

Spotlight



on Student Assessment and Accountability

February 18, 2016

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Key:



information Tech Coordinators also need to know

KEA/K-2 Early Literacy and Mathematics Assessment Update

KEA

Thank you to the Kindergarten teachers, schools, and districts that participated in the Fall 2015 Kindergarten Entry Assessment (KEA) Field Test. The MDE Early Literacy work group is using the lessons learned from the three year KEA work project to develop a plan and timeline for next steps in implementation of authentic observation-based assessments for the Kindergarten Entry status reporting. This work is still ongoing.

However, what we do know at this time is that there will be no KEA at the state level in Fall 2016. This decision was informed by experiences from the three year KEA work project. In summary, authentic observation-based assessments require a significant level of preparation, training, professional development, and support for our kindergarten educators before implementation.

We would like to encourage our schools and kindergarten teachers that participated in the Fall 2015 KEA and would like to continue using the TS Gold tool for the observation-based assessment to continue to do so at the local level, as you have already begun your journey to authentic observation-based assessments. The state contract with Teaching Strategies, Inc. for the KEA tool was not extended since we will not be implementing on a statewide basis.

The plan and timeline for implementing authentic observation-based assessments upon kindergarten entry is still ongoing, and we will continue to update you as portions of the plan are approved.

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K-2 Early Literacy and Mathematics Benchmark Assessments

The K-2 online interim benchmark assessments in English language arts (ELA) and mathematics are being offered as a field test opportunity for K-2 students this spring, and will be made available operationally (schools will get results) next school year. The MDE is still in discussions regarding whether or not the K-2 benchmark assessments will be required, and for whom.

The Early Literacy benchmark assessments will be available operationally for students in grades 1 and 2 in both fall and spring of the school year. The Kindergarten benchmark assessment will be available in the spring only.

2016-17 School Year

What does this mean for the 2016–17 school year? In Fall 2016, there will be no state assessment administered at the Kindergarten level; neither KEA, nor the Kindergarten online benchmark assessment. The online ELA and mathematics benchmark assessments will be available for students in grades 1 and 2. In Spring 2017, the benchmark assessments in ELA and mathematics will be available for students in grades K, 1, and 2.

Cycle	Grade	Subject
Fall 2016	Grades 1 and 2	ELA and mathematics
Spring 2017	Grades K, 1, and 2	ELA and mathematics

NEW M-STEP Training Videos Posted

The MDE will be posting three new training videos on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under **What's New**:

- Navigating the 2016 M-STEP Mathematics Computer Adaptive Test (CAT)

- Navigating the 2016 M-STEP ELA Computer Adaptive Test (CAT)
- Spring 2016 M-STEP Test Administration for District and School Test Coordinators: Chapter 1 — Overview

The first two of these videos, **Navigating the 2016 M-STEP Mathematics Computer Adaptive Test (CAT)** and **Navigating the 2016 M-STEP ELA Computer Adaptive Test (CAT)** will be very helpful for teachers and test administrators in preparing students to take the CAT portion of the 2016 M-STEP. We recommend that you review the videos and use the Online Practice for mathematics and ELA to practice navigating the CAT portion of the M-STEP test with your students.

The videos can be found on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under **What's New** and **Content Specific Information**.



The third video, **Spring 2016 M-STEP Test Administration for District and School Test Coordinators Chapter 1 — Overview**, will be helpful to anyone responsible for administering the 2016 M-STEP as it includes an overview of the M-STEP, what's new for this year, the 2016 test schedule, test session timings, and important dates for this year's test. This video is the first chapter in a series of training videos on Spring 2016 M-STEP test administration that will be released on a rolling basis throughout February and March. Please watch the Spotlight and the M-STEP web page for new postings in the weeks to come.

WIDA TSM Update

An update to the WIDA Testing Site Manager (TSM) will be released the evening of **Tuesday, February 23, 2016**. This should fix known issues, including the issues listed in the [February 4 Spotlight](#) (http://www.michigan.gov/documents/mde/Spotlight_2-4-16_513219_7.pdf). This is an **OPTIONAL** update, recommended if you have not started testing or are experiencing issues with corrupted content or Speaking domain responses that will not transmit.

