Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

November 29, 2018

M-STEP Passage-Based Writing Field Test: Test Administration Guide

The Test Administration Guide for the online M-STEP Passage-based Writing Field Test is now available on the M-STEP web page (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections.

This guide provides detailed information for schools and districts administering the field test. It includes the **Important Dates** for participating in the field test, policies and procedures to be followed, and information about the tasks that are done before, during, and after participating in the assessment.

The Test Administration Guide also includes the **Test Directions** to be used by Test Administrators while administering the test.
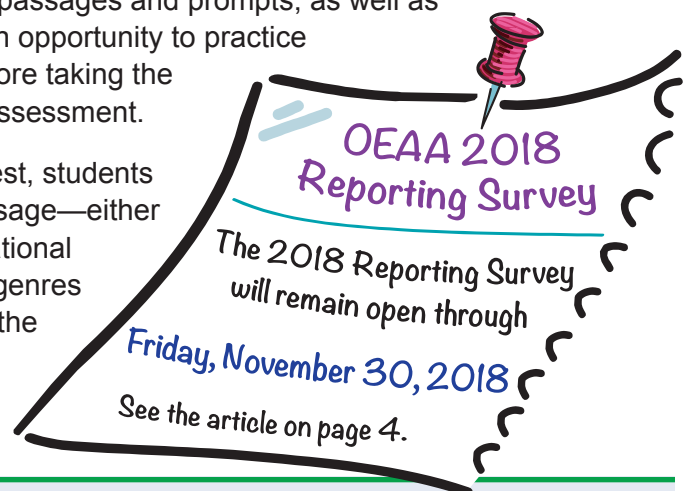
What is the Passage-based Writing Field Test?

The online M-STEP **Passage-based Writing Field Test** was written by Michigan authors for students in grades 3–8. The field test takes place **January 7 – February 1, 2019**.

The purpose of this field test is to check the adequacy of testing procedures and statistical characteristics of new passage-based items, by testing them in the field before they appear on a spring assessment. Your participation in this field test helps to ensure the quality of the passages and prompts, as well as giving students an opportunity to practice a writing item before taking the spring M-STEP assessment.

During the field test, students will read one passage—either literary or informational from a variety of genres as prescribed by the

OEAA 2018 Reporting Survey

The 2018 Reporting Survey will remain open through **Friday, November 30, 2018**

See the article on page 4.

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

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standards—and then respond to a prompt, which includes a checklist of components of a well-written essay. Students will not receive a score, but they will have an opportunity to practice and use the checklist to improve their writing skills in the testing environment.

If you would like to participate in this field test, you just need to Pre-ID participating students in the Office of Educational Assessment and Accountability (OEAA) Secure Site (www.michigan.gov/oeaa-secure). For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the Secure Site Training web page (www.michigan.gov/securesitetraining).

We need your help in testing these new passage-based items for students in grades 3–8, and we thank you in advance for participating in the M-STEP online Passage-based Writing Field Test. If you have any questions regarding the field test, contact mde-oeaa@michigan.gov, and use the subject line "Passage-based Field Test."

School Accountability Index System Reports and Accountability Student Data files Coming January

Beginning in early January 2019, the Michigan Department of Education (MDE) will be making Michigan School Index System reports and accountability student data files for the 2017-18 school year available to authorized users of MI School Data (www.mischooldata.org). The OEAA Secure Site will continue to house historical accountability data files; however, new accountability reports and data files will only be available on MI School Data. More information will be available soon about how to access accountability information on MI School Data.

Informational guides and other helpful resources for the upcoming 2017-18 school year accountability results will be posted as they become available on the Accountability web page (www.mi.gov/mde-accountability). Click on Michigan School Index System Resources for Schools under **Resources for Educators** to access them.

MDE Seeks Public Input on Waiver Request

The Michigan Department of Education intends to apply for a renewal of the waiver it received for the 2017-2018 school year to allow more than 1% of students to be assessed using the alternate assessment as we implement plans to work toward this requirement. Please refer to this memo (www.michigan.gov/documents/mde/1_Percent_Waiver_638607_7.pdf) which outlines the plan to renew and outlines ways by which public comment can be submitted about the proposed plan.

