

# Spotlight



## on Student Assessment and Accountability

November 2, 2017

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### 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 & 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 & 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 will submit an excel document that includes the locations, test administrators, grade and content area information, and technology information in the Off-Site survey request.

The [Off-Site Test Administration Request link](#) can be accessed beginning November 6, 2017. Links to the survey can be found on the following web pages under **What's New** and **Current Assessment Administration** sections while the window is open:

[M-STEP](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))

[MI-Access](http://www.michigan.gov/mi-access) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access))

[WIDA](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida))

[Early Literacy and Mathematics Benchmark Assessments](http://www.michigan.gov/earlylitandmath)  
([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath))



Key:



Reminder (previously run article)

## WIDA ACCESS for ELLs 2.0 Writing Field Test Opportunity

WIDA is looking for schools to participate in a **voluntary** stand-alone writing field test opportunity. Students in grade 1 (Tier B/C) and grades 2-12 (Tier A and B/C) are eligible to participate within the following time periods:

**Grades 1-3:** November 14, 2017 – February 16, 2018

**Grades 4-12:** January 8, 2018 – March 2, 2018

The approximate testing time for students is 30 minutes. Students in grades 1-3 will handwrite their responses and students in grades 4-12 will keyboard their responses into the INSIGHT system. For schools with students participating in grades 1-3, writing booklets will be ordered directly through WIDA. Participating students in grades 4-12 will be automatically loaded into WIDA based on the OEAA Secure Site Pre-ID as a part of the normal summative WIDA ACCESS for ELLs 2.0 process. Schools will then be able to assign students to the field test domain and print test tickets for students.

WIDA is offering an incentive of \$100 for school supplies for schools that have 50 or more students participating.

Interested districts should contact Alex Bauer at [alex.bauer@wisc.edu](mailto:alex.bauer@wisc.edu) or 608-265-0601.

## Parent Feedback Sought on Proposed School Transparency Dashboard

The Michigan Department of Education is working with Public Policy Associates (PPA) to gather feedback on the state's new online "school transparency dashboard" designed especially for parents and caregivers. We hope you will distribute the survey link

widely to parents, grandparents, and other caregivers in your networks.

Click on the link to access the [online survey](http://www.surveymonkey.com/r/MDEESSA_Dashboard2017) ([www.surveymonkey.com/r/MDEESSA\\_Dashboard2017](http://www.surveymonkey.com/r/MDEESSA_Dashboard2017)).

The MDE has provided customizable communication tools to assist you in that effort; request them by contacting [ShrewsburyA@michigan.gov](mailto:ShrewsburyA@michigan.gov). Schools, libraries, and other organizations can also download and print a flyer to post near public computers or to distribute to families. [Download the flyer](http://www.michigan.gov/documents/mde/Transparency_Dashboard_Flyers_604808_7.pdf) ([www.michigan.gov/documents/mde/Transparency\\_Dashboard\\_Flyers\\_604808\\_7.pdf](http://www.michigan.gov/documents/mde/Transparency_Dashboard_Flyers_604808_7.pdf)).

The survey can be completed on any computer, tablet, or mobile device. It should take no more than 15 minutes to complete the survey, and all answers will be confidential. The deadline to complete the survey is **November 15, 2017**.



## Resources for Online Testers

The Office of Educational Assessment and Accountability (OEAA) has developed online resources for students taking state assessments at all grade levels. The resources support the idea that children can learn about online technology when teachers and other educators demonstrate the use of technology—classroom viewing of the student video tutorial, classroom viewing of the Online Tools Training (OTTs), followed by interacting with the children while each student practices with technology (OTTs).

## Student Tutorials

The OEAA has created Student Tutorials. These are student-narrated videos that introduce teachers and students to the online tests and tools contained in the **M-STEP**, **MI-Access**, and **Early Literacy**

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# Spotlight on Student Assessment and Accountability

**and Mathematics Benchmark Assessments.** The Student Tutorials are designed to be administered in a group setting, such as the classroom, using a projector or other similar resource. The tutorials can be accessed three different ways:

- ♦ [eDIRECT](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) — Select **All Applications** → **General Information** → **Test Tutorials**. Click on the icon under the **Action** column. This takes you to the tutorial page.
- ♦ **INSIGHT** — Open INSIGHT and at the bottom of the page select the **DRC INSIGHT Online Assessments Tutorials** link.
- ♦ [Chrome](https://wbte.drctdirect.com/MI/portals/mi) (<https://wbte.drctdirect.com/MI/portals/mi>) — You must use the Chrome browser to access the tutorials. Click the yellow link at the bottom of the page: **DRC INSIGHT Online Assessments Tutorials**. This is the same link used for the online sample item sets.

