



# MEAP Coordinator Briefing

Fall 2005



# Welcome

Ed Roeber, Executive Director  
Office of Educational Assessment and  
Accountability



# Outline

- Welcome and General Issues (Ed Roeber)
- MEAP Administration (Jim Griffiths)
- Assessment Accommodations (Peggy Dutcher)
- Student ID Process (Dave Judd)
- Assessment Processing (Dave Henkhaus)



# Briefing Overview


- Update
- New for 2005-06
  - Elementary and middle school
  - High school
- Work continuing in 2005-06



# Update

## **MEAP elementary and middle school assessments**


- Assessments administered in October
- Special arrangements for Jewish and Muslim students
- Science and Social Studies tests measure same skills
- Assessment results reported by early December



# Update – cont'd

## **High school assessments**

- MEAP HST continues for this school year (2005-06)
- Contractor for Michigan Merit Exam selected
- Michigan Merit Exam pilot scheduled for spring 2006
- Implementation scheduled for spring 2007



## New for 2005-06


- Revised Ethical Practices document
- New contractors - Pearson and Harcourt
- Some revised assessment procedures implemented
- MEAP reports thoroughly revised



## New for 2005-06 – cont'd


- Michigan teacher item development completed
- ELPA assessments to be implemented
- Pilot of online MEAP assessment this fall
- Expanded OEAA conferences - MEAP, MI-Access and ELPA





# Work Continuing in 2005-06

- Revisions to the MEAP science and social studies assessments
- Implementation of the Michigan Merit Exam



# Work Continuing in 2005-06

- High school reform efforts may affect high school assessment
  - Content expectations are being revised
  - Additional assessment strategies are being considered
- Education YES! and NCLB AYP processes may change because of the expanded MEAP assessments



# Assessment Administration

Jim Griffiths, Coordinator

Assessment Administration & Reporting



# Assessment Overview

- Assessment Windows
- What's New
- Assessment Administration
- Questions and Answers



# Assessment Windows

- Grades 3 to 9

- October 3 to October 21, 2005

- High School

- October 24 to November 4, 2005

- Assessment Schedules



# What's New...

- Manuals and Handbooks
  - District Coordinator Handbook
  - Building Coordinator Handbook
  - Grades 4-9 Administration Manual
  - Grade 3 Administration Manual
  - High School Administration Manual
- Grade 3 Assessment Booklets



# What's New...

- English Language Arts
  - ☐ Answer Folders – Grades 4-8
  - ☐ Administer in Any Order
  - ☐ Listening Assessment
- Math – Calculator Use
- No Additional Sheets Allowed



# What's New...

- *Professional Assessment and Accountability Practices for Educators* – revised August 2005
- Accommodations
  - Students with Disabilities
  - English Language Learners
- Ungraded Students





# What's New...

- School Grade Header Sheet
- Class/Group ID Sheet
- Security Compliance Form
- Ordering Materials Online via OEAA Secure Site
- Materials Return



# Assessment Administration

- Receipt of Materials – approximately two weeks prior to testing
- Administrators and Proctors
- Students to Be Assessed
  - Students with Disabilities
  - English Language Learners
  - Foreign Exchange Students



# Assessment Administration

- Assessment Security
- Reporting Assessment Irregularities and Administrative Errors
- Availability of Emergency Assessments
- Student Unethical Practices
- Materials Return



# Contact information

## ■ MEAP Scoring Services

- Phone 800- ~~204~~ 4109
- FAX 319 358 4293
- [meap@pearson.com](mailto:meap@pearson.com)

## ■ MEAP Office

- Phone 877- ~~560~~ 8378
- FAX 517 335 1186
- [meap@michigan.gov](mailto:meap@michigan.gov)
- [www.michigan.gov/meap](http://www.michigan.gov/meap)



# Assessment Accommodations

Peggy Dutcher, Coordinator  
Assessment for Students with Disabilities  
Program



# **Assessment Accommodations**

- What's New
- Students with and IEP and Section 504 Students
- Accommodated Versions
- Special Handling
- Rapid Onset of a Medical Disability



