Spotlight

on Student Assessment and Accountability

February 7, 2019

Quick Links . . . take you directly to articles or sections . . .

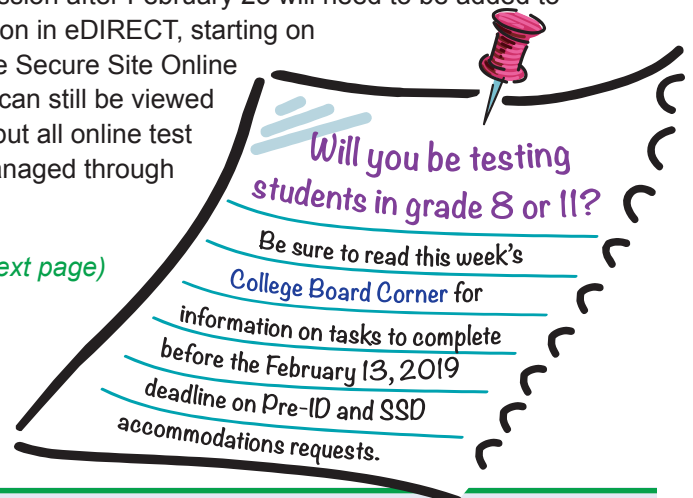**Key:** Reminder (previously run article)

Pre-Identification and Initial Material Order Deadline Approaching

Just a reminder that the pre-identification deadline for printed barcode labels on the Office of Educational Assessment and Accountability (OEAA) Secure Site for SAT, WorkKeys, PSAT 8/9, PSAT 10, M-STEP, and MI-ACCESS is **5:00 PM on February 13, 2019**. Schools are required to continue to pre-identify students for both online and paper/pencil testing directly on the Secure Site through the end of testing. For the paper/pencil test, schools are required to print barcode labels from the **Barcode Label** page of the Secure Site for students pre-identified after February 13.

Online Test Sessions for M-STEP, MI-ACCESS FI, and spring Early Literacy and Mathematics Benchmark Assessments testing can continue to be created or modified through **5:00 PM on February 25, 2019**. Students who are pre-identified and/or need to be added to an online test session after February 25 will need to be added to an online test session in eDIRECT, starting on **March 8, 2019**. The Secure Site Online Test Session page can still be viewed after February 25, but all online test sessions will be managed through eDIRECT only.

(Continued on next page)

Will you be testing students in grade 8 or 11?
Be sure to read this week's *College Board Corner* for information on tasks to complete before the February 13, 2019 deadline on Pre-ID and SSD accommodations requests.

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

Call Center: 877-560-8378

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Initial Material Orders for paper/pencil assessments will close at **5:00 PM on February 13, 2019**. Schools testing M-STEP and MI-ACCESS FI online will automatically receive materials needed for online testing and they will NOT display on the Initial Material Order page. For schools that have students testing with paper/pencil, standard test materials will be populated based on the pre-identification of students. It is important that the schools view each initial material order and do the following:

- verify that the amount of materials being ordered is accurate

- order accommodated materials as needed for WorkKeys, M-STEP, and MI-Access FI

- enter the number of test administrators who will be administering MI-ACCESS Participation and MI-ACCESS Supported Independence

- select an alternate delivery date for M-STEP and MI-ACCESS if needed

Schools testing online and paper/pencil should verify the shipping address for materials. If the shipping address is incorrect, the address for the test coordinator for that assessment must be updated in the Educational Entity Master (EEM) by **5:00 PM on February 13, 2019**. It is important to note that we use the address of the assessment coordinator at the district or school level (depending on the shipping destination selected) identified in the EEM (i.e., M-STEP Coordinator, MI-Access Coordinator, etc.).

See the December 13, 2018 Spotlight (www.michigan.gov/mde-spotlight) for full details about the pre-identification and initial material orders for Spring 2019. Instructions for pre-identification of students, online test sessions, barcode label printing, and initial material orders can all be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

Updated Assessment Security Training

The Michigan Department of Education is pleased to announce the release of the updated **Assessment Security Training**, available now through MVU's Professional Learning Portal (https://plp.mivu.org/). This four-module training series can be used to train district and building staff on the importance of test security. By participating in this training staff will:

- review the importance of test security during all phases of test administration

- know how to properly prepare for test administration

- understand what to do if something doesn't go as planned

Each module is designed to be completed in 10-15 minutes. Learners who complete all four modules and demonstrate their knowledge on a short comprehensive test will be able to print a Certificate of Completion at the end of the training.

