



Spotlight

on Student Assessment and Accountability

What's New

Week of March 25, 2021

- Preparation for Spring 2021 Testing
- Important Dates Documents Updated
-  Preparing Devices Used for Virtual Instruction for Spring 2021 Assessments
-  M-STEP Supports and Accommodations Office Hours

Preparation for Spring 2021 Testing

The Office of Educational Assessment and Accountability (OEAA) appreciates your hard work and dedication in preparing for the upcoming Spring 2021 state test administration during these uncertain times. The diligence of test administration teams across the state is essential and greatly appreciated as the state awaits the approval of its federal waiver requests for statewide testing and accountability.

OEAA wants to emphasize that student, staff, and community health and safety are the top priority during this time. Waiting for a response from the U.S. Department of Education (USED) regarding Michigan's submitted waivers causes uncertainty and adds challenges to districts, schools, and families. The OEAA staff are ready to assist in any way it can.

We encourage you to join the many districts and educators using the assessment training videos and resources available on the [OEAA website](http://www.michigan.gov/oeaa) (www.michigan.gov/oeaa). There are assessment-specific training materials on each assessment's page.


Important Dates Documents Updated


The Important Dates documents have been updated to show the assessment window extensions that were announced in the [March 18, 2021 Spotlight](#).

These updated date-related documents are on the new [OEAA Assessment Calendar web page](#) (www.michigan.gov/mde-assessmentcalendar):

- List of Important Dates PDFs for M-STEP, MI-Access, MME, and PSAT
- Excel Date File (includes all assessments)
- Summative Testing Schedule

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Key:  includes information Tech Coordinators need to know

 includes supports and accommodations information

- Google Calendars
- 3-Year OEAA Calendar (previously updated)

In addition, a number of other assessment-related documents, such as the Test Administration Manuals and the Test Administration Manuals and Directions documents, are currently being updated. These will be posted to the appropriate assessment web pages as they become available.

Preparing Devices Used for Virtual Instruction for Spring 2021 Assessments

This past February, Data Recognition Corporation (DRC) emailed Assessment and Technology Coordinators to remind them that student devices that had left school buildings may need extra attention as testing begins. Coordinators are urged to allow time for manual or automatic updates to these devices, either in advance of testing or on the first assessment day.

DRC has prepared a checklist to walk coordinators through the updates. This checklist – “Preparing Devices Used for Virtual Instruction for DRC INSIGHT Online Testing” – is available on the [DRC INSIGHT Portal](#) under **Documents** (Audience = District Technology Coordinator).

Schools may need to run additional checks beyond DRC’s checklist, such as network connections or other automatic updates that run as the devices connect to the school network.

M-STEP Supports and Accommodations Office Hours

Educators are encouraged to attend the following open online M-STEP Office Hours for answers to questions pertaining to Universal Tools, Designated Supports, and Accommodations. No registration is required. All meetings will use the password “M-STEP”.

- **Supports for Students with Visual Impairments Office Hours** – March 30, 10–11 a.m.
[Zoom link](https://msu.zoom.us/j/95275415801) (https://msu.zoom.us/j/95275415801)
- **Supports for Students Who are Deaf or Hard-of-Hearing** – April 6, 10–11 a.m.
[Zoom link](https://msu.zoom.us/j/98726516000) (https://msu.zoom.us/j/98726516000)

There is no set agenda for these meetings. However, in advance of a meeting, educators should review the following documents that are available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep), in which many frequently asked questions are addressed:

- [M-STEP Guide for Teachers of Students Who Are English Learners](#)
- [M-STEP Guide for Teachers of Students Who Are Visually Impaired](#)
- [M-STEP Guide for Teachers of Students Who Are Deaf or Hard-of-Hearing](#)
- [Supports & Accommodations Guidance Document](#)

CB College Board Corner

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

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

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

WHAT'S NEW

Schools testing both Grade 8 and Grade 9 are to keep the test books for each grade separate. Grade 8 test books for the primary testing window and accommodated testing window have a circle icon on the cover; test books for Grade 9 have a star icon on the cover. Students in Grade 8 and Grade 9 cannot test together; also, they must use the correct test book or their scores may be invalidated.

PSAT-Related Alternate Test Formats

Students taking the PSAT 10 or PSAT 8/9 with College Board-approved accommodations—specifically pre-recorded audio (MP3), a human reader, braille, or the assistive technology compatible (ATC) format—must be provided a test book with the subtitle “For use with MP3, Reader, Braille, or ATC” printed on it. These are red or orange test books.

Booklets for students taking the PSAT 10 or PSAT 8/9 with state-allowed accommodations for pre-recorded audio (MP3, human reader, Braille, or assistive technology compatible [ATC] format) do not have this subtitle on the cover. These students will use a green test book.

REMINDERS

Testing Materials

Preadministration materials and secure testing materials will arrive at schools this week. All materials will be addressed to the test coordinator. **Note:** Coordinators will receive numerous boxes; also, standard and accommodated materials will arrive separately. For schools on spring break, shipments will be delivered the week of **March 29, 2021**.

Important: Make sure you do not mix any of the test materials arriving in the next few weeks with testing materials you might have used for Fall 2020 testing. It is imperative that **only** the materials (manuals, answer sheets, test books, forms) that are sent for the Spring 2021 administration are used; if materials for Fall 2020 are used, student scores will be invalidated.

The Michigan Department of Education has posted these helpful documents regarding test materials on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat):

- [Spring 2021 College Board Test Book Usage and Return Information](#): provides detailed charts on test book colors and the shape icons on books' covers, on when materials will arrive, and on when to return materials
- [College Board Testing Materials Diagram](#): a summary of key items associated with the Spring 2021 testing materials Additional Material Order Window

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

CB

If after your shipments for the PSAT 8/9, PSAT 10, and SAT with Essay are received and inventoried, you find you need additional standard test books, answer sheets, or Coordinator Manuals, use the Additional Material Order Window in the OEAA Secure Site to request these materials. These are the only materials available to request, and the window to request additional materials is open until April 6, 2021.

