

Spotlight



on Student Assessment and Accountability

February 21, 2019

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Reporting Codes for All State Assessments – Grades 3–11


How does the use of Reporting Codes affect reports and the Student Data Files for the different assessments?

- **M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessment (K-2)** reports on the Dynamic Score Reporting Site can be filtered by Reporting Codes. Reporting Codes are included in the Student Data File. If a label is created (see [How to Update Reporting Codes](#) below), the label will also be included in the Student Data File and displayed on reports.
- **SAT, PSAT 8/9, PSAT 10, and WorkKeys** Student Data Files will include the Reporting Codes. If a label is created (see [How to Update Reporting Codes](#) below), the label will also be included in the Student Data File. Reporting codes and labels will be included on applicable reports in the Dynamic Score Reporting Site.
- Reporting Codes will **NOT** be included in reports or the Student Data File for **WIDA ACCESS for ELLs**, and therefore should not be used.

How to Update Reporting Codes

Users of the Secure Site can enter Reporting Codes for a group of students at a time using the Pre-ID File Upload or the Mass Update Assessments page on the Secure Site. Detailed instructions for both the [Pre-ID File Upload](#) and the [Mass Update Assessments](#) can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Pre-Identification** section.

The district/schools would create a four-digit code that would allow grouping of students for reporting. For example, if you want all of Mrs. Smith's math students grouped together, first you would decide on a four-digit number for Mrs. Smith (let's say 1234), and then put 1234 into each student's math Reporting Code field on the Office of Educational Assessment and Accountability (OEAA) Secure Site.

Key:  Reminder (previously run article)

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You can group the students any way that works for your school and it does not have to be by teacher. This will allow reports to be filtered by assigned codes.

Reporting Codes can be entered on the OEAA Secure Site now and through the Answer Documents Received and Not Tested period, which is usually a few weeks after the end of the testing window.

Reporting Codes are optional and are not used by the OEAA for reporting in any way.

Reporting Code Label

If your district or school chooses to use Reporting Codes to filter state assessment scores by teacher or groups, you can add a label to the reporting code used. For example, if you assign 1234 as a reporting code for a group of students in math, you can go to the Reporting Code screen on the OEAA Secure Site and create a label. The label could be a teacher's name, such as Nancy Smith, or a group name, such as Advanced Mathematics, etc. You can use alpha or numeric characters or a combination of the two.

The use of reporting codes and labels can be helpful to filter reports by teacher or a group when it is time to distribute student's scores out to various staff members.

Remember, neither the Michigan Department of Education (MDE) nor the OEAA use the reporting codes or labels for anything. This use is optional and up to the district or school whether/how they would like to take advantage of this functionality.

The Reporting Code Label will appear in the data file for all state assessments except WIDA, and will appear on applicable reports for M-STEP, MI-ACCESS, and Early Literacy and Mathematics Benchmark Assessments (K-2), PSAT 8/9 for grade 8, and the SAT with Essay in the Dynamic Score Reporting Site.

For detailed instructions on [Reporting Code Labels](#), go to the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) and click on **Reporting Code Labels** under the **Pre-Identification of Students** section.

Research Codes 1 and 2 Available for All State Assessments

Research Codes are a two-digit field that can be used by the district/school to collect additional information about students for the M-STEP, MI-ACCESS, Early Literacy and Mathematics Benchmark Assessments (K-2), SAT, WorkKeys, PSAT 8/9, and PSAT 10.

There are two separate codes (1 and 2) for each content area the student is taking. You can collect additional information such as which students came from a different school, which students were in Mrs. Smith's math class last year, which students have computers at home, etc. The Research Codes will be included in the Student Data File only and not on the additional score reports.

Be sure to keep a list of the two-digit codes you use on the OEAA Secure Site and the group or question you are associating with that code. There is no process in the OEAA Secure Site to place a label or describe the code you create.

Users of the Secure Site can enter Research 1 and 2 codes for groups of students at a time using the Pre-ID File Upload or the Mass Update Assessments page on the Secure Site. Detailed instructions for both the [Pre-ID File Upload](#) and the [Mass Update Assessments](#) can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Pre-Identification** section.

The Research 1 and Research 2 codes can be entered now and through the Answer Documents Received and Not Tested period, which is usually a few weeks after the end of the testing window.

Research Codes are optional and are not used by the Office of Educational Assessment and Accountability for reporting in any way.

