Spotlight on Student Assessment and Accountability

MICHIGAN Department of Education

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March 24, 2016

A Message on the Recent House Sub-Committee Action

This week, the House budget subcommittee amended the MDE budget to discontinue M-STEP and redirected those funds to purchase a yet-to-be-determined computer adaptive interim solution for the state assessment. The bill also eliminated funding of the SAT. Obviously, the budget process is relatively long and has many steps. The MDE is reviewing the bill and its implications and will be working to advise the legislature as it moves forward and considers the assessment options.

Superintendent Brian Whiston has been engaged in ongoing discussions with stakeholders and has committed to using the Every Student Succeeds Act (ESSA) process to outline an assessment vision going forward.

As the budget outcome won't be finalized until late May or June, it is very important that local districts administer the Spring 2016 M-STEP and SAT as planned, to ensure ongoing data and support for their students and teachers; and to comply with state and federal law.

This year's M-STEP was modified in response to concerns from the field. Testing time was reduced 2.5 hours in grades 3, 4, 6, and 7, and eight hours in 11th grade, putting state-required testing time at its lowest level since 2007 and well below the federal guidelines of two percent of instructional time. We also are committed to returning preliminary reports within 48 hours to schools for immediate feedback, and providing all data files and reports before the beginning of the 2016–17 school year.

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Key: supports and accommodations information; information Tech Coordinators also need to know; Reminder

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) today! Enter your email address and select Spotlight under Student Assessment.

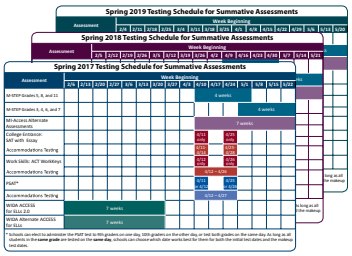
The MDE continues to acknowledge the challenges faced in transitioning the assessment during the Spring 2015 M-STEP administration, but fully plans to make significant improvements in this second year of administration.

We also are excited to begin the first statewide administration of the SAT. As research has shown, offering a free college entrance examination to students increases the chance of low-income students attending postsecondary education. The provision of a free college entrance exam in Michigan since 2007 has increased the number of Michigan students applying to a state college or university, as well as increased student opportunity to be accepted and receive scholarships to help finance college. Most importantly, it has offered hope and access to those who never thought they would have the opportunity to attend postsecondary education.

We appreciate the partnership of the field in helping achieve a successful administration of the M-STEP and the SAT, and in continuing to reinforce the importance of high standards for career- and college-readiness for all Michigan students.

Multiple-year Assessment Calendar

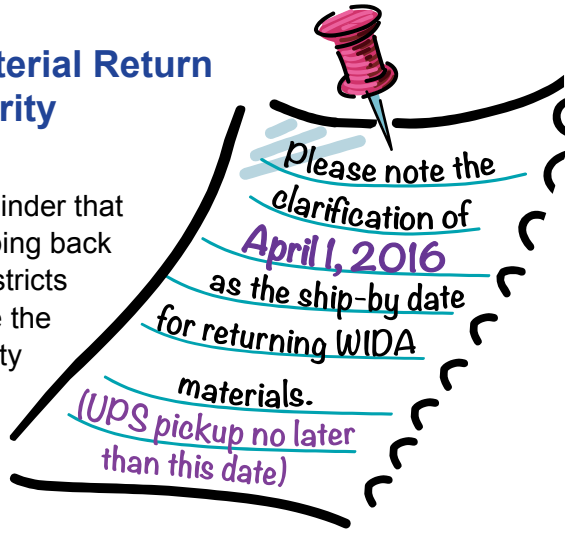
The Office of Standards and Assessments has published a 3-Year Calendar for Spring 2017, 2018, and 2019. Please note the following changes beginning with the Spring 2017 calendar:



- The calendar now lists both beginning and ending dates for each week.
- Each grade-level test window has been expanded to 4 weeks to provide schools with additional flexibility in scheduling. The amount of time the student will spend testing has not increased.
- The testing window is the same for grades 3, 4, 6, and 7.
- The first week of May is an overlap across all grade levels, providing flexibility for schools that need to test all grades in the same week.

The 3-Year Calendar for Michigan's Statewide Summative Assessments is located on each assessment web page, such as M-STEP (www.michigan.gov/mstep) under the **What's New** Section.

