Michigan Statewide Assessment Selection *Guidelines*

2010/2011

MICHIGAN Department of Education

MICHIGAN STATE BOARD OF EDUCATION
STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

The Michigan State Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan State Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

© 2010, held by the Michigan Department of Education. Michigan schools have permission to duplicate this product for use within Michigan schools.

Funded by the Michigan Department of Education and U.S. Education Department (USED).

Introduction **A-1**

Chapter 1: Today's Students **B-1**

Part 1: Determining need for additional assistance B-1
Part 2: Instructional needs related to assessment B-2

Chapter 2: Available Statewide Assessments **C-1**

Michigan's Educational Assessment System (MEAS) C-1
The English Language Proficiency Assessment (ELPA) C-2
The Michigan Educational Assessment Program (MEAP) C-3
The Michigan Merit Examination (MME) C-3
MEAP-Access C-4
MI-Access C-6
Items from Statewide Assessments C-7
The National Assessment of Educational Progress (NAEP) C-7

Chapter 3: Assessment Accommodations **D-1**

What are assessment accommodations? D-1
What are universal and locally-determined accommodations? D-2
Are there general rules about when and what types of accommodations can be used? D-2
Who decides and documents accommodation decisions? D-3
How does the decision-making process work? D-3
What is the difference between standard and nonstandard accommodations? D-3
Where can I locate more information on accommodations? D-4

Chapter 4: Selecting an Appropriate Statewide Assessment **E-1**

Grade-Level Content Versus Extended Grade-Level Content E-1
Accommodations Utilized E-2
Using the Flowchart E-2
Decision-Making Practice E-11
Additional Resources E-11
Conclusion E-12

Chapter 5: Law & Policy **F-1**

The Civil Rights Act of 1964 ..... F-1
Elementary and Secondary Education Act (ESEA) of 1965 ..... F-1
Public Act 198 of 1971 ..... F-1
Title IX of the Education Amendments of 1972—Renamed the Patsy T. Mink Equal Opportunity in Education Act in 2002 ..... F-2
Section 504 of the 1973 Rehabilitation Act F-2
The Equal Education Opportunities Act of 1974 ..... F-2
1974 Amendments to the Bilingual Education Act F-2
Education of the Handicapped Act (EHA) F-2
Administrative Rules for Special Education F-3
Americans with Disabilities Act (ADA) of 1990 ..... F-3

Reauthorization of ESEA—The Improving American's Schools Act of 1994 ..... F-3
Individuals with Disabilities Education Act (IDEA) of 1997 ..... F-3
Reauthorization of ESEA—No Child Left Behind (NCLB) of 2001 ..... F-4
Reauthorization of IDEA in 2004 ..... F-5
State Board of Education Adopts Common Core State Standards F-6
SMARTER Balanced Assessment Consortium F-6
Dynamic Learning Maps Alternate Assessment System Consortium F-6

Appendices G-1

Appendix A: ELPA G-1
Appendix B: MEAP G-12
Appendix C: MME G-42
Appendix D: MEAP-Access G-62
Appendix E: MI-Access G-94
Appendix F: Additional Information on the NAEP G-137
Appendix G: Assessment Accommodation Summary Table and FAQ G-143
Appendix H: MME Accommodations Summary Table G-159
Appendix I: Flowchart for Selecting Appropriate Statewide Assessments G-180
Appendix J: Guide for Determining Statewide Assessments for Students (GDSAS) Worksheet G-182
Appendix K: Case Studies G-185

Glossary H-1

Resources I-1

Introduction

Michigan's classrooms contain an increasingly diverse population of students. They come from families representing over 175 languages and have unique instructional needs to address. Students may have academic talents, physical or cognitive disabilities, or may be learning English for the first time. Understanding the unique needs of students is important, both in planning instruction and in selecting assessments that most appropriately and accurately measure student progress.

By providing information regarding student needs and the link between instruction and assessment, Michigan educators can gain a greater understanding of current statewide assessments and available accommodations. This guide was developed to help educators with the process of making decisions about assessments. It is updated annually and organized as follows:

- Chapter 1 presents characteristics of today's students;
- Chapter 2 describes statewide assessments that are currently available to Michigan students;
- Chapter 3 provides information about assessment accommodations, including their use in helping students gain better access to statewide assessments;
- Chapter 4 introduces selection process tools that can be used to assist in making sound and informed assessment decisions; and
- Chapter 5 outlines key laws and policies pertaining to participation in state assessment programs.

Also provided are appendices of supplemental information, along with a glossary to clarify terminology.

Chapter 1: Today's Students

Today's classrooms are filled with all kinds of students. Some students have always lived in the same house; others have moved many times. Growing numbers of students have moved to Michigan from other countries and are learning to speak English for the first time.

