Spotlight

MICHIGAN Department of **Education**

on Student Assessment and Accountability

June 4, 2020

Key: Reminder (previously run article)

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Accountability for Section 31a At-Risk – Report Now In Preview

Section 31a of the State School Aid Act provides funding to eligible districts for instructional and pupil support services for students who meet the At-risk characteristics identified in the legislation. The purpose of Section 31a funding is to provide instructional and direct non-instructional support services for At-risk eligible pupils to achieve regular attendance, ELA proficiency by the end of 3rd grade, math proficiency by 8th grade, and career and college readiness by the end of 11th grade.

These benchmarks are measured using the state summative assessments for 3rd grade English Language Arts, 8th grade Mathematics, and 11th grade career and college readiness, as demonstrated by the Michigan Merit Examination (MME) summative (SAT Evidence Based Reading, Writing, Mathematics & Science M-Step), using three preceding years of data (2016-17, 2017-18, 2018-19).

2018-19 At-risk results will be accessible during a **two-week preview period for MI School Data authorized users**, beginning **June 3, 2020**. The At-risk results will be made **publicly available in MI School Data, beginning June 17, 2020**. Results will be available in the **Dashboard and Accountability Scorecard** section of MI School Data, under At Risk Student (www.mischooldata.org/DistrictSchoolProfiles2/ReportCard/Section31a.aspx).

The Section 31a At-risk report supports efforts to reduce achievement gaps, to identify areas of challenge, and to allocate resources to support access to quality educational opportunities for all students. For more information on Section 31a At-risk programming and technical assistance, go to the Office of Educational Supports web page (www.michigan.gov/ofs) and click on "Section 31a At-Risk" under the **Programs** section.

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Additional programming and technical assistance questions can be referred to Dawn Carmody at dcarmody1@michigan.gov and Stephanie Holmes-Webster at holmeswebsters@michigan.gov; Joan Jackson at jacksonj33@michigan.gov; or Suzanne Grambush at grambushs1@michigan.gov. For questions related to accountability for Section 31a At-risk, contact Alexander Schwarz at schwarza@michigan.gov. For questions related to Section 31a At-risk report utilization, functionality, and logging into MI School Data, contact the CEPI help desk at CEPI@michigan.gov.

Parent Dashboard – Update School Services and Offerings

The Center for Educational Performance and Information (CEPI) will be pulling School Services and Offerings (also referred to as Points of Pride) information from the Educational Entity Master (EEM) on June 30, 2020.

School Services and Offerings information is displayed on the Parent Dashboard. Submission of this information is optional; however it provides parents useful information on schools, including which sports, arts, and clubs are available at a school. This information is not tied to a specific school year, so it is recommended that schools review this information periodically to ensure its accuracy.

To check your existing School Services and Offerings information, review your school's Parent Dashboard report on MI School Data (www.mischooldata.org/ParentDashboard/).

Once you have navigated to your school, click on the "School Services and Offerings" link on the left-hand menu or click the "School Services and Offerings" button in the school information section of the Overview.
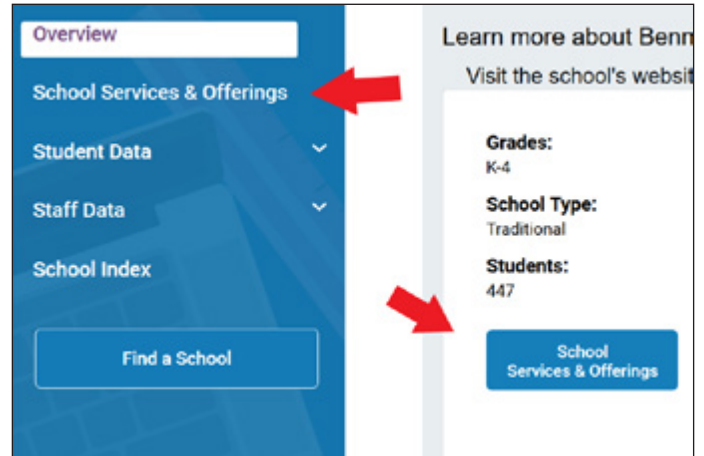
On the School Services and Offerings page, you can expand the topics (such as Arts, Clubs, Music) to check if your school has submitted information. Certain topics, such as Advanced Placement classes, are collected from other data sources. A topic for which no information has been submitted will display a "No Data Available" message.

