SPOTLIGHT

NEWS	COLLEGE BOARD	ACT WORKKEYS	ASSESSMENT LITERACY	TRAINING	IMPORTANT DATES	REMINDERS	CONTACT US

At Imlay City Schools, we see success in every student every day! Our robust program opportunities in all areas and subjects ensure students enjoy a personalized and engaging education. Photo credit: Katie Dye, Teacher, Imlay City High School

MICHIGAN Department of **Education**

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Email your photo, caption, and credit to **mde-oeaa@michigan.gov** now!

Let's shine a spotlight on your school—**submit your photo today!**

DIVISION OF ASSESSMENT, SCHOOL IMPROVEMENT, AND SYSTEMS SUPPORT

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Icon Key

🔊 Now Available

👆 Reminder

📅 Deadline

📝 Survey

⭕ Thank You

NEWS INFO

Mark your calendar! Building and District Coordinator Administration Trainings

The training webinars for District and Building Coordinators of online test administration of the Spring 2025 M-STEP and MI-Access are coming soon.

These webinars, offered by Data Recognition Corporation (DRC), provide training about:
• what's new for 2025
• helpful online testing tips
• where to find important resources
• Q&A

The dates and times of each webinar are listed below. The PowerPoint and recorded presentations of the live webinars will be posted in the DRC INSIGHT Portal (https://mi.drcedirect.com) by the next day.

M-STEP Building and District Coordinator Administration Training
• February 18, 2025, 10:00-11:00 a.m. (recording available February 19, 2025)
• Microsoft Teams
  • Online Virtual meeting
    • Join the meeting now (https://bit.ly/4h3gi6p)
    • Meeting ID: 213 457 138 956
    • Passcode: Uu9a9b2p
  • Dial in by phone
    • +1 612-704-8944,374700844# United States, Minneapolis
    • Phone conference ID: 374 700 844#

NEWS INFO

MI-Access Building and District Coordinator Administration Training
- February 19, 2025, 10:00-11:00 a.m. (recording available February 20, 2025)
- Microsoft Teams
    - Online Virtual meeting
        - Join the meeting now (https://bit.ly/4jFEFsX)
        - Meeting ID: 261 741 680 558
        - Passcode: B96KA3Ae
    - Dial in by phone
        - +1 612-704-8944, 793 210 372# United States, Minneapolis
        - Phone conference ID: 793 210 372#

Early Literacy and Mathematics Benchmark Training is currently available in the DRC INSIGHT Portal (https://mi.drcedirect.com) and through the following links:
- Presentation Slides (https://drive.google.com/file/d/1RQPcGdzyTRR1nC5DNU-5Mpt-0nOgM3-kk/view?usp=sharing)
- Meeting Recording (https://drive.google.com/file/d/1QVSMttUvs3Os_jRvzI1K7BB_jYs92iCB/view?usp=sharing)

Ordering WIDA Alternate ACCESS for ELLs Materials

Educators can still pre-identify students and obtain materials for the WIDA Alternate ACCESS for ELLs assessment. To pre-ID students for this assessment, use the directions found on the Office of Educational Assessment and Accountability OEAA Secure Site Training page (www.michigan.gov/securesitetraining) under the Pre-Identification of Students section. The student's Tier must be updated to "Tier T".

Note: Pre-identifying students in the OEAA Secure Site will not result in the automatic delivery of materials from the assessment vendor, Data Recognition Corporation (DRC), at this time. To receive materials, educators must place an Additional Material Order in WIDA AMS when the Additional Material Order window opens on January 23.

NEWS INFO

Bubbling-in Student Information on WIDA Test Booklets

Districts and educators are reminded that even if a Pre-ID label is affixed to the student test booklet, some information must be bubbled-in by hand. If a student's pre-printed label is damaged or falls off and the minimum amount of information is not bubbled-in on the booklet, there is a risk that DRC and the Michigan Department of Education (MDE) will be unable to match a test booklet to the particular student.

