Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

May 18, 2017

Key: Reminder (previously run article)

M-STEP 3, 4, 6, and 7 Paper/Pencil Makeup Testing Ends Friday, May 19, 2017

All paper/pencil makeup testing for M-STEP grades 3, 4, 6, and 7 ends Friday **May 19, 2017**. Paper/pencil testers do not have the same testing window as online testers. Please refer to the Paper/Pencil Summative Testing Schedule on the M-STEP web page (www.michigan.gov/mstep) for allowable paper/pencil testing dates. Students being assessed online must complete all test session by **4:00 PM Friday, May 26, 2017**.

REMINDER

Check the status of student test tickets on eDIRECT (https://mi.drcedirect.com), using the **Manage Test Sessions** menu to ensure all students have completed all sections of the **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics** online assessments.

MI-Access Update

Testing Window Closing

The MI-Access testing window closes on **Friday, May 26, 2017 at 4:00 PM**. This will be the last day to administer any level of the MI-Access assessments and to enter all Supported Independence and Participation scores. Here are a few things to consider:

ONLINE – Functional Independence (FI):
- Schools with FI testers must clear the Testing Site Manager (TSM) at the end of the day on Friday May 26, 2017.

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

Call Center: 877-560-8378

For details on how to perform this task, see pages 72-73 of the Technology User Guide available on eDIRECT (https://mi.drcedirect.com) under **Documents → Audience → District Technology Coordinator**.

- All "In Progress" tests will be automatically closed and be sent for scoring.

- **Important:** Students taking FI ELA: Accessing Print (online or paper) must also complete the FI ELA: Expressing Ideas assessment which is exclusively a paper assessment.

- Students must take both part 1 and part 2 of each content area.

PAPER/PENCIL:

- All paper-based testing must be administered by the **Friday, May 26, 2017** window closing date.

- **Remember that FI ELA: Expressing Ideas is hand-scored and may be returned (using return instructions) early if they are all completed.** There is no need to wait until all online sessions are submitted.

PARTICIPATION AND SUPPORTED INDEPENDENCE (P/SI):

- ALL P/SI student scores must be entered online by **May 26, 2017 at 4:00 PM**.

- The link to the P/SI score entry may be accessed on the MI-Access web page (www.michigan.gov/mi-access) under the **Current Assessment Administration** section.

- Complete instructions for entering scores may be found at this link.
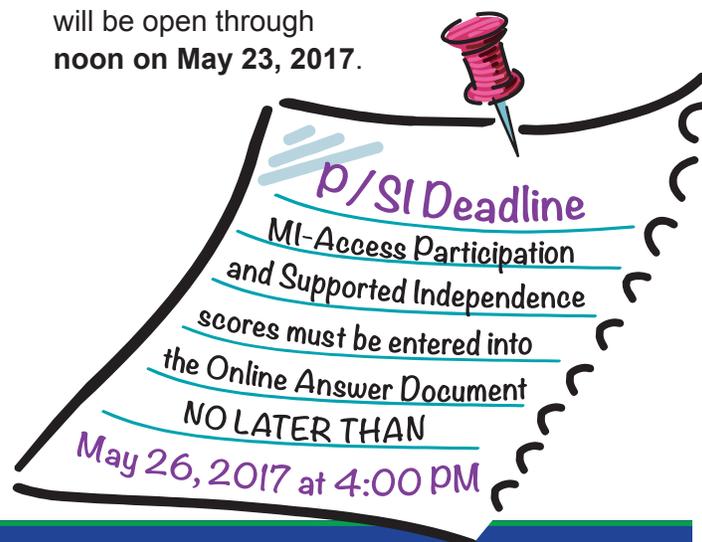
- All Scoring Documents and signed Security Agreements should remain in the district for three years.

Testing Material Return Date

- All paper testing materials (including all FI Expressing Ideas tests) must be shipped by **May 30, 2017** to avoid possible late fees. **Please note that this is earlier than in past years.**

- Complete return instructions are listed on pages 38-40 of the Paper/Pencil Test Administration Manual or the Instructions for Materials Return located on the **Current Assessment Administration** section of the MI-Access web page (www.michigan.gov/mi-access).

- Schools have been provided with return kits with their materials, thus helping to facilitate a direct return rather than going through your district office to return. This will also help meet the earlier return deadline as well. Please locate your return kit now in case you need to order an additional return kit before this deadline.

Additional Material Order

- The MI-Access Additional Material Order window will be open through **noon on May 23, 2017**.

