2022 Michigan School Testing Conference

- Before Testing
- During Testing
- After Testing

Testing 101 for New Assessment Coordinators

Using **chat** tell us:

1. Where you are from – what school, district, or other educational organization?
2. What is your primary role as it relates to state testing?

Housekeeping

- Participants are muted – please use **chat** to ask questions
- Responses will be provided in this **google document** https://docs.google.com/document/d/1z84lEkrpttIzoGxZGEbKLO3n-0JOD3Ahf9a0K70I_vU/edit?usp=sharing
- Times listed on the Agenda slides will be strictly followed
- Conference Platform Support:
  Call: 248-971-1115
  Email: support@motowndigital.com

Agenda

Using **chat** tell us your experience as a test coordinator:

-- 1st year
-- Almost new: less than 3 years
-- Experienced: 3-5 years
-- Expert: over 5 years

9:00-9:15 Introduction

9:15-9:25 Testing Technology

9:25-10:05 Assessment Systems: DRC INSIGHT Portal, OEAA Secure Site, EEM, MSDS

10:05-10:15 Break

10:15-11:00 Student Supports and Accommodations

11:00-11:10 Test Security

11:10-12:00 Pre-ID, Reporting Codes, Preparing Yourself, Staff, Students, Material Ordering

12:00-1:00 Lunch

Agenda

1:00-3:00- Test Administration Specific Breakout Rooms- 20 min for each session

- M-STEP Test Administration
- College Board Test Administration
- ACT WorkKeys Test Administration
- MI-Access Test Administration
- WIDA Test Administration
- Early Literacy and Mathematics Benchmark Assessments
- Important Dates – options and formats
- DRC Insight Training
- Secure Site Training

Agenda

1:00-3:00- Test Administration Specific Breakout Rooms

	M-STEP	CB	ACT WorkKeys	MI-Access	WIDA	ELMBA	Important Dates	DRC Insight	Secure Site
1:00-1:20	x	x			x		x		Q&A
1:20-1:40	x	x			x		x		Q&A
1:40-2:00	x	Q&A						x	Q&A
2:00-2:20	Q&A	x	x	x				x	Q&A
2:20-2:40	x	Q&A	x	x		x			Q&A
2:40-3:00	Q&A	x	Q&A	Q&A		Q&A			Q&A

Agenda

3:00-3:10 Materials Return

3:10-3:40 Accountable Students Enrolled, Answer Documents Received and Not Tested

3:40-3:50 Preliminary Reports, Data Files, Final Reporting, Resources

3:50-4:00 Q&A and Closure

Using **chat** tell us:

Is there something you are hoping to learn today that you did not see on the agenda?

Intros

- **Rose Babington:** ACT WorkKeys
- **Kate Cermak:** Test Administration & Reporting
- **Dan Evans:** MI-Access
- **Jessica Fenby:** Test Security
- **Tina Foote:** OEAA Secure Site
- **Phoebe Gohs:** M-STEP
- **John Jaquith**: MI-Access and Supports and Accommodations
- **Jennifer Paul:** WIDA and Supports & Accommodations
- **Steve Reed:** Michigan Merit Exam (MME)
- **Tim Tahaney:** Early Literacy & Mathematics Benchmark Assessments
- **Sarah Thaler:** SAT with Essay and PSAT 8/9 &10
- **Terrence Ingram:** SAT with Essay and PSAT 8/9 &10

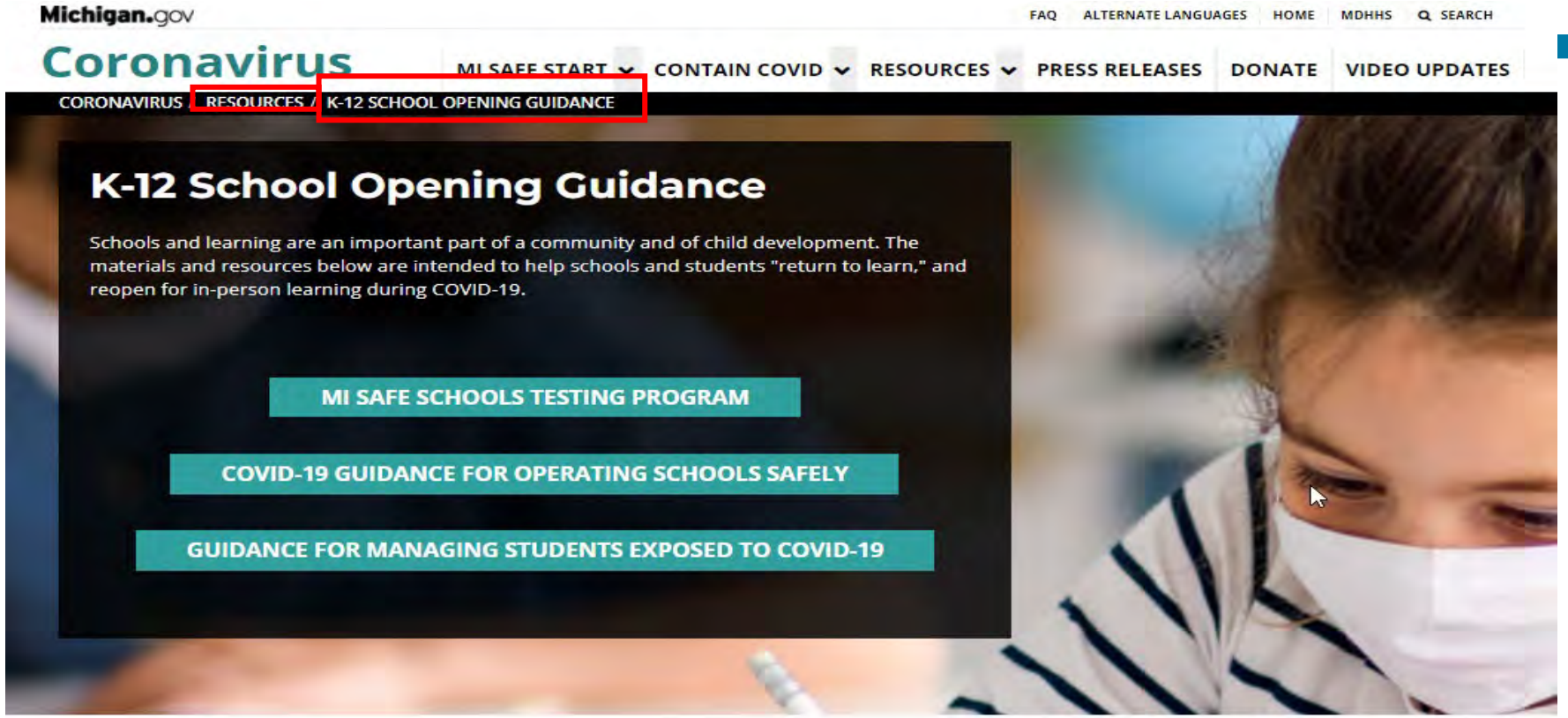
Spring 2022 – What do we know and what are we doing?

- The COVID-19 pandemic is still with us and times will continue to be challenging for schools.
  - The health, safety, and well-being of students, educators, and their families is MDE's first priority.

- MDE does not anticipate flexibility from the USED related to assessment and accountability this year.

Spring 2022 – What else are we doing?

- Adjusted the M-STEP testing window to allow for more flexibility
- Encouraging schools and districts to be aware of and follow state and local heath and safety guidelines
  - Check out the K-12 School Opening Guidance page on the Michigan.gov/Coronavirus website
- Updated the *Safe Testing Planning Document*


Michigan.gov
FAQ
ALTERNATE LANGUAGES
HOME
MDHHS
SEARCH
Coronavirus
MI SAFE START
CONTAIN COVID
RESOURCES
PRESS RELEASES
DONATE
VIDEO UPDATES
CORONAVIRUS / RESOURCES / K-12 SCHOOL OPENING GUIDANCE
K-12 School Opening Guidance
Schools and learning are an important part of a community and of child development. The materials and resources below are intended to help schools and students "return to learn," and reopen for in-person learning during COVID-19.
MI SAFE SCHOOLS TESTING PROGRAM
COVID-19 GUIDANCE FOR OPERATING SCHOOLS SAFELY
GUIDANCE FOR MANAGING STUDENTS EXPOSED TO COVID-19

School Quarantine Guidance
What to do when students or staff are exposed to COVID-19 in a school setting, but do not have symptoms.
Students and staff experiencing symptoms should not attend school activities.
MDHHS
Michigan.gov/Coronavirus
Actions to Take
Up to Date on Vaccines
No Need to Quarantine
Students and staff without symptoms do not need to quarantine. They should monitor for symptoms and wear a well-fitted mask for 10 days.
Not Up to Date on Vaccines
Need to Quarantine
Home quarantine for days 1-5 and test on day 5; and "Mask to Stay"* for days 6-10.
OR
"Test to Stay"** for days 1-6 AND "Mask to Stay"* for days 1-10.
OR
Home quarantine for days 1-10 if unable/unwilling to mask.
Students and staff who test positive for COVID-19 should not attend school and should isolate at home for five full days after symptom onset (or five days after the positive test if they do not have symptoms). They may return to school on day six if they have no symptoms and can wear a mask for five additional days.
MDHHS continues to recommend universal masking in all K-12 school settings.

Are you ready to go back to school?
MDHHS
Make sure you have these items ready before returning from winter break!
COVID-19 vaccines and boosters if eligible.
Negative COVID-19 test.
Well-fitting mask to cover nose and mouth.
Alcohol-based hand sanitizer.
Winter coat and mittens.
Snow pants and boots.
Lunch box.
Backpack.
To find a vaccine, visit VaccineFinder.org.
For more information, visit Michigan.gov/Coronavirus.

Standardized and Criterion-Referenced

- A "**standardized test**" is a test that is administered in a predetermined, consistent, standard manner. Standardized tests are designed in such a way that the questions, conditions for administering, scoring procedures, and interpretations are consistent.

- "**Criterion-referenced**" means that the test is designed to measure student performance based on pre-determined criteria such as Michigan's Academic Standards.

Why is this important?

Statewide, standardized, summative, criterion-referenced test data are useful to:

- provide comparable, criterion-referenced data based on the depth and breadth of
  - Michigan's Academic Standards
  - Michigan's Alternate Content Expectations
- show a snapshot of student performance: as an indicator of what students know and are able to do, based on Michigan's Academic standards (criterion) at the time the test is taken
- make systems, programming, or curricular decisions
- inform accountability metrics
- provide performance and growth trends over time

The data should NOT be used:

- to make day-to-day instructional decisions for individual students
  - the appropriate assessment data to use for instructional decisions is benchmarking and formative assessment data
- individual student data offers an indication of student performance – if a student is not meeting proficiency standards, further data should be collected in order to make day-to-day instructional decisions for an individual student.

Statewide Assessments by Grade and Content

Grades	English Language Arts	Mathematics	Science	Social Studies	English Language Proficiency
K-2	Early Lit/Math Benchmark	Early Lit/Math Benchmark			WIDA
3, 4, 6, and 7	M-STEP MI-Access	M-STEP MI-Access			WIDA
5 and 8	M-STEP MI-Access	M-STEP MI-Access	M-STEP MI-Access	M-STEP MI-Access FI	WIDA
9 and 10	PSAT 8/9, PSAT 10	PSAT 8/9, PSAT 10			WIDA
11 Who Must/Can take the MME	SAT MI-Access	SAT MI-Access	M-STEP MI-Access	M-STEP MI-Access FI	WIDA

Spring 2022 Testing Schedule for Summative Assessments

Assessment	Week of															
	2/7-2/11	2/14-2/18	2/21-2/25	2/28-3/4	3/7-3/11	3/14-3/18	3/21-3/25	3/28-4/1	4/4-4/8	4/11-4/15	4/18-4/22	4/25-4/29	5/2-5/6	5/9-5/13	5/16-5/20	5/23-5/27
M-STEP Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11										6 weeks						
M-STEP Grade 3 (ELA only)										4 weeks						
M-STEP Paper/Pencil Grades 3, 4, 5, 6, 7, 8, and 11 (all subjects)										4 weeks						
MI-Access Alternate Assessments										7 weeks						
College Entrance: SAT w/Essay										4/13 Only		Makeup 4/26				
Accommodated Testing Window										4/13-26						
Work Skills: ACT WorkKeys										4/14 Only		Makeup 4/28				
Accommodated Testing Window										Initial 4/14 – 27 Makeup 4/28-5/4						
PSAT 8/9 (grade 8)*										4/13 Only	Primary 4/13-19	Makeup 4/26-27				
Accommodated Testing Window										4/13-26						
PSAT 8/9 (grade 9) and PSAT 10**										4/13-19		Makeup 4/26-27				
Accommodated Testing Window										4/13-26						
WIDA ACCESS and WIDA Alternate ACCESS for ELLs	7 weeks															

Assessment Coordinator Training Guide

- **Organized into Before-During-After Sections, with modules in each section**

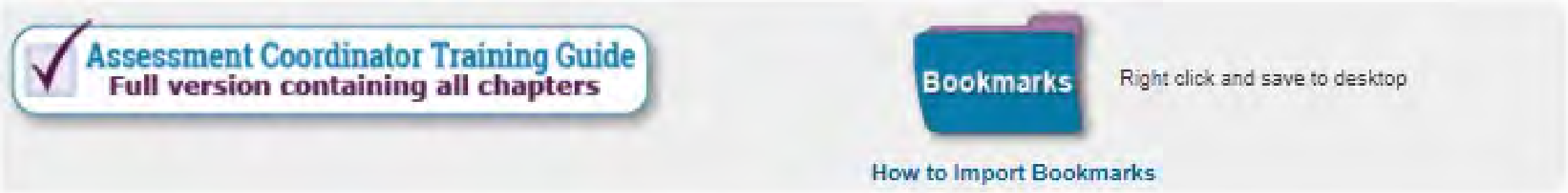
- **Before:**
  - Module 1: Overview
  - Module 2: Assessment Systems
  - Module 3: Student Supports and Accommodations
  - Module 4: Test Security and Integrity
  - Module 5: Getting Ready for Testing
- **During:**
  - Module 6: Test Administration
- **After:**
  - Module 7: Post-Administration Tasks and Reports
  - Module 8: Data and Reporting

- **Each module has 2 or more chapters**

Assessment Coordinator Training Guide

IMPORTANT NOTE

This training guide **does not** replace assessment Test Administration Manuals (TAMs), Test Directions, the Assessment Integrity Guide, or other assessment documents.



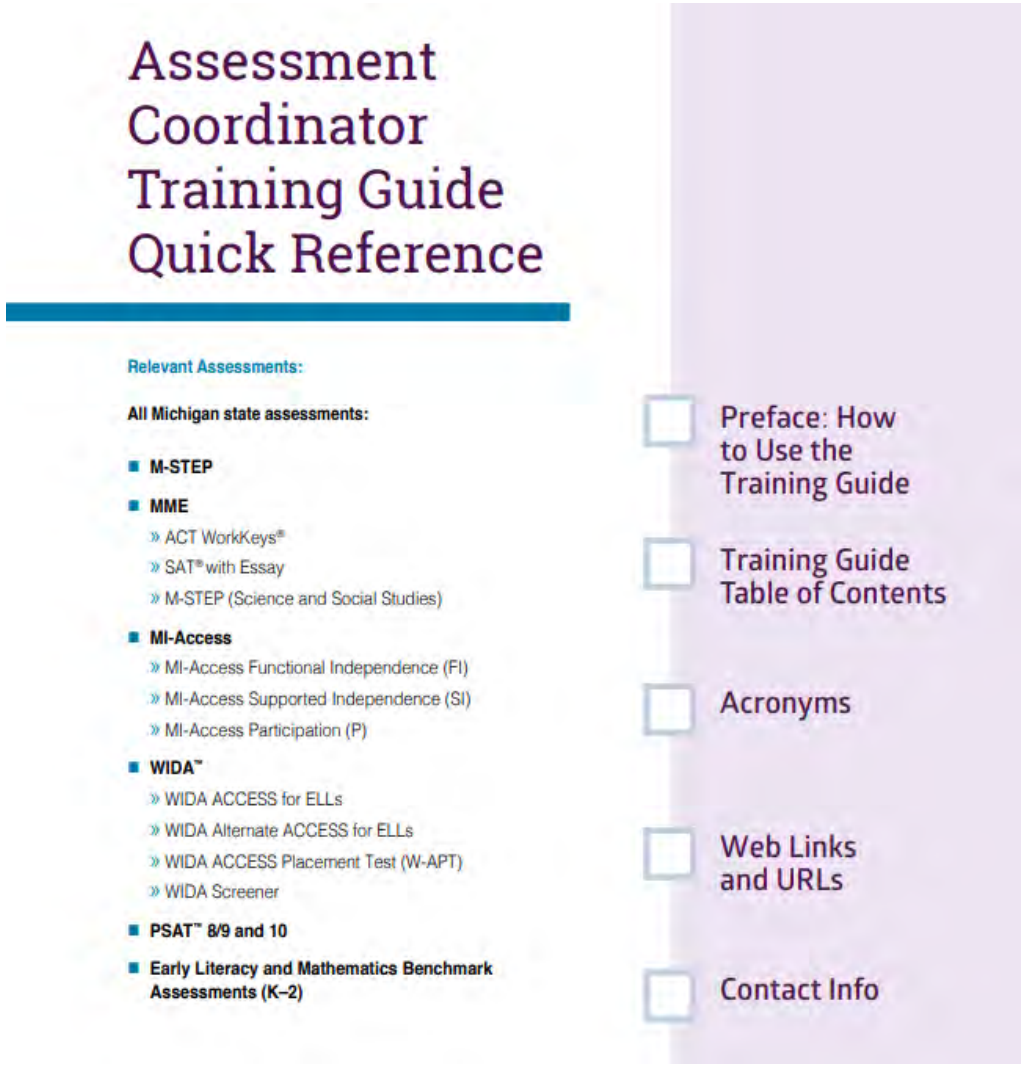
Module 1: Overview

This module includes two chapters:

- Assessment Coordinator Training Guide Quick References
  - https://www.michigan.gov/documents/mde/Assessment_Coordinator_Training_Guide_Quick_Reference_634421_7.pdf
- Quick Start Guide
  - https://www.michigan.gov/documents/mde/Quick_Start_Guide_634489_7.pdf

Before

Quick Reference

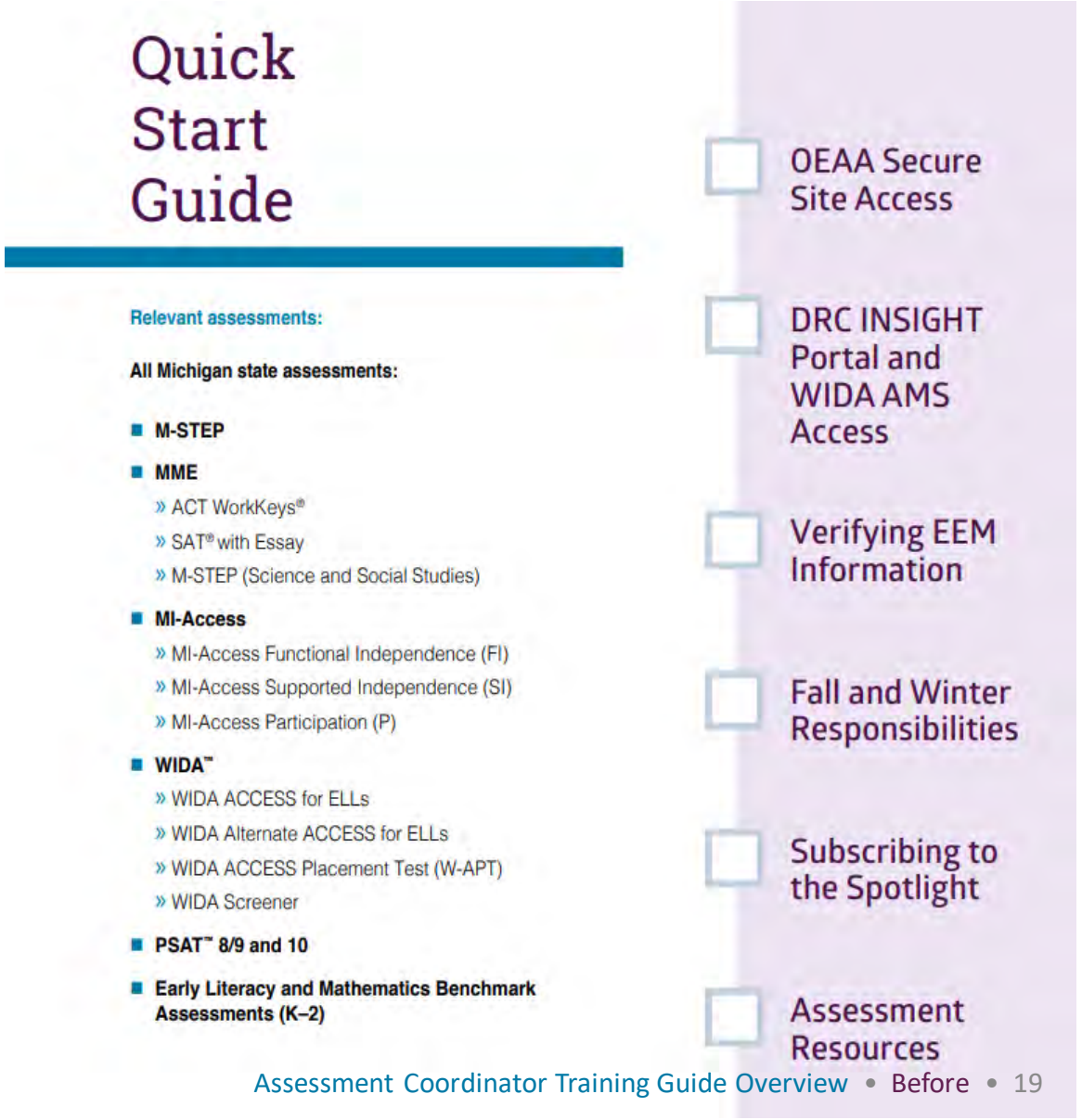


- Includes a Preface
  - The preface provides suggestion for to use the guide.
- Acronyms
  - List of frequently used acronyms used with assessment in Michigan
- Web Resources
  - Assessment Dates, Deadlines, and Schedules
  - Assessment Integrity, Policy, and Security Resources
  - Assessment Web Pages
  - Systems Used for Assessments and Reporting
  - Assessment Practice, Training, and Resources for Coordinators, Students, and Parents
  - Student Supports and Accommodations Guidance and Resources
  - Test Administration Manuals (TAMs) and other Manuals
- MDE Offices and Contact Information

Before

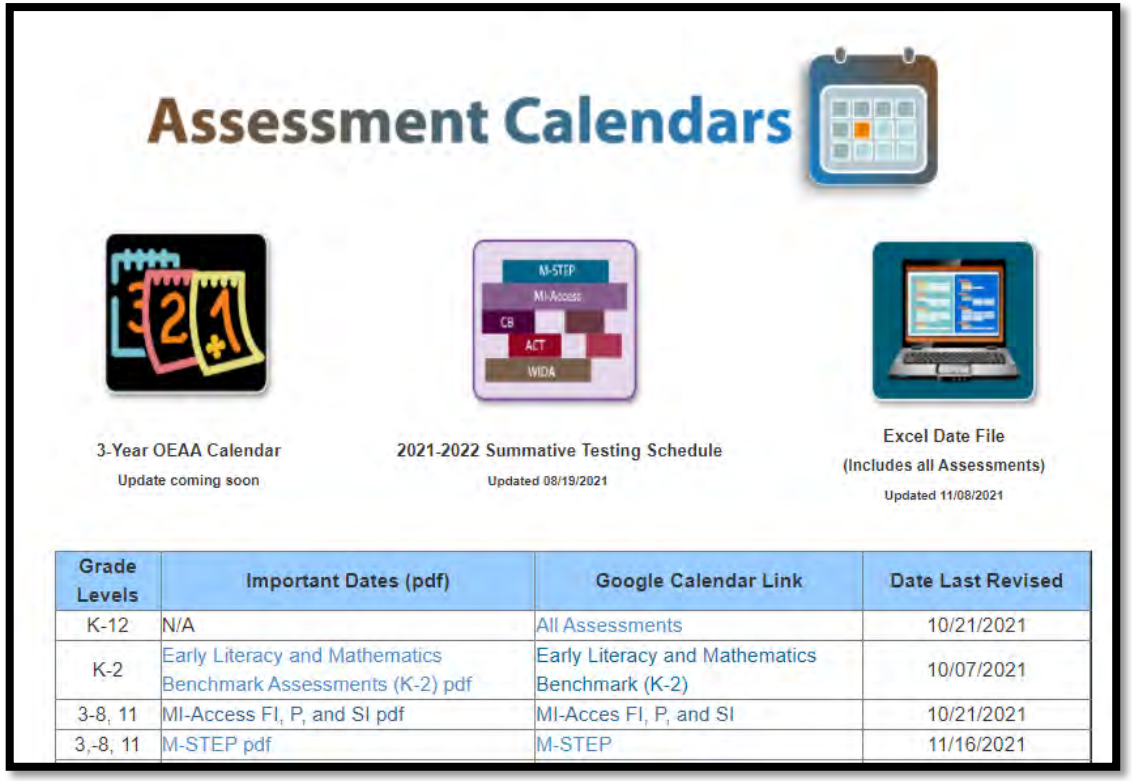
Quick Start Guide

- How to verify or request access to the **OEAA Secure Site**
- How to verify or request access to **the DRC INSIGHT Portal** or **WIDA AMS**
- How to verify assessment-related information in EEM is correct.
- A preview of fall and winter tasks
- Instructions for subscribing to the **Spotlight** online newsletter
- Descriptions and links to **must-have** assessment resources



Important Dates for All Programs

Formats available are excel, pdf, and google calendars.



