

Spotlight

on Student Assessment and Accountability

What's New

Week of April 8, 2021

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U.S. Department of Education Denies Michigan's Request to Waive Statewide Assessments

The U.S. Department of Education (USED) has [denied](#) Michigan's request to waive the federal requirement to administer the state summative assessments. Therefore, state assessments will begin on **Monday, April 12** and continue as scheduled, including previously communicated flexibilities and extensions to the testing windows. The Michigan Department of Education (MDE) had previously received a [waiver](#) for federal requirements for school accountability in Michigan for the 2020-21 school year due to the disruption of instruction caused by the COVID-19 pandemic. As a result of the assessment waiver denial, districts will have to **offer** remote or virtual students the opportunity to come into school (or testing location) to take the appropriate state summative assessments. However, those remote-only students would not be **required** to come into school (or testing location) for the sole purpose of taking the assessments.

Local school districts are expected to administer the state tests as scheduled to students who are receiving some or all of their instruction in person. These tests include M-STEP for students in grades 3-8 and 11; PSAT 8/9 for students in 8th grade; MME, including SAT with Essay and ACT WorkKeys, for students in 11th grade; MI-Access for students receiving special education services in grades 3-8 and 11; and WIDA for students in English learner programs in grades K-12. In addition, assessments not used for accountability purposes: PSAT in grades 9 and 10 must be offered to all students, whether remote or in-person, but students are not required to participate.

The Office of Educational Assessment and Accountability (OEAA) has prepared documents to assist districts and schools with communication to families. These documents include Frequently Asked Questions (FAQ) regarding assessments and accountability, testing schedules, and other important resources to facilitate efficient administration of Spring 2021 assessments.

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- [FAQ – Assessments](#)
- [FAQ – Accountability](#)
- [Spring Assessments Schedule](#)
- [Safe Testing Planning Guide](#)
- [Safe Testing Planning Template](#)

In these uncertain times, the OEAA staff remains committed to supporting all districts and schools. Please reach out to us with your questions.

For assessment questions, contact the MDE Office of Assessment and Accountability:

- Email: mde-oeaa@michigan.gov
- Call Center: 877-560-8378 (select appropriate option)

College Board:

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

M-STEP Testing Options for Virtual and Remote-Only Students

Any student taking a state assessment must do so in person. There is no remote testing option for testing in homes. Additionally, OEAA does not support sending test administrators into homes for individual test administration, apart from such services to traditionally homebound students for whom this is the normal mode of assessment. Virtual schools are responsible for providing local sites for their students to take the spring assessments, as in any other year. If a student cannot be tested safely due to pandemic conditions, they are not to be tested, which would be noted during the “Answer Documents Received and Students Not Tested” window in June as being due to COVID-19.

Watch the Spotlight for further details on the “Answer Documents Received and Students Not Tested” window.

For suggestions and guidance on planning for safe test administration, see the [Safe Testing Planning Guide](#) found on each assessment’s web page:

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

OEAA Secure Site COVID-19 School Closures Page

Reminder: The Office of Educational Assessment and Accountability (OEAA) Secure Site has a COVID-19 School Closures page. This page is to be used by a district or school to document that it closed for in-person instruction during one of the assessment windows. Follow the instructions found on the [OEAA Secure Site Training web page](#) under the **Miscellaneous Secure Site Functions** section to document such closures.

Michigan School Accountability: New Resources, Guidance, and Live Office Hours Event NEXT WEEK

The Office of Educational Assessment and Accountability (OEAA) has created a brief overview of the recently approved federal school accountability waiver and has updated its COVID 19-related

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accountability FAQ resource. The [Federal School Accountability Waiver Overview](#) and [Accountability COVID-19 Update/FAQ](#) resources are designed to help schools navigate the remainder of the 2020-21 school year with regards to school accountability and reporting requirements. These resources can be found on the MDE [School Accountability web page](#) (www.michigan.gov/mde-accountability).