P/SI Deadline
MI-Access Participation and Supported Independence scores must be entered into the Online Answer Document NO LATER THAN May 26, 2017 at 4:00 PM

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Spotlight
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📌 **MI-Access Participation and Supported Independence Social Studies Assessment**

All students in grades 5, 8, and 11 are expected to take a summative assessment for the social studies content area. Since there is not a MI-Access Participation (P) or Supported Independence (SI) level social studies assessment provided by the state, schools are expected to test P/SI level students with a locally developed/approved alternate social studies assessment. Local alternate social studies assessments can be common commercial social studies assessments or locally-developed instruments that include item types such as constructed response, multiple choice, performance tasks, rating scales, observation checklists, portfolios, or others. The administration of the locally developed/approved alternate social studies assessment should occur any time prior to the SAT/M-STEP/MI-Access Verification of Not Tested window, so that student participation can be recorded in the Secure Site.

In order for P/SI level students to be recorded as having met the social studies test participation expectation, schools will need to submit a "Local Alternate Social Studies" issue from the "Students Not Tested" report in the Secure Site. This can be done during the Verification of Not Tested window for the M-STEP/MI-Access/SAT that will be available in June. Submitting these issues will ensure that the school is credited for P/SI level students meeting the social studies test participation requirement. Instructions for the Spring 2017 Accountable Students and Test Verification windows and their associated dates are in the following article.

Please note: For **Shared Educational Entities (SEEs) and Specialized Shared Educational Entity (S2E2s)**, the district and school operating the SEE building or S2E2 classroom program must be the one that both tests P/SI level students with a local alternate test and also manages all elements of the Accountable Students and Test Verification functions on behalf of the resident districts that participate and send students to the SEE/S2E2.

*The dates noted in the following article are the last opportunity to verify data **BEFORE** assessment and accountability reporting!*

Accountable Students and Test Verification Process - Spring 2017

Please review the following date windows in the Secure Site as listed below. These are the only and final opportunities to review, correct, appeal or submit issues related to Spring 2017 data for assessment and accountability reporting. No appeals or corrections will be accepted after these review windows.

Verification of Enrollment

The Verification of Enrollment list can be viewed now using the "Accountable Students & Test Verification" option from the **Student Assessments** section of the Secure Site (https://baa.state.mi.us/BAASecure/Login.aspx) for grade K-12 English Learner (EL) students (WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs) and all grades 3 – 8, 11 and required grade 12 students (M-STEP, SAT and MI-Access). When verifying the enrollment list you should use an "as of date" on or before as listed below. All students enrolled by the "as of date" should be listed. If they are not, a Student Record Maintenance (SRM) file with the correct student enrollment information should

(Continued on next page)

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be submitted in the Michigan Student Data System (MSDS). If a student exited the school prior to the "as of date" listed below, an SRM should be submitted with the student exit information in the MSDS. Student demographics should also be updated or corrected in the MSDS with an SRM. Please see the instructions for which demographics can be changed and those that cannot. The Verification of Enrollment and Demographics list will be updated from MSDS daily through the final pull using the dates below.

- **EL Students K–12**: "as of" March 24 and submitted in MSDS by **May 24, 2017**

- **All grade 3–8, 11 and required grade 12**: "as of" May 26, 2017 and submitted in MSDS by **June 22, 2017**

It is IMPORTANT to remember that any **SRM data corrections must be submitted and certified by 5:00 PM on the date posted above in the MSDS** using an "As of Date" on or before the posted date above, or the data will not be pulled for assessment and accountability reporting purposes. We will not be using the End-Of-Year Collection for this information. **Please communicate this with your district MSDS person (usually the district pupil accounting person)**.

DEADLINE for submission of **Student Record Maintenance (SRM)** files in the Michigan Student Data System (MSDS) to update the Verification of Enrollment has changed from June 21 to **June 22, 2017 at 5:00 PM**

Verification of Answer Documents

The Verification of Answer Documents report includes students who tested online and paper/pencil. It is important to review to ensure all tests taken are listed. It is also important to verify other answer document information such as tests marked for prohibited behavior, nonstandard accommodations, etc.

Verification of Answer Documents will be available:

- **WIDA ACCESS and WIDA Alternate ACCESS for ELLs**: **Now - May 24, 2017 at 5:00 PM**

- **SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys**: **May 24 at 8:00 AM – May 31, 2017 at 5:00 PM**

- **M-STEP and MI-Access**: **June 15 at 8:00 AM – June 22, 2017 at 5:00 PM**

A few notes:

- **Missing Test** – a test was taken at the school, but is not listed as received for the student. Student has at least one content area test received but is missing at least one other test that is known to have been taken. A scanned image of the seating chart MUST be completed and attached to the missing test issue submitted.

- **Missing Student** – a student took one or more tests in your district, but is not listed on the page. Student was known to have tested and is missing from the Answer Documents Received report entirely. A scanned image of the seating chart MUST be completed and attached to the missing test issue submitted.