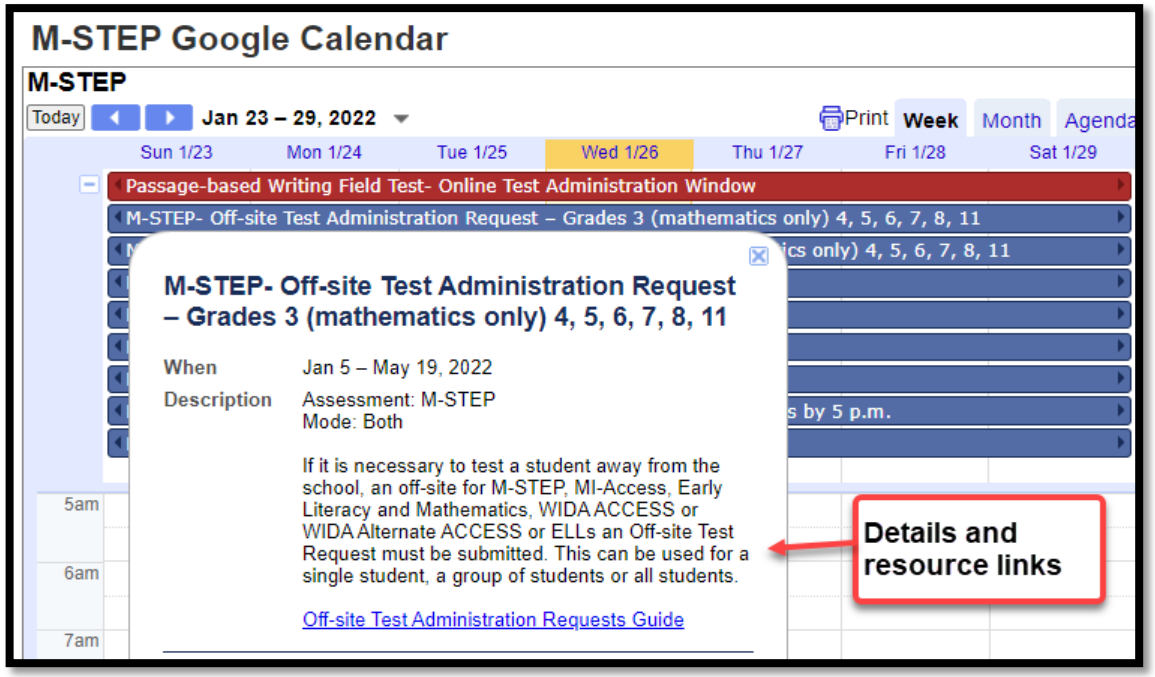
Assessment Calendars

3-Year OEAA Calendar
Update coming soon

2021-2022 Summative Testing Schedule
Updated 08/19/2021

Excel Date File
(Includes all Assessments)
Updated 11/08/2021

Grade Levels	Important Dates (pdf)	Google Calendar Link	Date Last Revised
K-12	N/A	All Assessments	10/21/2021
K-2	Early Literacy and Mathematics Benchmark Assessments (K-2) pdf	Early Literacy and Mathematics Benchmark (K-2)	10/07/2021
3-8, 11	MI-Access FI, P, and SI pdf	MI-Acces FI, P, and SI	10/21/2021
3,-8, 11	M-STEP pdf	M-STEP	11/16/2021



[Assessment Calendars webpage]

Module 2: Assessment Systems

This module includes nine chapters:

- Introduction to Testing Technology
  - https://www.michigan.gov/documents/mde/Introduction_to_Testing_Technology_634457_7.pdf
- DRC INSIGHT Portal Basics
  - https://www.michigan.gov/documents/mde/eDIRECT_Basics_634434_7.pdf
- OEAA Secure Site
  - https://www.michigan.gov/documents/mde/OEAA_Secure_Site_634484_7.pdf
- Educational Entity Master (EEM)
  - https://www.michigan.gov/documents/mde/Educational_Entity_Master_EEM_634435_7.pdf
- Michigan Student Data System (MSDS)
  - https://www.michigan.gov/documents/mde/Michigan_Student_Data_System_MSDS_634472_7.pdf

Module 2: Assessment Systems

This module includes nine chapters:

- WIDA AMS Basics
  - https://www.michigan.gov/documents/mde/WIDA_AMS_Basics_634685_7.pdf
- WIDA Secure Portal
  - https://www.michigan.gov/documents/mde/WIDA_Secure_Portal_634688_7.pdf
- College Board Systems Used in State Assessments
  - https://www.michigan.gov/documents/mde/College_Board_Systems_used_in_State_Assessments_634433_7.pdf
- ACT PearsonAccessNext™
  - https://www.michigan.gov/documents/mde/ACT_PearsonAccessnext_System_634398_7.pdf

Introduction to Testing Technology: INSIGHT

INSIGHT is the secure browser software that delivers the online assessment to students. It is the interface used to access the online assessments, OTTs, and Online Assessment Tutorials.

INSIGHT uses password-protected access to securely present test content and embedded supports.

During testing, INSIGHT locks down the computer and prevents students from opening other programs and web pages.

Screenshot of the INSIGHT landing page.

Introduction to Testing Technology: INSIGHT

INSIGHT is the secure browser software that delivers the online assessment to students. It is the interface used to access the online assessments, OTTs, and Online Assessment Tutorials.

INSIGHT uses password-protected access to securely present test content and embedded supports.

During testing, INSIGHT locks down the computer and prevents students from opening other programs and web pages.

Introduction to Testing Technology: Caching Server

INSIGHT talks to a **Central Office Services (COS)** Service Device (formerly known as a **Testing Site Manager [TSM]**) behind the scenes. This is the digital equivalent of a locked cabinet with the paper tests. This is your local, secure copy of the test, which makes it faster to start and to download large files like audio and video.

COS is the Technology Coordinator's responsibility. What you need to know is that it exists, and if you see an error message referencing COS, it means a problem with either your local copy or your connection to it. Try restarting, and if that does not work, contact local tech support.

Introduction to Testing Technology: Practical Tips

Most of the technology info goes to your Technology Coordinator, who is your first point of contact for tech issues. Make sure you have a technology contact. Make sure you have a backup contact or way to leave messages, because if something big goes wrong, tech support will be busy.

Restarting solves most problems. Try restarting INSIGHT, and then the computer if that does not work. Sometimes it is a tech issue, sometimes a human clicked the wrong thing. Restarting gives a second chance.

Write down your error message and what the student was doing. That will be the first support question. The student may be wrong, confused, or lying about what they were doing if something goes wrong.

If a student has repeated issues, pause and exit. You can seek help and then resume testing. If you report issues after finishing testing, that is too late.

Introduction to Testing Technology: Top Issues

Invalid password: Is the student logging into the right test and not into the Online Tools Training (OTT) [check the yellow text]? If so, the student has probably made a typo when entering the password; occasionally an old test ticket is to blame.

Login failed: Is everyone trying to log in or out at once? Only so many people can fit through a door at once. Wait 15 seconds, click it again.

Student cannot click the answer: That is not a valid answer.

Whole room lost internet: Call local tech support. That is bad and beyond your control.

DRC INSIGHT Portal Basics

- Data Recognition Corp. (DRC) – web-based application
- DRC INSIGHT used to manage online testing for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark (K-2)
  - Online test sessions
  - Assigning online supports and accommodations
  - Printing/managing test tickets
  - Monitoring student testing status
- Access to the DRC INSIGHT Portal is granted through the OEAA Secure Site
  - District, nonpublic school, public school administrator-level users automatically get access
  - Online Technology – AMS & the DRC INSIGHT Portal Only role
    - Access to Central Office Services and the Device Toolkit
  - Online Test Administration – AMS & the DRC INSIGHT Portal Only role
    - Manage online sessions
    - Print test tickets
    - Assign online accommodations and supports
    - Monitor student testing progress

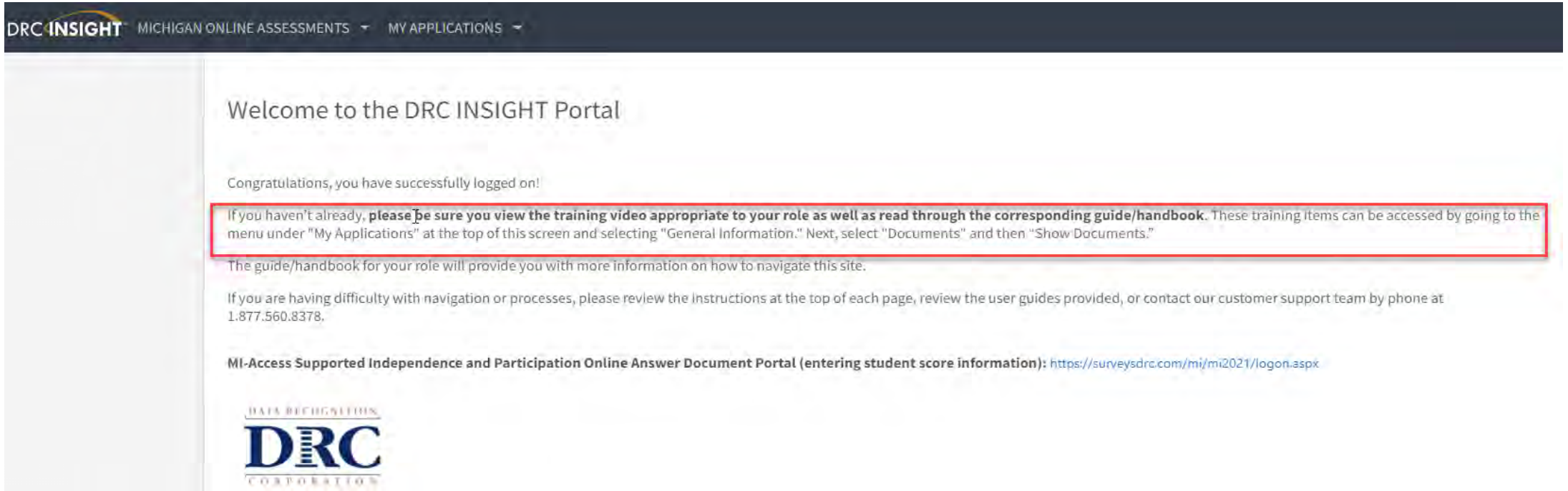
DRC INSIGHT Portal Basics (*cont*)

- If you are not sure what role(s) you have assigned to you, you can view them on the My Profile page of the Secure Site under the Security menu
- Instructions on how to get access to the DRC INSIGHT Portal can be found at www.Michigan.gov/securesitetraining under the Security section

- M-STEP and MI-ACCESS students will be available in the DRC INSIGHT Portal on March 4
  - Students pre-identified and placed into an online test sessions in the OEAA Secure Site by February 21 will be copied into the DRC INSIGHT Portal in their sessions.
  - Schools will continue to be pre-identify students on the OEAA Secure Site after February 21 and then will be copied into the DRC INSIGHT Portal three times a day.
  - Students pre-identified after February 21 will need to be added to a session in the DRC INSIGHT Portal. Online test sessions will not be available in the OEAA Secure Site after February 21.

DRC INSIGHT Portal Basics (*cont*)

- Instructions, mini-modules and support documentation for the DRC INSIGHT Portal can be found in the portal after you log in.



OEAA Secure Site

- OEAA web-based application
- Pre-identify students for state assessments
- Print barcode labels for paper answer documents (except WIDA)
- Order paper/pencil assessment materials
- Submit WIDA Test Exception requests
- Group students into online sessions for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmarks (K-2)….not WIDA
- Incident Reporting (not for College Board or ACT assessments)
- Accountable Students and Test Verification process
- Student test scores, downloadable data file, and dynamic score reports
- Off-site Test Administration Request
- Request access to WIDA AMS and DRC INSIGHT Portal

OEAA Secure Site

How do I get access to the OEAA Secure Site?

- Each district and nonpublic school should have one or more administrator-level user
  - District superintendent and user must complete Administrator Level form found on login page
  - Responsible for adding new users and processing system requests
  - Responsible for disabling users
  - Responsible for ensuring users have the access needed to perform their assessment responsibilities
- Log into the OEAA Secure Site with your MEIS login and password and complete the Request Access page
- Instructions can be found at www.Michigan.gov/securesitetraining using the "How do I get access to Secure Site?" link

Educational Entity Master (EEM)

- Center for Educational Performance and Information (CEPI) web-based application
- Collects district and school information
- Available to the public at www.Michigan.gov/eem
- Assessment and accountability office uses
  - Grade levels
  - Contact name, emails, and addresses
- Who updates the EEM for my district? Check the District and School Contacts page of the OEAA Secure Site.

Michigan Student Data System (MSDS)

- Center for Educational Performance (CEPI) application
- Districts submit student count day from the fall, spring, and end of year to MSDS
  - Fall General Collection
  - Spring General Collection
  - EOY General Collection
  - Other collections such as Teacher Data Link, Request for UIC, Early Childhood, etc.
- District can submit Student Record Maintenance (SRM) files to update student information between collections
- OEAA uses data
  - Pre-identify students for testing
  - Student demographic information (i.e. special education, English Learner, DOB, gender, etc.)
  - Enrollment for accountability reporting

Michigan Student Data System (MSDS)

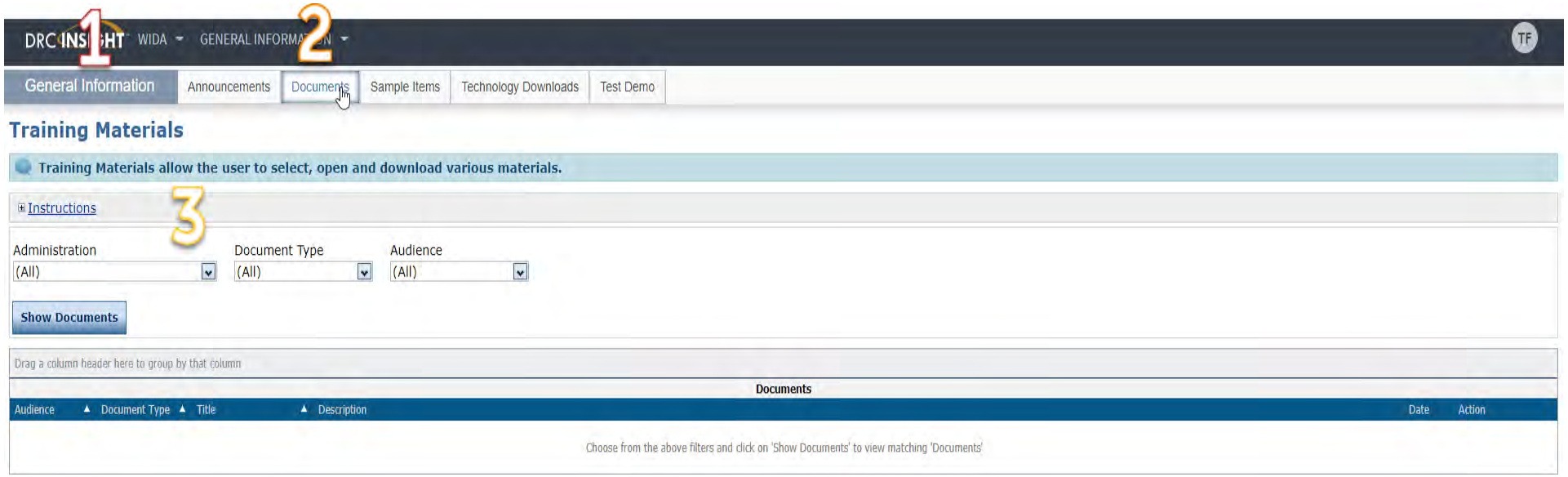
- It may be in your student information system, but it doesn't mean it has been submitted in MSDS.
- Don't assume your MSDS person knows deadlines for assessment and accountability reporting.
- Who updates MSDS for my district? Check the District and School Contacts page of the OEAA Secure Site.

WIDA AMS Basics

- Data Recognition Corp (DRC) web-based application
- Functions in WIDA AMS used for WIDA assessments:
  - Order additional materials
  - Set up test sessions
  - Assign Accommodations
  - Print test tickets
  - View assessment reports
  - Screener: score Writing and Speaking responses
  - WIDA ACCESS for ELLs – students are pre-identified in the OEAA Secure Site and copied into WIDA AMS
  - WIDA Screener – students will be entered into WIDA AMS by the district/school; they are entered into the OEAA Secure Site AFTER testing along with scores
  - Access to WIDA AMS is based on access in OEAA Secure Site
  - Directions located at www.Michigan.gov/securesitetraining under the Security section

WIDA AMS Basics

- Instructions, mini-modules, and support documentation for WIDA AMS can be found on WIDA AMS by going to General Information and then to Documents.



NOTE: WIDA ACCESS for ELLs is listed as MI ACCESS in WIDA AMS - short for Michigan ACCESS, not for the MI-ACCESS assessment.

WIDA Secure Portal

- WIDA's website that provides:
  - required training courses for the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, W-APT, and WIDA Screener administration and scoring
  - access to print kindergarten W-APT assessment materials
  - access to professional learning resources
  - access to test administration manuals (TAMs)
  - allows the district coordinator to verify training completion for staff
- Each district should have a district English Learner Coordinator listed in the EEM.
  - request coordinator level access to the portal through mde-oeaa@michigan.gov
  - coordinator level user gives access to teachers
- Support documentation can be found under the My Account & Secure Portal section at the top after login.

College Board Systems Used in State Assessments

- A College Board professional account is required to access College Board systems (sign up at www.collegeboard.org)
  - This creates a College Board Professional Dashboard with access to necessary systems
  - Located at www.collegeboard.org
- Services for Students with Disabilities (SSD) Online
  - Used for entering accommodation requests and extended time for English Learners
  - SSD Coordinator will complete the request for access form at www.collegeboard.org/ssdonline and submit to College Board; information on how to access is emailed within a few days
- K-12 Reporting Portal
  - Access to scores and dynamic reports for SAT, PSAT 8/9, and PSAT 10
  - Access is granted by the schools Data Access Tool (DAT) Manager

ACT PearsonAccessNext™

- Online system used to complete ACT WorkKeys Manage Participation process
- Process completed for 2021-2022
- Early-November email sent to coordinator in EEM, password setup, access for coordinator
  - Acknowledge participation
  - Agree to policies and procedures
  - Choose delivery date for materials
  - State a reason if not participating
  - Center-based and other specialized programs should complete the process if possibility of enrolling an eligible student
- All other activities (ordering materials, shipping, student information) are done on the OEAA Secure Site

10:05-10:15
Break

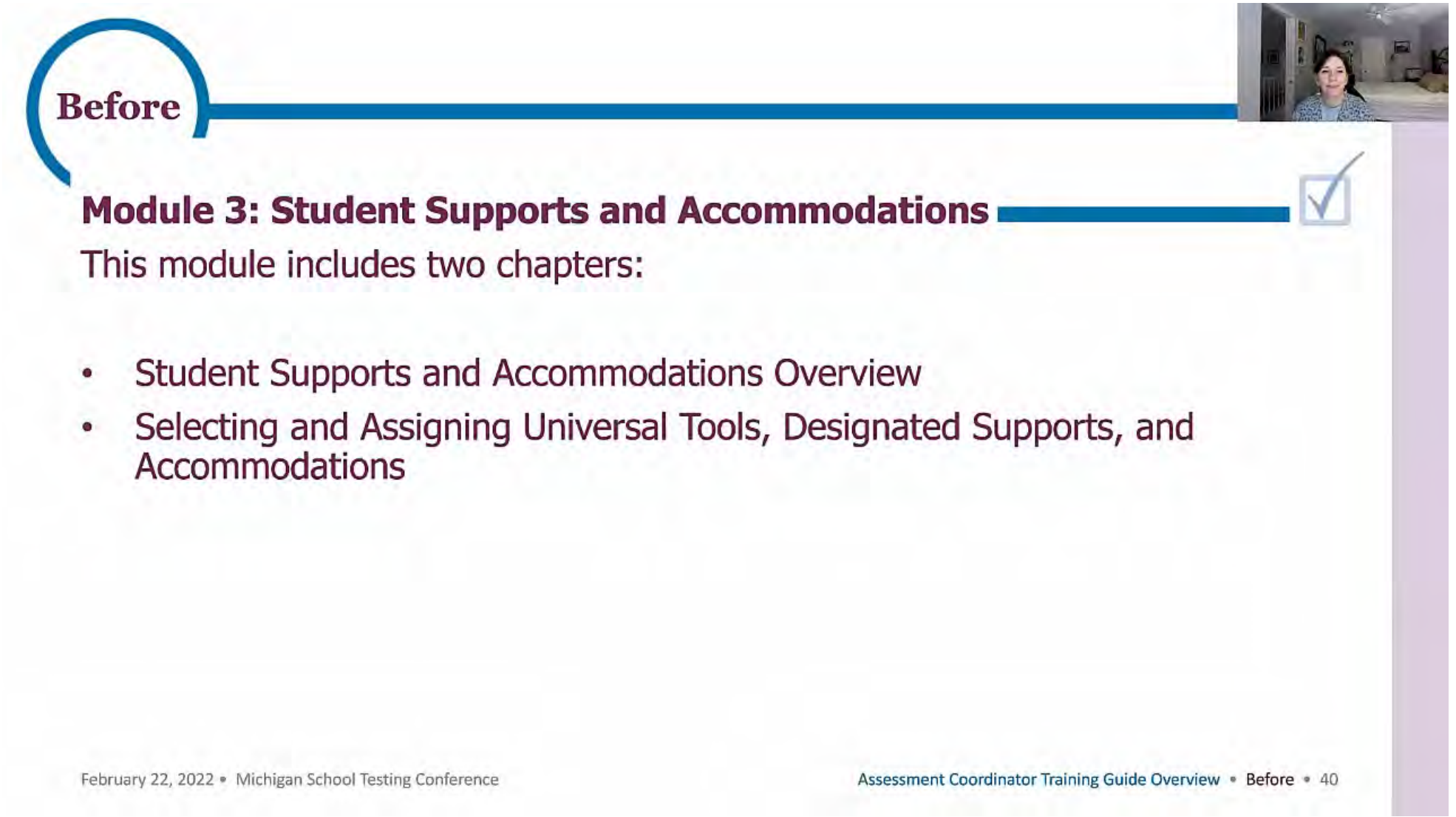
Module 3: Student Supports and Accommodations

- https://www.michigan.gov/documents/mde/Student_Supports_and_Accommodations_Overview_634676_7.pdf

This module includes two chapters:

- Student Supports and Accommodations Overview
- Selecting and Assigning Universal Tools, Designated Supports, and Accommodations

Start Supports & Accommodations Video



As you prepare for testing, create processes for the following:

- Review which tools students are using in the classroom
  - Have a meeting
  - Create a shared document to track tools needed for assessments
- Ensure there's a match between what is used in the classroom and what will be used on the state test
- Review the Supports & Accommodations Guidance Document
- Identify staff responsible for inputting Designated Supports or Accommodations into the online testing systems
- Identify staff who will serve as the SSD Coordinator for College Board tests
- Identify staff who will serve as human readers, translators, or scribes They **must** review and use the appropriate guidelines in the Supports & Accommodations Guidance Document.

Selecting and Assigning Universal Tools, Designated Supports, and Accommodations

For In-Depth Student Review

- Accessibility Supports in the Classroom
- Accessibility Supports in the Classroom Completed Sample

For Ensuring Students Get What They Need for Testing

- Tracking Sheet for Supports and Accommodations
- M-STEP Grade Specific Sheets

New for M-STEP 2022

- New Multiplication Table Accommodation Guidance
  - A true need to use the Multiplication Table as established by this guidance is necessary to ensuring students who use the Accommodation are being selected appropriately
- Stacked Spanish for Social Studies - will automatically include Spanish audio, students need headphones OR ensure audio is turned off
  - Best used with students who are fully literate in Spanish
- Arabic and Spanish Glossaries – Embedded resource that provides students with English words and their translations for select questions
  - Best used with students who are intermediate to proficient in each language

Additional Resources

- Supports & Accommodations section of each assessment page contains relevant info on this topic
  - New for 2022: Supports & Accommodations Videos Playlist https://youtube.com/playlist?list=PLQNv-MrTjyhLQgRH7_SKoKp-ge8a9QrHS
    - Supports and Accommodations for English Learners: https://youtu.be/lryvCzRJUFg
    - Supports and Accommodations for Students with Visual Impairments: https://youtu.be/F7VuNi_lYRw
    - Supports and Accommodations for Students with Hearing Impairments: https://youtu.be/zr-CrgsH7IQ
    - Supports and Accommodations: TTS and Read Aloud: https://youtu.be/VoLr-K74KVA

Module 4: Test Security and Integrity

This module includes three chapters:

- Overview of Test Security
  - https://www.michigan.gov/documents/mde/Overview_of_Test_Security_634485_7.pdf
- Appropriate Practices for Test Security
  - https://www.michigan.gov/documents/mde/Appropriate_Practices_for_Test_Security_634418_7.pdf
- Incident Reporting
  - https://www.michigan.gov/documents/mde/Incident_Reporting_634695_7.pdf

Overview of Test Security

Why is test security so important?

- Protects integrity of the assessment
- Maintains consistency across all testing
- Ensures that the assessment results are accurate and meaningful

Overview of Test Security

What role does a District or Building Coordinator have in maintaining test security?

Overview of Test Security

Coordinator Role Before Testing

- **Training** — All staff must be trained in test administration and test security practices.
- **Scheduling** — A test schedule must be created and aligned with testing windows. All off-site requests should also be completed prior to testing.
- **Material Security** — All materials must be inventoried upon receipt and kept in a secure, limited access, location.
- **Monitoring** — Ensure that testing areas are set up correctly and have adequate space and limited distractions.

Overview of Test Security

Coordinator Role During Testing

- **Monitoring** — The test coordinator should monitor all active test sessions to ensure procedures are being followed according to the TAM.
- **Staff Support** — Be sure to have a plan in place to allow for staff breaks, student emergencies, and hall monitoring.
- **Material Security** — All materials must remain secure during distribution, use, and return.
- **Incident Reporting** — Work with testing staff to ensure that any irregularities are communicated and reported.

Overview of Test Security

Coordinator Role After Testing

Monitoring

District and Building Coordinators should continue to monitor test administrators and students to ensure that all materials were returned.

Material Security

Ensure all materials are kept securely stored until returned to vendors. Districts/schools are responsible for returning all materials.

Incident Reporting

District Coordinators are required to report any incidents of misadministration or student prohibited behavior regardless of when they occurred.

Data Verification

Ensure that testing data is reviewed post-testing including the use of student supports and accommodations.

Incident Reporting

Testing Irregularity: any deviation from any test policy during the test administration.

Reasons a testing irregularity may occur:

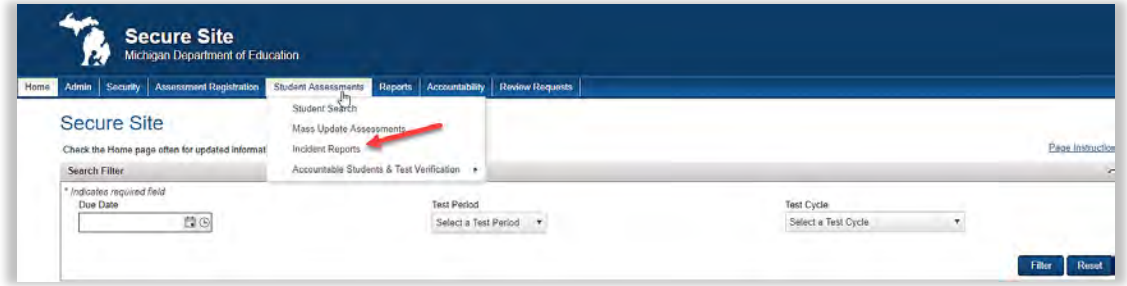
- Student prohibited behaviors: cell phone use, copying/cheating
- Student Supports and Accommodations – either assigned when they should not be or not assigned when they should be
- Building emergency during a test administration; other unexpected event

What may happen when there is a testing irregularity:

- Test may be unlocked or regenerated (NOTE: these are very different processes)
- Test may be invalidated – marked "Do Not Score" or "Prohibited Behavior", etc.

Incident Reporting: What should I do?

1. Get the facts:
   - What happened?
   - Who was involved?
   - What was the impact to testing?
2. Get statements from staff involved, as appropriate
3. For M-STEP, MI-Access, WIDA, and Early Literacy and Mathematics Benchmark Assessments:
   - The District Assessment Coordinator must report the testing irregularity using the OEAA Secure Site Incident Reporting Tool
     1. Login to the Secure Site
     2. Select the Student Assessments Tab, and then Incident Reports from the drop-down menu:



Incident Reporting: Reporting Tools

4. Report the Incident using the Incident Reporting Tool – information about how to use the tool is available in the Secure Site training document Incident Reporting (www.michigan.gov/securesitetraining)

5. More information about what constitutes a testing irregularity for each of these assessment programs is available in each assessment Test Administration Manual and Incident Report Guide – be sure to read these and refer to them when there is any testing irregularity.

