Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

November 12, 2015

Key: information Tech Coordinators also need to know

supports and accommodations information

Online Testing Waiver Window Closes on November 20, 2015

In Spring 2016, the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS 2.0 assessments will be administered online. A paper/pencil version of the assessments will be available for schools that are not yet ready to make the transition to online assessments. If your school is among those that are not yet ready to administer online assessments, we ask that you provide us with information about the reason(s) that the school will delay online administration. The responses will help the MDE staff as they work to assure that all schools and students are prepared for the transition in the near future.

Schools still have an opportunity to submit online waiver request(s) for their school to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDA ACCESS 2.0 assessments. Schools will need to submit the online waiver request(s) by November 20, 2015 in order to obtain the paper/pencil materials needed. **It is important to note that requests for EACH school and each assessment will need to be submitted separately.**

Considerations:

- Online assessment is now the default administration mode for M-STEP, MI-Access FI and WIDA ACCESS 2.0. This will not preclude schools from ordering and administering paper/pencil tests to individual students based on need. The MDE will not approve online waiver requests for schools that administered online versions of the assessments in 2015.

- Schools that are administering online, but have individual students who need to use a paper/pencil form due to a disability or for another reason, will not need to request an online waiver. These individual student requests will be handled separately, through a separate material ordering process that will be communicated in detail at a later time.

- The new WIDA ACCESS 2.0 assessment uses the same DRC software as M-STEP and MI-ACCESS FI.

- WIDA ACCESS 2.0 will require the use of a microphone to capture a student's Speaking responses.

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

- The MDE will not be able to honor online waiver requests after November 20, 2015 unless an emergency occurs that would prevent a school from testing online.

Process:
Requests for an online waiver must be submitted through the MDE Secure Site by a user with District Administrator access, using the process found in the Online Waiver Request document on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Quick reference** section.

Spring 2016 Pre-ID and Material Orders

The Division of Accountability Services (DAS) will begin pre-identifying students for Spring 2016 assessments in December, using data from MSDS.

Pre-Identification and Material Orders for WIDA ACCESS
DAS will be pre-identifying, in the Secure Site, all English learner (EL) students (grades K-12) for Spring 2016 WIDA ACCESS testing using the Fall 2015 MSDS General Collection and Student Record Maintenance (SRM) files submitted through **December 3, 2015**.

This is a one-time pull for **pre-identification purposes** for students taking the WIDA ACCESS. The Pre-ID Student Report will be available to schools on the Secure Site (www.michigan.gov/baa-secure) **the week of December 7, 2015**. It will be the responsibility of the district and/or school to update the Pre-ID Student Report by un-assigning students that exit, and adding

students who enroll or are newly identified as ELL, directly on the Secure Site.

All students identified in an LEP program in MSDS are expected to take the WIDA ACCESS.

The **Initial Material Order** screen to order WIDA Braille and enlarged print will also be available **the week of December 7 and runs through December 28, 2015**. All other material quantities will be based on pre-identification for those students taking a paper/pencil test. It is **IMPORTANT** to make sure your pre-identification is accurate to ensure you receive the appropriate paper/pencil materials.

Detailed instructions for pre-identification and material orders will be available on the Secure Site Training web page (www.michigan.gov/securesitetraining) by December 7, 2015.

Pre-Identification and Material Orders for SAT, PSAT, WorkKeys, and M-STEP
DAS will pre-identify students in the Secure Site, using the Fall 2015 MSDS General Collection and Student Record Maintenance (SRM) files submitted through **January 7, 2016** for the following state assessments:

- All students in grade 3-8 will be pre-identified for M-STEP

- All students in grades 9 and 10 will be pre-identified for PSAT

- All students in grade 11 and required students in grade 12 will be pre-identified for SAT, Workkeys, and M-STEP

This is a one-time pull for **pre-identification purposes** for students taking the SAT, PSAT, WorkKeys, and M-STEP. The Pre-ID Student Report will be available to schools on the Secure Site (www.michigan.gov/baa-secure) **the week of January 11, 2016**. It will be the responsibility of the district and/or school to update the Pre-ID Student Report by un-assigning students who exit and adding new students directly on the Secure Site.

SAT and PSAT accommodated materials will be applied for through the College Board and accommodated materials will be sent based on the approved applications.

