

# Spotlight

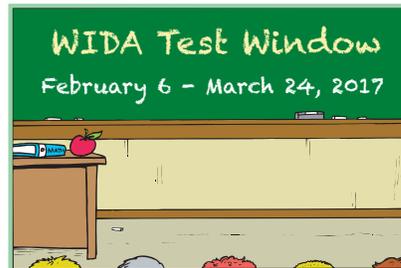
## on Student Assessment and Accountability

### February 2, 2017

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### WIDA Testing Window Opens Monday



The WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs testing window opens **Monday, February 6** and continues through **Friday, March 24, 2017**.

### WIDA Additional Material Orders Window Open

The additional materials ordering window for ACCESS for ELLs 2.0 and the WIDA Alternate ACCESS for ELLs is available **January 30, 2017 – March 17, 2017**. Testing coordinators may order additional testing materials through the [WIDA AMS](#) ([www.wida-ams.us](http://www.wida-ams.us)). However, please use the overage materials provided in the initial shipment before ordering additional materials.

For assistance with ordering additional materials, view the **Managing Test Materials** tutorial posted in the ACCESS for ELLs 2.0 training course on the [WIDA website](#) ([www.wida.us](http://www.wida.us)). Educators may access the training course on the WIDA home page by logging in using their username and password for their wida.us account. Once on the My Account & Secure Portal page select the appropriate training course.

For detailed instructions on ordering additional materials, please refer to the [WIDA Assessment Management System \(WIDA AMS\) User Guide](#) which is located on [WIDA's website](#) ([www.wida.us](http://www.wida.us)) or on [WIDA AMS](#) ([www.wida-ams.us](http://www.wida-ams.us)).

Key:  supports and accommodations information  
 Reminder (previously run article)

 information Tech Coordinators also need to know

## WIDA Incident Reporting

If any testing irregularities occur before, during, or after testing, the Building or District WIDA Coordinator must report them to the Office of Standards & Assessment as soon as possible. A [WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs Incident Reporting \(IR\) Guide](#) is now available on the [WIDA web page](#) ([www.michigan.gov/wida](http://www.michigan.gov/wida)). This guide identifies the incident categories and sub-categories that are used in the Secure Site Incident Reporting tool and sample scenarios for each category or sub-category.

You will find detailed information on how to access and use the [Secure Site Incident Reporting tool](#) here ([http://www.michigan.gov/documents/mde/Incident\\_Reporting\\_520328\\_7.pdf](http://www.michigan.gov/documents/mde/Incident_Reporting_520328_7.pdf)).

## WIDA Michigan-Specific Test Administrator Manual

Michigan educators should be aware of a separate resource available during testing. A [Michigan-specific WIDA Test Administrator Manual \(TAM\)](#) is now available on the [WIDA web page](#) ([www.michigan.gov/wida](http://www.michigan.gov/wida)). Although the use of the Michigan-specific manual is not required, this document may be used in lieu of the consortium-wide WIDA Test Administrator Manual that was shipped with district testing materials, and is available on the [WIDA website](#) ([www.wida.us](http://www.wida.us)). Educators new to coordinating and administering the WIDA assessments may find the Michigan-specific TAM more useful.

## WIDA AMS – Writing Field Test (Writing FT)

Educators may see a domain titled Writing FT within WIDA AMS as they review test sessions and setup accommodations for students. **Writing FT** stands for Writing Field Test and should not be confused with

the **Writing** domain that provides students' actual Writing score and contributes to the Overall proficiency level. The Writing Field Test (Writing FT) is not a replacement for the Writing domain.

Educators are welcome to allow students in grades 4-12 to participate in the Writing Field Test which ends on **March 3, 2017**. The Writing Field Test is expected to take students approximately 30 minutes to finish. If you are an educator interested in participating in the Writing FT, or if you have questions, please contact Alex Bauer by email [alex.bauer@wisc.edu](mailto:alex.bauer@wisc.edu) or phone 608-265-0601.

## M-STEP Braille Sample Item Sets Available

Students taking the braille M-STEP assessments this spring now have the opportunity to practice with sample items in each M-STEP grade level and content area. Contact Robert Beaton in the MDE–Low Incidence Outreach Office at [BeatonR@Michigan.gov](mailto:BeatonR@Michigan.gov) if you are interested in having paper/pencil braille Sample Item Sets shipped to your district. In your request, please specify the

- subject
- grade
- “ship to” address
- the student's UIC#

Please do not order more materials than you need.