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

Important Reminders

2017-18 School Accountability Reports and Accountability Student Datafiles

Now Available for Preview on MI School Data

Embargoed 2017-18 school accountability reports and accountability student datafiles for the Michigan School Index System are available for preview to authorized users of [MI School Data](http://www.mischooldata.org) (www.mischooldata.org). Schools have been provided a two-week window that closes on **Friday, February 22, 2019 at 5:00 PM** to preview school accountability results and submit perceived issues. Accountability results will be publicly released on MI School Data shortly after the preview window closes. Accountability results are embargoed and not to be shared with unauthorized individuals until results are available publicly on MI School Data.

Authorized users of MI School Data are able to download accountability student datafiles, submit issues, and view aggregate, school-level accountability reports for the 2017-18 Michigan School Index System.

To get started, including instructions on obtaining access to School Index reports in MI School Data, review the [2017-18 Resource Toolkit for the Michigan School Index Preview Window](http://www.mi.gov/documents/mde/Accountability_Preview_Window_Resource_Toolkit_615468_7.pdf) (http://www.mi.gov/documents/mde/Accountability_Preview_Window_Resource_Toolkit_615468_7.pdf).

Additional supporting materials are described and linked in the toolkit above. These resources are also available on the [Accountability web page](http://www.mi.gov/mde-accountability) (www.mi.gov/mde-accountability) under the **Resources for Educators** section.

2018-19 Annual Education Report (AER)

Coming Soon! The Michigan Department of Education (MDE) is finalizing the data and materials for schools to use in publishing their Annual Education Report (AER). It is anticipated that 2017-18 AER data and materials necessary for the creation of 2017-18 AERs will be available in preview for schools later this week or early the next on

[MI School Data](http://www.MISchoolData.org) (www.MISchoolData.org). **Please note:** The report information, cover letter templates, and combined report data currently located on the Annual Education Report section at MISchoolData.org have not yet been updated to reflect the materials to be used for the 2018-19 school year AERs. The MDE will be providing these materials and additional AER information when the AER becomes available in preview.

(from the [February 7 Spotlight](#))

What Is Assessment Literacy and Why Is It Important?

Have you had a chance to

- read the new feature?
- check out the resources?
- follow the suggestions for putting it into practice?

Pease note: There is an updated link to the [Assessment Literacy Standards](#), which has been updated in the original article.

Formative

Interim

Summative

Focus On Assessment Literacy

Click on the icon below to access the **Assessment Coordinator Training Guide** or go to any assessment web page and look for the icon.



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

College Board Corner

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

Training

SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators will receive an email next week with a link to access the required training. Coordinators are now required to complete training every year, even if you have completed it in prior years.

The SAT training is divided into 3 modules: one for coordinators, one for proctors, and one for SSD coordinators. The SSD coordinator training module is the same as the coordinator training module. The proctor module is specific to test day activities related to proctor responsibilities. The PSAT training is one module that encompasses information for both PSAT

10 and PSAT 8/9 coordinators. The coordinator is responsible for training other test day staff. The table below describes options to accomplish this.

If you are a coordinator for both SAT and one of the PSAT-related assessments, training for either the SAT or PSAT is required. Completion of the other assessment's training is encouraged.

The online training can also be accessed directly though www.collegeboard.org/ptat if the coordinator does not receive the email. **Note:** The training will not be available until **February 26, 2019** and users will likely receive an error message if they attempt to access the training prior to this date.

Role	Training Information	How to Access Training
SAT Coordinator	Online SAT coordinator training is required every year.	click on link in training email
PSAT 10 or PSAT 8/9 Coordinator	Online PSAT coordinator training is required every year.	click on link in training email
SSD Coordinator	Online SSD coordinator training is optional but highly recommended; must be trained in some way by test coordinator if administering assessments.	coordinator forwards the training email; click on link, then choose training for SSD coordinator
Backup Coordinator for SAT, PSAT 10, and PSAT 8/9	Online SAT and/or PSAT coordinator training is optional but highly recommended; must be trained by the test coordinator in some way.	coordinator forwards the training email; click on link, then choose training for test coordinator
Proctors for SAT	Online SAT training module for proctors is optional but highly recommended; must be trained by the test coordinator in some way.	coordinator forwards the training email; click on link, then choose training for proctor
Proctors for PSAT 10 and PSAT 8/9	Online PSAT training is optional but highly recommended; must be trained by the test coordinator in some way.	coordinator forwards the training email; click on link; there is no specific proctor training for PSAT
Hall/Room Monitors for SAT, PSAT 10, and PSAT 8/9	Must be trained by the coordinator in some way. Online PowerPoint is available.	Hall and Room Monitor Training (https://collegereadiness.collegeboard.org/pdf/hall-room-monitor-training.pdf)