# What's New

- SBE Approved Assessment Accommodation Summary Table
  - IEP
  - Section 504
  - ELL
- Coordinator Handbook: Pages E-6 through E-9
- Admin Manual: Pages 20-23



# **MEAP with Assessment Accommodations**

- Special education students and Section 504 students
- ONLY the IEP Team or 504 Plan team can determine accommodations





# **MEAP with Assessment Accommodations**

## **■ MEAP Documents**

- Test Admin. Manual:  
Pages 16 – 23
- Coordinator Handbook:  
Pages E2 – E9

[www.mi.gov/meap](http://www.mi.gov/meap)

# Standard Accommodations

- Do **NOT** change the construct being assessed
- Scores **DO** count towards NCLB participation rate and AYP





# Nonstandard Assessment Accommodations

- **DO** change the construct being assessed
- Scores are **NOT** eligible for the Merit Award



# Nonstandard Assessment Accommodations

Result in an invalid score  
and the student will count  
as **NOT PARTICIPATING.**

# State Provided Assessment Accommodations

 **All Form 1**

 **Braille**

 *Assessment Administrator  
Booklets for Braille*

☐ **EnLarged Print**



# State Provided Assessment Accommodations

CDs or Audio tapes

 **MUST** be administered individually!!

- Ordering information: Page 15 of the MEAP Assessment Administrator Manual

# English Language Arts

School Use Only (Mark All That Ap			
1		2	
Research		Accommodations	
I	II	Rdg Part(s)	Wrng Part(s)
(1)	(1)		
(2)	(2)		
(3)	(3)		(W)
(4)	(4)		(W)
(5)	(5)	(R)	(W)
(6)	(6)	(R)	(W)
(7)	(7)	(R)	(W)
(8)	(8)		
(9)	(9)		
(10)	(10)		
			ELL Students:
			Assessment provided by
			Reading test in English
			English Video
			Reading directions in English
			Reading directions in Native Language
			Other
			Students with disabilities:
			Assessments provided by
		(R)	(W) Braille
		(R)	(W) Enlarged Print
		(R)	(W) Other
		(R)	(W) Nonstandard Accommodations

# Other Content Areas

School Use Only (Mark All That Apply)		
1		2
Research		Accommodations
I	II	
①	①	Standard Accommodations
②	②	ELL Students:
③	③	Assessment provided by
④	④	<input type="radio"/> English Video
⑤	⑤	<input type="radio"/> Spanish Video
⑥	⑥	<input type="radio"/> Arabic Video
⑦	⑦	<input type="radio"/> Reading in English
⑧	⑧	<input type="radio"/> Reading in Native Language
⑨	⑨	<input type="radio"/> Other
⑩	⑩	Students with disabilities:
		Assessment provided by
		<input type="radio"/> Braille
		<input type="radio"/> Enlarged Print
		<input type="radio"/> Audio
		<input type="radio"/> Other
		<input type="radio"/> Nonstandard Accommodations







# Scribes, Tape Recorders, and Braille Writers

- A school staff member **MUST** transcribe into answer folder
- Spelling, punctuation, indentation and so forth **MUST** be transcribed **EXACTLY**




# Word Processors

- Spell check, grammar check, dictionary, and thesaurus **MUST** be deactivated
- Do **NOT** need to be transcribed



# **Additional Paper**


- **Assessment accommodation**
- **Large handwriting**
- **Equivalent of the space  
provided in the student answer  
document**



# Returning Word Processed Documents and Additional Paper

- EACH page **MUST** have:

- ❖ Student name
- ❖ Birth date
- ❖ Student's State UIC
- ❖ District name and code
- ❖ School name and code
- ❖ Assessment window
- ❖ Grade
- ❖ Content area



# Returning Word Processed Documents and Additional Paper

- Insert in **completed** student answer folder
- Do NOT staple, tape, paper clip, or glue to answer folder
- Envelope with orange– “SPECIAL HANDLING AND/WORD PROCESSED DOCUMENTS”
- Put on top of materials in “1 of X” box of answer folders being returned



