

# Spotlight

## on Student Assessment and Accountability

September 20, 2018

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### Spring 2018 Reporting Updates

#### Student Growth Percentiles (SGPs) Available

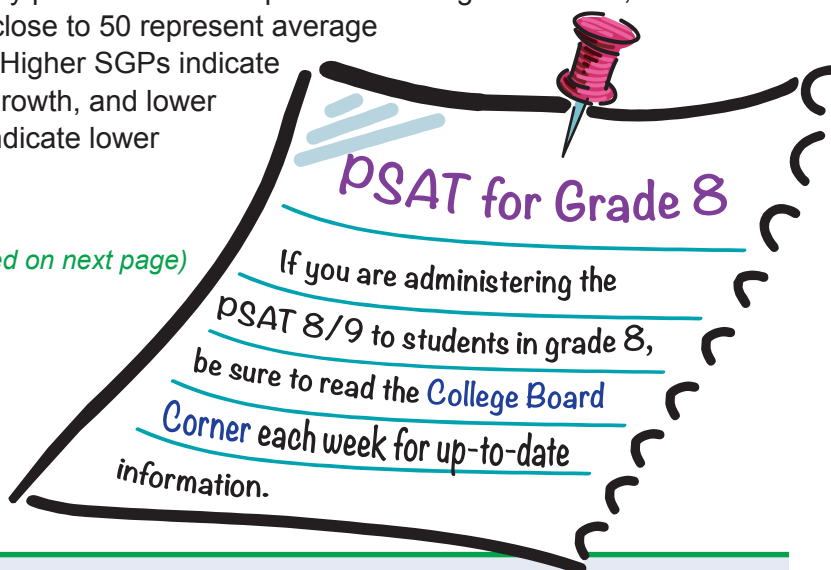
The Student Growth Percentiles (SGPs) are now available and populated on the M-STEP and MI-Access (FI only) individual-level student reports, specifically:

- Individual Student Reports
- Student Overview Reports
- Student Roster Reports

These reports may be accessed through the **Dynamic Score Reporting Site** in the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). In the drop-down menu select **Reports**, then **Dynamic Score Reports**, and select any of these reports to view student growth percentiles. The SGPs are also available in the **Student Data File** found on the Secure Site under the **Reports** drop-down menu.

SGPs are one way to observe student growth. SGPs compare the performance of Michigan students over multiple years; students with similar scores in previous years are compared to the same students' scores in the current year and are then ranked by percentile. These percentiles range from 1-99; scores close to 50 represent average growth. Higher SGPs indicate higher growth, and lower SGPs indicate lower growth.

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For further details on SGPs, review the **Interpretive Guide to Reports** on both the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) and the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) under the **Reporting** Section.

## Spring 2018 MI-Access Functional Independence (FI) Student Writing Responses Available on Roster Reports

In years past, the Michigan Department of Education (MDE) has provided schools with a CD containing images of student-constructed responses (writing and drawing) from the FI ELA: Expressing Ideas test.

New this year we will be providing images of the Student Writing Responses on the **School Roster** report via a PDF link directing you to the student's scanned answer document. Users may access the School Roster report through the Dynamic Score Reporting Site in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). The Roster report also provides a bulk print feature that will allow the user to download all the PDFs at once. Since this change provides direct access to the student's responses, the MDE will not be mailing CDs to schools this year and going forward.

## WIDA Screener Online Scoring Permissions

Although the Online WIDA Screener scores students Reading and Listening tests automatically, educators must still score the Speaking and Writing domains themselves. Because of this, educators responsible for scoring the WIDA Screener Online will need a specific permission turned on for them in WIDAAMS.

District Test Coordinators are responsible for having their educator's scoring permissions assigned in AMS using the following process.

1. Identify all educators who will be responsible for scoring the WIDA Screener Online writing and/or speaking tests.
2. Verify all educators have completed the necessary training to obtain certification to score the WIDA Screener writing and/or speaking tests. District Coordinators can review scoring certifications in their [Secure Portal account](https://portal.wida.us) (https://portal.wida.us).
3. Verify all educators have a WIDA AMS account. For information on setting up a WIDA AMS account, see the [WIDA Screener & W-APT Policy Manual](#) on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida).
4. Contact DRC Customer Service at 1-877-560-8378, Option 5 or [email\\_wida@datarecognitioncorp.com](mailto:email_wida@datarecognitioncorp.com) and request assignment of user scoring domains.
5. Provide Customer Service with the following information for all users who need to be assigned in order to score:
  - a. User Name
  - b. User Email
  - c. Domain to be assigned (writing, speaking, or both)
6. Customer Service will assign the users as indicated, which will allow them to begin scoring tests within the Educator Scoring application in WIDAAMS.

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

## Educators Need Time to Score the WIDA Screener Online

Students' speaking and writing responses for the WIDA Screener Online are captured by the online testing engine, INSIGHT, and are available for scoring at a later time in WIDA AMS. The time between when the student takes the Screener and when the responses are available for scoring is variable and may be up to 2 hours. This means that educators must have time to score responses a later time.

