

# Spotlight

## on Student Assessment and Accountability

September 24, 2020

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### Updated Assessment Security Training

The Michigan Department of Education (MDE) is pleased to announce that the 2020-21 Assessment Security Training is now available for District Assessment Coordinators and Test Administrators. For those who have completed the training in previous years, the Refresher Course is also available. All learners will register for the same course in the catalog, and the system will route them to the refresher if they have successfully completed the full course previously.

### About the Assessment Security Training course

In this training, staff will:

- review the importance of test security during all phases of test administration
- learn how to properly prepare for test administration
- gain understanding of what to do if something does not go as planned during testing

Each module is designed to be completed in 10-15 minutes. Learners who complete all four modules and demonstrate their knowledge on a short comprehensive test will print a Certificate of Completion at the end of the training; the certificate is to be kept on file within the district or building.

This course is available free of charge through Michigan Virtual's Professional Learning Portal.

[Register for the MDE Assessment Security 2020-21 training](http://bit.ly/MDEAssessmentSecurity) (<http://bit.ly/MDEAssessmentSecurity>).

**Remember:** District Assessment Coordinators are required to complete the Assessment Security Training Modules or Refresher each school year. Test Administrators can complete the modules and/or read the Assessment Integrity Guide.

## 2020-21 Assessment Integrity Guide Released

The 2020-21 Assessment Integrity Guide (AIG) has been released. There have been no major changes from the previous version. A one-page addendum may be added in the future, once it becomes clearer what Spring 2021 testing will look like.

The AIG can be found on the [Assessment Integrity and Security web page](http://www.michigan.gov/mde-assessmentsecurity) ([www.michigan.gov/mde-assessmentsecurity](http://www.michigan.gov/mde-assessmentsecurity)), as well as on the following assessment-specific pages, under **Current Assessment Administration**:

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

## Coming Next Week: 2020-2021 Guide to State Assessments

The **2020-2021 Guide to State Assessments** will be available by the end of the day on **Tuesday, September 29, 2020**. This Guide includes information on:

- changes to state assessments
- test sessions and timings
- resources for online and paper/pencil tests
- supports and accommodations
- online technology

- the dates for both online and paper/pencil testing in the Summative Testing Schedule, which includes:
  - » a calendar with testing windows for the summative online assessments (M-STEP, MI-ACCESS, WIDA) and applicable paper/pencil assessments, such as SAT with Essay, ACT WorkKeys, PSAT, MI-Access, and WIDA
  - » calendars with designated paper/pencil dates for M-STEP, MME (M-STEP, SAT with Essay, and ACT WorkKeys), and PSAT

The **2020-2021 Guide to State Assessments** will be posted to the **What's New** section of each assessment's web page:

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

## Are Your School and District Contacts Up to Date in the EEM?

With the start of a new school year, take a moment to review your district and school in the Educational Entity Master (EEM) to verify that any needed changes or updates have been made. District and school information—including grade levels serviced, address, and contacts—is pulled from the [EEM](http://www.michigan.gov/eem) ([www.michigan.gov/eem](http://www.michigan.gov/eem)) for various Office of Educational Assessment

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

# Spotlight on Student Assessment and Accountability

and Accountability (OEAA) Secure Site functions and assessment communications, for both public and nonpublic schools. It is important to keep this information accurate and up to date.

Each public school district has at least one authorized user who can make updates to the EEM for the district and schools within the district. We ask that you take a moment to review your district and school in the EEM and submit any changes or updates to your authorized district person. Nonpublic schools should contact [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) or 517-241-5385 for updates to the EEM.

All needed updates should be done as soon as possible so that you do not miss out on critical information. Names, telephone numbers, email addresses, and mailing addresses for each contact type must be verified. Test materials are sent to the address associated with the test coordinator. You can expect communications starting in early fall for the College Board assessments (SAT and PSAT), ACT WorkKeys, WIDA, and the Early Literacy and Mathematics Benchmark Assessments. It is especially important to verify the following contact types and make any needed changes in the EEM.

- Superintendent
- Principal
- District Assessment Coordinator
- Early Literacy and Math Benchmark Coordinator
- English Learner Assessment Coordinator
- MI-Access Coordinator
- M-STEP Coordinator
- PSAT Grade 8 Test Coordinator

- PSAT 8 Backup Coordinator
- PSAT Grade 8 Services for Students with Disabilities Coordinator
- PSAT 9 Test Coordinator
- PSAT 10 Test Coordinator
- PSAT 9/10 Backup Coordinator
- PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- School Accountability Contact (used for accountability communications)
- Technology Director
- WorkKeys Test Coordinator

If you do not know who your authorized EEM user is and you are a user of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)), you can locate the name and contact information on the District and School Contact page of the Secure Site. The contact types listed are also available on the District and School Contact page. However, the page does not contain addresses for the contact types, which is important information and must be verified directly in the EEM. Also keep in mind that although more than one coordinator can be entered into the EEM, only the most recent entry will be used for assessment and accountability purposes.