In addition to diverse backgrounds, students also have varying instructional needs. There are students who excel in certain content areas, such as mathematics, and need accelerated instruction. Other students need additional help in one or more content areas. In fact, some students may have overlapping needs and can benefit from multiple types of assistance. Whether extra help is given to a student as a curricular enhancement or as an additional academic support, it is our goal for educators to provide each student with the type of assistance that will allow him or her to succeed first with instruction and then with assessments that measure what has been learned.

This chapter describes today's students, their instructional needs, and the types of academic support that are provided in our schools. Knowing the content that a student is learning and the supports regularly used as part of instruction are the first steps in determining an appropriate assessment.

Part 1: Determining need for additional assistance

Students needing assistance learning the English language

Students who are still in the process of learning the English language are known as English language learners or ELLs. This determination is made at the time of enrollment. Instructional assistance includes specific language interventions and academic support. The types of interventions and supports may look different from one school to another depending on the languages spoken and the instructional approach used.

Students who excel

For students who excel in a content area, assistance may include enrichment projects or an introduction to higher level content with students from other classrooms or instructional groups. There are a number of instructional resources for these students, who are sometimes referred to as gifted, such as the Summer Institute for the Gifted at the University of Michigan (**www.giftedstudy.org/residential/michigan**) and the Michigan Alliance for Gifted Education (**www.migiftedchild.org**).

Students needing additional assistance to learn

Students who need additional assistance to learn may benefit from tutoring sessions or the use of a tiered instructional approach, such as Response to Intervention, or RTI. The National Center on Response to Intervention (**www.rti4success.org**)is a good resource.

Students needing extra instructional supports

Sometimes extra instructional supports are needed to help a student learn. These supports are accommodations. An example of an accommodation that is available to all students for statewide assessments is individual administration of an assessment. The accommodations summary tables (appendices G and H) provide a list of all accommodations available on different statewide assessments. These tables can also be downloaded at **www.michigan.gov/oeaa**.

Students needing systematic and substantive services

When it is found that a student needs systematic and substantive instructional support, the student may be assessed for specialized services. If it is determined that a student has a disability, it is important to target the areas of need and provide an appropriate program or service. These are identified for each student as part of a 504 Plan or Individualized Education Program (IEP).

Part 2: Instructional needs related to assessment

Many of the needs for assistance with instruction also applies to testing. Every student enrolled at the time of statewide testing must be assessed. There are two general assessments that are given to students, the Michigan Educational Assessment Program (MEAP) for grades 3-9 and the Michigan Merit Examination (MME) for grade 11. These tests are based on the state's current content standards. For elementary and middle schools, these standards are called Grade Level Content Expectations (GLCEs); for high school, High School Content Expectations (HSCEs).

Most students, including those with disabilities, are instructed with grade-level content, or GLCEs, and will take the state's general assessments, either MEAP or MME, at the level which matches their grade of enrollment. There are a number of universal or local decision accommodations that are available to all students for these tests (See accommodation summary tables, appendices G and H.)

English language learners

Students who are English language learners (ELLs) will take the general assessments, either MEAP or MME, with ELL accommodations that are recommended and routinely used for their instruction in the content area(s) assessed.

In addition, all students who are eligible for ELL programs or services will take the English Language Proficiency Assessment (ELPA) each year to assist in determining the progress that the student has made learning the English language. This will continue until the student becomes proficient and is no longer eligible for program services.

Foreign exchange students

Foreign exchange students will also take the general assessments, with available universal or local decision accommodations. If the foreign exchange student is eligible for ELL services, ELL accommodations that are recommended and used routinely during instruction in a content area are also available for use during testing.

Newcomers

Students who are eligible for ELL services, have taken ELPA or the ELPA Inital Screening, AND are enrolled in a United States Public School or Public School Academy for the first time, may be excused from participating in the general assessment of reading and writing. This is a one-time exception. These students are required to take all other general assessment content area tests for the grade of enrollment and may use ELL accommodations that have been recommended and used routinely as part of their instruction in the content area assessed.

Students with 504 Plans

Students with 504 Plans take the general assessment (MEAP or MME) and use the 504 Plan accommodations that have been recommended and used routinely for instruction in the content area

assessed. These accommodations are listed in the summary accommodation tables in Appendices G and H. Please note, however, that students with 504 Plans are not eligible for alternate assessments.

Students with Individualized Educational Programs (IEPs)

Students with IEPs take the assessment that is determined by the IEP Team to be appropriate for their needs. The determination is by content area and is based on the content and instruction received by the student. Only students with IEPs are elible to participate in alternate assessments.

Grade-level content

If students are instructed with grade-level content (GLCEs or HSCEs), they take the general assessment, either MEAP or MME. Students with disabilities may use accommodations that have been recommended by their IEP Team and are routinely used for instruction in the content area being assessed.