# Rapid Onset of Medical Disability

- Such as
  - ☐ Broken arm
  - ☐ Undergone surgery and is homebound
- Document in student's file
  - ☐ Disability
  - ☐ Accommodation provided
  - ☐ Bubble in "Standard accommodation"



# Contact Information

Peggy Dutcher  
Coordinator,  
State Assessment for Students  
with Disabilities Program

 [Dutcherp@mi.gov](mailto:Dutcherp@mi.gov)

 (517) 241-4416



# Pre-ID Process

Dave Judd, Project Manager  
Office of Educational Assessment and  
Accountability





# Pre-ID Process

- Pre-identified Student Report
- Pre-ID Mass Updates
- Mass Demographics Update
- Barcode Labels
- Tested Roster
- Resources



# Pre-Identified Student Report

The Pre-Identified Student Report is the best way to determine which students have been successfully identified for an assessment cycle



# Pre-Identified Student Report

- Click on Pre-Identified Students from the menu at the left
- Leave *Report Type* as Pre-ID
- Select ISD, district, school and test period, click the *Submit* button



# Pre-ID Mass Updates

- The Pre-ID Mass Update screen is an efficient way to change the following information for a group of students:
- Unassigning a group of students from the test cycle
- Moving a group of students from one building to another within the district



# Pre-ID Mass Updates – cont'd

- Changing the grade level field for a group of students
- Assigning test subjects to a group of students

# Pre-ID Mass Updates – cont'd

Select the desired ISD, District, School, Test Cycle and Grade to be updated, then click Search

The screenshot shows a web application titled "PreId Mass Updates" with a "Search" button in the top right corner. Below the title is a "Search Criteria" section with several dropdown menus. The "ISD" dropdown is set to "Unassigned (UU)". The "District" dropdown is set to "Unassigned ( UUUUU )". The "School" dropdown is set to "Unassigned ( UUUU )". The "Test Cycle" dropdown is set to "[No Test Cycle Assigned]". The "Grade" dropdown is set to "04". There are also two more dropdowns: "Assigned/Unassigned Students" set to "[All Students]" and "Sort By" set to "[Default]". A "Sort Order" dropdown is set to "Asc". Below the search criteria is a "Search Results" section, which is currently empty. At the bottom of the page, there are several links: "Michigan.gov Home", "Education Home", "MEAP Home", "Support", "Contact Us", "State Web Sites", "Accessibility Policy", "Privacy Policy", "Link Policy", and "Security Policy". The copyright notice "Copyright © 2003 State of Michigan" is also present.

**PreId Mass Updates** Search

**Search Criteria**

**ISD**  
Unassigned (UU)

**District**  
Unassigned ( UUUUU )

**School**  
Unassigned ( UUUU )

**Test Cycle**  
[No Test Cycle Assigned]

**Grade**  
04

Assigned/Unassigned Students  
[All Students]

Sort By  
[Default]

Sort Order  
Asc

**Search Results**

[Michigan.gov Home](#) | [Education Home](#) | [MEAP Home](#) | [Support](#) | [Contact Us](#) | [State Web Sites](#)  
[Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)  
Copyright © 2003 State of Michigan

# Pre-ID Mass Updates– Cont'd

This screen will be displayed which provides Update Fields. Select all or a sub-group of students and use any combination of Update Fields, then click Save.

PreId Mass Updates

Search

Search Criteria

**ISD**  
Unassigned (UU)

**District**  
Unassigned ( UUUUU )

**School**  
Unassigned ( UUUU )

**Test Cycle**  
[No Test Cycle Assigned]

**Grade**  
11

Assigned/Unassigned Students  
[All Students]

Sort By  
[Default]

Sort Order  
Asc

Update Fields

Save

Destination School  
[None]

Grade  
[None]

Assign/Unassign Students  
[None]

Schedule Math  
[None]

Schedule Science  
[None]

Schedule Social Studies  
[None]

Schedule Reading + Writing  
[None]