Clubs

Clubs Offered at School

- No Data Available

A topic for which information has been submitted will display the values previously submitted by the school.

Clubs

Clubs Offered at School

- Speech and Debate
- Music
- Other Clubs

Instructions are available on how to submit this information (www.michigan.gov/documents/training/EEM_and_PoP_621788_7.pdf).

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

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2019-20 WIDA Screener Scoring Closing in WIDA AMS

June 25, 2020 is the last date on which educators can score any remaining Speaking or Writing responses in WIDA AMS, for students who were screened before school closures began. After this date, student responses that haven't been scored will no longer be accessible for scoring from the 2019-20 school year. Educators may still view individual reports for students who completed and had scored all domains of the WIDA Screener. On June 26, educators will see the 2020-21 school year listed in the WIDA AMS drop-down menu.

WIDA AMS Changes

On **June 26, 2020**, WIDA AMS users will see updates and enhancements to the following:

- WIDA AMS login page
- primary navigation features
- Central Office Services (COS) – new interface
- Site Selection

A recording of a Q&A Webinar on these changes can be found in the **WIDA Secure Portal** Download Library (https://portal.wida.us).

WIDA ACCESS Reminders

WIDA ACCESS for ELLs Verification Windows and Reporting Schedule

English Learner Assessment Coordinators should review the following schedule of remaining activities for the Spring 2020 WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs administration.

The Michigan Department of Education (MDE) will have two rounds of releasing score reports, but there will be only one opportunity for schools to review and submit issues through Answer Document Verification in the OEAA Secure Site. Schools will also have an opportunity to view the Accountable Students and Not Tested report and to submit changes in the Michigan Student Data System (MSDS) for reporting. As a reminder, there is no accountability reporting for 2019/2020 school year.

As noted, summative WIDA testing materials will fall into two categories:

- **Round 1**: materials received at DRC by May 6
- **Round 2**: materials received at DRC by August 7

If you have not yet returned your summative WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs materials, make plans to do so by **August 7, 2020**. Directions for returning materials can be found in the previous article. The dates for the release of reports and submitting of issues are as follows.

- **Accountable Students and Student Demographics in OEAA Secure Site** – includes all English learner students in grades K-12
  » Monday, May 18 – Friday, June 26, 2020

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- **Test Verification (Answer Documents Received) in OEAA Secure Site** – includes all electronic and paper/pencil answer documents received or expected to be received
  - » Tuesday, June 23 – Friday, June 26, 2020

- **Student Data File available in OEAA Secure Site** – only Round 1 materials
  - » Early August

- **Reports posted to WIDA AMS** – only Round 1 materials
  - » Tuesday, August 4, 2020

- **Final Material Return Deadline** - Round 2
  - » Friday, August 7, 2020

- **Student Data File available in OEAA Secure Site** – includes Round 1 and Round 2 materials
  - » Mid-September

- **Reports posted to WIDA AMS** – includes Round 1 and Round 2 materials
  - » Mid-September

- **Hard copy reports for Round 1 and 2** – arrive in districts
  - » Friday, October 16, 2020

WIDA ACCESS and WIDA Alternate ACCESS for ELLs Answer Documents Received

Districts and schools will have the opportunity to view the Answer Documents Received for the Spring 2020 WIDA ACCESS and WIDA Alternate ACCESS and to report issues for possible resolution on the OEAA Secure Site **June 23 – June 26, 2020**.

Spring 2020 English learner assessment results will not be used for accountability reporting purposes; therefore schools will not submit a reason why a student did not test as in previous years. Schools will only need to verify that tests that have been taken, either online or by paper/pencil are accounted for and that there are no outstanding issues that might need resolution.

Instructions for the Answer Documents Received and Not Tested function can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

WIDA ACCESS and WIDA Alternate ACCESS for ELLs Student Demographics for Reporting

The Accountable Students and Demographics page for English learners in grades K-12 on the OEAA Secure Site opened on May 18, 2020. The student demographic information will be used on the WIDA ACCESS and WIDA Alternate ACCESS for ELLs reports only. Spring 2020 English learner assessment results will not be used for accountability reporting purposes. The page will display the school's current enrollment for students identified as the English learners, along with their demographic information from the Michigan Student Data System (MSDS). Schools should verify the enrollment of English learners listed and the student demographics. If updates need to be made in MSDS, work with your district MSDS person to make updates by midnight on **June 26, 2020**.

