

Assessment Coordinator 101

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Assessment and Accountability
Conference 2008

Welcome/Announcement Screen

- First screen after logging in to the OEAA Secure Site.
- Contains important messages in relation to the OEAA Secure Site.
- Contains important deadlines and dates in relation to tasks on the OEAA Secure Site.
- Contains information for all assessments:
 - MEAP
 - MME
 - ELPA
 - MI-Access
 - ELPA Screener
 - SCAS

Welcome/Announcement Screen

Welcome to the OEAA Secure Site

To view important information and documents pertaining to a specific assessment: select the assessment from the dropdown menu below.

To begin working on the OEAA Secure Site: please click on the appropriate link from the menu at the left.

Announcements

Assessment	Assessment	Task Start Date	Task End Date
MI-Access	<p>Access contractor will provide preprinted materials for who are 1) pre-identified in the OEAA Secure Site May 15 and September 12, 2008 and 2) assigned to MI-Access test type (Participation, Supported Independence, or Functional Independence). Districts will need to locally print pre-ID student barcode labels for students pre-identified at the OEAA Secure Site after September 12, 2008.</p>	5/15/2008	9/12/2008
SCAS	<p>Assessments for local districts that wish to assess students' achievement at the end of Algebra I, Geometry, Biology and/or English 9 this spring are now available by selecting SCAS from the Assessment drop down on this page. We ask that you not post these assessments electronically nor circulate them to staff, parents, or students. We appreciate your cooperation in this matter. Also, any printed copies of the booklets should be kept in secure storage except when being used with students.</p>	5/8/2008	5/9/2009
MEAP	<p>Printed barcode labels will be shipped from the contractor for students identified for Fall 2008 MEAP testing prior to August 1, 2008. Printed barcode labels will be sent from the contractor in a second shipment for students identified August 2 - September 11. Schools will need to print barcode labels for</p>	5/12/2008	11/7/2008

Additional Material Ordering

- Ordering will be open on the OEAA Secure Site after materials arrive in districts/schools – MEAP Appr. Sept. 22nd
- Button Name for additional materials = “Material Orders”

Additional Orders

MEAP - Microsoft Internet Explorer

Address: http://10.90.0.22/MEAP/Index.asp

Michigan.gov Home | Department of Education | Michigan.gov

Education Home | QEAA Home | Support | Contact Us | State Web Sites

Additional Orders [Search] [Save] [Reset] [Cancel]

Test Cycle: Fall 2008 MEAP Grades 3-9

Entity Information: Ingham ISD (33) | District: Okemos Public Schools (33170) | School: Bennett Woods Elementary School (7828)

Shipping Destination: District (selected)

Student Counts: Last Update: 5/15/2008 9:47:53 AM

Material Title Goes Here

Future notes can be added for the materials.

	FedEx Airbill	School/Grade Header Sheet	Class/Group Header Sheet	MEAP Security Compliance Form	Special handling envelopes	Return Materials Kit	Scorable Stickers	Non-scorable Stickers	Coordinator Handbook
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grade 3

	Admin. Manual	Test Booklets	Braille	Enlarged Print	English Reader Script	English Audio CD	English Audio Tape	English DVD Video	English VHS Video	Arabic DVD Video	Arabic VHS Video	Spanish DVD Video	Spanish VHS Video	Makeup Test Booklets	Accommodated Test Booklets	Mathematics Overlay	An Doc
ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>								
Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

Grade 4

	Admin. Manual	Test Booklets	Braille	Enlarged Print	English Reader Script	English Audio CD	English Audio Tape	English DVD Video	English VHS Video	Arabic DVD Video	Arabic VHS Video	Spanish DVD Video	Spanish VHS Video	Makeup Test Booklets	Accommodated Test Booklets	Mathematics Overlay	An Doc
ELA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>								
Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

Done | Internet

Order Summary/Shipment Tracking

- You can now track your order and shipment of assessment materials on the OEAA Secure Site.
- Button Name = “Shipment Tracking”
- The following information will be available when tracking your order/shipment:
 - Materials ordered
 - Current status of ordered, i.e. pending, shipped
 - Date shipped
 - Tracking number with link to track the package through the shipping vendor i.e. FedEx

Order Summary/Shipment Tracking

MEAP - Microsoft Internet Explorer
Address: http://10.90.0.22/MEAP/Index.asp

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Department of Education Michigan.gov
An Official State of Michigan Web Site

Order Summary Search

Search Criteria

Test Cycle
Fall 2008 MEAP Grades 3-9

District
Okemos Public Schools (33170)

