

Spotlight

on Student Assessment and Accountability

What's New

Week of December 3, 2020

- [2020-21 Annual Education Report \(AER\) Preview Available](#)
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COVID-19 Message

We here at the Office of Educational Assessment and Accountability (OEAA) understand that this is a challenging time, and are working to adapt to the changes as well.

At this time, we are planning on administering the federally required Spring 2021 state summative tests according to the posted schedule. We will continue to communicate any changes through the Spotlight, as well as through direct communications around assessment and accountability matters.

2020-21 Annual Education Report (AER) Preview Available

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) have finalized the data and materials for schools to use in publishing the Annual Education Report (AER).

2020-21 AERs are available in preview for schools on [MI School Data](#) (www.mischooldata.org). School/district users must log into MI School Data to review their reports. The preview window will end on **December 16, 2020**, and AERs will become public on **December 17, 2020**.

Due to COVID-19, the United States Department of Education (USED) waived many, but not all, of the required data elements for the 2020-21 AER. Further details can be found in the [AER FAQ](#) on MI School Data. [Off-Site Request Calendar for 2020-21 School Year](#)

Off-Site Request Calendar for 2020-21 School Year

Off-Site Test Administration Requests for the ACT Access; M-STEP; and WIDA ACCESS for ELLs and/or WIDA Alternate ACCESS for ELLs must be completed through the Office of Educational Assessment and Accountability (OEAA).

The table below shows the Off-Site Test Administration Requests windows for upcoming 2020-21 assessments.

Off-Site Test Administration Request Window for Building/Grade Level and Individual Students		
Assessment	Opens	Closes
ACT WorkKeys	January 6, 2021	May 4, 2021
Early Literacy and Mathematics Winter	November 16, 2020	May 4, 2021
Early Literacy and Mathematics Spring	February 8, 2021	May 28, 2021
MI-Access	January 6, 2021	May 28, 2021
M-STEP	January 6, 2021	May 21, 2021
WIDA	December 15, 2020	March 19, 2021

Schools must submit an Off-site Test Administration Request for students who will be testing off-site—that is, not in the school they are attending. The request

can be submitted for a whole school, a grade, or for just a few students. This includes virtual and online, homebound, hospitalized, and suspended students. Testing at a district building is not considered “off-site” for virtual students of that district.

Off-Site Test Administration Requests are submitted through the [OEAA Secure Site](http://www.michigan.gov/oeea-secure) (www.michigan.gov/oeea-secure). To learn more about how to submit a request, refer to the [Off-Site Test Directions](#) information document.

Off-Site requests should be submitted at least three business days before the scheduled testing date, to ensure adequate time for review of and response to the request.

When the request windows open, follow the links on each assessment’s web page to complete the requests:

- [ACT WorkKeys](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [Early Literacy and Mathematics Benchmark Assessments](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)
- [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [WIDA](http://www.michigan.gov/wida) (www.michigan.gov/wida).

Note: Off-Site Requests for College Board assessments must be submitted through the College Board by **December 18, 2020**.

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



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.

When do I sign up?

All you have to do is 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/secaresitetraining) (www.michigan.gov/secaresitetraining).

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



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



Bright Ideas

Tips and strategies for putting assessment literate practice to work in the context of remote, online, or hybrid learning models.

Using the Formative Assessment Process in a Virtual World: Effective Formative Feedback

Formative feedback—elicited from a teacher, peer, or from the student—is an important component in the formative assessment process. Plus, research shows that **targeted and intentional feedback** can have an immediate, yet sustained impact on student motivation and learning. Feedback is so important that author Ken O'Connor recently told a group of Michigan educators, “You can learn without grades but not without feedback.”

Formative Feedback, whether it is offered in verbal or written form, guides decisions and actions that move students closer to their learning targets. But how do teachers and their students manage this essential component of learning in an online environment?

Experienced online teachers offer this advice:

1. Use a planning tool to map the standards being taught, learning target(s), and criteria for success, and to plan for formative assessment. View a [sample planning template](#).
2. Choose the tech tools you will use to gather evidence of learning and to provide feedback. View a [helpful list of tools](#) suggested by teachers from the Michigan Great Lakes Virtual Academy (MGLVA).

3. Plan for a variety of feedback, from the teacher, peers, and through student self-assessment. All can help move learning forward.
4. For most effective results, ensure the feedback being offered is descriptive, actionable, timely, and related to learning targets (see below).

What does formative feedback look like?

Formative feedback . . .

- Relates to learning targets
- Identifies strengths and areas for growth
- Is timely—can be used to improve progress
- Must be descriptive and specific—consider using questioning to prompt self-reflection
- Must be actionable and concrete

Formative feedback IS NOT . . .

- General or rhetorical comments
- Edits of mistakes
- Provided after the end of a learning cycle
- Evaluative (in the form of grades, scores, or checkmarks)
- Theoretical or conceptual statements

5. Be patient and forgiving with yourself and your students as you try new tools and adapt to challenging circumstances.

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A helpful recorded webinar, [Formative Feedback: Navigating the complexity of engaging student thinking](#), is available now to spark ideas and demonstrate tech tools. The webinar was part of a series to support educators in [Using the Formative Assessment Process to Enhance Student Learning in an Online Environment](#).