An important component of the Student Tutorials is that they provide explicit training on the pause/exit/end test functionality of the online testing engine. In addition, the tutorials explain how to access and use specific tools.

## Online Sample Item Sets and OTTs

Another important set of resources teachers can access are online Sample Item Sets for students in grades K-8. The Sample Item Sets are a select group of test items in English language arts (ELA), mathematics, science, and social studies that encompass various kinds of technology-enhanced items (drag and drop, hot spots, etc.) and are embedded within the OTTs. The sets provide teachers and students practice in solving grade-level and content-specific test items aligned to Michigan's content standards, and provide practice in navigating the online test delivery system. The OTTs can be accessed two ways:

- [Chrome](https://wbte.drctdirect.com/MI/portals/mi) (<https://wbte.drctdirect.com/MI/portals/mi>) — You must use the Chrome browser to access the OTTs. Choose the **Online Tools Training** link located under each assessment.

Students can access the practice sets from home with the Chrome browser.

- **INSIGHT** — Open INSIGHT and on the lower left side of the page, select the **Online Tools Training** link under each assessment.

Feedback collected from previous administrations indicates that students and teachers who utilized the OTTs and Sample Item Sets felt more prepared for online testing; students reported feeling confident about taking assessments online, and school administrators and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.



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## Recommended Sequence

The OEAA recommends that classroom teachers introduce online testing to their students by playing the **Student Tutorial Video** in class to show students how the online testing system and tools work. Once the Student Tutorial Video is shown and discussed in the classroom, teachers then show the **Online Tools Training (OTTs)** to the entire class (doesn't have to be on the same day). After students have watched the Student Tutorial Video projected by the teacher, followed by watching the teacher navigate through the OTTs via a projector or other classroom viewing resource, each student should be provided hands-on practice with the online **Sample Item Sets** contained within the OTTs, ideally using the device they will use during testing.



The OEAA welcomes your feedback on the online resources.

## 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)

### Establishment Update

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 the Michigan Department of Education (MDE). The email regarding the intent to participate in the Spring 2018 administration of SAT, PSAT 10, and PSAT 8/9 for all nonpublic schools and public schools that did not participate in one or more of the assessments in Spring 2017 will be sent to principals and test supervisors on **Friday, November 3, 2017**. Public schools that administered any of the assessments last year will be automatically established for those same assessments this year and no action is required. Responses **MUST** be received by **November 17, 2017** from those that receive the email. The College Board will follow up with reminders to public schools until responses are submitted. For additional details, see the October 5 Spotlight.

### 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.

### Trainings

The College Board is offering optional webinars to assist in the planning and preparation for test supervisors and SSD (Services with Students with Disabilities) coordinators. If you cannot attend a webinar during the live presentation, register for the event and the College Board will email you the presentation and the link to the recording when the webinar has finished. These resources will also be available on the [College Board Michigan web page](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan) approximately two weeks after the presentation.

If you were not able to attend the face-to-face implementation workshops this fall, the implementation overview will be the same information covered during these workshops.

The workshop information and registration links are on the following page.

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## SAT Workshop Information

Date	Time	Title	Register
11/13/17	1:00– 3:00 PM	<b>Implementation Overview:</b> Discuss key activities that are required for SAT or PSAT supervisors before, during, and after test day. We will also review enhancements for the Spring 2018 administration.	<a href="http://www.tinyurl.com/MichiganOverview">www.tinyurl.com/ MichiganOverview</a>
11/14/17	10:00– 11:00 AM	<b>Accommodations and ELL Supports:</b> Information for SSD coordinators on the types of accommodations and how to apply. Supports for English Language Learners will also be covered.	<a href="http://www.tinyurl.com/MichiganSSD">www.tinyurl.com/ MichiganSSD</a>
3/21/18	3:00– 4:00 PM	<b>Testing Tips:</b> Helpful hints for a successful preadministration session and test day.	<a href="http://www.tinyurl.com/MichiganTestingTips">www.tinyurl.com/ MichiganTestingTips</a>

## 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 available on the [College Board Michigan web page](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan).