WIDA Material Return and Security Checklist



This is a reminder that prior to shipping back materials, districts should utilize the WIDA Security Checklist for two purposes:

1. To help identify missing materials during the WIDA Accountable Students & Test Verification window; and
2. To ensure that districts have an accurate record of WIDA materials shipped back to DRC.

The Security Checklist should be kept at the district and **NOT** returned to DRC. This checklist should have been used to verify which materials were shipped to the district and can now be used as a post-testing organizational document. This checklist should include

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a written record of which student is assigned to each test booklet by writing down the **Security Barcode** number of the booklet used by the student.

Please note that the Security Barcode number is NOT the same as the 10-digit barcode number from the MDE Secure Site added into the State Defined Optional Data field on the test booklets.

To identify the Security Barcode number, please refer to the following pages in each Test Administration Manual for a picture of where the Security Barcode number can be found on test booklets:

- Grades 1-12 Online Test Administration Manual: Page 26
- Grades 1-12 Paper/Pencil Test Administration Manual: Page 27
- Kindergarten ACCESS for ELLs Test Administration Manual: Page 27 of the Paper/Pencil Test Administration Manual
- Alternate ACCESS for ELLs Test Administration Manual: Page 25

All materials must be shipped to DRC by April 1, 2016 and remember to keep the Security Checklist on file in your district. You must call UPS to schedule a pickup no later than this date. Please refer to the applicable manual for instructions regarding material returns. For questions about returning materials, please call DRC at 855-787-9615 or send an email to WIDA@datarecognitioncorp.com.

Check WIDA TSMs for Unsent Responses

The ACCESS for ELLs 2.0 testing window for Michigan closes on **Friday, March 25, 2016**. It is important to verify that all Testing Site Managers (TSMs) at your site have been checked for unsent responses. This will ensure that all completed test data has been submitted. Please refer to pages 153-155 in the **Technology User Guide**. You may check each TSM by clicking the **Response Caching** dropdown and selecting **Unsent Responses**.

Select Response Caching—Unsent Responses

The screen will then refresh to display whether any unsent responses exist.

Click the **Transmit Responses** button to ensure that all responses are submitted.

Transmit Responses button

Next Transmission Attempt

Last Transmission Attempt

The **Next Transmission Attempt** indicates the date and time the next automatic transmission is scheduled. Responses are automatically transmitted every fifteen minutes.

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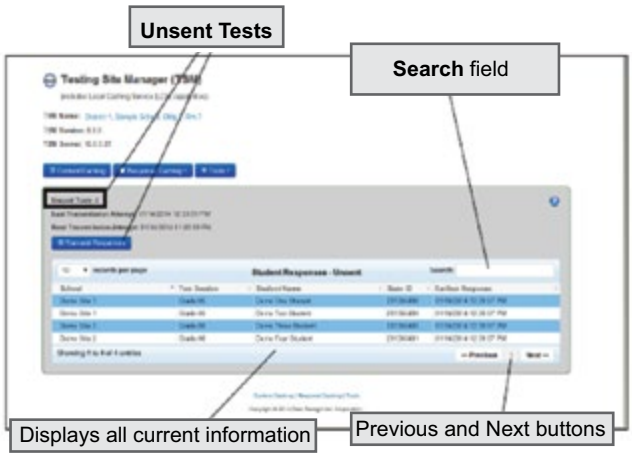
The **Last Transmission Attempt** indicates the date and time of the last attempt to transmit student responses.



Unsent Tests indicates the number of tests that have not been sent to DRC. **IMPORTANT: Verify that this number is 0 (zero) at the end of each testing day and at the end of the entire period.** If it is not zero, click the **Transmit Responses** button to transmit any stored responses.

Please contact **DRC Customer Service** if you have any questions: WIDA@DataRecognitionCorp.com or **1-855-787-9615**.

M-STEP Tech Checks

We have three reminders for Technology Coordinators this week as you prepare for M-STEP.

1. If you have not set up your Testing Site Managers (TSMs) and INSIGHT clients, now is a good time to make sure you have the necessary permissions in eDIRECT (https://mi.drcedirect.com/) to download that software. Once you log in, those links are under **Test Setup** – **General Information** – **Downloads**. If you do not have the permissions you need, please visit the Secure Site Training web page (http://www.michigan.gov/securesitetraining) and consult Assigning Roles in Secure Site for AMS & eDiRECT, which has instructions both for your administrator to assign permissions or for you to request them.
2. If your TSMs are set up, please make sure that you still have the necessary hard drive space, recommended at 10 GB or more. If those TSM computers are also used for other tasks, hard drives can fill up when you are not looking, which can be an ugly surprise. Spring testing content is starting to be delivered to your TSMs.
3. You may wish to poll your teachers for tech issues that have not been "worth mentioning." Online assessment is one of the more intensive uses of your network, and the blip that occasionally takes five minutes to clear becomes a major issue when it happens 100 times. Wireless access points are of special note because reconnecting to **WiFi** is just one of those things in day-to-day life but a **potentially disruptive disconnect** during testing.

