




Spotlight

on Student Assessment and Accountability

January 16, 2020

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Alternate INSIGHT Availability Request Form

INSIGHT is available throughout the published online testing windows from 7 a.m. to 4 p.m. Eastern Standard Time, Monday through Friday.


Schools that have regularly scheduled instructional hours before 7 a.m. or after 4 p.m. may submit a request to have INSIGHT available during their regular instructional hours using the [Alternate INSIGHT Availability Request Form](https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/) (<https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/>), which is **available now through March 6, 2020** on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) and [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access). Alternate INSIGHT availability is for weekdays only.

Testing that starts before 4 p.m. may finish after 4 p.m.; but if students are disconnected they will not be able to log back in until the next day without an alternate INSIGHT availability request. Schools that start instructional hours before 4 p.m. but end after 4 p.m., and expect to finish M-STEP after 4 p.m., should submit a request.

DON'T FORGET! Unassign Students Taking a MI-Access Assessment from M-STEP

Every student who takes a MI-Access assessment must be unassigned from the M-STEP in that content area, to prevent them from being pulled into the DRC INSIGHT Portal and assigned to the same content area test sessions in both M-STEP and MI-Access. All students in test sessions will have test tickets generated and will appear on test rosters; this can cause confusion in schools and in test sessions if a student who should take MI-Access also has an M-STEP test ticket in the same content area. This type of error can result in students taking both MI-Access and M-STEP assessments in the same content area, which places undue stress on the student and loss of instruction time. It is also a testing irregularity that must be reported to the Office of Assessment and Accountability (OEAA) in order to ensure the correct test is scored.

For more information about how to assign students to MI-Access assessments and unassign from M-STEP, view the [Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-Identification](#) document on the OEAA [Secure Site training page](#) (www.michigan.gov/securesitetraining).

Key:  Reminder (previously run article)

Updated Assessment Security Training

Annual security training is a requirement for individuals who will take part in the administration of state assessments including ACT WorkKeys, Early Literacy and Mathematics Benchmark, MI-Access, M-STEP, PSAT 8/9, and PSAT 10, SAT with Essay, WIDA ACCESS for ELLs, and WIDA Alternate ACCESS for ELLs. As noted in the [November 14, 2019, Spotlight](#), in addition to reading the Assessment Integrity Guide (AIG), District and Building Assessment Coordinators are required to take the Assessment Security Training course or the Refresher course through Michigan Virtual's Professional Learning Portal (<https://plp.mivu.org/>). Test Administrators and Proctors must take the course and/or read the AIG (MDE recommends that the District and Building Coordinators determine which training method is best for their testing staff and be responsible for ensuring that the training is delivered). Other staff with access to secure materials can satisfy the assessment security training requirement by reading Keeping Assessment Materials Secure found in Appendix E of the AIG.

The Michigan Department of Education is pleased to announce that this year's updates to Assessment Security Training will be available on Monday, January 20, 2020. To streamline annual training, this update will include a Refresher Course alternative for anyone who has completed the full course in previous school years. This separate course in the MV Professional Learning Portal starts with a pre-test, allowing users to "test out" or reviewing material they already know. The Refresher Course is expected to take about 15 minutes, which may vary based on the pre-test. All learners will register for the same course in the catalog, and the system will route them to the refresher if they have successfully completed the full course previously.

About the Assessment Security Training course

By participating in this training, staff will:

- review the importance of test security during all phases of test administration
- know how to properly prepare for test administration
- understand what to do if something doesn't go as planned

Each module is designed to be completed in 10-15 minutes. Learners who complete all four modules and demonstrate their knowledge on a short comprehensive test will print a Certificate of Completion at the end of the training, to be kept on file within the district or building.

This course is available free of charge through Michigan Virtual's Professional Learning Portal.

Register for the [MDE Assessment Security 2020 training](http://bit.ly/MDEAssessmentSecurity) (<http://bit.ly/MDEAssessmentSecurity>).

2019-20 Sending Scores Back Program—Applications Due Soon

Intermediate School Districts (ISDs), consortia, or other partnering districts may want to apply to participate in the "Sending Scores Back" Program for school accountability reporting. Eligible schools and classroom programs provide: alternative education, early/middle college education, gifted and talented education, or special education services to neighboring or consortium districts.

The Sending Scores Back Program allows non-resident student assessment results and non-resident student graduation statuses to be redirected in school accountability reporting to another school in a student's own district of residency. **Note:** Public school academies (PSAs) are not eligible for this program, as PSAs do not have resident district boundaries in the same way traditional districts do.

