

Spotlight

on Student Assessment and Accountability

What's New

Week of January 14, 2021

- **Alternate INSIGHT Availability Request Window: January 14 – March 5, 2021**
- **WIDA ACCESS Material Arrival Date Change**
- **WIDA Students Not Tested**
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Reminders

- **2021 Michigan School Testing Conference**
- **Writing Skills Field Test Preparation for Passage-based Writing**

Alternate INSIGHT Availability Request Window: January 14 – March 5, 2021

Schools that hold regular instructional hours after 4 p.m., Monday-Friday that plan to schedule M-STEP or MI-Access FI test sessions extending past 4 p.m. must submit an [Alternate INSIGHT Availability request](https://www.surveymonkey.com/r/INSIGHTAvailabilityRequest) (https://www.surveymonkey.com/r/INSIGHTAvailabilityRequest) to have access to the testing software after 4 p.m. Requests must be submitted by **11:59 p.m. on March 5, 2021**.

WIDA ACCESS Material Arrival Date Change

To ensure educators can begin testing on January 27, 2021, these testing materials are now scheduled to arrive in districts on **Wednesday, January 20, 2021**. Be sure someone is available to receive the assessment materials at the shipping address for your district as it is listed in the Office of Educational Assessment and Accountability Secure Site. Directions for checking the shipping address are in the [WIDA Initial Material Orders](#) document. UPS will attempt to deliver the materials three times beginning with the initial date before they are returned to DRC. A return of the materials will cause delays in the district's ability to test in a timely manner and will require the district to place an Additional Material Order in WIDA AMS.

WIDA Students Not Tested

Educators should plan to keep track of students who are unable to test due to a reason related to COVID-19. This could include students unable to test because of a COVID-19 illness in the family, parents refusing to bring students to school for testing, or a student becoming ill with COVID-19. Following the regular assessment procedures,

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educators report a reason why a student did not test; such reporting is done in the Office of Educational Assessment and Accountability Secure Site during the Students Not Tested window. The Students Not Tested window will be available after the WIDA ACCESS for ELLs testing window closes; this is projected to be in May. Watch the Spotlight for announcements of specific dates.

WIDA Office Hours

Educators preparing to administer the WIDA ACCESS for ELLs assessments are encouraged to join any of the following WIDA ACCESS Office Hours.

- January 19, 2021, noon – 1 p.m.
[Zoom Link](#)
- January 26, 2021, 3 – 4 p.m.
[Zoom Link](#)

No registration is necessary. These Zoom meetings are opportunities for educators who are coordinating or administering the WIDA assessments to ask questions of Michigan Department of Education staff and to share ideas related to test administration under this year's unique circumstances.

WIDA Assessment Development Recruitment

WIDA is inviting educators to participate in upcoming spring assessment events! These events are virtual, so no travel is necessary. WIDA will be offering an honorarium to compensate participants for their time and feedback.

How to Apply

If you are interested in being a part of one of the events listed below, complete this brief [Interest Survey](#) by **Thursday, January 28, 2021**.

Participants will be selected based on experience, expertise, and representation of regions. Some specialized events require participants to have content-area expertise, as indicated in the following event descriptions. If you are selected, WIDA will contact you with event details and next steps.

Speaking Study Focus Groups

- **Purpose:** As a part of ongoing research, WIDA wants to better understand perceptions of the ACCESS Speaking Test and how the test content and format relates to classroom oral language practices. During online focus groups lasting 90 minutes, participants will discuss their perceptions and practices with a group of 7-10 educators. The results will help WIDA better understand educators' perceptions, needs, and current practices related to student oral language development.
- **Who we're looking for:** Educators for grades 1-12 with certifications in any of the following areas: ESL/TESOL or related, English or English Language Arts, Science, Mathematics, or Special Education. two or more years of experience teaching in any of those content areas is preferred.
Note: Participants do not need to be experienced ACCESS administrators.
- **Total time commitment:** one 90-minute session
- **Dates:** listed in the table on the following page

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

Group	Grades	Content Area Expertise	Date	Session Time
1	1-5	English Language (ELL/ESL)	Wednesday, February 17, 2021	2:00 – 3:30 p.m. CT 3:00 – 4:30 p.m. ET
2	1-5	English Language Arts	Thursday, February 18, 2021	2:00 – 3:30 p.m. CT 3:00 – 4:30 p.m. ET
3	1-5	Mathematics & Science	Friday, February 19, 2021	2:00 – 3:30 p.m. CT 3:00 – 4:30 p.m. ET
4	6-12	English Language (ELL/ESL)	Tuesday, February 23, 2021	2:00 – 3:30 p.m. CT 3:00 – 4:30 p.m. ET
5	6-12	English Language Arts (ELA)	Wednesday, February 24, 2021	2:00 – 3:30 p.m. CT 3:00 – 4:30 p.m. ET
6	6-12	Mathematics	Thursday, February 25, 2021	2:00 – 3:30 p.m. CT 3:00 – 4:30 p.m. ET
7	6-12	Science	Friday, February 26, 2021	2:00 – 3:30 p.m. CT 3:00 – 4:30 p.m. ET