iOS Version 9.3 Update to iPad

An update to the iPad operating system was released on Monday, March 21, 2016. DRC has begun QA testing whether INSIGHT still operates as expected under iOS version 9.3. QA testing can take up to 30 days; if at all possible, it will be done before assessment begins on April 11.

iOS version 9.3 is not officially supported until that QA testing is complete. If the update includes significant changes that affect the testing software, we may not be able to support 9.3 for Spring 2016.

Until iOS version 9.3 is officially supported, iPads that have updated to 9.3 will receive a warning message when they use INSIGHT. Students can click through this message to continue into testing, including the practice questions available now.

M-STEP Sample Item Sets Available

M-STEP Mathematics Stacked Spanish Translation and Masking/Color Chooser/ Contrasting Text

Students and educators who may be planning to use the online M-STEP Mathematics Stacked Spanish form may now access the corresponding sample item set. Students that may need to use masking, color chooser, contrasting text, or reverse contrast can access a sample item set with these features. These sample item sets can be accessed through InSIGHT or the eDIRECT portal (https://wbte.drcedirect.com/MI/portals/mi/ott1), which **must** be accessed using a Chrome browser. Select **Supports and Accommodations** and then **Stacked Spanish Translation** or **Masking/Color Chooser/Contrasting Text**.

As a reminder, the stacked Spanish form for M-STEP Mathematics is a Designated Support. It may not be appropriate for all students who are Spanish speakers. Ideally students using this support should have high Spanish literacy skills. However, students may use this support in conjunction with an oral translation, which effectively provides a human read-aloud support to students who need it. Educators offering an oral translation must use the M-STEP Mathematics Spanish Read-Aloud Guidelines in conjunction with the oral translation. Use of the Stacked Spanish Mathematics form will potentially increase reading load and cognitive load, and may result in the student needing additional overall time to complete the assessment.

M-STEP Braille

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. The paper/pencil braille Sample Item Sets will be shipped to interested districts who contact Rory Goodine in the MDE – Low Incidence Outreach Office at GoodineR@michigan.gov. In your request, please specify the grade level and content area in which the Sample Item Set is needed, as well as the address to which the materials should be shipped. Please do not order more materials than you need.

Student Growth Percentiles: A Basic Overview

Student Growth Percentiles (SGPs) describe a student's learning over time, compared to other students with equivalent prior test scores. SGPs are a very useful and powerful way to understand student learning over time.

One major strength of SGPs is that they are fairer to students of all ability levels than many other growth measures. This is because SGPs describe the student growth compared to the growth of other students who had equivalent past test scores. Click the following link for more information on Student Growth Percentiles: (http://www.michigan.gov/documents/mde/Student_Growth_Percentiles_475671_7.pdf).

In order to calculate SGPs, students are grouped with other students throughout the state who had equivalent scores on the prior test. Students then are placed in an order in their group, based on their score on the current year test. Each student then receives a percentile rank based on their order in the group determined by the current year's test score.

SGPs calculations are valid, even if the tests change from year-to-year, as long as the old and new tests are highly-correlated and assess the same general content area.

1% MI-Access Proficiency Cap Exception Applications Now Available

The 1% MI-Access Proficiency Cap Exception applications are available through

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Monday, August 29, 2016 at 5:00 PM. Applications are completely electronic and are available through the Secure Site from the **Accountability** menu. Districts that already have an approved 1% exception application from the 2013–2014 or 2014–2015 school years need not reapply, as approved applications are active for three years of scorecard appeal windows.

A helpful resource has been created to provide you:

- detailed information on the 1% cap
- how the 1% cap is calculated
- how to access the MI-Access Proficiency Cap Exception Application
- sample responses to the questions on the 1% exception application

The 2015-16 MI-Access 1% Cap Application Process and Exception Information resource can be found on the MDE Accountability web page (www.michigan.gov/baa-accountability).