All standard materials for SAT, PSAT, WorkKeys, and M-STEP will be based on the number of students pre-identified on the Secure Site. To ensure you get the accurate number of assessment materials, it is **IMPORTANT** to make sure your pre-identification is accurate; this includes identifying students who will be taking the paper/pencil test for M-STEP. **New this year**, the WorkKeys accommodated materials will be ordered through the Secure Site.

The **Online Sessions** function for putting students into online sessions for M-STEP and MI-Access Functional Independence (FI), will also be available **the week of January 11, 2016**.

Pre-Identification for MI-Access

The MI-Access is the alternate assessment for students with significant cognitive disabilities in grades 3–8 and 11. Participation in the MI-Access is based on the student's IEP. Since DAS cannot determine which students will test using MI-Access FI, Supported Independence (SI), or Participation (P), all students will be pre-identified to M-STEP and it will be the district and/or school's responsibility to move students from M-STEP to the appropriate MI-Access assessment level in the Secure Site. This can be done for a group of students at one time using the **Mass Update Assessments** function found under the **Student Assessments** menu on the Secure Site.

Districts will be required to key in the number of assessment materials and assessment coordinators for MI-Access FI, SI, and P in the **Initial Material Order** screen to ensure enough materials for students and administrators.

Note: It is important to un-assign students in grades 9 and 10 for whom a general assessment is **not appropriate** based on the student's IEP.

Un-assigning Students from Assessments

Please note that students who are unassigned from testing on the Secure Site are **NOT** removed from accountability calculations, only from testing. To ensure a student is removed from accountability calculations, the student must be exited in MSDS within one of the MSDS General Collections or SRM collection.

WIDA Guidance on Pre-ID, Initial Material Order, and Tier Selection

The assessment window for the WIDA ACCESS for ELLs 2.0 (Michigan's annual summative assessment for English Learners) opens February 8, 2016 and ends March 25, 2016. In addition to this assessment, there also exists the opportunity for students with significant cognitive disabilities to take the WIDA Alternate ACCESS for ELLs.

In preparation for both of these assessments, the Pre-ID Student Report will be available to schools on the Secure Site (www.michigan.gov/baa-secure) **the week of December 7, 2015**. The Initial Material ordering window in the MDE Secure Site will be open **the week of December 7 and runs through December 28, 2015**. At that time districts must be prepared to do the following:

- Identify tiers (A, B, or C) for students taking the paper-pencil assessment

- Identify students who will be taking the Alternate ACCESS for ELLs (Tier T)

- Identify whether or not an online test taker will need a paper/pencil book for the writing domain (Grades 4–12 ONLY—guidance will be provided in a future Spotlight)

- Identify which students may need accommodations that are only available on the paper/pencil assessment.

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When attempting to determine if the A, B, or C tier is appropriate for students, educators should refer to guidance found in Criteria for Tier Selection (https://www.wida.us).

Educators should consider the following criteria when attempting to determine if the Alternate ACCESS for ELLs is appropriate for a student:

1. The student has been classified as EL.

2. The student has, or functions as if they have, a significant cognitive disability and is eligible for special education services under IDEA.

3. The student is working towards alternate achievement standards aligned with Michigan's academic standards. This student also typically participates in MI-Access (Michigan's alternate accountability assessment).

Additionally, it is important to review the Alternate ACCESS for ELLs Sample Items (https://www.wida.us/get.aspx?id=487) to best determine if the assessment level is appropriate for a student.

A list of available accommodations for paper/pencil and online delivery can be found in the ACCESS for ELLs 2.0 Accessibility and Accommodations Descriptions document (https://www.wida.us/assessment/WIDA_AccessAccDescriptions.pdf).

For questions, please send an email to baa@michigan.gov or call 877-560-8378, option 5.

🖥 Important Technology Coordinator Information – WIDA

In order to ensure that schools and districts are prepared to administer the required annual, and now online, assessment for students whose primary language is not English, the WIDA ACCESS for ELLs 2.0, **local Technology Coordinators** should check with their districts to find out if students are enrolled as English Learners (ELs). Districts and schools **MUST** make a determination as to whether or not these students will be assessed through the online or paper-pencil form of the assessment and ensure that an Online Waiver is applied for if needed. See the related article in today's Spotlight regarding Online Testing Waivers.

