Spotlight

on Student Assessment and Accountability

MICHIGAN Department of **Education**

JUNE 9, 2016

Key:

Reminder

supports and accommodations information

information Tech Coordinators also need to know

Spotlight in July

The Michigan Department of Education will be publishing one July edition of the Spotlight ,on Thursday, July 21, 2016. We will continue publishing weekly Spotlights through the month of June and will resume sending weekly Spotlights again in August. Enjoy your Summer!

WIDA ACCESS for ELLs Scores and Reports

Results from the Spring 2016 WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs will be available **June 14th, 2016**. Educators will be able to access scores and reports in the following ways:

- **June 14, 2016** – Electronic reports will be available for download via WIDA AMS. For information about how to access those reports, please watch the online Module for WIDA AMS: Accessing Score Reports (https://www.wida.us/assessment/ACCESS%202.0/WIDA_AMS_AccessingScoreReports.aspx) available on the WIDA Access for ELLs 2.0 web page (www.wida.us) under **Assessment → Access for ELLs 2.0**.

- **June 17, 2016** – Individual Student Reports, Student Roster Reports, School Frequency Reports, and District Frequency Reports will be shipped to arrive in districts by this date. Educators should review the available resources on the WIDA Scores and Reports web page (www.wida.us) under **Assessment → Access for ELLs 2.0 → Scores and Reports** to aid in their understanding of scores and reports.

Educators should also review the ACCESS for ELLs Interpretive Guide for Score Reports located on the WIDA ACCESS for ELLs

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

2.0 web page (www.wida.us) under **Assessment → Access for ELLs 2.0 → Scores and Reports** and the Alternate ACCESS for ELLs Interpretive Guide for Score Reports, located on the WIDA Alternate Access for ELLs web page (www.wida.us) under **Assessment → Alternate Access for ELLs 2.0 → Scores and Reports.**

- **Late June, 2016** – Student level scores will be available for download in a Student Data File via the MDE Secure Site.

Please note that it is possible that individual student reports will continue to be posted to WIDA AMS through September 27, 2016. This is to allow for continued processing of answer documents and resolution of missing materials. More information will be forthcoming related to the availability of these additional reports and scores. However, educators are encouraged to retain a copy of the list of students who appeared in their Not Tested lists. This will aid districts in tracking the continued resolution of many of these scores.

For questions related to WIDA AMS, please contact DRC at 855-787-9615 or email WIDA@datarecognitioncorp.com.

Data Informed Accessibility – Making Optional Needs-based Decisions (DIAMOND) Project
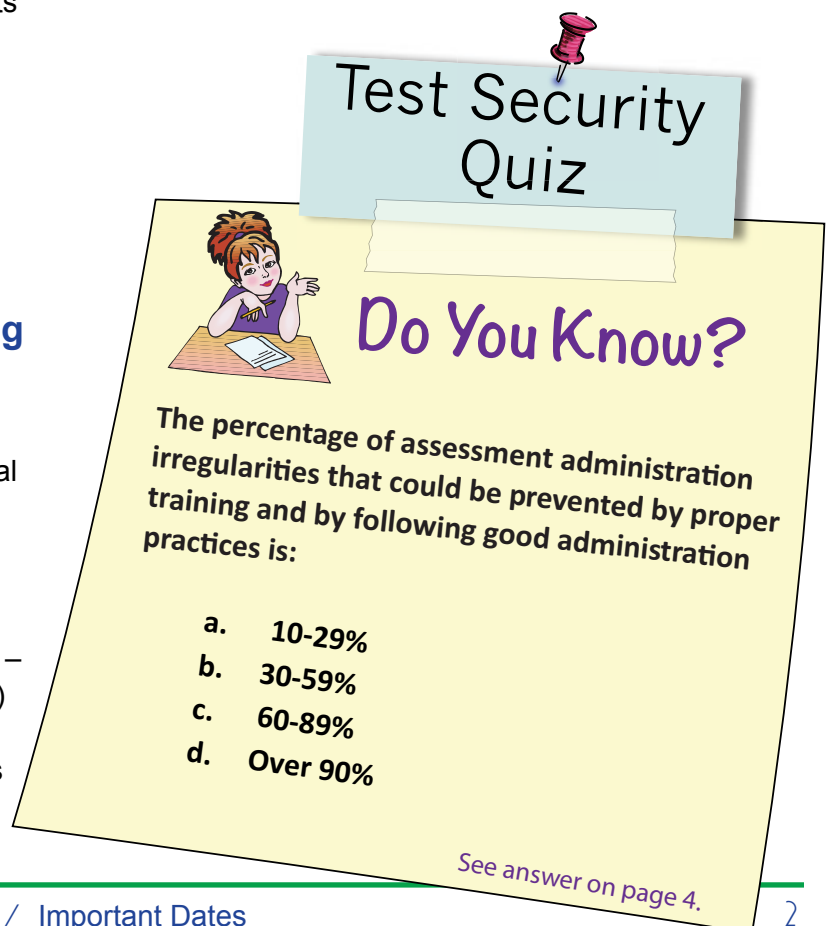
Educators interested in better addressing the universal tools, designated supports, and accommodations of students have an opportunity to participate in an educator survey conducted by the National Center on Educational Outcomes and nine states, including Michigan. The goal of the Data Informed Accessibility – Making Optional Needs-based Decisions (DIAMOND) project is to develop professional resources for educators to help them with making optimal decisions related to accessibility and accommodations in the classroom and on state assessments.