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 during submissions in the Michigan Student Data System (MSDS) to identify students to be processed specially in school accountability reporting. Students identified in these schools/programs are then attributed back to a school building identified in their resident school district for the purposes of school accountability calculations.

(Continued on next page)

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

Shared Educational Entities (SEEs) and Shared Specialized Educational Entities (S2E2s) that participated in the Sending Scores Back Program in a prior school year need to reapply to reestablish their status as a SEE or S2E2 in the Sending Scores Back Program for 2019-2020 school accountability results, expected in the fall of 2020.

Additional information and applications to participate in this program are available on the [Shared Educational Entities web page](http://www.michigan.gov/sees) (www.michigan.gov/sees). Applications will be due via electronic submission, **no later than January 27, 2020**.

Incident Report Regeneration Memo

The Office of Assessment and Accountability (OEAA) monitors trends in test administration irregularities. This helps identify issues in test administration practices, as well as areas where OEAA can provide additional supports to schools and districts as they prepare for test administration.

One area monitored is the number of student tests that are regenerated. Test regeneration completely deletes all of the student's initial responses and requires the student to retake the entire test. While regeneration is necessary in certain situations to obtain a valid student test score, having to retake a test necessarily increases the amount of time a student spends on testing and the time the school and/or district has to spend administering the assessment.

Our data indicate that the most common reason for regeneration of a test is that the school and/or district did not assign a required designated support or accommodation to a student in the DRC INSIGHT Portal.

Schools and districts that had any test regeneration(s) due to errors in the provision of accommodations or designated supports during the Spring 2019 test cycle will receive a targeted email and memo stating the number of regenerations that occurred during testing in Spring 2019.

This communication will be sent to District Superintendents, Building Principals, and both District and Building M-STEP Coordinators as identified in the Educational Entity Master (EEM).

To avoid the need for test regeneration due to designated support and/or accommodation errors in the Spring 2020 administration, MDE provides resources on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) or [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) that can be used to ensure all appropriate designated supports and accommodations are assigned in the DRC INSIGHT Portal. Once on this site, go to the **Supports and Accommodations** section and select [Recording and Tracking Resources](#) to view sample tracking worksheets, along with a Microsoft Excel file used to track designated supports and accommodations for a school or district.

For information about how to assign designated supports and accommodations in the DRC INSIGHT Portal, log into to the [DRC INSIGHT Portal](https://mi.drctedirect.com) (https://mi.drctedirect.com), then select **My Applications: General Information, Documents**, and then **Document Type: Mini-Modules**. This will allow you to view the *How to Assign and Mass-Assign Student Supports and Accommodations* module. The information is also available for you to read in the *DRC INSIGHT Portal User Guide* under **Document Type: Manuals & Directions**.

Requiring any student to retake an entire test, particularly a student who needs a designated support or accommodation, places undue stress on the student, who must redo work that he or she has already completed, while potentially missing valuable instructional time while retesting. Retesting also burdens the school and/or district, by requiring more time spent submitting incident reports, gathering the required documentation, providing devices for testing, and dedicating staff to administer the test.

All this can be prevented by the appropriate assignment of all designated supports and accommodations **before** test tickets are generated and test administration begins.

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K-12 Social Studies Teachers: MDE NEEDS YOU!

Become part of a team that contributes to the development of the social studies M-STEP. This is a fantastic opportunity for educators to learn more about the state's assessment system, to become more familiar with the revised social studies standards, to collaborate with other educators, and to earn a little extra money or SCECHs for their expertise, time, and contributions.

The Michigan Department of Education (MDE) relies on teachers from all social studies content areas, grades K-12, from across the state to help develop, write, and review items for our state assessments.

The MDE application process allows teachers to apply online to work with the following committees:

- **Item Writing** – Teachers develop the items for Michigan's social studies M-STEP assessments. The process begins with an overview of the new standards and a closer look at some of the more significant changes. Teachers learn how to design items that assess student understanding of these learning expectations and develop stand-alone items as well as items that will be part of a "context" or stimulus-based question set.
- **Content Advisory Committees** – Teachers not involved in the item writing process are needed to provide content-related feedback and recommendations on items, both before and after they have been field tested.
- **Bias and Sensitivity Committees** – Teachers not involved in the item writing process are needed to provide bias- and sensitivity-related feedback and recommendations on items, both before and after they have been field tested.