## Administrator and Assessment Coordinator Primer

The MDE has developed a primer for staff members who have taken on the role of Administrator or Assessment Coordinator. This document is concise yet comprehensive and designed to guide staff members to available information and resources including:

*(Continued on next page)*

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

- Michigan Assessments and Acronyms
- Accountability and People to Know in Your District
- Initial To-Do List
- Designated Supports and Accommodations
- Resources

The Initial To-Do List is a great tool for staff as they get started in their new positions or as a refresher for experienced staff. This document makes a great addition to your internal training sessions or professional development handouts.

The primer includes assessment-specific information for each Michigan assessment: M-STEP, MME, PSAT 8/9, PSAT 10, MI-Access, and Early Literacy and Mathematics Benchmark Assessments. WIDA has a similar set of documents on the [MDE WIDA web page](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)) under the **Professional Development** section.

The New Administrator and Assessment Coordinator Primer is available on the following web pages under the **What's New** or **Professional Development** sections:

- [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))
- [Early Literacy and Mathematics](http://www.michigan.gov/earlylitandmath) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath))
- [MME](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme))

Please be sure to review this valuable resource and share it with new Assessment Coordinators or Administrators who you think might benefit from it.

## Testing Tech Tips

Recent discussions with schools have identified some good tips for smoothing potential network issues during WIDA, M-STEP, MI-Access or Early Literacy and Mathematics Benchmark Assessments.

- Make sure your firewall is not blocking your Testing Sight Managers (TSMs).
- Make sure your firewall has enough outbound connections available. If you regularly approach or hit your limit for outbound connections, that could cause disconnects during testing.
- Whitelist DRC's URLs. This year we are whitelisting URLs, not IP addresses to take advantage of secure cloud services. That list is on the following page. Please note the addition of Amazon's secure cloud.
- Your student's connection is most fragile while loading INSIGHT. Once you reach the login page, you are good to go, but your connection may be taxed if entire rooms of students are starting INSIGHT at the same time. You can avoid this on shared computers by starting INSIGHT before students arrive. If INSIGHT disconnects while starting, you can simply start it again; most students will have succeeded on the first try, so the connection will no longer be taxed. If this is a recurring problem, you can preemptively stagger logins, perhaps having half the room wait 30-60 seconds while the first half load INSIGHT.

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## DRC URLs for Whitelisting

Address	Ports
<a href="https://drc-wbte-prod.s3.amazonaws.com">https://drc-wbte-prod.s3.amazonaws.com</a>	80, 443
<a href="https://www.wida-ams.us/">https://www.wida-ams.us/</a>	80, 443
<a href="http://drc-centraloffice.com/">http://drc-centraloffice.com/</a>	80, 443
<a href="https://wida-insight.drcedirect.com/">https://wida-insight.drcedirect.com/</a>	80, 443
<a href="https://wida-insight-client.drcedirect.com/">https://wida-insight-client.drcedirect.com/</a>	80, 443
<a href="https://wbte.drcedirect.com/">https://wbte.drcedirect.com/</a>	80, 443
<a href="https://wida.drcedirect.com/">https://wida.drcedirect.com/</a>	80, 443
<a href="https://dtk.drcedirect.com/">https://dtk.drcedirect.com/</a>	80, 443
<a href="https://api-gateway-cloud.drcedirect.com/">https://api-gateway-cloud.drcedirect.com/</a>	80, 443
<a href="https://api-gateway.drcedirect.com/">https://api-gateway.drcedirect.com/</a>	80, 443
<a href="https://cdn-content-prod.drcedirect.com/">https://cdn-content-prod.drcedirect.com/</a>	80, 443
<a href="https://cdn-download-prod.drcedirect.com/">https://cdn-download-prod.drcedirect.com/</a>	80, 443
<a href="http://mi-insight-client.drcedirect.com">http://mi-insight-client.drcedirect.com</a>	80, 443
<a href="https://mi-insight.drcedirect.com">https://mi-insight.drcedirect.com</a>	80, 443
<a href="https://mi.drcedirect.com">https://mi.drcedirect.com</a>	80, 443

## Rare iPad Issue

Testing in other states has found a rare (0.2%) issue that appears to cause a frozen INSIGHT client while taking the WIDA ACCESS for ELLs 2.0 test on an iPad. Devices that did not experience this last year, or while taking practice tests this year, are unlikely to be affected.