## Sending Scores Back Program for Shared Educational Entities (SEEs and S2E2s)

If your ISD, consortium, or district operates or participates in a school or program that provides

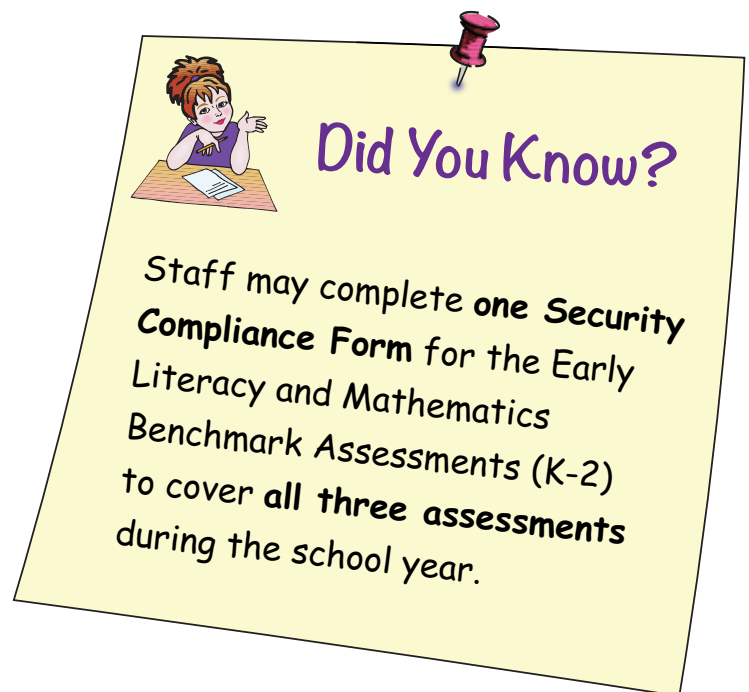
- Alternative Education,
- Early/Middle College Education,
- Gifted & Talented Education, and/or
- Special Education,

your ISD, consortium, or district may wish to apply to participate in the "Sending Scores Back" Program for school accountability reporting. Applying for the Sending Scores Back Program will designate your school building or classroom program as a Shared Educational Entity (SEE) or Specialized Shared Educational Entity (S2E2). This status is then used to identify students and schools to be processed separately from standard school accountability reporting in the Michigan School Index System. Students in these schools/programs are attributed back to a school building identified in their resident school district for the purposes of School Index result calculations. The Sending Scores Back Program is offered as a benefit for schools or programs offering

these types of educational services, by providing them the ability to have non-resident student assessment results and non-resident student graduation statuses redirected in the Michigan School Index System to a school in a student's district of residency.

Shared Educational Entities (SEEs) and Shared Specialized Educational Entities (S2E2s) that participated in the Sending Scores Back Program in a prior school year will need to reapply to reestablish their status as a SEE or S2E2 in the Sending Scores Back Program for the 2018-2019 School Index results.

Additional information and applications to participate in this program will be available in the coming weeks on the [Shared Educational Entities web page](http://www.michigan.gov/sees) (www.michigan.gov/sees).



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## College Board Corner

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

### Get Ready for Spring 2019 – Implementation Workshops

Implementation workshops are free and provide information about the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9 test administrations in the spring of 2019. Building administrators and building test coordinators will learn about the latest enhancements and changes for the Spring 2019 administration, prepare to

administer the College Board exams, and get information about timelines and professional development offerings.

The workshops will be held throughout the state; some locations and dates are still being finalized. All workshops will last for three hours in the morning and lunch will be provided after. To register, go to the [College Board Workshop page](http://www.collegeboard.org/michiganworkshops) ([www.collegeboard.org/michiganworkshops](http://www.collegeboard.org/michiganworkshops)).

City	Location	2018 Workshop Dates
Alpena	Alpena-Montgomery-Alcona ESD	Thursday, November 8
Centreville	TBD	TBD
Clare	Clare-Gladwin RESD	Monday, November 12
Clinton Township	Macomb ISD	Friday, November 9
Escanaba	Delta Schoolcraft ISD	Wednesday, October 31
Flint	Genesee ISD	Tuesday, November 13
Grand Rapids	Kent County ISD	Monday, November 5
Hancock	Copper County ISD	Thursday, November 1
Jackson	Jackson ISD	Wednesday, November 7
Lansing	Greater Lansing Association of Realtors	Tuesday, November 13
Portage	Kalamazoo RESA	Tuesday, October 16
Sault Ste. Marie	Eastern Upper Peninsula ISD	Monday, September 17
Traverse City	Traverse Bay ISD	Tuesday, November 20
Waterford Township	Oakland County ISD	Monday, November 12
Wayne	Wayne County RESA	Tuesday, November 13

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## Updating EEM

See the article from [September 6, 2018 Spotlight](#) regarding updating the **Educational Entity Master (EEM)**. For the state-provided SAT with Essay, PSAT 10, and PSAT 8/9 for grade 8 and grade 9 administrations in Spring 2019, College Board will use contact information from the EEM to identify staff responsible for implementing the assessments. Test shipments will be sent to the address associated with the test coordinator's record in EEM. If EEM information is not accurate, communications and test shipments may be impacted. **Staff can serve multiple roles, if needed.** Once updated in EEM, it takes 7-10 days for College Board to receive and process the updates.