Incident Reporting

- **Report any testing irregularity within two school days**
- **Test administered without a required designated support or accommodation:**
  - If a **designated support**: must submit signed form from parent indicating the reason for the retest and parent permission to retest **and** signed form from educator responsible for day-to-day instruction in the content area affirming the student uses the assigned designated support as a part of daily instruction
  - If an **accommodation**: must submit signed form from parent indicating the reason for the retest and parent permission to retest **and** appropriate page(s) from IEP and/or Section 504 plan that indicates the required accommodation for the content-area test

Incident Reporting

In three instances:

1. Student becomes ill and goes home on test day
2. Student spends less than 15 minutes (total) in test
3. Student does not take prescribed medication on day of test

If an incident report is submitted by 11:59 PM on the day the incident occurred, then the test can be regenerated. This will require:

- Documentation of parent permission
- Documentation of verification of incident

Incident Reporting: Reporting Tools

4. College Board SAT with Essay, PSAT 8/9, PSAT 10: report the irregularity following the instructions provided in the test administration manuals

1. SAT with Essay, PSAT 10, PSAT 8/9 – See the Irregularity Chart in the appendix of each Michigan Coordinator Manual; Test Coordinators must file an Irregularity Report (IR) for any irregularity listed
2. Instructions on how to file an IR are provided in the Report Test Administration Irregularities section of the Michigan Coordinator Manuals for each assessment

Incident Reporting: Reporting Tools

5. ACT WorkKeys – also requires an Irregularity Report, which is defined in the Administration Manual

- File a report for each occurrence of an individual or a group
- Completed for each testing room
- Instructions are given in the manual for how to handle different scenarios
- Safeguard test materials whenever possible
- If unable to continue testing, contact ACT for next steps
- Irregularity Reports are returned with answer documents

Incident Reporting: Reporting Tools

Resources to use when addressing any Testing Irregularity

- Assessment Integrity Guide
- Assessment-specific Test Administration Manual
- Secure Site Training web page (Incident Reporting)
- OEAA Secure Site

Module 5: Getting Ready for Testing

This module includes 16 chapters:

- College Board and ACT Participation Process
  - https://www.michigan.gov/documents/mde/College_Board_and_ACT_Participation_Process_634426_7.pdf
- Pre-Identification of Students for State Assessments
  - https://www.michigan.gov/documents/mde/Pre-Identification_of_Students_for_State_Assessments_634486_7.pdf
- Reporting Codes and Research Codes
  - https://www.michigan.gov/documents/mde/Reporting_Codes_and_Research_Codes_634492_7.pdf
- Preparing Yourself and Staff as a Building Coordinator
  - https://www.michigan.gov/documents/mde/Preparing_Yourself_and_Staff_as_a_Building_Coordinator_634697_7.pdf

Module 5: Getting Ready for Testing

This module includes 16 chapters:

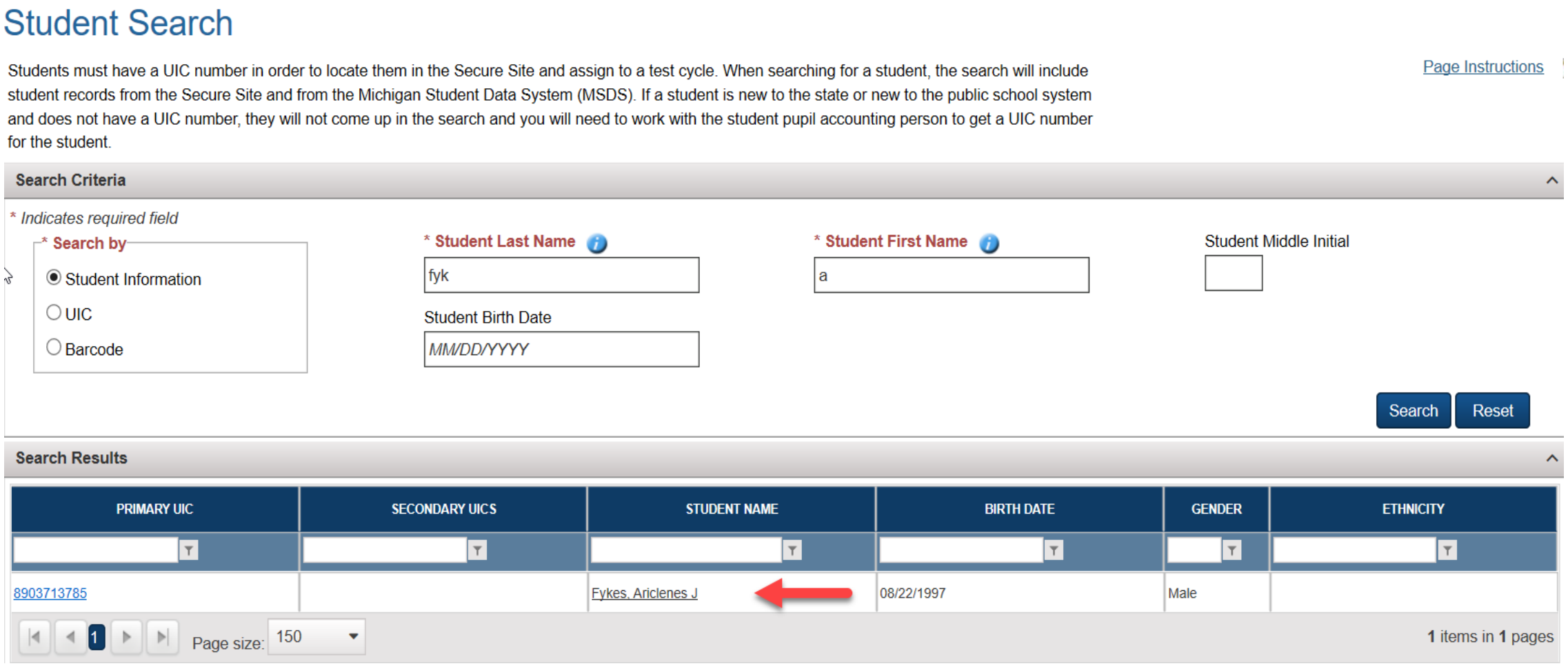
- Preparing Yourself and Staff as a District Coordinator
  - https://www.michigan.gov/documents/mde/Preparing_Yourself_and_Staff_as_a_District_Coordinator_634699_7.pdf
- Preparing Students and Parents for Testing
  - https://www.michigan.gov/documents/mde/Preparing_Students_and_Parents_for_Testing_634488_7.pdf
- Initial Material Orders
  - https://www.michigan.gov/documents/mde/Initial_Material_Orders_634439_7.pdf
- Additional Material Orders
  - https://www.michigan.gov/documents/mde/Additional_Material_Orders_634412_7.pdf

Pre-Identification of Students for State Assessments

- General assessments (M-STEP, WorkKeys, PSAT, SAT, and WIDA)
  - OEAA pre-identifies students using the fall MSDS general collection (student count day data)
    - OEAA will **NOT** do additional pulls from MSDS for pre-identification of students
  - District/school are responsible for pre-identifying additional students directly on the OEAA Secure Site
    - One student at a time through Student Search
    - Pre-ID File Upload
      - Pre-ID File Format and Template available on log in page of the Secure Site before logging in
    - MSDS Copy Function on Secure Site

Pre-Identification of Students for State Assessments

One Student at a Time/Student Search



Pre-Identification of Students for State Assessments

One Student at a Time/Student Search

Student Summary

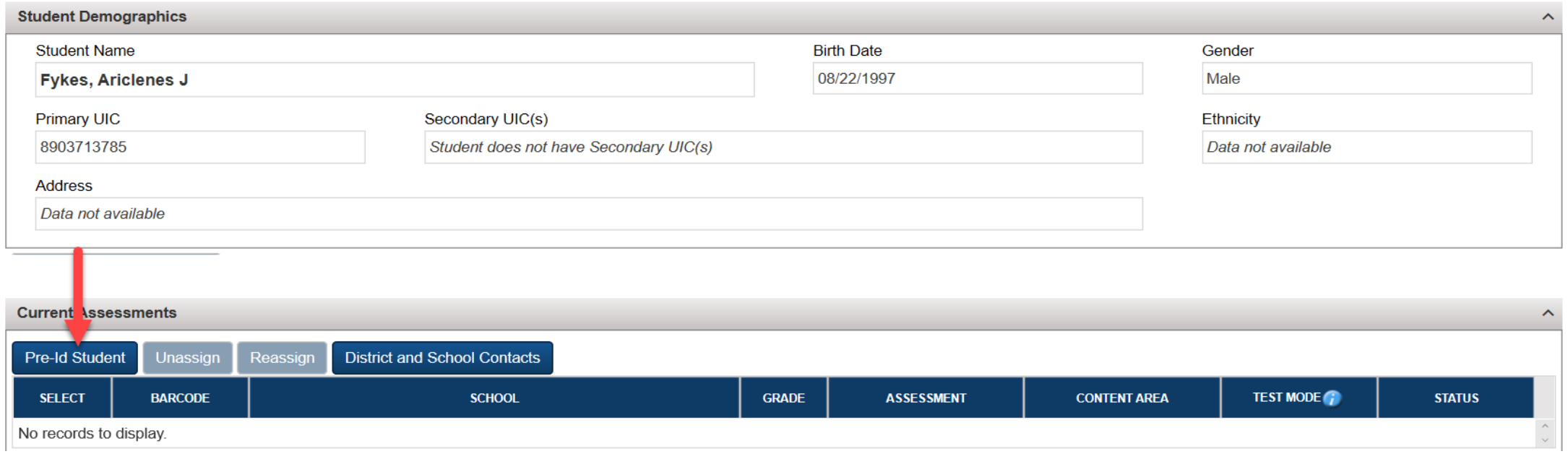
Page Instructions

Pre-ID Student (previously known as Add Test Cycle) - before clicking the Pre-ID Student button to add a student to a state assessment, please ensure that you have the correct student.

Unassign - students can be unassigned from a state assessment but this does not remove them from accountability. If a student is no longer attending a school, they need to be exited in MSDS.

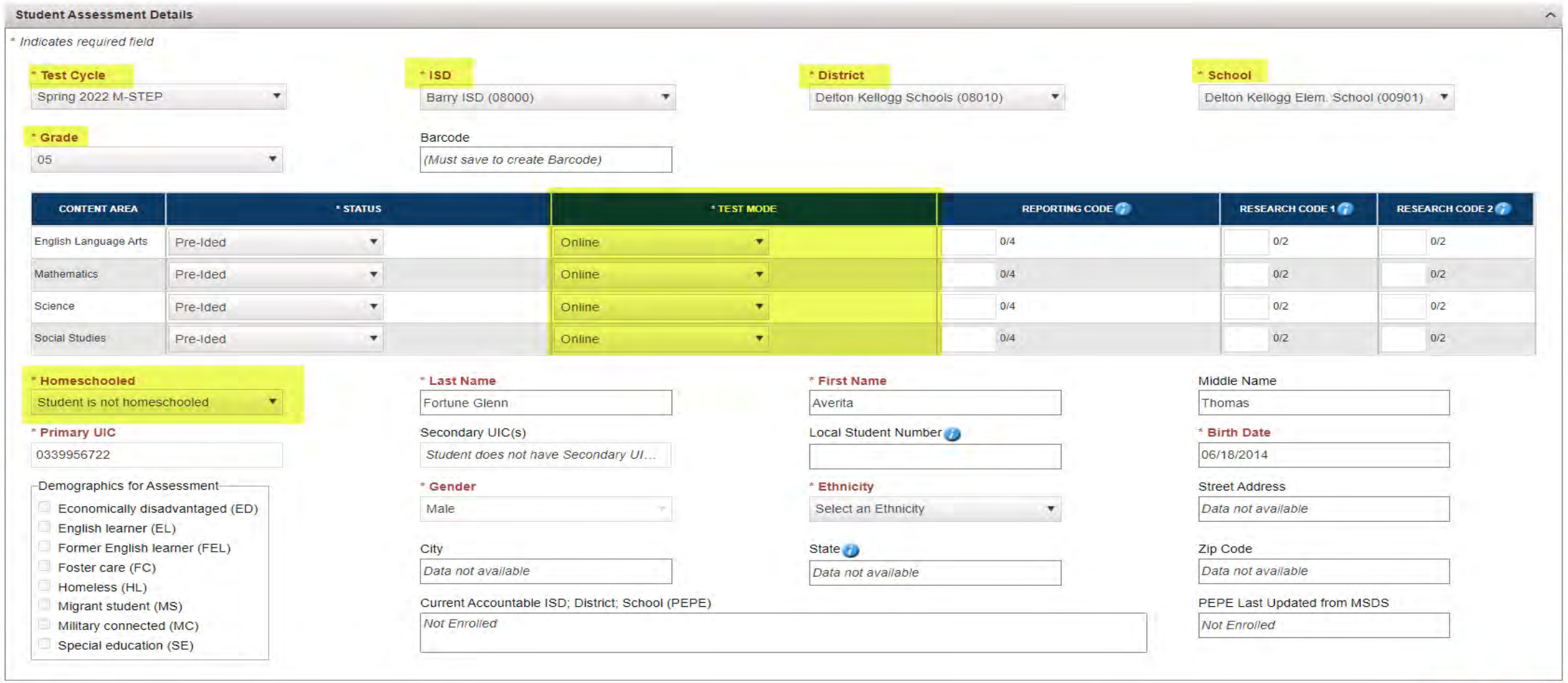
View Scores - to view a *new* student's scores, an enrollment record must be submitted in MSDS first. This changes the schools to the primary educational providing entity (PEPE) for the student.

District and School Contacts - for a new student, select the assessment record for the previous school and click the District and School Contacts button to find the assessment coordinator information to contact to verify the assessments/contents that a student already completed.



Pre-Identification of Students for State Assessments

One Student at a Time/Student Search



Student Assessment Details

* Indicates required field

* Test Cycle: Spring 2022 M-STEP	* ISD: Barry ISD (08000)	* District: Delton Kellogg Schools (08010)	* School: Delton Kellogg Elem. School (00901)
* Grade: 05	Barcode: (Must save to create Barcode)		

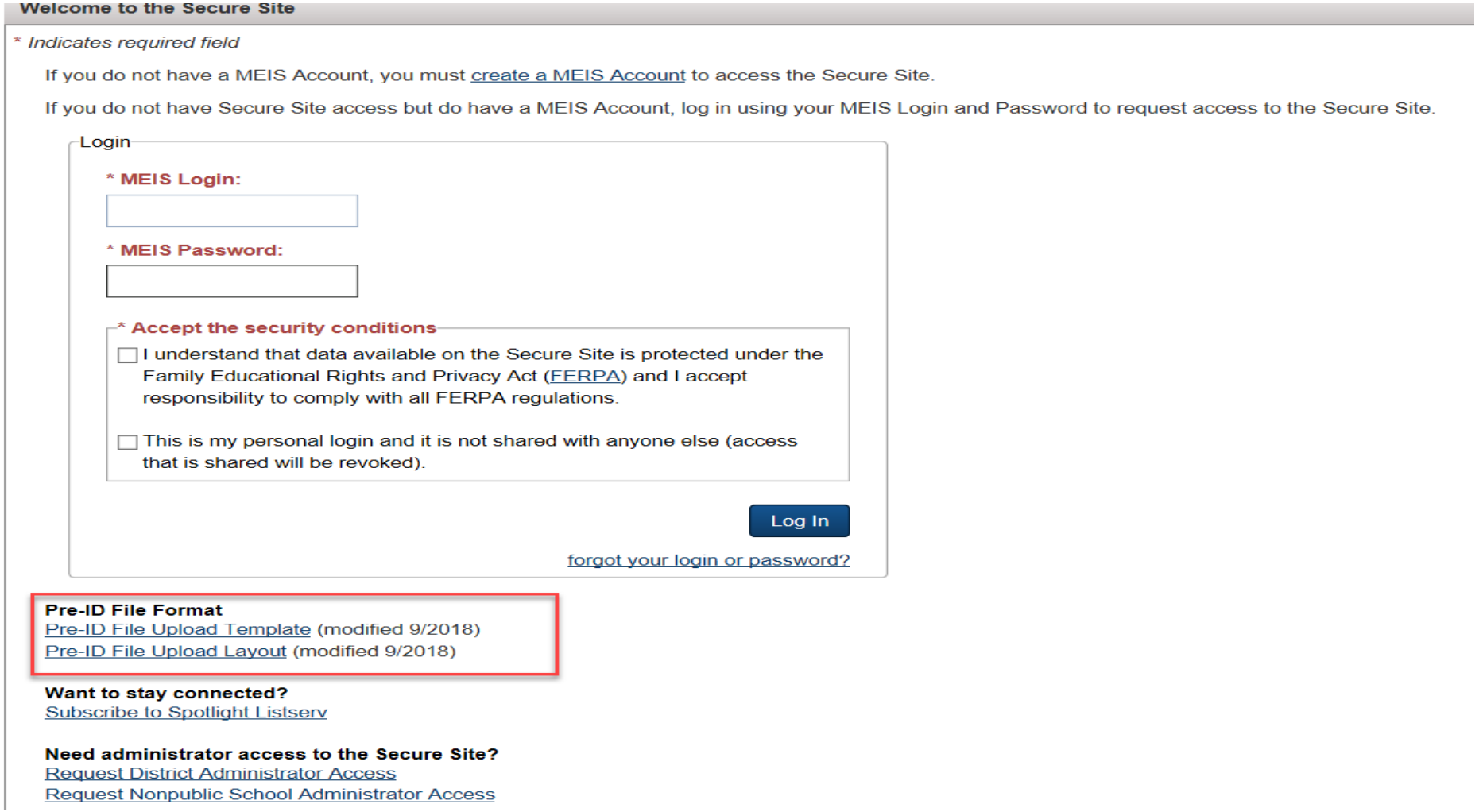
CONTENT AREA	* STATUS	* TEST MODE	REPORTING CODE	RESEARCH CODE 1	RESEARCH CODE 2
English Language Arts	Pre-Ided	Online	0/4	0/2	0/2
Mathematics	Pre-Ided	Online	0/4	0/2	0/2
Science	Pre-Ided	Online	0/4	0/2	0/2
Social Studies	Pre-Ided	Online	0/4	0/2	0/2

* Homeschooled: Student is not homeschooled	* Last Name: Fortune Glenn	* First Name: Averita	Middle Name: Thomas
* Primary UIC: 0339956722	Secondary UIC(s): Student does not have Secondary UI...	Local Student Number	* Birth Date: 06/18/2014
Demographics for Assessment: Economically disadvantaged (ED); English learner (EL); Former English learner (FEL); Foster care (FC); Homeless (HL); Migrant student (MS); Military connected (MC); Special education (SE)	* Gender: Male	* Ethnicity: Select an Ethnicity	Street Address: Data not available
	City: Data not available	State: Data not available	Zip Code: Data not available
	Current Accountable ISD; District; School (PEPE): Not Enrolled		PEPE Last Updated from MSDS: Not Enrolled

Save Back

Pre-Identification of Students for State Assessments

Pre-ID File



Pre-Identification of Students for State Assessments

Pre-ID File Format

Field Descriptions

Field Length	Data Type	Field Name	Data Requirements
5	Text	School Building Code	State assigned school number, cannot be blank.
10	Text	AssessmentShortName	Abbreviated assessment name (See Assessments Table above).
2	Text	SDSGradeCode	Student Grade – 00 = K, 01-12, cannot be blank.
50	Text	Last Name	Student Last Name – 'a-z', 'A-Z', '. ', '-' or a space. The field can contain a space but the entire field cannot be blank. ***The field cannot contain commas.***
50	Text	First Name	Student First Name – 'a-z', 'A-Z', '.', '-' or a space. The field can contain a space but the entire field cannot be blank. ***The field cannot contain commas.***
50	Text	Middle Name	Student Middle Name – 'a-z', 'A-Z' or a space. ***The field cannot contain commas.***
1	Numeric	Ethnicity	Student Ethnicity 1 - American Indian or Alaska Native 3 – Black or African American 4 – Hispanic or Latino 5 – White 6 – Two or More Races

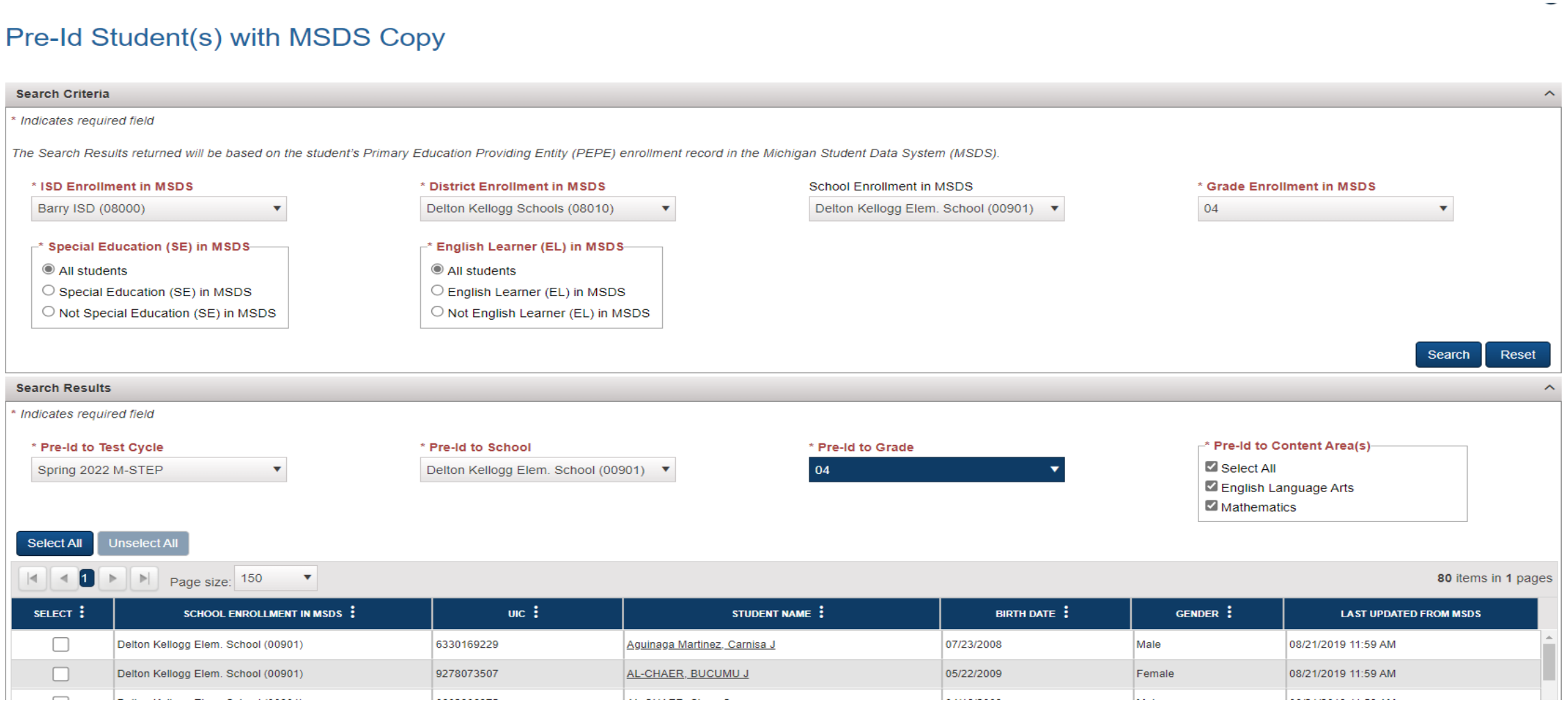
Pre-Identification of Students for State Assessments

Pre-ID Template

School Building Code	Assessment ShortName	SDSGrade Code	Last Name	First Name	Middle Name	Ethnicity	Date Of Birth	Gender	Birth Order	Street Address	City	State Code	Zip Code	UIC	Student Number	SE

Pre-Identification of Students for State Assessments

MSDS Copy



Pre-Identification of Students for State Assessments

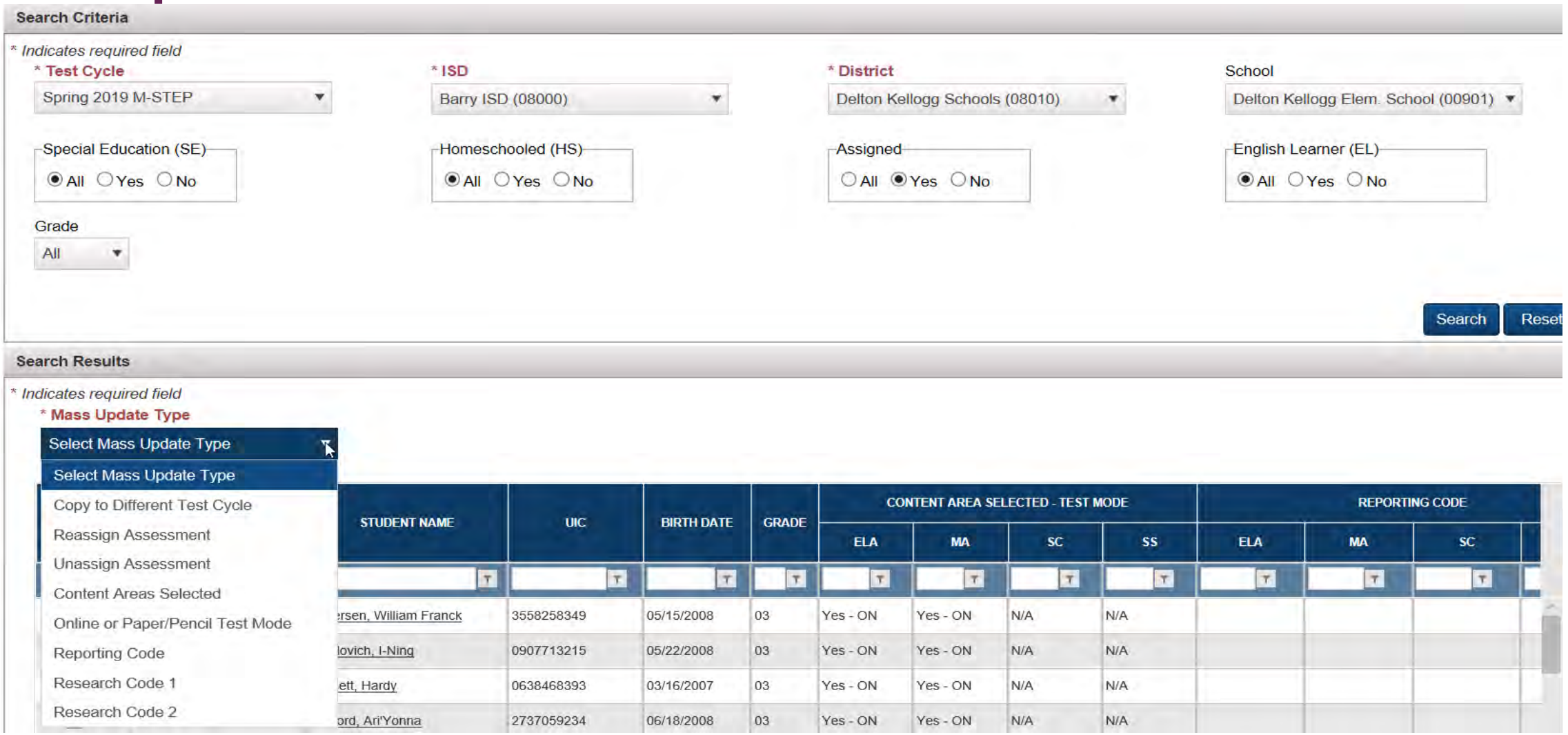
- MI-Access
  - MI-Access participation is based on a student's IEP team decision
  - All students pre-identified by OEAA are automatically pre-identified to M-STEP; schools **MUST** move them to MI-Access FI, P, or SI
  - Use Mass Update Assessments page
  - Directions specific to this can be found at www.Michigan.gov/securesitetraining in the Mass Update Assessments section under Pre-Identification of Students. The document is titled Copy Students from M-STEP Assessment to MI-Access Assessments for Pre-identification.
- WIDA Alternate ACCESS for ELLs
  - Alternate ACCESS is based on a student's IEP
  - All students pre-identified by OEAA are pre-identified to WIDA ACCESS; schools will need to select Tier T in the student's demographic screen to indicate WIDA Alternate ACCESS
  - The tier can be changed for a group of students on the Mass Update Assessments page

Pre-Identification of Students for State Assessments

- Grade 8
  - OEAA will pre-identify students to PSAT 8 and M-STEP
  - Additional students will need to be pre-identified to both by the school
  - Mass Update can be used to copy students from one test cycle to another
- Grade 11
  - OEAA will pre-identify students to SAT, WorkKeys, and M-STEP
  - Additional students will need to be pre-identified to all three by the school
  - Mass Update can be used to copy students from one test cycle to another

Pre-Identification of Students for State Assessments

Mass Update Assessments



Pre-Identification of Students for State Assessments

Pre-ID Student Report

- Once individual students are pre-identified for testing, they will be listed immediately on the pre-ID Student Report. The report will:
  - list the content area and mode of testing
  - list student demographics (updated from MSDS)
  - list the student barcode number for WIDA only
- Students can be unassigned from the assessment on the Pre-ID Report

Pre-Identification of Students for State Assessments

Pre-ID Student Report

* *Indicates required field*

* **Test Period** OR * **Test Cycle**

Select a Test Period | Spring 2019 M-STEP

Testing Mode: (•) All ( ) Online ( ) Paper and Pencil

Select Content Areas: [ ] Check All; [ ] English Language Arts; [ ] Mathematics

* **ISD**: Berrien RESA (11000)

* **District**: Berrien Springs Public Schools (11...