Content Review (Listening, Speaking, Reading)

- **Purpose:** Review the ACCESS for ELLs test domains of Listening, Speaking, and Reading to ensure that test item content is developmentally appropriate, by age and grade, for the diverse group of test takers it serves.
- **Who we're looking for:** Educators from grades 1-12 with content experience in the areas of ESL/TESOL or related, English Language Arts, Math, Science, Social Studies, and/or Special Education.
- **Total time commitment:** Two days, 8:45 a.m. – 5:00 p.m. CDT (9:45 a.m. – 6:00 p.m. EDT)
- **Dates:**
 - » Tuesday, April 13, 2021 from 8:45 a.m. – 5:00 p.m. CDT (9:45 a.m. – 6:00 p.m. EDT)
 - » Wednesday, April 14, 2021 from 8:45 a.m. – 5:00 p.m. CDT (9:45 a.m. – 6:00 p.m. EDT)

Bias & Sensitivity Review (Listening, Speaking, Reading)

- **Purpose:** Review the ACCESS for ELLs test domains of Listening, Speaking, and Reading to ensure that test items are free of material that might favor any subgroup of students over another on the basis of gender, race or ethnicity, home language, religion, culture, region, or socio-economic status.
- **Who we're looking for:** Educators from grades 1-12 with culturally and linguistically diverse backgrounds and experience working with multilingual learners.
- **Total time commitment:** Two days, 8:45 a.m. – 4:00 p.m. CDT (9:45 a.m. – 5:00 p.m. EDT)
- **Dates:**
 - » Thursday, April 15, 2021 from 8:45 a.m. – 4:00 p.m. CDT (9:45 a.m.–5:00 p.m. EDT)
 - » Friday, April 16, 2021 from 8:45 a.m. – 3:30 p.m. CDT (9:45 a.m. – 4:30 p.m. EDT)

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K ACCESS Refresh Focus Groups

- **Purpose:** WIDA is planning to refresh the Kindergarten ACCESS test. WIDA would like to get input from educators on the current Kindergarten ACCESS and learn about what changes are needed. WIDA will administer a survey to educators and other stakeholders, then hold focus groups to learn more about educators' perspectives on assessing kindergarten students' English language development.
- **Who we're looking for:** Kindergarten educators, test coordinators, language-development specialists, or Special Education teachers with experience administering Kindergarten ACCESS (K ACCESS).
- **Total time commitment:** one 90-minute session
- **Dates:** TBD (between May 10 and May 28, 2021)

If you have any questions, contact Sonia Upton at Sonia.Upton@wisc.edu or Joy Pfeiffer at jcpfeiffer2@wisc.edu.

WIDA ACCESS for ELLs Parent Letter Template

A template for a parent/family letter that districts can customize and use to communicate about WIDA ACCESS for ELLs is now available. The letter explains the requirement to test all students identified as English learners on the WIDA ACCESS for ELLs, as well as the intention of the Michigan Department of Education to apply for a waiver from testing this year.

The template also provides a section for districts to explain safety measures related to COVID-19. The [letter template](#) can be found on the [wida web page](http://www.michigan.gov/wida) (www.michigan.gov/wida). A Spanish and Arabic version of the template will be available soon. Districts are encouraged to offer families information about testing in a language that is familiar to them.

NWEA Seminars: Understanding MAP Growth data

NWEA is hosting a series of one hour virtual [workshop seminars](#) designed to focus on using MAP Growth data to leverage high impact strategies, maximizing instruction and intervention.

- **February 5, 2021, 1 p.m. EDT**
How Are My Grade Levels Doing?
- **February 12, 2021, 1 p.m. EDT**
Are My Grade Levels Making Progress?
- **February 19, 2021, 1 p.m. EDT**
How Do I Set Goals with Students?

View the session agendas and [register](#) to attend a session.

If you have questions or need additional information, send an email to michelle.carter@nwea.org.