**Problem:** The content fails to download fully and the “next” button is missing, making the test appear frozen.

**Solution:** Pausing and unpausing the test on the iPad usually resolves the issue. Because test items are loaded individually, the same thing may happen repeatedly on an iPad that is affected.

**Cause and Prevention:** The issue is predominantly on older iPads. The devices are experiencing memory contention (i.e.; memory pressure) and failing to download items consistently. Likely factors to avoid are having many apps running in the background (competing for memory) and overloading wireless access points (competing for bandwidth).

**Future Plans:** WIDA and DRC are investigating solutions for proactive identification, communication, and response on this issue. The MDE will keep you informed as more information becomes available.

**Help:** If you see this issue during Michigan WIDA testing, please start with DRC customer service at [WIDA@datarecognitioncorp.com](mailto:WIDA@datarecognitioncorp.com) or 1-877-560-8378, option 5, for technical troubleshooting.

## New ESSA Notes Newsletter Available

A new issue of ESSA Notes is now available and was distributed to subscribers on February 2, 2017. The new edition highlights:

- MDE Team Seeks Expert Input on State Plan
- ESSA Stakeholder Feedback Shapes State Plan
- ESSA Accountability Regulations Paused
- New FAQs available from the MDE and the U.S. Department of Education
- And More

The newsletter is available on the [ESSA web page](http://www.michigan.gov/essa) (www.michigan.gov/essa). Just click on the **ESSA Notes** button and then the [February 2, 2017 ESSA Notes Newsletter](#). Visit our ESSA web page to view archived copies of ESSA Notes and to stay up to date on MDE’s ESSA activity.

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

## New Science Pilot for Spring 2017

The Michigan Science Pilot Assessment will be available for Spring 2017 testing for students in grades 5, 8, and 11. This assessment is based on Michigan's recently adopted K-12 Science Standards. The Michigan Department of Education (MDE) is seeking schools and districts to volunteer to participate in the Science Pilot Assessment. This assessment is only offered online, and there are no accommodations provided other than typical online tools (highlighter, magnifier, color chooser, etc.). The science pilot will be conducted during the M-STEP testing window, **April 10, 2017 – May 26, 2017**.

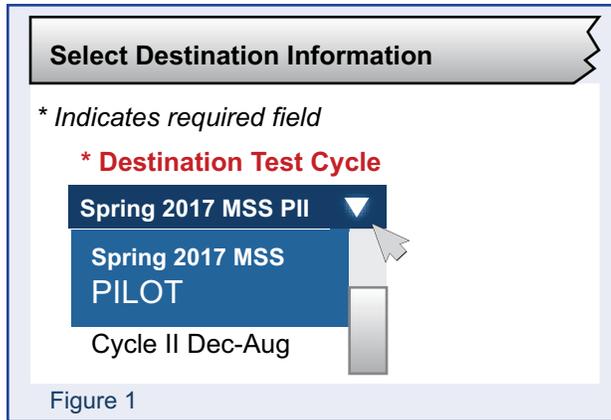
Each participating student will be administered one item cluster consisting of a scenario and 5-8 questions. These item clusters are designed to take students 10-15 minutes to complete. There will also be a short survey for students at the end of the pilot assessment. Schools may decide whether an entire class will participate in the pilot, or a subset of the class.

Since this is a pilot assessment, no data will be returned to schools or districts. The data captured will help MDE create a valid operational test for the Michigan K-12 Science Standards in the future.

If your school or district is interested in participating in Michigan's Science Standards (MSS) Pilot this spring, just complete the following steps:

### Pre-Identification

- Participating students in grades 5, 8, and 11 must be pre-identified on the [Secure Site](http://www.michigan.gov/baa-secure) ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) to the **Spring 2017 MSS Pilot**. The MDE will **not** pre-identify students for the Spring 2017 science pilot (see Figure 1).



Select Destination Information

\* Indicates required field

\* Destination Test Cycle

Spring 2017 MSS PII

Spring 2017 MSS PILOT

Cycle II Dec-Aug

Figure 1

- Pre-identification on the Secure Site is open until **May 26, 2017**.
- The initial data pull of pre-identified students to eDIRECT will be on **March 10, 2017** after **5:00 PM**.
- Schools will have access to the pre-identified students to establish test sessions in eDIRECT on **March 17, 2017**.
- After the initial load of students into eDIRECT, any new or additional students must still be pre-identified on the Secure Site. Students will be copied into eDIRECT twice a day through the end of testing.
- Students can be pre-identified on the Secure Site using any of the following methods:
  - ♦ Pre-ID File Upload
  - ♦ MSDS Copy
  - ♦ One Student at a Time
- Complete instructions for pre-identification of students for the Spring 2017 MSS Pilot can be found on the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) ([www.michigan.gov/secaresitetraining](http://www.michigan.gov/secaresitetraining))

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

by clicking on “Pre-Identification of State Assessments” under the **Pre-Identification/ Student Search** section.