In planning for fall 2011 assessments, IEP Teams may select MEAP-Access for students with IEPs who are instructed with grade-level content but are struggling to become proficient in the same time frame as their non-disabled peers. MEAP-Access is an alternate assessment based on grade-level content with modified achievement standards. It is scheduled to be implemented in fall 2011 for mathematics and reading for grades 3-8 and writing for grades 4 and 7. Specific criteria are available for determining if MEAP-Access is an appropriate assessment for a student with an IEP. These criteria can be found in the Eligibility Criteria for Participation in MEAP-Access in Appendix D.

Extended grade-level content

Students with IEPs who are instructed with extended grade-level content, either Extended Grade Level Content Expectations (EGLCEs) for grades 3-8 or Extended High School Content Expectations (EHSCEs) for grades 9-12, are eligible to take one of the MI-Access assessments. Accommodations for students with disabilities that are recommended by the IEP Team and used routinely for instruction in the content area(s) assessed are also available for use with MI-Access assessments. (For more information on accommodations, see Chapter 3.)

There are three MI-Access assessments: Functional Independence, Supported Independence, and Participation. The content areas of English language arts, mathematics, and science are included for all MI-Access assessments.

Functional Independence

The Functional Independence assessments are designed for students who have, or function as if they have, *mild* cognitive impairment. Students taking the Functional Independence assessment are capable of meeting their own needs and living successfully in their communities without overt support from others. This assessment is presented to the student in paper-and-pencil format. (For more information on accommodations, see Chapter 3.)

Supported Independence

The Supported Independence assessments are designed for students who have, or function as if they have, *moderate* cognitive impairment. Students taking the Supported Independence assessment can usually follow learned routines and demonstrate independent living skills. For this assessment, questions are presented as selected response items in which the student selects one of three answer choices that are presented as picture cards. The remaining items are performance-based activities.

Participation

The Participation assessments are designed for students who have, or function as if they have, *severe* cognitive impairment and may respond to instruction and testing in unique ways, such as blinking an eye to indicate understanding of content. Students taking the participation assessment are often dependent on others. Like Supported Independence, this assessment is composed of selected-response items and performance-based activities. However, the selected-response items have two choices presented as picture cards and there is a greater number of performance-based activities.

Students in Ungraded Programs

Students with IEPs take the assessment level that matches the grade level in which they are enrolled as indicated in the Michigan Student Data System (MSDS). There are some students with IEPs who are in ungraded programs. The assessment level for these students is determined by an age-to-grade conversion table, shown below.

Table 1 Age-to-Grade Conversion

Student Age*	Corresponding Grade-Level Assessment
9	Grade 3
10	Grade 4
11	Grade 5
12	Grade 6
13	Grade 7
14	Grade 8
15	Grade 9
17	Grade 11

*Students must be these ages on or before December 1st of the school year in which the assessment is administered.

Less than full academic year students

Sometimes questions are asked about which students to assess. These questions are easy to answer. All students enrolled at the time of testing are assessed following the guidelines provided above, even if they enroll on the day that testing starts. This includes students who have been in a school or district less than a full academic year. These students are counted as participating in the assessment, even though the scores may or may not not be used for accountability purposes. The OEAA public website at **www.michigan.gov/oeaa** provides information on accountability measures for Michigan schools, including how Michigan accountability criteria are calculated.

Chapter 2: Available Statewide Assessments

The goal of statewide assessment is to provide all students with an opportunity to demonstrate what they know and have learned. Because the students of today come from a variety of backgrounds and have diverse instructional needs, the State has developed different types of assessments to measure student learning, which are included in the Michigan Educational Assessment System, or MEAS. The MEAS, adopted by the State Board of Education in October 2001, is a continuum of assessments designed to gather such information, including the extent to which all students are proficient with state standards.

Selecting the appropriate assessment is critical for obtaining results that are of value to parents, teachers, and administrators, as well as for state and federal reporting of school and district results. The purpose of this chapter is to provide detailed information about each statewide assessment program currently available in Michigan. It can be used as a handy reference, along with the content taught, supports used for instruction, and the student's level of independence, in determining which assessment(s) should be given.

Michigan Educational Assessment System (MEAS)

The MEAS currently includes five assessment programs. The English Language Proficiency Assessment, or ELPA is used to determine a student's progress in learning the English language. The Michigan Educational Assessment Program, or MEAP and the Michigan Merit Examination, or MME, are the general assessments. For students who are unable to take the general assessment, even with accommodations, alternate assessments are provided. The alternate assessments currently available are called MI-Access. There are three types of MI-Access: 1) Functional Independence, 2) Supported Independence, and 3) Participation. Starting with fall 2011, another alternate assessment, called MEAP-Access, is scheduled to be offered. Like the general assessments, MEAP-Access is based on grade level content, or GLCEs, and is designed for students with IEPs who are struggling to become proficient in the same time frame as their peers. The table below provides a snapshot of this continuum.

