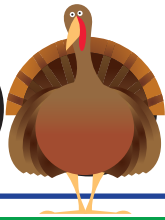


Spotlight



on Student Assessment and Accountability

November 17, 2016

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The Spotlight will be on holiday next week. Look for the next edition on December 1, 2016.


WIDA ACCESS Placement Test (W-APT) Cycle I Ending

All scores of students who were administered the W-APT during Cycle I (August 15 – December 2) must be entered into the Secure Site by Friday, December 16. Educators are also reminded that they must keep a hard copy of the student's W-APT scores in the student's permanent record file or CA-60, as well as enter scores in the Secure Site regardless of entrance into English Learner (EL) services or not.

Directions for entering W-APT scores in the Secure Site can be found in the [Pre-Identification of State Assessments](#) document on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under **Pre-Identification/Student Search**. For questions pertaining to the Secure Site please call 1-877-560-8378, Option 3, or send an e-mail to baa@michigan.gov.

(Continued on next page)

Key:  Reminder

 supports and accommodations information

- [Sign up for Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) today!
Enter your email address and select Spotlight under Student Assessment.

W-APT Cycle II Opens December 5

Cycle II of the WIDA ACCESS Placement Test (W-APT) opens Monday, December 5, 2016. The W-APT is the assessment that **MUST** be administered to any newly enrolling students who have one "yes" to either of the two Home Language Survey (HLS) questions (language spoken at home or the student's native language). As outlined in the Entrance and Exit Protocol, schools should include the HLS questions in their enrollment process for parents/guardians of newly enrolling students to complete.

Educators should be sure to review the MDE Common EL Entrance and Exit Protocol to ensure correct procedures are being followed for identifying students as English Learners (ELs). Please call the Special Populations Unit at 517-373-6066 with any questions related to the criteria.

Using the W-APT

Educators must also communicate efficiently and regularly with their local pupil accounting colleagues to ensure that students who do meet the Entrance Protocol are identified correctly in the Michigan Student Data System (MSDS). **Neither** the home language survey results nor a W-APT score that is entered into the Secure Site automatically identify a student as an EL in MSDS.

Additionally, educators **MUST** enter W-APT scores in the Secure Site to ensure that recently arrived ELs (students who have been enrolled in U.S. schools for 12 months or less) are eligible for the one-time exemption from having to take the summative English language arts portion of state assessments.

MME Day for Spring 2017 Webcast

On **December 6, 2016**, the Michigan Department of Education will provide training for administering the Spring 2017 Michigan Merit Exam.

The webcast agenda is shown below:

9:15 – 9:25	Welcome
9:25 – 9:55	M-STEP Science and Social Studies Overview
9:55 – 10:00	BREAK
10:00 – 11:30	College Board – SAT/PSAT
11:30 – 12:15	BREAK
12:15 – 1:15	ACT WorkKeys
1:15 – 1:20	BREAK
1:20 – 2:00	Secure Site
2:00 – 2:15	BREAK
2:15 – 3:30	Question and Answer Session

The event will be live streamed on MI Streamnet. To access the event, go to [Michigan Merit Exam Spring 2017 Briefing](#) on [MI Streamnet](#) (www.mistreamnet.org). For more information, please send an email to baa@michigan.gov, with "MME Day" in the subject line.

The complete agenda, which also includes topics being covered during each segment, can be found on the [MME web page](#) (www.michigan.gov/mme).

2016-17 Braille Assessment Plan

The Office of Standards & Assessment (OSA) in coordination with the Office of Low Incidence Outreach (LIO) have developed a Braille Assessment Plan as Michigan transitions to a new braille form. In 2012, the Braille Authority of North America (BANA) voted to adopt United English Braille (UEB) to replace English Braille American Edition (EBAE). Since that time, LIO has been working with schools on transitioning classroom materials and instruction to UEB.

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MDE is now beginning its assessment transition and will begin offering assessments in UEB this school year. A full description of which braille form is available for each state assessment can be found in the [2016–17 Braille Assessment Plan](#), which is located under the **Student Supports and Accommodations section** of each assessment web page.

ESSA Feedback Forums to Gather Input from Stakeholders

The Michigan Department of Education (MDE) will [host a series of Feedback Forums](#) in partnership with intermediate school districts (ISDs) across Michigan. The public forums, entitled “Michigan’s Move to the Every Student Succeeds Act (ESSA),” are designed to gather input from educators, advocates, parents, students, and the public regarding specific proposed components of the nation’s new federal education law.

See [ESSA Notes 10-27-16](#) located on the [ESSA web page](#) (www.michigan.gov/essa) under **ESSA Notes**.

The feedback gathered will inform Michigan’s final ESSA plan, which will guide how Michigan leverages federal funding to make Michigan a top 10 education state in the next 10 years. Michigan’s final plan is expected to be submitted to the U.S. Department of Education in early March 2017.

This second round of feedback offers one more opportunity for stakeholders to learn more and share their thoughts. Please share this invitation with colleagues and neighbors.

Individuals who cannot attend a regional forum will have the opportunity to learn and provide feedback through an online survey coming soon.

Register for an event (listed on the following page) by clicking on the name of the location, or by going to the [ESSA web page](#) (www.michigan.gov/essa) and click on **Get Involved**.