ISD
Ingham ISD (33)

School
Bennett Woods Elementary School (7828)

Order Number
[Input Field]

Order Status
[Select]

Search Results New

Order Number	Order Status	Order Detail	Ordered By	Order Date	Processing Date	Completion Date	Tracking	Shipment Detail
4068	Complete	View	Wilcox, William	05/15/2008	07/25/2008	07/29/2008	View	View

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Online Registration
Announcements
Student Search
SRS D Copy
Student Test Cycle Copy
PreId Mass Updates
Miss Demo Updates
ELPA Screener Entry
MME Vouchers
Student Counts
Student Counts
ELPA - Harcourt

Tested Roster
Tested Roster
MME Tested Roster
Roster Issues
Roster Issues

Reports
Pre-Identified Students
Student Test Scores
Up/Down Demo Status
Barcode Labels
Student Record Labels
ELPA Screener Reports

Administration
Manage Test Rosters
Roles
Users
Test Cycles

Pre-Identified Student Report

- Always run a Pre-Identified Student Report well in advance of deadlines.
- Schools will receive printed barcode labels for students listed on the report, prior to pre-ID deadlines set by OEAA.
- Students who will not, or should not, be assessed and who are unassigned from the test cycle, will not be included on the report. This includes students taking an alternate assessment or any student who has moved.
- The report can be used as a tool to ensure that all answer documents are returned and accounted for. If a student did not test, you can note on the report, by hand, the reason. This can be very useful when verifying tested roster after the assessment.
- You should print and keep a final copy of the report. Once the testing ends, schools will no longer have access to the Pre-Identified Student Report.

Barcode Labels

- All answer documents MUST have a barcode label.
- Reprint and replace any damaged barcode labels. i.e. student tried to peel label off, student marked through barcode, etc.
- Reprint and replace incorrect barcode labels. i.e. barcode was placed on answer document but a different student used the answer document.
- Barcode labels are not specific to content area but they are specific to school and test cycle. i.e. ELPA, MI-Access, MEAP, and MME.
- All students not on the Pre-Identified Student report will need to be assigned to the school and test cycle prior to printing barcode labels.
- Only print barcodes locally using a laser printer, **NOT INKJET!**

