

Spotlight

on Student Assessment and Accountability

What's New

Week of January 7, 2021

- [Who Must/Can Take the MME in Spring 2021?](#)
- [SAT, PSAT, WorkKeys, M-STEP, and MI-Access Pre-ID and Material Orders](#)
- [Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available](#)
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Reminders

- [2021 Michigan School Testing Conference](#)

Recently Asked Questions

Who Must/Can Take the MME in Spring 2021?

The [Who Must/Can Take the MME?](#) document has been updated to address eligibility and testing requirements for students in grades 11 and 12 for the 2020-2021 year. There are updates that apply to this year's spring MME and District and Building Assessment Coordinators should review this document, which is available on the [MME web page](#) (www.michigan.gov/mme) under **General Information**. MDE is communicating with the legislature on how there may need to be modifications to the MME legislation for this year only to align with these recommendations.

SAT, PSAT, WorkKeys, M-STEP, and MI-Access Pre-ID and Material Orders

Districts and schools should be working on their Pre-ID Student report on the OEAA Secure Site for the Spring 2021 SAT, PSAT 8/9, PSAT 10, WorkKeys, M-STEP, and MI-Access. The paper/pencil materials and printed barcode labels the schools/districts will receive are based on the students who are pre-identified by **5 p.m., February 17, 2021**. Read the articles in the [December 17, 2020 Spotlight](#) (www.michigan.gov/mde-spotlight) to ensure that you have accurate counts, know how to Pre-ID students, and for other important information.

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that the Early Literacy and Mathematics Benchmark Assessments Student Level Reports for the Winter 2021 administration are available in the Dynamic Reporting System through the OEAA Secure Site. Reports are

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available within 48 hours of students completing all portions of a content area test.

Available reports include:

- **Domain Analysis Report** – Separated by content area, the domain report provides a list of selected students divided into three groups based on the number of Points Earned in each domain and content area for the fall test.
- **Individual Student Report** – Separated by content area, the ISR provides detailed information on individual students in the Content Summary section, which displays Points Earned out of Points Possible for each Domain in a content area. The report also provides Content Details, which displays Points Earned out of Points Possible for each assessment category within a content area.
- **Student Roster Report** – Separated by content area, the student roster provides a list of students by Points Earned out of Points Possible (Max Points) by grade, content, domains, and categories.
- **Student Trend Report** – Separated by content area, the Student Trend Report displays the percentage of points earned (for up to the last three academic years) for students who have completed the Early Literacy and Mathematics Benchmark Assessments. The report also provides schools and state averages over the same period.

To view your school or district reports, go to the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) and select **Reports**, then **Dynamic Score Reports** in the drop-down menu. For help in accessing and navigating the Dynamic Score Reporting Site, refer

to the [Dynamic Score Reporting User Guide](#). For information on these reports and recommendations on the appropriate use of them, refer to the [Interpretive Guide to Early Literacy and Mathematics Reports](#). Both guides are located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under the **Reporting** section.

Remote Testing Documentation Updates

As announced in the [September 10 Spotlight](#), remote testing is available for the administration of the Early Literacy and Mathematics Benchmark Assessments. Some of the documentation has been updated to incorporate feedback from the Fall 2020 testing. Direct links to the updated documents are below, and the entire collection of documentation can be found on the Early Literacy and Mathematics Benchmark Assessments [Remote Testing Option for 2020-2021](#) page.

The main changes are improved introductions, a DRCdevicecheck.com link for easier device checks, and FAQs about error messages. There are no new requirements, just improved documentation and explanation.

Updated documents:

[Test Administrator Remote Testing FAQs](#)

[Parent Remote Testing Checklist](#)

[Parent Remote Testing FAQs](#)

[Parent Remote Testing Guide- Detailed](#)



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](#).