School: Select a School

Reporting Code

Search | Reset

Pre-IDed Students

UIC	STUDENT ID	STUDENT NAME	BIRTH DATE	GENDER	GRADE	ETHNICITY	EL	SE	ED	HL	MS	HS	FC	MC	PREID DATE	ENGLISH LANGUAGE ARTS	MATHEMATICS
788160653	17886	Backus, Faven E	05/08/2003	M	07	White	N	Y	Y	N	N	N	N	N	01/28/2019	MSTEP - ON	MSTEP - ON
386305914	13558	Bailey, Devaughntae D	07/17/2004	M	07	Black or African American	N	N	Y	Y	N	N	N	N	01/28/2019	MSTEP - ON	MSTEP - ON

Unassign | Clear Filters and Sorts | Print | Download

Total Pre-IDed Students

GRADE	ENGLISH LANGUAGE ARTS		MATHEMATICS		SCIENCE		SOCIAL STUDIES		TOTAL FOR GRADE	
	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE
07	0	151	0	151	0	0	0	0	0	151
Total for Content Area	0	151	0	151	0	0	0	0	0	151

Print | Download

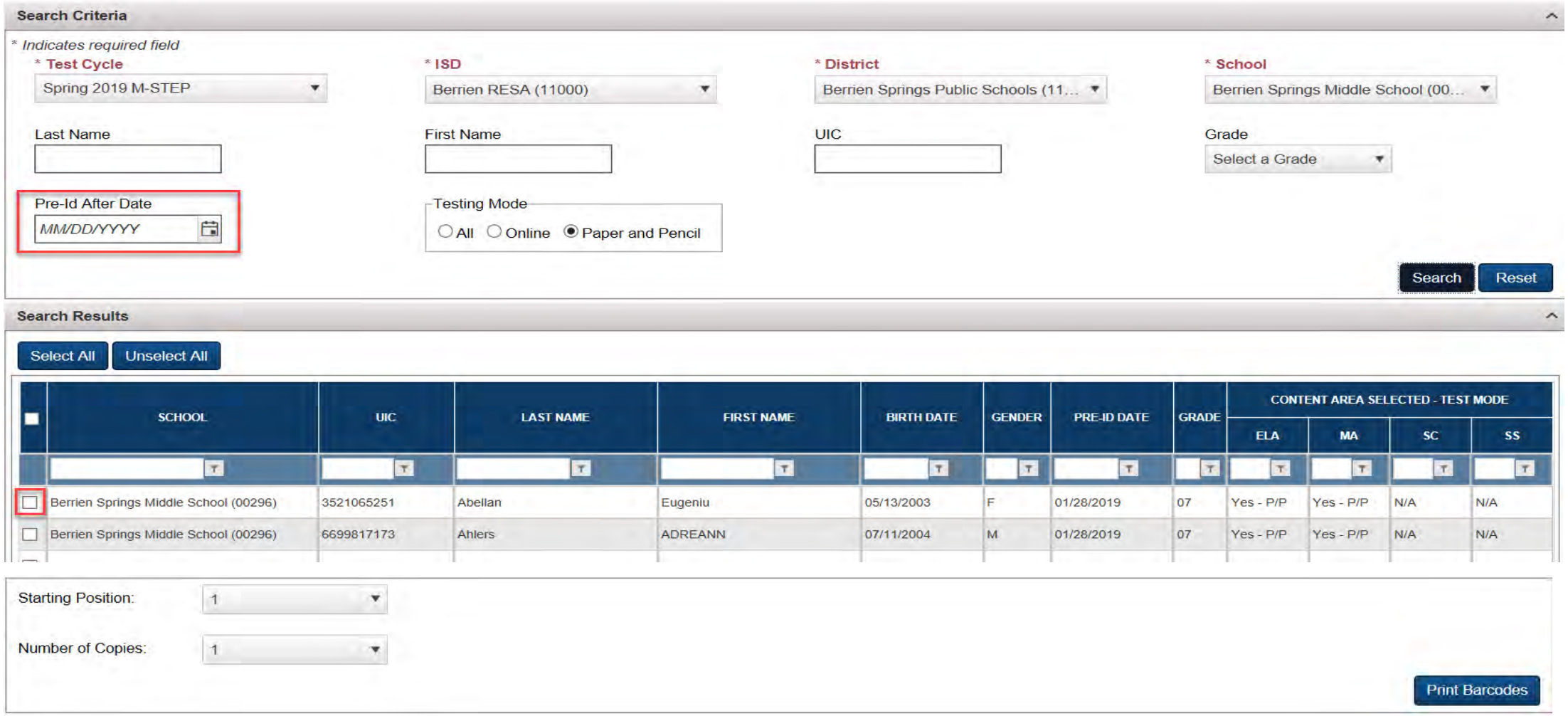
Pre-Identification of Students for State Assessments

Student Barcode Labels

- All paper/pencil answer documents must have a student barcode label
- If pre-identified by the posted deadline, their printed barcode labels will be provided by the vendor
- After the deadline, labels must be printed from the OEAA Secure Site
  - You cannot use printed barcode labels from the OEAA Secure Site for WIDA
  - Apply the generic school label that is provided and bubble in student information, along with the barcode number from OEAA Secure Site
    - The barcode number can be easily found on the Pre-ID Student Report

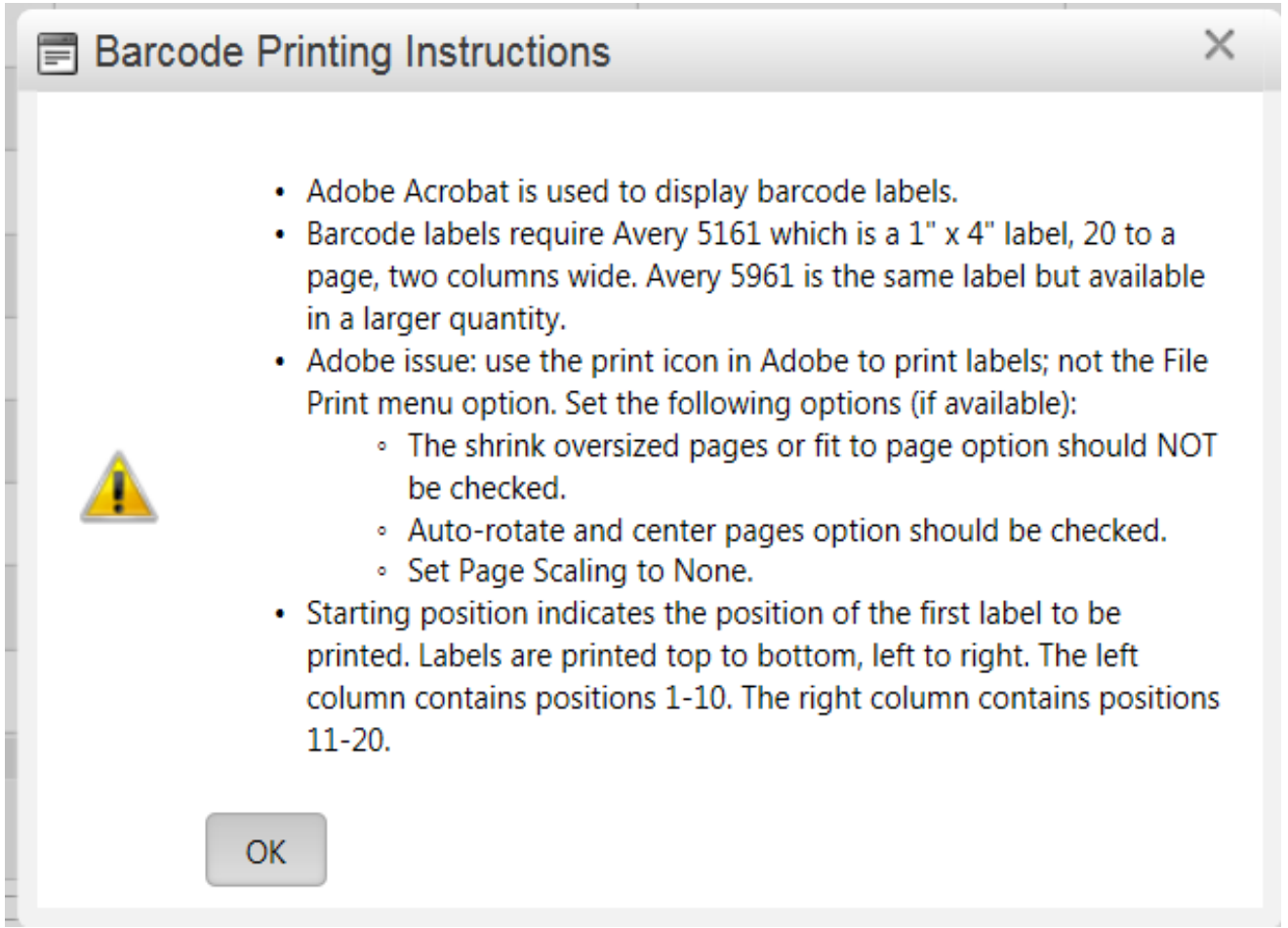
Pre-Identification of Students for State Assessments

Student Barcode Labels



Pre-Identification of Students for State Assessments

Student Barcode Labels



Reporting Codes and Research Codes

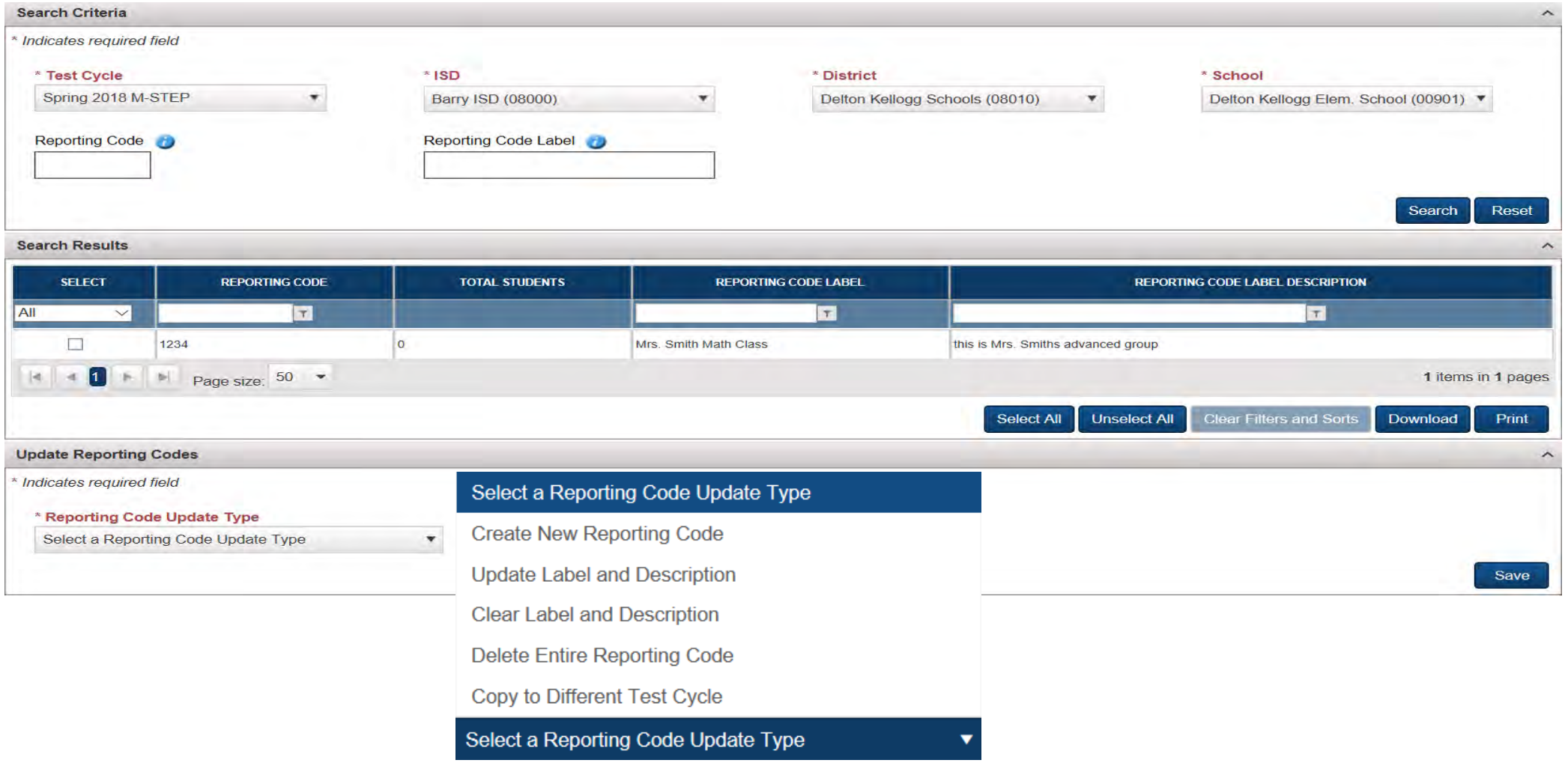
- Four-digit numeric/alpha code created by the district or school
- Students can be filtered by the code on several screens of the OEAA Secure Site
  - Pre-ID Student Report
  - Online Sessions
- MI-Access, M-STEP, and Early Literacy and Mathematics Benchmark Assessment dynamic score reports can be filtered by Reporting Codes
- The reporting code will be included in the student data file for all state assessments

Reporting Codes and Research Codes

- Reporting Codes can be entered for students:
  - On the OEAA Secure Site Mass Update Assessments page, for a group of students at one time
  - In a Pre-ID File Upload
  - On the student's demographic page for the assessment
- A Reporting Code Label can be created for each reporting code
- The label will be visible on the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessment reports
- The label will be included in the student data file for all state assessments

Reporting Codes and Research Codes

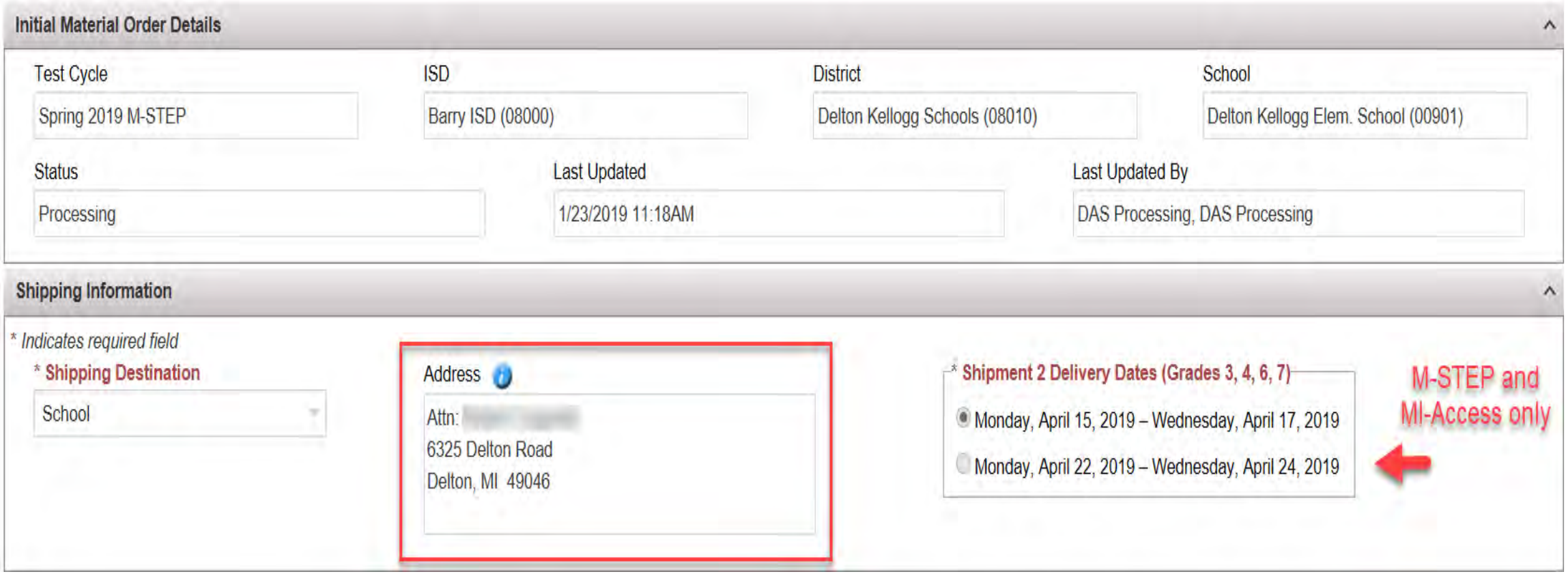
Reporting Code Labels



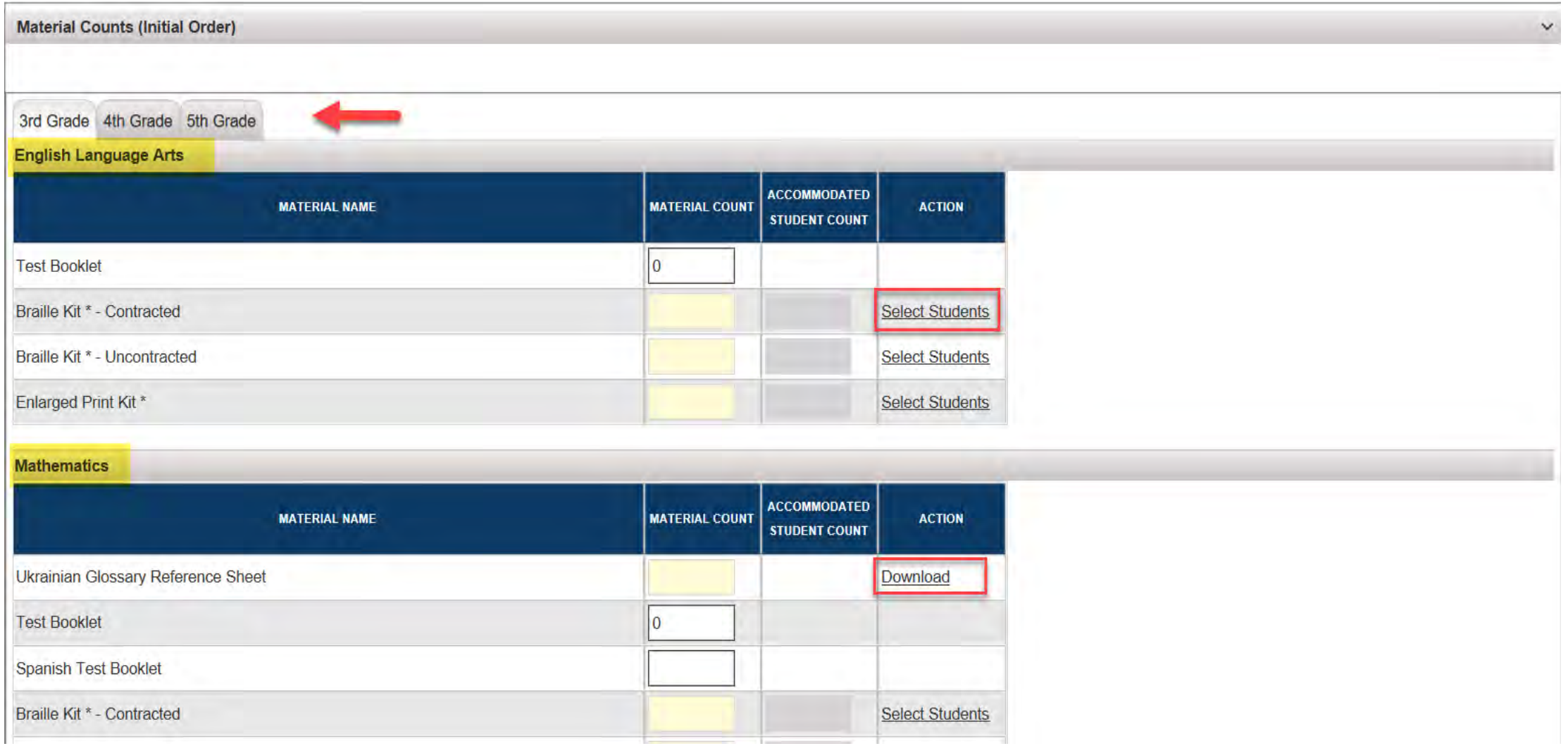
Initial Material Orders

- Initial material orders are done through the OEAA Secure Site
  - Materials for WIDA were based on students pre-identified and the tier selected by December 28, 2021
  - SAT, PSAT, MI-Access FI, ACT WorkKeys, and M-STEP standard material orders are based on the number of students pre-identified AND selected for paper/pencil testing who were pre-identified by 5:00 PM on February 16, 2022
  - SAT and PSAT Accommodated material orders are based on applications submitted in SSD Online by February 22, 2022
  - ACT WorkKeys, MI-Access, and M-STEP accommodated materials are shipped based on the order entered by the school on the Initial Material Order page of the OEAA Secure Site by 5:00 PM on February 16, 2022

Initial Material Orders



Initial Material Orders



Additional Material Orders

- Schools will have the opportunity to order additional paper/pencil materials once initial materials have arrived in the schools
  - SAT, PSAT additional standard initial test day materials can be ordered March 22 – April 7, 2022 on the Additional Material Order page of the OEAA Secure Site
  - WorkKeys additional accommodated materials can be ordered through the OEAA Secure Site March 22- April 7, 2022
- SAT and PSAT makeup test order through College Board, April 13-15, 2022
- ACT WorkKeys makeup test order through the OEAA Secure Site, April 14 – 15, 2022
- MI-Access additional material orders will be ordered through the OEAA Secure Site, April 7 – May 24, 2022 at noon

Additional Material Orders

- M-STEP will be ordered through the OEAA Secure Site April 7 – May 3, 2022, 12:00pm
- WIDA ACCESS and Alternate ACCESS for ELLs can be ordered now through March 18, 2022 on WIDA AMS

Preparing Yourself, Staff, and Students

There are three modules for preparing for the administration:

- Preparing Yourself and Staff as a Building Coordinator
- Preparing Yourself and Staff as a District Coordinator
- Preparing Students and Parents for Testing

These modules discuss the responsibilities of Building and District Coordinators have in ensuring that all staff who administer the assessment have been appropriately trained.

Test Administrator Training Toolkit

This is a new resource that is available on all the assessment web pages

Includes:

- PowerPoint template that can be modified based on the specific needs of your district/building to provide comprehensive assessment administration training
- Checklist for Test Administrators to use to verify that they know all of the required test administration tasks they are responsible for

Lunch
12:00-1:00

Agenda

1:00-3:00- Test Administration Specific Breakout Rooms

	M-STEP	CB	ACT WorkKeys	MI-Access	WIDA	ELMBA	Important Dates	DRC Insight	Secure Site
1:00-1:20	x	x			x		x		Q&A
1:20-1:40	x	x			x		x		Q&A
1:40-2:00	x	Q&A						x	Q&A
2:00-2:20	Q&A	x	x	x				x	Q&A
2:20-2:40	x	Q&A	x	x		x			Q&A
2:40-3:00	Q&A	x	Q&A	Q&A		Q&A			Q&A

Test Administration Specific Breakout Rooms

Self-selecting a breakout room

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Note: Participants not joined with the desktop or mobile app (version **5.3.0** or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

1. Click **Breakout Rooms** in your meeting controls.
   This will display the list of open breakout rooms created by the host.
2. Hover your pointer over the number to the right of breakout room you wish to join, click **Join**, then confirm by clicking **Join**.
3. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

During

Modules 5 and 6: Getting Ready for Testing and Test Administration

- **M-STEP**
  - https://www.michigan.gov/documents/mde/M-STEP_Assessment_Preparation_634482_7.pdf
- **SAT/PSAT**
  - https://www.michigan.gov/documents/mde/College_Board_Assessments_Preparation_634432_7.pdf
- **ACT**
  - https://www.michigan.gov/documents/mde/ACT_WorkKeys_Assessment_Preparation_634407_7.pdf
- **MI-Access**
  - https://www.michigan.gov/documents/mde/M-STEP_Assessment_Preparation_634463_7.pdf
- **WIDA**
  - https://www.michigan.gov/documents/mde/WIDA_ACCESS_for_ELLs_and_Alternate_ACCESS_for_ELLs_Assessment_Preparation_634680_7.pdf

During

Modules 5 &6: Getting Ready for Testing and Test Administration

This section covers the following chapters:

- WIDA
  - Understanding the WIDA ACCESS for ELLs Assessment
  - WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Assessment Preparation
  - WIDA ACCESS Placement Test (W-APT) and WIDA Screener Preparation and Administration
  - WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Assessment Administration
- Early Literacy and Mathematics Benchmark Assessments **Preparation**, and Early Literacy and Mathematics Benchmark Assessments **Administration**

M-STEP Before & During

M-STEP Assessment Preparation

- https://www.michigan.gov/documents/mde/M-STEP_Assessment_Preparation_634482_7.pdf

M-STEP Assessment Administration

- https://www.michigan.gov/documents/mde/M-STEP_Assessment_Administration_634476_7.pdf

M-STEP English Language Arts

Tested grades: 3, 4, 5, 6 and 7

Listening

- Online: students must have headphones for audio portion of the test
- Paper/pencil: Test Administrators receive a CD and Listening Script for Part 1 of the test

Passage-based Writing

- One item; students read passage from text and write a response to a writing prompt
- The Passage-based Writing Prompt Rubric is available on the M-STEP web page under the Content Specific Information section

M-STEP Mathematics

Tested grades: 3, 4, 5, 6, and 7

Calculators:

- NO Calculators on any grade 3, 4, 5; even as an accommodation
- Calculators are allowed on grades 6 and 7:
  - Online: embedded calculator is allowed on items with calculator available and not allowed if calculator is not available
  - Paper/Pencil: Calculator allowed on Part 2 only

M-STEP Science

Tested grades: 5, 8, and 11

One part for all grades; Breaks are encouraged where necessary and in accordance with school or district policy.

Calculators are allowed.