- **Move** – a student test record appears as received for a student who was known to have not tested at the school. Do not submit a Move issue for a student who tested at the school and then moved to another school during the testing window.

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

Spotlight on Student Assessment and Accountability

Verification of Students Not Tested

The Verification of Students Not Tested reports include students who were enrolled but not tested in one or more content areas. Schools will need to submit a reason that a student did not test in one or more required content areas for federal reporting and also for a possible accountability exception to the participation requirement. **This will be available for WIDA, SAT, M-STEP, and MI-Access only**. PSAT 8/9, PSAT 10, and WorkKeys will **NOT** be used for accountability calculations in Spring 2017 so schools will not need to submit a reason a student did not take one of these three tests.

The Verification of Not Tested will be available:
- **WIDA ACCESS and WIDA Alternate ACCESS for ELLs**: **Now – May 31, 2017 at 5:00 PM**

- **SAT, M-STEP, and MI-Access**: **June 15 at 8:00 AM – June 29, 2017 at 5:00 PM**

It is **strongly suggested** that you view the [Accountable Students & Test Verification – All Assessments](#) instructions on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining). This document will walk you through the process, giving pointers on what to look for, how to report issues and how to fix an error when possible, along with helping to identify possible issues. A list of the various not tested reasons available for submission on the Students Not Tested report is also available in these instructions.

Please note that for Shared Educational Entities (SEEs) and Specialized Shared Educational Entity (S2E2s), the district and school operating the SEE building or S2E2 classroom program must be the one that manages all elements of the of Accountable Students and Test Verification functions on behalf of the resident districts that participate and send students to the SEE/S2E2.

Assessment Surveys for Spring 2017 Administrations

The Michigan Department of Education would like to say THANK YOU for your part in a very successful assessment administration this spring. We ask that you take a moment to provide your feedback in our administration surveys. Your feedback remains an important tool for the future planning and development of quality assessments and testing practices for educators and the kids of Michigan. We have made significant changes overall based on much of the feedback from last year.

The surveys have been categorized by your role in the testing process and require about 10 to 15 minutes to complete. Based on your role, please complete the surveys mentioned below by selecting the link and proceeding with the survey or you can access the link on each assessment's web page under **What's New**:

[M-STEP Administration Survey](#) **for coordinators and assessment administrators** – located on the [M-STEP web page](#) (www.michigan.gov/mstep)

[MI-Access](#) **for coordinators and assessment administrators** – located on the [MI-Access web page](#) (www.michigan.gov/mi-access)

[Early Literacy and Mathematics Benchmark Assessments](#) **for coordinators and assessment administrators** – located on the [Early Literacy and Mathematics web page](#) (www.michigan.gov/earlylitandmath)

[Spring 2017 Technical Survey](#) **for technology coordinators and directors** – located on all three web pages

Thank you in advance for participating in these important surveys.

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

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SAT Corner

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

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- contact the Call Center: 877-560-8378 (select Option 4)
- email michiganadministratorsupport@collegeboard.org

Answer Document Verification Window: May 24–31, 2017

The Michigan Department of Education (MDE) answer document verification process on the Secure Site provides a way for schools to verify that all answer documents have been received and processed by the College Board. It is also used to resolve other potential issues with answer documents. The deadline to review and report PSAT 8/9, PSAT 10, and/or SAT answer document issues through the Secure Site is **May 31, 2017**. Please see the Verification of Answer Documents article on page 4 for information on these processes.

Student Demographic Information

Please see the SAT and PSAT Student Demographics article on page 2 of the May 11, 2017 Spotlight (www.michigan.gov/mde-spotlight) for important information regarding the reporting of student demographic information. To ensure the most accurate information in the K-12 reporting portal please complete this activity on the Verification of Enrollment screen on the Secure Site no later than **June 8, 2017 at 5:00 PM**.

Score Release

Students who participated on the initial test day(s) for SAT, PSAT 10, and PSAT 8/9 received access to their scores in their College Board account beginning on May 10, 2017. Please note that students who tested as part of the makeup test day may not have been included in this initial release of scores; the scores for these students will be released on a weekly basis as they become available. **Educators will have access to scores in the K-12 reporting portal by the end of June, after the completion of all answer document and enrollment verification-related activities in the Secure Site.**

Paper Score Reports and Accessing Scores

One copy of PSAT 8/9 and one copy of PSAT 10 paper score reports will be delivered to schools in July. SAT score reports are not delivered directly to schools. Educators can batch print copies of PSAT 8/9, PSAT 10, and SAT score reports from the K-12 reporting portal, as needed, once scores are released to educators.

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

Scores are available through a student's College Board account. If a student logs into their College Board account and does not see a place to access their SAT scores, they need to link their registration to their scores (especially if the student is creating an account for the first time).