Note: There are some potential issues if you change the TSM with open student sessions or unsent responses (mid-day or overnight when a test session is incomplete). There is less risk if you installed the TSM after January 20, 2016.

Details and instructions will be made available at WIDA-AMS.us under **Training Materials**, including options such as replacing the corrupted content without changing your TSM and which options are best for your specific situation.

If you have unsent responses you cannot transmit, please contact WIDA customer service at 1-855-787-9615 or WIDA@DataRecognitionCorp.com **BEFORE** updating your TSM or deleting and reinstalling. If you have open test sessions and need to delete and reinstall your TSM, please contact WIDA customer service to have their "Active Flag" reset (the test session expects you to start and finish on the same TSM).

ACT WorkKeys Test Materials

The spring 2016 administration of the ACT WorkKeys assessment is just around the corner. To help you prepare for this year's ACT WorkKeys test administration, following are some highlights from the **ACT WorkKeys Administration Manual**, located on the [ACT/Michigan website](http://www.act.org/aap/michigan/workkeys.html) (<http://www.act.org/aap/michigan/workkeys.html>).

Key ACT WorkKeys Materials Delivery Dates

ACT WorkKeys Test Material Type	Arrival in Schools 2016 Dates
Non-secure materials	March 7 – March 10
Secure standard time test materials	March 28 – March 31
Secure accommodated materials	March 28 – March 31
Additional orders-standard time materials	April 8 –April 11
Additional orders-accommodated materials	April 19 – April 21
Make-up materials	April 18 – April 21

Test Materials from ACT

All test materials, including any for accommodations testing, are shipped to the ACT WorkKeys test coordinator identified in Michigan's Educational Entity Master (EEM) system.

- **Standard Time Materials:** The quantity of test materials shipped for the initial test date is based on the number of students in a school's Pre-ID file, plus a standard overage.
- **ACT WorkKeys Accommodations Materials:** The quantity of test materials shipped for the accommodations test window is based on the order placed by the ACT WorkKeys test coordinator. No overages are provided for accommodated test materials.
- **ACT WorkKeys Makeup Test Materials:** The quantity of test materials shipped for the makeup test date is based on the order placed by the ACT WorkKeys test coordinator. No overages are provided for make-up test materials.

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- **Note:** If after receiving and checking in your ACT WorkKeys materials you find the number of examinees scheduled to test exceeds the number of ACT WorkKeys materials you received, you will need to access the MDE Secure Site to place an order for additional materials.
- **ACT WorkKeys test booklets shipped are different for each test date as shown in the table on the previous page. Do not use ACT WorkKeys test booklets assigned to one test date for another test date. Scores will be invalidated if this occurs.**

ACT WorkKeys Site Header

The ACT WorkKeys State and District Testing Site Header identifies your school to the scoring system and also determines the test date to be reported. Be sure to use the initial site header for the initial test day and the makeup site header for the makeup test day.

ACT WorkKeys Roster

Create one ACT WorkKeys roster for each test room prior to the initial test day. A blank roster is provided in the **ACT WorkKeys Administration Manual**. Write on the roster the name of each examinee scheduled to test ACT WorkKeys. ACT must be able to determine those examinees who were absent or denied on test day as well as those who were present. If you submit a list of only those examinees who were present on test day, your roster will not be accurate and cannot be used to determine which examinees you should order materials for makeup testing.

If your school provides a readable list of all examinees scheduled to test, by test room, you may use it in lieu of the roster as long as attendance and the type of ID accepted are marked on that list on test day and

you return the marked original to ACT with the answer documents to be scored.

ACT WorkKeys Barcode Labels

ACT will send your school's ACT WorkKeys test coordinator a set of barcode labels, which must be applied to your ACT WorkKeys State and District testing answer documents. Each ACT WorkKeys label contains an examinee's identifying data, such as name, student ID, and school information. In conjunction with the answer documents' demographic sections, which examinees complete, these labels help the scanning system identify each answer document. The **ACT WorkKeys Administration Manual** provides detailed instructions for handling the ACT WorkKeys barcode labels on page 17. You are able to print additional barcode labels from the MDE Secure Site if needed. Every answer document needs to have a barcode label on it.