- Grade 5 Science: Basic Calculator
- Grades 8 and 11: Scientific Calculator

M-STEP Social Studies

Tested grades: 5, 8, and 11

Continues to measure the Michigan Academic Standards that were adopted in 2007

One part

Stacked Spanish for the online test; Designated Support

New item type: context-based item sets

- Include a stimulus (context) to orient students to a time period, historical event, or concept
- Followed by a set of 3-4 items to assess each of a series of related standards

Before

Paper/Pencil Test forms

Content Area	Grade(s)	Test Booklet/Answer Document Forms	Accommodated Versions
English Language Arts	3-7	Form 1: Standard Form Form 2/88: Emergency and Braille Form	Form 88 (Braille) is ordered individually, and the Form 2/88 AD must be used Enlarged Print uses Form 1 AD
Mathematics	3-7	Form 1: Standard Form Form 2/88: Emergency and Braille Form	Form 88 (Braille) is ordered individually; Grades 3, 4, 6, 7 use Form 2/88 Ad; Grade 5 has a unique Form 88 Braille AD Enlarged Print uses Form 1 AD
Science	5, 8, 11	Form 1: Standard Form Form 2: Emergency Form Form 88: Braille	Form 88 (Braille) is ordered individually, must use Form 88 AD Enlarged Print uses Form 1 AD
Social Studies	5, 8, 11	Form 1: Standard Form Form 2: Emergency Form Form 88: Braille	Form 88 (Braille) is ordered individually, must use Form 88 AD Enlarged Print uses Form 1 AD

M-STEP Assessment Preparation: Resources

- Important Dates Documents
- Test Administration Manual has important policy and procedure information. Be sure to read this document!
- Assessment Integrity Guide – defines all assessment security requirements
  - Cell phone/electronic device policy
  - Who can administer assessments
  - Testing schedules
  - Prohibited Behavior
  - Reporting testing irregularities

Test Administrators (TAs) should be selected from the following list:

- Licensed teachers or licensed educational administrators employed by the school district
- Paraprofessionals or non-licensed administrative personnel employed by the school district
- Substitute teachers who are employed by the district for the purpose of administering the test

M-STEP Assessment Preparation

- Test Administrator's Directions and Manuals are mailed to schools with Initial Material Orders (IMO); they can also be printed from M-STEP web page
  - For online testing, District or Building Coordinators should determine whether to use TTS for Directions and inform Test Administrators which section to follow in the directions documents.
- Scheduling Test Sessions
  - Test schedules are required and retained by the school for 3 years; specific requirements are in AIG
  - Test time estimates provided by MDE do not include time spent preparing devices, reading directions, etc.
  - Paper/pencil testing must follow the published paper/pencil testing schedule
  - M-STEP is not a timed test; students must be given time to complete their test

Test Session Time Estimates: Grades 3-7

Spring 2022 Estimated Test Session Timings Grades 3–7

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00
Mathematics Computer Adaptive	1:30	1:30	1:30	2:00	2:00
Science	NA	NA	1:30	NA	NA
Social Studies	NA	NA	0:60	NA	NA
Estimated Total Hours	**3:30**	**3:30**	**6:00**	**4:00**	**4:00**

NOTE: Times are in **hours:minutes**. Example, **1:30** equals **1 hour 30 minutes**.

Test Session Time Estimates: Grade 8

Spring 2022 Estimated Test Session Timings Grade 8

Subject	Grade 8
PSAT 8/9 (ELA and Mathematics)	2:35
M-STEP Science	1:30
M-STEP Social Studies	:60
Estimated Total Hours	**5:05**

Test Session Time Estimates: Grade 11

Spring 2022 MME Component Test Session Timings	
Subject	**Grade 11**
Science	1:30
Social Studies	0:30
College Entrance*	4:07
Work Skills*	3:00
Estimated Total Hours	9:07
* Includes scheduled breaks	

Materials Delivered

All buildings for online and paper/pencil testing receive:

- OEAA Security Compliance Forms
- Test Administrator's Directions and Manual (according to Pre-ID test mode)

Online Testing	Paper/Pencil Testing
Graph Paper – one per Pre-IDed student in grade 6 or 7	**Blank Labels -** for schools that have any students Pre-IDed for paper/pencil testing
	Listening Scripts, CDs – based on number of ELA test booklets ordered for paper/pencil testing only
	Paper/Pencil Test Booklets/Answer Documents – based on students Pre-IDed for paper/pencil testing or available as ordered
	Pre-ID Labels – per student Pre-IDed for paper/pencil testing; one for each content area tested
	Return Kit – for schools with any students Pre-Ided for paper/pencil testing. Includes Instructions for Materials Return, FedEx Air Bills, Return Kit Cover Sheet and Special Handling Envelope

Materials Inventory

Inventory materials upon receipt

Use the packing slip included with each order to verify that all materials listed are included in your order

Secure materials must be returned to the scoring contractor. If any secure materials are not returned by the materials return deadline, MDE will contact the school to locate the missing materials. If the missing materials were not identified by the receiving school as missing during the inventory process when received, MDE will expect the school to locate missing materials.

Managing Secure Materials

Must be retained in one secure, locked location within the school

During testing, must be distributed and collected each day

Online testing:

- Test rosters and tickets
- Used scratch paper and used graph paper

Paper/pencil testing:

- Test Booklets
- Answer Documents – all used and unused ELA and mathematics
- First language (L1) glossaries
- Accommodated versions of the test
- Used scratch paper and used graph paper

M-STEP Assessment Administration

- Responsibilities of Assessment Coordinators during testing
  - Communication!
  - Central point of contact between Test Administrators, Technology Coordinators, and OEAA
  - Resource – information about policies and procedures, testing schedules
  - Monitor test irregularities – investigations, submitting incident reports, gathering any necessary documentation, etc.
  - Monitor testing:
    - Ensure rooms used for testing do not contain any cuing visual materials (see AIG)
    - Manage test ticket printing, distribution, secure storage
    - Manage handling of all secure materials – paper/pencil as well as online
    - Monitor test completion in the DRC INSIGHT Portal

M-STEP Assessment Preparation

- Preparing Students for Testing
  - Student Tutorials – view in the DRC INSIGHT Portal
  - Online Tools Trainings (OTTs) – link on M-STEP web page (must use Chrome browser)
    - Be sure students practice with device they will be testing on!

M-STEP Assessment Administration

- https://www.michigan.gov/documents/mde/M-STEP_Assessment_Administration_634476_7.pdf

- Test Administrators need to know:
  - Cell phone/electronic device policy
  - How the district will handle secure materials
  - How to manage any items used during testing
  - All assigned student supports and accommodations in each test session and how to access materials needed to provide them
  - Whether the district or building is using TTS for Directions for online tests
  - If using the Test Monitoring Application, they will need to know their login information and how to navigate in the DRC INSIGHT Portal to begin the test session and provide the test session code to students.

For first-time Assessment Coordinators, the TAM provides helpful Checklists that can guide you through the administration. Let's take a look.

- Go to www.Michigan.gov/mstep
- Open the M-STEP Test Administration Manual
- Go to page 99 to view the Before, During, and After Testing Checklists

Q & A

- **What questions do you have?**

College Board

College Board Assessment Preparation

- https://www.michigan.gov/documents/mde/College_Board_Assessments_Preparation_634432_7.pdf

College Board Assessments Preparation

Upcoming Milestones – Applicable to SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9	Date
Required online coordinator training is available	Week of February 28, 2022
Coordinator Planning Kit delivery	March 1-3, 2022
Preadministration material and test material delivery (Will be the week of March 28 for schools on spring break the week of March 21)	March 23-25, 2022
Window to order makeup materials	April 13-15, 2022

College Board Assessments Preparation

College Board will continue to provide flexibility options for schools.

Staggered Start Times

- Schools can provide flexible starting times, without College Board approval to do so.
- All groups must begin testing before the first group finishes to maintain test security.
- Even though cell phone collection is typically at the school's discretion, cell phone collection is **required** for the duration of the school day for all students testing, or at least until after the last group has started testing, if staggering start times.
- Testing must start early enough to finish before school ends.

Extended breaks

- Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at a time.
- In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion.
- Hall monitors should help ensure that students do not share any test content if they leave the room and that students reenter their assigned testing rooms in a safe way.
- If extended breaks are provided, they must be provided to all students.

College Board Assessments Preparation

PPE (personal protection equipment) will be allowed during testing

- The use of PPE should follow state and local guidance.

Spacing of students should follow local guidelines

- Follow local guidance on the spacing of your students.
- College Board requires a minimum of 3 feet from center of desk to center of desk; however, if local guidance indicates that students must be 6 feet apart, schools should seat students 6 feet apart during testing.

New for Spring 2022: Optional Lunch Break for Students Taking the SAT with Essay

- Testing staff may give students testing over 1 day up to a 30-minute lunch break between Section 4 and the Essay.
- This policy only applies to students taking the SAT with Essay and does not apply to students who are testing over 2 days.
- Providing a lunch break is optional.

College Board Assessment Preparation

- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for 8th and 9th grades, PSAT 10, and SAT with Essay) **must** have prior approval and be requested through the College Board Services for Students with Disabilities (SSD) Online system.
- Most requests are approved automatically within a few days and require no submission of documentation.
- There are some requests that will require that documentation be submitted and could take up to 7 weeks for review.
- Schools should designate an SSD coordinator that has access to SSD Online and submits requests on behalf of students.
- Schools can have multiple SSD coordinators to submit requests.
- Requests must be submitted by **February 22, 2022**.
- For more information about College Board accommodations, review the Accommodations and Supports Webinar posted at www.Michigan.gov/mme and www.Michigan.gov/psat.

College Board Assessment Preparation

MDE requires training each year for test coordinators:

1. Assessment security training provided by OEAA
    - Review the "Overview of Test Security" chapter of the MDE Assessment Coordinator Training Guide for guidelines on how to access this training and how to train other staff.
2. Online training provided by College Board
    - Completion of training for Fall 2021 testing does not count for Spring 2022.
    - There will be one Michigan training module that covers the SAT with Essay, PSAT 10, and PSAT 8/9.
    - Coordinators will receive an email with a link to access the online training the week of **February 28, 2022**.
    - Approximately 45-60 minutes to complete, broken up into modules.

College Board Assessment Preparation

Test coordinators are required to train other test day staff in some way for the SAT Suite of Assessments. Test coordinators can use staff meetings, for example, to train all staff or provide the following options:

Training proctors

- Option: Forward the College Board training email
- There is a module specifically for proctors and how to administer the test
- Approximately 20-30 minutes to complete

Training hall and room monitors

- Option: PowerPoint will be available on the MDE webpages to provide to monitors

Training SSD coordinators

- Option: Take the test coordinator training or the proctor training, depending on his/her test day role.

College Board Assessment Preparation

Test Materials

- Do **NOT** place orders directly in the College Board Test Ordering Site for the Spring 2021 Michigan-provided SAT with Essay, PSAT 10, or PSAT 8/9 for Grades 8 and 9.
- College Board will determine your initial material order for the Michigan-provided assessments based on:
  - The number of students pre-IDed to test in the OEAA Secure Site
  - The number of students approved for accommodations via College Board's SSD Online System.
- If students were not pre-IDed by **February 16, 2022**, you may not receive enough test materials and labels for test day.

College Board Assessment Preparation

- Test coordinators will receive distinct shipments **for each grade**.
- Standard materials will come separately from accommodated materials.
- Coordinators will receive emails about material shipments; Coordinators may receive emails before the items are actually shipped from UPS; tracking numbers in the email will become valid once shipped.
- Tracking numbers will also be made available under the *Assessment Registration and Material Orders* menu in the OEAA Secure Site.

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit (CPK)	Sample set of manuals New for Spring 2022: Each school will receive one CPK that includes a sample set of manuals for all assessments (SAT, PSAT 10, PSAT 8/9 for Grade 9 and PSAT 8/9 for Grade 8). If you are not administering a particular assessment(s), discard those manuals.	March 1-3, 2022
Preadministration Materials	Answer sheets, pre-ID labels, student answer sheet instructions, student guides, full set of manuals	March 23-25, 2022
Primary Test Materials	Test books to be used on the primary test day/window and accommodated testing window, return materials	March 23-25, 2022
Makeup Test Materials	Test books to be used on the makeup day/window, return materials	April 19-22, 2022

College Board Assessment Preparation

Ordering Makeup Materials

- Test coordinators will receive an email on April 12.
- The email will contain a link to a survey to assist in determining makeup materials.
- There will be a separate survey for SAT, PSAT 10, and PSAT 8/9 for Grade 9 and PSAT for Grade 8.
  - The makeup test books must be used for the makeup test date/windows. Students that use primary test date/window test books on the makeup will receive invalidated scores.
- Coordinators must respond for each assessment.
- If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.
- Deadline: April 15, 2022

ACT® WorkKeys®

2022 Michigan School Testing Conference

Testing 101 for New Assessment Coordinators

MICHIGAN Department of Education

AGENDA

Overview of WorkKeys
Important Dates
Staff Responsibilities
Reporting
Resources
Q&A

ACT PRESENTERS

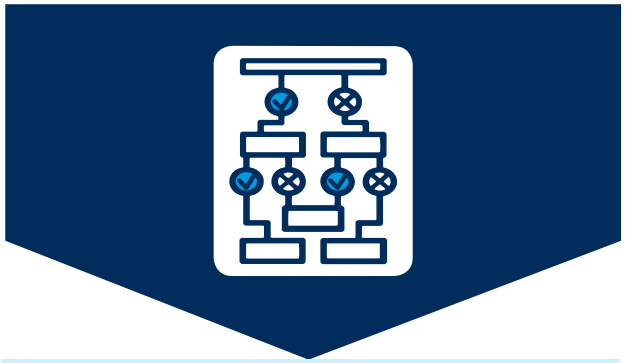
Rose Babington, Director, State Partnerships

Michelle Klinzman, Senior Operations Program Coordinator

OVERVIEW OF WORKKEYS

WORKKEYS ASSESSMENTS

APPLIED MATH



GRAPHIC LITERACY

WORKPLACE DOCUMENTS

ACT® WORKKEYS® NATIONAL CAREER READINESS CERTIFICATE®

ACT PLATINUM WorkKeys NCRC

Minimum Score of 6 on each of three assessments

ACT GOLD WorkKeys NCRC

Minimum Score of 5 on each of three assessments

ACT SILVER WorkKeys NCRC

Minimum Score of 4 on each of three assessments

ACT BRONZE WorkKeys NCRC

Minimum Score of 3 on each of three assessments

ACT WORKKEYS ASSESSMENT ADMINISTRATION

- Paper/pencil assessment only
- WorkKeys is a timed test and must only occur on the designated test dates.

COVID Guidelines:

- Use signage to help designate and promote social distancing
- Designate "entrance only" and "exit only"
- Ensure restrooms are adequately stocked
- Stay up-to-date with community developments, and provide instructions to staff prior to test day
- PPE allowed, schools should follow state and local guidelines.
- For this year only, the WorkKeys assessment may be given during the AM and again during the PM.

IMPORTANT DATES

IMPORTANT DATES – ACT WORKKEYS TEST DATES

	Standard Time	Accommodations Testing Window
Test Window 1 Initial Testing	April 14, 2022	April 14 - 27, 2022
Test Window 2 Makeup Testing	April 28, 2022	April 28 – May 4, 2022

** Testing must occur only on these designated test dates

IMPORTANT DATES – PRE-ID AND ACCOMMODATIONS MATERIALS

Activity	Date(s)
Verify Pre-id Student Data and Order Accommodations Test Materials	January 5 – February 16

OEAA Secure Site: www.michigan.gov/oeaa-secure

IMPORTANT DATES PRE-TESTING– ACT WORKKEYS

Activity	Dates
Attend ACT-hosted Training Webinars	March 8 at 3:30 ET
Receive Test Materials	March 21 – 25 or March 28 – April 1
Order Additional Test Materials	March 22 – April 7

IMPORTANT DATES POST-TESTING– ACT WORKKEYS

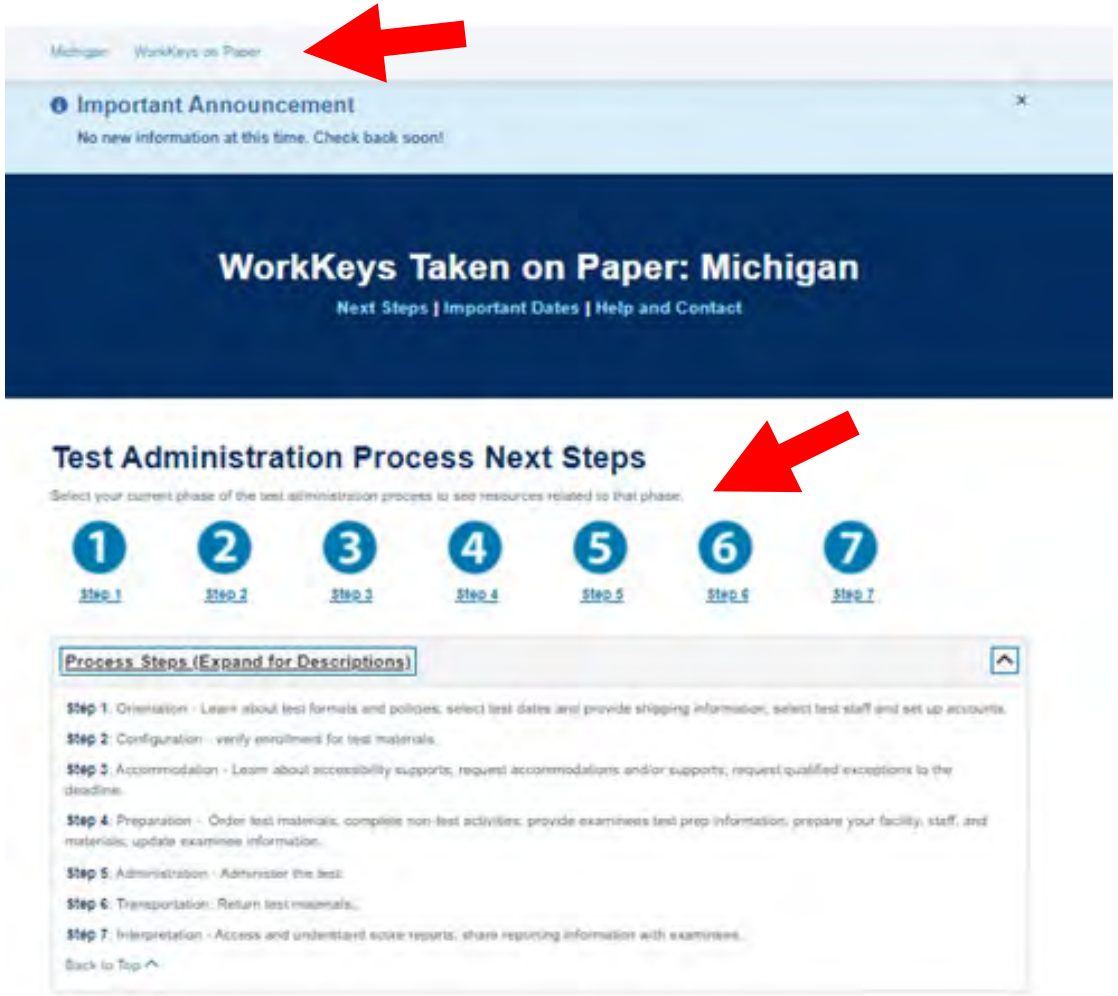
Activity	Dates
Order Makeup Test Materials	April 14 - 15
Return Initial Test Materials to ACT	Standard Time - April 15 Accommodations – April 28
Receive Makeup Test Materials	April 19 - 21
Makeup Testing Dates	Standard time – April 28 Accommodations – April 28 – May 4
Return Makeup Test Materials to ACT	Standard Time - April 29 Accommodations – May 5
Answer Document Receipt Deadline	May 13

OEAA: 1.877.560.8378, option 3, or MDE-OEAA@michigan.gov

STAFF RESPONSIBILITIES

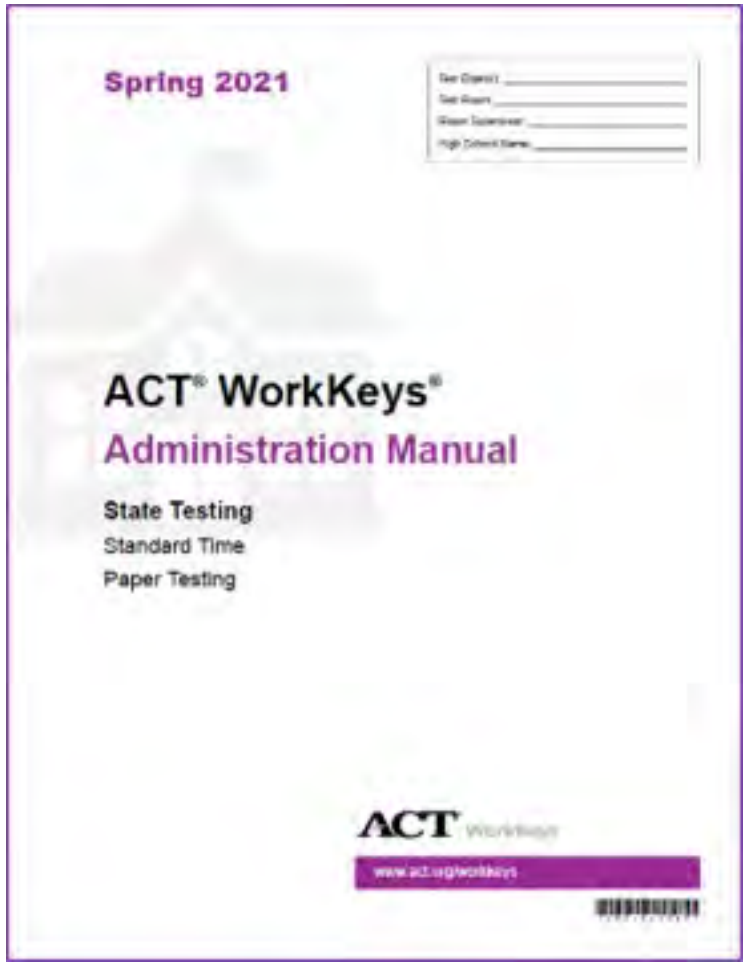
ACT-HOSTED MICHIGAN STATE TESTING WEBSITE

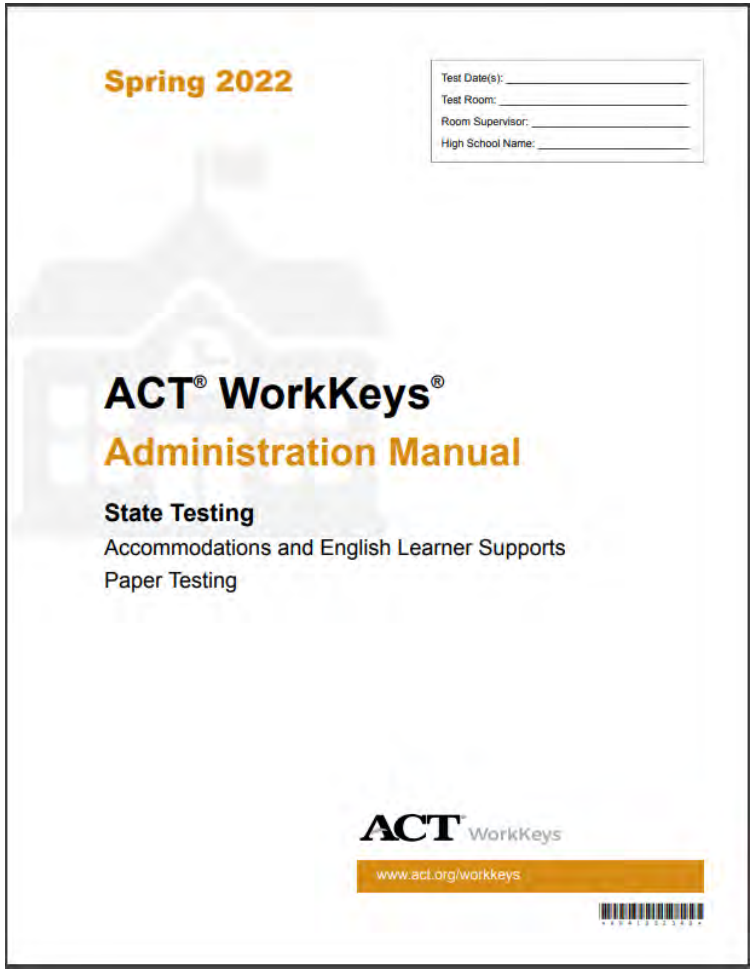
http://www.act.org/stateanddistrict/Michigan

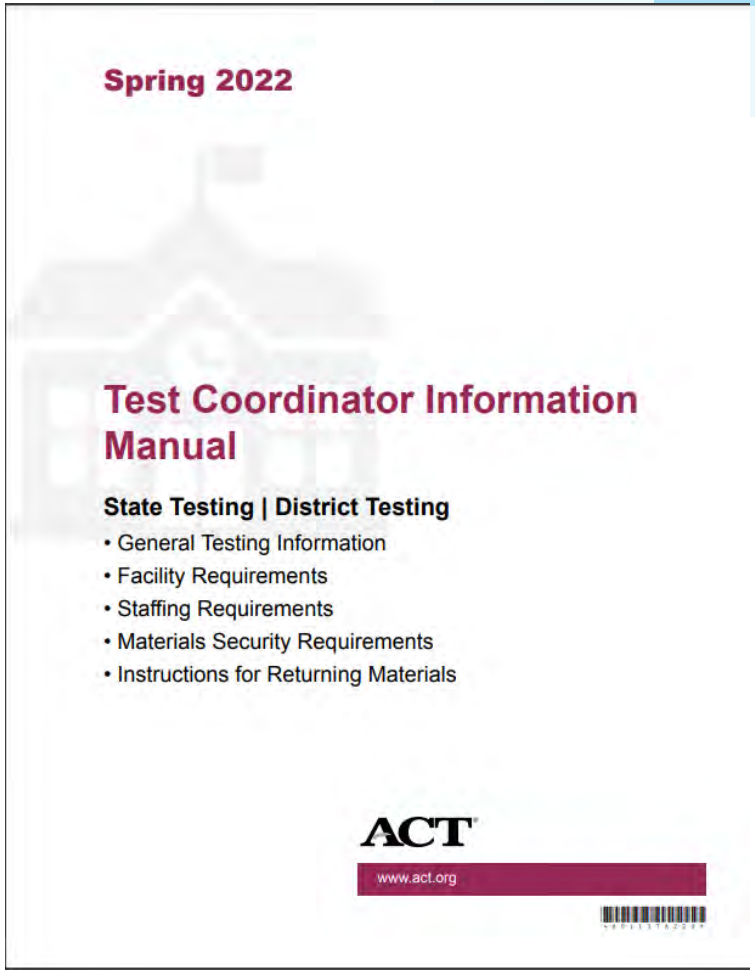


ADMINISTRATION MANUALS

http://www.act.org/stateanddistrict/Michigan

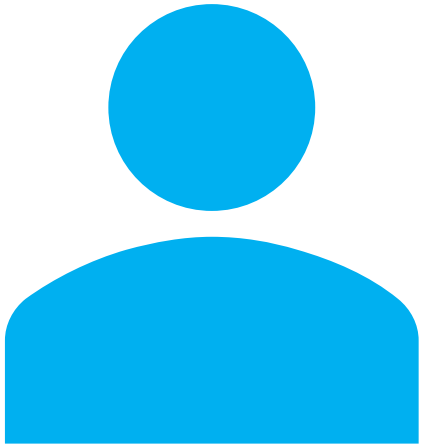






STAFF RESPONSIBILITIES – TEST COORDINATORS

- **WorkKeys Test Coordinator**
  - Responsible for all assessment activities
  - Maintains continuity and administrative uniformity
  - Selects and trains room supervisors and proctors



http://www.act.org/stateanddistrict/Michigan

STAFF RESPONSIBILITIES – ROOM SUPERVISORS

- **Room Supervisor**
  - One room supervisor must be present in each room
  - Responsible for:
    - Testing conditions
    - Admitting and seating students
    - Monitoring the test session
    - Completing required documentation

http://www.act.org/stateanddistrict/Michigan

STAFF RESPONSIBILITIES - PROTORS

- **Proctor**
  - Assist room supervisor
  - Responsible for:
    - Admitting and Seating Students
    - Monitoring Students and Reporting Irregularities
    - Accompanying Students to the Restroom

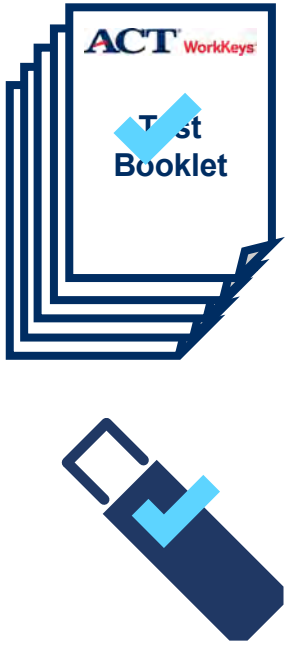
Standard Time Students	Accomms. Students	Minimum Staff Required
1-30	1 - 20	Room Supervisor
31-60	21 - 40	Room Supervisor + 1 Proctor
61-100	41 - 60	Room Supervisor + 2 Proctors

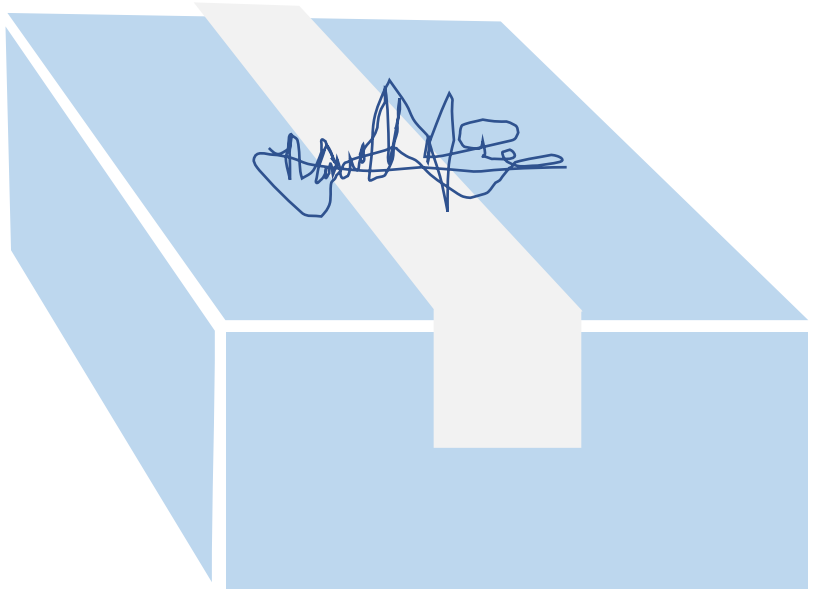
ORDERING TEST MATERIALS

- Standard time test book quantities are based upon the number of students submitted for pre-identification
- Entering quantities of accommodations forms will automatically reduce the number of standard time test booklets
- Appropriate quantities of answer documents, administration manuals, and other ancillary materials will automatically be included in the initial shipment of test materials.