If you are not familiar with the EEM and how to access the district or school information to verify, you can view short [video](#) on the EEM.

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## Michigan School Grades (A-F grades) Reporting Requirements

Many accountability and reporting requirements were waived for the 2019-20 school year: however, the Michigan Department of Education (MDE) is still required to release all aspects of the A-F system for which there are data, per MCL 380.1280g, which the legislature has not acted to suspend or waive. Pursuant to the law, MDE released 2018-19 School Grades results in March 2020.

Of the eight elements required of the A-F system, five elements are currently moot due to the suspension of state summative assessments in 2019-20: Proficiency, Growth, Performance Among Peers, Student Subgroup Performance, and Assessment Participation.

The remaining three elements for which MDE has data are: Graduation Rate, EL Progress, and Attendance. Schools eligible to be Alternative Education Campuses (AECs) will have the Compliance element reported, which denotes compliance with applicable laws.

The 2019-20 School Grades are currently expected to be released in October 2020.

The [business rules](#) for the School Grades system have been updated to incorporate lingering requirements from the 2019-20 school year.

The MDE accountability team will be making further updates to documentation covering the 2019-20 School Grades system and will be posting those updates in the coming weeks on the [Michigan School Grades Resources web page](#) ([www.mi.gov/mde-schoolgrades](http://www.mi.gov/mde-schoolgrades)).

Additionally, the Office of Educational Assessment and Accountability has created an accountability guidance/FAQ resource. The [guidance/FAQ resource](#) is meant to help schools navigate the 2020-21 school year accountability and reporting requirements.

## Assessment Learning Network (ALN) Webinar

Smarter Balanced Interim Assessments and Tools for Teachers Overview

- **Tuesday, September 29, 2020**
- **9 a.m. – 12 noon**

[Register here](#)

Refer to the Interim Assessments and Tools for Teachers Overview article in the [September 10, 2020 Spotlight](#) for more information.

If you have any questions, call 517-816-4520 or email [klafave@michiganassessmentconsortium.org](mailto:klafave@michiganassessmentconsortium.org).

## MAP Growth: Tools to Support Learning Loss

As an educator, you're facing new and unforeseen challenges in the wake of school closures and changing instructional models. Knowing how to analyze data to drive instruction is key in moving student growth and achievement forward.

Join our Partner Accounts team for a free webinar to learn more about our:

- New Custom Goal Explorer
- New Recovery and Goal Setting Data File
- Instructional Connections Partners

### Webinar Dates:

- **Tuesday, September 29, 2020 – 3 p.m. ET**
- **Thursday, October 1, 2020 – 2 p.m. ET**

[Register now](#) for the session that best fits your schedule.

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

# Spotlight on Student Assessment and Accountability

Can't make it? Register for the webinar and we'll send you a link to the on-demand recording soon after.

If you have any questions, call 877-469-3287.

## Recorded Webinar - Return to Learn with Renaissance Star Assessments

Watch the [on-demand webinar](#) to learn how [Star Assessments](#) support Michigan's state policies. In this session you will learn more about:

- [Star benchmarks](#) for Return to Learn, including M-STEP linking, state standard reporting, and more

- Screening, diagnostic, and progress monitoring: [Star Assessments](#) approved for Read by Grade Three
- Renaissance best practices for [remote testing](#) from years of experience

[Watch the recorded webinar](#)

If you have any questions, email [aaron.hartman@renaissance.com](mailto:aaron.hartman@renaissance.com), or call 586-533-1107.

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

### September 23 SAT with Essay Reminders

- If you are planning for a makeup administration on October 27, do not forget to order makeup tests in the College Board test ordering site between September 23-25.

### October 14 SAT with Essay Reminders

- No Pre-ID labels will be sent to be affixed to answer sheets.
- Preadministration materials will be delivered to schools next week. The test ordering site will have tracking information available.
- Test materials will arrive between October 7-12.

### PSAT/NMSQT Reminders

- No Pre-ID labels to be affixed to answer sheets will be sent.
- There is no accommodated window for PSAT/NMSQT testing. Be sure to schedule testing for all students on your chosen primary test date. Students approved to test over two days must test on the primary test date and on the day after.
- Ordering for the January PSAT/NMSQT administration will open in October.