Barcode Label Printing

Barcode Labels **Search**

Search Criteria

ISD
Calhoun ISD (13) ▼

School
Beadle Lake Elementary School (0234) ▼

District
Harper Creek Community Schools (13070) ▼

Test Cycle
Fall 2008 MEAP Grades 3-9 ▼

Last Name First Name Middle Initial Birth Date 

Grade [All] ▼ Gender [All] ▼ After Date  Sort By [Default] ▼

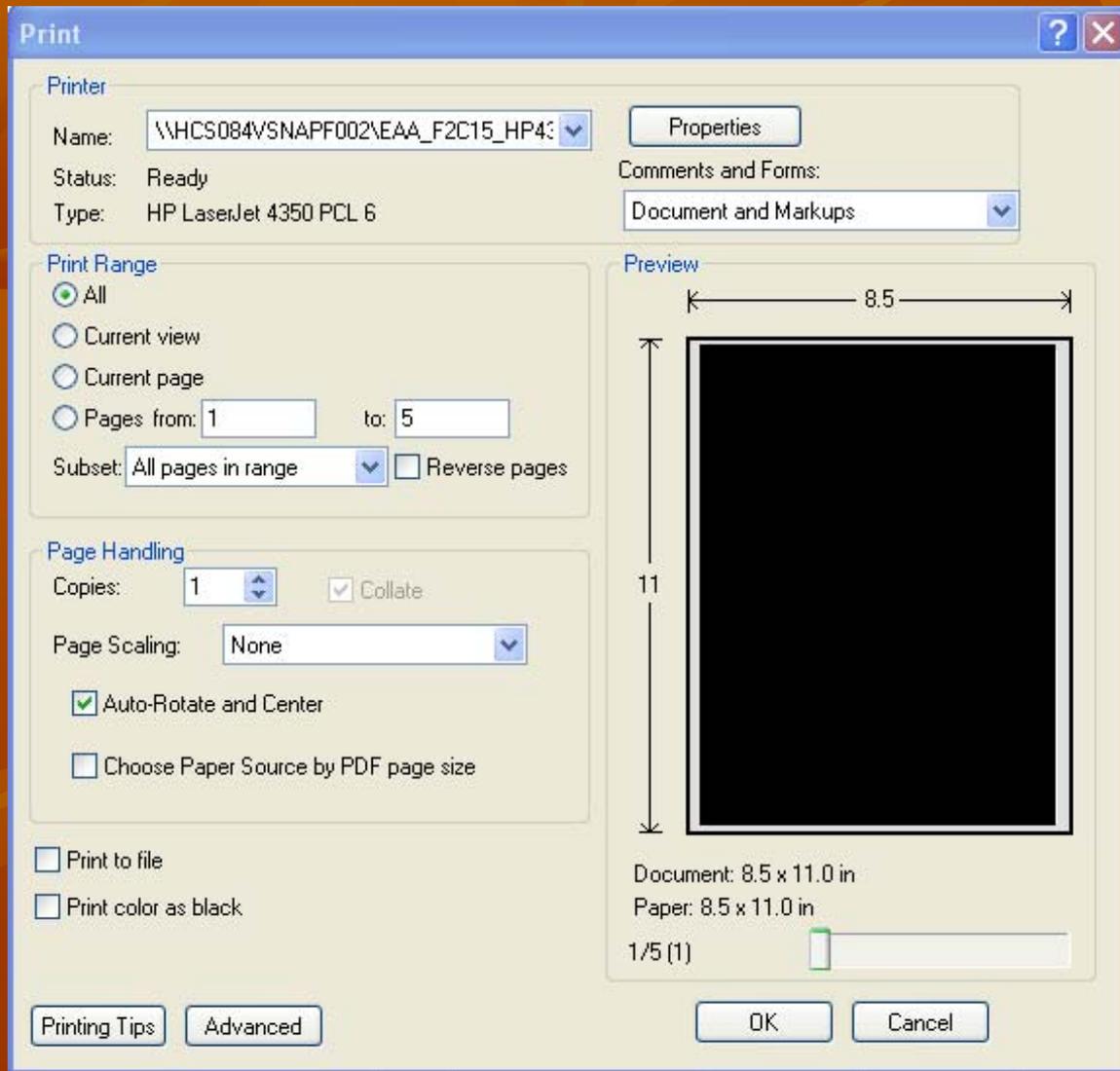
Pre-Registered For Subject / Class Group Code

Math / Science / Social Studies / ELA /

Search Results **Select All** **Submit**

Number of Copies for Each Student: 1 ▼ Start Print Position: 1 ▼

Barcode Label Printing



Make sure that Page Scaling is set to “None” and that Auto-Rotate and Center is checked.

If you have an older version of Adobe you will not have a Page Scaling field but instead will have Shrink to Fit or Shrink Oversized Pages. These will need to be unchecked.

Updating Student Demographics

- Do not update student demographics prior to the tested roster (TR) period. Tested roster occurs after all answer documents have been scanned by the contractor.
- OEAA will update the following demographics using the September 2008 SRSD submission just prior to TR:
 - Economically Disadvantaged (ED)
 - English Language Learners (ELL)
 - Ethnicity
 - Homeless (HL)
 - Migrant (MS)
 - Special Education (SE)
 - Feeder School Code
 - Less than a Full Academic Year (LTFAY)

Updating Student Demographics

- Demographics can be updated during the tested roster period by schools, however, if the SRSD data is submitted correctly, schools should not need to update demographics.
- Feeder School Code and LTFAY cannot be updated or changed by schools.
- Demographics can be updated through the Mass Demo Update screen or the individual student's demographic screen.

Mass Demo Updates

Search Criteria

ISD
Berrien RESA (11) [v]

District
[Select] [v]

School
[All] [v]

Test Cycle
Fall 2008 MEAP Grades 3-9 [v]

Grade [All] [v] **Gender** [All] [v] **Primary Ethnic Group** [All] [v] **First Entered USA Date** [] [calendar]

FLEP [All] [v] **LEP** [All] [v] **Econ. Dis.** [All] [v] **Spec. Ed.** [All] [v] **Homeless** [All] [v] **Migratory Status** [All] [v]

Enrollment Date [] [calendar] **Exit Date** [] [calendar] **Feeder School Code** [] **Grad Month** [] **Grad Year** []

Class Group Code
 Math Science Social Studies ELA

Research Code 1
 Math Science Social Studies ELA

Research Code 2
 Math Science Social Studies ELA

Home Schooled
[All] [v] Math [All] [v] Science [All] [v] Social Studies [All] [v] ELA

Sort By [Default] [v] **Sort Order** Asc [v]

Update Fields Save

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 [None] [v] **Grad Month** [] **Grad Year** []

FLEP [None] [v] **LEP** [None] [v] **Econ. Dis.** [None] [v] **Spec. Ed.** [None] [v] **Migratory Status** [None] [v]

All fields in the “Update Field” section can be updated for a group of students at one time.