This course is available free of charge through Michigan Virtual's Professional Learning Portal.

Register for the Assessment Security Training (http://bit.ly/MDEAssessmentSecurity)

MI-Access Is the Alternate Assessment for Grade 8

Beginning Spring 2019, the Michigan Department of Education (MDE) is administering the PSAT 8/9 for students in grade 8. This replaces the M-STEP English language arts (ELA) and mathematics assessments.

It is important to note that the MI-Access assessment, Michigan's alternate assessment, is not part of the M-STEP. The MI-Access ELA and mathematics assessments will continue to be administered in grade 8 for those students whose Individualized Education Program (IEP) determines that MI-Access is the most appropriate state-level assessment.

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

Information and training opportunities regarding who should take the alternate assessment can be found on the MI-Access web page (www.michigan.gov/mi-access) .

School Accountability Index System Reports and Accountability Student Datafiles Coming Next Week

Beginning next week, the Michigan Department of Education (MDE) will be making Michigan School Index System reports and accountability student datafiles for the 2017-18 school year results 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. Authorized MI School Data users will be able to preview accountability results until late February, when the results will be made public. Accountability data and results will be embargoed until the results are public in March.

Accountability user accounts on MI School Data are only necessary if you plan to download student-level data files or create and submit accountability issues or concerns regarding the accuracy of your school/student data. Existing MI School Data users will already have access to view their School Index reports on MI School Data and do not need to do anything further. Review the table below to determine if you will need additional access or to have a new MI School Data account created.

If your current status is...	The action you should take is...
I HAVE an existing user account on MI School Data and will NOT NEED access to student-level accountability data files or the ability to submit accountability issues.	No further action is needed.
I HAVE an existing user account on MI School Data and DO NEED access to student-level accountability data files or the ability to submit accountability issues.	Contact your ISD Accountability Administrator to have the accountability permissions added to your existing account.
I DO NOT HAVE a user account on MI School Data and will NOT NEED access to student-level accountability data files or the ability to submit accountability issues.	Contact your ISD Technical Contact to have a MI School Data Account created.
I DO NOT HAVE a user account on MI School Data and DO NEED access to student-level accountability data files or the ability to submit accountability issues.	Contact your ISD Accountability Administrator to have a MI School Data Account created.

Please note: OEAA Secure Site user accounts do not work for accessing MI School Data. The MDE will provide more information regarding MI School Data accounts and access later this week.

Informational guides and other helpful resources for upcoming 2017-18 school year accountability results will be

posted as they become available on the Accountability web page (www.mi.gov/mde-accountability); follow the **Michigan School Index System Resources for Schools** link.

The MDE will announce the opening of the preview window for the 2017-18 School Index accountability reports and data early next week.

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

Spotlight on Student Assessment and Accountability

📌 Important Reminders

2019 Michigan School Testing Conference

Coming Next Week . . .

The 2019 Michigan School Testing Conference (MSTC) will be held **February 12-14, 2019** at the Sheraton Ann Arbor Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state- and nationally-renowned experts in the field.

Conference workshops are offered on Tuesday, **February 12, 2019** from **8:30 – 11:45 AM** and **12:45 – 4:00 PM**, with registration beginning at 7:30 AM. A continental breakfast and light lunch will be offered to all conference workshop attendees.

The regular conference takes place on **Wednesday, February 13, 2019** and continues through **Thursday, February 14, 2019**. Keynote presenters include Nell Duke (University of Michigan), Andy Middlestead (MDE), Guadalupe Valdes (Stanford), and Dean Elizabeth Moje (University of Michigan). Registration includes continental breakfast and lunch on both days.

For conference program information and registration, go to the MSTC online registration site (http://gomasa.org/events/mstc2019/1549958400/1550160900/).

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

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

Spotlight on Student Assessment and Accountability

Formative
Interim
Summative

What Is Assessment Literacy and Why Is It Important?

Student assessment has become increasingly important in education. Yet, despite the link between instruction and assessment—and the proliferation of large-scale and classroom assessment programs—most of those effected by student assessment may not understand all they need to know about assessment.