The Accountable Students and Demographic page will be updated daily, so it will continue to update as student record maintenance (SRM) files are submitted and certified in MSDS through midnight on **June 26, 2020**.

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

It is important to let your district MSDS person know to update enrollment records, student demographics, and especially student EL status changes in MSDS by midnight, **June 26, 2020**, with a student record maintenance (SRM) file **using an "as of" date on or before March 20, 2020**, to ensure the student's scores are not invalidated. If you are not sure who the district MSDS authorized user is, you can find their name and contact information on the District and School Contact page of the OEAA Secure Site.

Instructions for the Accountable Students and Demographics function can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

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

The Office of Educational Assessment and Accountability (OEAA) has provided the following instructions for WIDA ACCESS for ELLs and Alternate ACCESS material returns for this year's summative WIDA ACCESS testing window.

- If you have not yet returned your summative WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs materials, make plans to do so by **August 7, 2020**, while following current Executive Orders regarding school facility access.

- All completed tests will be scored **as long as they are returned to DRC** by the August 7 deadline. This includes paper/pencil test materials, such as completed Writing test booklets.

Directions for returning secure materials follows. **Note:** If you do not have daily UPS pickup, you must call UPS to schedule it the day before you need the pickup.

If you need more information on how to return materials, view the **After Testing** tutorial on the WIDA Secure Portal (https://portal.wida.us). You will find the tutorial after logging into the WIDA Secure Portal and selecting the **Paper-Based** tile in the **ACCESS for ELLs Training Courses**. Next, select the **Afterward** tab, then **After Testing**.

Labeling Booklets

If you are returning booklets for completed tests, make sure correct and complete information is either labeled or bubbled on each student booklet. Failure to address incorrect, missing, or incomplete student information and labels may result in no student score. Follow the steps carefully.

- Place Student Pre-ID, District/School, or Do Not Process Labels (when applicable) on the front of the test booklet in the designated area ONLY (marked A).

  » If no Pre-ID label, apply a District/School Label to the box (marked A).

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☐ If the District/School Label is applied, bubble all demographic information on the back cover, using a number 2 pencil.

- **Do not place any label on the security barcode** (marked B).
- Leave unused test booklets blank—no label.
- If a District/School or Pre-ID label is placed on a test booklet, the test booklet will be processed and scored.

Verifying Information and Bubbling Booklets

It is crucial to verify the information displayed on the test booklets before returning the materials.

- **For District/School Labels:** Confirm the following information bubbled on the booklet matches what is in MSDS: District, School, First Name, Last Name, State Student ID, Birth Date, and Grade.

  No additional District/School Labels can be provided at this time. If you are missing these labels, complete the district and school information on the back cover of the test booklet and ship it back to DRC.

- **For Pre-ID Labels:** If a Pre-ID label is incorrect, you may still use the label. 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 label with a black marker. Do not use Do Not Process Labels for booklets that you want scored.

- Refer to the Michigan Specific Directions 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 prior to returning materials, in order to confirm all secure materials are accounted for. Every school or district will have 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 is being returned, used or unused.

If there are any missing materials, the district or school should complete the Accountability Form and list the discrepancy and the secure barcode of the material that is not being returned. This form can be found in WIDA AMS (www.wida-ams.us) under **Materials**, then **Accountability Form**. At the bottom of the list of materials, there is a space labeled "Record reasons for discrepancies here." Record the barcode of the materials and explain the discrepancy.

Return Instructions

- Be sure to return **all secure materials** (including CDs, Scripts, Response Booklets) received, **with the exception of**:
  » Test Administrator Manual
  » District and School Test Coordinator Manual
  » Return Material Instructions
  » Any unused labels – securely destroy them
  » Security Checklists (keep for your records)
  » Confidentiality Agreement (keep for your records)
  » Packing lists
  » School Range Sheets
  » Scratch paper – securely destroy

- 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 each 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, you may substitute a box of similar size and strength.

- Place DRC return and UPS shipping labels on top of the boxes.