Reminders

2021 Michigan School Testing Conference

The 2021 Michigan School Testing Conference (MSTC) will be held in mid-February, but this year in a very different manner - virtually. The uncertainties caused by the COVID-19 pandemic have affected all of us deeply and in very different ways. In planning the 2021 conference, the feasibility of an in-person conference became very challenging, given restrictions (or even bans) on large-group gatherings and the limited space for “social distancing” at the Sheraton Ann Arbor Hotel, where the conference was held during the past two years.

The MSTC Planning Committee is shifting the 2021 MSTC Conference to an all-virtual event to be held **February 16-18, 2021**. This year’s conference will be the 61st annual event. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state and nationally renowned experts in the field.

The annual Michigan School Testing Conference consists of a day for workshops and two days of plenary and clinic sessions.

On **Tuesday, February 16, 2021, from 8:30 to 11:45 a.m. and 12:45 to 3:45 p.m.**, six half-day and two full-day workshops will be offered. Login will start at 8 a.m.

The conference itself takes place on **Wednesday, February 17, 2021** and continues through **Thursday, February 18, 2021**. Keynote presenters on Wednesday, February 17 include Jay McTighe (Educational Author/Consultant) and Andy Middlestead (Michigan Department of Education), while Mike Nettles (Educational Testing Service) will be the keynote speaker on Thursday, February 18.

For [conference program information](#) and registration, go to the [MSTC online registration site](#).



Writing Skills Field Test

Preparation for Passage-based Writing

The Michigan Department of Education (MDE) is looking for schools to participate in an M-STEP online Passage-based Writing Field Test **January 4–February 5, 2021**.

Why have a stand-alone field test?

Field tests are used to check the adequacy of testing procedures and statistical characteristics of new test items by testing them in the field before they appear on an actual assessment. This test follows the same setup and security as the M-STEP. The field test helps to ensure that the items we are putting on the M-STEP are high quality. And, the more writing exposure your students receive, the more improvement you will see!

Who can participate?

Students in grades 3-8 can participate in field-testing items written by Michigan authors for Michigan's state assessments.

What is involved?

During the field test, students will read one passage, either literary or informational, from a variety of genres as prescribed by the standards. Students will then answer five multiple choice questions and respond to a writing prompt, which includes a checklist of components found in a well-written essay. They will not receive a score, but will have an opportunity to prepare for the M-STEP and use the checklist to improve their writing skills in the testing environment.

Where will it take place?

The online field test will take place in your school on computers.

How do I sign up?

Go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to Pre-ID students for testing. For information about how to Pre-ID students for testing, or how to gain access to the Secure Site, go to the [Secure Site Training Site](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

**Don't miss this great opportunity!
Sign up today!**



CB College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board

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

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email michiganadministratorsupport@collegeboard.org

WHAT'S NEW

Window Now Open in SSD Online

The window to request state-allowed accommodations and extended time for English learners is now open in SSD Online. With the redesigned SSD Online platform, there are no longer separate dashboards to go to for requests. Simply select **New Request** from your dashboard, then choose the option for state-allowed accommodations (SAA) or English learner (EL) support and follow the prompts on the screen. The deadline to enter College Board-approved accommodations, SAAs, or EL extended time support is **February 22, 2021**.

For more information about accommodations and English learner supports, review the Accommodations and Supports webinar posted to the MDE [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).

Pre-ID in the OEAA Secure Site

Review the [December 17, 2020 Spotlight edition](#) for information from the Michigan Department of Education about the Pre-ID process. All students taking the SAT with Essay, PSAT 10, and PSAT 8/9

must be pre-identified in the OEAA Secure Site by **February 17, 2021 at 5 p.m.** This creates the initial order for pre-printed Pre-ID labels for each student pre-identified by this deadline; it also determines the quantity of standard test materials to be shipped to schools. Accommodated test materials are shipped based on accommodations for students in the pending and approved status in SSD Online by **February 22, 2021**.

REMINDERS

Spring Flexibility

Review the [January 7, 2021 Spotlight edition](#) (updated: January 14, 2021) for information about additional test days for Spring 2021 SAT with Essay, PSAT 10, and PSAT 8/9, as well as COVID-related changes to some policies and procedures.

Preparing for Test Day Webinar

A Preparing for Test Day webinar will take place on **January 20, 2021, 1-2 p.m.** It will focus on frequently asked questions about organizing a preadministration session, planning for test day, and managing test materials

[Register for the webinar](https://tinyurl.com/2021Preparation-MI) (<https://tinyurl.com/2021Preparation-MI>).

For those who cannot attend the live session, it will be recorded and posted to the MDE [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) within approximately one week of the presentation.

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

ACT WorkKeys

What's New

ACT WorkKeys Training Packets

Training packets will be shipped to participating schools the **week of January 18, 2021**. The packets will contain copies of the answer documents, manuals, and other administration materials, so test coordinators can familiarize themselves with policies and procedures. Additional copies of these materials will be sent in the initial shipment of test materials in March.

