

# Spotlight

## on Student Assessment and Accountability

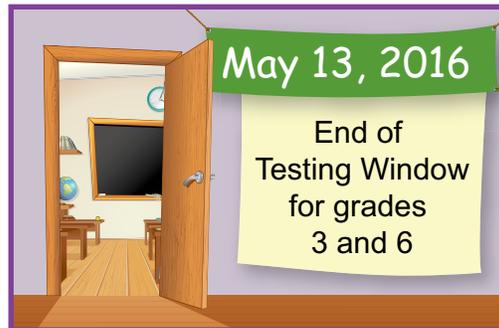
### May 12, 2016

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#### End of Testing Window for Grades 3 and 6



**Friday, May 13, 2016** is the end of the M-STEP testing window for grades 3 and 6. All M-STEP testing in these grades **must** be completed by the end of the instructional day.

- Schools with **online** testers should remind their Technology Director to clear the TSM(s) after all testing has completed for the day. This will ensure all responses are sent to DRC for scoring. See page 146 of the [Technology User Guide](#), available on [eDIRECT](https://mi.drccdirect.com) (<https://mi.drccdirect.com>) under **Documents**, for information on viewing and sending unsent responses. **Monday, May 16, 2016 at 4:00 PM**, all "In Progress" M-STEP tests for grades 3 and 6 will be marked "Complete," so please make sure that all responses have been sent by Monday morning.
- Schools with **paper/pencil** testers must ship test materials to the scoring vendor by the end of the day, **Wednesday, May 18, 2016** (the return shipments **MUST** be postmarked by May 18, 2016). Check now to ensure you have the necessary tools for returning materials. See pages 80-86 of the [Spring 2016 M-STEP Test Administration Manual \(TAM\)](#) for information on returning M-STEP test materials. The TAM may be downloaded from the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **Current Assessment Administration**.

**Key:**  information Tech Coordinators also need to know

 supports and accommodations information

 Reminder

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

## M-STEP Online Administration Directions and Supplements

This is a reminder that the [2016 M-STEP Online Test Administration Directions-Supplements](#) are available to use during administration of the online M-STEP assessments. These supplements are provided for the purpose of consolidating the test information and directions by subject area. The format of the M-STEP Online Administration Directions requires the reader to skip pages if used when administering the assessments, whereas each supplement includes complete test directions by subject area. This eliminates the need to jump around and skip pages.

You can print the streamlined test direction pages for each subject area test: English language arts, mathematics, science, and social studies. They are located on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under the **Current Assessment Administration** section. Please be sure to use these tools for ease of test administration!

## WIDA Verification of Answer Documents and Not Tested Opens May 13, 2016

The Spring 2016 WIDA Verification of Answer Documents and the Verification of Not Tested windows open **Friday, May 13, 2016** and will be available through **5:00 PM, May 19, 2016**.

The Verification of Answer Documents is the opportunity for schools to verify answer documents were received by the contractor and have been processed for scoring. This is the only opportunity to submit answer document issues, including missing test issues, and appeal prohibitive behavior and non-standard accommodations for Spring 2016 WIDA.

The Verification of Not Tested is the opportunity for schools to submit a reason why a student did not take an assessment. These reasons will be reviewed for a possible exemption for accountability purposes and are used for federal reporting.

The Verification of Enrollment for Accountability Purposes closed May 2, 2016 and is no longer being updated from the Michigan Student Data System (MSDS). However, it is still available to view on the Accountable Students and Test Verification page. It currently displays the student enrollment and demographics as of March 25, 2016 which will be used for assessment and accountability reporting. You can make updates to MSDS but DAS will not be pulling any additional updates from MSDS for Spring 2016 WIDA.

More information on these windows including instructions on what to look for, explanations of the different screens, and how to resolve issues can be found on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)), under the **Quick Reference** section, using the link [Accountable Students & Test Verification–All Assessments](#).

## New Principal and New Assessment Coordinator Resources for WIDA

New principals and assessment coordinators can now review the [New Principal Primer](#) and the [New Assessment Coordinator Primer](#) for the WIDA assessments, which are located on the [MDE WIDA web page](#) ([www.michigan.gov/wida](http://www.michigan.gov/wida)) under **What's New**. In 2015 Michigan assessed over 88,000 students across the state identified as English Learners (ELs) on the summative WIDA assessments, which is why this information is important to new principals and coordinators. The population of ELs enrolling in Michigan's schools continues to steadily increase

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on a yearly basis, so the possibility that you may be enrolling a student whose primary language is other than English is relatively high.

To help prepare for this possibility, these documents outline steps educators in these new roles will need to take to ensure they have appropriate access to screener materials for EL students. These documents can also aid in building understanding of:

- acronyms related to this group of students
- required enrollment steps to help identify potential ELs
- which students would be required to take the summative WIDA ACCESS for ELLs 2.0 or Alternate ACCESS for ELLs
- some common mistakes and resolutions related to enrollment, identification, and even communication with parents

Additional resources related to the WIDA assessments can be found on the [MDE WIDA web page](http://www.michigan.gov/wida) ([www.michigan.gov/wida](http://www.michigan.gov/wida)).

## Upcoming NAGB Tech Event



In an unprecedented move to honor a first-of-its-kind assessment, the National Assessment Governing Board (NAGB) will be hosting a special event on **May 17, 2016** in

Detroit to release results from **The Nation's Report Card: Technology and Engineering Literacy** -- a digitally based assessment that measures how students use and evaluate technology in real-life situations to solve problems.

State Superintendent of Education Brian Whiston will provide the welcome address at this event. In addition, two panels of experts comprised of educators, policymakers, business leaders, and students will explore the findings and implications of the report.