For the list of the minimum information to be bubbled-in, refer to the WIDA Label and Bubbling document (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/25-WIDA-Label-and-Bubbling-Information.pdf) on the WIDA web page (www.michigan.gov/wida).

WIDA Incident Reports

If testing irregularities occur before, during, or after testing, the Building or District WIDA Coordinator must report the irregularities to the Office of Educational Assessment and Accountability (OEAA) as soon as possible. A WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Incident Reporting (IR) Reference Table (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/WIDA-Assessments/23-WIDA-Incident-Report-Table.pdf) is available to help coordinators in this process. The guide identifies the incident categories and sub-categories used in the Secure Site Incident Reporting tool and includes sample scenarios for each category or sub-category.

Screening Potential English Learners During the WIDA ACCESS Testing Window

Michigan schools are still federally required to screen newly enrolled students who have not been previously identified as English learners (ELs) using the WIDA Screener, even if the WIDA ACCESS for ELLs testing window is open.

If, while the WIDA ACCESS for ELLs testing window is open, a student is determined to be an EL – per the criteria outlined in Michigan's Entrance and Exit Protocol (EEP) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL_Entrance_and_Exit_Protocol.pdf) – the summative WIDA ACCESS for ELLs or the WIDA Alternate ACCESS for ELLs assessment must be administered to that student.

The OEAA strongly recommends that students be allowed as much time as possible between the WIDA Screener and the summative test, to ensure students do not experience testing fatigue.

WIDA Additional School/District Labels

By now, most schools and districts should have received an adequate supply of School/District Labels. However, if any schools/districts need to order additional labels, the district must send an email to mde-oeaa@michigan.gov with the following information, so the OEAA can request a shipment of those materials from DRC (the testing vendor):

- District Name
- School Name
- Quantity of School/District Label Sheets (1 sheet = 10 labels)

NEWS INFO

Overdue for Submission to ISDs – Local 1% Alternate Assessment Justification Forms

Note to special education personnel in local districts and public school academies:

District-level 1% alternate assessment justification forms (submitted through the special education application Catamaran) are now overdue and should be submitted as soon as possible.

Intermediate School District (ISD)-level justification forms are due to be submitted to the Michigan Department of Education (MDE) by tomorrow, January 24, 2025. The ISDs cannot submit their forms to MDE until they have received the local justification activity forms from each of their local districts/public school academies.

If you require assistance in completing this activity in Catamaran, you can view the training video here (https://tinyurl.com/bdubnrc9).

COLLEGE BOARD INFO

Publications

College Board's Off-Site Testing Tip Sheet and Online Required Training User Guide are now available here (https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides). Additionally, College Board's Spring 2025 Accommodations and Supports Handbook can be found here (https://accommodations.collegeboard.org/media/pdf/accommodations-supports-handbook.pdf).

College Board (CB) publications will continue to be posted to www.michigan.gov/mme and www.michigan.gov/psat throughout January as they become available. Coordinator and Proctor Manuals are expected to be available on January 31.

Test Coordinators should review these resources in preparation for testing and ensure that proctors and other test staff review the necessary publications prior to test day.

Using the Floating Accessibility Menu on Chromebooks

For Spring 2025 College Board (CB) testing text-to-speech will be available as an embedded tool for all testing students with the approved text-to-speech (embedded) accommodation in Services for Students with Disabilities SSD Online (https://ssdonline.collegeboard.org/). This means no special configuration of the testing device is required for students using embedded text-to-speech as they take the CB tests.

For Chromebook users, this means the floating accessibility menu does not need to be turned on for embedded text-to-speech. However, for other features, such as a large mouse cursor, the accessibility menu must be enabled.

Note: Enabling the floating accessibility menu affects all programs on the Chromebook, including other state tests. The accessibility menu may provide non-standard Accommodations on WIDA assessments, MI-Access, and M-STEP or may even interfere with approved standard Accommodations on these assessments.