## Test Session Creation

Pre-identified students will need to be put into online test sessions.

- Schools will **not** put students in test sessions on the Secure Site as done with other state assessments.
- Schools will need to place students into test sessions in eDIRECT starting on **March 17, 2017**, once the students have been transferred to eDIRECT. All students must be pre-identified in the Secure Site first in order to be transferred to eDIRECT and then placed into test sessions. Students can be pre-identified for testing up through **May 26, 2017**.

If you do not have access to the Secure Site and need access, instructions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) by clicking on **How do I get access to the Secure Site?**

## Student Log In

The pilot test will use the same INSIGHT software (and TSM back end) used by M-STEP and other statewide tests. If your computers are set up for M-STEP, they are already set up for the pilot test. Students will simply select the icon for pilot testing to log in.

## Important Note

The Science Pilot Assessment is an optional assessment, and is **in addition** to the required M-STEP science assessment in grades 4, 7, and 11. The Pilot Assessment **does not replace** the M-STEP

science assessment. Please make sure this information is communicated to all assessment staff in the pilot-participating school.



## MI-Access Spring 2017 Administration Webcast

The Office of Standards and Assessment is pleased to present a webcast for the Spring 2017 MI-Access administration from Wayne RESA on March 8, 2017. The webcast will cover updates to the assessment and participants will have the opportunity to submit questions during the event.

While important updates will be covered, the focus will be on administration of the assessments. This event will be particularly helpful to those professionals who are directly administering the assessment to students.

Further details will be published in the Spotlight prior to the event. Please mark your calendars and join us at the following:

### MI-Access Spring 2017 Administration Webcast

When: **Wednesday, March 8, 2017**

Time: **2:30 PM to 4:00 PM**

Where: **MIStreamnet.org (Live and Archived)**

Email Q&A: **TBA**



## 2017 Michigan School Testing Conference

The 2017 Michigan School Testing Conference (MSTC) will be held **February 14-16, 2017** at the Kensington Hotel in Ann Arbor, MI. The mission of

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

# Spotlight on Student Assessment and Accountability

MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practices from the educators themselves, as well as state and nationally renowned experts in the field.

Conference workshops will be offered on **Tuesday, February 14, 2017** from **8:30 to 11:45 AM** and **1:00 to 4:15 PM**, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference will begin on **Wednesday, February 15, 2017 at 9:00 AM** and will continue through **3:45 PM on Thursday, February 16, 2017**, with registration beginning at 8:00 AM both days. Keynote presenters include Margaret Heritage (WestEd), Venessa Keesler (MDE), and Brian Gong (Center for Assessment).

For conference program information and registration, go to the [MSTC online registration site](https://gomiem.org) (<https://gomiem.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 Educator Hotline at 866-870-3127 (select Option 1) or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

### Michigan-Specific Manuals

You can now access the Michigan-specific manuals on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)). Samples of the manuals will arrive in schools mid-February; however, this will allow an early preview, if desired. More information about the manuals will be forthcoming in the next Spotlight.

### Updates to the Online Learning System

We have made improvements to the platform in which the online test center supervisor training is delivered. The training will no longer take 24 hours to load as it did last year—supervisors should have immediate access. Additionally, the training is modularized so that users can complete the training in small segments, and visit specific segments (such as packaging test materials to return) as needed. A single link will be used to access the PSAT and SAT training. This training is available to help you through the big steps of an administration, but the Supervisor's manual remains your gold source for all of the details and specifics. If you have any questions, always refer back to your manual.

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

## SAT Training

SAT test center supervisors are required to complete an online training one time, no later than two weeks prior to test day. If you completed the training last year, we highly encourage you to take the training again as it has been updated for this testing year. The online training modules for test center supervisors and SSD coordinators are the same; therefore if you hold both roles, you will only need to go through the course one time.

Training will be available February 9, 2017. SAT test center supervisors will receive an email with a link to access the training through the online learning system. The link can then be shared with other necessary test day staff.

Test center supervisors are responsible for training other test day staff. You can use the available online training that is specific for associate supervisors and provides information applicable to supervising a testing room. You can also provide training sessions at a staff meeting, for example.