Table 1 Michigan's Assessment Continuum

Assessment	Type of Assessment	Based On
ELPA	English Proficiency	ELP Standards
MEAP/MME	General	GLCEs/HSCEs
MEAP-Access	AA-MAS	GLCEs
MI-Access Functional Independence	AA-AAS	Extended GLCEs/HSCEs/Benchmarks
MI-Access Supported Independence	AA-AAS	Extended GLCEs/HSCEs/Benchmarks
MI-Access Participation	AA-AAS	Extended GLCEs/HSCEs/Benchmarks

AA-MAS = Alternate Assessment based on Modified Achievement Standards
AA-AAS = Alternate Assessment based on Alternate Achievement Standards

The student data from these assessments are used for state and federal reporting of school and district achievement results.

The English Language Proficiency Assessment (ELPA)

The ELPA is available for students in grades K-12 and consists of two assessments, the ELPA Initial Screening, which identifies students who are eligible for English Language Learner (ELL) services, and the ELPA, which is given annually in the spring and is designed to measure ELL progress.

The Spring ELPA is required for all K-12 students who are eligible for ELL services—even those students who are not currently receiving ELL services. This includes students enrolled in public schools, public school academies, and private schools that have agreements with Local Educational Agencies (LEAs). These students must take the ELPA annually until they have been exited from ELL services and designated Formerly Limited English Proficient (FLEP),

Eligibility for ELL services is determined when the student first enrolls and is given the Home Language Survey, which consists of two questions:

1. Is the student's native tongue a language other than English?
2. Is a language other than English spoken in the student's home or environment?

If the answer to either question is "yes," the student takes the ELPA Initial Screening to determine his or her proficiency, which in turn will determine eligibility for ELL services. This assessment is available year-round (except during the Spring ELPA window) to provide students with appropriate instructional placement.

The goal of the ELPA is to appropriately and uniformly measure the proficiency levels of Michigan students who are learning English as a second language and to monitor their progress from one year to the next. The content is aligned with the state's proficiency standards in five grade spans, or assessment levels. Table 2 shows the grade spans for each assessment level. ELLs take the ELPA assessment level that matches their grade of enrollment as recorded in the Michigan Student Data System (MSDS).

Table 2 ELPA Assessment Levels

Assessment Level	Grade Level(s)
I	K
II	1-2
III	3-5
IV	6-8
V	9-12

Each level of the ELPA has four sections: listening, reading, writing, and speaking. Listening, reading, and writing are group administered and contain multiple-choice items, though writing contains constructed response questions as well. Speaking is administered individually and contains constructed-response items. Together, these sections are designed to measure the oral, written, and comprehension skills students need to learn and communicate with others in academic and social

settings. These sections are designed to be given in any order to facilitate test administration. For more information on the Spring ELPA, as well as the ELPA Initial Screening, go to the ELPA Web page at **www.michigan.gov/elpa**.

The Michigan Educational Assessment Program (MEAP)

For over forty years, the MEAP has been used in Michigan to provide information on student achievement. MEAP is one of the state's two general assessments and is based on the content standards developed by Michigan educators and approved by the Michigan State Board of Education. MEAP assessments are criterion-referenced, meaning that each student's results are judged and reported against a set performance standard. If a student meets the standard, it means he or she meets expectations on the recommended framework.

MEAP is administered in the fall of each school year for students in grades 3-9. As one of the state's two general assessments, it assesses the state's Grade Level Content Expectations (GLCEs) in reading, writing, mathematics, science, and social studies. (See Table 3 to determine which content areas are assessed at which grades.)

Table 3 Content Areas and Grades Assessed with the MEAP

Content Areas	Grades						
	3rd	4th	5th	6th	7th	8th	9th
Reading	X	X	X	X	X	X	
Writing		X			X		
Mathematics	X	X	X	X	X	X	
Science			X			X	
Social Studies				X			X

For more information on MEAP, go to **www.michigan.gov/meap**.

The Michigan Merit Examination (MME)

The MME is the state's general education assessment used to assess grade 11 (and eligible students in grade 12) on Michigan's reading, writing, mathematics, science, and social studies High School Content Expectations (HSCEs). It is designed somewhat differently than other statewide assessments in that the MME has three distinct components administered over three days: Day 1 is the ACT Plus Writing college entrance examination; Day 2 is the WorkKeys job skills assessment; and Day 3 consists of the Michigan-developed assessments. Each MME component is comprised of several sections which, together, enable students to fully demonstrate their knowledge in relation to state standards. Table 4 shows the sections that comprise each MME component.

