

# Spotlight

## on Student Assessment and Accountability

September 22, 2016

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### Fall 2016 Early Literacy and Mathematics

You can still Pre-ID students on the secure site.

For more information on the Fall 2016 assessments for grades 1 and 2,

see the September 15 Spotlight.

Test Window: October 3-21, 2016

### Updating Entity and Contacts in the Educational Entity Master (EEM)

To assist schools with verifying the contact information in the Educational Entity Master (EEM), a new District and School Contacts screen is now available on the Secure Site. Once logged on to the Secure Site, go to **District and School Contact** under the **Assessment Registration** menu. The screen will pull contacts used by the MDE and display them in an easy-to-read format for any user of the Secure Site to view. If you notice an error with the contact name, phone, or email address, please work with your authorized district EEM user (usually but not always the student pupil accounting person) to have the EEM updated. The information is updated nightly from the EEM, so you will not see changes until the next day. To receive the initial contact from the College Board and ACT, the EEM needs to be updated with SAT, PSAT, and WorkKeys contacts by October 3, 2016.

Please note that even though coordinators' addresses are not displayed on the District and School Contacts page of the Secure Site, it is important to make sure the contact types addresses are correct in the [EEM](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) along with the grade levels serviced. The address and grade levels serviced are used for ordering materials and delivery of materials and reports.

The following contact types are used for assessment purposes:

- Principal
- M-STEP Coordinator
  - MI-Access Coordinator
  - English Learner Assessment Coordinator
- WorkKeys Test Coordinator
- Technology Director
- District Assessment Coordinator

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- Interim Assessment District and Building Coordinator (used for Early Literacy and Mathematics Benchmark Assessment)
- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- PSAT 10 Test Coordinator
- PSAT 8/9 Test Coordinator
- PSAT Backup Coordinator

**Please note:** Although more than one coordinator can be entered into the EEM, only the most recent entry will be used for assessment and accountability.

## Online Testing Waiver Window

In Spring 2017, the M-STEP, MI-Access Functional Independence (FI), and WIDA ACCESS 2.0 assessments will be administered online. A paper/pencil version of the assessments will be available for schools that are not yet ready to make the transition to online assessments. If your school is among those that are not yet ready to administer online assessments, we ask that you provide us with information about the reason(s) why the school will delay online administration. The responses will help the Michigan Department of Education (MDE) staff as they work to assure that all schools and students are prepared for the transition in the near future.

Districts will have an opportunity to submit online waiver request(s) for their school to administer the paper/pencil version of M-STEP, MI-Access FI, and WIDA ACCESS 2.0 assessments **October 24 – November 23, 2016**. Districts must submit the online waiver request(s) by November 23, 2016 in order to obtain the paper/pencil materials needed. **It is important to note that requests for EACH school and EACH assessment must be submitted separately.**

## Considerations:

- Online assessment is now the default administration mode for M-STEP, MI-Access FI and WIDA ACCESS 2.0. (This will not preclude schools from ordering and administering paper/pencil tests to individual students based on need.) MDE will not approve online waiver requests for schools that administered online versions of the assessments in 2016.
- Schools that are administering online, but have individual students who need to use a paper/pencil form due to a disability or for another reason, will not need to request an online waiver. These individual student requests will be handled separately, through a separate material ordering process that will be communicated in detail at a later time.
- The WIDA ACCESS 2.0 assessment uses the same Data Recognition Corporation (DRC) software as M-STEP and MI-ACCESS FI.
- WIDA ACCESS 2.0 will require the use of a microphone to capture a student's Speaking responses.
- A school (or building) is the smallest unit that may request an online waiver; that is, a school may not apply to have only certain grades or content areas take the paper/pencil assessments.
- MDE will not be able to honor online waiver requests after November 23, 2016 unless an emergency occurs that would prevent a school from testing online.

## Process:

- Requests for an online waiver must be submitted through the MDE Secure Site by a user with District Administrator or Nonpublic School Administrator access, using the process found on the [MDE Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) in the **Quick Reference** section.

## SAT Corner

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

### Prepare for the State-Provided Spring 2017 Testing

**Reminder:** all test material orders for the state-provided Spring 2017

- PSAT 8/9 (9th grade),
- PSAT 10 (10th grade), and
- SAT, as a component of the Michigan Merit Examination (MME),

**will be integrated with MDE's Secure Site.**

Therefore, please do NOT place orders in College Board ordering systems.

