday, November 13, 2018:

- **WIDA ACCESS for ELLs Online Test Administration Training – Library of Michigan, Lansing**
 - ♦ **Morning Session:** 9:00 – 12:00
[Register for this workshop](#)
 - ♦ **Afternoon Session:** 1:00 – 4:00
[Register for this workshop](#)

Wednesday, November 14, 2018:

WIDA ACCESS for ELLs Online Test Administration Training – Van Buren ISD, Lawrence, MI

- **Morning Session:** 9:00 – 12:00
[Register for this workshop](#)
- **Afternoon Session:** 1:00 – 4:00
[Register for this workshop](#)

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

November 2018 (continued)

WIDA Workshops (continued)

Thursday, November 15, 2018:

- **WIDA MODEL Paper Test Administration Training – Van Buren ISD, Lawrence, MI**
- **All-day session:** 9:00 AM – 4:00 PM
[Register for this workshop](#)

December 2018

December 5, 2018, 10:00 AM ET

- **DRC Technology Coordinator Webinar**
[Click to join the webinar](#) or paste the following link and enter meeting number **802 965 089**:
<https://datarecognitioncorpaudio.webex.com/datarecognitioncorpaudio>

SAT and PSAT

December 5, 2018, 10:00 – 11:00 AM

- **Accommodations and English Learner Supports Webinar** for **SAT with Essay, PSAT 8/9 for grades 8 and 9, and PSAT 10**
[Click to Register](http://www.tinyurl.com/2019MichiganAccommodations) (www.tinyurl.com/2019MichiganAccommodations)

January 2019

Thursday, January 1, 2019, 1:00–2:00 PM CT:

- **WIDA Technology Coordinator – During Testing: Technology Troubleshooting Webinar**

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