An "assessment literate" individual has skills, knowledge, and dispositions necessary to:
- use the right measures and methods matched to a clear assessment purpose
- make appropriate decisions from the accurate information elicited
- foster better educated students—students who become self-regulating, lifelong learners

All education stakeholders—students, families, teachers, school administrators, and local and state policymakers—would benefit from learning more about:
- assessment tools and strategies used, and their purposes
- the types of assessment that can best match objectives
- the strengths and shortcomings of the various types of measures

They also need to be prepared to use the assessment results to benefit students, to improve their learning and their achievement.

Michigan has a set of "Assessment Literacy Standards" for various individuals who are affected by student assessments. These standards were developed by the Michigan Assessment Consortium (MAC) and endorsed by the State Board of Education in 2016. They serve as the foundation for understanding what assessment literacy means and the role and purpose of comprehensive, balanced, quality assessment systems.

Assessment literacy is essential in this era where important decisions are being made about students, educators, and educational systems based on the data collected from students. Understanding the appropriate roles that student assessment can play to determine levels of student achievement, as well as to guide improved learning, is critical. Understanding what various assessment methods can and cannot accomplish is important to ensure that assessment information is used in the most positive and accurate manner possible.

Focus on Assessment Literacy

Resources

What do we mean by Assessment Literacy?
Assessment Learning Network (ALN) Learning Point, Michigan Assessment Consortium, 2016

What constitutes a high-quality, comprehensive, balanced assessment system?
ALN Learning Point, Michigan Assessment Consortium, 2016

Michigan's Assessment Literacy Standards

Put Into Practice

1. Read through Michigan's Assessment Literacy Standards and assess where you might need to fill gaps in your current understanding of assessment.

2. Consider making assessment literacy a goal when planning staff professional learning. Incorporate learning opportunities and resources provided by the the MDE, MAC, or other assessment organizations.

3. View and share this short video by Interim State Superintendent, Sheila Alles, describing how the MDE prioritizes the use of a comprehensive and balanced student assessment system **in support of the whole child**.

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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

Services for Students with Disabilities (SSD) Coordinator

All requests for accommodations MUST go through the College Board SSD Online system. This is true even if an SSD coordinator is identified in the Educational Entity Master (EEM). The College Board uses the EEM to gather contact information for communications. Any SSD coordinator who will be submitting accommodation requests will need access to the SSD Online to do so. Directions on obtaining access:

1. Find the school's AI code on the **Test Center Participation** page of the OEAA Secure Site (www.michigan.gov/oeaa-secure). You will need the AI code for the SSD Coordinator Form.

2. Fill out and fax the SSD Coordinator form (www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf) to 866-360-0114.

3. The SSD coordinator will receive an email with an access code to gain access to SSD Online within a few days of faxing the form.

4. If an SSD coordinator already has access from previous years, they do not need to fill out another form.

If your school does not yet have an SSD Coordinator with access to SSD Online, submit the request form as soon as possible to get access to the system. The deadline to request accommodations is **February 19, 2019**.

Pre-ID Window Closing Soon

Test materials and pre-ID labels for the SAT with Essay, PSAT 10, and PSAT 8/9 will be based on the number of students pre-identified in the Secure Site by **February 13, 2019 at 5:00 PM**. For information on the Pre-ID process, refer to the December 13, 2018 Spotlight (http://www. michigan.gov/mde-spotlight).

Testing Tips Webinar

A live webinar to assist SAT with Essay, PSAT 10, and PSAT 8/9 coordinators with helpful hints for planning for an effective preadministration session and test day will be held on **March 28, 2019 from 3:00-4:00 PM**. If you cannot attend the live presentation, it will be recorded and available on the MME web page (www.michigan.gov/mme) and the Michigan College Board Website (www.collegeboard.org/michigan) at a later date.

Click here to register (www.tinyurl.com/2019MITestingTips)

Nonstandard Administration Report

The Nonstandard Administration Report (NAR) is the roster of students approved for accommodations and English Learner 50% extended time. It should be printed from SSD Online (www.collegeboard.org/ssdonline) by the SSD coordinator and will help with room and material planning. It will be available approximately four weeks prior to test day.

Coming Soon

- Coordinator planning kits will arrive the week of **February 18, 2019**
- Mandatory coordinator training will be available the week of **February 25, 2019**

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

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ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Order ACT WorkKeys Materials and Pre-identify Students

The window to order ACT WorkKeys standard-time and accommodations materials and submit student data for Pre-ID barcode labels for the initial test dates (April 10 - 23, 2019) is **January 7 - February 13, 2019, 5:00 PM** using the OEAA Secure Site (www.michigan.gov/oeaa-secure).

