

2023 Michigan School Testing Conference

E6 - Michigan Merit Exam

Test Administration Updates

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MME Test Administration and Reporting
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■ Introductions

- Kate Cermak, Test Administration and Reporting Manager, Office of Educational Assessment and Accountability, MDE
- Terrence Ingram, Senior Director, Outreach & Implementation, State Contract Program Management, College Board
- Rachel Devine, Program Director for ACT in Michigan

What is the MME?

The Michigan Merit Examination (MME) consists of 3 required components:

- SAT® with Essay – ELA and Mathematics scores for accountability (paper/pencil only)
- ACT® WorkKeys® – measures work skills (paper/pencil only)
- M-STEP – Science and Social Studies scores for accountability (online)

Who is Required and Who is Eligible to Take the MME – Grade 11

- First time 11th graders are **required** to take all three components.
- Grade 11 foreign exchange students are **required** to take all three components.
- Repeating 11th graders:
 - If valid MME scores in all assessments, then **not eligible** to take any portion of the MME
 - If missing one or more MME components, then **eligible, but not required** to take MME

Who is Required and Who is Eligible to Take the MME – Grade 12

- 12th graders, who were not included in 11th grade accountability, are **required** to take all 3 components of the MME.
- 12th graders, who have valid scores in all 3 components of the MME, are **not eligible** to take any portion of the MME.
- 12th graders, who are missing one or more valid MME component scores, are **eligible, but not required** to take the complete MME.

MME and student taking MI-Access assessments?

- If the student participated as an 11th grader in a previous MI-Access administration for ELA and math, then the student is **not eligible** to take any component of the MME.
- If the student's IEP Team determines the MI-Access FI is the most appropriate assessment, then the student is **not eligible** to take the SAT with Essay.
- 11th grade students, who take MI-Access FI assessments for ELA and math, are **eligible, but not required** to take the WorkKeys assessment.

Additional Resource for MME Eligibility

The **Who Must/Can Take the MME** document has been updated for Spring 2023 and is available on the MME web page (www.Michigan.gov/mme) under General Information.

Barcode Labels

- ❑ Every student answer document must have a valid barcode label attached for the answer document to be scored.
- ❑ This also applied to homeschooled students who may come into the local school for testing.

Spring 2023 Testing Schedule for Summative Assessments

Assessment	Week of															
	2/6-2/10	2/13-2/17	2/20-2/24	2/27-3/3	3/6-3/10	3/13-3/17	3/20-3/24	3/27-3/31	4/3-4/7	4/10-4/14	4/17-4/21	4/24-4/28	5/1-5/5	5/8-5/12	5/15-5/19	5/22-5/26
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										4/12 Only		Makeup 4/25				
Accommodated Testing Window										4/12-25						
Work Skills: ACT WorkKeys										4/13 Only		Makeup 4/27				
Accommodated Testing Window										Initial 4/13-26 Makeup 4/27-5/3						
PSAT 8/9 (grade 8)*										4/12 Only	Primary 4/13-18	Makeup 4/25-26				
Accommodated Testing Window										4/12-25						
PSAT 8/9 (grade 9) and PSAT 10**										4/12-18		Makeup 4/25-26				
Accommodated Testing Window										4/12-25						
WIDA ACCESS and WIDA Alternate ACCESS for ELLs	7 weeks															

Testing Times for the MME

Subject	Grade 11 (12)
SAT with Essay	4:07
ACT WorkKeys	3:00
M-STEP Science	1:30
M-STEP Social Studies	0:45
Estimated Total Hours	9:22

Off-Site Testing Request Dates

❑ SAT with Essay

- Pre-approval not required for off-site locations
- **Except** when needing shipping materials to return test materials from an off-site testing location
- (www.sat.org/offsiterequest)

❑ ACT WorkKeys

- Make requests Jan 4 to May 4, 2023
- Submit request through the OEAA Secure Site (www.michigan.gov/oeaa-secure)

❑ M-Step

- Make requests Jan 4 to May 18, 2023
- Submit request through the OEAA Secure Site (www.michigan.gov/oeaa-secure)

Additional off-site testing information found in the Assessment Coordinator Training Guide (ACTG)

□ College Board:

- College Board Assessments Preparation chapter

□ ACT WorkKeys:

- ACT WorkKeys Assessment Preparation chapter

□ M-Step:

- M-Step Assessment Preparation chapter

Required Assessment Security Training

- District and Building Assessment Coordinators
- Test Administrators, Room Supervisors, and Proctors
- Technology Coordinators and other staff involved in testing
- Any person involved in the administration of testing must sign the **Security Compliance Form** found on the M-STEP or MME web pages.
- Once Test Security training is completed a **Certificate of Completion** will be available to print and keep on file.
- See the **Assessment Integrity Guide** posted on the MME and M-STEP web pages for details about training.