Additionally, OEAA is hosting a live virtual event **next week** using Microsoft Teams to provide updates and answer questions on Michigan's approved school accountability waiver and school accountability reporting requirements for Spring 2021. No registration or password is required. There is no set agenda for this meeting. However, in advance of this event, those interested should review the overview document and FAQ referenced above.

Michigan School Accountability Office Hours: Spring 2021 Updates and Questions

April 14, 1-2 p.m.

- [Microsoft Teams link](#)
- Or call in (audio only)
1-248-509-0316
Phone Conference ID: 928 146 247#

WIDA Material Return — Deadline Change

To accommodate the sudden closures schools across Michigan are facing, the deadline for schools to ship back WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs materials has been extended. The new deadline is **Friday, April 30** (the previous deadline was Friday, April 16). Watch the Spotlight for information on additional post-testing tasks that are to be completed in the OEAA Secure Site and the corresponding window dates.

Important Material Return Instructions for WIDA ACCESS for ELLs and Alternate ACCESS

Here are directions for returning secure materials. Materials must be shipped by **April 30, 2021**.

Remember: If your school/district does not have daily UPS pickup, you must call UPS the day before you need the pickup to schedule it.

If you need more information on how to return materials, view the After Testing tutorial on the WIDA Secure Portal. Log into the WIDA Secure Portal and select the **Paper-Based** tile in the ACCESS for ELLs Training Courses. Then, select the **Afterward** tab and **After Testing**.

Labeling Booklets:

Ensure correct and complete information is either entered on the label or bubbled-in on each student booklet. Failure to correct incorrect, missing, or incomplete student information and labels may result in no score for the student. Follow these steps carefully.



- Place the Student Pre-ID, District/School, or Do Not Process Label (when applicable) on the front of the test booklet only in the designated area (marked A).
- » If there is no Student Pre-ID label, apply the District/School Label in the box (marked A).
 - If the District/School Label is applied, bubble-in all demographic information on the back cover, using a number 2 pencil.

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- Do not place any label on the security barcode (marked B).
- Leave unused test booklets blank – apply no labels.

If a District/School or Student Pre-ID label is placed on a test booklet, the test booklet will be processed and scored.

Verifying Information and Bubbling Booklets

When the materials are gathered after testing, it is crucial that the information displayed on the test booklets is verified before they are returned.

- **District/School Labels:** Confirm that the following information bubbled on the booklet matches what is in the Michigan Student Data System (MSDS): District, School, First Name, Last Name, State Student ID, Birth Date, Grade.

If you do not have these labels, send an email to mde-oeaa@michigan.gov with your district name, the name of the building, and the number of labels needed.

- **Student Pre-ID Labels:** If a Pre-ID label is incorrect, it can still be used; you must update the information in MSDS.
- To prevent a test booklet from being processed, place a Do Not Process label over the District/School label or Pre-ID label. Do not cross out the original label or cover it with a black marker. Do not use Do Not Process labels for booklets you want scored.
- Refer to the Special Instructions for Paper/Pencil on pages 160-161 of the [Michigan Specific Test Administration Manual](#), which is located on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida) for information about what you do and do not need to bubble-in on test booklets.

Material Inventory and Accountability Form

The same process that was used to inventory the original shipment of materials should be completed for returned materials, to confirm all secure materials are accounted for. Every school or district will have received a Security Checklist that details every secure material delivered. It is the responsibility of the district or school personnel to verify that every secure material (used or unused) is returned.

If there are any missing materials, the district/school should complete the Accountability Form and explain the discrepancy, including the secure barcode of the material that is not being returned. This form is found in [WIDA AMS](https://www.wida-ams.us) (<https://www.wida-ams.us>) under **Materials - Accountability Form**. At the bottom of the list of materials on the form, there is a space labeled “Record reasons for discrepancies here”. Record the barcode of the materials and explain reason(s) for the discrepancy.

