

Spotlight



on Student Assessment and Accountability

May 5, 2016

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ONLINE TESTING IS GOING STRONG!

Over **2,000,000** online test sessions completed

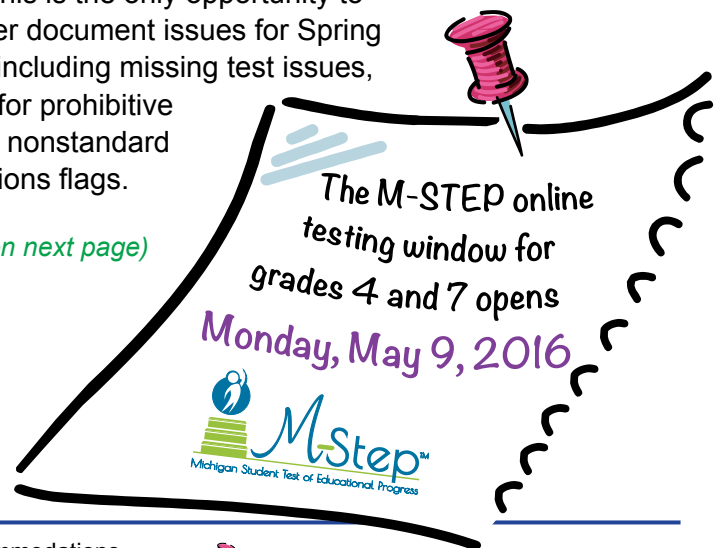
Thanks to the dedication and hard work of students, teachers, and staff!


WIDA Verification of Answer Documents and Not Tested Windows Opening Soon


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


The **Verification of Answer Documents** provide the opportunity for schools to verify that answer documents were received by the contractor and have been processed for scoring. This is the only opportunity to submit answer document issues for Spring 2016 WIDA, including missing test issues, and appeals for prohibitive behavior and nonstandard accommodations flags.

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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.

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.

In anticipation of the upcoming date windows, we have provided the following tips to help you prepare for the tasks associated with these windows:

- 1. Make note of English Learner (EL) students who were not tested on the Spring 2016 WIDA.** Having a local list of untested students will help to determine when a student's test is missing from the **Answer Documents Received** report on the Secure Site next week, versus a student who was simply not tested. Asking teachers to provide a list of students who did not test and the reason for not testing now will make the process to verify answer documents and submit "not tested" reasons easier and quicker. All students who were identified as LEP during the school year or were historically LEP were expected to test on the Spring 2016 WIDA.
- 2. Gather any necessary documentation for EL students who went untested on the Spring 2016 WIDA** (e.g., a signed doctor's note with start- and end-date of a medical condition). Schools will have the opportunity to submit "not tested" reasons for these students in the Secure Site during the **Verification of Not Tested Students** window. Submitted "not tested" reasons will be reviewed for the possibility of excluding the student(s) from participation rates.
- 3. Make note of any EL student whose Spring 2016 WIDA test was flagged for Prohibitive Behavior or Non-Standard Accommodations.** Schools will have the opportunity during the Verification of Answer Documents in the Secure Site to review students with these flags and appeal the flag if it was set in error.

K–2 Early Literacy and Mathematics Field Test

The Spring 2016 K–2 Early Literacy and Mathematics online assessment window is open until **May 27, 2016**. Schools wanting to participate in the K–2 assessments this spring need to pre-identify their students to the Early Literacy test cycle in the MDE Secure Site using the Pre-ID function.

Schools have the flexibility to administer the K–2 assessments in just one classroom or in several classrooms, in one content area or in both content areas. It is important to note that field-test data are not returned to the school (no reports or student data files generated). The Office of Standards and Assessment (OSA), in conjunction with teams of educators, will review the item-level data from the Spring 2016 K-2 administration to determine item quality. If an item performs well, it will become a future operational item (counting towards student score). If an item performs poorly, it may require revisions and a second round of field-testing.

To participate in the K–2 Early Literacy and Mathematics field test in Spring 2016, schools will need to do the following:

- A contact person for the district and school should be entered into the Educational Entity Master (EEM) under the Interim Assessment Coordinator contact type. This will be changed to Early Literacy Coordinator in the future.
- Staff who Pre-ID students in the Secure Site or set up test sessions and print test tickets from eDIRECT for the Early Literacy and Mathematics assessments will need access to the Secure Site and eDIRECT.

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- a. Early Literacy is a new assessment in the Secure Site. If a staff member already has access to the Secure Site and/or eDIRECT, the user's access may need to be updated in the Secure Site to include the Early Literacy and Mathematics assessments.
 - b. Instructions on how to get access to the Secure Site, along with instructions on how district administrator level users can give access to users in the Secure Site and eDIRECT, can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Quick References** section.
- Students participating in the online Early Literacy and Mathematics assessments will need to be pre-identified on the Secure Site to the Spring 2016 Early Literacy test cycle.
 - a. Students pre-identified on the Secure Site will be loaded daily into eDIRECT.
 - b. Pre-identification of students in the Secure Site can be done using the MSDS Copy function, Pre-ID File Upload, or through the student search function one student at a time.
 - c. Information about each method of pre-identification along with instructions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Quick References** section. There are also a few Camtasia presentations available on the page regarding pre-identification.
 - d. Students will not be put into an Online Test Session on the Secure Site as is done with other online state assessments. Students will be loaded into eDIRECT in a generic test session and users will have the ability to put the students into specific test sessions in eDIRECT.

This is an online assessment, no paper/pencil assessments are available, so there are no materials that need to be ordered.

