

Spotlight

on Student Assessment and Accountability

May 19, 2016

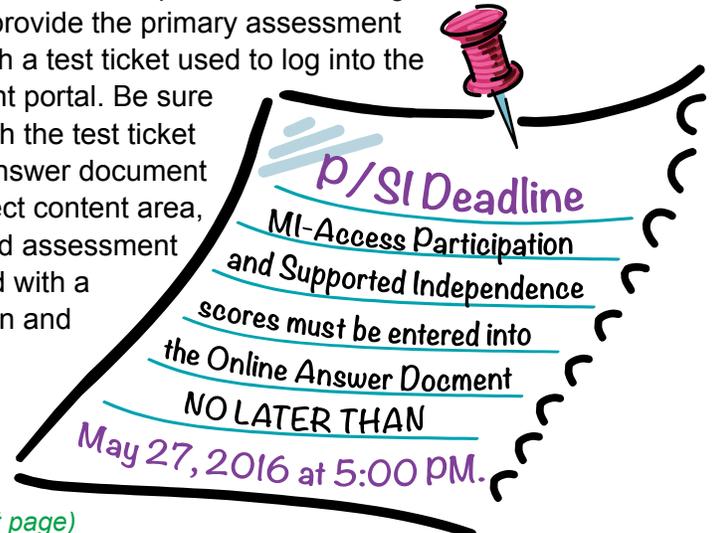
Quick Links ... take you directly to articles or sections ...

- **MI-Access P/SI Online Answer Document Due by May 27, 2016**
- **Accountable Students & Test Verification for Grades 3-8 and HS**
- **How to Prepare for Answer Documents Received and Not Tested for M-STEP and MI-Access**
- **Social Studies Assessment for P/SI Level Students**
- **SAT Corner**
- **Important Dates**



MI-Access Participation and Supported Independence Online Answer Document Due by May 27, 2016

The MI-Access Participation and Supported Independence level assessments require student scores to be submitted using the online answer document portal. The building or district coordinator will provide the primary assessment administrator with a test ticket used to log into the answer document portal. Be sure to check that both the test ticket and the online answer document contain the correct content area, form number, and assessment level (designated with a P for Participation and SI for Supported Independence).



(Continued on next page)

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) today! Enter your email address and select Spotlight under Student Assessment.

Scores for both primary and shadow assessment administrators must be transferred to the online answer document **before May 27, 2016 at 5:00 PM.**

A brief tutorial on how to enter student responses into the online answer document can be found on [eDIRECT](https://mi.dracedirect.com) (<https://mi.dracedirect.com>) under **General Information** → **Documents** → **MI-Access Supported Independence** (or Participation) **Spring 2016** (under Administration) → **Mini-Modules** (under Document Type). Look for the mini-module titled “MI-Access Online Answer Document.” In addition, [P/SI Online Answer Document Instructions for Score Entry](#), an instruction document containing the link to the online answer document portal is found on the [MI-Access web page](#) (www.michigan.gov/mi-access) under **Current Assessment Administration**. The online answer document portal requires test tickets for log in.

Please remember to sign the paper scoring documents used during your administration of the assessment. These documents should be given to the district coordinator to store along with your signed Security Compliance Form for 3 years. All scoring document sheets should remain in the district.

Accountable Students & Test Verification for Grades 3-8 and HS

The Accountable Students & Test Verification is an important process to verify the list of students that will be used in Spring 2016 accountability calculations, verify answer documents have been received, report answer document issues, and provide a reason why a student did not test for required federal reporting and a possible accountability exception.

It is important that these reports are reviewed, as appeals for issues that could have been resolved during

this time period will not be reviewed or accepted later (including during the Scorecard appeals window).