Return Instructions

- Be sure to return all the secure materials (CDs, Scripts, Response Booklets) you received. You do not have to return these non-secure materials:
 - » Test Administrator Manual
 - » District and School Test Coordinator Manual
 - » Return Material Instructions
 - » Any unused labels (securely destroy)
 - » Security Checklists (keep for your records)
 - » Confidentiality Agreement (keep for your records)
 - » Packing lists
 - » School Range Sheets
 - » Scratch paper (securely destroy)

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- Line each box with a plastic return bag to protect the test materials during transit.
- Secure the materials inside the plastic bag with a zip tie before sealing the box.
- Large Print and Braille materials can be folded to fit inside a standard-sized box.
- Use the boxes from the original shipment to return used materials. If a box is damaged or lost, substitute a box of similar size and strength.
- Place DRC return and UPS shipping labels on top of each box.

Return Materials via UPS

- Pre-paid UPS return shipping labels are provided in the Return Materials Instruction Packet.
- If your school/district does not have a regularly scheduled UPS pickup, you must call UPS at 866-857-1501 at least one day prior to the day you plan to ship your materials to arrange for pickup.
- Make a complete count of all the boxes, and advise UPS of the number of boxes they will be picking up
- Keep the boxes in a secure location until they are given to the UPS driver. Materials are not be taken home by anyone – they must remain in district or school buildings.
- You will not be asked to give payment to UPS.
- Note the UPS tracking number for each box. Keep the numbers for future reference and to document the return of the materials to DRC.

UPS Shipping and DRC Return Labels

If you need UPS Return Labels, contact **DRC Customer Service**. You will receive (through email) PDFs of the UPS return labels that you can print out.

Contact Information

For any questions, contact DRC Customer Support:

- email: WIDA@datarecognitioncorp.com
- phone: 1-855-787-9615.

Additional Material Orders for Spring 2021

Schools will be able to order additional materials for the Spring 2021 assessments from the Additional Material Order page on the Office of Educational Assessment and Accountability (OEAA) Secure Site as detailed below.

MI-Access Functional Independence (FI), Supported Independence (SI), and Participation (P)

April 8 – June 1, 2021 at noon

- Schools can order both standard and accommodated paper/pencil materials.
- All students taking the MI-Access FI: ELA, whether online or paper/pencil, will take the Expressing Ideas in paper/pencil format. If you have additional students pre-identified for MI-Access FI online, remember to order the paper/pencil Expressing Ideas.
- For MI-Access SI and P, the number of administrators should be entered to ensure enough test administration materials are shipped. Remember to include both the primary and shadow administrator in the count.

M-STEP (grades 5, 8, and 11)

April 8 – May 18, 2021 at noon

M-STEP (grades 3, 4, 6, and 7)

April 15 – June 1, 2021 at noon

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- Schools can order both standard and accommodated paper/pencil materials.
- If ordering ELA assessment materials, remember to order the listening CD or download a listening script if your school does not already have one or if more will be needed.
- When Braille or Enlarged Print Kits are ordered, the answer document and standard test booklet are included.
 - » Contracted and uncontracted braille are available for ordering; make sure to know which version the student needs before ordering.
 - » When ordering Braille or Enlarged Print Kits, make sure the student testing is marked as “paper/pencil”, so the students will come up in the “Select Students” list, allowing you to order the materials.
- Answer documents are not automatically included when test booklets are ordered (unless as part of an accommodated kit). Be sure to order one answer document for each test booklet as needed.
- Glossary Reference Sheets in many different languages are available from the Additional Material Orders page for you to download and print.
- When your initial materials arrive, be sure to check for the FedEx Airbill, Scorable Return Label, and Special Handling Envelope you will use to return paper/pencil materials. Do not wait to check this until it is time to return the testing materials. Return materials can be ordered during the additional material orders window if needed.
- If you are testing all students online, you do not have to order paper/pencil materials.

Directions for the Additional Material Orders page for the OEAA Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

OEAA Secure Site Help

Several one-hour virtual online office hours sessions have been set up for questions and support for the OEAA Secure Site. This will be an opportunity for you to ask questions and receive support for the Secure Site. You can join using Microsoft Teams and the information below:

Microsoft Teams Meeting

Join on your computer or mobile app

- [Join the meeting](#)
- Or call in (audio only): 1-248-509-0316
Phone Conference ID: 27143456#

You are free to drop in and stay the full hour or ask your question and drop out. The current schedule is:

- Tuesday, April 13 3 – 4 p.m.
- Tuesday, April 20 3 – 4 p.m.
- Tuesday, May 4 3 – 4 p.m.
- Tuesday, May 11 3 – 4 p.m.

