

## Fall 2013 MEAP Online Science and Social Studies Pre-ID and Material Ordering Instructions

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All students taking a Fall 2013 MEAP assessment must be pre-identified on the BAA Secure Site for the MEAP. This pre-ID requirement also applies students who will be participating in fall 2013 MEAP online testing. MEAP online tests are available in the following grades and content areas:

- Science in grades 5 and 8
- Social Studies in grades 6 and 9

For schools participating in fall 2013 MEAP online testing in science and/or social studies, the Office of Standards and Assessment (OSA) takes the following steps:

- Upon receipt of the Agreement to Participate, the participating schools are flagged in the BAA Secure Site as online testing schools.
- As students are pre-identified for the MEAP, they will automatically be flagged as online testing students. This means:
  - They will not receive science and/or social studies test booklets or answer documents.
  - They will be automatically registered in the MIST™ online testing system. (MIST™ is the online delivery system for the fall 2013 MEAP online testing.)
  - Please note, all students **must** be pre-identified in the BAA Secure Site. Students **cannot** be pre-identified in MIST. (That functionality is disabled for the MEAP assessments.)
- Prior to sending initial orders to the materials vendor for the packing and shipping of orders (7/25/13 at 5:00pm) standard test booklet and answer document orders for the grades and subjects participating in online testing will be zeroed out.
  - Participating schools will not receive science and/or social studies test materials in their initial order.
  - Orders for accommodated materials will **not** be changed.

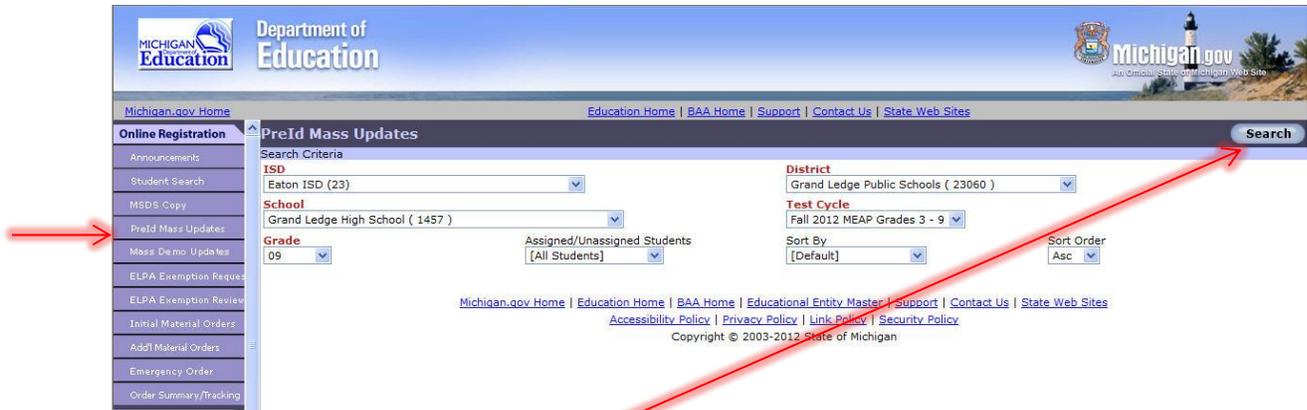
For those students who will be administered an accommodated version of the MEAP science or social studies test based on their IEP, 504 Plan, or ELL Plan, schools and districts will need to complete the following tasks. These steps will also apply to any student who's IEP, 504, or ELL team determines the online version of the assessment is not appropriate or who requires a standard accommodation not compatible with online testing. Please review the *Accommodations Summary Table* available at [www.michigan.gov/meap](http://www.michigan.gov/meap) carefully when considering these special student populations.

- Place an order for the appropriate accommodated kit(s) following the guidelines in the *BAA Secure Site User Manual*. This can be done during the Initial or Additional Materials windows.
- Place a test booklet order for any students who will be taking the paper and pencil standard version of the MEAP science or social studies test. Due to upgrades to the BAA Secure Site this must be done during the Additional Order window. Be sure to order answer documents as well.
- Turn the online flag off for accommodated students who will be taking the paper and pencil MEAP science or social studies test. There are two ways to accomplish this and both are detailed on the following pages.

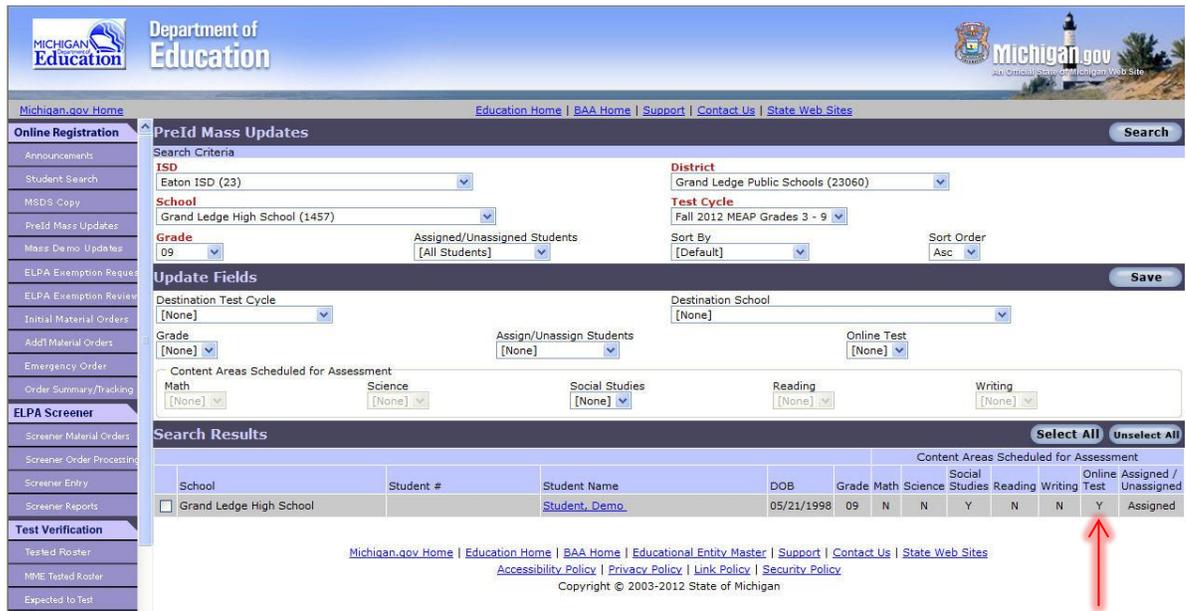
**Options for Turning Off the Student Online Test Flag**