EL Test Exemptions from State Assessments

The Michigan Department of Education is able to provide certain exceptions to the state assessment policy for first year, English learner (EL) students. Students that are identified as Limited English Proficient (LEP) in the Michigan Student Data System (MSDS) and have been enrolled in **U.S. schools for 12 months or less** at the time of taking a state assessment may be eligible to receive a one-time exemption from having to take the English language arts portion of state assessments. A document outlining the availability of this exemption will be available under the **Student Supports and Accommodations** section of each state assessment web page beginning Monday, March 28, 2016.

Immediate Information for PSAT 8/9, PSAT 10, and SAT Exceptions

Exceptions for eligible EL student may be requested for the ELA content area through a two part process outlined here:

1. Request math-only materials for eligible students through The College Board's SSD Online System. The SSD Online will handle math-only requests for first-year EL students as an accommodation. The Services for Students with Disabilities (SSD) Coordinator should submit a state-allowed accommodation request in the College Board SSD Online system. When submitting, choose "Other Accommodation" and include "Math only – first year EL student" in the description field. The accommodation will be automatically approved and students will test with a **lime**-colored test book. This will ensure the eligible EL exemption students are tested with materials that will still yield their required valid math score. The request must occur **BEFORE** April 3, 2016 so that the material is received before testing occurs on April 12, 2016. College Board will provide an EL Math Only script for test directions that will be available for download on the College Board Michigan website (www.collegeboard.org/Michigan) by April 4, 2016.
2. **AFTER** the SAT test administration window, during the Verification of Not Tested window in the Secure Site, schools will need to provide a Not Tested reason for the students for whom an exemption request was submitted in the SSD Online System.

Students who received a state allowed accommodation exempting them from the ELA portions will **not** receive a scholarship opportunity associated with PSAT 8/9 or PSAT 10 or a college-reportable SAT score.

For questions pertaining to the SSD system please call College Board at **1-855-539-1595**.

Spring 2016 MSDS Dates for Assessment and Accountability Reporting Purposes

The Division of Accountability Services (DAS) has provided the deadlines and "As Of" dates for the Spring 2016 state assessments for assessment and accountability reporting purposes. Dates will be provided when they become available for the Accountable Students and Test Verification windows to be held following the test administration period for each assessment later on this spring.

WIDA ACCESS and WIDA Alternate ACCESS:

DAS will do a final pull of student enrollment and demographic information from the Michigan Student Data System (MSDS) on **May 2, 2016** for records with an "As Of" date on or before **March 25, 2016**. Any necessary Student Record Maintenance (SRM) in the MSDS should be submitted and certified by 5:00 PM on May 2, 2016 with the appropriate "As Of" date in order to be reflected in Spring 2016 WIDA results for reporting and accountability purposes. It is important to make sure students demographics are correct, especially the LEP designation (to avoid invalidated tests). Also make sure all students who have exited your district have been exited in the MSDS and any new enrollments are entered in MSDS. This information needs to be shared with your district MSDS user (usually the student pupil accounting staff).

Note: The Secure Site is currently updating student demographics (not new enrollments or exits) from the MSDS daily. If you pre-identify a student to the WIDA, and LEP is not updated and marked on the Secure Site by the following day, check with your district MSDS person to make sure the student will be included in the Spring MSDS General Collection as LEP.

SAT, WorkKeys, M-STEP, and MI-Access:

DAS will do a final pull of student enrollment and demographic information from the MSDS on **June 10, 2016** (tentative) for records with an "As Of" date on or before **May 27, 2016**. Any necessary Student Record Maintenance (SRM) in the MSDS should be submitted and certified by 5:00 PM on June 10, 2016 (tentative) with the appropriate "As Of" date in order to be reflected in Spring 2016 SAT, WorkKeys, M-STEP, and MI-Access results for reporting and accountability purposes. It is important to make sure students demographics are correct, especially the special education designation for MI-Access students (to avoid invalidated tests). Also make sure all students who have exited your district have been exited in the MSDS and any new enrollments are entered in MSDS. **It is important to note:** DAS will **NOT** be using the End of Year Collection for assessment and accountability reporting purposes. This information needs to be shared with your district MSDS user (usually the student pupil accounting staff).

Class/Group Codes and Research 1 and Research 2 Codes

- **Class/Group Codes for the M-STEP and MI-Access assessments:** District/schools can create a four-digit code to group students for reporting purposes. For example, if you want all of Mrs. Smith's math students grouped together, first you would create a four-digit number for Mrs. Smith (let's say 1234), and then put 1234 into each student's math Class/Group Code field on the Secure Site. Of course, you can group the students however you would like and it does not have to be by teacher.