FAME Project Accepting New Coach Applications for 2021-22

The Formative Assessment for Michigan Educators (FAME) project is entering its 14th year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on the formative assessment process in their classrooms. FAME coaches are not expected to be the

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local expert on the formative assessment process—rather FAME coaches are learners along with their learning team.

More information of the FAME project and access to the online 2021-22 New FAME Coach [application](https://www.surveymonkey.com/r/FAMENewCoach) (<https://www.surveymonkey.com/r/FAMENewCoach>) is available on the MDE [Formative Assessment Process page](http://www.michigan.gov/formativeassessment) (www.michigan.gov/formativeassessment) or the [FAME public page](http://www.famemichigan.org) (www.famemichigan.org).

The deadline to apply is **Friday, May 7, 2021**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-712-8442.

NEW Assessment Literacy Web Page

The Michigan Department of Education (MDE) now has a web page devoted specifically to helping educators and the public learn more about how educational assessment works.

The new [Assessment Literacy page](http://www.michigan.gov/mde-assessmentliteracy) (www.michigan.gov/mde-assessmentliteracy) describes Michigan's Assessment Literacy Standards and offers convenient links to a library of informational articles about assessment basics that have appeared in past Spotlight newsletters.

Two types of articles are archived on the Assessment Literacy page:

- **Focus on Assessment Literacy** articles highlight important areas of assessment literacy for educators on assessment topics such as the purposes for using different types of assessment (formative, interim, summative). They also describe important assessment concepts such as validity, reliability, fairness, and score reporting. Developed in collaboration with the Michigan Assessment Consortium (MAC), the articles offer

educators introductory information on a single topic, along with additional resources to share with colleagues or use to deepen their learning.

- **Bright Ideas** columns launched in 2020 to highlight strategies for putting assessment literate practice to work, whether educators were working remotely, in a hybrid format, or in person. Bright Ideas columns support teachers and other educators in their use of effective assessment practices to advance student learning.

The [Assessment Literacy web page](http://www.michigan.gov/mde-assessmentliteracy) (www.michigan.gov/mde-assessmentliteracy) can be accessed easily through the [Student Assessment](http://www.michigan.gov/studentassessment) (www.michigan.gov/studentassessment) drop-down navigation menu.



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

How Do Students with Disabilities Participate In State and District-wide Assessments?

Under the Individual Students with Disabilities Act, students with disabilities who have an Individualized Education Program (IEP) or a Section 504 Plan must participate in district or statewide assessments that are based on either general Michigan academic content standards or the alternate Michigan content expectations. Assessing students with disabilities provides schools and districts with useful information that can inform practical decisions.

One challenge in assessing students with disabilities is deciding which assessment should be administered, and then how the student should be assessed, so the student can validly and reliably demonstrate what they know and are able to do in relation to either the general content standards or alternate content expectations. As with all assessment decisions, the purpose of the assessment and a consideration of how the data will be used must guide the selection of the assessment.

Students with disabilities can and do participate in many different statewide general summative assessments, such as the M-STEP. However, if a student's disability is severe enough that their IEP team determines the general assessment is not appropriate, even with accommodations, the student becomes eligible for the MI-Access alternate assessment. This is a group of tests that allows students who have, or function as if they have, significant cognitive disabilities to participate in statewide assessments.

To make general content area assessments more accessible, teachers may be able to allow a student to use a wide variety of universal tools (such as on-screen highlighters or magnifiers, or a small-group administration), designated supports (including braille, large-print test materials, extended time), and accommodations (for example, calculators or scribed responses). The accommodations or supports should mirror what the student uses during classroom instruction, so the student's performance is not impacted by an unfamiliar tool. For some statewide assessments, advance approval of accommodations is required.