Technology Coordinators should determine tech readiness by reviewing the resources available on the WIDA Technology page (https://www.wida.us). It's important to note that microphones and headphones are required to administer the online WIDA ACCESS for ELLs 2.0. Districts may also find the Recommendations for Headset Specifications helpful in purchasing needed hardware. **NOTE: The TSM required for the WIDA ACCESS for ELLs 2.0 is different from the TSM required for M-STEP.** They cannot be used interchangeably. More detailed information related to the timing for setup of these software will be available in the coming weeks.

Additional information can be found by reviewing the following:

- Initial Technology Coordinator Webinar (https://vimeo.com/127198407) and Q & A Document (https://www.wida.us).

Mathematics Crosswalks: Claims, Targets, and Standards

The **Mathematics Crosswalks: Claims, Targets, and Standards**, which were produced in cooperation with the Office of Standards and Assessment and the Office of Education Improvement and Innovation, are now available. Both the mathematics and ELA crosswalks are handy documents that provide alignment between the Claims, Targets, and Standards. The Claims and Targets can be used to design classroom lessons and district assessments. In addition, the documents serve as a guide in understanding the final M-STEP reports that will be available later this year.

The mathematics and ELA crosswalks can be found on the M-STEP web page (www.michigan.gov/mstep) listed under the heading **Content Specific Information**.

Kindergarten Entry Assessment Tool Available Through the Remainder of the 2015-16 School Year

MDE would like to extend a thank you to those Kindergarten teachers and schools that participated in this fall's Kindergarten Entry Assessment (KEA) Field Test. The MDE hopes that through the use of this observational tool, teachers were able to more thoroughly understand the current skills of their Kindergarten students in the areas of Social-Emotional, Physical, Language and Literacy, Cognitive, and Mathematics.

Although the Fall 2015 KEA Field Test has been completed, Kindergarten teachers who participated in the Field Test may continue to use the TS Gold tool for the remainder of this school year. Continued use of the TS Gold KEA tool throughout the school year allows you to show growth of your students in each of the domains, access longitudinal reports, and use the **Family Conference Form** which highlights the individual student's strengths and is designed to be shared with families.

Districts that opt to continue using the tool for the remainder of this school year may use the default Checkpoints:

- Checkpoint 2: **November 1, 2015 – April 1, 2016**;

- Checkpoint 3: **April 2 – June 11, 2016;**

or determine their own dates for the remaining Checkpoints (see **Guide for Administrators: Checkpoints Guide**).

Checkpoint date ranges can be set at the district level or at the individual school level. These documents can be found by logging into the TS Gold site, selecting the Help button, and searching for the guide.

If you will be continuing to use the tool through the remainder of the 2015-16 year, please direct questions to TS Gold at 866-736-5913 or email MiKEA@teachingstrategies.com.

🧩 Spring 2016 MME Webcast Presentations Are Posted

The PowerPoint (PPT) presentations (http://www.michigan.gov/documents/mde/MME_Chapter_1_20151110_handouts_505679_7.pdf) that accompanied the **Spring 2016 MME Test Administration Webcast** (streamed live on Wednesday, November 4, 2015) have been posted in chapters on the MME web page (http://www.michigan.gov/mme) under **Current Assessment Information**. The recorded webcast is posted in chapters on MI Streamnet (http://mistreamnet.org/videos/3504/michigan-merit-examination-mme-administration), and can be accessed, along with the PPT presentations, on the MME web page.

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SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Updated Michigan Website!

The College Board has updated our Michigan website (www.collegeboard.org/michigan) with new resources and information. The site now includes a summary of key dates to help make sure you are aware of upcoming important deadlines. In addition, an expanded Educator section includes information regarding the implementation timeline, policies, and professional development including access to recorded webinars. The College Board will continue to provide the latest information in the Spotlight and on the Michigan website.

Implementation Updates

The College Board is continuing to set up schools with Attending Institution (AI) codes and test center codes as needed. In mid-December, the College Board will be sending a communication to schools confirming you are set up and providing your AI codes. Once you receive notification, new schools can begin requesting student accommodations via SSD Online (https://www.collegeboard.org/students-with-disabilities/ssd-online). For schools that already have an AI code, please begin your accommodations requests now.