We begin new test development work this February, so apply soon! Please complete the [online application](https://www.cvent.com/d/pgq6sr) (https://www.cvent.com/d/pgq6sr).



2020 Michigan School Testing Conference

The 2020 Michigan School Testing Conference (MSTC) will be held **February 11–13, 2020** at the Sheraton Ann Arbor Hotel in Ann Arbor, Michigan. This year's conference will be the 60th 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 11, 2019**, from **8:30 to 11:45 a.m.** and **12:45 to 4:00 p.m.**, six half-day and two full-day workshops will be offered, including a full-day workshop for new assessment coordinators. Registration begins at 7:30 a.m. Continental breakfast and a light lunch will be offered for all conference workshop attendees.

The conference takes place **Wednesday, February 12** through **Thursday, February 13, 2019**. Registration includes continental breakfast and lunch on both days.

Keynote presenters on Wednesday, February 12 include Tom Guskey (University of Louisville) and Andy Middlestead (MDE). Jim Pellegrino (University of Illinois-Chicago) and a panel of current and retired educators who will celebrate the 60th anniversary of the conference are the keynote presenters on Thursday, February 13.

For conference program information and registration, go to the [MSTC online registration site](http://www.gomasa.org/MSTC2020) (www.gomasa.org/MSTC2020).

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Formative

Interim

Summative

Why is fairness in educational testing as important as validity and reliability in the creation and evaluation of assessments?

Fairness describes the degree to which a test contains measures that are free from bias. Fairness—along with validity and reliability—forms the third element in the “big three” concerns that must be considered when developing or evaluating educational tests, regardless of whether the tests are large-scale or classroom based.

If items on a test are biased—that is, when a test question is posed that advantages or disadvantages some students—then the test itself will be biased and will interfere with the validity of test score interpretation (AERA, 2014).

While most educators will be concerned with the fairness of locally developed assessments, when evaluating the fairness of any assessment, two types of evidence may be considered:

- **Judgmental evidence:** the process of determining whether an item might “offend or unfairly penalize a group of students because of personal characteristics such as gender, ethnicity, religion, or race” (Popham, 2018). In both large-scale and classroom-based assessments, it is important to conduct a systematic item-by-item review, either by a formal bias review committee or a group of colleagues, to judge whether bias exists.
- **Empirical evidence:** the statistical analysis of an item based on the performance of subgroups to reveal potential bias. This analysis is conducted on comparison of p-values (the percent of test takers who answer an item correctly) and/or differential item functioning (DIF), which occurs when equally abled test takers differ in their item response simply as a function of group membership. Empirical evidence requires large datasets to make accurate inferences about an item’s bias.

Ideally, both types of evidence should be used to document a test’s fairness, but only when obtaining both types of evidence is possible. Most of the time, for smaller-scale assessments that do not assess large groups of students, educators must rely solely on judgmental evidence, as it is the most feasible way of determining whether an item is biased.

Next month, we will discuss performance-based assessment and explore why, along with other measures, it may provide a more complete assessment of a student’s academic ability.

Related Resources

[Learning Point: What’s in a name? How ALN uses key assessment terms](#) (MAC, 2017)

This ALN Learning Point defines key terms, including fairness, bias, and sensitivity, that are discussed in this article.

The OEAA is looking for qualified Michigan educators to serve on an assessment Bias and Sensitivity committee. To be added to a possible pool of committee members, please complete the [online application](https://www.cvent.com/d/pgq6sr) (https://www.cvent.com/d/pgq6sr).

Put Into Practice

1. Choose a classroom or district common assessment and, with a colleague, conduct a bias review. Ask the fundamental question as you consider each item on the assessment: “*Might this item offend or unfairly penalize any group of students because of personal characteristics such as gender, ethnicity, religion, or race*”? Do you and your colleague agree when evaluating each item for fairness?
2. Working with your colleague, revise any item(s) for fairness you identified as being potentially biased.

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College Board Corner

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

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

Pre-ID Window Now Open

Test materials and Pre-ID labels for the SAT with Essay, PSAT 10, and PSAT 8/9 will be based on the number of students pre-identified in the Secure Site by **February 12, 2020 at 5 p.m.** For information on the Pre-ID process, refer to the [December 19, 2019 Spotlight Newsletter](#) (<http://www.michigan.gov/mde-spotlight>).

State-Allowed Accommodations Window Open Now

Requests for state-allowed accommodations (recommended for 8th graders) can now be entered in the Services for Students with Disabilities (SSD) online system. Once logged into SSD Online, SSD coordinators should select the link that says, **Go to State-Allowed Accommodations Dashboard** and enter student information. Requests will be approved automatically within a few days, and no documentation will be required. The deadline for entering requests is **February 24, 2020**.

