Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

February 28, 2019

Key:

Reminder (previously run article)

includes supports and accommodations information

DRC District and Building Coordinator Training Webinars – NEXT WEEK

The District and Building Coordinator Training for Online Testing webinars for the Spring 2019 M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Benchmark Assessments are next week. District and Building Coordinators should attend to learn about:

- what's new for 2019

- helpful online testing tips

- where to find important resources

- Q&A

Click on the links provided in the table below to join each session. Presentations will be available prior to training.

Administration Training				
Assessment	**Meeting Dates/Times**	**Meeting Number**	**Meeting Password**	**Link to Join**
M-STEP	March 5, 2019 10:00-11:00 AM	283 759 317	Spring2019	Join
MI-Access	March 6, 2019 10:00-11:00 AM	288 641 391	Spring2019	Join
Early Literacy and Mathematics	March 7, 2019 10:00-11:00 AM	286 482 841	Spring2019	Join

A recording of all the administration trainings will be posted to eDIRECT (https://mi.drcedirect.com) by the end of the day on **March 8, 2019**.

Managing Students in eDIRECT

M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments

On **March 8, 2019**, eDIRECT will be available for schools to continue managing online test sessions, accommodations and printing test tickets and rosters for the Spring 2019 M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments.

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

All users who have one of the following roles in the Office of Educational Assessment and Accountability (OEAA) Secure Site will have access to eDIRECT on March 8:

- District Administrator

- Public School Administrator

- Nonpublic School Administrator

- Online Test Admin – AMS & eDIRECT Only

  ◆ district, public school and nonpublic school level

  ◆ must also have access to M-STEP, MI-Access and/or Early Literacy and Mathematics Benchmark Assessments

Approaching Deadline!

Alternate INSIGHT Availability requests for schools with instructional hours after 4:00 PM that plan to schedule M-STEP or MI-Access test sessions to extend beyond 4:00 PM CLOSES on Thursday, March 7. Go to Important Dates for a link to submit a request.

Schools should continue to pre-identify students for testing on the OEAA Secure Site; from there, student information will be transferred to eDIRECT. Students will need to be put into an online test session in eDIRECT before printing test tickets and rosters. Students can no longer be entered into a test session in the Secure Site.

Students taking the MI-Access Supported Independence and Participation assessments will be transferred to eDIRECT in one test session, making it easier for schools print test tickets and to enter scores in the online answer document after testing is complete.

Users will receive their login and password for eDIRECT from Data Recognition Corp (DRC) at the email address in their Michigan Education Information System (MEIS) account. Be sure to verify or update your email address, if needed, in MEIS (https://mdoe.state.mi.us/MEIS/Login.aspx).

If you do not have access to eDIRECT on March 8 and need access to manage students, use the instructions How do I get Access to eDIRECT?, found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

Test administrators are able to access tutorials and manuals for eDIRECT (https://mi.drcedirect.com) without a login and password by going to **All Applications → General Information → Documents** or **Test Tutorials**.
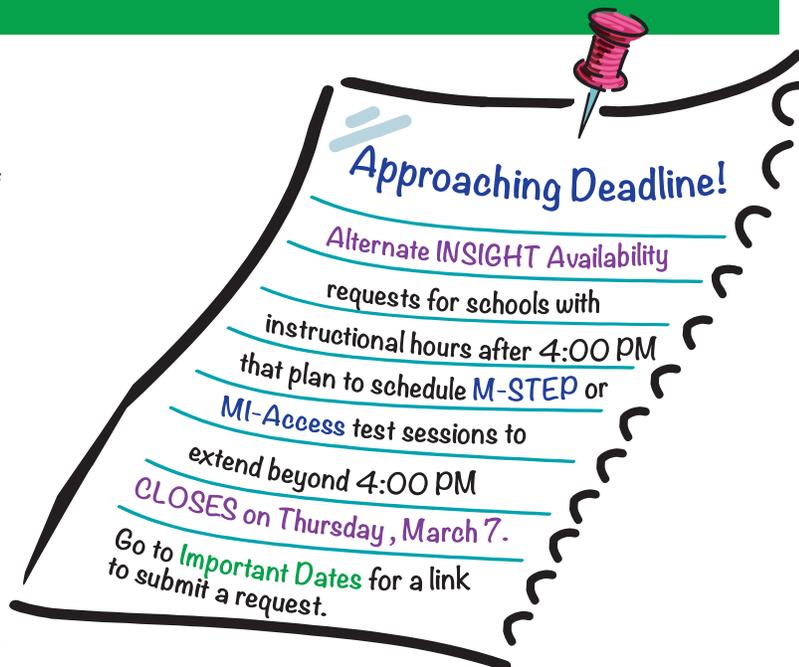
How You Can Use the Pre-ID Student Report