OEAA Secure Site: www.michigan.gov/oeaa-secure

CHECK-IN OF MATERIALS



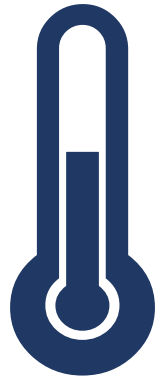


AVOID DISTRACTIONS

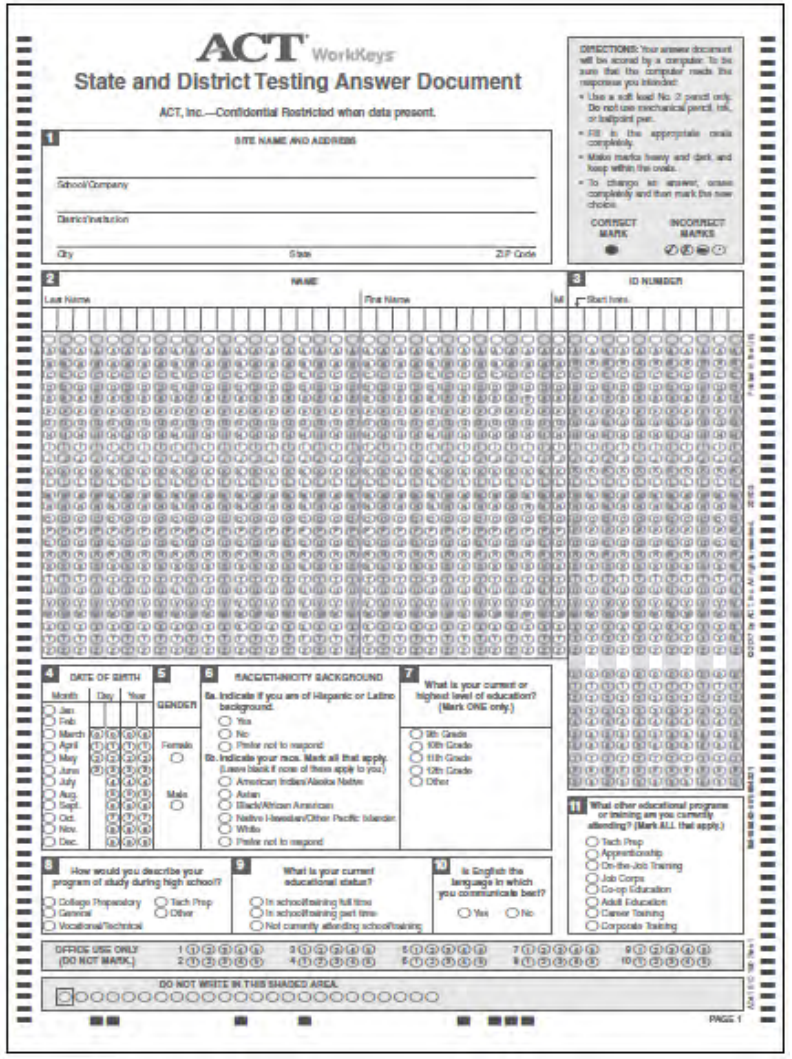
Quiet,

Please!

Testing in Progress!



ANSWER DOCUMENT PREPARATION BY STAFF


ACT WorkKeys

State and District Testing Answer Document

ACT, Inc.—Confidential Restricted when data present.

########## LAST FIRST

88888 - 00000 FIRST HIGH SCHOOL

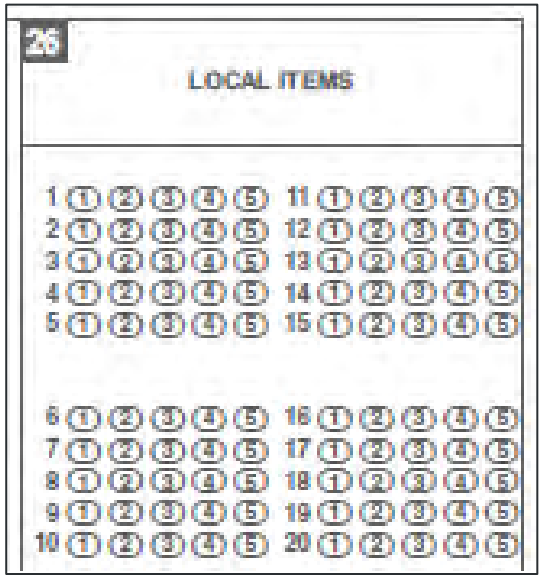
DOB: mm/dd/yyyy

GENDER: F GRD: 11

WorkKeys 2018

333333333

If a pre-identification barcode is not present,
carefully affix the label provided inside the four corner brackets.


26

LOCAL ITEMS

1 2 3 4 5 11 12 13 14 15

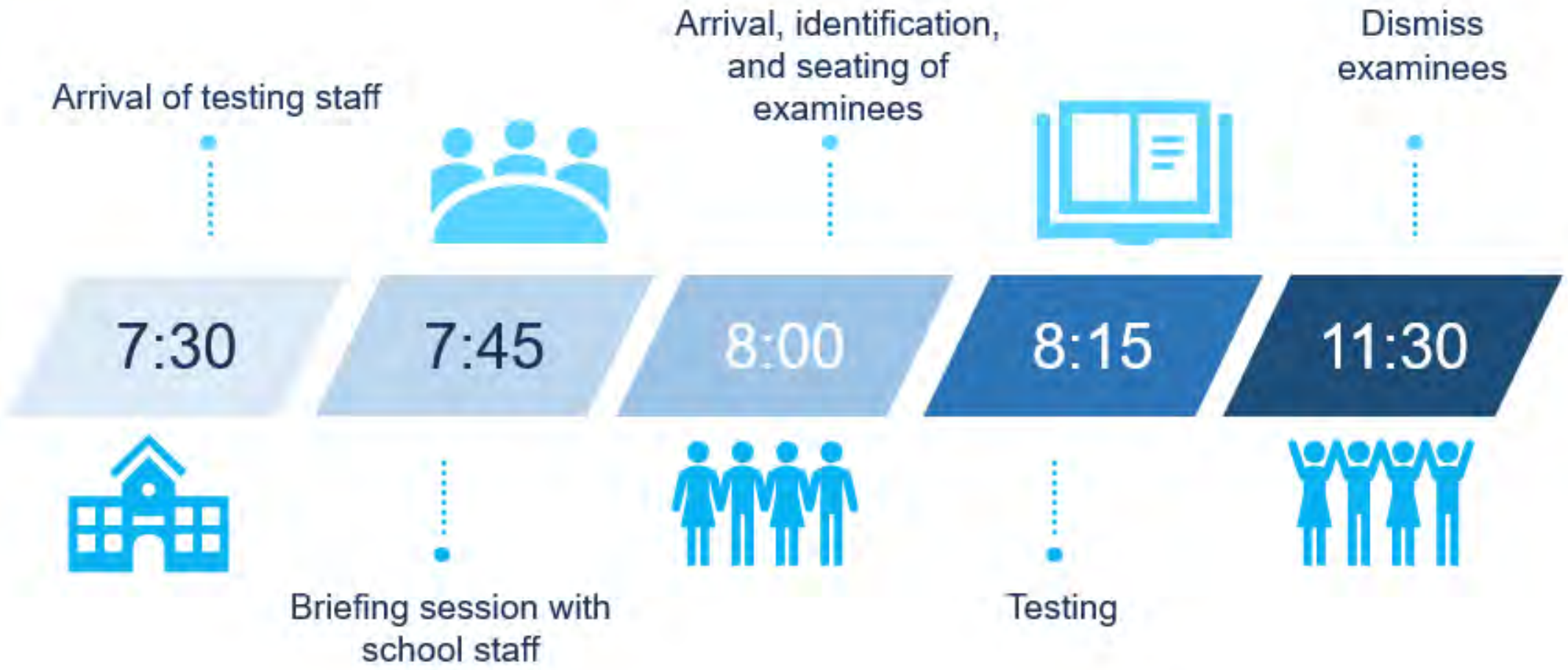
6 7 8 9 10 16 17 18 19 20

ANSWER DOCUMENT PREPARATION BY STUDENTS

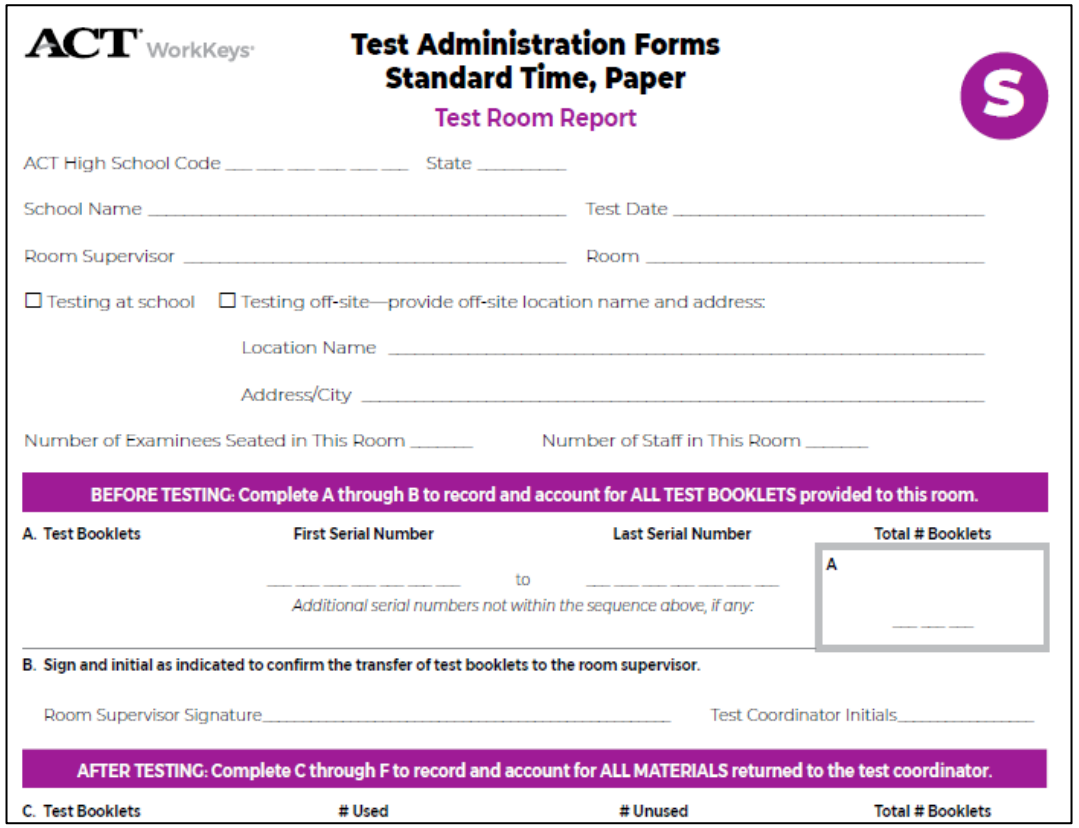
- First name (Required)
- Last name (Required)
- Month of birth (Required)
- Day of birth (Required)
- ID number from the barcode label (Highly Recommended)

SAMPLE TEST DAY SCHEDULE

- STANDARD TIME TESTING



PREPARE TEST ADMINISTRATION FORMS



ACT WorkKeys

Test Administration Forms
Standard Time, Paper

Test Room Report

S

ACT High School Code ___ ___ ___ ___ ___ ___ State _____

School Name _____ Test Date _____

Room Supervisor _____ Room _____

☐ Testing at school ☐ Testing off-site—provide off-site location name and address:

Location Name _____

Address/City _____

Number of Examinees Seated in This Room _____ Number of Staff in This Room _____

BEFORE TESTING: Complete A through B to record and account for ALL TEST BOOKLETS provided to this room.

A. Test Booklets	First Serial Number	Last Serial Number	Total # Booklets
	___ ___ ___ ___ ___ ___ ___ to	___ ___ ___ ___ ___ ___ ___	A ___ ___ ___

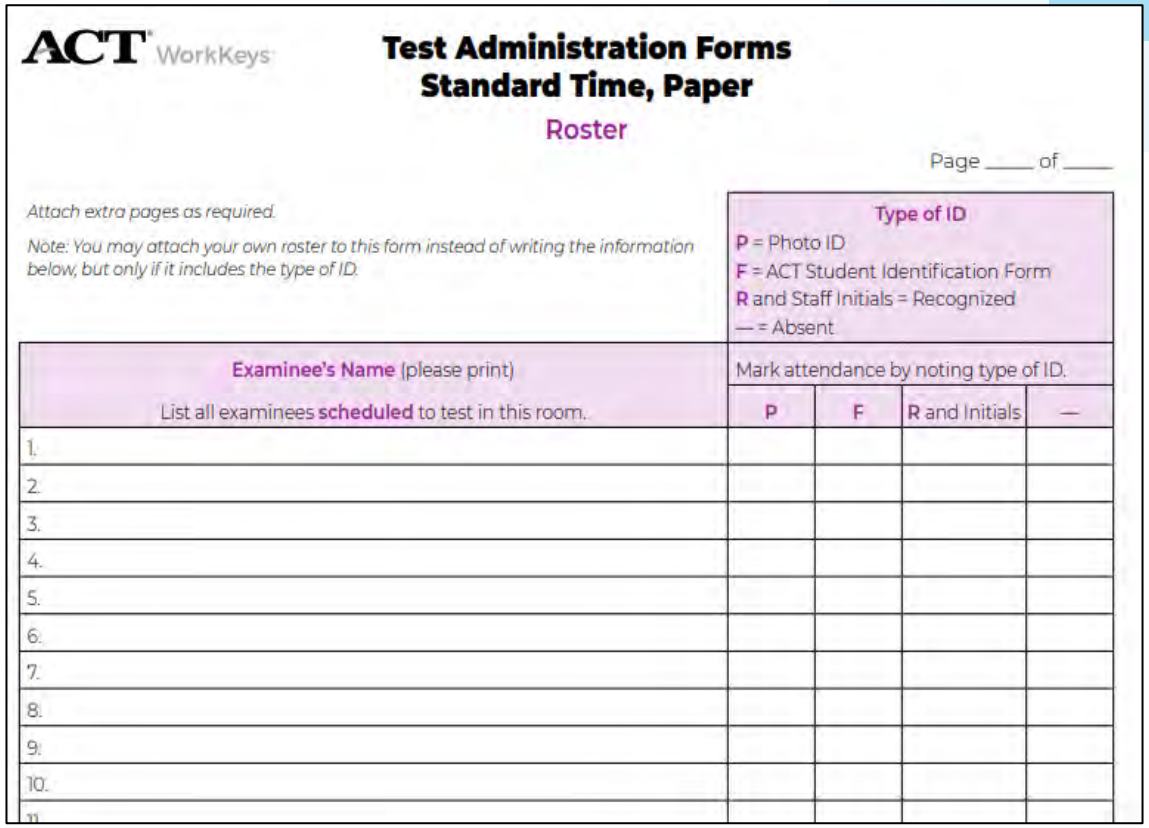
Additional serial numbers not within the sequence above, if any:

B. Sign and initial as indicated to confirm the transfer of test booklets to the room supervisor.

Room Supervisor Signature_____ Test Coordinator Initials_____

AFTER TESTING: Complete C through F to record and account for ALL MATERIALS returned to the test coordinator.

C. Test Booklets	# Used	# Unused	Total # Booklets



ACT WorkKeys

Test Administration Forms
Standard Time, Paper

Roster

Page ____ of ____

Attach extra pages as required.

Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

Type of ID
P = Photo ID
F = ACT Student Identification Form
R and Staff Initials = Recognized
— = Absent

Examinee's Name (please print) List all examinees **scheduled** to test in this room.	Mark attendance by noting type of ID. P	F	R and Initials	—
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

SUCCESS FOR YOU AND YOUR STUDENTS

- Ensure every answer document has a barcode label!
- No cell phones or other electronic devices
- Administer tests in proper sequence
- No extra or extended breaks
- Do NOT throw away shipping cartons; use them to return test materials to ACT
- Use the preprinted site header
- Ensure proper return packing
- Be ready for pickup of testing materials
- Pay attention to the answer document receipt deadline, answer documents received after this date will not be scored.

REPORTING

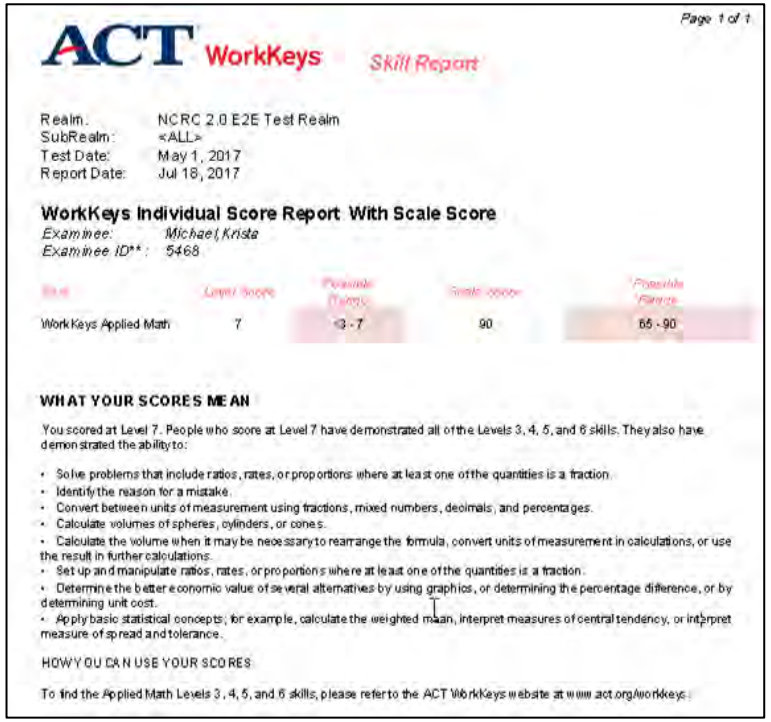
IMPORTANT DATES - REPORTS

Activity	Date(s)
Answer Documents Received and Not Tested Window	Late May/Early June
Score Reporting	August 1 - 5

OEAA Secure Site: www.michigan.gov/oeaa-secure

ACT WORKKEYS REPORTS

- Individual Summary Score Report
- Summary Score Report
- Roster Score Report



ACT WorkKeys Skill Report

Realm: NCRC 2.0 E2E Test Realm
SubRealm: <ALL>
Test Date: May 1, 2017
Report Date: Jul 18, 2017

WorkKeys Individual Score Report With Scale Score

Examinee: Michael, Krista
*Examinee ID**:* 5468

Test	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7	<3 - 7	90	65 - 90

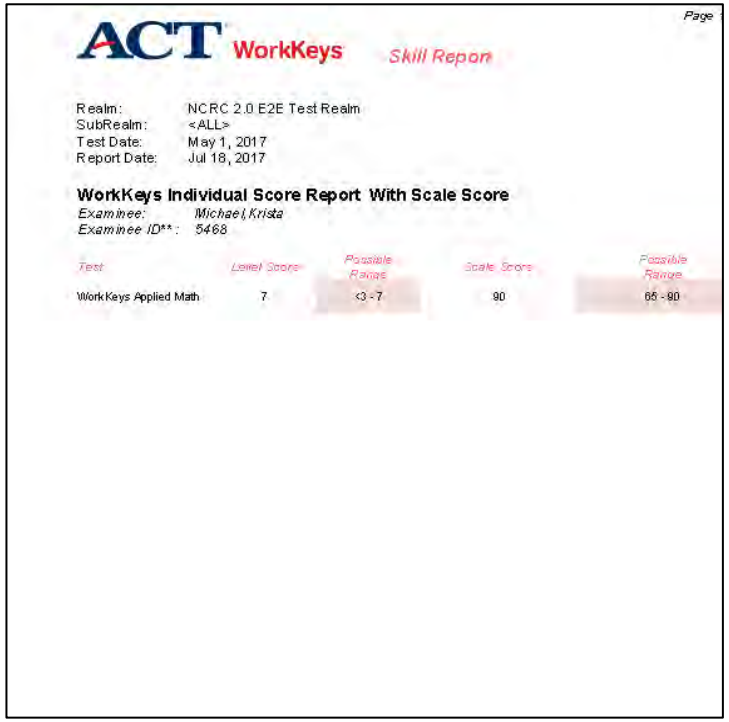
WHAT YOUR SCORES MEAN

You scored at Level 7. People who score at Level 7 have demonstrated all of the Levels 3, 4, 5, and 6 skills. They also have demonstrated the ability to:

- Solve problems that include ratios, rates, or proportions where at least one of the quantities is a fraction.
- Identify the reason for a mistake.
- Convert between units of measurement using fractions, mixed numbers, decimals, and percentages.
- Calculate volumes of spheres, cylinders, or cones.
- Calculate the volume when it may be necessary to rearrange the formula, convert units of measurement in calculations, or use the result in further calculations.
- Set up and manipulate ratios, rates, or proportions where at least one of the quantities is a fraction.
- Determine the better economic value of several alternatives by using graphics, or determining the percentage difference, or by determining unit cost.
- Apply basic statistical concepts; for example, calculate the weighted mean, interpret measures of central tendency, or interpret measure of spread and tolerance.

HOW YOU CAN USE YOUR SCORES

To find the Applied Math Levels 3, 4, 5, and 6 skills, please refer to the ACT WorkKeys website at www.act.org/workkeys.



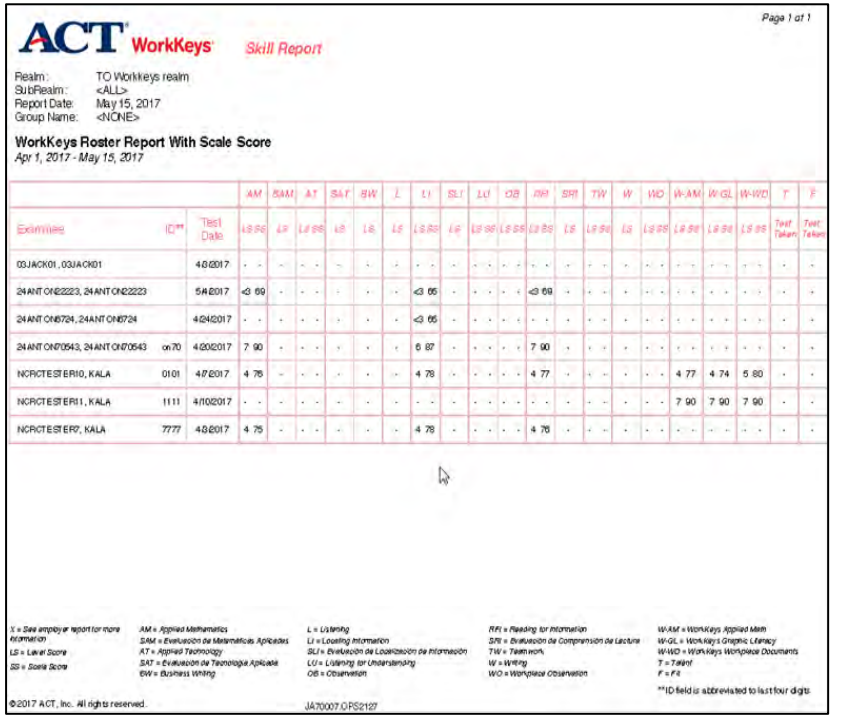
ACT WorkKeys Skill Report

Realm: NCRC 2.0 E2E Test Realm
SubRealm: <ALL>
Test Date: May 1, 2017
Report Date: Jul 18, 2017

WorkKeys Individual Score Report With Scale Score

Examinee: Michael, Krista
*Examinee ID**:* 5468

Test	Level Score	Possible Range	Scale Score	Possible Range
WorkKeys Applied Math	7	<3 - 7	90	65 - 90



ACT WorkKeys Skill Report

Realm: TO Workkeys realm
SubRealm: <ALL>
Report Date: May 15, 2017
Group Name: <NONE>

WorkKeys Roster Report With Scale Score

Apr 1, 2017 - May 15, 2017

Examinee	ID**	Test Date	AM	SAM	AT	SAT	BW	L	LI	SLI	LO	OB	RFI	SRI	TW	W	WO	W-AM	W-GL	W-WD	T	F
			LS SS	LS	LS SS	LS	LS	LS	LS SS	LS	LS SS	LS SS	LS SS	LS	LS SS	LS	LS SS	LS SS	LS SS	LS SS	Test Taken	Test Taken
03JACK01, 03JACK01		4/6/2017	- -	-	- -	-	-	-	- -	-	- -	- -	- -	-	- -	-	- -	- -	- -	- -	-	-
24ANTON2223, 24ANTON2223		5/4/2017	<3 69	-	- -	-	-	-	<3 65	-	- -	- -	<3 69	-	- -	-	- -	- -	- -	- -	-	-
24ANTON6724, 24ANTON6724		4/24/2017	- -	-	- -	-	-	-	<3 65	-	- -	- -	- -	-	- -	-	- -	- -	- -	- -	-	-
24ANTON7543, 24ANTON7543	on70	4/20/2017	7 90	-	- -	-	-	-	6 87	-	- -	- -	7 90	-	- -	-	- -	- -	- -	- -	-	-
NCRCTESTER10, KALA	0101	4/7/2017	4 76	-	- -	-	-	-	4 76	-	- -	- -	4 77	-	- -	-	- -	4 77	4 74	5 80	-	-
NCRCTESTER11, KALA	1111	4/10/2017	- -	-	- -	-	-	-	- -	-	- -	- -	- -	-	- -	-	- -	7 90	7 90	7 90	-	-
NCRCTESTER7, KALA	7777	4/6/2017	4 75	-	- -	-	-	-	4 76	-	- -	- -	4 76	-	- -	-	- -	- -	- -	- -	-	-

X = See employer report for more information
LS = Level Score
SS = Scale Score

AM = Applied Mathematics
SAM = Evaluación de Matemáticas Aplicadas
AT = Applied Technology
SAT = Evaluación de Tecnología Aplicada
BW = Business Writing

L = Listening
LI = Locating Information
SLI = Evaluación de Localización de Información
LO = Listening for Understanding
OB = Observation

RFI = Reading for Information
SRI = Evaluación de Comprensión de Lectura
TW = Teamwork
W = Writing
WO = Workplace Observation

W-AM = WorkKeys Applied Math
W-GL = WorkKeys Graphic Literacy
W-WD = WorkKeys Workplace Documents
T = Talent
F = Fit

**ID field is abbreviated to last four digits

©2017 ACT, Inc. All rights reserved.