ACT WorkKeys Test Administration Dates

As a reminder, following are the upcoming ACT WorkKeys test administration dates:

- **Initial test date:** Wednesday, April 13, 2016
- **Accommodations window:** Wednesday, April 13 – Wednesday, April 27, 2016
- **Make-up test date:** Wednesday, April 27, 2016

In our next article we'll discuss how to prepare for the ACT WorkKeys test administration and administering the tests.

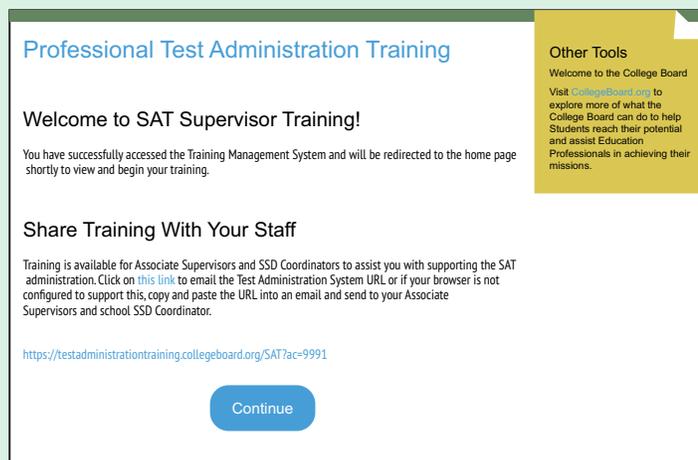
If you have any questions about the ACT WorkKeys assessment, please call us at 800-553-6244, ext. 2800 (enter code 23), Monday through Friday from 9:30 AM – 6:00 PM ET.

SAT Corner

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

SAT Test Day Training – Opens February 19, 2016

SAT Test Center Supervisors should look for an email notification of Online Training that will be sent on Friday, February 19, 2016. The email will provide a link to access the online training modules. Once you click on the link, you will be asked to login to your College Board Professional Account. If you don't have a College Board Professional Account you will be asked to create one. After successfully logging in you will see the welcome screen.



Once logged in you will need to share the training link with your Associate Supervisors and the SSD Coordinator or forward the original email you received. They will not receive emails directly. Continue with your training and bookmark the page for easy access in the future.

The online training will be available February 19 – March 30, 2016. Test Center Supervisors and SSD Coordinators must complete training no later

than March 17, 2016 in order for test materials to be shipped for a March 23, 2016 arrival. PSAT 8/9 and PSAT 10 training will be available in March.

Preparing for Test Day – Pre-administration Activities

All schools will receive test materials 3 weeks prior to test day, around March 23, 2016. Once you receive the materials, see below for the pre-administration activities that will need to be completed before April 12, 2016.

SAT – There are two pre-administration activities for SAT: 1) affixing Pre-ID labels to answer sheets and 2) completing the Student Data Questionnaire. When the test materials arrive, locate the answer sheets and plan to affix labels to the answer sheets before test day to speed up the process on test day. On test day, students will bubble basic information (name, address, date of birth, registration number (UIC), and test center number) on their answer sheet. Please note, students will bubble their UIC number in the registration number field of their answer sheet. The schedule allows for approximately 30 minutes for students to complete the bubbling on test day. All test books should remain shrink-wrapped until test day.

For the Student Data Questionnaire (SDQ), you will receive an extra set of labels to affix to the questionnaire. We typically recommend having students complete the SDQ in advance of test day. It takes approximately 30-45 minutes for

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students to complete. However, if the SDQ cannot be completed before test day, you may have student's complete post-test day if needed. Please return no later than the Friday after test day. Once complete return all SDQ forms in the provided shipping envelope.

PSAT 10 and PSAT 8/9 – The pre-administration activity for PSAT 10 and PSAT 8/9 is to affix the Pre-ID labels to the answer sheets. When the test materials arrive, locate the answer sheets and plan to affix labels to the answer sheets. All test books should remain shrink-wrapped until test day. In addition, we highly encourage having students complete the demographic information in advance of test day, under supervision in school, which will take about 30 minutes for PSAT 8/9 and 45 minutes for PSAT 10. If this is not completed in advance, you will need to plan accordingly on test day to allow time for the pre-administration activities.