College Board Updates

Terrence Ingram

Updates and New Items for Spring 2023



Paper Administration (Reminder)

- The Spring 2023 SAT with Essay, PSAT 10, and PSAT 8/9 will remain paper-based tests. There is no option for digital testing this spring.

Schoolwide Student List

- Master Student List is now referred to as the Schoolwide Student List in the testing manuals.

Translated Test Directions for English Learners

- Now available in Pashto and Ukrainian for SAT with Essay, PSAT 10, and PSAT 8/9.

Nonstandard Administration Report (NAR)

- Available to download in PDF and .csv formats.
- The PSAT-related NAR and SAT NAR now have a consistent format.

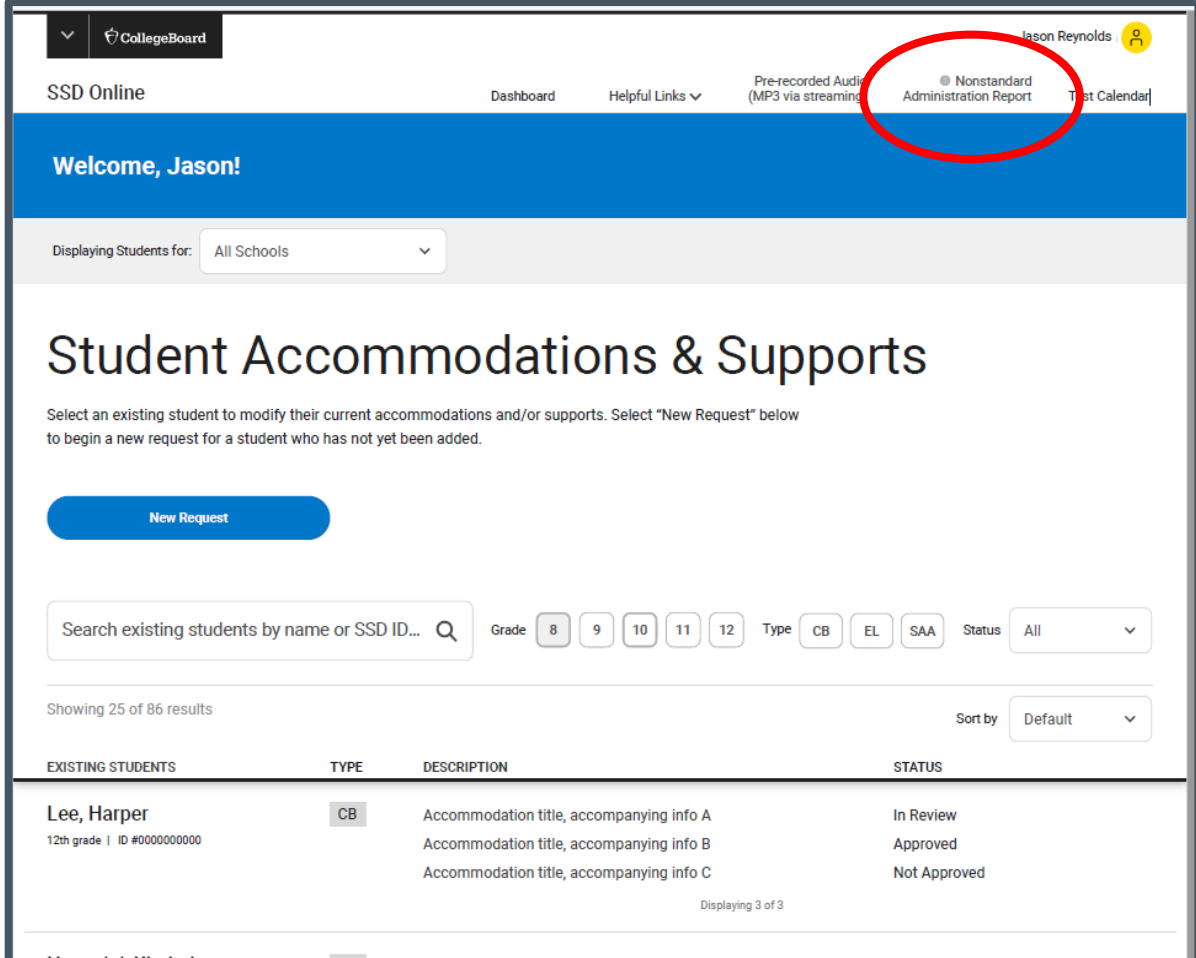
Spring Test Administration Dates

- Students taking the SAT with Essay in a standard room will be required to test on a single day.
 - Primary test day: **April 12, 2023**
 - Makeup test day: **April 25, 2023**
- Schools will use a survey, to be emailed on April 11, to request makeup test books.
- For student eligibility questions, MDE has updated the *Who Must/Can Take the MME* document, available at www.Michigan.gov/mme.

Accessing the Nonstandard administrative Report (NAR)

Available in January

Selecting the Nonstandard Administration Report tab will take you to the old SSD platform where you can access the NAR for each assessment.



The screenshot shows the SSD Online interface. At the top, the CollegeBoard logo is on the left, and the user's name 'Jason Reynolds' with a profile icon is on the right. Below the logo, the text 'SSD Online' is displayed. To the right of 'SSD Online' are links for 'Dashboard', 'Helpful Links', 'Pre-recorded Audio (MP3 via streaming)', 'Nonstandard Administration Report' (highlighted with a red circle), and 'Test Calendar'. Below these links is a blue banner that says 'Welcome, Jason!'. Under the banner, there is a dropdown menu for 'Displaying Students for:' set to 'All Schools'. The main heading is 'Student Accommodations & Supports'. Below this heading is a paragraph: 'Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.' There is a blue button labeled 'New Request'. Below this is a search bar: 'Search existing students by name or SSD ID...'