Verification of Enrollment for Accountability Purposes

The Accountable Students list can be viewed now using the “Accountable Students & Test Verification” option from the **Student Assessments** section of the Secure Site. When verifying the Accountable Students list, you should use an “As of Date” of May 27, 2016. All students enrolled on May 27 should be listed. If they are not, a Student Record Maintenance (SRM) file with the correct student enrollment information should be submitted in the MSDS. If a student exited the school prior to May 27, 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 Accountable Student list will be updated from MSDS daily through the final pull on **June 22, 2016 at 5:00 PM.**

It is IMPORTANT to remember that any SRM data corrections must be submitted and certified by 5:00 PM on June 22 using an “As of Date” on or before May 27 or the data will not be pulled for assessment and accountability reporting purposes. We will not be using the End-Of-Year Collection. Please communicate this with your district MSDS person.

Verification of Answer Documents

The Verification of Answer Documents report includes students who tested online and paper/pencil and 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.

(Continued on next page)

Verification of Answer Documents will be available:

SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys: May 25, 2016 at 8:00 AM – June 1, 2016 at 5:00 PM.

M-STEP and MI-Access: June 15, 2016 at 8:00 AM – June 22, 2016 at 5:00 PM.

Verification of Students Not Tested

The Verification of Students Not Tested reports include student 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 SAT, M-STEP, and MI-Access only.** Since PSAT 8/9, PSAT 10, and WorkKeys will **NOT** be used for accountability calculations in Spring 2016, schools will not need to submit a reason a student did not test for these three tests.

The Verification of Not Tested will be available:

- **For SAT, M-STEP, and MI-Access:** June 15, 2016 at 8:00 AM – June 29, 2016 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/secsitesite/training) under the **Quick Reference** section. 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.

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.

How to Prepare for Answer Documents Received and Not Tested for M-STEP and MI-Access

M-STEP Grades 3-8 and HS and MI-Access Grades 3-8 and 11 Verification of Answer Documents will be available **June 15, 2016 at 8:00 AM – June 22, 2016 at 5:00 PM** and Verification of Not Tested will be available **June 15, 2016 at 8:00 AM – June 29, 2016 at 5:00 PM.**

These functions are very important to ensure accurate accountability calculations and assessment reporting. We realize that schools are busy with other end-of-year activities, so we have put together some suggestions on how to start preparing now while staff are still in the buildings.

- Meet with your district MSDS person to create a process or communication flow to assist with updating student records in MSDS for assessment and accountability purposes.
- Ask teachers to provide a list of students who did not take one or more of the required content areas for M-STEP and MI-Access and the reason why.
 - ♦ This will allow you to quickly identify which tests were not taken versus which ones may be missing.
 - You can then submit a missing test issue (if the test was taken) or a Not Tested reason (if the student did not test).
- It is important to know the reason that a student did not test and to not guess as this information

(Continued on next page)

is used for federal reporting and reviewed for a possible accountability exception to the participation requirement.

- ♦ Start gathering documentation (i.e., doctor notes, illness dates, enrollment date for late enrollment, etc.) for students who did not test.
- If an English learner student did not take the ELA test because they were new to a US school, you will need the student's enrollment date. EL students can be exempt from ELA once if they meet all of the following:
 - ♦ Students enrolled in a US school one year or less
 - ♦ Student is identified in an LEP program in MSDS
 - ♦ Students has taken the W-APT or the WIDA and is documented in the Secure Site
- Work with your district MSDS person to make sure students that took the MI-Access are identified in MSDS in a special education program to ensure the MI-Access test is not invalidated.
 - ♦ Since all students that test must be pre-identified to obtain a barcode label, the Pre-ID Student Report can be used now to help identify those students that may have tested.
- Get a list of students who had a prohibited behavior (PB) or used a nonstandard accommodation (NS) on the M-STEP or MI-Access and information about the situation.
 - ♦ A list of students identified with a prohibited behavior or nonstandard accommodation will be listed on the Answer Documents Received. If they are identified as PB or NS incorrectly or if new information was learned, there will be an opportunity to appeal the PB or NS.
- ♦ Have a list of students in grades 5, 8, and 11 who took the MI-Access Supported Independence and MI-Access Participation. Each of these students were expected to take a local **social studies** assessment, either off-the-shelf or teacher created. You will need to complete this information in the Not Tested list for these students. You will need to know the following about the local social studies test that was given:
 - Was one given?
 - Was the student proficient?
 - The item types that were included:
 - Constructed Response
 - Multiple Choice
 - Other
 - Performance Tasks
 - Portfolio
 - Rating Scale/Observation Checklist
 - How was proficient determined?
 - Commercial Assessment Guidelines
 - IEP Team Determination
 - Local School Board Policy
 - Other