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

Translated Test Directions

The PDFs of translated test directions for use by English Learners (EL) on the SAT with Essay, PSAT 10, and PSAT 8/9 are now available for schools to download and print to provide to students on test day. Printed translated test directions will not be shipped to schools.

IMPORTANT NOTE: The translated test directions are not Michigan-specific but will provide all relevant directions for students. The directions are also provided using only the standard script, so test coordinators and proctors should make sure students understand they should pay attention to the timing instructions provided verbally and written on the board.

To access translated test directions, go to:

[SAT](https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads) (https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads)

[PSAT 10](https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/resource-library) (https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/resource-library)

[PSAT 8/9](https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/resource-library) (https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/resource-library)

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](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [College Board Michigan web page](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan) at a later date. Click [here to register](http://www.tinyurl.com/2019MITestingTips) (www.tinyurl.com/2019MITestingTips).

Coordinator Planning Kits Have Shipped

Coordinator planning kits are scheduled to arrive this week. The kits contain a sample set of Michigan testing manuals and sample forms for early review by the test coordinator. The full set of testing manuals to support your school will arrive the week of **March 18, 2019**. There is a separate kit for PSAT 8/9, for PSAT 10, and SAT with Essay. If you are a school that is administering PSAT 8/9 to students in both grade 8 and grade 9, you will receive one kit for each grade, although the contents will be the same.

If a school received a kit for an assessment, and you do not plan to test, simply disregard the materials.

Coming Soon

- Mandatory coordinator training will be available the week of **February 25, 2019**.
- Preadministration and test materials arrive the week of **March 18, 2019**.
- Additional material order window opens in the OEAA Secure Site on **March 20, 2019**.

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

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

Test Materials Shipments

Non-secure and initial secure materials are combined into one shipment for the Spring 2019 administration. These materials, as well as any accommodated materials, are being shipped from ACT for distribution to schools either the week of **March 11, 2019** or **March 18, 2019**, as selected by the school on the Manage Participation screen in PearsonAccess^{next}.

Test materials will be sent to the WorkKeys Coordinator mailing address (not the building address) as listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) as of February 13, 2019.

FedEx tracking information will be available beginning **March 11, 2019** on the **Material Order Summary Report** page on the OEAA Secure Site. You can access the Material Order Summary Report under the Assessment Registration menu and then the sub-menu of Material Orders.

The quantities of standard time ACT WorkKeys materials are based on your school's Pre-ID student counts pulled from the OEAA Secure Site as of 5:00 PM on February 13, 2019, minus the accommodations counts entered on the Initial Material Order page.

To be sure your school has a sufficient supply of test materials for the April 10, 2019 test administration, check the materials within 24 hours of receipt using the guidelines found in the [ACT Test Coordinator Information Manual](https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf) (<https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf>). This manual is posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page in the **Administration** stage.

If after checking in your test materials you find the number of examinees scheduled to test on the initial test day exceeds the number of test materials received, you will need to order additional ACT WorkKeys materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) beginning **Wednesday, March 20, 2019** through the following **Wednesday, March 28, 2019 at 5:00 PM ET**.

Instructions for the Additional Material Order function can be found on the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining).

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) (<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](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General information**.

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244, 9:30 AM – 6:00 PM ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

February 25, 2019:

- Online Test Sessions in the OEAA Secure Site for **M-STEP, MI-Access** and **Spring Early Literacy and Mathematics Benchmark Assessments** **CLOSES**

Coming Next Week . . .

February 26, 2019:

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

February

Early Literacy and Mathematics, 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/) (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**

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**

WIDA

Now – March 22, 2019:

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

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

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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

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

SAT and PSAT

March 20, 2019 – March 28, 2019

- Additional material order window in the OEAA Secure Site for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9** standard test books, answer sheets, and manuals.

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

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 <ol style="list-style-type: none"> 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