All students taking an online or paper/pencil Spring 2019 assessment must be pre-identified on the OEAA Secure Site. If kept up to date by the school, this is a full list of students testing, as well as additional student and test information.

Other than using the Pre-ID Student Report to verify that all students enrolled will be testing – **DID YOU KNOW?**

- The Pre-ID Student Report on the OEAA Secure Site for WIDA includes the student's barcode number from the Secure Site. If you do not have a printed barcode label for a student's paper/pencil test, you must use a yellow district/school label and complete the student information on the test booklet. The barcode number from the Secure Site must be completed in the State Defined Optional Data field on the student's test booklet.

- The Pre-ID Student Report can be downloaded into an excel spreadsheet and customized by deleting and/or adding additional columns:

  ◆ to create testing rosters for each assessment

(Continued on next page)

- to create a sign-in sheet for testing sessions

- to filter by paper/pencil testing to use as checklist to make sure all answer documents are accounted for and returned

- to keep track of students who are absent and will need makeup materials ordered for SAT and WorkKeys

- to keep track of students who are absent and will need to be included in a makeup testing session

- to keep track of reasons why a student did not test, to be ready for Answer Documents Received and Not Tested

- If are you using reporting codes, the Pre-ID Report can be filtered by the groups you create, which allows an easier way to create testing rosters by teacher/ groups. For more information on reporting codes, see the February 21 Spotlight edition (www.michigan.gov/ mde-spotlight)

- You can easily verify student demographics that are used for assessment reporting and accountability subgroups and work with your district Michigan Student Data System (MSDS) person to ensure the demographics are corrected in MSDS prior to the posted deadlines (usually a few weeks after the testing window has closed – watch the Spotlight for dates)

Please note: These are meant to be helpful suggestions for organizing your testing and not requirements. Also, if kept up to date by the school, the Pre-ID Student Report lists students who are testing, not your list of accountable students, even though they should be very similar.

We would love to hear the other ways that you have found to use the Pre-ID Student Report. Send an email to mde-oeaa@ michigan.gov with other uses or tricks you have found.

M-STEP Online and Paper/Pencil Test Administration Directions Available

The **Spring 2019 M-STEP Online and Paper/Pencil Test Directions** are now available on the M-STEP web page (www.michigan.gov/mstep) under the **What's New** and **Current Assessment Administration** sections.

All test directions – both online and paper/pencil - are grade-specific. The test directions contain information critical to the administration of the various M-STEP assessments. Therefore, all Test Administrators must read the applicable test directions prior to test administration for each M-STEP assessment they will administer.

Test directions are sent to schools with Initial Material Orders according to Pre-ID counts. One test directions document is sent per 20 students who have been pre-identified, by test mode (online or paper/pencil). Schools can print additional copies of the test directions from the M-STEP web page as needed.

M-STEP Supports and Accommodations Worksheets

Test coordinators should organize the Universal Tools, Designated Supports, and Accommodations students need for the M-STEP assessments in advance of testing. This includes creating a list of these needs so that they can be easily input into eDIRECT prior to testing. This also helps ensure that students have what they need at the time they sit down to test. The Office of Educational Assessment and Accountability (OEAA) has created worksheets to help coordinators stay organized. Download these interactive PDFs and get started today!