1% Participation Rates on the Alternate Assessment is Now Available

The Every Student Succeeds Act has placed a cap on the percentage of all students who may take the alternate assessment (MI-Access). Local Education Agencies (LEAs) that test more than 1% of students using the alternate assessment must provide information to the state and justification for why more than 1% of students are being assigned to take the alternate assessment.

Each Intermediate School District (ISD) may access the participation rates on the alternate assessment (MI-Access)—for the ISD and each LEA within their ISD—from the 2017-2018 school year, in

Catamaran. Access is currently granted to the ISD Special Education Director. The participation rates can be found by going to **reports** and then **policy** in Catamaran. ISDs will, in turn, disseminate this information to each LEA (LEAs may not be able to access their data in Catamaran).

Additional information regarding disproportionality with respect to participation on the alternate assessment will be provided to ISDs within the next two weeks. This data is still being calculated and was not included in the original data set, so there would be no delay in ISD and LEA access to the data that is available.

LEAs should complete the [Exceeding the 1% Cap Justification Form](), which can be found on the MI-Access web page (www.michigan.gov/mi-access) under **General Information**. The form should be submitted to the LEA's ISD between **December 15, 2018 and January 15, 2019**. Be sure to submit this form no later than January 15. ISDs will then complete the ISD summary form (available to ISDs in the next few weeks).

Questions on completing this form should be directed to your ISD representative or to John Jaquith in the Office of Educational Assessment and Accountability at 517-335-1987 or [jaquithj@michigan.gov]().

W-APT & WIDA Screener Cycle II

Beginning **December 1, 2018,** educators can administer the on-grade level screeners to ALL enrolling students whose parents/guardians answer "yes" to either one of the state approved Home Language Survey questions. For example, a newly enrolling student in grade 4 should be administered the grade level cluster 4-5 WIDA Screener instead of the grade 2-3. Newly enrolling kindergartners should be administered all four domains—Listening, Reading,

Writing, and Speaking—of the WIDA ACCESS Placement Test (W-APT) instead of just the Listening and Speaking domains.

Scores for Cycle II will be entered into the OEAA Secure Site just as they were entered in Cycle I, using the 2018-19 EL Screener test cycle. Users will no longer select between multiple screener test cycles in the Secure Site.

WIDA Testing Window

The summative WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs testing window will be open from **February 4 – March 22, 2019**. Please be sure to download a copy of the most recent WIDA List of Important Dates found on the [WIDA web page]() (www.michigan.gov/wida).

WIDA ACCESS for ELLs Preparation

Training Expectations
Educators coordinating and administering the WIDA assessments are required to complete and pass relevant quizzes for assessments they will be overseeing and administering. Educators must pass the quiz with an 80% or higher. These quizzes and the training modules can be accessed through the [WIDA Secure Portal]() (https://portal.wida.us).

Online Administration Quiz: required for new-to-testing educators only; recommended for returning educators to review as needed

Kindergarten Quiz: all educators administering the Kindergarten test must pass this quiz on a yearly basis

Alternate ACCESS for ELLs Quiz: all educators administering the Alternate ACCESS must pass this quiz on a yearly basis

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If you do not have a WIDA Secure Portal account, please contact your EL Assessment Coordinator. If your district does not have a District EL Assessment Coordinator, you must identify someone to fulfill this role. That identified person should start by following the step-by-step instructions for setting up appropriate WIDA-related accounts in the [WIDA New Assessment Coordinator Primer](#).

Monitoring Training in Your District

District EL Assessment Coordinators can monitor completion of appropriate training in the [WIDA Secure Portal](#) (https://portal.wida.us). Read the **Secure Portal User Guide** for step-by-step instructions on how to review training scores.

Preparing Students for WIDA

WIDA's [QuickStart Guides for Preparing Students](#) are useful for identifying tools that can help prepare students for the WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs. The guide can be found on the [WIDA Website](#) (www.wida.wisc.edu/assess/access/preparing-students). A Test Demo and Sample Items for both online and paper/pencil are available for use by educators and students. Take a look today!