Search Results

Select All

Unselect All

						Subjects Scheduled				Assigned / Unassigned
	School	Student #	Student Name	DOB	Grade	Math	Science	Social Studies	Reading + Writing	
<input type="checkbox"/>	Unassigned		<a href="#">KENT, CLARK</a>	04/11/1988	11	Y	Y	Y	Y	Assigned
<input type="checkbox"/>	Unassigned		<a href="#">OLSON, JIMMY</a>	12/15/1987	11	Y	Y	Y	Y	Assigned
<input type="checkbox"/>	Unassigned		<a href="#">OLSON, JIM</a>	01/03/1985	11	Y	Y	Y	Y	Assigned
<input type="checkbox"/>	Unassigned		<a href="#">LANE, LOIS</a>	08/31/1987	11	Y	Y	Y	Y	Assigned
<input type="checkbox"/>	Unassigned		<a href="#">LUTHOR, LEX</a>	12/10/1987	11	Y	Y	Y	Y	Assigned

# Mass Demographics Update

You can use the *Mass Demographic Update* function during the pre-identification process, during testing, or after testing through the end of the *Tested Roster* period.

Click on the *Mass Demo Updates* to the left on the web page.



The following page will be displayed:



## Mass Demographics Update

To generate a list of all the students assigned to a given test cycle select your ISD, District, School and the Test Cycle from the drop downs. Then click the Search button.

After performing your search, a new section to the page will appear called *Update Fields*, followed by the students in your search results. This section is where you will indicate what demographic data you wish to change for the selected group of students.

Class Group Code

☐ Math
☐ Science
☐ Social Studies
☐ ELA

Research Code 1

☐ Math
☐ Science
☐ Social Studies
☐ ELA

Research Code 2

☐ Math
☐ Science
☐ Social Studies
☐ ELA

Grade

Graduation Month

Graduation Year

LTFAY

FLEP

LEP

Econ. Dis.

Spec. Ed.

Migratory Status

Search Results

Select All

Unselect All

					Class Group Code				RC 1				RC 2											
	School	Student #	Student Name	DOB	MA	SC	SS	ELA	MA	SC	SS	ELA	MA	SC	SS	ELA	Gr	Grad Date	L T F A Y	F L E P	L E P	E D	S M	
<input type="checkbox"/>	0000	0000	<a href="#">Olson, Jimmy</a>	01/01/1991													10	06/2008	N	N	N	N	Y	M
<input type="checkbox"/>	0000	#38-83.80	<a href="#">Kent, Clark</a>	06/01/1938													11		N	N	N	N	N	M



## Mass Demographics Update – Cont'd

Decide first which demographic data you are going to change. For example, to update economically disadvantaged (ED), select the students you want to mark as such by clicking on the checkbox to the left of the student's name (the first column). Once you have selected all the students, ensure that the ED field in the Update Fields Section is marked 'Yes', then click on the Save button and these students will now be marked in the database as ED.

You do this for all demographic data listed on the page.

# Barcode Labels

You should print barcode labels for all students that did not come pre-identified.

Click *Barcode Labels* from the menu on the left on the web page.



# Barcode Labels

You should then see this:



Barcode Labels										Search
ISD			District				Test Cycle			
[Select]			[None]				[Select]			
School						Grade				
[None]						[Select]				
Last Name		First Name		M.I.	Birth Date		Gender	After Date		
							[All]			
Pre-Registered For Subject / Class Group Code										
Math <input type="checkbox"/> /		Science <input type="checkbox"/> /		Social Studies <input type="checkbox"/> /		ELA <input type="checkbox"/> /				

# Barcode Labels - Continued

To generate a list of all the students assigned to the given test cycle, select from the drop down menus the ISD, District, School, Grade and Test cycle. Then click the Search button.