  Make sure to keep a list of the four-digit codes you use on the Secure Site and who or what group you are assigning that code to, because there is no place in the Secure Site to put a label on the code you create.

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- **Research 1 and 2 codes for the SAT, PSAT 9, PSAT 10, WorkKeys, M-STEP, and MI-Access:** Research Codes 1 and 2 can be entered for students. The Research Codes are a two-digit field that can be used by the district/school to collect additional information about students. 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 class last year, which students have computers at home, etc. The Research Codes will be included on the Student Data File **only** and not on the additional score reports.

  Again be sure to keep a list of the two-digit codes you use on the Secure Site and the group or question you are associating with that code, because there is no place in the Secure Site to put a label on the code you create.

Users of the Secure Site can enter Class/Group Codes and Research 1 and Research 2 codes for groups of students at a time using the **Mass Update Assessments** page on the Secure Site. Detailed instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining). Click on **Mass update Assessments** under the **Quick References** section.

For the upcoming SAT, ACT WorkKeys, PSAT 9, PSAT 10, M-STEP, and MI-Access, the Class/Group, Research 1, and Research 2 codes would need to be entered on the Secure Site by **June 10, 2016** to be included in the Student Data File and assessment reports.

The Class/Group Codes, Research 1, and Research 2 fields can be used however the district or school choses and are not used by the Department of Education in any way.

Electronic Devices, Social Media, and Test Security

Over the last few years, OSA has seen an increase in the number of incidents involving photos of test items being posted to social media. Test items being shared on social media presents an enormous security risk. OSA will continue to monitor social media for photos and specific discussion about test items. If an item is found, OSA will contact the district immediately, request the item be removed, and automatically invalidate the test(s) for any students involved.

To prevent such incidents from occurring, test administrators and proctors must be vigilant in preventing the use of prohibited electronic devices (cell phones, mp3 players, cameras, tablets, etc.) during testing. At a minimum, these devices must be powered off and stored out of sight during testing. Students should be informed of this policy in advance and strongly encouraged to leave such items out of the testing room. If logistically possible, these devices should be collected before a test session.

Please note: OSA will monitor publicly accessible Internet and media venues only for potential exposure, sharing, or sale of assessment content.

Important M-STEP Resources to Provide to Parents

As the M-STEP season approaches, schools and teachers will start to get questions from parents regarding how their children will experience state testing in 2016. The communications team at the Division of Accountability Services has prepared several helpful documents that can help you communicate with parents before the April 11, 2016 testing window opens. They can also assist you in answering questions that might arise—including requests to allow children to "opt out" of testing.

Coming soon:

- **Parent letter**, providing an M-STEP overview from State Superintendent Brian Whiston

Available now on the M-STEP web page (www.michigan.gov/mstep):

- **Spring 2016 Guide to State Assessments**
- Our popular M-STEP parent guide titled, **What it is, What it Means – And What it Offers** has been updated and is available in English, Spanish, and Arabic. A companion PowerPoint presentation in English has also been updated. This publication provides an overview of M-STEP, test elements and the upcoming Spring 2016 testing schedule.

  These documents may be downloaded from the M-STEP web page (www.michigan.gov/mstep). They are located under the **Parent/Student Information** section.

- M-STEP: What it is, What it means - And What it Offers, available in multiple languages
- M-STEP: What it is, What it means - And What it Offers Presentation

Please share these resources with parents, staff and members of your community.

Remember, while we support parents in making educational choices for their children, there is no allowable "opt-out" provided in state or federal law. Students who are not assessed will count against their schools' participation rate, which will influence how the district's success is reported in Michigan's Accountability Scorecard.

FAME
FORMATIVE ASSESSMENT FOR MICHIGAN EDUCATORS

FAME Project Accepting New Coach Applications – Deadline is May 6, 2016

The Formative Assessment for Michigan Educators (FAME) project is entering its ninth year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process, rather FAME coaches are learners along with their learning team. More information on the FAME project and access to the online 2016–17 New FAME Coach application is available on the DAS Formative Assessment Process web page (www.michigan.gov/formativeassessment) under **What's New**. The deadline to apply is **Friday, May 6, 2016**. If you have any questions, please contact Kimberly Young, MDE/DAS at youngk1@michigan.gov or 517-373-0988.