The goal of assessing students with disabilities through district and statewide assessments (with appropriate supports) is to give each student the greatest possible opportunity to demonstrate their learning in the most accessible manner possible, and to move them closer to being college- and career-ready.

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Resources

[How do students with disabilities participate in state and district assessments?](#) – Learning Point, Assessment Learning Network. Michigan Assessment Consortium

[IDEA Topics Areas – State and District-Wide Assessment](#) – U.S. Department of Education

[MDE Supports and Accommodations Guidance Document](#) – contains Supports and Accommodations tables for most of Michigan statewide assessments – Michigan Department of Education

Put Into Practice

1. The article “How do students with disabilities participate in state and district assessments?” suggests how teachers can extend the general content standards for students with disabilities, so that they can access more challenging content.

Review the suggestions and then reflect on ways that you may have extended, or assisted general content area teachers to extend, the content standards for your own students with disabilities.

2. Seek out your school or district Special Education Coordinator/Director to learn more about the Universal Tools, Designated Supports, and Accommodations available for students in the district during instruction and assessment.

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

Using Makeup Dates as Primary Administrations

Schools that will not be in session the week of April 12 due to COVID 19-related closures must follow these directions for test materials:

1. Hold all Pre-ID labels, answer sheets, manuals, and forms for use on the makeup date(s).
2. Return all purple SAT test books sent for April 13. These books cannot be used on any other dates. Order makeup materials for April 27 (see Makeup Surveys section).
3. Blue or lime SAT test books can be used throughout the April 13-26 SAT accommodated testing window. If you will not be able to test in this window, use the makeup survey to request blue or lime SAT test books for the makeup accommodated testing window of April 27-29.
4. Hold any PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, or PSAT 10 test books being used by any student testing with any accommodation for use in the April 13 – May 7 PSAT-related accommodated testing window.

5. Return any PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, or PSAT 10 test books being used by students without accommodations. Order makeup materials for the April 27 – May 7 makeup testing window.

Makeup Surveys

Coordinators will receive an email on April 12 with directions and links to a survey they will fill out to order makeup materials for testing starting April 27. If the email is not received, the following links to each survey can be used. Follow the prompts within the survey to determine what materials to request.

- [SAT with Essay](#)
- [PSAT 10](#)
- [PSAT Grade 9](#)
- [PSAT Grade 8](#)

Surveys must be completed by **11:59 p.m. ET on April 15, 2021**. You are asked to respond to the survey whether you need materials or not, so responses can be accurately tracked. If you have not finished PSAT-related testing by April 15, estimate how many makeup materials you will need. Another email link will be sent the week of April 26 to request materials for the May 18 SAT contingency test date.

Update on SAT Contingency Test Date – May 18

Students unable to test on April 13 or April 27 due to a COVID 19-related event may test on the contingency test date of May 18. Test coordinators will receive an

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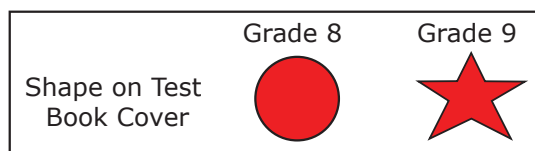
email the week of April 26 to request materials for the May 18 contingency test date for impacted students.

SAT Test Books for Pre-Recorded Audio (MP3)

Students approved to test with pre-recorded audio for SAT with Essay will use a blue test book that says, “Regular Type Print” on the cover. The cover will not say “For MP3 Audio”, as the SAT Accommodated Testing Manual indicates.

REMINDERS

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 grades 8 and 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—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.

Do Not Forget to Complete Coordinator Training

A reminder: All test coordinators for the SAT with Essay, PSAT 10, and PSAT 8/9 are required to complete training every spring. The online training can be accessed directly through the [College Board website](http://www.collegeboard.org/ptat) (www.collegeboard.org/ptat). Coordinators are required to complete training each spring, even if they completed it in prior years or in Fall 2020. There is one Michigan training for all coordinators. Review the [February 25 edition](#) of Spotlight for more information on this training.