To avoid interference with other testing programs, consider assigning extra Chromebooks to a unique organizational unit (OU) and reserving them for students who need the floating accessibility menu features.

If enabling the floating accessibility menu on all Chromebooks is the only option, monitor testing to ensure that students are not using accommodations for which they are not approved, and turn off the Kiosk floating accessibility menu on all testing devices once CB testing is completed.

Questions about the College Board Assessments (PSAT 8/9, PSAT 10, SAT)
Call: Michigan Educator Hotline at 866-870-3127 (Option 1)
Email: michiganadministratorsupport@collegeboard.org

COLLEGE BOARD INFO

Spring 2025 SSD and Accommodations Webinar

On January 15, College Board hosted the Spring 2025 Services for Students with Disabilities (SSD) and Accommodations Webinar. The recording, PowerPoint presentation, and Q&A will be available here (https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training) by the end of the day tomorrow, January 24.

State Implementation Support Specialists (SISSs)

In Spring 2024, College Board utilized a dedicated team of State Implementation Support Specialists (SISSs) to support the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations.

College Board is excited to announce that this support will be returning for Spring 2025. There are now three SISSs supporting Michigan districts and schools, two of whom are returning from last year. The names, email addresses, and assigned regions of each SISS are listed in the ttable on the following page. Please reach out to them as needed for support.

The SISSs will host virtual Office Hours via Microsoft Teams each Wednesday from 2 to 3 p.m. ET beginning on February 5.

- **Microsoft Teams**
  - **Join the meeting here** (https://bit.ly/3PJ1uy3)
  - **Meeting ID:** 291 316 249 292
  - **Passcode:** zF7NA9ZU

Questions about the College Board Assessments (PSAT 8/9, PSAT 10, SAT)
Call: Michigan Educator Hotline at 866-870-3127 (Option 1)
Email: michiganadministratorsupport@collegeboard.org

COLLEGE BOARD INFO

State Implementation Support Specialists		
Maureen Ritchie	**Meredith McKelvey**	**Natalia Russell**
mritchie@collegeboard.org	mmckelvey@collegeboard.org	nrussell@collegeboard.org
ISD Support:	**ISD Support:**	**ISD Support:**
• Barry ISD	• Berrien RESA	• Bay-Arenac ISD
• Allegan Area Educational Service Area	• Branch ISD	• Cheboyan-Otsego-Presque Isle ESC
• Alpena-Montmorency-Alcona ESD	• Calhoun ISD	• Clare-Gladwin RESD
• COOR ESD	• Dickinson-Iron ISD	• Copper County ISD
• Charlevoix Emmet ISD	• Genesee ISD	• Gobegic-Ontonagon ISD
• Delta Schoolcraft ISD	• Heritage Southwest	• Gratiot-Isabella RESD
• Eastern Upper Peninsula ISD	• Hillsdale ISD	• Huron ISD
• Eaton ISD	• Jackson ISD	• Lapeer ISD
• Ingham ISD	• Kalamazoo RESA	• Macomb ISD
• Ionia ISD	• Lenawee ISD	• Midland County ESA
• Kent ISD	• LInvingston ESA	• Oakland Schools *
• Manistee ISD	• Marquette-Alger RESA	• Saginaw ISD
• Mecosta-Osceloa ISD	• Monroe ISD	• Sanilac ISD
• Menominee ISD	• Oakland Schools *	• St. Clair County RESA
• Montcalm ISD	• St. Joseph County ISD	• Tuscola ISD
• Muskegon Area ISD	• Van Buren ID	• Wayne RESA *
• Newago County RESA	• Washtenaw ISD	
• Northwest Eduation Services ISD	• Wayne RESA *	
• Ottawa ISD		
• Siawassee RESD	* Oakland Schools and Wayne RESA will be co-supported by Meredith McKelvey and Natalia Russell	
• West Shore ESD		
• Wexford Missaukee ISD		