SAT Corner

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

Important Reminders as Test Day Approaches

New SSD Support Line for Michigan Educators

If you missed last week's Spotlight, the College Board has established a new phone number to better support Michigan educators with accommodations related inquiries. SSD Coordinators may now use 1-855-539-1595 to access the College Board's Services for Students with Disabilities team. **All accommodations requests received by the February deadline will be completed this week.**

SAT Training - Complete the Required Supervisor Training Now

If you haven't already done so, take the SAT Supervisor training by clicking on the link at the bottom of the email that was sent to all SAT Test Coordinators in EEM on February 19. Please note it may take up to 24 hours for your training to appear in the My Learning section of the LMS after you follow the email link to register for the training. Test Center Supervisors will need to provide access to the training to both Associate Supervisors and SSD Coordinators. This can be done within the course, or by forwarding the email with the link to the training. **This training is required for all SAT School Day supervisors and SSD Coordinators**. If you receive an error when clicking the link, try copying the link text and then pasting it directly into a different browser. If you can't locate the email or your LMS link, please contact Customer Support by calling 866-260-5211.

PSAT 8/9 and PSAT 10 Training – Watch the Video

If you missed the PSAT Test Supervisor training video last week, you may view the training session online (www.collegeboard.org/michigan). Find the recording in the **Professional Development** section under **Offering the Tests**.

Additional Training on Room Planning and Testing with Accommodations

Need more help with planning room assignments and understanding how to administer in accommodated testing rooms? If you're a test center supervisor, the webinar will provide additional guidance for developing your roster and planning for students testing in roster nonstandard testing rooms. If you're a SSD Coordinator, the webinar will provide more information on planning the test day for students who appear on the NAR. We are offering two sessions, to join choose one of the dates below to register.

- **March 30, 2016** at 2–4 PM, click to register
- **April 5, 2016** at 2–4 PM, click to register
- or go to: https://collegeboardtraining.webex.com/collegeboardtraining/ and look in the **Other Events** section for the webinar entitled **Developing Your Roster, Planning Rooms, and Administering Tests in Nonstandard Testing Rooms**.

Photo ID Update

As you are aware the College Board requires schools to validate students using photo identification before testing. This requirement is for test security reasons and to ensure that the

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student testing matches the information they are providing on their answer sheets.

For the Michigan sponsored administration of SAT, PSAT 10, and PSAT 8/9, in addition to the photo identification requirements provided in the Supervisors Manuals, College Board will also support the visual identification of a student using the schools SIS system or other school issued photo repository, such as a yearbook. For students who don't have a photo identification card or have an image in a school repository, a Student ID Form should be completed printed on school stationary, and notarized by the school with the school seal. The Photo ID form will be available on the Michigan website by April 1, 2016.

Read Your Supervisor Manual

When preparing for test day, please be sure to read the appropriate Supervisor Manual as well as the Michigan Manual Supplement. This supplement will provide additional information for customizing your Supervisor manuals for the Michigan–sponsored assessment.

SAT School Day Fee Waivers – What are they?

By now schools should have received SAT School Day Fee Waivers for their students. These waivers are to be distributed to eligible students who meet any of the following qualifications:

- They are enrolled in or eligible to participate in the National School Lunch Program (NSLP).
- Their annual family income falls within the Income Eligibility Guidelines (http://www.fns.usda.gov/school-meals/income-eligibility-guidelines) set by the USDA Food and Nutrition Service.
- They are enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- Their family receives public assistance.
- They live in federally subsidized public housing or a foster home, or are homeless.
- They are a ward of the state or an orphan.

Students who receive the SAT School Day Fee Waivers can take advantage of the following benefits:

- 4 free score sends, in addition to the ones that come with SAT School Day, to use at any time by entering their fee waiver code into their online account.
- Access to Question and Answer Service for April School Day administration by calling Customer Service (fee waiver code required)
- 4 College Application Fee Waivers, automatically delivered to student's online account the August before they begin their senior year

In addition, students may use a testing fee waiver towards the cost of retaking the SAT on a weekend administration or taking an SAT Subject test. These fee waivers are different from the School Day fee waivers. To take advantage of this benefit, counselors should contact College Board Customer Care at 866-870-3127 or michiganadministratorsupport@collegeboard.org.

Upcoming Topics

Stay tuned for upcoming information on the following topics:

- How to send scores to colleges and universities
- Tips for who to contact when

Key Dates for the SAT 10 and PSAT 8/9 are listed in the Important Dates Section.

Visit the Michigan website (www.collegeboard.org/michigan) for access to the latest webinars and additional administration information.

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

ACT WorkKeys Test Day Activities

Today we are going to focus on ACT WorkKeys test day activities. As a reminder, the initial ACT WorkKeys test date is Wednesday, April 13, 2016.