Return Materials via UPS

- Pre-paid UPS return shipping labels are provided in the Return Materials Instruction Packet.

- If you do not have a regularly scheduled UPS pickup, you must call UPS at 866-857-1501 and arrange for pickup at least one day prior to the day you plan to ship your materials.

- Count your boxes and advise UPS of the number of boxes they need to pick up.

- Keep the boxes in a secure location until they are given to the UPS driver. Materials should not be taken home and must remain in school buildings.

- You should not be asked to give payment.

- Note the UPS tracking number for each package. Keep the numbers for future reference to document the materials returned to DRC.

UPS Shipping and DRC Return Labels

If you need UPS Return Labels, contact DRC Customer Support. PDFs of the UPS return labels will be emailed to you for printing.

Contact Information

Contact DRC Customer Support with any questions at WIDA@datarecognitioncorp.com or call 855-787-9615.

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College Board Corner

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

Resources for Fall 2020 Testing

College Board and the Michigan Department of Education are preparing a number of informational resources to assist you in planning for Fall 2020 testing. The resources are posted to both the MME web page (www.michigan.gov/mme) and the PSAT web page (www.michigan.gov/psat). These documents are living documents and will be updated as additional information is known. Keep watching the Spotlight to know when updates are planned.

Resources Available

- Fall 2020 School Day Testing for MDE-Provided SAT with Essay, PSAT/ NMSQT, and PSAT 8/9:
  - » assessments to be administered to students in grades 9-12
  - » separate table with dates for each assessment
  - » information on accommodations
  - » systems used to support this testing
  - » parental consent for the Student Search Service
  - » additional information to help in the planning for Fall 2020 testing
- Fall 2020 List of Important Dates: list of important dates and deadlines for fall testing

- Comparison of Fall 2020 and Spring 2021: highlights and explains the differences between the Michigan-provided Fall 2020 and Spring 2021 administrations
- Frequently Asked Questions, Fall Testing: provides answers to questions coordinators and administrators might have about the Fall 2020 administration

Upcoming Webinar

College Board will be hosting a webinar on **June 10, 2020, from 10–11 a.m. ET** to review the policies and procedures for Fall 2020 testing. The webinar will include a review of important dates, as well as helpful information about how to use the College Board test ordering site and accommodations for fall testing. For the benefit of those who cannot attend the live webinar, it will be recorded and posted to the appropriate Michigan websites approximately a week after the live event.

Register for the webinar (https://tinyurl.com/MichiganFall2020)

Test Ordering Site is Open

The College Board test ordering site (TOS) is now open to place orders for Fall 2020 testing. If your school has never accessed TOS before, an email will be sent on June 9 to principals and test coordinators with a one-time access code needed to use TOS. You can begin to place your orders once this access code is utilized.

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Important Dates

June 2020

SAT and PSAT

June 10, 2020, 10-11 a.m.

- **Michigan Fall 2020 SAT with Essay, PSAT/ NMSQT, and PSAT 8/9 Administrations webinar** – College Board will be hosting a webinar to review the policies and procedures for Fall 2020 testing

  [Register for the webinar](https://tinyurl.com/MichiganFall2020) (https://tinyurl.com/ MichiganFall2020)

June 2 – August 25, 2020

- Materials Ordering window for **SAT with Essay** standard and nonstandard materials (for September 23 test date)

June 2 – September 16, 2020

- Materials Ordering window for standard and nonstandard materials for:
- **SAT with Essay and PSAT NMSQT** (for October 14 Primary test date and Accommodations window)
- **PSAT NMSQT** (for October 28 Primary test date and Accommodations window)
- **PSAT 8/9** (Primary test date window and Accommodations test window)

WIDA

Now – June 26, 2020

- Accountable Students and Student Demographics in OEAA Secure Site for **WIDA ACCESS** and **WIDA Alternate ACCESS for ELLs**

June 23, – June 26, 2020

- Answer Documents Received for the Spring 2020 **WIDA ACCESS** and **WIDA Alternate ACCESS for ELLs**

June 25, 2020

- 2019-20 **WIDA Screener** Scoring Closing in WIDA AMS

July/August 2020

WIDA

August 7, 2020

- Final **WIDA ACCESS** and **WIDA Alternate ACCESS for ELLs** Material Return Deadline - Round 2

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