Questions about the College Board Assessments (PSAT 8/9, PSAT 10, SAT)
Call: Michigan Educator Hotline at 866-870-3127 (Option 1)
Email: michiganadministratorsupport@collegeboard.org

COLLEGE BOARD INFO

Stay Updated with College Board's Latest Bluebook Releases

A critical update to the Bluebook™ digital testing application was released on January 6, 2025. Bluebook will auto-update the next time it's opened on a student's testing device, unless the school's technology staff have blocked auto-updates.

If your school's managed devices don't allow Bluebook auto-updates, technology coordinators must perform manual updates to make sure testing devices are running the latest version of Bluebook. Collaborate with your technology coordinator to ensure Bluebook is up-to-date on all testing devices prior to test day. Remember to check for new releases every Friday on Bluebook Updates (https://bluebook.collegeboard.org/technology/updates).

To avoid overwhelming your school's testing network and causing delays, ensure that students open Bluebook on their devices prior to test day. This step is part of College Board's digital readiness check, which College Board advises schools to complete 1-2 weeks in advance of testing.

Technical requirements and guidance are available at bluebook.collegeboard.org/technology (https://bluebook.collegeboard.org/technology).

COLLEGE BOARD INFO

Spring SAT Suite Pre-ID Window

The Michigan Department of Education's student Pre-Identification (Pre-ID) window for Spring SAT Suite testing is open through February 14, 2025. Pre-ID for late-arriving students and for other unforeseen changes in student enrollment can be completed from February 15 to April 23 for online testers, and from February 15 to April 21 for paper/pencil testers, as well as for any online testers approved for multi-day testing.

College Board will pull Pre-ID data from the Office of Educational Assessment and Accountability (OEAA) Secure Site beginning on February 17 through April 23 for digital testers, and from February 17 through April 21 for paper/pencil testers. Student registrations will appear in College Board's State Data Management System (SDMS) one business day after each data pull, and in the Test Day Toolkit two business days after each data pull.

Access to Test Day Toolkit and SDMS

- **February 3:** School test coordinators will receive access to Test Day Toolkit
- **February 19:** District test coordinators, school test coordinators, and Services for Students with Disabilities (SSD) Coordinators will gain access to SDMS

Test staff will be notified via email about their access to each application.

State Allowed Accommodations Window Open, Will Close February 18

The window for entering State Allowed Accommodations (SAAs) in SSD Online (https://ssdonline.collegeboard.org/) is now open. The deadline for entering all accommodations in SSD Online, including SAAs, is **February 18, 2025**.

Note: SAAs, while permitted by the Michigan Department of Education, are not considered approved accommodations by College Board. For that reason, scores obtained with SAAs are not college-reportable.

Questions about the College Board Assessments (PSAT 8/9, PSAT 10, SAT)
Call: Michigan Educator Hotline at 866-870-3127 (Option 1)
Email: michiganadministratorsupport@collegeboard.org

ACT WORKKEYS INFO

Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials is open through **February 14, 2025** (5:00 p.m.) through the Office of Educational Assessment and Accountability (OEAA) Secure Site (https://www.michigan.gov/oeaa-secure).

Instructions for these activities can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Pre-Identification of Students** and the **Material Ordering** sections.

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the OEAA Secure Site **by 5:00 p.m. on February 14, 2025**.

The projected number of Standard Time, Regular Print materials that will be sent to the school(s), based on the pre-identification count, can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and/or unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets sent.

Important: Accommodated materials and Spanish test booklets must be ordered (if needed) through the OEAA Secure Site on the Initial Material Orders page by 5:00 p.m. on February 14, 2025. Missing this deadline will result in your school not receiving ancillary accommodations and return shipping materials.