. To the right of the search bar are filters for 'Grade' (8, 9, 10, 11, 12), 'Type' (CB, EL, SAA), and 'Status' (All). Below the filters, it says 'Showing 25 of 86 results' and 'Sort by Default'. At the bottom, there is a table with columns: 'EXISTING STUDENTS', 'TYPE', 'DESCRIPTION', and 'STATUS'. The table shows one student, 'Lee, Harper', with ID #0000000000. The table has three rows of data for this student, all with 'CB' as the type. The first row has 'Accommodation title, accompanying info A' and 'In Review' status. The second row has 'Accommodation title, accompanying info B' and 'Approved' status. The third row has 'Accommodation title, accompanying info C' and 'Not Approved' status. At the bottom right of the table, it says 'Displaying 3 of 3'.

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade ID #0000000000	CB	Accommodation title, accompanying info A	In Review
		Accommodation title, accompanying info B	Approved
		Accommodation title, accompanying info C	Not Approved



New & Improved Nonstandard Administration Report (NAR)

- Can be generated throughout the year
- Informs SSD Coordinators of which students can sit together as well as the number of allowed test days
- Exportable to PDF or CSV formats

Print the SAT Nonstandard Administration Report (NAR)

- Includes three sections
 - **Section 1:** Student Summary
 - **Section 2:** Students who test on the primary test day
 - **Section 3:** Students who test during the accommodated window

Last Name	First Name	SSD ID	Grade	Approved Accommodations	Testing Group	Test Book	1 or 2-day Testing	Testing Window	Testing Room	Tested
Approval LIII	Test	2109404207	11	Pre-recorded audio (MP3 via streaming)	SB2-One-to-One	Blue	Accommodated Testing Manual ("Preparing for Testing with Accommodations" section) for instructions on applicable Testing Days.	Yes		

Print the SAT Nonstandard Administration Report (NAR)

- Identifies students who can test in the same testing room (and will include EL students with extended time).
- Indicates the color test book to administer.
- Identifies the name of the 'test script' to read.
- Provides additional instructions for accommodated students (if any).