Please complete this survey by **Friday, June 17, 2016**. The survey includes approximately 24 questions (the number depends on specific item responses) and should take no more than 30 minutes to complete. The link is to the survey is:

https://www.surveymonkey.com/r/TP98X9S

The final question of the survey asks about your willingness to participate in future DIAMOND activities. If you are interested in participating in these activities please share your contact information. This information will not be connected to any project publications, as all project findings will be reported anonymously. If you have any questions about the project, please feel free to contact Dr. Vitaliy Shyyan via email at shyya001@umn.edu or by phone at 612-624-8561.

Test Security Quiz

Do You Know?

The percentage of assessment administration irregularities that could be prevented by proper training and by following good administration practices is:

a. 10-29%
b. 30-59%
c. 60-89%
d. Over 90%

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Assessment Surveys for Spring 2016 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 students of Michigan. We have made significant changes overall based on much of the feedback from last year.

The surveys have been categorized by the various roles in the testing process and require about 10 to 15 minutes to complete. Click on one of the following links (based on your role) to complete that survey. Please feel free to fill out more than one survey if you had multiple roles during the Spring 2016 test administration.

- 🖥 M-STEP Technical Survey for technical directors (**Closing June 17, 2016**):

  (https://baameap.wufoo.com/forms/ zkefnsa08z28na/)

- M-STEP Administration Survey for teachers, administrators, and proctors (**Closing June 17, 2016**):

  (https://baameap.wufoo.com/forms/ zn820u711qrrxk)

- MI-Access for coordinators and assessment administrators (**Closing July 1, 2016**):

  (https://baameap.wufoo.com/forms/ ziaa1zx0as4pn4/)

- **K-2 Early Literacy and Mathematics Field Test.** There are **two** surveys (**Closing June 17, 2016**):

  - For Assessment Administrators and Proctors:

    (https://www.surveymonkey.com/r/K-2earlylitmathadminsurvey)

  - 🖥 For Technology Coordinators:

    (https://www.surveymonkey.com/r/K-2earlylitmathspring2016techcoordinatorssurvey)

Thank you in advance for participating in these important surveys.

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

Please remember to complete the Accountable Students & Test Verification tasks to ensure your school's data are accurate for assessment and accountability reporting.

It is **strongly suggested** you view the **Accountable Students & Test Verification – All Assessments** instructions on the Secure Site Training web page (www.michigan.gov/securesitetraining) 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.

Verification of Enrollment for Accountability Purposes

- Review your school's list of Accountable Students

- Review the demographics of the students on your school's list of Accountable Students

- Add/withdraw students, or make changes to their demographics, as necessary using a SRM (Student Record Maintenance) upload to the MSDS (Michigan Student Data System) with an "As of Date" on or before May 27, 2016 **AND** certified by 5:00 PM on June 22, 2016.

- The MSDS End-Of-Year Collection will **NOT** update enrollment and demographic information for assessment and accountability reporting. Please communicate this to your district's MSDS person.

Verification of Answer Documents

Verification of Answer Documents will be available:

- **SAT, PSAT 8/9 (grade 9 only), PSAT 10, and WorkKeys: Now closed**

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

For M-STEP and MI-Access

- Review the list of answer documents received to ensure all tests taken are listed and submit "Missing Test" or "Missing Student" appeals as needed.

- Review the list of students flagged for Prohibited Behavior and/or Nonstandard Accommodations and submit appeals if these flags were set unintentionally.

- Review the lists of students flagged for Out of Level or taking an Alternate Assessment Not SE (i.e., took MI-Access but are not flagged as Special Education).

  - Corrections to students' enrolled grade or the addition of a Special Education flag can be done using a SRM upload to MSDS with an "As of Date" on or before May 27, 2016 **AND** certified by 5:00 PM June 22, 2016.

Verification of Students Not Tested

The Verification of Not Tested will be available:

- **PSAT 8/9, PSAT 10, and WorkKeys:** N/A – These assessments will **NOT** be used in accountability and therefore do not have a verification of Not Tested window.