Refer to the following Spotlight on Student Assessment and Accountability Newsletters (www.michigan.gov/mde-spotlight) articles for complete information:
- Student Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access – December 5, 2024 (https://bit.ly/3Dae3iK)
- Pre-Identification and Material Orders: SAT, PSAT, WorkKeys, M-STEP, and MI-Access – January 9, 2025 (https://bit.ly/4h72E2c)
- Pre-identify Students and Order WorkKeys Test Materials – January 16, 2025 (https://bit.ly/4jkKWdj)

ACT WORKKEYS INFO

ACT WorkKeys Customer Support Team
Email: workkeys@act.org
Call: 800-967-5539 (9:30 a.m.-6:00 p.m.)
Email to Accommodations Questions:
ACTState Accoms@act.org

ACT WorkKeys Training Webinars

All school staff are invited to attend ACT's optional WorkKeys training webinars. These sessions will provide an overview of how to administer the WorkKeys assessments, including receiving and returning test materials.

Use the links below to register for one or both sessions (participants do not have to attend both sessions). Each session will be recorded and available for on-demand viewing about an hour after the session concludes. The registration links are also posted on the ACT-hosted State of Michigan ACT WorkKeys State Testing website (http://www.act.org/stateanddistrict/michigan) on the WorkKeys on Paper page in step 4: Preparation.

- **Wednesday, February 5, 2025, 10:00 – 11:30 a.m. ET**
  Registration URL (https://bit.ly/3DYhnOs)
- **Tuesday, March 6, 2025, 3:30-5:00 p.m. ET**
  Registration URL (https://bit.ly/4ar6n8p)

ACT WorkKeys Test Administration Resources

WorkKeys Test Coordinators, room supervisors, and proctors are urged to become familiar with the following test administration resources posted on the ACT-hosted State of Michigan ACT WorkKeys State Testing website (http://www.act.org/stateanddistrict/michigan) before testing begins:

- WorkKeys Accessibility Supports Guide
- ACT Test Coordinator Information Manual
- ACT WorkKeys Administration Manual – Standard Time Paper
- ACT WorkKeys Administration Manual – Accommodations Paper
- WorkKeys Administration Supplement
- Test Administration Form - ACT WorkKeys Standard Time Paper
- Test Administration Form - ACT WorkKeys Accommodations Paper
- Calculator Policy

ACT WorkKeys Events and Deadlines

- ACT WorkKeys Spring 2025 Schedule of Events (https://content.act.org/michigan/r/Schedule_of_Events_for_WorkKeys_-_Michigan_-_Spring), posted on the ACT-hosted State of Michigan ACT WorkKeys State Testing website (http://www.act.org/stateanddistrict/michigan) on the WorkKeys on Paper page

- ACT WorkKeys List of Important Dates (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendars/ACT_WorkKeys_list_of_Important_Dates.pdf), posted on the MME webpage (www.michigan.gov/mme).

TRAINING

ACT WorkKeys Webinar: Paper Testing Webinar 1

- Wednesday, February 5, 2025, 10:00-11:30 a.m. For School Test Coordinators
- Register Here (https://bit.ly/3DYhnOs)

M-STEP Building and District Coordinator Administration Training

- February 18, 2025, 10:00-11:00 a.m. (recording available February 19, 2025)
  - Microsoft Teams
    - Online Virtual meeting
      - Join the meeting now (https://bit.ly/4h3gi6p)
      - Meeting ID: 213 457 138 956
      - Passcode: Uu9a9b2p
    - Dial in by phone
      - +1 612-704-8944,374700844# United States, Minneapolis
      - Phone conference ID: 374 700 844#

MI-Access Building and District Coordinator Administration Training

- February 19, 2025, 10:00-11:00 a.m. (recording available February 20, 2025)
  - Microsoft Teams
    - Online Virtual meeting
      - Join the meeting now (https://bit.ly/4jFEFsX)
      - Meeting ID: 261 741 680 558
      - Passcode: B96KA3Ae
    - Dial in by phone
      - +1 612-704-8944, 793 210 372# United States, Minneapolis
      - Phone conference ID: 793 210 372#