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

REMINDERS

Spring Flexibility for SAT with Essay, PSAT 10, and PSAT 8/9

The health and safety of educators and students is the first concern; therefore, to help schools to deal with the challenges of testing, some policies and procedures have been updated for Spring 2021. More information is available in the [Spring 2021 Contingency Test Dates and Flexibility Options for SAT with Essay, PSAT 10, and PSAT 8/9 School Day Testing](#) document from the Michigan Department of Education. The document is available on the [MDE MME web page](#) (www.michigan.gov/mme) and the [PSAT web page](#) (www.michigan.gov/psat). A summary is outlined in this article.

1. Additional Test Dates for SAT with Essay

- Schools are expected to administer the SAT with Essay to all students on April 13, 2021, with the makeup on April 27, 2021.
- An additional contingency makeup date of May 18, 2021 will only be allowed for students not able to test on April 13 or April 27 **because the school is closed for in-person instruction due to COVID-19.**

- » Additional makeup accommodated testing windows will be allowed for students absent during the entire accommodated testing window due to COVID-19 or who experience an irregularity that requires a makeup.

New: 1/14/21

- » The Contingency Accommodated Testing Window is reserved for students who are not able to complete testing because the school was closed for in-person instruction during the Primary or Makeup Accommodated Testing windows.

SAT with Essay	Dates/Windows
Primary Test Date	April 13, 2021
Accommodated Testing Window	April 13 - 26, 2021
Makeup Test Date	April 27, 2021
Makeup Accommodated Testing Window (Added)	April 27 - 29, 2021
Contingency Makeup Test Date (Added)	May 18, 2021
Contingency Accommodated Testing Window (Added)	May 18-20, 2021

2. Additional Test Dates for PSAT 10 and PSAT 8/9 for Grade 9

- Schools are expected to select a primary test day to administer the PSAT 10 and PSAT 8/9 for grade 9 within the primary testing window, which remains April 13-16, 2021.

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- Any student approved for an accommodation or any English learner using extended time may flexibly be scheduled anytime during the expanded accommodated testing window of April 13-May 7.
- Students absent during the primary testing window or those who experience an irregularity and require a makeup will test using makeup test materials in the extended makeup testing window of April 27 - May 7.

PSAT 10 and PSAT 8/9 for Grade 9	Dates/Windows
Primary Testing Window	April 13 - 16, 2021
Accommodated Testing Window (Extended)	April 13 - May 7, 2021
Makeup Testing Window (Extended)	April 27 - May 7, 2021

3. Additional Test Dates for PSAT 8/9 for Grade 8

- Schools are expected to administer the PSAT 8/9 for grade 8 on April 13, 2021.
- Students absent on April 13 can flexibly be scheduled to test in the primary testing window. Any student approved for an accommodation or any English learner using extended time may flexibly be scheduled time during the extended accommodated testing window of April 13 - May 7.
- Students absent during the primary testing window or those who experience an irregularity and require a makeup will test using makeup test materials in the extended makeup testing window of April 27 - May 7.

PSAT 8/9 for Grade 8	Dates/Windows
Primary Test Date	April 13, 2021
Primary Testing Window	April 13 - 16, 2021
Accommodated Testing Window (Extended)	April 13 - May 7, 2021
Makeup Testing Window (Extended)	April 27 - May 7, 2021

4. Schools May Stagger Start Times for Assessments

- Schools can provide flexible starting times, without College Board approval to do so. All groups must begin testing before the first group finishes to maintain test security. Cell phone collection is required for the duration of the school day for all students testing, or at least until after the last group has started testing. Testing must start early enough to finish before school ends.

5. Extended Breaks

Local health and safety guidelines might require that only a limited number of students can access the restroom or hallways at a time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. Hall monitors should help ensure that students do not share any test content if they leave the room and that students reenter their assigned testing rooms in a safe way. If used, extended breaks must be provided to all students.

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6. PPE (personal protection equipment) allowed during testing

- PPE includes items such as the use of masks, gloves, and hand sanitizer during testing. The use of PPE should follow local guidance. Test coordinators or proctors must check students' PPE prior to testing to ensure that nothing has been written on the PPE or prohibited materials have been hidden within the PPE. It is important that local policies are followed on the handling and disposing of PPE.