The event will be from 9:00 AM – 12:00 PM at the Michigan Science Center, located at 5020 John R St., Detroit, MI 48202. To register to attend in person or watch the live webcast visit the [NAGB website](https://www.nagb.org) (<https://www.nagb.org>).

## SAT Corner

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

### Student Score Reports

Students will begin to be able to access their scores on **May 18, 2016** via their College Board student account for SAT, PSAT 10, and PSAT 8/9. Setting up a student account involves a few steps:

- Go to collegeboard.org
- Click on “Sign Up” in the upper left-hand corner
- Select “I am a Student”
- Provide contact information
- Create a user name and password
- Read and agree to the Terms & Conditions

Students should be prepared to answer basic questions, including name, sex, date of birth, email address, high school name, expected high school graduation date, and zip code. They can also provide a parent’s name and email address and opt-in to receive important reminders about deadlines, test preparation strategies, score availability, and more.

Most student scores will be available on the first score release day, however a small percentage might not be. Scores may be released later for reasons that include participation in makeup testing, a late receipt of answer sheets, missing information on the answer sheet, or other uncommon conditions that flag a test for more attention. If a score is not available, students should check back for updates or they may call

- 866-756-7346 for a status of their **SAT score**, or
- 866-433-7728 for a status of their **PSAT score**.

### Paper Score Reports

One copy of the PSAT 8/9 and PSAT 10 score reports will be mailed to schools. Schools can maintain or provide the reports to the student or parent. The PSAT score reports should begin mailing the first week of June.

For SAT, reports are scheduled to begin mailing the end of June to students who requested a paper score report. These reports will be mailed to the home address provided by the student.

### Educator Score Reports

Score Reports will begin to be available according to the following schedule:

	PSAT 8/9 and PSAT 10	SAT
<b>Report Center:</b> K12 Reports (School level Reports – Summary & Detail)	May 16, 2016	June 14, 2016
<b>Download Center:</b> Electronic Score Report File	May 17, 2016	May 17, 2016

Educators will have access to scores via the College Board Reporting portal. The online reporting portal consists of two areas:

- **Report Center:** Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports

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- **Download Center:** Data files available to manage electronic score downloads – manual and automatic

To access, you must have a College Board Professional account and have been granted access to reporting by your school's Data Access Tool Manager. Each district/school must have at least one Data Access Tool (DAT) Manager. This person is responsible for assigning access to educators within the school. The DAT Manager will assign a user role to each educator. The DAT Manager does not automatically have access to the Reporting portal. The DAT Manager will need to assign themselves roles in the portal as well. College Board will be sending reminder emails to Access Managers and Principals. For schools that have not accessed the reporting portal previously, the Test Center Supervisor and Principals will receive an email with instructions on how to set up access. If you are unsure if your school has a DAT Manager established, contact Sarah Thaler ([sthaler@collegeboard.org](mailto:sthaler@collegeboard.org)), Jason Feig ([jfeig@collegeboard.org](mailto:jfeig@collegeboard.org)), or Ted Gardella ([tgardella@collegeboard.org](mailto:tgardella@collegeboard.org)) so that we may verify and provide access if needed.

Please contact our Michigan Field Team if you have any questions about assigning roles for your staff. Our team will be presenting Score Portal Workshops at Michigan ISD/RESAs this summer. Please check with your local ISD/RESA for dates and times.

It is **strongly suggested** that you provide your counselors with the Assessment Reporting Data Files Management role in the Data Access Management tool. Your Counselors will need to have access to the download center in the Electronic Scores and Reporting portal, so that they can have access to the SAT score report file until online reports are available. Once you assign access, your Counselors should download the Electronic Score Report File when it becomes available, so that they can work with students who may have questions about their scores.

The College Board Michigan field team will also offer a webinar on the SAT Electronic Score Report file. This webinar is scheduled for **May 19, 2016 at 3:30 PM**. To register, click [here](#). We will also record and post on the [College Board Michigan Website](http://www.collegeboard.org/Michigan) ([www.collegeboard.org/Michigan](http://www.collegeboard.org/Michigan)).

The College Board is committed to supporting Michigan districts, schools, staff and students. Please reach out to our Michigan field team if you have any questions:

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## Important Dates

### Important Testing Information . . .

#### M-STEP Online

- **May 13, 2016:** End of test window for grades 3 and 6. Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted.

#### M-STEP Paper/Pencil

- **May 18, 2016 – Grades 3 and 6:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

### May 2016

#### WIDA

- **May 13, 2016 – May 19, 2016 at 5:00 PM:** Window for the Spring 2016 WIDA Verification of Answer Documents and the Verification of Not Tested.

#### M-STEP Paper/Pencil

- **Now – May 24 at 12:00 noon:** Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

#### MI-Access FI, P, and SI

- **Now – May 24 at 12:00 noon:** Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

#### M-STEP Online

- **May 27, 2016:** End of test window for grades 4 and 7. Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted.

#### MI-Access

- **May 27, 2016:** End of test window for all grades. To do in the following order:
  - ♦ 4:00 PM Deadline to enter P/SI answer documents online
  - ♦ Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted

### June 2016

#### M-STEP Paper/Pencil

- **June 1, 2016 – Grades 4 and 7:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

#### MI-Access

- **June 3, 2016:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

#### WIDA

- **June 30, 2016:** Deadline to fill out the [ACCESS for ELLs 2.0 Testing Experience Survey](https://uwmadison.co1.qualtrics.com/jfe/form/SV_cCHKhf6R80jfArj) (https://uwmadison.co1.qualtrics.com/jfe/form/SV\_cCHKhf6R80jfArj).

► Access previous [Spotlight editions](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight)

#### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.