ISD/RESA/RESD	Date	Time	Location
Wayne RESA*	11/29/16	9:00 AM – 3:15 PM	33500 Van Born Rd., Wayne, MI 48184
Saginaw ISD	12/01/16	9:00 AM – 12:00 PM	3860 Fashion Square Blvd., Saginaw, MI 48603
Eastern UP	12/01/16	6:00 – 8:00 PM	315 Armory Place, Sault Ste. Marie, MI 49783
Clare/Gladwin RESD	12/02/16	1:00 – 3:00 PM	4041 E Mannsiding Rd, Clare, MI 48617
Ingham ISD	12/15/16	9:00 AM – 12:00 PM	2630 W. Howell Rd, Mason, MI 48854
Kent ISD	12/16/16	9:00 – 11:00 AM	2930 Knapp St NE, Grand Rapids, MI 49525
Jackson ISD	12/19/16	1:30 – 3:30 PM	6700 Browns Lake Road, Jackson, MI 49201

*Live streaming available through [MiStreamnet](http://mistreamnet.org/) (<http://mistreamnet.org/>)

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.

Reminders

1. Off-site testing plans are due December 15, 2016.
2. You can begin applying for College Board accommodations as soon as your school has an AI code and the SSD coordinator has access to the SSD online system. AI codes will be emailed to the test center supervisor in mid-December if you do not currently have an AI code. You can apply for state-allowed accommodations in January. Specific information about state-allowed accommodations will be in the December 1 Spotlight.

In our continued desire to provide a positive SAT administration, we are excited to announce important changes we have made since the Implementation Workshops:

Pre-Administration Activities for SAT

1. Students will now be able to identify where to send their four free scores by simply **identifying the destinations on their answer sheet**. Students will still have the opportunity to send or modify the score sends in their College Board account up to nine days after the test day. More information will be available as we get closer to test day.
2. We recognize that filling out the answer sheet could take a little extra time if you have students indicate their score sends on their

answer sheet. Therefore, we have made some operational changes so that the pre-gridding on the SAT is now a pre-administrative activity that can be done BEFORE test day, if you choose. This can reduce the amount of pre-administration time needed on test day.

Test Materials Pickup

1. The pre-arranged UPS delivery for pick up of test materials will now be arranged for **the day after testing** rather than the day of testing, to allow more time for organizing and packaging of testing materials after testing has completed. We are scheduling UPS pickups on April 12, 13, 26, and 27. These pickup dates can be used for any materials that are ready to be returned.
2. If you have students testing in the accommodated testing window, you can call the Michigan Educator Hotline to schedule a pickup once all students have finished testing, or you can wait until the scheduled pickup for the makeup materials.
3. For schools administering the SAT, PSAT 10, or PSAT 8/9 at an off-site location, UPS pickups will occur in the afternoon of test day to accommodate those locations where the Supervisor will no longer be on-site the following day.

Student Data Questionnaires

You now have until **April 28, 2017** to complete and return the SDQs.

We appreciate your continued feedback to make the Spring 2017 administration go more smoothly for you and your students!



Information on ACT WorkKeys® provided by the ACT®.

Reminder: Managing Participation for ACT WorkKeys® is Due on November 30, 2016.

Schools will manage their **participation** (previously referred to as establishment) using the **PearsonAccess^{next}**™ system. To use PearsonAccessnext, test coordinators who are listed in the [Educational Entity Master \(EEM\) site](http://www.michigan.gov/eem) (www.michigan.gov/eem) were sent an email with login instructions on November 7, 2016.

If you are the test coordinator, we advise you (or your district test coordinator) to make sure the EEM has your school's most current ACT WorkKeys test coordinator contact information. If the information for your school is inaccurate or out of date, please ask your authorized district EEM user to update the EEM as soon as possible to ensure your school receives the PearsonAccessnext login information to start the manage participation process. If you do not know who your authorized district user is, please contact the Center for Educational Performance & Information (CEPI) at 517-335-0505, ext. 3 or cepi@michigan.gov.

Access to PearsonAccessnext

If you are the assigned test coordinator for your school and did not receive an email from **NoReplyTestAdmin@act.org**, please check the EEM to verify that your name and contact information exists in the system and is accurate.

If you are listed accurately in the EEM as the test coordinator for your school, please check your email account's junk folder. The PearsonAccessnext email may have been delivered to that folder.

How to Submit Your ACT WorkKeys Participation Information

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

1. You can find the **Manage Contacts and Participation Guide** on the [ACT Michigan web page](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan) under the **ACT WorkKeys: Michigan – Pearson Access Next Guides section**.
2. Follow the instructions in the **Participation, Part 1: How to Submit Participation Data** section to complete your participation information.

Note: If you are not participating in the testing program, you're done after completing the last step of the Part 1 section.

DEADLINE

You must submit your participation information by **Wednesday, November 30, 2016**.

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
 - ♦ standard time: ext. 2800
 - ♦ accommodations: ext. 1788
3. Email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

Online Testing Waiver

- **November 23, 2016:** Deadline for **Online Testing Waiver** request.

ACT WorkKeys

- **Wednesday, November 30, 2017:** Deadline for managing participation for ACT WorkKeys.

Coming Next Week . . .

Supports and Accommodations Webinars

- **Monday, November 21, 2016 – 9:00 to 10:00 AM:** Read Aloud and Text-to-Speech (see the article in the [November 3, 2016 Spotlight](#) for more information).

November 2016

Off-site Test Administration

- **Now – February 27, 2017:** The Off-site Test Administration request window for M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments, and WIDA Spring 2017 administration. To submit the online request form, click on this [link](https://baameap.wufoo.com/forms/z1lu5n011dvl7kx/) (https://baameap.wufoo.com/forms/z1lu5n011dvl7kx/).

December 2016

MME

- **December 6, 2016:** MME Day for Spring 2017 Webcast will be streamed from Wayne RESA via MI Streamnet.

► 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.