You can find the complete instructions for the [Accountable Students and Test Verification - All Assessments](#) (includes Verification of Not Tested) process on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Quick Reference** section. We **strongly suggest** that you review these instructions to assist you in identifying issues and how to resolve them when possible.

Social Studies Assessment for Participation and Supported Independence Level Students

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 approved/developed 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 approved/developed 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 participation expectation, schools will need to submit a “Local Alternate Social Studies” issue from the “Students Not Tested” report in the Secure Site during the Verification of Not Tested window that will be available at a later date. Submitting these issues will ensure that the school is credited for P/SI level students meeting the social studies participation requirement. Instructions for the Spring 2016 Accountable Students and Test Verification windows and their associated dates will be provided as soon as they become available.

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 **both** tests P/SI level students with a local alternate test **and** also 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.

► 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.

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.

SAT Corner

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

Student Score Reports

Students will 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.

If a paper score report was not requested, students may print their online report. This feature will be available beginning **June 13, 2016**. Once they are logged in to their account and viewing the score report portal, students can do the following:

- click View details button from their Dashboard
- click the Download Report button to download a .pdf version
- open the downloaded file and print

Educator Score Reports

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

(Continued on next page)

	PSAT 8/9 and PSAT 10	SAT
Report Center: K12 Reports (School level Reports – Summary & Detail)	May 16, 2016	June 14, 2016
Download Center: 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
- **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 (DAT) Manager. Each district/school must have at least one 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), Jason Feig (jfeig@collegeboard.org), or Ted Gardella (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.

A brief recorded webinar, "SAT Electronic Score Report Webinar" (which will provide additional information) will be posted on the [College Board Michigan Website](http://www.collegeboard.org/Michigan) (www.collegeboard.org/Michigan) by May 30, 2016.

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:

Ted Gardella: Tgardella@collegeboard.org

Sarah Thaler: Sthaler@collegeboard.org

Jason Feig: Jfeig@collegeboard.org

Maggie McKenna: Mmckenna@collegeboard.org

Important Dates

Approaching Deadlines! . . .

WIDA

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

M-STEP Paper/Pencil

- **May 24 at 12:00 noon:** Deadline to order standard and accommodated materials for grades 4 and 7 from the Additional Material Order page of the Secure Site.

MI-Access FI, P, and SI

- **May 24 at 12:00 noon:** Deadline to order Standard and accommodated materials from the Additional Material Order page of the Secure Site.

May 2016

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:
 - ◆ 5:00 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

SAT, PSAT 8/9, PSAT 10, and WorkKeys

- **May 25 at 8:00 AM – June 1 at 5:00 PM:** Verification of Answer Documents window.

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.

M-STEP and MI-Access

- **June 15 at 8:00 AM – June 22 at 5:00 PM:** Verification of Answer Documents window.
- **June 15 at 8:00 AM – June 29 at 5:00 PM:** Verification of Not Tested window.

SAT

- **June 15 at 8:00 AM – June 29 at 5:00 PM:** Verification of Not Tested window.

MSDS

- **June 22, 2016 at 5:00 PM:** DEADLINE—Student Record Maintenance (SRM) additional data and corrections must be submitted and certified using an “As of Date” on or before May 27, 2016.

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).