We encourage you to check out the webinar and to explore these other listed resources to learn more about how to effectively use the formative assessment process in a virtual or remote environment.



EXPLORE MORE ON THIS TOPIC

MDE's Assessment Literacy Series

- What is the formative assessment process, and why is it critical to teaching and learning? [August 15, 2019 Spotlight Edition](#)
- Using the Formative Assessment Process in a Virtual World. [Bright Ideas: November 19, 2020 Spotlight Edition](#)

Learning Points from the Michigan Assessment Consortium (MAC)

- [What is formative feedback? Why is feedback from the teacher important?](#)
- [What is feedback from peers?](#)
- [What is student self-assessment?](#)

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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

Preparing for Test Day Webinar

A Preparing for Test Day webinar will occur 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). If you cannot attend the live session, it will be recorded and posted to the Michigan Department of Education (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.

SSD Online Data Migration

To prepare for the new SSD Online system, SSD coordinators should submit all open accommodation requests (requests that have been started but not submitted) and requests that have been submitted but are awaiting documentation by December 10, 2020, to ensure the data is migrated to the new system. The system is expected to be offline from **December 11-14, 2020**. All other requests in the system will be migrated over.

REMINDERS

SSD Online Enhancements

Later this school year, College Board will be improving its accommodation request system (SSD Online). The new system will provide a more modern, efficient, and streamlined user experience for SSD coordinators. The next webinar is scheduled for **December 9, 2020 from 12:00-1:30 p.m.** It will be focused on the redesigned system, requested accommodations and supports for the Spring 2021 administration.

[Register for the webinar](https://tinyurl.com/2021Accommodations-MI) (https://tinyurl.com/2021Accommodations-MI). If you cannot attend the live session, it will be recorded and posted to the MDE [MME](http://www.michigan.gov/mme) and [PSAT](http://www.michigan.gov/psat) web pages within approximately one week of the presentation.

Spring 2021 Establishment

Establishment is the process whereby the College Board knows which schools are administering the PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay. The process is based on rules coordinated with the Michigan Department of Education. Review the important information about establishment for Spring 2021 testing in the [October 29 edition of Spotlight](#). Establishment occurs on a rolling basis. Continue to monitor the Test Center Participation Page in the OEAA Secure Site until **December 18, 2020**. Contact the Michigan Educator Hotline at that time, if participation status is inaccurate.

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

ACT WorkKeys

Reminder

Completing ACT's Manage Participation Process

Refer to the [October 29, 2020 Spotlight on Student Assessment and Accountability Newsletter](#) (www.michigan.gov/mde-spotlight) for information and high-level instructions on completing ACT's Manage Participation process.

Detailed step-by-step instructions for completing ACT's Manage Participation Process are provided in the [ACT WorkKeys Spring 2021 Manage Participation Process document](#), located on the [MME web page](#) (www.michigan.gov/mme).

All schools, public and nonpublic, must confirm that they are participating in order to receive test materials and to administer the WorkKeys assessment.

Manage Participation must be completed at the individual school level, not at the district level, even if you are not testing.

District Assessment Coordinators should ensure that all schools within your district have completed the Manage Participation process, even if they are not testing.

Names of schools that have completed their Test Date and Materials Receipt Selections are sent to the Office of Educational Assessment and Accountability (OEAA) Secure Site daily. District and Building Assessment Coordinators can verify each school's status by reviewing the Test Center Participation page on the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) under the **Assessment Registration** drop-down menu.

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

Important Dates

Coming Next Week . . .

Wednesday, December 9, 2020, 12:00 - 1:30 p.m.

- **SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9** Accommodations and Supports webinar – [Register](#)

Wednesday, December 9, 2020 – 2:00 - 3:30 p.m.

- **WIDA Alternate ACCESS for ELLs** Overview for New Assessment Coordinators Webinar
[Webinar Registration](#)

December 2020

Early Literacy and Mathematics

Now – February 4, 2021

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

M-STEP

Now – February 4, 2021

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

WIDA

December 10, 2020 – March 17, 2021

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

December 15 – 23, 2020

- **WIDA ACCESS for ELLs** Initial Material Order window (Braille & Enlarged Print)

December 15 – 23, 2020

- **WIDA ACCESS and Alternate ACCESS for ELLs** Pre-identification of students for barcode labels in OEAA Secure Site window

December 15, 2020 – January 22, 2021

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

December 15, 2020 – March 19, 2021

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

SAT and PSAT

Now – December 18, 2020

- Window to submit off-site requests for **SAT with Essay, PSAT 10, and PSAT 8/9**

January 2021

Early Literacy and Mathematics

January 4 – February 5, 2021

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

M-STEP

January 4 – February 5, 2021

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

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