Last Name	First Name	SSD ID	Grade	Approved Accommodations	Testing Group	Test Book	1 or 2-day Testing	Testing Window	Testing Room	Tested
Approval LIII	Test	2109404207	11	Pre-recorded audio (MP3 via streaming)	SB2-One-to-One	Blue	Accommodated Testing Manual ("Preparing for Testing with Accommodations" section) for instructions on applicable Testing Days.	Yes		

Accommodations

There are two categories of accommodations:

- College Board-approved accommodations
 - Require preapproval
 - Result in college and scholarship reportable scores
 - Used for students with diagnosed disabilities documented in a 504 or IEP
 - Deadline to Apply: **February 21, 2023**
- State-allowed accommodations
 - Require preapproval
 - Are automatically approved and require no documentation
 - Do NOT result in college and scholarship reportable scores
 - Must be applied for every year
 - Recommended for 8th grade
 - Deadline: **February 21, 2023**

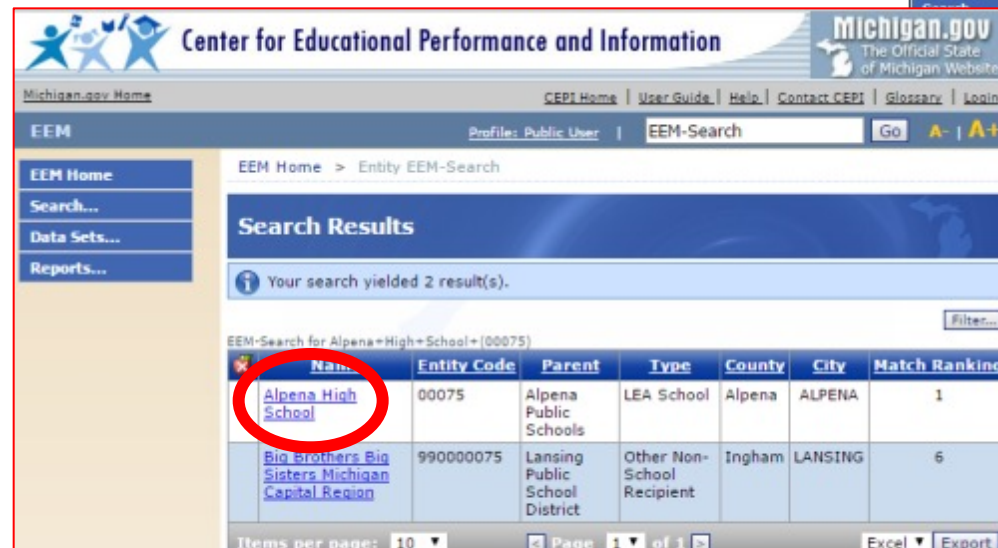
Accommodated Testing Window

Accommodated Testing Window: April 12-25, 2023

- Students with approved accommodations taking the SAT with Essay, as designated on the Nonstandard Administration Report (NAR) in SSD Online, can be flexibly scheduled anytime in the accommodated testing window.

Educational Entity Master (EEM)