As part of the MDE's continuous improvement process, teachers who administer the K-2 benchmark assessments will be provided an opportunity to give feedback to OSA through an online survey. Stay tuned for more information on the survey in an upcoming Spotlight.

Details to Include in an Incident Report

The MDE staff are working to promptly and accurately resolve incident reports as they occur. In order to streamline this process, we are offering some helpful tips to ensure you get the quickest and most helpful response.

- When reporting an incident, include all details regarding the incident.
- On test selection, you'll need to indicate Part 1 or Part 2. (For the M-STEP ELA and math, Part 1 is the CAT and Part 2 is the Performance Task.)
- If student(s) are involved in the incident being reported, please choose the "Yes" radio button next to the question asking "Were students involved in the incident?". Then click on the **Select Students** button which displays a list where you can select each of the student(s) impacted.
- For unlock requests, be sure to include details regarding the need for an unlock.
- Does this incident require a response? If so, please indicate what type of support you are seeking. If this report is informational only, please indicate as such.

- Avoid multiple incident reports for one incident. Combine all information for a single incident into one report.
- Be sure your report was submitted and is not “Saved/Not Submitted” status.
- Verify that the M-STEP coordinator information is up to date in your district [Educational Entity Master \(EEM\)](#) (www.michigan.gov/eem). The information can be updated, if needed, by your authorized district EEM user.
- The Requestor Name (the person submitting the incident report), is pulled from the users MEIS account. If the phone and/or email address are not correct, you can log in to your [MEIS account](#) (www.michigan.gov/meis) and update it.

For detailed instructions see [Incident Reporting](#), a document located on the MDE [Secure Site Training web page](#) (www.michigan.gov/securitesitetraining) under **Quick References**.

Expertise Needed for Assessment Committees

Do you have experience teaching English Learners (students who are non-native English speakers)? Or do you have experience teaching students with visual impairments? If so, and you are interested in serving on a committee to write or review state assessment test questions, the Office of Standards and Assessment invites you to sign up to participate on these committees!

Educators participating in item writing or item review committees gain important outcomes. Michigan educators participating on assessment committees are provided with a rich professional development opportunity. The high-quality training provided as part of each assessment committee helps prepare educators to write stronger classroom test questions, learn how to better align test questions to Michigan’s academic standards, and become more skilled on how to fully consider the specific needs of all students in your classrooms.

Interested educators should sign up by going to the [Assessment Committee Participation Application](#) which is located under the **Professional Development** section on the [M-STEP](#) (www.michigan.gov/mstep) and [MI-Access](#) (www.michigan.gov/mi-access) web pages.



Reminders

Downloading Online Test Content

There is no new content to download to your Testing Site Manager (TSM) for the final testing window. All content for grades 4 and 7 was packaged with earlier grades. If you have been using a TSM for testing, it should already show “Up to Date” and you are good to go. If you have not been using a TSM and need to download the content, you can do so now and you will be ready for testing on Monday.

Please plan to check your TSMs before testing each day. No updates are anticipated, but it is a quick check and you do not want to be downloading while students are waiting to test.

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](http://www.michigan.gov/formativeassessment) (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

Sending Score Reports to Colleges and Universities

Students who participated in the Michigan sponsored SAT, PSAT 10, and PSAT 8/9 administrations in April will have through **May 16, 2016** to send their score reports to colleges and universities. Students will use their College Board online student account to identify the colleges, universities, and scholarship programs they wish to send their SAT scores to electronically. When sending scores, students do not need to know

school codes, but rather just the name and state location of the school. To assist students with sending score reports, the College Board will be sending a one-page document to Test Center Supervisors, for distribution to students, to help guide them through using their four free score sends. Instructions will arrive in schools this week and no later than **May 9, 2016**.

Important Dates

Important Testing Information . . .

M-STEP Paper/Pencil

- **May 10, 2016 at 12:00 noon:** Deadline to order grades 3 and 6 standard and accommodated materials from the Additional Material Order page of the Secure Site.

TSM

- **Before testing begins on May 9, 2016:** Be sure your TSM shows "Up-to-Date" – see reminder on page 4.

Approaching Deadlines!

FAME

- **Friday, May 6, 2016:** Deadline to apply to be a FAME coach. For more information on the FAME project and access to the FAME Coach application, go to the [DAS Formative Assessment Process web page](http://www.michigan.gov/formativeassessment) (www.michigan.gov/formativeassessment) and look under **What's New**.

Important Dates

May 2016

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 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.
- **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.

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.

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 unsubmitted 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).

Recently Asked Questions

I am wondering how the ELA CAT was able to contain written responses. Were these graded by the computer? If not, was that test still computer adaptive? Also, the grade 5 and 8 CAT did not have any writing questions. Will they have a writing score?

Constructed-response items (also known as short-answer questions) are used on the ELA M-STEP to assess Claim 2/Writing and Claim 4/Research. Both of those claims are also assessed using selected response items (such as technology-enhanced items).

Students in the “non-performance task grades” (3, 4, 6, and 7) have a few constructed-response items aligned to Claim 2/Writing on the CAT. They are generated per the CAT algorithm, but student responses are not factored into future item selection. The constructed-

response items require scoring that cannot be done “on the fly.” In addition to the constructed-response items, there are selected response items aligned to Claim 2/Writing on the CAT.

Students in grades 5 and 8 have items aligned to Claim 2/Writing on both the CAT and the Performance Task. The CAT contains selected response items; the Performance Task has an extended response item (essay). The performance task also includes both constructed-response items and selected-response items aligned to Claim 4/Research.

All students, no matter the grade, will have a writing score based in part on constructed-response items. The only difference between the grades is the length and location of the test item (Performance Task or CAT).

► 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.