Accommodation requests should be made in SSD Online by February 16, 2016 for SAT for 11th-graders, PSAT 10 for 10th-graders, and PSAT 8/9 for ninth-graders. It is the recommendation of the Michigan Department of Education and the College Board to start this process early to ensure a thorough review. The SSD Coordinator should request access at SSD Online (https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access), if you don't already have access.

Offsite Testing Information – Coming Soon

If your school will need to use offsite locations for PSAT 8/9, PSAT 10, or SAT testing, information will be available later this month.

Have You Updated the EEM Yet?

For the state-sponsored SAT, PSAT 10, and PSAT 8/9 administrations in Spring 2016, College Board will pull contact information from the Educational Entity Master (EEM) to drive the test center setup, establishment processes, and other communications. Please be sure to update your information by **November 13, 2015** to ensure you receive all test day information. All schools participating must identify building-level staff members for each of the following positions:

- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator (SSD)
- PSAT 10 Test Coordinator
- PSAT 8/9 Test Coordinator
- PSAT Backup Coordinator

An individual may serve in more than one role. For example, a building can have one staff member serve as the SAT Test Coordinator (TC), and that person may also serve as the TC for PSAT 8/9 and PSAT 10. The same person cannot serve as the TC and the Back-Up TC. Additionally, a school may have more than one SSD Coordinator; however a primary contact must be identified and included in EEM.

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For schools that tested with PSAT 8/9 or PSAT/NMSQT in Fall 2015 outside of the state-sponsored contract, your district-authorized EEM user must update EEM for spring testing. For fall testing, schools included contact information in College Board's Test Ordering System; however this information will NOT transfer to EEM. In order to receive communications about Spring 2016 testing, please update the information in EEM by **11:59 PM on November 13, 2015**.

If your school or district did not participate in fall testing, then simply add a staff member and contact information for each of the SAT, PSAT 8/9, and PSAT 10 coordinator roles into the EEM. There is no need to enter the information into the College Board's Test Ordering System at this time.

For more information regarding EEM, please see the September 2 Memorandum on Preparing for Spring 2016 Assessments (http://www.michigan.gov/documents/mde/Preparing_for_Spring_2016_Assessments_499712_7.pdf).

Along with news in the Spotlight, the College Board will continue to update information about the spring implementation on our Michigan website (www.collegeboard.org/michigan).

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Important Dates

Approaching Deadlines!

SAT/PSAT

- **November 13, 2015, 11:59 PM**: Deadline to enter SAT and PSAT Coordinators in the EEM.

Online Waiver Requests

- **November 20, 2015:** Deadline for districts to submit online waiver request(s) for their school(s) to administer the paper/pencil version of M-STEP, MI-Access FI, or WIDA ACCESS 2.0 assessments.

November

M-STEP

- **November 9, 2015 – January, 15, 2016:** Window to request an off-site administration of the M-STEP. To request access, go to the Spring 2016 M-STEP Off-Site Authorization Request .

December

WIDA

- **December 3, 2015:** Last date to submit Student Record Maintenance (SRM) for DAS to Pre-ID students for the WIDA assessment.

- **Week of December 7, 2015:** The **Pre-ID Student Report** for students taking the WIDA ACCESS will be available to schools on the Secure Site (www.michigan.gov/baa-secure).

- **Week of December 7 – December 28, 2015:** The **Initial Material Order** screen to order WIDA Braille and enlarged print is available.

January 2016

SAT/PSAT/WorkKeys/M-STEP

- **January 7, 2016:** Last date to submit Student Record Maintenance (SRM) for DAS to Pre-ID students for SAT, PSAT, WorkKeys, and/or M-STEP.

- **Week of January 11, 2016:** The **Pre-ID Student Report** will be available to schools for students taking the SAT, PSAT, WorkKeys, and/or M-STEP on the Secure Site (www.michigan.gov/baa-secure).

M-STEP/MI-Access

- **Week of January 11, 2016:** The **Online Sessions** function for putting students into online sessions for M-STEP and MI-Access FI is available.

▶ Access previous Spotlight editions (http://www.michigan.gov/ mde/0,4615,7-140-22709_70117-280911--,00.h tml)

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.