We recommend your schools ACT WorkKeys test day schedule look something like this, as it allows for testing to begin around 8:15 AM, and examinees to be dismissed around 11:30 AM in most test rooms:

7:30 AM: Arrival of testing staff

7:45 AM: Briefing session

8:00 AM: Arrival, identification, and seating of examinees

***8:15 AM**

- Begin the verbal instructions
- Distribute test materials to examinees
- Administer the three tests and the break as directed in the Verbal Instructions from the ACT WorkKeys Administration Manual – time each text exactly
- Collect and verify all test materials

***11:30 AM**: Dismiss examinees

*Approximate time

State and District Testing Staff List

A complete State and District Testing Staff List is required for each ACT WorkKeys test day (initial and make-up). A blank State and District Testing Staff List is included in the ACT WorkKeys Administration Manual in Appendix C–2. Instructions for completing the list are printed on the form. Be sure to list all personnel involved in administering the ACT WorkKeys tests including anyone assisting with materials or security.

Completing the Roster

Write the type of ID accepted for admission on the roster (C-1 of the ACT WorkKeys Administration Manual). 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. However, you must still document the type of ID accepted or examinee absence for attendance. Return the marked original at the same time as the completed answer documents.

Admitting Examinees to the Test Room

When you are ready to admit examinees to the test room, make sure you do the following:

1. Admit examinees by checking them in, one-by-one, at the door of the test room.
2. Verify that the identification is acceptable according to ACT requirements shown in the ACT WorkKeys Administration Manual.

Acceptable Identification

All examinees are required to present an acceptable form of identification or be personally recognized (face-to-face) by testing staff before being admitted to the test room. **Please note**: If

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an examinee without acceptable ID is permitted to test, the examinee must be dismissed and the answer document will not be scored, even if the acceptable ID is presented later.

- Identification issued or verified by a relative is NOT allowed
- All identification must be original; photocopies or reproductions are NOT allowed.
- Stamped, computer-generated, or reproduced signatures are NOT allowed.

Please see the **ACT WorkKeys Administration Manual** for detailed information about acceptable and unacceptable identification.

Items that May Not Be Accessed in the Test Room

Examinees must not use or access the following items at any time while in the ACT WorkKeys test room:

- Textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids
- Highlight pens, colored pens or pencils, correction fluid/tape
- Food and beverages (including water)

Examinees' personal belongings must be placed under the seats, and examinees are not permitted to access them during testing.

Test Room Starting Time

Verbal instructions may begin as soon as all examinees have been identified and seated. It is recommended that the verbal instructions start no later than 9:00 AM in all rooms.

Important! Absolutely no one may be admitted to the test room after the ACT WorkKeys test books have been distributed. If this policy is violated, the answer documents for the examinees admitted late will not be scored.

The **ACT WorkKeys Administration Manual** contains all the detailed information your schools ACT WorkKeys test coordinator and testing staff will need to successfully administer the ACT WorkKeys assessment. Please refer to the **ACT WorkKeys Administration Manual** for details on calculators, formula sheets, test monitoring, the sequence of the ACT WorkKeys tests, timing of the tests, and much more. The manual is located on the Michigan/ACT website (http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html).

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 Eastern Time.

Important Dates

Approaching Deadlines!

WIDA

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

SAT

- **March 30, 2016:** SAT Supervisor Test Day Online Training **Ends**

Coming Soon . . .

M-STEP/MI-Access

- **March 24 – 29, 2016:** M-STEP and MI-Access materials delivered to schools and districts (no deliveries on March 26-27).

March 2016

M-STEP

- **March 30, 7:00 AM – April 26, 12:00 noon:** Grades 5, 8, and 11 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

WorkKeys

- **March 31, 7:00 AM – April 8 at 12:00 noon:** Additional standard test booklets will be available to order from the Additional Material Order page of the Secure Site.
- **March 31, 7:00 AM – April 20 at 12:00 noon:** Accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

April 2016

MI-Access FI, P, and SI

- **April 1, 7:00 PM – May 25 at 12:00 noon:** Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.
- **April 11, 2016:** Testing begins for grades 5, 8, and 11, and MI-Access all grades. Please refer to the Spring 2016 Testing Schedule (http://www.michigan.gov/documents/mde/S16_Testing_Schedule_498529_7.pdf).

WorkKeys

- **April 13, 7:00 AM – April 14 at 5:00 PM:** Makeup standard test booklets can be ordered from the Additional Material Order page of the Secure Site.