- Orders for additional materials placed in the OEAA Secure Site will be delivered approximately 3-5 business days after the order is placed .
- Schools on spring break the week of April 5, 2021, are advised to place their orders no later than 2 p.m. ET on March 29, 2021, in order to receive the additional materials by April 2, 2021.
- Orders placed on April 6, 2021 will likely arrive on April 12, 2021 – therefore, place your orders as soon as possible.
- **Note:** Only the SAT, PSAT 10, and PSAT 8/9 Coordinator Manuals can be requested, not the SAT Testing Manual or the SAT Accommodated Testing Manual. These testing manuals can either be printed from the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) or requested through the Michigan Educator Hotline (866-870-3127).

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ACT WorkKeys

What's New!

Test day is just a few weeks away, so this week's focus is on post-test activities.

Collect and Verify Test Materials After Each Test Session

After students have finished testing, the Room Supervisors must:

- complete the Test Administration Forms folder
- complete any other applicable forms (Irregularity Report, Reader's Agreement, Interpreter's Agreement, others)
- personally return all testing materials to the WorkKeys Test Coordinator

Instructions for these activities are on page 19 of the [ACT WorkKeys Administration - Standard Time Paper](#) and on page 19 of the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) manual. Both manuals are posted on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

Order Test Window 2 (Makeup) Test Materials

Use the Makeup Testing policies detailed on page 6 of the [ACT Test Coordinator Information Manual](#) to determine if students are eligible to participate in Test Window 2 (the makeup administration) on **April 28, 2021**. This manual is posted on the [ACT state testing website](#) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

The test coordinator must submit makeup materials orders **April 14-15, 2021 by 5 p.m.** through the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure). Instructions for submitting the order are on the [Secure Site Training web page](#) (www.michigan.gov/secaresitetraining) under the **Material Ordering** section.

Return Answer Documents and Test Administration Forms to ACT

The WorkKeys Test Coordinator is responsible for assembling materials for return to ACT, using the directions that begin on page 29 of the [ACT Test Coordinator Information Manual](#).

A training video has also been posted on the [ACT state testing website](#), on the **WorkKeys on Paper** page, in the **Transportation** stage, under **Return Test Materials**.

While packing the processing envelope(s) be sure to:

- complete the front of the envelope to avoid delaying the processing of your answer documents
- use the pre-printed site header to avoid delaying the processing of your answer documents
- turn the answer documents to be scored the same way, with page 1 facing you
- ensure the Booklet Number and Form fields are completed on all answer documents to ensure proper scoring

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ACT WorkKeys

Place the processing envelope inside a polmailer and seal it, apply the appropriate pre-printed return label to the outside, and store it in a secure location until pickup.

Return Other Secure Materials to ACT

Use the cartons in which the test materials were shipped to return the secure test forms to ACT. Pack the carton(s) using the instructions and illustration on page 33 of the ACT Test Coordinator Information Manual. Any unused cartons may be recycled.

Retain the administration manuals, unused answer documents, and ancillary materials for makeup testing. Do not return the original packing list.

If your school did not test any students:

- Complete the outside of the processing envelope(s) and mark as “Did not test (provide reason)”.
- Discard the unused Site Header.
- Pack the cartons using the instructions above and place the processing envelope on top.
- Send an email to statetesting@act.org indicating that you did not test any students and provide the reason.

Materials Pickup

FedEx is scheduled to pick up the standard time test materials for return to ACT on April 15, 2021 and the accommodations materials on April 28, 2021.

- If your materials are not picked up within two business days after the scheduled pickup date, call ACT to arrange a new pickup.

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244 between 9:30 a.m. – 6:00 p.m. ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

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

Important Dates

March 2021

WIDA

Now – April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Off-site Test Administration Request window in OEAA Secure Site
- **WIDA ACCESS for ELLs** Pre-identification of students in OEAA Secure Site window
- **WIDA ACCESS and Alternate ACCESS for ELLs** testing window (extended for Spring 2021)

Early Literacy and Mathematics

Now – June 29, 2021

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Pre-identification of students in OEAA Secure Site window

ACT WorkKeys

March 23 – April 6, 2021:

- Additional material order window open in the OEAA Secure Site for **ACT WorkKeys** standard time test booklets, answer documents, and accommodated materials

April 2021

M-STEP

April 8 - May 18, 2021

- **M-STEP** Additional Material Order window for grades 5, 8, and 11

April 12 – May 21, 2021

- **M-STEP** Online testing window for grades 5, 8, and 11

April 15 - June 1, 2021

- **M-STEP** Additional Material Order window for grades 3, 4, 6, and 7

April 26 – June 4, 2021

- Online testing window for **M-STEP** grades 3, 4, 6, and 7

MI-Access

April 8 - June 1, 2021

- **MI-Access** Additional Material Order window for all grades

April 12 – June 4, 2021

- **MI-Access** Online testing window for all grades

Early Literacy and Mathematics

April 12 – June 30, 2021

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Online testing window

SAT and PSAT

March 23, 2021 – April 6, 2021

- **SAT, PSAT 8/9 (grades 8 and 9) and PSAT 10** Additional Materials Order Window

ACT WorkKeys

April 14, 2021:

- Administer **ACT Workkeys** Standard Time tests

April 14 – 15, 2021:

- Order **ACT Workkeys** test materials for the makeup test on April 28, 2021

April 14 – 27, 2021:

- Administer **ACT Workkeys** Accommodations tests

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