Table 4 MME Components and Subjects		
Day Administered	**Test Component**	**Subject Sessions**
1	ACT Plus Writing	English
		Mathematics
		Reading
		Science
		Writing
2	WorkKeys	Reading for Information
		Applied Mathematics
		Locating Information
3	Michigan Assessments	Mathematics
		Science
		Social Studies

The ACT assessment contains five criterion-referenced tests: English, math, reading, science, and an optional writing section. The material covered in each of the five assessments is drawn from the domain of each content area that educators agree is important to that content area and that is prerequisite to successful performance in entry-level college courses.

The WorkKeys component to the MME is designed to help students develop better workplace skills. It measures not only the skills students have but also the skills that various jobs require. The three areas assessed on Day 2 of the MME are Reading for Information, Applied Mathematics, and Locating Information. All of these assessments are designed to measure how successful students are at applying their skills and knowledge to real job situations.

The Michigan Assessments on the final day—math, science, and social studies—are derived from the HSCEs and, like the MEAP, are designed to show how Michigan students are doing on certain skills and knowledge not covered by the Day 1 and Day 2 assessments.

The MME is administered in the spring of each school year. For more information on the MME in general, go to **www.michigan.gov/mme**.

MEAP-Access

In 2007, the U.S. Education Department (USED) issued revised regulations allowing states to develop Alternate Assessments based on Modified Achievement Standards (AA-MAS) for students whose disabilities have prevented them from achieving grade-level proficiency and who likely will not reach grade-level achievement in the same time frame as other students. Currently these students must take either the grade-level assessment, which is often too difficult, or an alternate assessment designed for students with the most significant cognitive disabilities, which is often too easy. Neither of these options provides an accurate assessment of what these students know and can do. MEAP-Access, which is based on the same content standards as the state's general education assessments

but with modified achievement standards, will be a more appropriate measure of assessing these students.

Detailed information regarding student eligibility for MEAP-Access is contained in a document called *MEAP-Access Eligibility Criteria and Guidelines for Participation*, which is available in Appendix D and on the MEAP-Access Web page at **www.michigan.gov/meap-access**. In short, MEAP-Access is designed for students with an IEP who:

- have an IEP Team that is reasonably certain the student will not achieve grade-level standards at the same level or rigor as their peers within the year covered by the IEP;
- have access to, and instruction in, grade-level content for the grade in which the student is enrolled;
- are instructed by a highly qualified teacher(s);
- can demonstrate that their disabilities have precluded them from achieving the grade-level standards at the same level of rigor or within the same time frame as their non-disabled peers; and
- have multiple objective and valid measures of academic achievement over time.

Starting in 2011, MEAP-Access will be administered in the fall of each school year to students in grades 3-8 and covers the content areas of reading, writing, and mathematics. (See Table 5 for which content areas are assessed in which grades.) It should be noted that there are currently no state-level AA-MAS tests for science and social studies; therefore IEP Teams need to determine how their students will be assessed in those subject areas.

Table 5 Content Areas and Grades Assessed with MEAP-Access

Content Area	Grade					
	3	4	5	6	7	8
Reading	X	X	X	X	X	X
Writing		X			X	
Mathematics	X	X	X	X	X	X

There are some potential consequences for participating in alternate assessments, such as MEAP-Access, of which IEP Teams should be aware, including the following:

- If a student participates in MEAP-Access, it is assumed that he or she is receiving grade-level instruction based on Michigan's GLCEs, but is not expected to progress in the general education curriculum in the same time frame as his or her grade-level peers.
- A divergent path at a young age may have consequences later and may prevent the student from meeting the requirements of the Michigan Merit Curriculum and earning a high school diploma.
- According to federal regulations, states may include only 2 percent of proficient MEAP-Access scores (of the total tested population) in AYP proficiency calculations.

MI-Access

MI-Access is Michigan's Alternate Assessment based on Alternate Achievement Standards (AA-AAS). It ensures that students with significant cognitive disabilities are appropriately included in State accountability systems and that schools and LEAs receive credits for all students' achievements. These students have IEP Teams that have determined that they are unable to take the general assessments—the MEAP or the MME—even with the accommodations routinely used with instruction.

There are three MI-Access assessments available to meet the needs of these students.

1. The Functional Independence assessments are designed for students who have, or function as if they have, *mild* cognitive impairment. Students taking the Functional Independence assessment are capable of meeting their own needs and living successfully in their communities without overt support from others. This assessment is presented to the student in paper-and-pencil format.

2. The Supported Independence assessments are designed for students who have, or function as if they have, *moderate* cognitive impairment. Students taking the Supported Independence assessment can usually follow learned routines and demonstrate independent living skills. For this assessment, questions are presented as selected response items in which the student selects one of three answer choices that are presented as picture cards. The remaining items are performance-based activities.

3. The Participation assessments are designed for students who have, or function as if they have, *severe* cognitive impairment and may respond to instruction and testing in unique ways, such as blinking an eye to indicate understanding of content. Students taking the participation assessment are often dependent on others. Like Supported Independence, this assessment is composed of selected-response items and performance-based activities. However, the selected-response items have two choices presented as picture cards and there is a greater number of performance-based activities.