Refer to the **Pre-Identification and Initial Materials Ordering** articles in the December 13, 2018 Spotlight Newsletter (www.michigan.gov/mde-spotlight) for complete information.

ACT WorkKeys Q&A Sessions

ACT hosted a Question and Answer webinar on February 5, 2019. The recording of the session is now available for on-demand viewing at the registration link (https://event.on24.com/wcc/r/1865112/0423080 1349FDEAB24CD65D4FB2104BD). This link is also posted on the ACT hosted website (http://www.act.org/ stateanddistrict/michigan) on the **WorkKeys on Paper** page, in the **Preparation** stage under **Train Your Staff**.

ACT will host a second optional Workkeys Question and Answer webinar on **Tuesday, March 19, 2018** from **3:30-4:30 PM ET**. You must register for the session (https://event.on24.com/wcc/r/1865113/9AB75EE59E7C 30D14F6B8B094D9374CF). For those unable to attend, the recording will be available for on-demand viewing at the registration link about an hour after the session ends. This link is also posted on the ACT hosted website (http://www.act.org/ stateanddistrict/michigan) on the **WorkKeys on Paper** page, in the **Preparation** stage under **Train Your Staff**.

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/ stateanddistrict/michigan) on the **WorkKeys on Paper** page.

- MME and PSAT List of Important Dates, found on the MME web page (www.michigan.gov/mme) under **General 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

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

Important Dates

Approaching Deadlines!

REVISED: Friday, February 8, 2109:

- **Early Literacy and Mathematics Benchmark Assessments** and **M-STEP Passage-based Writing Field Test** – Test Administration Windows **CLOSES**

Wednesday, February 13, 2019:

- Pre-ID for barcode labels and Materials Order window for **M-STEP**, **SAT**, **PSAT**, **ACT WorkKeys**, and **MI-Access CLOSES**

Coming Next Week . . .

February 12-14, 2019:

- 2019 Michigan School Testing Conference (MSTC) – held at the Sheraton Ann Arbor Hotel in Ann Arbor, MI (see reminder on page 4 for more information)

February

Early Literacy and Mathematics, M-STEP, and MI-Access

Now – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **M-STEP** and **MI-Access**

Now – March 7, 2019:

- 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 to extend beyond 4:00 PM. Submit request (https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/).

Now – May 24, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP, MI-Access,** and **Early Literacy and Mathematics Benchmark Assessments**

WIDA

Now – March 22, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **WIDA**

Now – March 22, 2019:

- Window for Test Setup in **WIDA** AMS

SAT and PSAT

Now – February 19, 2019:

- Window to apply for state-allowed accommodations for **SAT with Essay**, **PSAT 10**, **PSAT 8/9**

Now – February 19, 2019:

- Window to identify English Learners for 50% extended time for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**

ACT WorkKeys

Now – April 19, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **ACT WorkKeys**

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

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Early Literacy and Mathematics

REVISED: February 11 – February 25, 2019:

- Pre-ID and Online Test Sessions in the OEAA Secure Site for **Spring Early Literacy and Mathematics Benchmark Assessments**

WIDA

Now – March 22, 2019:

- **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** Test Administration Window

SAT and PSAT

February 19, 2019:

- Deadline to apply for College Board-approved accommodations and state-allowed accommodations for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**

February 26, 2019:

- Mandatory coordinator training is available for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9**

March 2019

M-STEP, MI-Access, and Early Literacy and Mathematics

March 5, 2019 from 10:00–11:00 AM

- **M-STEP** District and Building Coordinator Training for Online Testing Webinar:
  Click to Join
  (presentations will be available prior to training)

- Meeting number: 283 759 317
- Meeting password: Spring2019

March 6, 2019 from 10:00–11:00 AM

- **MI-Access** District and Building Coordinator Training for Online Testing Webinar:
  Click to Join
  (presentations will be available prior to training)

- Meeting number: 288 641 391
- Meeting password: Spring2019

March 7, 2019 from 10:00–11:00 AM

- **Early Literacy and Mathematics** District and Building Coordinator Training for Online Testing Webinar:
  Click to Join
  (presentations will be available prior to training)

- Meeting number: 286 482 841
- Meeting password: Spring2019

ACT WorkKeys

Tuesday, March 19, 2019, 3:30–4:30 PM:

- **ACT WorkKeys Q&A Webinar #2 –** Register here
  (https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF)

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

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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