Bilingual Word-to-Word Dictionaries for State Assessments

The use of bilingual word-to-word dictionaries is not allowed on every state assessment or content area. As a reminder to educators, a bilingual word-to-word dictionary is not a

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dictionary. This resource type does not provide definitions but only provides word-to-word translations. The information below can also be found in the Supports & Accommodations Guidance Document located under the **Student Supports and Accommodations** section of the following assessment web pages. This applies to all grade levels for each assessment's content area listed.

M-STEP:

- Is NOT allowed on M-STEP English language arts.
- Is allowed on M-STEP mathematics, science, and social studies.
- The Michigan Department of Education (MDE) does not provide an approved list of dictionaries. Students may use dictionaries that they currently use in the classroom as long as they do not provide definitions.

MI-Access:

- Is allowed on all portions of the assessment except for text designated as Do Not Read Aloud.
- The MDE does not provide an approved list of dictionaries. Students may use dictionaries that they currently use in the classroom as long as they do not provide definitions.

PSAT/SAT:

- Is allowed for all portions of the assessment.
- College Board provides an approved list of bilingual word-to-word glossaries. Students may ONLY use glossaries from this approved list. **Please note:** The College Board and ACT lists are not the same.

ACT WorkKeys:

- Is allowed for all portions of the assessment.
- ACT provides an approved list of bilingual word-to-word glossaries. Students may ONLY use glossaries from this approved list. **Please note:** The College Board and ACT lists are not the same.

WIDA ACCESS for ELLs & WIDA Alternate ACCESS for ELLs:

- Is NOT allowed for any portion of the WIDA assessments.

2017-18 School Accountability Results

Results for the 2017-18 Michigan School Index System (www.mischooldata.org/SchoolIndex/Location.aspx) will be publicly available March 1, 2019 on MISchoolData (www.mischooldata.org). The embargo for 2017-18 school accountability data is lifted with this public release.

Supporting resources for school districts to access for the Michigan School Index System can be found on the Accountability web page (www.mi.gov/mde-accountability) under **Resources for Educators**.

When districts choose to share or communicate any of the information from its Index score, be aware that any student datafiles or screenshots of the School Index reports downloaded from MI School Data, when logged in as a secure user, are never to be shared publicly. Reports and files visible to logged-in users of the site contain unsuppressed and potentially personally identifiable information.

2018-19 Annual Education Report (AER) Public Availability

The Michigan Department of Education (MDE) has finalized the data and materials for schools to use in publishing their Annual Education Report (AER). Schools have had access to the preview version of the 2017-18 AER data and materials necessary for the creation of 2017-18 AERs since February 22, 2019 on MI School Data (www.mischooldata.org). The AER will be available publicly on MI School Data on **March 1, 2019**.

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College Board Corner

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

Training

SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators should have received an email with a link to access the required training. The online training can also be accessed directly here (www.collegeboard.org/ptat) if the coordinator did not receive the email. Coordinators are now required to complete training every year, even if you have completed it in prior years.

The SAT training is divided into 3 modules: one for coordinators, one for proctors, and one for SSD coordinators. The SSD coordinator training module is the same as the coordinator training module. The proctor module is specific to test day activities related to proctor responsibilities. The PSAT training is one module that encompasses information for both PSAT 10 and PSAT 8/9 coordinators. The coordinator is responsible for training other test day staff. The table below describes options to accomplish this.

If you are a coordinator for both SAT and one of the PSAT-related assessments, training for either the SAT or PSAT is required. Completion of the other assessment's training is encouraged.