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

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requirements. If necessary, the College Board 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 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.

## Managing Participation for ACT WorkKeys® Opens Monday, November 6, 2017

Communications from ACT for the Spring 2018 administration of the ACT WorkKeys assessment will begin this week.

The first step in the ACT WorkKeys assessment, for both public and nonpublic schools, is to complete the **Manage Participation** process (previously referred to as the “establishment” process). An email from ACT will be sent this week to the WorkKeys Test Coordinator as designated in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)). The email will contain instructions on how to complete the Manage Participation process to indicate your school’s participation status and to select the preferred materials receipt dates.

If the WorkKeys Test Coordinator who is identified in the EEM does not receive this email by November 6, 2017, please check the [EEM](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/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 WorkKeys Test Coordinator for your school, please check your email account’s junk folder. The email may have been delivered to that folder. If all the information is listed correctly, and you are unable to locate the email, please contact ACT at the phone number or website shown at the end of this article on the following page.

If the information in the EEM system is inaccurate, please contact your district’s authorized EEM user to update the EEM system. If you are not sure who is the district authorized EEM user, you can use the District and School Contact page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to retrieve the name and contact information for the authorized EEM user for your district. Also verify that the WorkKeys Coordinator on the District and School Contact page of the OEAA Secure Site is accurate if you have access. Instructions for using the District and School Contacts page are available on the [Secure site Training web page](http://www.michigan.gov/securetraining) ([www.michigan.gov/securetraining](http://www.michigan.gov/securetraining)) under the Miscellaneous section. Nonpublic schools should contact Kevin Walters at 517-335-0543 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for updates to the EEM.

The window for managing participation for ACT WorkKeys is **Monday, November 6 – Friday, December 1, 2017**. All schools must use the PearsonAccessnext™ system to confirm they are participating to receive test materials and to administer the WorkKeys assessment.

### Access to PearsonAccessnext

Only the assigned WorkKeys Test Coordinator on file in the EEM system will receive an “ACT Account Access: New Account” email from **NoReplyTestAdmin@act.org** on November 6, 2017. This email includes a link and instructions to create your password. Once the WorkKeys

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Test Coordinator has created a password, they'll receive a confirmation email and be able to log into the system.

## How to Submit Your ACT WorkKeys Participation Information

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

1. You can find the **PearsonAccessnext User's Guide for ACT WorkKeys (Manage Participation)** on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (www.act.org/stateanddistrict/michigan) under the **WorkKeys: Configuration** section.
2. Follow the instructions in the Manage Participation section to complete your participation information.

**Note:** If you are not participating in the testing program, you've completed the Manage Participation process after finishing the last step of the Manage Participation section.

## Deadline

You must submit your participation information by **Friday, December 1, 2017**.

## 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](mailto:ACTStateAccoms@act.org)

## Important Dates

### November 2017

#### Now – November 21, 2017:

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

#### Now – December 15, 2017 (midnight):

- **SAT, PSAT 10, PSAT 8/9** Off-site Testing Request Window

#### November 3 – 17, 2017:

- **SAT, PSAT 10, PSAT 8/9** Intent to Participate (i.e. Establishment) response window

#### November 6 – December 1, 2017:

- **ACT WorkKeys** Manage Participation (i.e. Establishment) window

#### 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** – the [request link](#) can be found on each assessment's web page under **What's New** and **Current Assessment Administration**

#### November 13, 2017, 1:00 to 3:00 PM

- **SAT, PSAT 10, and PSAT 8/9** Implementation Overview webinar – [Click to Register](#) ([www.tinyurl.com/MichiganOverview](http://www.tinyurl.com/MichiganOverview))

#### November 14, 2017, 10:00 to 11:00 AM

- **SAT, PSAT 10, and PSAT 8/9** Accommodations and ELL Supports webinar – [Click to Register](#) ([www.tinyurl.com/MichiganSSD](http://www.tinyurl.com/MichiganSSD))

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

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

### December 2017

#### December 6, 2017, 9:00 AM to 3:30 PM

- **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** – REGISTRATION IS CLOSED

#### 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 [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.

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