OEAA 2018 Reporting Survey Reminder

The Office of Educational Assessment and Accountability (OEAA) would like to invite you to provide us feedback on the assessment reports our office provides. Please take 10-15 minutes to complete the [2018 Reporting Survey](#) and let us know how we are doing. Respondents will also be provided an opportunity to provide requests for future score reporting.

The survey specifically addresses the assessment data and reports provided to school and district users through the Dynamic Score Reporting Site (DSRS) and to educators, parents, and students through the Michigan Linked Educational Assessment Reporting Network or MiLearn.

Depending on the reporting system used, this can include reports for:

- ACT WorkKeys
- Early Literacy and Mathematics Benchmarks
- MI-Access
- M-STEP
- SAT with Essay
- WIDA ACCESS for ELLs 2.0
- WIDA Alternate ACCESS for ELLs

The 2018 Reporting Survey will remain open through Friday, November 30, 2018. The OEAA will use the results of the survey to inform our report development work for the 2019 and 2020 reports. Remember that statewide summative assessment data is most helpful when used to review program effectiveness and curricular alignment to Michigan's Academic Standards. Requests that are consistent with the appropriate use of state summative data will be considered.

Please share the [survey link](#) (https://baameap.wufoo.com/forms/2018-oeaa-report-survey/) widely with team members, including ISD, district, school, and teaching or other staff, who may use the reports or data in their work. The survey can also be accessed from the various assessment web pages such as the [M-STEP web page](#) (www.michigan.gov/mstep).

Thank you in advance for taking the time to provide feedback.

Important Reminders

M-STEP Online Passage-Based Field Test

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

To participate: 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.

Assessment Coordinator Training Guide

Spotlight on Student Assessment and Accountability

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

Reminders:

- Establishment activities are still underway. Please continue to review the Test Center Participation page in the Secure Site as we continue to assign AI codes and participation on a daily basis. Schools without a prior AI code will take longer to be assigned one. **All participation status updates will be complete by December 14, 2018.**

- If the principal received an email regarding the intent of your school to participate in the Spring 2019 PSAT 8/9 for grade 9 or PSAT 10, the deadline to respond is **November 30, 2018**.

Accessing SSD Online

Services for Students with Disabilities (SSD) coordinators will use the SSD Online to submit accommodation requests on the behalf of students for PSAT 8/9, PSAT 10, and SAT with Essay. Schools can have multiple SSD coordinators, but only one should be listed in the Educational Entity Master (EEM) (www.michigan.gov/eem) as the primary coordinator who will receive communications from the College Board.

SSD coordinator(s) need to request access to the SSD Online system.

To access the system as a new SSD coordinator(s):

1. Sign up for a College Board professional account on the College Board website (www.collegeboard.org) if you don't already have an account.

2. Complete the SSD Coordinator Form found on the College Board SSD web page (www.collegeboard.org/ssd)

3. Receive an access code to link your SSD Online access to your College Board professional account (first time only). It may take 1-2 days to receive the access code.

4. Accommodation requests may begin once the access code is used for SSD Online.

Preparing to Request Accommodations

The process for requesting accommodations can be more efficient if the SSD coordinator has certain information about the student(s) on hand. This information includes:

- **IEP or 504 Plan**
  - ☐ Information about the diagnosed disability
  - ☐ Month/year that the IEP or 504 plan was first created

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- **Demographic information**
  - Official student name that the student will be pre-identified with in the Secure Site
  - Student or parent email address
  - Date of birth
  - Estimated graduation date
  - Gender
  - Student mailing address
  - Student phone number

Types of Accommodations

All accommodations requests will be submitted through our Services for Students with Disabilities (SSD) Online system. There are two types.

- **College Board Approved Accommodations:** Students with approved accommodations will receive college or scholarship reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.

- **State-allowed Accommodations (SAA):** Students, schools, and the state will receive scores; however, the scores are not accepted by colleges, universities, or scholarship programs. These accommodations apply to state testing only and are requested for each state administration. The use of state-allowed accommodations is recommended for 8th graders because PSAT 8/9 scores are not sent to colleges, universities or scholarship programs, and SAAs align with the student's current IEP/504. Using an SAA in 8th grade does not preclude a student from using College Board approved accommodations in future years, when scores are desired to be sent to colleges.