- **SAT, M-STEP, and MI-Access:** June 15, 2016 at 8:00 AM – June 29, 2016 at 5:00 PM.

For SAT, M-STEP, and MI-Access

- Review the list of students flagged as Not Tested and submit a Not Tested Reason for each unaccounted test (including any necessary documentation such as a doctor's note for a Medical Emergency Not Tested Reason)

- For students flagged as Not Tested due to UIC issues (testing records [answer documents] and enrollment records [MSDS] are using different UICs), the multiple UICs need to be resolved in MSDS by 5:00 PM June 22, 2016 or the student will be considered not tested.

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.

> **Quiz Answer:**
>
> Correct answer is **D.**
>
> Most test irregularities happen because test administration staff have not reviewed the guidelines and procedures in test administration manuals and other supporting documentation. Make sure all test administration staff have been properly trained and have signed the OSA Security Compliance Form prior to testing.

SAT Corner

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

Reporting Reminders for Educators

To access scores, 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 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

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 if they need to review scores. If you are unsure if your school has a DAT Manager established, contact Jason Feig (jfeig@collegeboard.org) or Ted Gardella (tgardella@collegeboard.org) so that we may verify and provide access if needed.

Fall Counselor and Implementation Workshops

The **Counselor Workshops** are three-hour workshops designed for counselors and will provide important College Board Program updates for the 2016–17 school year, including: SAT Suite of Assessments, how score reports can help students improve their college readiness skills, free official SAT practice on Khan Academy, and upcoming changes to the 2017–18 FAFSA.

Register at www.collegeboard.org/cw.

The **SAT and PSAT Implementation Workshops** are two-hour workshops for Administrators, Counselors, and Test Center Supervisors to provide updates and changes to the Michigan SAT, PSAT 10, and PSAT 8/9 administrations in the spring of 2017. Learn about preparing for and administering the College Board exams; find out about the spring implementation timelines; and learn about our professional development offerings to prepare you for Spring 2017.

Register at www.collegeboard.org/satschoolday.

Schedule:

- **8:30 – 9:00 AM**: Counselor Workshop Registration and Breakfast

- **9:00 AM – Noon**: Counselor Workshop Presentation

- **Noon – 1:00 PM**: SAT School Day Implementation Registration and Lunch

- **1:00 – 3:00 PM**: SAT School Day Implementation Presentation

Please refer to the table on the following page for locations and dates:

Spotlight on Student Assessment and Accountability

Locations:		
Dearborn	Friday, Sept. 30, 2016	University of Michigan-Dearborn
Detroit	Thursday, Sept. 29, 2016	Wayne State University
East Lansing	Tuesday, Sept. 27, 2016	Michigan State University
Grand Rapids	Tuesday, Sept. 20, 2016	Northview High School
Jackson	Wednesday, Sept. 28, 2016	Jackson Intermediate School District
Kalamazoo	Wednesday, Sept. 21, 2016	Western Michigan University-Kalamazoo
Marquette	Wednesday, Sept. 21, 2016	Northern Michigan University
Mount Pleasant	Monday, Sept. 26, 2016	Central Michigan University
Saginaw	Monday, Sept. 19, 2016	Saginaw Intermediate School District
Traverse City	Monday, Sept. 19, 2016	Traverse Bay Area Intermediate School District
Waterford	Friday, Sept. 16, 2016	Oakland Intermediate School District

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Important Dates

Coming Next Week . . .

WIDA

- **June 14, 2016:** Spring 2016 WIDA ACCESS for ELLs and Alternate ACCESS for ELLs scores and reports available in WIDA AMS

- **June 17, 2016:** Paper reports arrive in districts

June 2016

M-STEP and MI-Access

- **June 15 at 8:00 AM – June 22 at 5:00 PM:** Verification of Answer Documents window

M-STEP, MI-Access, and SAT

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

M-STEP

- **June 17, 2016:** Deadline to complete the Spring 2016 M-STEP Online Administration Survey (https://baameap.wufoo.com/forms/zn820u711qrrxk/) Results will be used to guide decision-making regarding future enhancements and development.

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).

August 2016

Sending Scores Back Program

- **Monday, August 29, 2016 at 5:00 PM:** Deadline to submit applications for the 2016–2017 Sending Scores Back Program. For more information, including the application and other informational resources regarding SEEs/S2E2s, please visit the Shared Educational Entities web page (www.michigan.gov/sees).

September 2016

M-STEP

- **September 19, 2016 8:30 AM to 3:30 PM:** the Student Assessment and Accountability Fall Webcast (streamed live and recorded). See article on page 4 of the June 2, 2016 Spotlight (www.michigan.gov/mde-spotlight).

► 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.