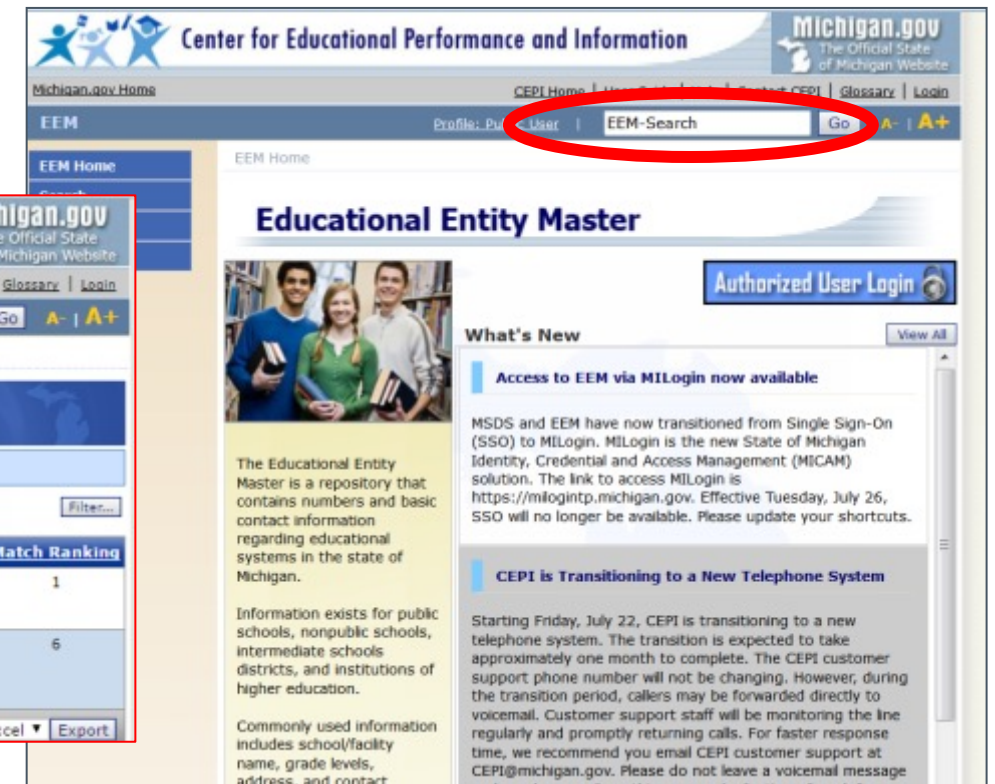
- To view school and contact information that will be provided to College Board, go to:
<https://cepi.state.mi.us/eem/>
- Search for your school in the EEM-Search window
- Click the link for your school.



The screenshot shows the EEM-Search results page. The search criteria is 'Alpena+High+School+(00075)'. The results table shows two entries:

Name	Entity Code	Parent	Type	County	City	Match Ranking
Alpena High School	00075	Alpena Public Schools	LEA School	Alpena	ALPENa	1
Big Brothers Big Sisters Michigan Capital Region	990000075	Lansing Public School District	Other Non-School Recipient	Ingham	LANSING	6

The first result, 'Alpena High School', is circled in red. The page also includes a sidebar with links to EEM Home, Search..., Data Sets..., and Reports....



The screenshot shows the EEM Home page. The 'EEM-Search' link in the top navigation bar is circled in red. The page title is 'Educational Entity Master'. There is a section for 'What's New' with a link to 'Access to EEM via MILogin now available'. The page also includes a sidebar with links to EEM Home, Search..., Data Sets..., and Reports....

Pre-ID in OEAA Secure Site



You will receive materials based on the number of students pre-ID'd in OEAA Secure Site by the deadline.

- MDE opened the Pre-ID window in OEAA Secure Site on January 4.
- Public school students will automatically be pre-ID'd based on fall count day enrollment if the school was established to test by January 4, 2023.
 - Nonpublic schools and public schools established after January 4, 2023, must pre-ID all students that are testing.
- All updates must be completed by **February 15, 2023**, in order to receive pre-printed barcode labels.

Pre-ID (Barcode) Labels

- Labels and answer sheets will be shipped to schools for all students who were pre-ID'd by **February 15, 2023**.
- For any students pre-ID'd after the deadline, schools **must** generate a label locally for the student from the OEAA Secure Site to be affixed to the answer sheet.
- Valid barcode labels for the SAT with Essay will have the following elements:



Pre-ID (Barcode) Labels

- With an increase in the number of student answer documents being returned without a barcode label or without a valid barcode label, MDE strongly emphasizes the following:
 - **Every student answer document for the SAT with Essay must have a valid barcode label attached for the answer document to be scored.**
 - Schools submitting answer documents without correct barcode labels may be subject to follow-up by MDE.

ACT WorkKeys Updates

Rachel Devine (Rachel.devine@act.org)

WorkKeys – Spring 2023

- ❑ Test Sections (55 minutes)
 - Workplace Documents
 - Applied Math
 - Graphic Literacy
- ❑ Can produce National Career Readiness Certificate (NCRC)
 - Nationally-recognized, stackable workforce credential
 - NCRC levels range from Bronze to Platinum

ACT WorkKeys Assessment Administration

- ❑ Who takes the ACT WorkKeys:
 - All public school 11th grade students
 - Eligible 12th grade students
 - those who have not taken ACT WorkKeys before
 - those missing one piece of Michigan Merit Exam (they must take the entire MME)
 - 11th grade foreign exchange students
 - Private schools may choose to offer this assessment, but the students must take the entire MME
- ❑ Paper/pencil assessment only