Transferring Students in SSD Online

If students were approved for College Board accommodations for testing in Spring 2019 and will be testing under a different AI code in Spring 2020,

they must be transferred in SSD Online. They will not automatically be transferred for you. To transfer a student:

1. Select “Submit Accommodations Request” in the top right corner of the SSD Online dashboard of the school the student is now attending.
2. Respond “Yes” to these two questions:
 - » Has a request for accommodations already been submitted for this student?
 - » Is this a Transfer Student?
3. You will be asked for the student’s name, date of birth, and their College Board SSD number. To obtain a student’s College Board SSD number:
 - » Ask the student or parent if they have a copy of the eligibility letter.
 - » Have the student log into their College Board account to obtain a copy of the eligibility letter.
 - » Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
 - » Contact the SAT School Day Educator Hotline and choose the option for SSD. They may request that the student be present in order to provide permission to give the SSD number to the school.

If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at your school, documentation review may be required.

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

Accommodations and Supports Webinar

A recording and a PDF of the webinar conducted in December is now posted on the MME www.michigan.gov/mme and [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat) web pages.

Coming Soon

PDFs of testing manuals and translated test directions will be available for download in February.

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 for the initial test dates (April 15–28, 2020) is **January 8 – February 12, 2020, 5 p.m.** using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Refer to the **Pre-Identification and Initial Materials Ordering** articles in the [December 19, 2019 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for complete information about these processes.

Refer to the [January 9, 2020 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for additional information about the WorkKeys test materials that are available for ordering.

ACT WorkKeys Training Webinars

ACT will be hosting two optional training webinars in preparation for the April test administration. For complete information and registration links, please refer to the [January 9, 2020 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight). Student Preparation – Go For Platinum!

ACT WorkKeys Training Packets

Training packets will be shipped to participating schools the week of **January 20, 2020**. They will contain copies of the answer documents, manuals, and other administration materials, so that test coordinators may

familiarize themselves with policies and procedures. Additional copies of these materials will be sent in your 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 \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem), not to the building address. For information on updating the EEM, refer to the [September 5, 2019 Spotlight Newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight).

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

- [ACT WorkKeys Schedule of Events](#) – posted on the [ACT state testing website](http://www.act.org/districtandstate/michigan.html) (www.act.org/districtandstate/michigan.html) on the **WorkKeys on Paper** page
- [MME List of Important Dates - Spring 2020](#) – found on the [MME web page](http://www.michigan.gov/mme) (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, 9:30 AM – 6:00 PM ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

Friday, January 24, 2020

- **WIDA Test Exceptions & False EL Window DEADLINE**

January 2020

Early Literacy and Mathematics

Now – January 30, 2020

- Pre-identification for **Early Literacy and Mathematics Benchmark Assessment for grades K-2**

M-STEP

Now – January 30, 2020

- Pre-identification for **M-STEP Passage-Based Writing Field Test for grades 3-8**

SAT and PSAT

Now – February 24, 2020

Window to request or update College Board-approved and state-allowed accommodations in SSD Online for **SAT with Essay, PSAT 10, and PSAT 8/9.**

WIDA

Now – March 19, 2020

- Pre-Identification for **WIDA**

Early Literacy and Mathematics

Now – January 31, 2020

- **Early Literacy and Mathematics Benchmark Assessment for grades K-2 testing window**

M-STEP

Now – January 31, 2020

- **M-STEP** testing window for the online Passage-based Writing Field Test

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

Now – February 12, 2020:

- Pre-ID for barcode labels and Initial Materials Order

M-STEP and MI-Access

Now – March 6, 2020

- Window to submit an Alternate INSIGHT Availability Request Form (Go to [page 1](#) for details)
[Alternate INSIGHT Availability Request Form](https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/) (https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/)

WIDA

January 29, 2020

- **WIDA** Materials arrive in districts and Additional Material Order Window Opens

February 2020

WIDA

February 3 – March 20, 2020

- **WIDA** Test Administration window

ACT Workkeys

February 4, 2020

- ACT Workkeys training webinar, 10:00-11:00 a.m. ET,
[Register here](#)

March 2020

ACT Workkeys

March 10, 2020

- **ACT Workkeys** training webinar, 3:30-4:30 p.m. ET,
[Register here](#)

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 WIDA AMS, 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