Role	Training Information	How to Access Training
SAT Coordinator	Online SAT coordinator training is required every year.	click on link in training email
PSAT 10 or PSAT 8/9 Coordinator	Online PSAT coordinator training is required every year.	click on link in training email
SSD Coordinator	Online SSD coordinator training is optional but highly recommended; must be trained in some way by test coordinator if administering assessments.	coordinator forwards the training email; click on link, then choose training for SSD coordinator
Backup Coordinator for SAT, PSAT 10, and PSAT 8/9	Online SAT and/or PSAT coordinator training is optional but highly recommended; must be trained by the test coordinator in some way.	coordinator forwards the training email; click on link, then choose training for test coordinator
Proctors for SAT	Online SAT training module for proctors is optional but highly recommended; must be trained by the test coordinator in some way.	coordinator forwards the training email; click on link, then choose training for proctor
Proctors for PSAT 10 and PSAT 8/9	Online PSAT training is optional but highly recommended; must be trained by the test coordinator in some way.	coordinator forwards the training email; click on link; there is no specific proctor training for PSAT
Hall/Room Monitors for SAT, PSAT 10, and PSAT 8/9	Must be trained by the coordinator in some way. Online PowerPoint is available.	Hall and Room Monitor Training (https://collegereadiness.collegeboard.org/pdf/hall-room-monitor-training.pdf)

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

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Translated Test Directions

The PDFs of translated test directions for use by English Learners (EL) on the SAT with Essay, PSAT 10, and PSAT 8/9 are now available for schools to download and print, to provide to students on test day. Printed translated test directions will not be shipped to schools.

IMPORTANT NOTE: The translated test directions are not Michigan-specific but will provide all relevant directions for students. The directions are also provided using only the standard script, so test coordinators and proctors should make sure students understand they should pay attention to the timing instructions provided verbally and written on the board.

To access translated test directions, go to:

SAT (https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads)

PSAT 10 (https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/resource-library)

PSAT 8/9 (https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/resource-library)

Testing Tips Webinar

A live webinar to assist SAT with Essay, PSAT 10, and PSAT 8/9 coordinators with helpful hints for planning for an effective preadministration session and test day will be held on **March 28, 2019, from 3:00-4:00 PM**. If you cannot attend the live presentation, it will be recorded and available on the MME web page (www.michigan.gov/mme) and the College Board Michigan web page (www.collegeboard.org/michigan) at a later date. Click here to register (www.tinyurl.com/2019MITestingTips).

Coming Soon

- Preadministration and test materials arrive the week of **March 18, 2019**.

- Additional material order window opens in the OEAA Secure Site on **March 20, 2019**.

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

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

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ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

📌 Test Materials Shipments

Standard time and accommodations test materials for the April 10, 2019 test day will be shipped for delivery to schools, either the week of **March 11, 2019** or **March 18, 2019**, as selected by the school on the Manage Participation screen in PearsonAccess^next.

FedEx tracking information will be available beginning **March 11, 2019** on the **Material Order Summary Report** page on the OEAA Secure Site. You can access the Material Order Summary Report under the Assessment Registration menu and then the sub-menu of Material Orders.

Be sure to check the materials within 24 hours of receipt using the guidelines found in the ACT Test Coordinator Information Manual (https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf). This manual is posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

If after checking in your test materials you find the number of examinees scheduled to test on the initial test day exceeds the number of test materials received, you will need to order additional ACT WorkKeys materials through the OEAA Secure Site (www.michigan.gov/oeaa-secure) beginning **Wednesday, March 20, 2019** through the following **Wednesday, March 28, 2019 at 5:00 PM ET**.

Instructions for the Additional Material Order function can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

If you are missing any materials that are not orderable via the OEAA Secure Site—such as FedEx return labels, Test Administration Forms, return polymailers, etc.—call ACT for resolution.

Testing Staff Requirements

The ACT WorkKeys test coordinators are responsible for selecting their test day staff, using the guidelines detailed in the ACT Test Coordinator Information Manual posted on the ACT state testing website (http://www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

Test day staff include:

- **ACT WorkKeys Test Coordinator** – who has overall responsibility for coordinating test site operations and ensures that students testing at your school test under the same conditions as students at every other school.

- **Substitute Test Coordinator** – who will act as the ACT WorkKeys Test Coordinator if the original coordinator is unable to serve on test day.

- **Accommodations Test Coordinator** – who will assist with administering the accommodations and English Learner supports.