**Search Results** Select All Submit

Number of Copies for Each Student:  Start Print Position:

Print	Name	Birth Date	Gender	Math / CG	Science / CG	SS / CG	ELA / CG
<input checked="" type="checkbox"/>	 Lane, Lois	3/14/1990	F	/	/	/	/
<input type="checkbox"/>	Luther, Lex	2/2/1990	M	/	/	/	/
<input checked="" type="checkbox"/>	 Somebody, Sam	8/25/1989	M	/	/	/	/

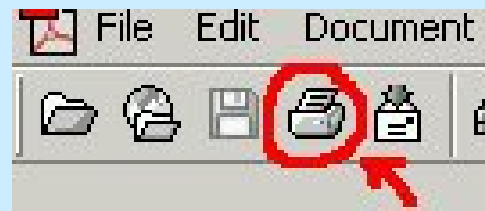
Above the list of student names, you have the option to select the number of labels that you want to print for the selected students and also the starting position on the labels.

# Barcode Labels - Continued

You may use the Select All button to select all of the students listed.

When you have selected the students and are ready to print, click the Submit button. Adobe Acrobat will open a new window and display an image of your labels.

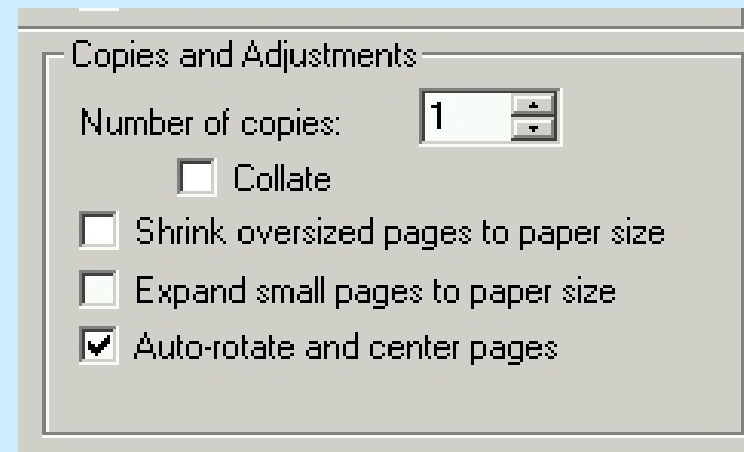
If everything looks correct, click on the printer icon, which normally is located near the top left corner of the window.



# Barcode Labels - Continued

On the Printer Dialog window that appears next, ensure the shrink oversized pages or fit to page (depending on your version of Adobe) option is NOT checked. If you have an auto-rotate and center pages option, please make sure that is checked.

Click on OK to print.







# Why is Tested Roster important?

It gives you a complete listing of:

- students for whom answer folders were received by the contractor
- student demographic information pulled together from the answer document and the secure website



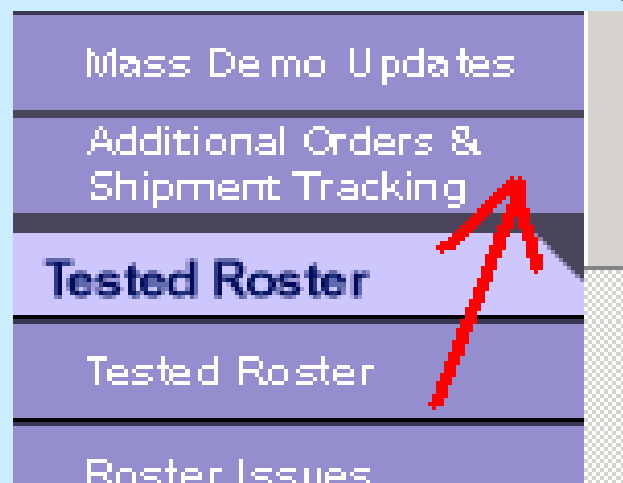
# Tested Roster – cont'd

It gives you your last opportunity to:

- verify that all answer folders were received and accounted for by the contractor
- request the MEAP office to research any missing students and or missing assessments
- update student demographic information before MEAP reports are printed and the AYP file is created

# Additional Orders and Shipment Tracking

- Access the Additional Orders and Shipment Tracking tools by clicking on the button below which will be on the OEAA Secure Site left hand navigation bar.