Link Your Account to Your Registration: If your student's SAT School Day registration does not appear, students will need to link their account to their registration.

a. Select **My SAT**.

b. On the SAT Registration page, click **Continue** to get started.

c. In the **Previous Registration** section, choose "Yes" and enter the registration number for your SAT School Day in the **Your Previous Registration Number** box.

   You will need to provide the registration number to students. These can be found in the Roster Report of the K–12 Reporting Portal.

d. Select April 2017 for the **Date You Took the Test.**

e. Complete the **Personal Info** section using your full legal name that matches what your school has on file.

f. Complete the **High School** section by entering your expected graduation date and grade level.

g. Complete the **Mailing Address** section.

h. Verify your email address is correct. Click **Save & Exit**.

There still may be cases where a student is unable to link the test registration and the College Board account because the information is too different. If a student still does not see the registration on the My SAT page, he/she can call the College Board's Student SAT Help Line at 1-866-756-7346.

Note: It may take up to 24 hours for the scores to load into the account once linked.

Important Dates

Approaching Deadlines!

Paper/Pencil Testing

May 19, 2017:
- **M-STEP** Test Window **CLOSES**: Grades 3, 4, 6, and 7 – Paper/Pencil testers do not have the entire online window for testing.

May 23, 2017 at noon:
- **MI-Access** additional materials and makeup orders **DEADLINE**

May 24, 2017:
- **M-STEP Grades 3, 4, 6, and 7** Materials and Answer Documents Return **DEADLINE**. May 24, 2017 is the final date to ship without penalty and for inclusion in Answer Document Verification. See the M-STEP Test Administration Manual (TAM) on the M-STEP web page (http://www.michigan.gov/mstep), pages 81-88, for detailed instructions.

Online Testing

May 25, 2017:
- Pre-ID of students **DEADLINE** for online testing for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments,** and **Michigan Science Pilot Assessment**

May 26, 2017:
- **Early Literacy and Mathematics Benchmark Assessment** Test Window **CLOSES**: Grades K–2
- **Michigan Science Standards Pilot** Test Window **CLOSES**: Grades 5, 8, and 11

May 26, 2017:
- **M-STEP** Test Window **CLOSES**: Grades 3, 4, 6, and 7

Online and Paper/Pencil Testing

May 24, 2017 at 5:00 PM:
WIDA ACCESS for ELLs 2.0 Verification of Enrollment for Accountability window **CLOSES**

May 26, 2017:
- Off-site Test Administration request window **CLOSES** (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request here (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

May 26, 2017:
- **MI-Access** Test Window **CLOSES**: Grades 3-8 and 11

May 26, 2017 at 4:00 PM:
- **MI-Access P/SI** Online entry of answer documents **CLOSES**

May 26, 2017:
- **DEADLINE** to access eDIRECT for online test administrative tasks for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments,** and the **Michigan Science Standards Pilot**

Spotlight on Student Assessment and Accountability

Important Dates

May 2017

Online Testing

May 31, 2017, 8:00 AM – 4:00 PM:
- **WIDA Workshop for Online Screener** REGISTRATION IS CLOSED

Online and Paper/Pencil Testing

Now – May 31, 2017 at 5:00 PM:
- **WIDA ACCESS and WIDA ACCESS for ELLs** Verification of Not Tested window

REVISED END DATE!
Now – June 22, 2017 at 5:00 PM:
- **M-STEP, MI-Access, and SAT** Grades 3-8, 11, and required 12 Verification of Enrollment for Accountability window

Paper/Pencil Testing

May 24 at 8:00 AM – May 31, 2017 at 5:00 PM:
- **SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys** Verification of Answer Documents Available

May 30, 2017:
- **MI-Access Grades 3–8 and 11** Materials and Answer Documents Return Deadline. May 30, 2017 is the final date to ship without penalty and for inclusion in Answer Document Verification. See the MI-Access Test Administration Manual (TAM) on the MI-Access web page (http://www.michigan.gov/mi-access), pages 91-94, for detailed instructions.

June 2017

Online Testing

June 1, 2017, 9:00 AM – 4:00 PM:
- **WIDA Paper Screener Workshop** For more information and to register for a workshop, go to the Spring 2017 WIDA Workshops Registration page (https://www.surveymonkey.com/r/WIDASpringWorkshops). **Seats are still available for this workshop. Register Today!**

Online and Paper/Pencil Testing

June 15 at 8:00 AM – June 22, 2017 at 5:00 PM:
- **M-STEP and MI-Access** Verification of Answer Documents Available

June 15 at 8:00 AM – June 29, 2017 at 5:00 PM:
- **SAT, M-STEP, and MI-Access** Verification of Not Tested window

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Have Questions?
Email BAA@michigan.gov for assessment questions.
Email MDE-Accountability@michigan.gov for accountability questions.

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