### Review and update EEM by October 3, 2016

For the state-provided SAT, PSAT 10, and PSAT 8/9 administrations in Spring 2017, College Board will pull contact information from the Educational Entity Master (EEM) to drive the establishment processes and other communications. **If EEM information not accurate, you will NOT receive critical testing communications.**

All schools participating must identify building-level staff members for each of the following positions:

- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- PSAT 10 Test Coordinator
- PSAT 8/9 Test Coordinator
- PSAT Backup Coordinator

An individual may serve in more than one role. For example, a building can have one staff member

serve as the SAT Test Coordinator (TC), and that person may also serve as the TC for PSAT 8/9 and PSAT 10. The same person cannot serve as the TC and the Back-Up TC. Additionally, a school may have more than one SSD Coordinator; however a primary contact must be identified and included in EEM.

### Returning Schools

- If changes are required, contact your authorized district EEM user to make the updates.
- If changes are not needed, no further action is required.

### New Schools

- Send all information for each role to your district authorized EEM Administrator to be added to EEM.

If you do not know who the district authorized user is, please contact CEPI at 517-335-0505 or [cepi@michigan.gov](mailto:cepi@michigan.gov).

### Private Schools

- Provide any updates or additions to Tami Feldpausch at [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov).
- If changes are not needed, no further action is required.

Remember to verify and submit any updates/additions by **October 3, 2016**. College Board will send a confirming email to the Test Coordinator with the attending institution (AI) and test center codes for spring testing in mid-December.



Information on ACT WorkKeys® provided by the ACT®.

## ACT WorkKeys: Preparing for the Spring 2017 Administration

While the Spring 2017 administration of the ACT WorkKeys assessment is many months away, we wanted to remind you of an important first step to make sure your school has accurate information in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) system.

**Please take note:** We encourage you (or your district test coordinator) to make sure the EEM system has your school's most current ACT WorkKeys test coordinator contact information, as ACT will be pulling all organizational data from the EEM system to generate emails as part of the **Manage Participation** process (formerly known as the "establishment" process).

The Manage Participation login information will only be sent to the test coordinator on file in the EEM system. If the information for your school is

inaccurate or out-of-date, you will need to update the EEM system by October 3, 2016 to ensure your school receives the necessary information to start the Manage Participation process.

**Please note:** Updating the EEM can only be done by the authorized district EEM user. If you do not know who the district authorized user is, please contact CEPI at 517-335-0505 or [cepi@michigan.gov](mailto:cepi@michigan.gov).

The ACT WorkKeys Manage Participation process will start in early November 2016. We will be distributing more information and details about the Spring 2017 ACT WorkKeys test administration very soon.

## Important Dates

### Coming Next Week . . .

#### M-STEP, MI-Access, MME, & Early Literacy: Fall Webcast

- **September 26, 2016 – 8:30 AM to 3:30 PM:** **The Student Assessment and Accountability Fall Webcast** – streamed live and recorded on [MI Streamnet](http://mistreamnet.com) (<http://mistreamnet.com>). See the full article in the [September 1 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight))

### September 2016

#### Early Literacy and Mathematics

- **Now – Friday, October 21, 2016:** Window for Pre-Identification of students in grades 1 and 2 who will be taking the Fall 2016 Early Literacy and Mathematics Benchmark Assessments.

### October 2016

#### Early Literacy and Mathematics

- **October 3 – October 21, 2016:** Window for the Fall 2016 Early Literacy and Mathematics Benchmark Assessments for grades 1 and 2.

#### WIDA

- **Monday, October 17 and Tuesday, October 18, 2016 – 9:00 AM to 4:00 PM:** WIDA Workshops for Interpreting WIDA Score Reports for Instruction (register for one day only). For more information and to register, go to the [Fall 2016 WIDA Workshops Registration page](#) (<https://www.surveymonkey.com/r/fall2016WIDAworkshops>). Registration is still OPEN for this workshop. Space is limited, so register now..

#### WIDA, M-STEP, MI-Access

- **October 24 – November 23, 2016:** Online Testing Waiver request window

### November 2016

#### WIDA

- **Wednesday, November 2 and Thursday, November 3, 2016 – 9:00 AM to 4:00 PM:** WIDA Workshop for School Leaders: Leading Schools for Language Learner Achievement – **REGISTRATION FOR THIS WORKSHOP IS NOW CLOSED.**
- **Wednesday, November 9, 2016 – 9:00 AM to 4:00 PM:** WIDA Workshop for Alternate ACCESS for ELLs. For more information and to register, go to the [Fall 2016 WIDA Workshops Registration page](#) (<https://www.surveymonkey.com/r/fall2016WIDAworkshops>). Registration is still OPEN for this workshop.

## Recently Asked Questions

### Are students who are repeating either grade 9 or 10 eligible to take the PSAT again?

Yes, students repeating either grade 9 or 10 are eligible to take the PSAT 8/9 (9th grade) or the PSAT 10 (10th grade) again, but are not required to test.

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► Access previous [Spotlight editions](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight))

#### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.