M-STEP

- **April 13 7:00 AM – May 10, 12:00 noon:** Grades 3 and 6 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.
- **April 27, 7:00 AM – May 24, 12:00 noon:** Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

SAT, PSAT 10, PSAT 8/9

- **April 14, 2016, 11:59 PM:** Deadline to order makeup materials.

Recently Asked Questions

Is the seat chart mentioned in the new Assessment Integrity Guide required for spring 2016?

The Michigan Department of Education (MDE) is currently gathering feedback on the new Assessment Integrity Guide and recognizes the seating chart could present a logistical challenge for some schools. This requirement should be treated as a recommendation, not a requirement, during the 2015-2016 school year.

Who can administer or proctor the M-STEP? Can a substitute teacher?

Test Administrators (TAs) should be selected from the highest possible ranking from the following list. If a school has exhausted the availability of persons in category "1", it should select staff in category "2" and so on.

1. Licensed teachers or licensed educational administrators employed by the school district
2. Paraprofessionals or non-licensed administrative personnel employed by the school district
3. Licensed substitute teachers who are employed by the district for the purpose of administering the test

Trained proctors may be assigned to assist Test Administrators in administering the tests. A proctor is typically a teacher's aide, a paraprofessional, or another paid district or school staff member.

How should the Missing Materials form in the new Assessment Integrity Guide be used?

If test material is found to be missing during the test administration or subsequent housekeeping activities, please file an Incident Report. The Missing Test Materials Reporting Form can be either used as a template for the type of information we require in the incident report description or as a standalone attachment that can be added to an incident report.

My students are taking the online M-STEP but I have a few students taking the paper/pencil test, can they just test when my on-line students are testing or do they have to follow the paper/pencil schedule?

Students taking a paper/pencil version of an M-STEP assessment must adhere to the posted paper/pencil test schedule for that test.

The MDE is directing our primary efforts towards developing a robust and secure online assessment that is appropriate for all students. This means fewer paper/pencil test forms are being developed, resulting in increased security concerns for paper/pencil test breaches. Requiring all paper/pencil tests be administered on designated days helps to minimize these risks.

I have a homebound student that is testing paper/pencil in their home, am I required to test them on the designated paper/pencil day for the content area?

While every effort should be made to administer the test to homebound students on the designated paper/pencil day, the MDE understands these administrations place a staffing burden on schools and these students may be tested on a make-up day within the grade-level testing window. **Please note:** An Off-Site Test Administration Request must be completed for these administrations. The request form does ask when the

(Continued on next page)

Recently Asked Questions

school expects to administer the test. The Off-Site Test Administration Request can be accessed by clicking this link (https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/).

Can students taking the online and paper/pencil M-STEP assessments test across multiple days?

The Supports and Accommodations Table has been updated to reflect that testing across multiple days is a standard administration practice for online M-STEP testers because it is untimed and to allow schools flexibility with scheduling devices for the assessments.

Due to test security concerns for the paper/pencil forms, there are specified testing days for each grade level and subject area. All students testing with paper/pencil forms are expected to test on the specified paper/pencil date for each grade/subject/part except if the student is utilizing the multiple-day testing Designated Support option. **Specific** students may need this because of their usage of **multiple** Designated Supports and/or Accommodations. This support is not designed to be used with all students, but should instead be used as an **intentional scheduling** option for students for whom there is a need.

For M-STEP and MI-Access Functional Independence, if the only support a group of students needs is "small group setting," do I really need to keep the group size to no more than 5 students?

No. If the only support students in a group are getting is "small group," then this becomes a local decision as to what the size should be. Small groups of 5 come into play when other accommodations and supports are used in addition to the small group. Supports that require students to have control over the pacing of the test (read-aloud, CD audio support, translations, etc.), should be given in small groups of no more than 5.

Some of the SAT materials require a registration number, what is this number and where do we find it?

Students will use the UIC, printed in the upper left-hand corner of their pre-ID label for both SAT and PSAT testing. For SAT, test takers will use their UIC number as the registration number on the Student Data Questionnaire (SDQ) and answer sheets. For PSAT 10 and PSAT 8/9, test takers will enter their UIC when asked for Student ID on the answer sheet. Refer to page 6 of the **Supplemental Manual for Michigan**. Student UICs can also be found on the Student Pre-ID Report that can be printed from the Secure Site.

► Access previous Spotlight editions (www.michigan.gov/mde-spotlight)

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.