You will need your 5-digit SAT test center number and 6-digit College Board assigned Attending Institution (AI) code to access the training. Please have these numbers available when logging in for

the first time. If you don't know your AI code, you can **search for your high school** by name and zip code.

## PSAT Training

PSAT test center supervisors are required to read the testing manual and train test day staff. If interested, a webinar will be provided on February 13, 2017 at 10:00 AM EST. Go to [www.tinyurl.com/MichiganPSAT](http://www.tinyurl.com/MichiganPSAT) to register. If you are not able to attend, you can still register and a link to the presentation will be emailed to you following the webinar. In early March, a recording of the webinar will be available to review in the same learning management system as the SAT training.

If you are a supervisor supporting multiple assessments such as SAT and PSAT, you will need to request SAT and PSAT training courses in the LMS separately. Log back into the LMS in early March to get the recorded PSAT course assigned to your account. **Please note:** Training for PSAT 10 and PSAT 8/9 has been combined into a single course, there are not separate modules for these two assessments.

## Important Dates

### Approaching Deadlines!

#### Paper/Pencil Testing

##### Friday, February 3, 2017:

- 2017 Alternate Material Delivery Request **Deadline**. Use [this form](https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) (https://baameap.wufoo.com/forms/2017-alternate-material-delivery-request-form/) to request alternate material delivery dates for **M-STEP** and **MI-Access** Materials.

#### Online Testing

##### February 9, 2017:

- Deadline to submit Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM, that plan to schedule **M-STEP** or **MI-Access** test sessions that extend beyond 4:00 PM. Submit request [here](#)

### February 2017

#### Paper/Pencil Testing

##### Now – February 14, 2017:

- Initial Material Order window for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Pre-ID for material order counts for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Pre-ID for printed barcode labels for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**
- Accommodated material ordering for **M-STEP** and **MI-Access (FI only)**

##### Now – March 17, 2017:

- **WIDA** Additional Materials Order Window in WIDAAMS

##### February 9, 2017:

- **SAT** Online Training becomes available
- **PSAT** Test Administration information becomes available

##### February 14, 2017:

- Deadline to request or submit changes to accommodations for **SAT**, **PSAT 10**, and **PSAT 8/9**

#### Online Testing

##### Now – February 27, 2017:

- Online Test Session setup in Secure Site for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

##### Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments**, and **Michigan Science Pilot Assessment**.

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

## Online and Paper/Pencil Testing

### February 6 – March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

### Now – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request [here](#)

## MSTC

### February 14 – 16, 2017:

- Michigan School Testing Conference (MSTC) – for information and registration, go to the [MSTC online registration site](#) (<http://www.gomiem.org/>)

## March 2017

### Online and Paper/Pencil Testing

#### Wednesday, March 8, 2017:

- **MI-Access** Spring 2017 Administration Webcast
  - ♦ 2:30 – 4:00 PM
  - ♦ MIStreamnet.org (Live and Archived)

### Paper/Pencil Testing

#### March 21, 2017:

- **ACT WorkKeys** Q & A Session #2 at 3:30 PM

## Recently Asked Questions . . .

### **I have unassigned a student from the WIDA in the Secure Site, when will the student be removed from WIDA AMS?**

Unassigning a student from the Secure Site will not remove the student from WIDA AMS. You can remove a student from an online session in AMS but they will not be deleted from AMS.

### **Does the CAT and PT for ELA and math need to be given in order?**

MDE recommends students take the CAT test first and then the PT test for both ELA and math, but it is not required that schools follow this sequence.

However, as a reminder for paper/pencil schools, each day and part number IS required to be administered according to the published Statewide Paper/Pencil Test dates.



### **Can more than one grade test in a room for M-STEP?**

Due to differences in test directions, grade levels may not be mixed for the initial testing. As long as directions are read to students separately by grade level, students may be placed in a mixed grade-level room for makeup testing after the directions have been read.

### **Why have my FLEP students been pre-identified to the WIDA test cycle on the Secure Site by the state?**

If students were pre-identified to the WIDA by the state, they are considered LEP for this school year based on what is in the Michigan Student Data System (MSDS). Students who were pre-identified by the state are expected to take the WIDA and will be included in accountability calculations as LEP. Students needed to have been submitted in MSDS with an LEP exit date with an “as of date” on or before June 30, 2016 and it must have been submitted by September 14.

#### **Have Questions?**

Email [BAA@michigan.gov](mailto:BAA@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