Key Upcoming Dates

- ❑ Attend ACT-hosted Training Webinars:
 - March 7, 3:30 ET
- ❑ Test Window 1: Initial Testing
 - April 13, 2023
 - Accommodations: April 13-26
- ❑ Test Window 2: Makeup Testing
 - April 27, 2023
 - Accommodations: April 27-May 3

After Testing

Data and Reporting

- ❑ Final reports sent to schools in August
- ❑ Please watch Spotlight for details: <http://www.michigan.gov/mde-spotlight>

Resources

- Sample student score reports
- Ability for students to download NCRC and add credential to LinkedIn, resume, etc.
- Scale score interpretation guide
- WorkKeys for Educators resource
- Occupational Profiles database
- Career Readiness Tableau dashboard

Student, Parent, and Educator Resources

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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 Score Report (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

WorkKeys for Educators


- One-page handout to navigate pre- and post-testing
- Talks about ways for students to incorporate their NCRC into resumes, job interviews, and online job profiles
- Directs educators to key dashboards and resources to help students understand value of workforce credential

ACT® WorkKeys® / NCRC®
Tips for K-12 Practitioners


ACT® WorkKeys® Assessments help measure the workplace skills that can affect job performance. The **WorkKeys National Career Readiness Certificate® (NCRC)**, which students can earn through WorkKeys Assessments, is a valuable credential for students entering the workforce. Use these tips to help your students succeed before, during, and after WorkKeys Assessments. **Learn more at act.org/workkeysforeducators**

Pre-Test Activities 


- Provide students with ACT WorkKeys practice tests and sample questions from the ACT website to show them what the tests measure.
<https://www.act.org/content/act/en/products-and-services/workkeys-for-educators.html>

Post-Test Activities 

- Remind students to check their scores at www.myworkkeys.com.
- Talk to students about how to interpret their scores.

Day of Testing 

- Encourage students to do their best.
- Inform students about creating their accounts on www.myworkkeys.com. Through their accounts, students will be able to view, print, and share their occupational profile database and explain how the scores relate to different types of careers.
<http://profiles.keytrain.com/>

Resources 

- ACT WorkKeys for Educators and Administrators: <https://www.act.org/content/act/en/products-and-services/workkeys-for-educators.html>
- The National Career Readiness Certificate: <https://www.act.org/content/act/en/products-and-services/workkeys-for-educators.html>

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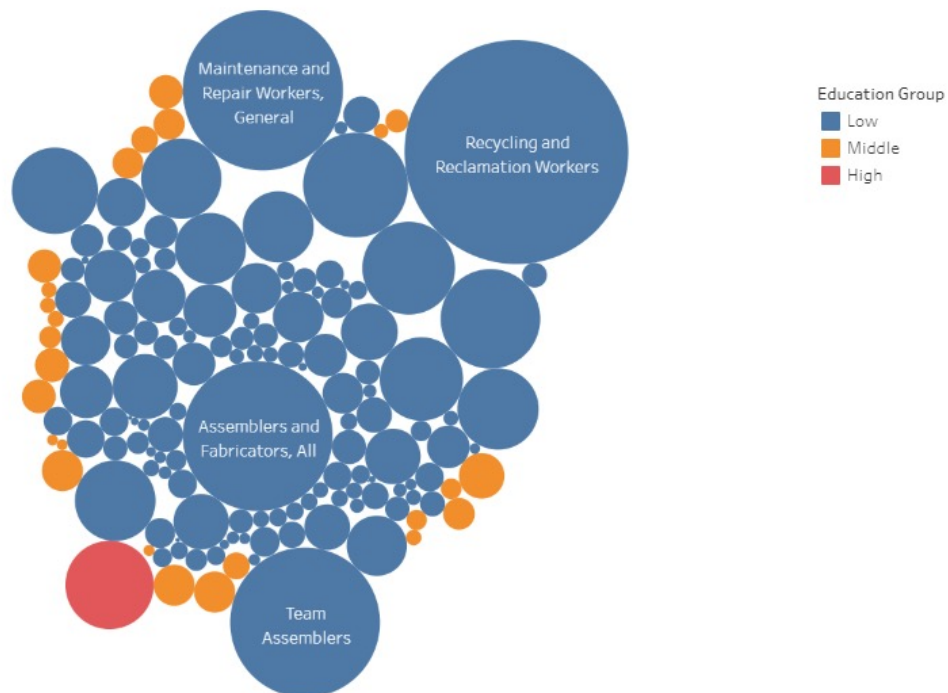
ACT® WorkKeys®
act.org/workkeysforeducators