Pre-ID Labels

Students who were not pre-identified for testing by the February 17 deadline must be pre-identified in the OEAA Secure Site, and labels for their tests must be printed locally prior to testing. Refer to the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) for information on how to Pre-ID students and to print labels. All paper/pencil answer documents must be returned with a student barcode label that was either provided by College Board or printed from the OEAA Secure Site. If an answer document is returned without a student barcode label, the test may not be scored, or may be attributed to the incorrect student/school.

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ACT WorkKeys

What's New

After the initial testing on **April 14, 2021** is complete, you will need to prepare for makeup testing (Test Window 2).

Student Eligibility for Makeup Testing (Test Window 2)

Use the Makeup Testing policies detailed on pages 6 and 7 of the [ACT Test Coordinator Information Manual](#) to determine if students are eligible to participate. This manual is posted on the [ACT state testing website](#) (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Preparation** and/or **Administration** stages.

Order Test Materials for Makeup Testing

Order standard time and accommodations test materials using the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure) on April 14 and April 15. The ordering window closes **April 15 at 5 p.m. ET**—orders will not be accepted after this deadline.

Instructions can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Material Ordering** section.

Materials Shipped for Makeup Testing

Retain the administration manuals and unused answer documents from initial test date for use during makeup testing.

In addition to the standard time test booklets and/or accommodations forms that are ordered, ACT will automatically ship the following materials:

- an answer document for each test booklet or accommodations form ordered
 - » If you need more, submit a materials order
- additional standard time and/or accommodations Test Administration Forms folders
- a new site header
- additional standard time and/or accommodations processing envelopes
- new return polymailers and FedEx labels

Important: The test forms used for initial testing and makeup testing are different. Students testing with the initial test forms during makeup testing will **not** receive scores. Refer to the flyer in each box of secure test materials for the valid testing dates of the enclosed forms.

Answer Document Preparation

All answer documents must have a barcode label. ACT will not ship new barcode labels. They must be printed locally through the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure). Directions can be found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** section. You may use either the blank sheet of yellow labels included in the initial test materials shipment or you may use a white label purchased elsewhere.

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

ACT WorkKeys

Barcode labels must be applied to the answer documents prior to students completing the demographic sections. Refer to the [March 4, 2021 Spotlight](#) (www.michigan.gov/mde-spotlight) for additional information about preparing the answer documents.

If a standard time student was absent or arrived too late to begin testing on April 14, 2021, you may reuse the original answer document for makeup testing.

If a student began testing on April 14, 2021 but did not finish, you may **not** use the original answer document for makeup testing. Use a new answer document and:

- print a student barcode label locally and apply it to the new answer document
- supervise the student(s) while they transfer all demographics and non-test responses to the new answer document; test item responses may not be transferred
- write “VOID” on page one of the original answer document, attach it to an Irregularity Report, and return it with the test materials in the processing envelope

Makeup (Test Window 2) Test Administration

The standard time test date is **Wednesday, April 28, 2021**. Contact OEAA or ACT immediately if you cannot test your standard time makeup students on this day due to a school wide emergency or closure.

The accommodations makeup testing window is **April 28 – May 4, 2021**.

All makeup testing activities must follow the same policies and procedures detailed in the [ACT WorkKeys Administration - Standard Time Paper](#) and the [ACT WorkKeys Administration Manual for Accommodations and English Learner Supports](#) manuals. Both manuals are posted on the [ACT-hosted website](#) (www.act.org/stateanddistrict/michigan) on the **WorkKeys on Paper** page in the **Administration** stage.

Returning Makeup Materials to ACT

The process for returning makeup materials is the same as with the initial testing materials. Refer to the [March 25, 2021 Spotlight](#) (www.michigan.gov/mde-spotlight) for additional information about post-testing activities such as collecting, packing, and returning materials.

If you still have secure materials from the initial test, return them with your makeup materials.

FedEx is scheduled to pick up the Test Window 2 standard time test materials on **April 29, 2021** and the accommodations test materials on **May 5, 2021**. Ensure your materials are ready for pickup by 8 a.m. on both of these days.