**Option 1:**

- 1) Login to the BAA Secure Site
- 2) Select PreId **Mass Updates** from the menu on the left side of the page.
- 3) Select your **ISD, District, School, Test Cycle (Fall 2013 MEAP Grades 3 - 9)** and the **Grade** of students for which you want to change Pre-ID information.



- 4) Click **Search** in the top right corner.
- 5) You should then see a list of students at the bottom of the screen. All eligible students will have been automatically flagged for Online Testing.



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- 6) To unselect students for Online Testing click in the box on the same line as the student or students and then select **No** from the **Online Test** dropdown.

The screenshot shows the 'Update Fields' form with the following fields:

- Destination Test Cycle: [None]
- Destination School: [None]
- Grade: [None]
- Assign/Unassign Students: [None]
- Online Test: **No** (indicated by a red arrow)

Content Areas Scheduled for Assessment:

- Math: [None]
- Science: [None]
- Social Studies: [None]
- Reading: [None]
- Writing: [None]

Search Results table:

Content Areas Scheduled for Assessment											
School	Student #	Student Name	DOB	Grade	Math	Science	Social Studies	Reading	Writing	Online Test	Assigned / Unassigned
<input checked="" type="checkbox"/>	Grand Ledge High School	<a href="#">Student_Demo</a>	05/21/1998	09	N	N	Y	N	N	Y	Assigned

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- 7) When complete click **Save** on the right side of the page. You should then notice that the column for Online Test has been updated for the student(s) previously selected.

The screenshot shows the 'Update Fields' form with the following fields:

- Destination Test Cycle: [None]
- Destination School: [None]
- Grade: [None]
- Assign/Unassign Students: [None]
- Online Test: [None]

Content Areas Scheduled for Assessment:

- Math: [None]
- Science: [None]
- Social Studies: [None]
- Reading: [None]
- Writing: [None]

Search Results table:

Content Areas Scheduled for Assessment											
School	Student #	Student Name	DOB	Grade	Math	Science	Social Studies	Reading	Writing	Online Test	Assigned / Unassigned
<input type="checkbox"/>	Grand Ledge High School	<a href="#">Student_Demo</a>	05/21/1998	09	N	N	Y	N	N	N	Assigned

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**Option 2:**

- 1) Students may also be unassigned from the Online Test by clicking directly on each student's name.



- 2) After clicking on the student's name, you will be transferred to the Student Demographics screen. Look for the **Online Test** box.



- 3) Click on the Online Test box to remove the checkmark and unassign the student from the Online Test.
- 4) Once complete, select Save from the upper right hand corner of the page. You will be transferred back to the PreID Mass Updates screen.

Please note: these instructions apply to the current version of the BAA Secure Site. Updated directions will be provided if needed for the upgraded version of the BAA Secure Site that will be available on August 5, 2013.

**Important Dates:**

7/19/2013	Last day to return the Agreement to Participate in fall 2013 MEAP online testing.
7/25/2013	Last day of the Initial Order window and Early Pre-ID window. <ul style="list-style-type: none"> <li>• Last day to change the online flag for pre-identified students who will need a paper and pencil version of the MEAP science or social studies test and receive answer documents with pre-sprayed barcode labels.</li> </ul>
9/12/2013	Last day of the Late Pre-ID window. <ul style="list-style-type: none"> <li>• Last day to pre-id students and change the online flag for those students who will need a paper and pencil version of the MEAP science or social studies test and receive pre-printed barcode labels to apply to answer documents.</li> <li>• After this date Barcode labels will need to be generated and printed from the BAA Secure Site for any student pre-identified for the paper and pencil MEAP science or social studies assessment.</li> </ul>
9/24/2013 – 10/22/2013	Additional Orders Window <ul style="list-style-type: none"> <li>• Place orders for needed testing materials (i.e. accommodated kits, answer documents, etc.) for students taking the paper and pencil MEAP Social Studies</li> </ul>

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	assessment.
Week of 09/30/2013	Date MIST™ is loaded with students pre-identified for the online MEAP science and social studies assessments. <ul style="list-style-type: none"><li>• Reminder: <b>all students must be pre-identified on the BAA Secure Site before they can be registered in MIST™.</b></li><li>• Students pre-identified after the initial roster load for online testing will be pulled at the end of each business day and loaded into MIST™.<ul style="list-style-type: none"><li>○ This daily load will continue through 11/04/13.</li><li>○ Students pre-identified in the BAA Secure Site will not appear on the MIST™ Student Roster until the next business day and cannot be tested until they are properly loaded to MIST™.</li></ul></li></ul>
10/16/2013- 11/05/2013	Window for administering the MEAP Online Social Studies assessment. <ul style="list-style-type: none"><li>• Reminder: the paper and pencil assessment window closes on 10/25/13.</li></ul>

**Questions?**

Email: [BAA@Michigan.gov](mailto:BAA@Michigan.gov)

Phone: 1-877-560-8378, option 2