Student’s names will be listed as a blue link and can be clicked on to go to that student’s demographic screen for updates. This would save time rather than doing a student search for multiple students.

Tested Roster

- The tested roster period is after answer documents have been returned and scanned by the contractor. Schools have access to the Tested Roster on the OEAA Secure Site.
- Answer documents received by the contractor are listed on the Tested Roster along with the student's demographic information.
- This is the schools LAST opportunity to review the data and make corrections or report missing answer documents prior to the reports being printed and the AYP file being created.

Tested Roster

- Students that have been bubbled with a non-standard accommodation (NS) and/or prohibitive behavior (PB) will need to be verified and if marked incorrectly, will need to be appealed to OEAA using the Tested Roster screen.
- You can submit an issue for missing test, missing students, student that should be moved, and student test records that need to be combined from the Tested Roster Screen.
- You can view the outcome of a submitted issue using the “Roster Issues” screen.
- Make sure you print the Tested Roster report once you have completed your view. This report will not be available once the Tested Roster period has closed. The report can be used as a tool when verifying your AYP.

Tested Roster

Tested Roster Search

Search Criteria

ISD
 Ingham ISD (33)

District
 Lansing Public School District (33020)

School
 Attwood School (0144)

Test Cycle
 Fall 2006 MEAP Grades 3-9

Primary Ethnic Group
 [All]

Grade
 [All]

Gender
 [All]

Test Discrep
 [All]

Accomm
 [All]

FLEP
 [All]

LEP
 [All]

ED
 [All]

HS
 [All]

Homeless
 [All]

LTFAY
 [All]

Uneth. Pract.
 [All]

MS
 [All]

SE
 [All]

Class Group Code

Math Science Social Studies ELA

Search Results Download Report Appeal Combine Save Missing Student Missing Test

		Tests Taken																				
School	UIC	Student #	Student Name	Gndr	Eth	DOB	Grade	M	SC	SS	R	W	L	SP	FLEP	LEP	LTFAY	ED	SE	MS	HL	
<input type="checkbox"/>	0144		Aaron, Mickey Mouse	F	3	01/01/1999	03	Y	N	N	Y	Y	N	N	N	N	N	Y	N	N	N	N
<input type="checkbox"/>	0144		Abraham, Lincoln L	M	2	01/01/1999	03	Y	N	N	Y	Y	N	N	N	Y	N	Y	N	N	N	N
<input type="checkbox"/>	0144		Adam, Minnie Mouse L	M	5	01/01/1999	03	Y	N	N	Y	Y	N	N	Y	Y	Y	Y	Y	N	N	N
<input type="checkbox"/>	0144		Box, Wow	M	5	01/01/1999	03	Y	N	N	Y	Y	N	N	N	N	Y	Y	N	N	N	N

This is a sample of the MEAP Tested Roster.

The “Tests Taken” columns will be specific to the assessment type. i.e. ELPA, MI-Access, MEAP, and MME.

Student Test Scores

- Users can access score reports on the OEAA Secure Site using the Student Test Scores link once notification is sent out that score reports are available.
- Electronic reports are always available on the OEAA Secure Site prior to the hardcopies that are shipped to school.
- Downloadable Student Data file is also available on the Student Test Scores screen.
- Once you select the Test Cycle from the dropdown, the links at the bottom of the page will change specific to the test cycle. These include the Student Data File Layout, Guide to Reports, etc.

Student Test Scores

Student Test Scores **Submit**

Test Cycle
Test Cycle: Spring 2008 MME

Report Type: Please Choose a Report Type

Report Parameter: Please Choose a Report Type

Grade: Choose Subject(s)

Home School: N/A **Test Type:** N/A

Entity Information
ISD: Please select
District: N/A
School: N/A

Report Descriptions
PDF documents require [Adobe Acrobat Reader 6.01 or higher](#)
[Score Categories and Scale Score Ranges](#) PDF
[MME Comment and Condition Codes](#) PDF
[MME Score Component Chart](#) PDF

OEAA Secure Site User Manual

- The user manual for the OEAA Secure Site can be found in several locations on the site.
 - Log in page prior to logging in
 - The ? button at the bottom of the menu on the left, once you have logged in
 - The “Support” link at the top of each page of the site

Program contact information

Office of Educational Assessment
and Accountability

Michigan Educational Assessment Program

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