JA70007.ORS2127

MYWORKKEYS.COM

Students can print their own ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC) from myworkkeys.com for FREE

- Create their own account using these matching criteria:
  - First Name
  - Last Name
  - Month of Birth
  - Day of Birth
  - Examinee ID (state assigned UIC)
- Go to Certificate Management
- Under Actions, select Create Certificate
- Quick Start Guide is available on the login page

RESOURCES

STATE CONTACT INFORMATION

State policy and student eligibility inquiries:

Michigan Department of Education
Office of Educational Assessment and Accountability (OEAA)
phone: 1.877.560.8378, option 3
email: MDE-OEAA@michigan.gov
website: www.michigan.gov/mme

MME List of Important Dates posted on the MME website: www.Michigan.gov/mme

ACT WORKKEYS INFORMATION

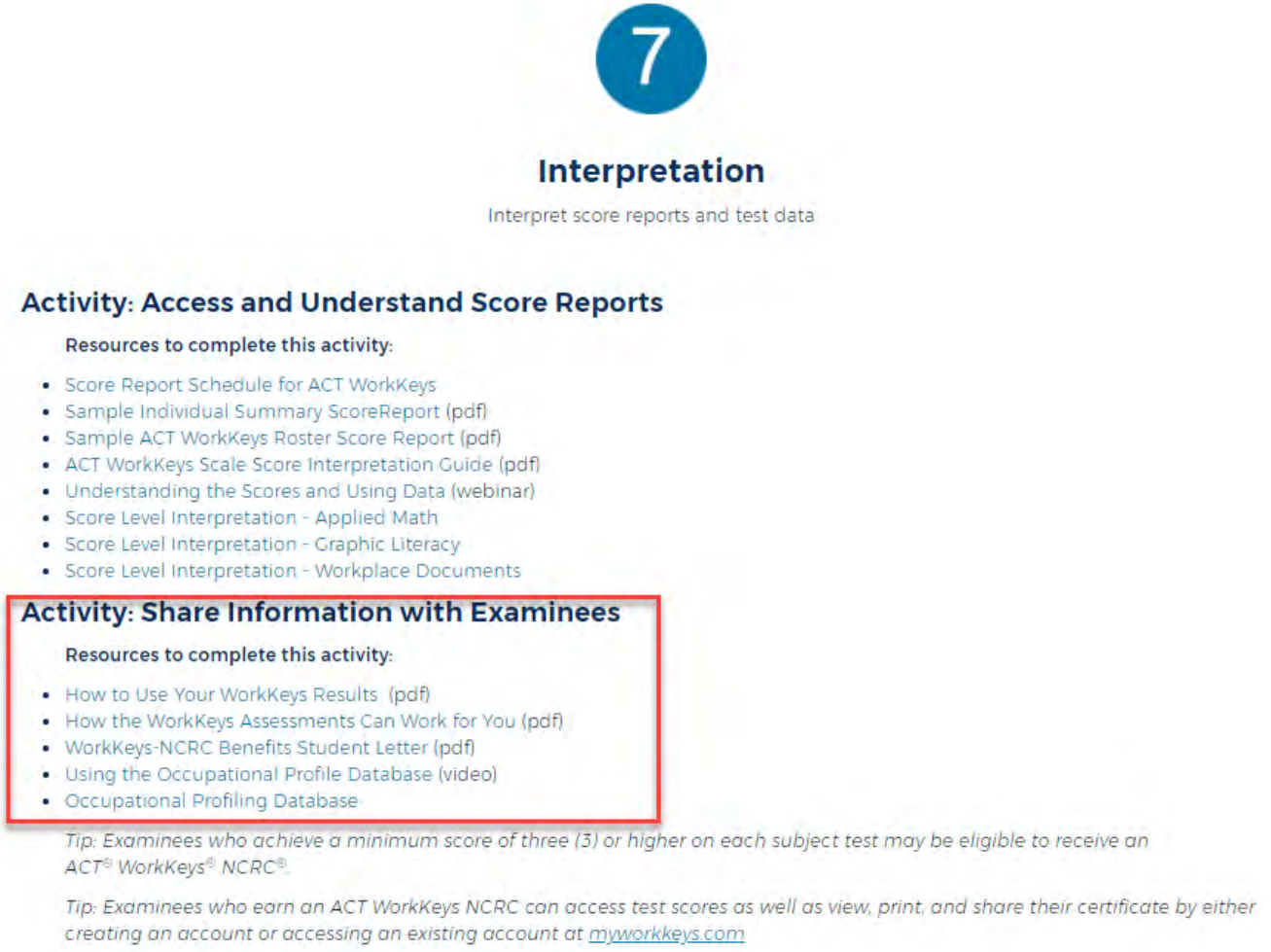
- ACT-hosted Michigan State Testing Website: www.act.org/stateanddistrict/michigan
    - Schedule of Events
    - Test Administration Manuals
    - ACT policy information

- ACT WorkKeys Website: www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/assessments.html

ACT CONTACT INFORMATION

Department	Phone	Email
General Questions	800-553-6244 ext **2800**	www.act.org/stateanddistrict/contactus
Accommodations Questions	800-553-6244 ext **1788**	ACTStateAccoms@act.org

RESOURCES FOR PARENTS AND STUDENTS



7

Interpretation

Interpret score reports and test data

Activity: Access and Understand Score Reports

Resources to complete this activity:

- Score Report Schedule for ACT WorkKeys
- Sample Individual Summary ScoreReport (pdf)
- Sample ACT WorkKeys Roster Score Report (pdf)
- ACT WorkKeys Scale Score Interpretation Guide (pdf)
- Understanding the Scores and Using Data (webinar)
- Score Level Interpretation - Applied Math
- Score Level Interpretation - Graphic Literacy
- Score Level Interpretation - Workplace Documents

Activity: Share Information with Examinees

Resources to complete this activity:

- How to Use Your WorkKeys Results (pdf)
- How the WorkKeys Assessments Can Work for You (pdf)
- WorkKeys-NCRC Benefits Student Letter (pdf)
- Using the Occupational Profile Database (video)
- Occupational Profiling Database

Tip: Examinees who achieve a minimum score of three (3) or higher on each subject test may be eligible to receive an ACT® WorkKeys® NCRC®.

Tip: Examinees who earn an ACT WorkKeys NCRC can access test scores as well as view, print, and share their certificate by either creating an account or accessing an existing account at myworkkeys.com

http://www.act.org/stateanddistrict/Michigan

ACT improve yourself

Search Jobs by Skills

22,000 jobs and growing!

Skill Details - click to browse descriptions of skill requirements

Job Profile Search

Job Title:

Career Cluster: Agriculture, Food & Natural Resources

Job Description:

Search by skill levels

Search

Search Results (129)

O*Net Code	Title	Clusters
11-3031.02	Financial Managers, Branch or Department	Ag / Food / Nat Rsrc; Bus / M
11-9013.00	Farmers, Ranchers, and Other Agricultural M...	Agriculture, Food & Natural Re
11-9013.01	Nursery and Greenhouse Managers	Agriculture, Food & Natural Re
11-9013.02	Farm and Ranch Managers	Agriculture, Food & Natural Re
11-9013.03	Aquacultural Managers	Agriculture, Food & Natural Re

Agricultural and Food Science Technicians

Agricultural and Food Science Technicians

O*Net Code 19-4011.00

- Open O*Net Summary Page
- O*Net Wages & Employment Trends
- Watch Video

Career Clusters

- Agriculture, Food & Natural Resources
- Science, Technology, Engineering & Mathematics

O*Net Description

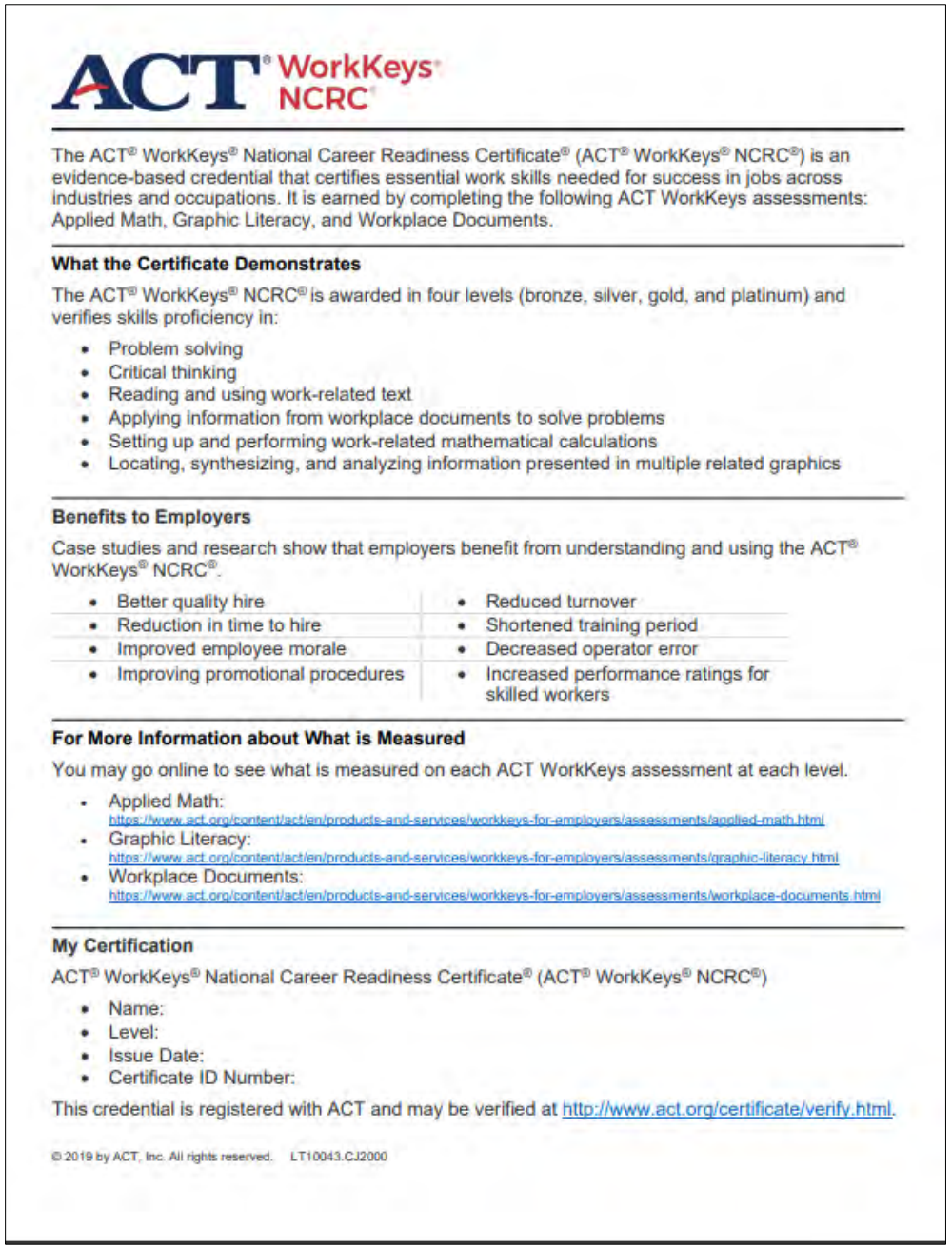
Work with agricultural and food scientists in food, fiber, and animal research, production, and processing; and assist with animal breeding and nutrition. Conduct tests and experiments to improve yield and quality of crops or to increase the resistance of plants and animals to disease or insects. Includes technicians who assist food scientists or technologists in the research and development of production technology, quality control, packaging, processing, and use of foods.

ACT WorkKeys Skill Profile

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Math	4	3	7
Workplace Documents	4	3	5
Graphic Literacy	4	3	6
Reading for Information	4	3	5

« Previous Next » Close

ACT



ACT® WorkKeys® NCRC®

The ACT® WorkKeys® National Career Readiness Certificate® (ACT® WorkKeys® NCRC®) is an evidence-based credential that certifies essential work skills needed for success in jobs across industries and occupations. It is earned by completing the following ACT WorkKeys assessments: Applied Math, Graphic Literacy, and Workplace Documents.

What the Certificate Demonstrates

The ACT® WorkKeys® NCRC® is awarded in four levels (bronze, silver, gold, and platinum) and verifies skills proficiency in:

- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and analyzing information presented in multiple related graphics

Benefits to Employers

Case studies and research show that employers benefit from understanding and using the ACT® WorkKeys® NCRC®.

- Better quality hire
- Reduction in time to hire
- Improved employee morale
- Improving promotional procedures
- Reduced turnover
- Shortened training period
- Decreased operator error
- Increased performance ratings for skilled workers

For More Information about What is Measured

You may go online to see what is measured on each ACT WorkKeys assessment at each level.

- Applied Math: https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/applied-math.html
- Graphic Literacy: https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/graphic-literacy.html
- Workplace Documents: https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/workplace-documents.html

My Certification

ACT® WorkKeys® National Career Readiness Certificate® (ACT® WorkKeys® NCRC®)

- Name:
- Level:
- Issue Date:
- Certificate ID Number:

This credential is registered with ACT and may be verified at http://www.act.org/certificate/verify.html.

© 2019 by ACT, Inc. All rights reserved. LT10043.CJ2000

WorkKeys-NCRC Benefits Student Letter:

- Describes WorkKeys
- Provides Benefits to Employers
- Links to information on the assessments
- Information on how to register the certificates and begin to use them.

THANK YOU

During

MI-Access:

- Who Takes an Alternate Assessment?
- Assessments Preparation
  - https://www.michigan.gov/documents/mde/M-STEP_Assessment_Preparation_634463_7.pdf
- Assessment Administration
  - https://www.michigan.gov/documents/mde/MI-Access_Assessments_Administration_634460_7.pdf

MI-Access: Who Takes an Alternate Assessment?

MI-Access is Michigan's alternate assessment program.

The assessments are designed for students with the most significant cognitive disabilities, whose Individualized Education Program (IEP) teams have determined that it is not appropriate for them to participate in the state's general education assessments, even with accommodations.

Note: MI-Access is not designed for students with mild disabilities.

MI-Access: Who Takes an Alternate Assessment?

Functional Independence (FI)

For students whose instructional approach aligns with the **High** range of complexity of the alternate content expectations and who require some basic supports to function independently but cannot work toward general content standards.

Supported Independence (SI)

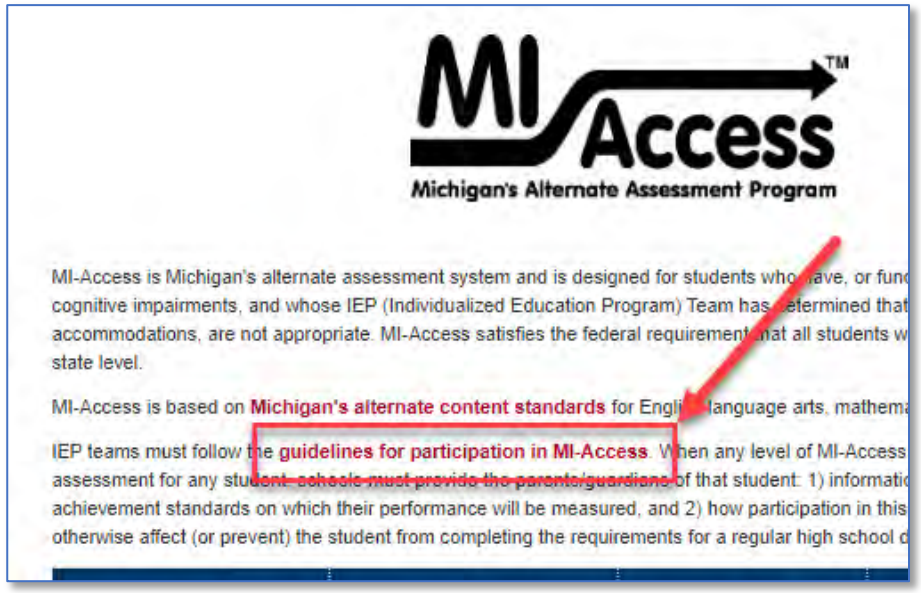
For students whose instructional approach aligns with the **Medium** range of complexity of the alternate content expectations and who need ongoing supports for many major life roles.

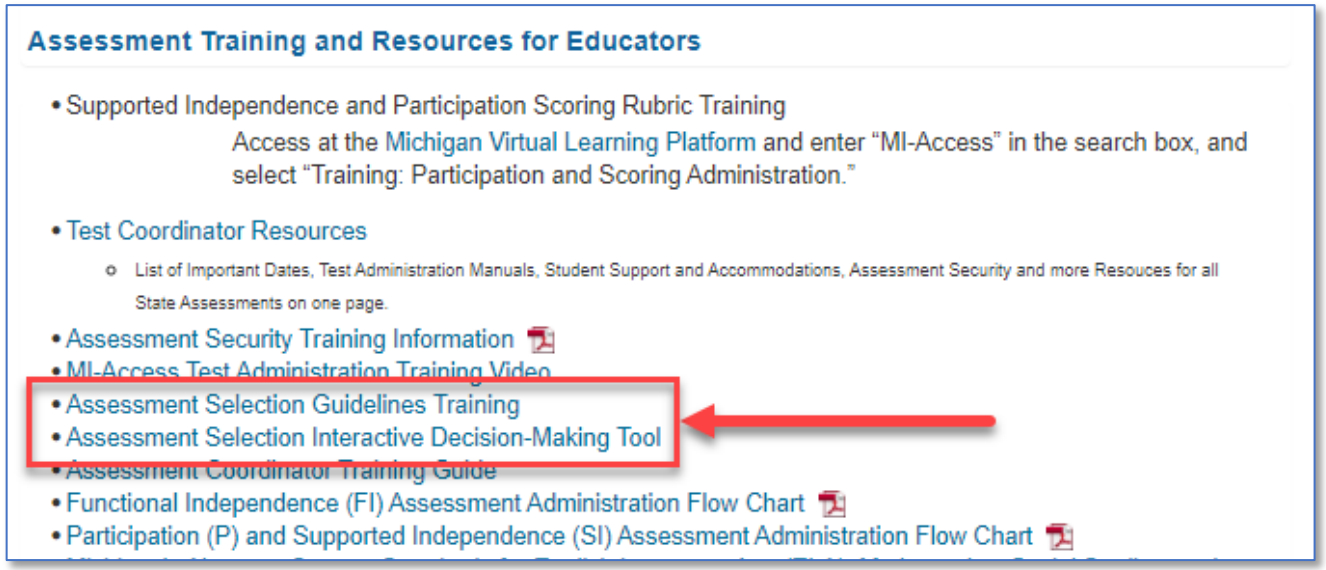
Participation (P)

For students whose instructional approach aligns with the **Low** range of complexity of the alternate content expectations and who will require extensive ongoing support for much of their life.

MI-Access: Who Takes an Alternate Assessment?

Specific criteria exists regarding who should take the alternate assessment. Coordinators, and IEP teams have several guidelines available to help them come to a final decision. These are found on the web page at www.michigan.gov/mi-access





MI-Access Assessments Preparation

- **Calendar** – 7 Week administration window
- A list of **Important Dates** – Document listing deadlines of the administration posted on web page

Spring 2022 Testing Schedule for Summative Assessments

Assessment	Week of																
	2/7-2/11	2/14-2/18	2/21-2/25	2/28-3/4	3/7-3/11	3/14-3/18	3/21-3/25	3/28-4/1	4/4-4/8	4/11-4/15	4/18-4/22	4/25-4/29	5/2-5/6	5/9-5/13	5/16-5/20	5/23-5/27
M-STEP Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11										6 weeks						
M-STEP Grade 3 (ELA only)										4 weeks						
M-STEP Paper/Pencil Grades 3, 4, 5, 6, 7, 8, and 11 (all subjects)										4 weeks						
MI-Access Alternate Assessments										7 weeks						
College Entrance: SAT w/Essay										4/13 Only		Makeup 4/26				
Accommodated Testing Window										4/13-26						
Work Skills: ACT WorkKeys										4/14 Only		Makeup 4/28				
Accommodated Testing Window										Initial 4/14 – 27 Makeup 4/28-5/4						
PSAT 8/9 (grade 8)*										4/13 Only	Primary 4/13-19	Makeup 4/26-27				
Accommodated Testing Window										4/13-26						
PSAT 8/9 (grade 9) and PSAT 10**										4/13-19		Makeup 4/26-27				
Accommodated Testing Window										4/13-26						
WIDA ACCESS and WIDA Alternate ACCESS for ELLs	7 weeks															

2022 Science Assessment Update

- New Science MI-Access assessments will be administered in grades 5, 8, and 11 in 2022 (formerly grades 4, 7, and 11).
- These assessments align with the alternate content expectations (essential elements) released in 2019.
- These new assessments are designed to properly align with the new general standards for all Michigan students.
- The new assessments will be administered across all MI-Access levels (FI, SI, and P).

2022 Science Assessment Update

Does the current flexibility between M-STEP and MI-Access now include the new Science test? Yes!

IEP teams may determine that a student should be assessed with the general assessment (M-STEP) in some content areas and alternate assessment (MI-Access) in others, based on decisions made using state guidelines. A few things to remember are:

- Example: M-STEP science and MI-Access (FI) math may be administered for a student.
- Science may be selected in either assessment as deemed appropriate by the IEP.
- Reporting "Not Tested Students" to the OEAA Secure Site is not required this year, unless the student did not participate in any science tests.
- M-STEP assessments may only be combined with FI level assessments.

MI-Access Assessments Preparation

Test Administration Manuals (TAMs) For FI and SI/P assessments, posted on the web page - contains important dates, policies, and procedures for administration

Test Directions
- Paper version located in FI TAM
- Online directions are embedded in the test engine

Flag Students as Special Education All MI-Access student must be identified as Special Education in MSDS. Students NOT marked SE will have invalid test scores.

Test Session Set-up Refer to the DRC INSIGHT Portal or TAMs for information on how to set up online administration and SI/P score entry procedures. NOTE: Students must be moved from M-STEP to MI-Access before sessions set up.

MI-Access Assessments Preparation

Pre-ID Students for testing to the assessment, type, and content area

Order Materials for FI paper/pencil assessments and administrators of the SI/P.
NOTE: Expressing Ideas must be ordered for all students taking the FI:ELA assessments

Off-site testing Available for individual students (request form is available on the MI-Access web page)

Preparing Students for Testing

- Student Tutorials – view in the DRC INSIGHT Portal
- Online Tools Trainings (OTTs) – link on MI-Access web page, under "Professional Development" (must use Chrome browser)
- Direct: https://wbte.drcedirect.com/MI/portals/mi

MI-Access Assessments Preparation

the DRC INSIGHT Portal functions

- Assign Student Supports and Accommodations (FI only)
- Print Test Tickets and Test Rosters (for FI online testing and P/SI score entry)
- Set up and maintain Test Sessions
- Monitor Test Completion (FI only)

See "the DRC INSIGHT Portal Basics" Chapter for training and step-by-step instructions

Functional Independence (FI) testing

Online Testing

- Test Tickets and Rosters
- Headphones – all tests use TTS by default in any content area and include directions
- Scratch paper (optional)
- ELA: Expressing Ideas is paper/pencil only
- Administrators must log in for Students and submit test when completed

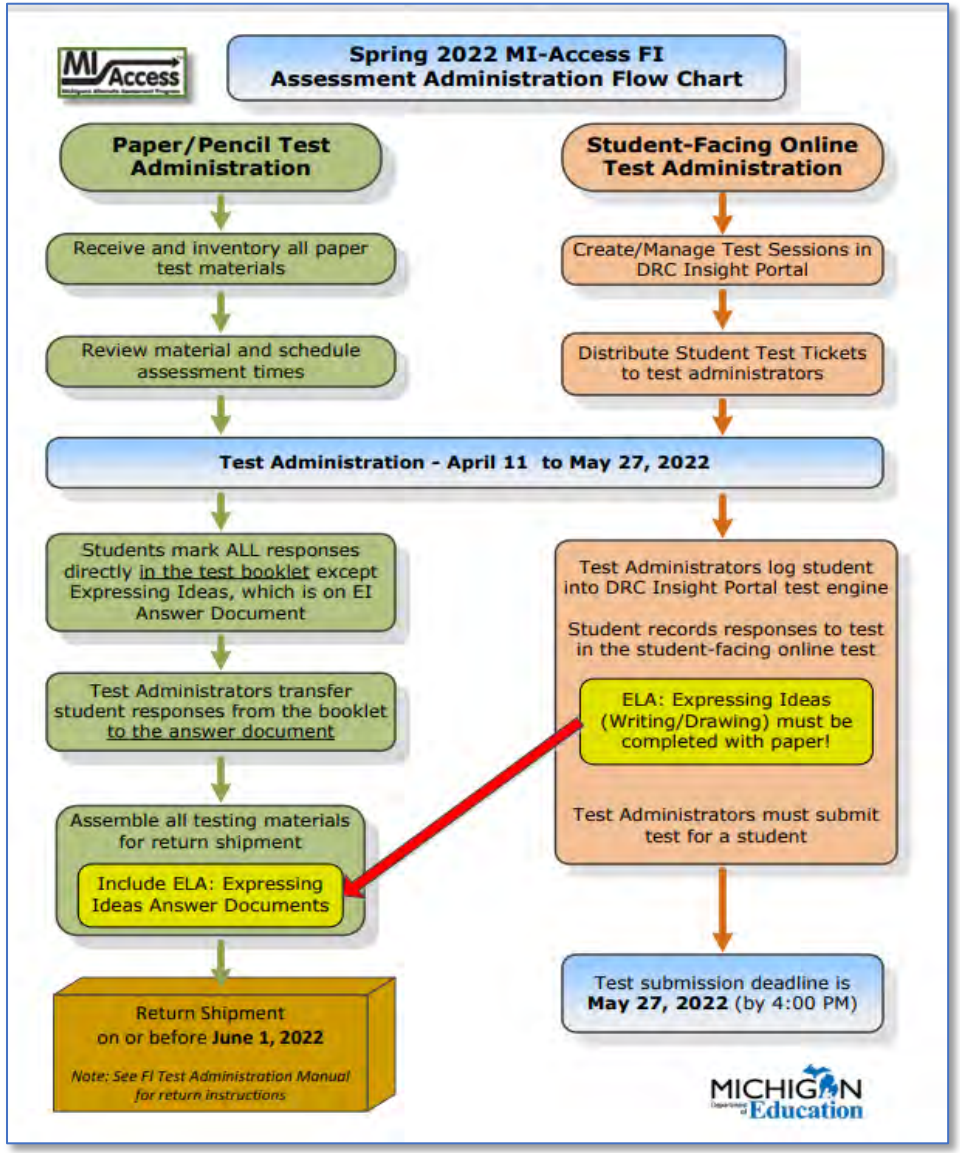
Paper/Pencil Testing

- Test Directions (in TAM)
- Students mark answers in Test Booklet (except Expressing Ideas)
- Administrator transfers responses from booklet to answer document
- Scratch paper (may use booklet)
- Calculators — not necessary but not prohibited
- Sharpened No. 2 pencils

MI-Access Assessment Administration

Functional Independence Administration Flowchart

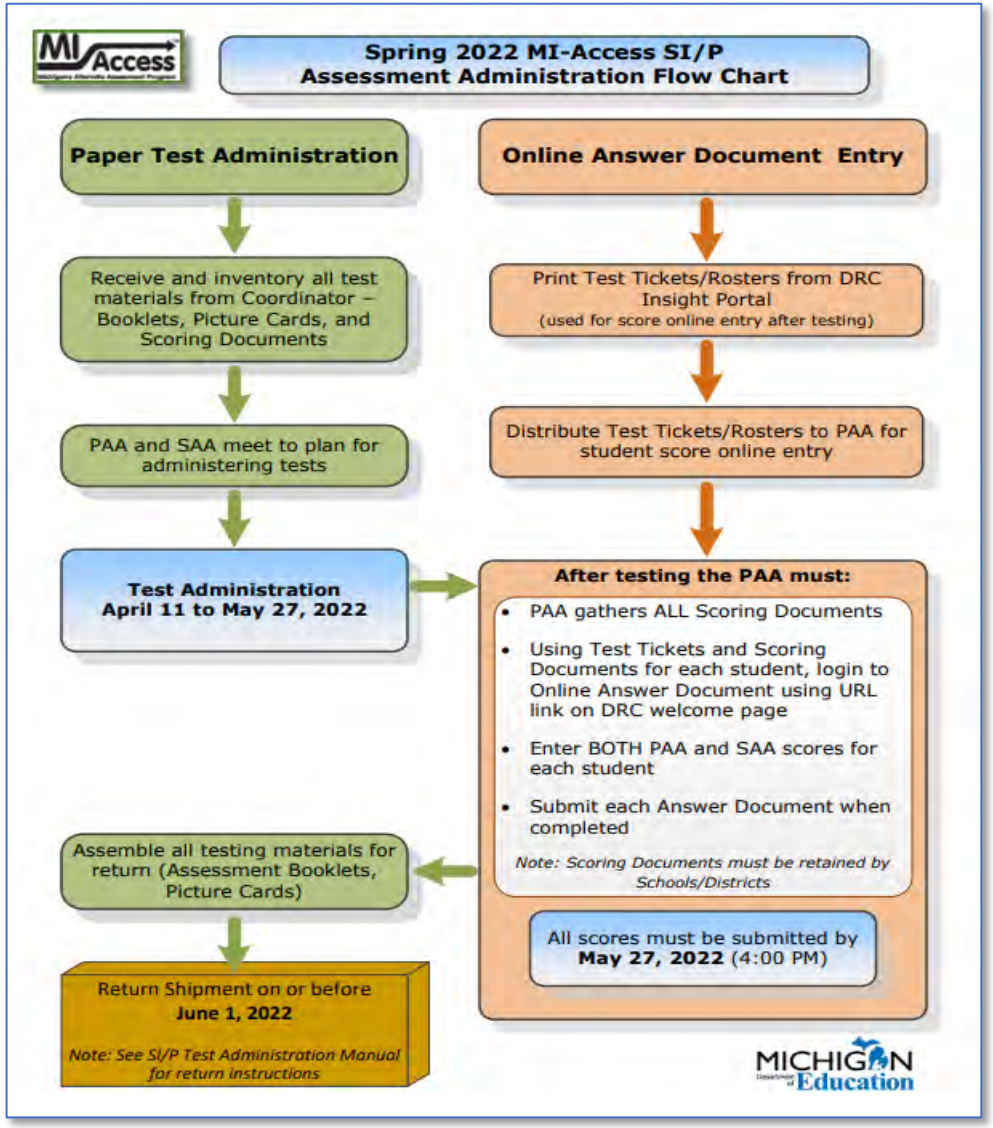
- Provides side-by-side visual of the Online and Paper/Pencil activities of the entire administration.
- Includes activities before, during, and after testing.
- Includes important dates for end-to-end assessment activities.
- Available on the MI-Access web page



MI-Access Assessment Administration

Supported Independence and Participation Administration Flowchart

- Provides side-by-side visual of the Paper/Pencil administration and Online answer document score entry.
- Includes activities before, during, and after testing
- Includes important dates for end-to-end assessment activities
- Available on the MI-Access web page



Supported Independence and Participation (SI/P) testing

- Requires two administrators — Primary administrator (PAA) and Shadow (SAA)
- Paper booklets and picture cards are used for administration.
- The PAA and SAA observe and score the student responses to the questions, independently and simultaneously, with a rubric found on the Scoring Documents.
- Tests include activity-based observations and selected-response items (Picture Cards and/or classroom items).
- The PAA may choose to adapt classroom items to help engage the students.
- After testing, the PAA will use the printed Test Tickets to log into each student's online Answer Document to enter the student scores.