7. Spacing of students follows local guidelines

- Follow local guidance on the spacing of your students. College Board requires a minimum of three feet from center-of-desk to center-of-desk; however, if local guidance says students must be six feet apart, schools should seat students six feet apart during testing.

8. Off-site testing allowed

- Off-site testing is allowed if more space to administer the test is needed. **Requests to test at an off-site location are required for Spring 2021 testing.** Refer to the [October 22 edition of Spotlight](#) for more information on submitting an off-site request. Although the deadline to submit a plan is **December 18, 2020**, College Board will accept late plans, as necessary, for schools that need to reconfigure their testing environment.

Final Notes

- College Board has posted a Coordinator Supplement, similar to one provided in the fall. The Fall 2020 document should not be

referenced for Spring 2021 testing as many topics do not pertain to the policies and procedures used by Michigan schools during spring School Day testing.

- Information about how to order makeup materials and on maintaining test book security will be made available closer to April.
- Do not order any test books for Spring 2021 Michigan-provided testing in the College Board test ordering site.

Preparing for Test Day Webinar

A Preparing for Test Day webinar will take place on **January 20, 2021 from 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.

State-Allowed Accommodations and English Learner Supports Window

SSD coordinators can begin to submit requests for state-allowed accommodations and English learner time and one-half (+50% extended time) support in SSD Online during the **week of January 11, 2021.**

ACT WorkKeys

What's New

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](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

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

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site by 5 p.m. on February 17, 2021. Accommodated materials and Spanish test booklets (if needed) must be ordered through the OEAA Secure Site on the Initial Material Orders page by **5 p.m. on February 17, 2021**.

The projected number of Standard Time, Regular Print materials that will be sent, based on the pre-identification, can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets. 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](http://www.michigan.gov/mde-spotlight) (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)
- Spanish Audio USB (comes with a Regular Spanish Print Book)

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

ACT WorkKeys

- 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 coverage 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 EEM (www.michigan.gov/eem) as of February 16, 2021. Refer to the [September 24, 2020 Spotlight Newsletter](#) (www.michigan.gov/mde-spotlight) for additional information about updating the EEM.

Reminders

Student Preparation – Go For Platinum!

Encourage students to understand the types of questions they will see on the ACT WorkKeys, since the questions differ from other types of exams. Students and teachers can access **free** [practice questions](#) from all three tests that range from easier content to the most difficult. Teachers may use these practice questions as Questions of the Day or as warm-up activities in the weeks leading up to test day.

Students can also create a user account and take **free** full-length [online practice tests](#). Students can pace themselves in real-time test scenarios and receive scores indicating how they might perform on the WorkKeys assessments.

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](#) (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

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

Recently Asked Questions . . .

Are students in grade 12 during the spring of 2021 expected to take the MME (SAT with Essay, WorkKeys, M-STEP)?

There are no accountability calculations associated with testing 12th grade students in the 2020-2021 school year; therefore, 12th graders are not required to take the MME in Spring 2021. Schools which were established for SAT with Essay testing in Spring 2020 were given the opportunity to administer the SAT with Essay to their 12th grade students in Fall 2020. Grade 12 students who were unable to take the SAT with Essay in the Fall 2020 administration can take the SAT with Essay in Spring 2021, but those students are required to take entire MME. Schools would have to be established to administer both the SAT with Essay and the ACT WorkKeys and to provide the M-STEP assessment for science and social studies.

For additional information, refer to the [Who Must/Can Take the MME](#) document posted on the [MME web page](#) (www.michigan.gov/mme). This document has been updated for Spring 2021 to address eligibility and testing requirements for grades 11 and 12.

Important Dates

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)

WIDA

Now – January 22, 2021

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

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)

ACT WorkKeys

Now – February 17, 2021

- **ACT WorkKeys** Pre-ID for barcode labels and Materials Order window

SAT and PSAT

January 11 – 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**

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>).

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