# Additional Orders/Shipment Tracking

The screenshot displays a web application interface. At the top, there is a navigation bar with tabs labeled "SELECT CUSTOMER", "ADMIN", "HOME", and "REPORTS". The "HOME" tab is currently selected. In the top right corner, there is a link labeled "Contact Us". Below the navigation bar, the user is identified as "999999999 Michigan Administrator". A sidebar on the left, titled "Related Links", contains five links: "MI-Access", "Assessment Manuals", "Shipment Tracking", "User Guide", and "Michigan Department of Education". The main content area contains the following text:

Welcome to all Users of the OEAA Secure Web Site

This NCS SchoolHouse™ Web Site has been designed to provide supplementary services for our Michigan assessment programs. This fall, it can be used to order additional materials for the Michigan Educational Assessment Program (MEAP).

To the left, there are related links to Web sites. The first link directs you to the MI-Access site for additional orders. You may also call the MI-Access hotline number, 888-382-4246, for other information or questions related to MI-Access. The second link directs you to the electronic versions of MEAP manuals that are being used this fall. The third link tracks the shipment of MEAP assessment materials to and from our scoring contractor, Pearson Educational Measurement. The fourth link is the User Guide for Additional Orders, Shipment Tracking and Profile.

The tabs at the top of the screen contain current tools that are available for our State.

After clicking each tab, you will be presented with information currently on file and then asked to verify these facts or to make the appropriate changes.

When you have finished one section, you can move to the next or return to a previous section by selecting another tab from the directory of services at the top of the screen.

If you have questions regarding the use of this site, or if you are experiencing technical difficulties, click on Help or Contact Us at the top of this page.


# Profile

Provides ability to view shipping and contact information.

Provides ability to view shipping and contact information.

SELECT CUSTOMER	ADMIN	HOME	REPORTS	PROFILE	ENROLLMENT	ADDITIONAL ORDERS	<a href="#">Contact Us</a>
-----------------	-------	------	---------	---------	------------	-------------------	----------------------------

999999999 Michigan Administrator/7490800000 ACADEMIC TRANSITIONAL ACADEMY

 <a href="#">Check All</a>   <a href="#">Uncheck All</a>	
Superintendent	ELPA Coordinator and Shipping Address
REV. KENNETH HELINSKI 1520 MICHIGAN ROAD PORT HURON, MI 48060-4750  E-mail: <input type="checkbox"/> <a href="mailto:khelinski@sccisd.org">khelinski@sccisd.org</a> Phone: (810)364-3449 Fax: (810)364-7474	E-mail: Phone: Fax:
MEAP Coordinator and Shipping Address	MI-Access Coordinator and Shipping Address
MS ROBYN MOSHER   E-mail: <input type="checkbox"/> <a href="mailto:rmosher@port-huron.k12.mi.us">rmosher@port-huron.k12.mi.us</a> Phone: (810)984-3101 Fax: (810)364-7474	a a a a, AL 33333  E-mail: Phone: (333)333-3333 Fax:
Other	
E-mail: Phone: Fax:	

# Ordering Additional Materials

SELECT CUSTOMER

ADMIN

HOME

REPORTS

PROFILE

ENROLLMENT

ADDITIONAL ORDERS

Contact Us

Detailed Instructions

Order

History

999999999 Michigan Administrator/4602000000 ADDISON COMMUNITY SCHOOLS

Test: MEAP 3-9 Fall 2005

Order

Order Additional Materials

\* - Required Fields

Shipping Information

\* Need By Date:

9

/

7

/

2005

(MM/DD/YYYY)

\* Delivery Method:

\* Shipment Reason:

Other:

Special Instructions:

Ship To:

Prefix

MR

(DR., MR., MS., MRS.)

\* First Name

KEVIN

\* Last Name

OHMAN

Title

# Additional Orders – Ship to Address

This address is for this shipment ONLY.

Ship To: Prefix

MR (DR., MR., MS., MRS.)

\* First Name

KEVIN

\* Last Name

OHMAN

Title

\* Address Line 1

Address Line 2

\* City

\* State \* Zip

-

Email

naughr@scnc.addison.k12.mi.us

Phone

( 517 ) 547 - 6123 ext.