At present, MI-Access covers numerous content areas, including English language arts (ELA), accessing print, expressing ideas, mathematics, and science. Students in grades 3-8 are assessed in the fall of each school year and students in grade 11 are assessed in the spring. (Table 6 shows the grades at which each content area is assessed.) There currently are no state-level alternate assessments for social studies; therefore, IEP Teams need to determine how their students will be assessed in that content area.

Table 6 Content Areas and Grades Assessed with MI-Access							
Content Area	Grade						
	3	4	5	6	7	8	11
English Language Arts (P/SI)	X	X	X	X	X	X	X
Accessing Print (FI)	X	X	X	X	X	X	X
Expressing Ideas (FI)		X			X		X
Mathematics	X	X	X	X	X	X	X
Science			X			X	X
P/SI = Participation and Supported Independence FI = Functional Independence							

MI-Access reflects Michigan's grade-level content expectations (GLCEs), High School Content Expectations (HSCEs), and/or benchmarks for the content areas assessed; however, they have been extended—or reduced in depth, breadth, and complexity—so they are appropriate for the student populations being assessed. The EGLCEs, EHSCEs, and Extended Benchmarks, or EBs, can be downloaded from the MI-Access Web page at **www.michigan.gov/mi-access**.

There may be some consequences for participating in alternate assessments such as MI-Access, including the following:

- If a student participates in MI-Access, it is assumed that he or she is receiving instruction based on Michigan's Extended GLCEs/HSCEs/EBs.
- A divergent path at a young age may have consequences later and may prevent the student from progressing on Michigan's GLCEs/HSCEs/EBs as needed to meet the requirements of the Michigan Merit Curriculum and earn a high school diploma.
- According to federal regulations, states may include only 1 percent of proficient MI-Access scores (of the total tested population) in AYP proficiency calculations.

Items from Statewide Assessments

Perhaps the best way to learn about and differentiate between available statewide assessments is to review some of the items they contain. To that end, sample assessment items have been provided in the appendices for each assessment except the MME, which does not release items. IEP, Section 504, and ELL instructional teams should review these items before making assessment decisions for their students.

The National Assessment of Educational Progress (NAEP)

The NAEP—or what is commonly referred to as "the Nation's Report Card"—is another important assessment tool used to determine student progress. Its intent is to ascertain what students across the nation know and are able to do. Although the grade levels and content assessed may vary from one year to another, the overall schedule includes the retesting of a grade and content area every few years, allowing the reuse of test items and the development of assessment trend data over time. Policy makers at both the state and federal levels then use this information to help shape educational policy.

Unlike many standardized assessments, NAEP results are not reported by individual students or schools, but instead by populations of students (e.g., those in the fourth-grade) and subgroups of those populations (e.g., fourth-grade females and Hispanic students). The results are based on representative samples of students pulled from across the country or from across a specific state (e.g., a representative sample of Michigan students) and show group performance in selected academic areas.

State participation in the NAEP is required by NCLB in order to facilitate the comparison of achievement across the country on the same testing instrument. For that reason, people who are making decisions about the assessments in which their students will participate need to consider the NAEP as well as the state-level assessments in the MEAS.

Appendix F contains a more detailed discussion of the NAEP, including its purpose, scope, and requirements for participation. It is based largely on information obtained from the NCES Web site (**http://nces.ed.gov**) to give readers an opportunity to see the exact language and terminology used by the USED when describing the assessment program. In addition to the USED text, Appendix F includes clarifying information prepared by members of Michigan's Guidelines for Participation in State Assessment Team that specifically addresses how the state manages and is involved with the NAEP—information that educators need to consider when making assessment decisions. Appendix F also includes NCLB provisions related to the NAEP and a resource list for those who want to learn more about national assessment.

Chapter 3: Assessment Accommodations

Part of helping students do their best in our classrooms is determining if accommodations are needed to access the content to be learned. Some accommodations are universal and are available to all students; others are specific to students with identified instructional needs. For example, students who are Limited English Proficient and are English language learners may receive a portion of their instruction in their native language, such as Spanish or Arabic. For students with disabilities, instructional accommodations are identified for each student as part of an Individualized Education Program, commonly referred to as an IEP, or as part of a 504 Plan.

This chapter is designed to assist educators in schools and districts in determining appropriate assessment accommodations that are based on the instructional accommodations that students use on a regular basis to access classroom content. For ease of use, the information is presented in a question-and-answer format.

What are assessment accommodations?

Assessment accommodations are used to change the way students access a test without changing the content being assessed. In other words, accommodations equalize entry to the test without giving the student an unfair advantage, or altering or watering down the subject manner. For example, on the MEAP assessment, a student with visual impairment can use a Braille assessment booklet instead of a standard print assessment booklet. This is considered an accommodation because it changes the way the student accesses the test without changing what is being measured.