The training packets will be sent to the mailing address of the WorkKeys Test Coordinator listed in [Educational Entity Master \(EEM\)](#) (www.michigan.gov/eem), not the building address. Refer to the [September 24, 2020 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for additional information on updating the EEM.

Reminders

Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for Pre-ID barcode labels and to order ACT WorkKeys standard-time and accommodations materials is **January 6 – February 17, 2021, at 5 p.m.**, using the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure).

Instructions for these activities can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** and the **Material Ordering** sections.

Refer to the **Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access** and the **Spring 2021 Initial Material Orders** articles in the [December 17, 2020 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for complete information.

The following WorkKeys test materials are available for ordering:

- Standard Time (Regular Print English Book)
- English Answer Documents
- Extended Time (Regular Print English Book)
- Reader Script (comes with a Regular Print Book)
- English Audio USB (comes with a Regular Print English Book)
- Arabic Audio USB (comes with a Regular English Print Book)
- Large Print (comes with a Regular Print English Book)
- Braille UEB (comes with a Regular Print English Book)
- Translated Test Instructions (contains test instructions in Arabic, Chinese [Simplified], Chinese [Traditional], French, German, Haitian Creole, Korean, Russian, Somali, Spanish, Tagalog, and Vietnamese)
- Spanish Standard time (comes with a Regular Spanish Print Book)
- Spanish Answer Documents
- Spanish Extended Time (comes with a Regular Spanish Print Book)
- Spanish Reader Script (comes with a Regular Spanish Print Book)

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

ACT WorkKeys

- Spanish Audio USB (comes with a Regular Spanish Print Book)
- Spanish Large Print (comes with a Regular Spanish Print Book)
- American Spanish Braille (comes with a Regular Spanish Print Book)

Answer documents, administration manuals, Test Administration Forms folders, a small overage of regular print English test books, return labels, and other ancillary materials will automatically be included in the test materials shipments.

All test materials will be sent to the WorkKeys Test Coordinator's mailing address (not the building address) as listed in the [EEM](http://www.michigan.gov/eem) (www.michigan.gov/eem) as of **February 16, 2021**. Refer to the [September 24, 2020 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for additional information on updating the EEM.

For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](#) posted on the on the **WorkKeys on Paper** page.
- [MME and High School PSAT List of Important Dates](#) found on the [MME web page](#) (www.michigan.gov/mme) under **General Information**.

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)
2. call ACT at 800-553-6244 between 9:30 a.m. – 6:00 p.m. ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Coming Next Week . . .

January 20, 2021, 1-2 p.m.

- Preparing for Test Day webinar
[Register for the webinar](https://tinyurl.com/2021Preparation-MI) (https://tinyurl.com/2021Preparation-MI)

January 19–22, 2021

- Receive **ACT WorkKeys** training packets

Approaching Deadlines!

Friday, January 22, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs Test Exception Request window CLOSES**

January 2021

Early Literacy and Mathematics

Now – February 4, 2021

- Pre-identification of students for **Winter 2021 Early Literacy and Mathematics Benchmark Assessments**

Now – February 5, 2021

- **Winter 2021 Early Literacy and Mathematics Benchmark Assessments** online test administration window

M-STEP

Now – February 4, 2021

- Pre-identification of students for **M-STEP Passage-based Writing Field Test**

Now – February 5, 2021

- **M-STEP Passage-based Writing Field Test** online test administration window (refer to the [November 12 Spotlight](#) for information)

M-STEP and MI-Access

Now – March 5, 2021

- Window for [Alternate INSIGHT Availability requests](#) – for schools with regular instructional hours after 4 p.m., who plan to schedule **M-STEP** or **MI-Access FI** test sessions that extend beyond 4 p.m.

WIDA

Now – April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs Off-site Test Administration Request** window in OEAA Secure Site

Now – April 9, 2021

- **WIDA ACCESS for ELLs Pre-identification** of students in OEAA Secure Site window

January 27 – April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs Testing** window (extended for Spring 2021)

SAT and PSAT

Now – February 22, 2021

- Window to submit state-allowed accommodations and English learner extended time requests for **SAT with Essay, PSAT 10, and PSAT 8/9**

M-STEP, MI-Access, SAT, PSAT, and ACT WorkKeys

Now – February 17, 2021

- **M-STEP, MI-Access, SAT, PSAT, and ACT WorkKeys Pre-ID** for barcode labels and Materials Order window

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

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), DRC INSIGHT Portal, 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 assessments, 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"> 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDAAMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

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