- **Room Supervisors** – who will assist the ACT WorkKeys Test Coordinator in preparing for test day, checking in students, administering the tests, and returning all test materials.

- **Proctors** – who will assist the ACT WorkKeys Test Coordinator and Room Supervisors in preparing for test day, checking in students, administering the tests, and returning all test materials. Proctors are also responsible for actively monitoring students during testing and reporting prohibited behavior. The number of proctors required in a testing room is proportional to the number of students testing.

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

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To protect your staff (including athletic coaches) and your relatives or wards from conflicts of interest or allegations of impropriety, there are strict guidelines on who may and may not serve as ACT WorkKeys testing staff. These guidelines begin on page 12 of the ACT Test Coordinator Information Manual. Student's scores will be canceled if any of these policies are violated.

The MDE Assessment Integrity Guide located on the MME web page under the **M-STEP Grade 11 Science and Social Studies** section provides additional guidance on the identification of testing personnel.

The full list of responsibilities for each role listed above begins on page 14 of the ACT Test Coordinator Information Manual.

Training ACT WorkKeys Testing Staff

The ACT WorkKeys test coordinator is required to hold a training session before test day to ensure testing staff understand their responsibilities and are prepared for test day activities. In addition, on each test day morning, the ACT WorkKeys test coordinator is required to hold a briefing session to discuss any site-specific information, last-minute issues that arise, or concerns that staff members may have.

A Training Session Outline and Topics for Discussion list is available in the ACT WorkKeys Administration - Standard Time Paper and the ACT WorkKeys Administration Manual for Accommodations and English Learner Supports manuals posted on the ACT state testing website (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

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 (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page.

- MME and 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, 9:30 AM – 6:00 PM 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

Approaching Deadlines!

Thursday, March 7, 2019:

- Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM that plan to schedule **M-STEP** or **MI-Access** test sessions to extend beyond 4:00 PM **CLOSES**. Submit request (https://baameap.wufoo.com/forms/alternate-insight-availability-request-zsjan7c1lla3h2/)

Coming Next Week . . .

March 5, 2019 from 10:00–11:00 AM

- **M-STEP** District and Building Coordinator Training for Online Testing Webinar:
Click to Join
(presentations will be available prior to training)

- Meeting number: 283 759 317
- Meeting password: Spring2019

March 6, 2019 from 10:00–11:00 AM

- **MI-Access** District and Building Coordinator Training for Online Testing Webinar:
Click to Join
(presentations will be available prior to training)

- Meeting number: 288 641 391
- Meeting password: Spring2019

March 7, 2019 from 10:00–11:00 AM

- **Early Literacy and Mathematics** District and Building Coordinator Training for Online Testing Webinar:
Click to Join
(presentations will be available prior to training)

- Meeting number: 286 482 841
- Meeting password: Spring2019

March 2019

Early Literacy and Mathematics, M-STEP, and MI-Access

Now – May 24, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP, MI-Access,** and **Early Literacy and Mathematics Benchmark Assessments**

WIDA

Now – March 22, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **WIDA**

Now – March 22, 2019:

- Window for Test Setup in **WIDA AMS**

Now – March 22, 2019:

- **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** Test Administration Window

SAT and PSAT

March 20, 2019 – March 28, 2019

- Additional material order window in the OEAA Secure Site for **SAT with Essay**, **PSAT 10**, and **PSAT 8/9** standard test books, answer sheets, and manuals.

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ACT WorkKeys

Now – April 19, 2019:

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **ACT WorkKeys**

Tuesday, March 19, 2019, 3:30–4:30 PM:

- **ACT WorkKeys Q&A Webinar #2 –** Register here (https://event.on24.com/wcc/r/1865113/9AB75EE59E7C30D14F6B8B094D9374CF)

Click on the icon below to access the
Assessment Coordinator Training Guide or go
to any assessment web page and look for the icon.

Assessment
Coordinator
Training
Guide

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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), Test Management System (TSM), eDIRECT, 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 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, Central Office Services (COS), and Test Management System (TSM)
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