  - The window for requesting SAAs starts the week of **January 7, 2019**. All state-allowed accommodation requests are automatically approved and require no documentation.

  - When the window opens, SSD Online will contain a link to request state-allowed accommodations.

The deadline for **all** accommodation requests for PSAT 8/9, PSAT 10, and SAT with Essay is **February 19, 2019**.

Spotlight

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Manage Participation is Due November 30, 2018

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 test dates and select your preferred materials receipt dates. The window to complete the Manage Participation is **November 5** through **November 30, 2018**.

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** 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}.

Schools that have completed the Participating section are sent to OEAA daily; you can verify your status on the **Test Center Participation** page of the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) the day after your submission.

For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](#) posted on the [ACT state testing website](#) (http://www. act.org/content/act/en/products-and-services/ state-and-district-solutions/michigan.html) under **WorkKeys on Paper**

- [MME and PSAT List of Important Dates](#)

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

Receiving Communications for the Spring 2019 WorkKeys Administration

ACT provides important communications, including deadline reminders and policy information, to the WorkKeys Test Coordinators and District Assessment Coordinators. ACT received a number of returned emails from communications sent in October and November. If you are a school or district WorkKeys testing coordinator and did not receive emails, action is required.

First, confirm the Educational Entity Master (EEM) (www.michigan.gov/eem) has your most current WorkKeys Test Coordinator contact information. If the EEM system is current, but you have not received communications from ACT, check your email account's Junk or Spam folder. The email may have been delivered to that folder. You may need to work with your IT department to white-list the statetesting@operations.act.org email address. Your school or district firewall settings may be preventing the delivery of ACT communications.

If the WorkKeys Test Coordinator information for your school is inaccurate, have your authorized district EEM user update the EEM system as soon as possible to ensure the WorkKeys Test Coordinator receives ACT's communications. If you do not know who your district authorized EEM user

is and you have access to the OEAA Secure Site (www/michigan.gov/oeaa-secure), you can find their name and contact information in the **District and School Contact** page.

- 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 call 517-335-0543 or email nonpublicschools@michigan.gov for updates to the EEM.

- Refer to the September 6, 2018 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for additional information.

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, 9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

Spotlight

on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

Friday, November 30, 2018

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

ACT WorkKeys
- **ACT WorkKeys** Manage Participation window **CLOSES**

All Assessments
- 2018 Reporting Survey (https://baameap.wufoo. com/forms/2018-oeaa-report-survey/) **CLOSES**

Coming Next Week . . .

M-STEP, MI-Access, and WIDA

December 5, 2018, 10:00 AM ET
- **DRC Technology Coordinator Webinar** Click to join the webinar or paste the following URL 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 (www.tinyurl. com/2019MichiganAccommodations)

November - December 2018

M-STEP, Early Literacy and Mathematics, and WIDA

Now – January 31, 2019
- Winter 2019 Pre-identification window for the **Early Literacy and Mathematics Benchmark Assessments and M-STEP Passage-Based Writing Field Test**

SAT and PSAT

Now – December 14, 2018
- **SAT and PSAT** Off-Site Testing Request window

WIDA

December 11 – 27, 2018:
- 2019 Pre-ID window for **WIDA ACCESS and WIDA Alternate ACCESS**

December 11, 2018 – January 25, 2019:
- Window for **WIDA** Test Exceptions and False EL Applications

January 2019

Early Literacy and Mathematics and M-STEP

January 7 – February 1, 2109:
- **Early Literacy and Mathematics Benchmark Assessments** and **M-STEP Passage-based Writing Field Test** – Test Administration Windows

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WIDA

Thursday, January 10, 2109, 2:00 – 3:00 PM ET:
- **WIDA Technology Coordinator – During Testing: Technology Troubleshooting Webinar –** Join Now

January 2019 (continued)

SAT and PSAT

January 7 – February 19, 2019:
- Window to apply for state-allowed accommodations for **SAT with Essay, PSAT 10, PSAT 8/9**

January 25, 2019 – February 19, 2019:
- Window to identify English learners for 50% extended time for **SAT with Essay, PSAT 10, and PSAT 8/9**

Spotlight on Student Assessment and Accountability

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 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