### PSAT 8/9 Reminders

- No Pre-ID labels to be affixed to answer sheets will be sent.

- Schools have two weeks from the chosen primary test date to get all students tested.

### Fall 2020 Test Coordinator Supplement

- College Board has published a [test coordinator supplemental guide](https://collegereadiness.collegeboard.org/pdf/test-coordinator-supplemental-guide.pdf) (<https://collegereadiness.collegeboard.org/pdf/test-coordinator-supplemental-guide.pdf>) for SAT School Day, PSAT/NMSQT, and PSAT 8/9. The document explains how the flexible policies provided for fall testing will affect how you administer the tests at your school, including explanations of how procedures may diverge from what is in the applicable Coordinator Manual. This supplement will **not** be shipped directly to schools.
- This is a national publication and may include information that is not applicable to Michigan-provided testing, such as testing PSAT 8/9 after October 29 and the October 17 PSAT/NMSQT.

### Fall 2020 SAT with Essay Test Books and Procedures

Because COVID-19 caused most Spring 2020 testing to be canceled, College Board has repurposed unused spring materials for SAT School Day administrations this fall.

- **September 23 SAT School Day administration** – test books will have “April 28, 2020” printed on the cover

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- **October 14 SAT School Day administration** – test books will have “April 14, 2020” printed on the cover
- **All SAT School Day test dates** – complete field 3 on the Coordinator Report Form (CRF) using your actual administration date, **not** the date printed on the test books

### **Spring 2021 SAT with Essay, PSAT 10, and PSAT 8/9**

To begin preparing your school for Spring 2021 testing, the first step is to ensure the Entity Education Master (EEM) is up-to-date. Refer to the article in

this week’s Spotlight titled, [\*Are Your School and District Contacts Up to Date in the Educational Entity Master?\*](#)

### **Guidance Documents**

The [Student Search Service Guidance Document for Schools](#) and the [SAT Suite of Assessments Preadministration Guidance Document](#) are now posted on the [MME](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and [PSAT](#) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) web pages.

## ACT WorkKeys *Information on ACT® WorkKeys® provided by the ACT.*

### Updating EEM

An important first step in preparing for the Spring 2021 ACT WorkKeys assessment is to ensure that your building/school's "WorkKeys Test Coordinator" has the correct contact name, email address, phone number, and mailing address listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem). The mailing address cannot be a post office box.

**Note:** Ensuring that the WorkKeys Test Coordinator contact information is accurate must be done for each school in the district and not at the district level.

ACT uses the information in the EEM to call, send emails, and to ship test materials to the Workkeys Test Coordinator. Inaccurate information will result in not receiving critical information in a timely manner and consequently overlooking key deadlines and delaying the receipt of test materials.

If the information for your building/school is inaccurate, contact your authorized district EEM user to update the EEM no later than **Friday, October 2, 2020** to ensure your school receives the necessary information to start the Manage Participation process in November.

**Note:** Updating EEM can only be done by the district's authorized EEM user. If you are not sure who your authorized EEM user is, use the

District and School Contact page on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to retrieve their name and contact information.

- Instructions for using the District and School Contact page are available on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Miscellaneous** section.
- Nonpublic schools should call 517-241-5385 or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) for updates to EEM.

Refer to the [Are Your School and District Contacts Up to Date in the Educational Entity Master?](#) article in this Spotlight Newsletter for additional information about updating the EEM.

### 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](mailto:ACTStateAccoms@act.org)

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

## Important Dates

### September 2020

#### PSAT 8/9

**Now – October 29, 2020**

- **PSAT 8/9** Fall 2020 administration window (Pick one primary administration date, and complete all makeup testing within two weeks of the primary administration date.)

#### Early Literacy and Mathematics

**Now – October 29, 2020**

- Pre-Identification of students in the OEAA Secure Site for **Early Literacy and Mathematics Benchmark Assessments (K-2)**

**Now – October 30, 2020**

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Fall 2020 testing window

### October 2020

#### SAT with Essay

**October 14, 2020**

- **SAT with Essay** Fall 2020 administration date

**October 27, 2020**

- **SAT with Essay** Fall 2020 makeup administration (This makeup date can also be used as a third administration date.)

#### PSAT/NMSQT

**October 14, 2020**

- **PSAT/NMSQT** Fall 2020 administration date

**October 29, 2020**

- **PSAT/NMSQT** Fall 2020 administration date

### November/December 2020

**December 2, 2020 at 10 a.m.**

- Winter/Spring 2021 Technology Coordinator Training Zoom webinar

[Join the webinar](#)

## 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"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT®</li> </ol>
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](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[mde-accountability@michigan.gov](mailto: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