Key Dates

February 16, 2016:

- Accommodations request deadline
- Deadline to Pre-ID students in the Secure Site to receive pre-printed barcode labels with your materials shipment

February 19 – March 30, 2016: SAT Supervisor Test Day Online Training

Week of March 14, 2016: PSAT 8/9 and PSAT 10 Test Day Training Webinar

March 23, 2016: Test Material arrivals

April 12, 2016: SAT Test Administration

April 12–15, 2016: SAT School-based Accommodated Testing Window

April 12–13, 2016: PSAT 8/9 and PSAT 10 Test Administration

April 12–27, 2016: PSAT 8/9 and PSAT 10 Accommodated Testing Window

April 26, 2016: SAT Makeup Test Administration

April 26–27, 2016: PSAT 8/9 and PSAT 10 Makeup Test Administration

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

Important Dates

Approaching Deadlines!

M-STEP/MI-Access

- **February 19, 2016:** Deadline to submit requests for Alternate Delivery Date of the M-STEP and MI-Access materials.
- **February 19, 2016:** Deadline to submit requests for Alternate Insight Availability for schools with regular instructional hours after 4:00 PM that plan on scheduling test sessions after 4:00 PM. The request can be made [here](https://baameap.wufoo.com/forms/z10fquyh00qnanu/): (<https://baameap.wufoo.com/forms/z10fquyh00qnanu/>).
- **February 19, 2016:** Deadline to submit requests for Initial Material Order alternate date for delivery. This request is for schools that are not in session on March 24-29 and allows them to request an alternative delivery date of April 4-6. The request can be made [here](https://baameap.wufoo.com/forms/alternate-initial-material-order-delivery-request/): (<https://baameap.wufoo.com/forms/alternate-initial-material-order-delivery-request/>).

WIDA

- **February 23, 2016:** WIDA TSM Update (see related article on page 3).

February

WIDA

- **Now – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

SAT

- **February 19 – March 30, 2016:** SAT Supervisor Test Day Online Training

M-STEP/MI-Access Online

- **February 26, 2016:** Deadline for putting students into online sessions in the Secure Site for the M-STEP and MI-Access FI. Test sessions entered into the Secure Site by February 26, 2016 will be automatically loaded into eDIRECT. After February 26, 2016, you can no longer set up test sessions in the Secure Site; students will need to be put into online test sessions in eDIRECT.

M-STEP, MI-Access FI Paper/Pencil

- **February 26, 2016 at 5:00 PM:** Deadline for students to be pre-identified and identified as paper/pencil testers on the Secure Site for barcode labels, initial materials, and accommodated materials.

K-2 Early Literacy and Mathematics

- **February 26, 2016 at 5:00 PM:** Students pre-identified in the Secure Site by this date will be available in eDIRECT **starting March 4, 2016**. Students can continue to be pre-identified in the Secure Site and they will be loaded daily into eDIRECT.

MI-Access P and SI

- **February 26, 2016 at 5:00 PM:** Deadline to enter the number of administrators administering the assessment through the Secure Site on the Initial Material Orders page.

Important Dates

March 2016

K-2 Early Literacy and Mathematics

- **March 1, 2016:** K-2 Literacy and Mathematics Field Test Administration Training.

M-STEP/MI-Access

- **March 2, 2016, 3–4 PM:** M-STEP Administration Training
- **March 3, 2016, 3–4 PM:** MI-Access Administration Training

WIDA

- **March 18, 2016:** Deadline for WIDA Additional Material Orders in the WIDA Assessment Management System (AMS).

SAT, PSAT 10, PSAT 8/9

- **Week of March 14, 2016:** PSAT 8/9 and PSAT 10 Test Day Training Webinar
- **March 23, 2016:** Test Material arrivals

M-STEP/MI-Access

- **March 24 – 29, 2016:** M-STEP and MI-Access materials delivered to schools and districts (no weekend deliveries).

► Access previous [Spotlight editions](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html) (http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html)

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.