Fax

( 517 ) 547 - 3838 ext.


\* - Required Fields

# Material Order Entry

Material Selection	
Material Item	Quantity
1. ADMIN MANUAL, GRADE 3 MEAP	<input type="text"/>
2. DISTRICT COORDINATOR MANUAL	<input type="text"/>
3. ADMIN MANUAL, GRADE 4-9 MEAP	<input type="text"/>
4. SCHOOL COORDINATOR MANUAL	<input type="text"/>
5. PAPER BANDS, PK-10	<input type="text"/>
6. MEAP STUDENT INFO FORM	<input type="text"/>
7. TEST SECURITY COMPLIANCE FORM	<input type="text"/>
8. SCORABLE RETURN LABEL, GENERIC	<input type="text"/>
9. NONSCORABLE RETURN LABEL, GENERIC	<input type="text"/>
10. ARS RETURN LABEL, GENERIC	<input type="text"/>
11. SCHOOL/GRADE HEADER, BLANK	<input type="text"/>
12. TEACHER/CLASS HEADER, B/T	<input type="text"/>
13. DVD, GR 4 ELA, SEC	<input type="text"/>
14. DVD, GR 7 ELA, SEC	<input type="text"/>
15. VHS CASSETTE, GR 4 ELA, SEC	<input type="text"/>



# Shipment Tracking Screen



## Shipment Tracking System

Hierarchy

District:  School:

Go

Search

Tracking number:

Go

Filter

Show all shipments

14 Total - Page (1 of 2)

▶

◀

◀

▶

1

2

3

4

5

▶

▶

<u>Destination</u>	<u>Order Date</u>	Shipment Type	<u>Order ID</u>	<u>Tracking #</u>	<u>Est. Arrival</u>
FAIRFAX ELEMENTARY SCHOOL		O	1006539	<a href="#">1ZE2643E0358475029</a> <a href="#">UPS</a>	
FAIRFAX ELEMENTARY SCHOOL		O	1006539	<a href="#">1ZE2643E0359080391</a> <a href="#">UPS</a>	
FAIRFAX ELEMENTARY SCHOOL		O	1006539	<a href="#">1ZE2643E0360161612</a> <a href="#">UPS</a>	
FAIRFAX ELEMENTARY SCHOOL		O	1006539	<a href="#">1ZE2643E0360451406</a> <a href="#">UPS</a>	
MARIEMONT ELEMENTARY SCHOOL		O	1006539	<a href="#">1ZE2643E0358799715</a> <a href="#">UPS</a>	
MARIEMONT ELEMENTARY SCHOOL		O	1006539	<a href="#">1ZE2643E0359734498</a> <a href="#">UPS</a>	
MARIEMONT ELEMENTARY SCHOOL		O	1006539	<a href="#">1ZE2643E0360530071</a> <a href="#">UPS</a>	
MARIEMONT ELEMENTARY SCHOOL		O	1006539	<a href="#">1ZE2643E0358286680</a> <a href="#">UPS</a>	

# Shipment Tracking Detail

## Tracking Detail

#1ZE2643E0358475029

[UPS](#)

Order ID: 1006539

### Shipping Information:

Pickup Date:  
Estimated Arrival:  
Delivery Date:  
Opened Date:  
Status: In Transit

**Ship to:**

044313010959  
MARIEMONT CITY SD  
MARIEMONT JUNIOR HIGH SCHOOL  
6743 CHESTNUT ST  
KALAMAZOO, MI 49004  
TRICIA BUCHERT  
Phone: (513) 2727300\nFax: (513) 5273432

[Close](#)



# Resource Information

- Instructions for website usage can be found on the login page of the secure website, [www.michigan.gov/meap-secure](http://www.michigan.gov/meap-secure) by clicking on the pink link titled Enhancement How-to Documents
- MI-Access help can be found at [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)