Assessment accommodations typically fall into four categories:

1. Presentation accommodations change the way the test is presented. The mathematics test could be read aloud to a student, instead of the student reading from the test booklet.
2. Response accommodations change how students give their answers. For example, a student with a physical disability could point to the answers instead of circling them in the test booklet or bubbling them in on the answer document.
3. Timing or scheduling accommodations change the duration of the test or the way time is organized. For example, the student might take a break after each section of the test, instead of taking it straight through, cover-to-cover.
4. Setting accommodations change where the test is administered. A student could take the test individually, instead of taking it with classmates in the classroom.

The use of accommodations is allowed on statewide assessments because, without them, some students may not be able to demonstrate what they know and are able to do. That is why Braille versions of the tests are allowed as an accommodation: They enable students with visual impairment to demonstrate knowledge on the test in the same way they demonstrate knowledge in the classroom.

Accommodations that are used on a systematic basis as instructional assistance for a content area may also be used for testing. The *Assessment Accommodations Summary Table*, beginning on page G-143, provides a list of all accommodations that are available for statewide assessments except MME. The MME has its own accommodations summary table, the *MME Assessment Accommodations Summary Table*, which begins on page G-159. As a reference tool, the summary tables can be used to help determine if an accommodation is:

1) appropriate for the student;
2) available for the test to be administered;
3) considered standard or nonstandard for a test;
4) permitted for a college-reportable score (MME table);
5) eligible for the National Career Readiness Certificate, or NCRC (MME table); and
6) permitted or not permitted (NAEP).

Also, an interactive accommodations table has been built as part of an online professional learning system, which is available at Michigan Virtual University at **mi.learnport.org**.

What are universal and locally-determined accommodations?

Some accommodations can be used by any student who needs minor support with testing practices and/or procedures in order to best demonstrate knowledge and skills. MEAP, MEAP-Access, MI-Access, ELPA, and NAEP refer to them as universal accommodations. MME refers to them as local decisions.

These universal and locally-determined accommodations can be used on state-level tests because they do not change the construct being measured and may be of use to certain students without significantly changing the mode of access. Michigan has identified and noted these on the Accommodation Summary Tables (found in Appendices G and H). However, universal and locally-determined accommodations **can** differ, so be sure to check the summary table that corresponds to the assessment you're interested in.

For example, one universal accommodation states that an assessment administrator can provide any student with a visual, auditory, or physical cue to help them start or finish a task; however, this same accommodation is **not** noted as a local decision for MME. Check the Accommodation Summary Tables for more information. Universal accommodations are indicated with a symbol that looks like a "U" enclosed in a circle; for MME, look for the words "local decision" under the "May Request" column.

Are there general rules about when and what types of accommodations can be used?

There are six general rules that must be followed in determining what types of assessments can be used on a test:

1. An accommodation should be used on an assessment only if it is routinely used as part of the student's instructional program. In other words, to the greatest extent possible, accommodations used on the assessment should match accommodations used in the classroom.
2. The accommodation must be documented in the student's IEP, Section 504 Plan, or ELL instructional plan. That means accommodations need to be discussed by a team of people who know the student well and understand the student's educational goals.
3. The student must be proficient in using the accommodation. That means that the student has had plenty of time to learn how to work with the accommodation in the classroom before trying to use it on the test.
4. Accommodations must be evaluated and determined to be beneficial for the student's learning during instruction before carrying them over into the assessment process.

5. Decisions about using accommodations must be based on the individual student. For example, all students with visual impairment may not need Braille assessment booklets. In some cases, enlarged print booklets are more appropriate. The test could be read aloud for some content areas, such as mathematics. It all depends on the student's individual needs.
6. A student's classroom accommodations should be reviewed periodically to make sure they're still effective and necessary. Over time, as the student grows and changes, the decisions about accommodations may change, too.

Who decides and documents accommodations decisions?

The answer to this question depends on the student's unique circumstances.

Students with IEPs For a student with an IEP, accommodation decisions will be made by the IEP Team and documented in the Individualized Education Program by content area.

Students with a 504 Plan If a student has a Section 504 Plan, the team is required to periodically review the services and will make accommodations decisions that are then recorded in the written 504 plan.

English language learners For English language learners, accommodation decisions are made by the district assessment coordinator in consultation with the classroom teacher and other members of their instructional team. These decisions are to be documented in the student's records and be used as an assessment planning tool.

Rapid onset of a medical emergency On rare occasions, a student may have a rapid onset of a medical emergency, such as a broken arm. In that case, the school principal or the guidance counselor—along with the student's classroom teacher—may be called upon to make accommodations decisions. If so, any decisions need to be documented in the student's records.

How does the decision-making process work?