College Board Webinar: School Test Coordinator, Part 2

- Wednesday, March 5, 2025, 1:00 - 2:30 p.m.
- For School Test Coordinators, District Test Coordinators
- Register here (https://bit.ly/3MVDUfO)

ACT WorkKeys Webinar: Paper Testing Webinar 1

- Tuesday, March 6, 2025, 3:30-5:00 p.m.
- For School Test Coordinators
- Register Here (https://bit.ly/4ar6n8p)

Michigan School Testing Conference

- Tuesday, February 11 through Thursday, February 13, 2025
- Ann Arbor Sheraton Hotel
- View full MSTC Conference details and registration here (https://gomasa.org/events/2025-michigan-school-testing-conference/)
- The Ann Arbor Sheraton Hotel room block can be accessed here (https://www.marriott.com/event-reservations/reservation-link.mi?id=1684764352878&key=GRP&app=resvlink)

IMPORTANT DATES

JANUARY 2025

23	**WIDA** ACCESS Additional Material Order Window in WIDA AMS Ends: **March 28, 2025**
23	**WIDA** ACCESS for ELLs/WIDA Alternate ACCESS for ELLs Materials Arrive in Districts Ends: **April, 4, 2025**
27	**WIDA** ACCESS for ELLs/WIDA Alternate ACCESS for ELLs Test Window Ends: **April 4, 2025**

FEBRUARY 2025

14	**M-STEP, MI-Access, ACT WorkKey** Pre-Identification of Students for preprinted bar-code labels by 5:00 p.m., February 14, 2025
14	**SAT, PSAT, PSAT 8/9 for Grades 8 & 9** Pre-Identification of Students, by 5:00 p.m., February 14, 2025
14	**M-STEP, MI-Access** Initial Material Order Window, by 5:00 p.m., February 14, 2025
14	**ACT WorkKeys** Initial Material Order Window for Window 1 and Window 2 (Standard Time and Accommodations, by 5:00 p.m., February 14, 2025
18	**SAT, PSAT 10, PSAT 8/9 for Grades 8 & 9** Request College Board approved accommodations and State Allowed Accommodations in SSD Online, by February 18, 2025

OEAA ABBREVIATIONS

A rotating list of OEAA abreviations frequently used in Spotlight

Acronym	Name	Acronym	Name
MSTC	Michigan School Testing Conference	SSD	Services for Students with Disabilities
SAA	State Allowed Accommodations	TTS	Text-to-Speech
SISS	State Implementation Support Specialists		

OEAA PHONE TREE OPTIONS

Option 1 - For inquiries related to state assessment policy; the OEAA Secure Site; administration of the M-STEP, MI-Access, Early Literacy and Mathematics; and Accountability Reporting

Option 2 - For inquiries related to the SAT, PSAT, or WorkKeys testing:

> **Option 1** - eligibility to test and the OEAA Secure Site
> **Option 2** - administration of the College Board assessments (PSAT 8/9, PSAT 10, SAT)
> **Option 3** - administration of the WorkKeys work skills test

Option 3 - For inquiries related to WIDA, the English Language Learner assessment; Call 866-276-7735 for assistance with the WIDA Screener and the WIDA Secure Portal

Option 4 - For all other calls

Option 5 - To report known unethical testing practices by a school on any state assessment

Option 6 - To repeat these options

MICHIGAN Department of Education

Questions or Comments?
Contact MDE at:
Mail: 608 W. Allegan St., PO Box 30008, Lansing, Michigan 48915
Assessment Questions: mde-oeaa@michigan.gov
Accountability Questions: mde-accountability@michigan.gov
Phone Assistance: 877-560-8378
Website: www.michigan.gov/oeaa