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

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

ACT WorkKeys

- Standard time materials must be received at ACT no later than **May 6, 2021**.
- Accommodations materials must be received at ACT no later than **May 13, 2021**.
- Late arriving answer documents will not be scored.

Upcoming Events and Deadlines

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

- [ACT WorkKeys Schedule of Events](#) posted 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:

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. and 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

Approaching Deadlines!

Friday, April 9, 2021

- **WIDA ACCESS and Alternate ACCESS for ELLs** Off-site Test Administration Request window in OEAA Secure Site **CLOSES**
- **WIDA ACCESS for ELLs** Pre-identification of students in OEAA Secure Site window **CLOSES**
- **WIDA ACCESS and Alternate ACCESS for ELLs** testing window **CLOSES**

Coming Next Week . . .

Monday, April 12, 2021

- Required College Board Test Administration Online Training

Tuesday April 13, 2021

- **SAT with Essay** Primary Test Day
- **PSAT 8/9 for Grade 8** Primary Test Day

Wednesday, April 14, 2021, 1-2 p.m.

- Michigan School Accountability Spring 2021 Updates and Questions [Teams](#) Live Event

Wednesday, April 14, 2021

- Administer **ACT Workkeys** Standard Time tests

Thursday, April 15, 2021

- Return **ACT WorkKeys** initial standard time test materials

April 13-16, 2021

- **PSAT 8/9 for Grade 8** Primary Test Window (for absentees on April 13)
- **PSAT 8/9 for Grade 9** and **PSAT 10** Primary Testing Window

April 14 – 15, 2021:

- Order **ACT Workkeys** test materials for makeup testing (Test Window 2)

April 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

April 12 – June 30, 2021

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

WIDA

April 30, 2021

- **WIDA ACCESS for ELLs and Alternate ACCESS for ELLs** material return shipment date

M-STEP

Now – May 18, 2021

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

April 12 – May 21, 2021

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

April 13 – May 21, 2021

- Paper/Pencil assessment window for **M-STEP** grade 5

April 14 – May 21, 2021

- Paper/Pencil assessment window for **M-STEP** grade 8

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

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

April 15 – May 21, 2021

- Paper/Pencil assessment window for **M-STEP** grade 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 assessment window for **M-STEP** grades 3, 4, 6, and 7

April 27 – June 4, 2021

- Paper/Pencil assessment window for **M-STEP** grades 3, 4, 6, and 7

MI-Access

Now – June 1, 2021

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

April 12 – June 4, 2021

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

SAT and PSAT

April 13-26, 2021

- **SAT with Essay** Accommodated Testing Window

April 13 – May 7, 2021

- **PSAT 8/9** and **PSAT 10** Accommodated Testing Window

ACT WorkKeys

April 14-27, 2021:

- Administer **ACT Workkeys** Accommodations tests

April 19-27, 2021

- Receive **ACT Workkeys** test materials for makeup testing

April 27, 2021

- Return **ACT WorkKeys** initial accommodations test materials

April 28, 2021

- Administer Makeup **ACT Workkeys** Standard Time tests

April 29, 2021

- Return **ACT WorkKeys** makeup standard time test materials

April 28 – May 4, 2021

- Administer **ACT Workkeys** Accommodations tests

May 2021

SAT and PSAT

May 18, 2021

- **SAT with Essay** Contingency Test Day available for students not able to test on the Primary Test Day or Makeup Test Day due to a COVID 19-related event

May 18-20, 2021

- **SAT with Essay** Contingency Accommodated Testing Window available for students not able to test during the Accommodated Testing Window or Makeup Accommodated Testing Window due to a COVID 19-related event

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

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13

ACT WorkKeys

May 5, 2021

- Return **ACT WorkKeys** makeup accommodations test materials

May 5, 2021

- Contingency Makeup date for **ACT Workkeys** Standard Time tests for students unable to test on the Initial Test Day and the Makeup Test Day due to a COVID 19-related event

May 5 – 11, 2021

- Contingency Makeup window for **ACT Workkeys** Accommodations tests for students unable to test during the Accommodated Initial Testing Window or the Accommodated Makeup Testing Window due to a COVID 19-related event

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