# Resource Information – cont'd

- Administration Manual and Coordinators Handbooks
- Call 877-560-8378 for assistance with the secure website
- Email [meap@michigan.gov](mailto:meap@michigan.gov) for assistance with the secure website



# Assessment Processing

David Henkhaus, Program Manager  
Pearson Educational Measurement



# Assessment Processing

- Pearson Educational Measurement is the Assessment Administration contractor for OEAA
- Formerly known as NCS—MEAP contractor throughout the '90's and into 2002
- 2005-06 is the first OEAA assessment under the new contract



# Assessment Processing

- Prior to testing
  - Additional Orders
  - Staff preparation
- During testing
- After testing
  - Preparing materials
  - Returning materials



# Prior To Testing...Receive Material

- Receive and Inventory Answer Folders and Assessment Booklets—due in district by September 21
  - Extensive Field Testing requires each school to have a different form—no mixing and matching
  - No district overage sent (due to different forms going to different schools)
  - Assessment Booklets are **SECURE!**





# Prior To Testing...cont'd

- Separate shipment for Accommodated Materials—due in district by September 26
  - ☐ Braille
  - ☐ Enlarged Print
  - ☐ Audio versions
- Separate shipment for Manuals—due date is TBD



# Prior To Testing...Additional Orders

- If your school needs more materials, do not request them from another school (different forms)—request them from Pearson.
- Accommodated Versions (All are Form 1)
  - Braille; Enlarged Print; English Audio; Videotapes for ELL students (Spanish, Arabic, and English)
- Place Order Early



# Prior To Testing...Staff Preparation

- Assign unique numbers within school for each teacher to use on Teacher/ Class header.
- Review instructions from Manuals and Handbooks
- Emphasize Security and Ethical Practices
- Emphasize importance of gridding any information consistently



# During Testing...

- Use #2 pencil
- Grid the correct form on the Answer Folder
- Do NOT place a Student pre-ID Label over the Security Barcode Label on the Grade 3 Answer Folders. BOTH barcodes must be visible
- Avoid the use of slipsheets—use pre-ID labels when possible



# During Testing...cont'd

- If you use slipsheets:
  - ☐ Be certain to apply the label to the Answer Folder
  - ☐ Be certain to fill it out completely
  - ☐ Be certain to fill multiple forms out consistently
- Have students write their names in their own handwriting on their Answer Folders (to help match if needed)
- Do not use a preprinted pre-ID answer document for a different student



# After Testing...Prepare Materials

- Follow the instructions in the Handbook/ Manual for correct assembly order of documents
- Where possible, do not “split” a grade/subject
- Separate Scorable Answer Folders from Secure Assessment Booklets
- Return all used Answer Folders



# After Testing...cont'd

- Return all used Answer Folders
- Return all Grade 3 Booklets, even the unused ones (which are also secure)
- Return all Assessment Booklets (which are secure)
- Place Word Processed Responses (and associated Answer Folder) in Orange Envelope



# After Testing...Return Materials

- How to arrange for return of materials—place them where UPS normally picks up, or call 877-536-2719 for pick-up
- Place the appropriate labels on the boxes
- Do not send back blank Answer Folders (other than Grade 3)
- Do not crumple unused Answer Folders to use as packing materials
- Return the materials as quickly as possible





# Contact Pearson...Anytime

- Toll free: 1- 800 204 4109
- FAX: 4 319 358 4293
- E mail: meap@pearson.com
- Why only District and non- public coordinators?  
Access: 1,000 of you vs. 5,000 in buildings  
Consistency: Others in your district will ask the same question you have
- Provide district/ school code, to speed our effort. If you have called before and were given a ticket number, please also provide that when calling back.



# Contact information

## ■ MEAP Scoring Services

- Phone 800- ~~204~~ 4109
- FAX 319 358 4293
- [meap@pearson.com](mailto:meap@pearson.com)

## ■ MEAP Office

- Phone 877- ~~560~~ 8378
- FAX 517 335 1186
- [meap@michigan.gov](mailto:meap@michigan.gov)
- [www.michigan.gov/meap](http://www.michigan.gov/meap)