Contact information should be provided in EEM, at the **building level**, for each of the following roles:

- SAT Test Coordinator
- PSAT Grade 10 Test Coordinator
- PSAT Grade 9 Test Coordinator
- PSAT Grade 8 Test Coordinator
- SAT Backup Test Coordinator
- PSAT 9/10 Backup Coordinator
- PSAT Grade 8 Backup Coordinator

Schools should review their EEM contacts on the **District and Schools Contacts** page in the [OEAA Secure Site](#) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure))

by selecting Assessment Registration, and then Districts and Schools Contacts. **Ensure contacts for 8th grade are added.**

**For public schools:** if changes are required, the District and Schools Contact page will list your authorized district EEM contact for making updates. If no changes are needed, no further action is required.

**For private schools:** provide any updates or additions to the Nonpublic School Office at [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) or 517-335-0543. If no changes are needed, no further action is required.

Common errors that cause issues with communications and shipments:

1. EEM is not updated for the 2018-19 school year.
2. EEM is updated at the district level instead of the school level.
3. The address associated with the test coordinator's record in EEM is incorrect.

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

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)



## Preparing for the Spring 2019 Administration

While the Spring 2019 administration of the ACT WorkKeys assessment is many months away, an important first step is to ensure your building/school's "WorkKeys Test Coordinator" has the correct email address, phone number, and mailing address in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)). Please note that this must be done for **each school** in the district and **not** at the district level.

MDE pulls the contact information and mailing addresses from the EEM system for ACT to use in generating emails and to ship test materials. Inaccurate information will result in the school's WorkKeys Test Coordinator not receiving critical information in a timely manner and therefore overlooking key deadlines and delaying the receipt of test materials.

If the information for your building/school is inaccurate, have your authorized district EEM user update the EEM system no later than **Friday, October 5, 2018** to ensure your school receives the necessary information to start the Manage Participation process in November. It is also important to verify, and update if needed, the mailing address for the WorkKeys Test Coordinator. This is the address where all WorkKeys materials will be sent in March. The mailing address cannot be a post office box.

**Please note:** Updating the EEM system can only be done by the district's authorized EEM user. If you are not sure who your authorized EEM user is, use the **District and School Contact** page on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) to retrieve their name and contact information.

- Instructions for using the **District and School Contact** page are available on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Miscellaneous** section.
- Nonpublic schools should call 517-335-0543 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for updates to the EEM.
- Refer to the [September 6, 2018 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information.

The Manage Participation process will begin on **November 5, 2018**. The login information will only be sent to the WorkKeys Test Coordinator on file in the EEM system. Watch for an email from ACT (the week of October 30, 2018) that will contain instructions on how to complete the Manage Participation process. All schools, public and nonpublic, must confirm they are participating in order to receive test materials and administer the WorkKeys assessment. This process will take approximately five minutes.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244  
9:30 AM – 6:00 PM ET
  - standard time: ext. 2800
  - accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

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

## Important Dates

### September

#### Early Literacy and Mathematics

**Now – October 4, 2018:**

- Pre-Identification of Students for the Fall 2018 **Early Literacy and Mathematics Benchmark Assessments**

**Now – October 5, 2018:**

- Create/manage online test sessions in eDIRECT for the Fall 2018 **Early Literacy and Mathematics Benchmark Assessments**

**Now – October 5, 2018:**

- Fall 2018 **Early Literacy and Mathematics Benchmarks Assessments** testing window

#### ACT WorkKeys, SAT, and PSAT

**Now – October 5, 2018:**

- Assign and update **WorkKeys, SAT, and PSAT** Test Coordinator contact information (for each school, not at the district level) in the [Educational Entity Master \(EEM\)](#)

### October 2018

**Monday, October 8 AND Tuesday, October 9, 2018 (2-day workshop) 8:30 AM to 3:30 PM:**

- **WIDA Leading Schools for Multilingual Learner Achievement – Workshop #1**  
[REGISTER NOW](#)

**Thursday, October 11 AND Friday, October 12, 2018 (2-day workshop) 8:30 AM to 3:30 PM:**

- **WIDA Leading Schools for Multilingual Learner Achievement – Workshop #2**  
[REGISTER NOW](#)

## Contacts

For assistance with assessment or accountability issues:

### Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), Test Management System (TSM), eDIRECT, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessemnts, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <ol style="list-style-type: none"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, Central Office Services (COS), and Test Management System (TSM)
8	for all other questions

### Email

For assessment questions:

[mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov)

**For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:**

(for questions not covered in options 3 and 5 in the table above)

### WIDA Client Services

866-276-7735

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