Career Readiness Dashboard



Manufacturing - Readiness Benchmarks

Education Group	Applied Math	Workplace Documents	Graphic Literacy
Low	4	4	4
Middle	4	5	4
High	5	5	5



Sources: ACT Occupational Profile database; US Bureau of Labor Statistics projections of occupational employment (2020–2030) and occupational employment and wages (September 2021); O*NET (www.onetonline.org/); and the National Career Clusters® Framework (www.careertech.org/career-clusters).



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 | • Reduced turnover |
| • Reduction in time to hire | • Shortened training period |
| • Improved employee morale | • Decreased operator error |
| • Improving promotional procedures | • 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>.

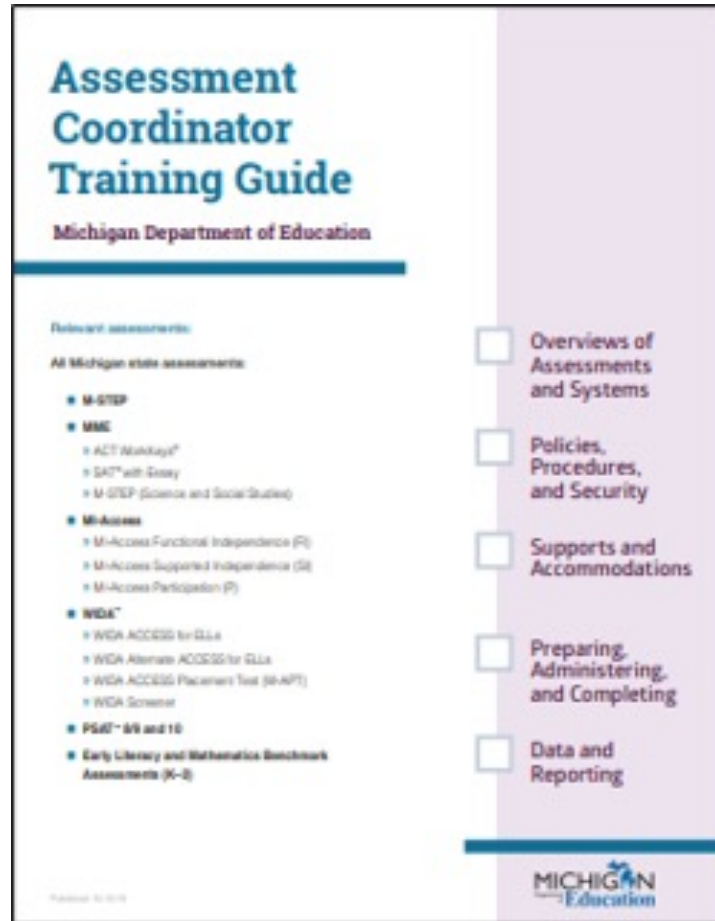
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WorkKeys-NCRC Benefits Student Letter:

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

Questions?

Assessment Coordinator Training Guide



- For District and Building Assessment Coordinators
- Before, During, and After Test Administration Instruction
- Access the Training Guide by clicking on the icon at the top of each assessment's webpage
- www.michigan.gov/mme



Need Help?

OEAA:877-560-8378 (select the appropriate option)

mde-oeaa@michigan.gov

College Board:866-870-3127 (select option 1)

michiganadministratorsupport@collegeboard.org

ACT WorkKeys: 800-553-6244 (standard time: ext. 2800 /
accommodations: ext. 1788)

www.act.org/aap/state/contact.html

Helpful Links

- MME webpage: (www.michigan.gov/mme)
- PSAT webpage: (www.michigan.gov/psat)
- M-STEP webpage: (www.michigan.gov/mstep)
- Secure Site Training
webpage: (www.michigan.gov/securesitetraining)
- College Board Michigan website:
(www.collegeboard.org/michigan)
- ACT Michigan website: (www.act.org/stateanddistrict/michigan)

Thank you!