See the SI/P TAM and web page for online answer document entry instructions.

During

Early Literacy and Mathematics Benchmark Assessments

Early Literacy and Mathematics Benchmarks Preparation

Early Literacy and Mathematics Benchmarks Administration

Early Literacy and Mathematics Benchmark Assessments Preparation

Documents Located on the Early Literacy and Mathematics Benchmark Webpage

- Important Dates Documents
- Test Administration Manual
- Online Test Directions

Preparing Students for Testing

- Student Tutorials
- Online Tools Training (OTTs)

Pre-Identification and the DRC INSIGHT Portal

- All students who tested in fall or winter will be automatically pre-IDed
- Create test sessions in the DRC INSIGHT Portal

Early Literacy and Mathematics Benchmark Assessments

Administration

Online Testing

- Test Tickets and Rosters
- Headphones – all tests in grades K and 1 have audio (grade 2 may have audio)

Remote Testing Option

- Resources for remote test

Reports

- Individual level reports available within 48 hours of student submitting all parts of the test

Agenda

3:00-3:10 Materials Return

3:10-3:40 Accountable Students Enrolled, Answer Documents Received and Not Tested, Data and Reporting

3:40-3:50 Preliminary Reports, Data Files, Final Reporting, Resources

3:50-4:00 Q&A and Closure

Module 7: Post-Administration Tasks and Reports

This module includes three chapters:

- Materials Return
  - https://www.michigan.gov/documents/mde/Materials_Return_634710_7.pdf
- Accountable Students Enrolled and Demographics
  - https://www.michigan.gov/documents/mde/Accountable_Students_Enrolled_and_Demographics_634712_7.pdf
- Answer Documents Received and Not Tested Students
  - https://www.michigan.gov/documents/mde/Answer_Documents_Received_and_Not_Tested_Students_634713_7.pdf

Materials Return

The directions and timelines for materials return are very specific by assessment and must be followed exactly.

Be sure to refer to the assessment-specific test administration manual for all materials return directions and questions.

You will find information about:

- Deadlines for shipment
- Secure and non-secure materials
- Materials that must be returned
- Materials to be kept by the school
- Materials to be securely destroyed

Materials Return

Important Notes about Material Return:

- If test booklets and/or answer documents are not returned within the specified timeline, they will not be scored.
- Each district/building is required to ensure that all materials are returned. The OEAA monitors the return of secure testing materials for all of the state's assessments.

Material Return Timeline

- Refer to Important Dates by assessment

Materials Return

Important Note about Material Return:

- If it is found that your district/building did not return all materials, OEAA may put you on our target monitoring list and require that you submit training plans and chain of custody forms, and conduct test administration observations.

Accountable Students Enrolled and Demographics

Verification of Enrollment for Accountability Purposes

- Last opportunity to verify and update student enrollment and demographics in Michigan Student Data System (MSDS)
- Students enrolled in the school in MSDS and will be included in accountability calculations
- Student Record Maintenance (SRMs) files can be used to update MSDS after the spring general collection through the date provided by OEAA for assessment and accountability purposes
  - Grades K-12 English learner students
  - Grades 3-8, 11 and any required grade 12
- Check for homeschooled and nonpublic school students to verify they are NOT listed
  - Homeschooled students must have a residency code of 07 or 15 in MSDS to be excluded from accountability
  - Nonpublic school students must have a residency code of 04 or 08 in MSDS to be excluded from accountability

Accountable Students Enrolled and Demographics

Accountable Student Groups | Accountable Students Enrolled and Demographics

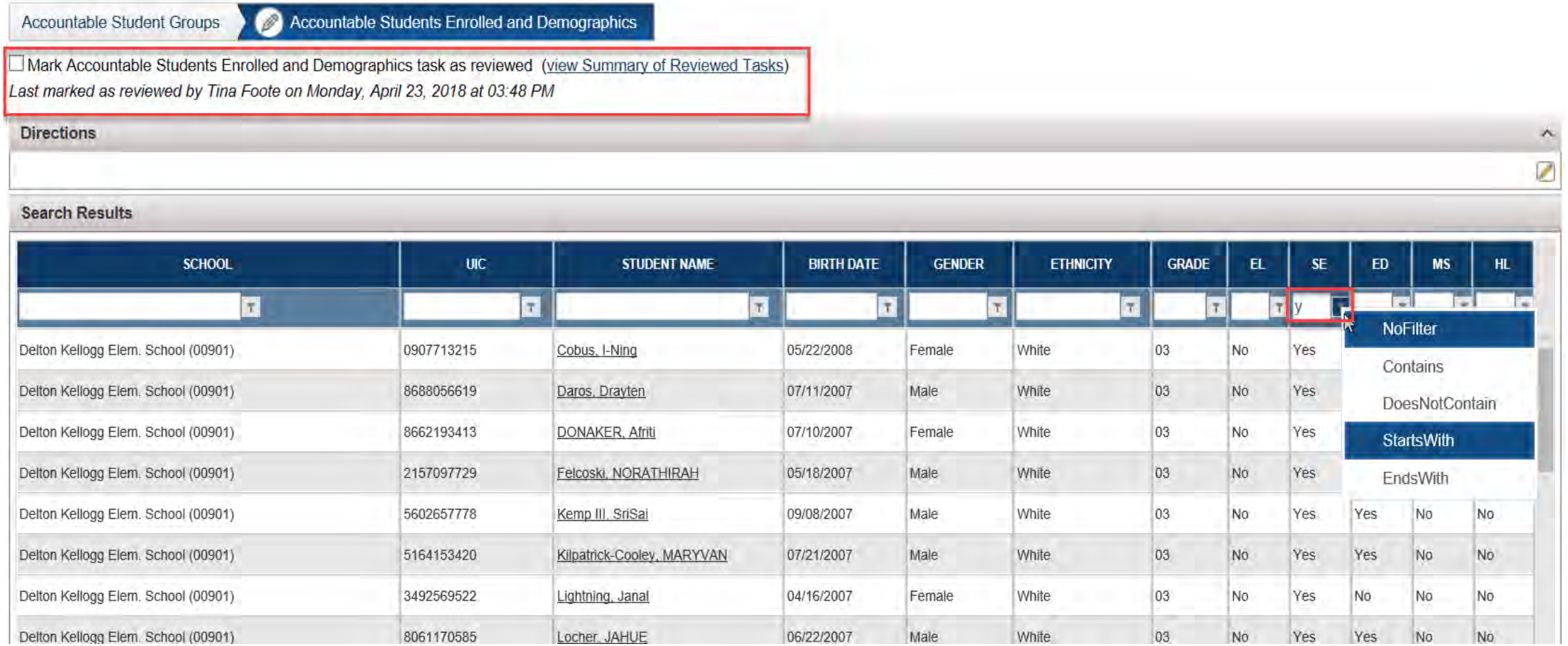
The Accountable Student Groups task cannot be marked as reviewed.

Directions

Search Results

SCHOOL	STUDENT GROUP	ALL GRADES	GRADE 03	GRADE 04
Delton Kellogg Elem. School (00901)	Total Accountable Students	187	83	104
Delton Kellogg Elem. School (00901)	Economically Disadvantaged (ED)	105	49	56
Delton Kellogg Elem. School (00901)	English Learner (EL)	0	0	0
Delton Kellogg Elem. School (00901)	Homeless (HL)	20	6	14
Delton Kellogg Elem. School (00901)	Migrant Student (MS)	0	0	0
Delton Kellogg Elem. School (00901)	Special Education (SE)	31	13	18
Delton Kellogg Elem. School (00901)	American Indian or Alaska Native	0	0	0
Delton Kellogg Elem. School (00901)	Asian	0	0	0
Delton Kellogg Elem. School (00901)	Black or African American	6	2	4

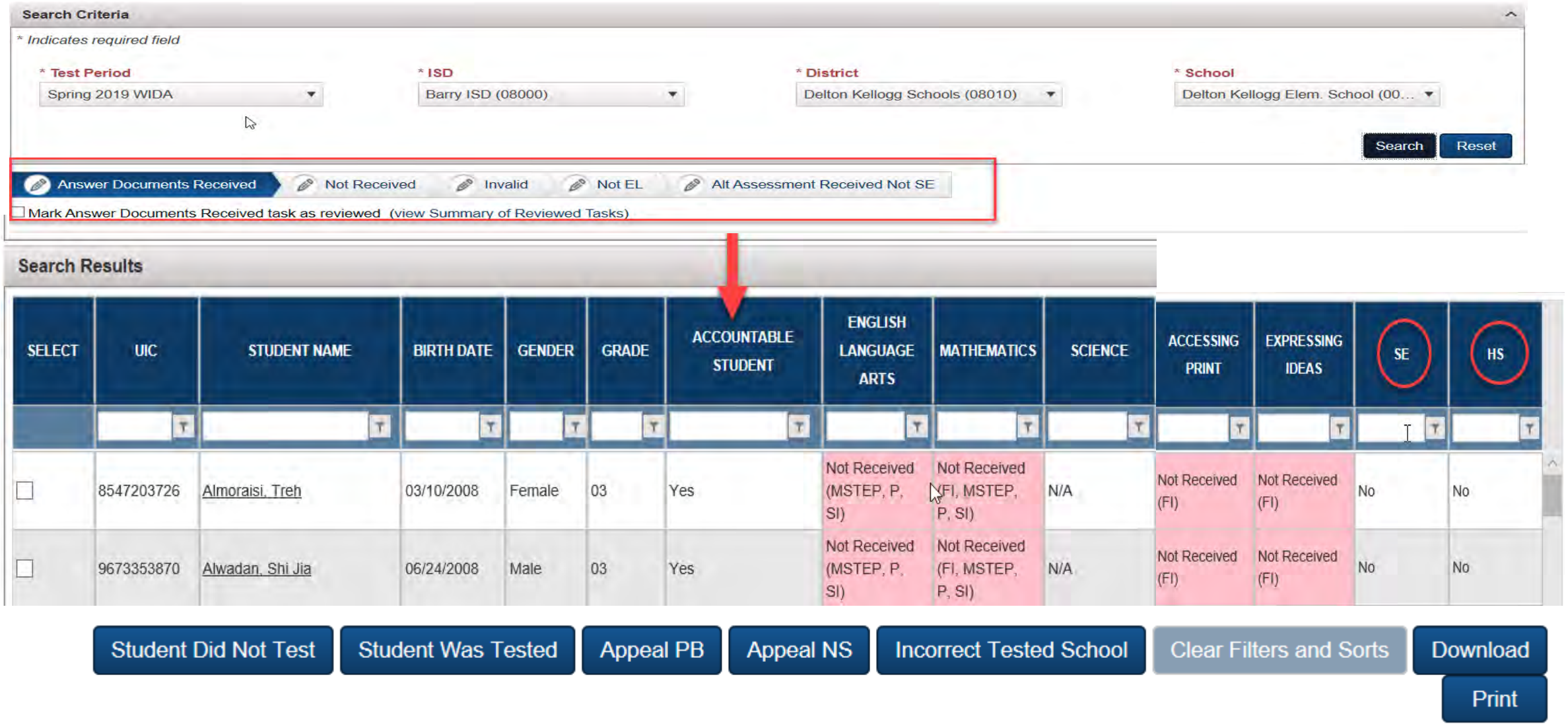
Accountable Students Enrolled and Demographics



Answer Documents Received and Not Tested

- Only opportunity to verify answer documents received and submit not tested reasons
- Only opportunity to report missing tests (online and paper/pencil)
- Only opportunity to review tests marked prohibitive behavior (PB) and nonstandard accommodation (NS) and appeal if needed
- Submit reason a student did not test
  - Possible accountability exemption
  - Federal reporting
- Issues are submitted from the OEAA Secure Site
- Set up a process to get feedback from teachers regarding students who did not test and why they did not test
- Make sure to have access to seating charts and schedules

Answer Documents Received and Not Tested Students



Accountable Students Enrolled and Demographics

Answer Documents Received and Not Tested

- WIDA ACCESS will be available in May
- SAT, WorkKeys, PSAT, M-STEP, and MI-Access will be in June – end of school year
- Work with your district MSDS person now to set up communication and process for updates/corrections
- Set up a process to get a list from teachers of students who did not test and why they did not test
- Make sure to have access to seating charts and schedules
- Read the instructions available at www.Michigan.gov/securesitetraining to help determine what you should be looking for and if/how issues can be resolved

Module 8: Data and Reporting

This module includes three chapters:

- Preliminary Reports
  - https://www.michigan.gov/documents/mde/Preliminary_Reports_634714_7.pdf
- Data Files
  - https://www.michigan.gov/documents/mde/Data_Files_634715_7.pdf
- Final Reporting
  - https://www.michigan.gov/documents/mde/Final_Reporting_634716_7.pdf

Preliminary Reports

- Assessments that provide preliminary and 48-hour reporting:
  - M-STEP, MI-Access
  - Early Literacy and Mathematics Benchmark assessment provide 48-hour reporting
- Accessed through the OEAA Secure Site
- The Preliminary Student Roster Report provides student-level data based on machine-scored items from the online test
  - Proficiency levels are not available on preliminary reports; preliminary scale scores are categorized as above or below benchmark
  - Subscore data are reported for ELA, mathematics, and social studies.
    - Science subscore data are not yet reported on preliminary reports due to the nature of testing in Spring 2021 and the newness of the operational test. Science subscore data will be reported on final reports

Preliminary Reports: Read by Grade 3

- Read by Grade 3 indicators will be included on the M-STEP Preliminary Reports
  - > 1271 Meets Requirements
  - 1253-1271 Needs Support
  - < 1253 Eligible for Retention

- Preliminary data will be used to determine which students and families receive CEPI letters
  - MDE encourages schools to monitor Preliminary Reports to identify students who are eligible for retention before parents receive letters.

Data Files

- Student Data Files (SDF) and Aggregate Data Files (ADF) include all released data for the school, district, ISD, and state.
  - Data files are found under the Reports tab on the OEAA Secure Site, in late July or early August
  - Aggregate data files are also available in MiSchoolData (mischooldata.org)

- CSV Files are also available for each aggregate report for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark.
  - Comma Separated Value (CSV) files are found in the Actions menu of the Dynamic Score Reporting Site, which is accessed through the OEAA Secure Site
  - CSV files are designed to provide only the data that is included on the specific report you are viewing

- Information about what data is included in the OEAA Secure Site data files is listed in your Assessment Coordinator Training Guide chapter.

Final Reporting: When results are available

- When are reports available
  - Preliminary Reports are available **within 48 hours** of a student submitting all parts of the test
  - Final reports for M-STEP and MI-Access are available in **late August**, in both the Dynamic Score Reporting Site (accessed through the OEAA Secure Site) and MiSchoolData (www.mischooldata.org)
  - College Board student score reports are available on a **rolling basis**
  - ACT WorkKeys reports are sent to schools in **August**
  - WIDA ACCESS for ELLs/WIDA Alternate ACCESS for ELLs reports are typically available in **late June/ early July**
    - Hard copies shipped to district
    - Available in WIDA AMS

When?	Which assessment(s)?
Within 48 hours	M-STEP, MI-Access FI (preliminary reports)
	Early Literacy and Mathematics (final)
On a rolling basis	College Board
August	WIDA ACCESS for ELLs/WIDA Alternate ACCESS for ELLs
August	ACT WorkKeys
Late August	M-STEP MI-Access

Final Reporting: Where to find results

Assessment	Dynamic Score Reporting Site	MI School Data	MILearn	Parent Report and Student Record Labels (mailed to school)
M-STEP	X	X	X	X
MI-Access	X	X	X	X
Early Literacy and Mathematics Benchmark Assessments	X		X	

Assessment	Dynamic Score Reporting Site	MI-Learn	MI School Data	College Board K-12 Score Reporting Portal (for Educators) and Account for Parents and Students	Summary Score Report and Roster Score Report (mailed to Test Coordinator)	ACT WorkKeys student website: myworkkeys.com
SAT	X	X	X	X		
PSAT 8/9/10	X	X	X	X		
ACT WorkKeys	X	X	X		X	X

Assessment	OEAA Secure Site	WIDA AMS	MI School Data	MILearn
K W-APT and WIDA Screener	X	X		
WIDA ACCESS for ELLs	X	X	X	X
WIDA Alternate ACCESS for ELLs	X	X		X

Individual and aggregate-level reports are available in multiple locations

Final Reporting: Resources

- Resources to help understand the reports
  - About this Report documents
  - Each assessment web page has Reporting and Assessment Training and Resources for Educators sections that include:
    - Interpretive Guide to Reports
    - Performance Level Scale Score Ranges
    - Dynamic Score Reporting Site User Guides
  - MiLearn – provides About this Report section
  - College Board Assessments
    - K-12 Assessment Reporting Help page
    - SAT Suite of Assessments Training course
    - K-12 Educator Brief
  - ACT WorkKeys
    - Samples of reports and ACT WorkKeys Scale Score Interpretation Guide
    - WorkKeys/NCRC Benefits Student Letter
  - MDE provides Communication Toolkit for schools to use each fall

Resources

2021-2022 Guide to State Assessments

- Provides a more detailed look at Spring 2022 assessments
- https://www.michigan.gov/documents/mde/Guide_to_State_Assessments_622260_7.pdf

List of Important Dates

The lists of important dates are available in:

- PDF
- Excel Spreadsheet (all in one)
- Google Calendar

Assessment Program(s)
M-STEP
MME (SAT, ACT WorkKeys, M-STEP)
SAT and PSAT for Grades 9 and 10
ACT WorkKeys
MME and PSAT
PSAT for Grades 9 and 10
Grade 8 Testing
WIDA
MI-Access

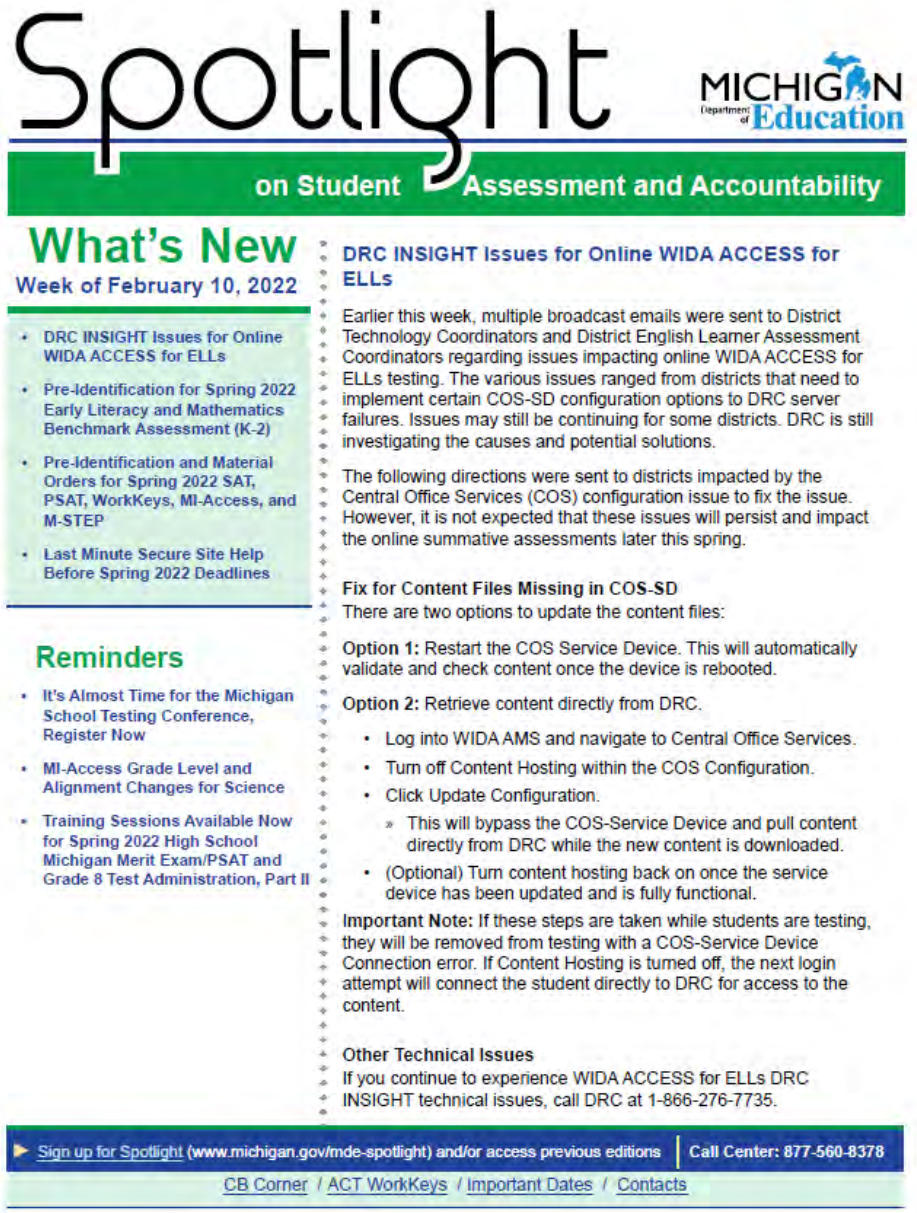
Other Important Resources

- Test Administration Manuals (TAMs)
- Test Administrator's Directions and Manuals for M-STEP – by grade and content area
- Assessment Integrity Guide
- M-STEP Calculator and Scratch Paper Policy
- Student Supports and Accommodations Guidance Document

- Resources are available on each assessment web page

Stay Informed!

Spotlight



Spotlight on Student Assessment and Accountability

MICHIGAN Department of Education

What's New

Week of February 10, 2022

- DRC INSIGHT Issues for Online WIDA ACCESS for ELLs
- Pre-Identification for Spring 2022 Early Literacy and Mathematics Benchmark Assessment (K-2)
- Pre-Identification and Material Orders for Spring 2022 SAT, PSAT, WorkKeys, MI-Access, and M-STEP
- Last Minute Secure Site Help Before Spring 2022 Deadlines

Reminders

- It's Almost Time for the Michigan School Testing Conference, Register Now
- MI-Access Grade Level and Alignment Changes for Science
- Training Sessions Available Now for Spring 2022 High School Michigan Merit Exam/PSAT and Grade 8 Test Administration, Part II

DRC INSIGHT Issues for Online WIDA ACCESS for ELLs

Earlier this week, multiple broadcast emails were sent to District Technology Coordinators and District English Learner Assessment Coordinators regarding issues impacting online WIDA ACCESS for ELLs testing. The various issues ranged from districts that need to implement certain COS-SD configuration options to DRC server failures. Issues may still be continuing for some districts. DRC is still investigating the causes and potential solutions.

The following directions were sent to districts impacted by the Central Office Services (COS) configuration issue to fix the issue. However, it is not expected that these issues will persist and impact the online summative assessments later this spring.

Fix for Content Files Missing in COS-SD

There are two options to update the content files:

Option 1: Restart the COS Service Device. This will automatically validate and check content once the device is rebooted.

Option 2: Retrieve content directly from DRC.

- Log into WIDA AMS and navigate to Central Office Services.
- Turn off Content Hosting within the COS Configuration.
- Click Update Configuration.
  - This will bypass the COS-Service Device and pull content directly from DRC while the new content is downloaded.
- (Optional) Turn content hosting back on once the service device has been updated and is fully functional.

Important Note: If these steps are taken while students are testing, they will be removed from testing with a COS-Service Device Connection error. If Content Hosting is turned off, the next login attempt will connect the student directly to DRC for access to the content.

Other Technical Issues

If you continue to experience WIDA ACCESS for ELLs DRC INSIGHT technical issues, call DRC at 1-866-276-7735.

Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions | Call Center: 877-560-8378

CB Corner / ACT WorkKeys / Important Dates / Contacts

Q & A

- **What questions do you have?**
- **Please ask in Chat!**

Thank you.

- **Office of Assessment and Accountability**
- Email: mde-oeaa@michigan.gov
- Phone: 877-560-8378

- **For Accountability questions:**
- Email: mde-accountability@michigan.gov
- Phone: 877-560-8378