Teams that make decisions about accommodations can start by asking and answering four basic questions:

1. Which state assessment will the student participate in?
2. What types of accommodations is the student currently using in the classroom that will also apply to the assessment?
3. Does the student need accommodations particular to any specific content areas?
4. Are the accommodations being considered "standard" for the statewide assessment the student is taking? And, if not, what are the consequences of using nonstandard accommodations?

What is the difference between standard and nonstandard accommodations?

Knowing the purpose of a test and what it is intended to measure is helpful in determining whether an accommodation is standard or nonstandard.

Standard accommodations do not change the construct of what the test is measuring. The test results are considered valid and the score can be reported as part of the school's accountability data.

Nonstandard accommodations do change what the test is measuring. The test results are considered invalid and the score cannot be reported as part of the school's accountability data. Currently, this student will not count as being assessed when calculating participation rates and will be counted as "Not Proficient" when calculating school data for accountability and accreditation purposes.

Standard accommodation example	A student typically uses a reader during science instruction. The IEP Team decides the student should also use one during the MI-Access Functional Independence Science Assessment. In this particular case, a reader is considered a standard accommodation because the MI-Access test assesses a student's understanding of science concepts, not the ability to read science questions on the test.
Nonstandard accommodation example	A student is taking the MEAP reading assessment, which measures how well a student can read through decoding. The IEP Team decides the student needs a reader to access this assessment, but on the reading test it is considered a nonstandard accommodation because it alters what is being measured. This is because reading aloud changes the reading or decoding test, to a listening comprehension test. As a result, this student's score for the reading test will be considered invalid for federal and state accountability purposes.

With the help of Michigan educators, the OEAA has put together a set of Assessment Accommodation Summary Tables to help you make that determination. One table is specific to accommodations used on the MEAP, MEAP-Access, MI- Access, the ELPA, and even the National Assessment for Educational Progress (NAEP).

The other table is specific to the MME and includes information on accommodations for the ACT and WorkKeys. Each table lists all of the accommodations that could be used on assessments, and indicates which ones are standard or nonstandard for each assessment. For your convenience, copies of both summary accommodation tables have been included as Appendices G and H.

Where can I locate more information on accommodations?

We've created brief documents describing how accommodations work, in general, on each of the state-level assessments. You can use these documents—along with the Assessment Accommodation Summary Tables—to familiarize yourself with allowable accommodations. See the Appendices to access these documents.

Chapter 4: Selecting an Appropriate Statewide Assessment

Determining which statewide assessments a student should take and which accommodations may be needed is a process that can begin as early as the time of the student's enrollment. The Office of Educational Assessment and Accountability (OEAA) has prepared two documents that are meant to assist decision-makers by providing a systematic approach to selecting an appropriate statewide assessment.

These two documents, the *Flowchart for Selecting Appropriate Statewide Assessments* (Appendix I) and the *Guide for Determining Statewide Assessment for Students (GDSAS) Worksheet* (Appendix J), are meant to be used as the main tools for making decisions.

In addition to these two documents, there are two key concepts that decision makers must always consider throughout the assessment selection process: the instruction the student receives and the accommodations the student utilizes. Understanding these two concepts, and keeping them in mind throughout the selection process, will ensure that the appropriate selection has been made.

Grade-Level Content Versus Extended Grade-Level Content

A student may receive instruction with either grade-level content or extended grade-level content standards.

Instruction with Grade-Level Content

- Students with 504 Plans are instructed with grade-level content and take general assessments. Educators can use the flowchart for selection of assessment accommodations the student routinely uses in the classroom for the content area tested. These decisions should then be recorded in the student's 504 Plan.
- Students with IEPs may also be instructed with grade-level content, currently referred to as Grade Level Content Expectations, or GLCEs, for grades K through 8; or with High School Content Expectations, or HSCEs, for grades 9 through 12. IEP Teams can use the GDSAS Worksheet to help determine which assessment the student will take as well as the selection of accommodations for each content area.
- In planning for Fall 2011 assessments, IEP Teams may also use the GDSAS Worksheet to help determine whether a student is eligible to take MEAP-Access, which is scheduled to be available for mathematics and reading. MEAP-Access is an alternate assessment with modified achievement standards that is designed for students with IEPs who are instructed with grade-level content but who are struggling to reach proficiency in the same time frame as their non-disabled peers. The worksheet can be used in the selection of accommodations for this assessment as well.

Instruction with Extended Grade-Level Content Standards

- Some students with IEPs are instructed with extended grade-level content standards, either EGLCEs or EHSCEs. These students will take the one of three MI-Access Alternate assessments, depending on what extended content standards are being used for instruction. The three MI-Access assessments are Functional Independence, Supported Independence, and Participation.

- IEP Teams can use the GDSAS Worksheet to record the assessment taken as well as the selection of accommodations for each content area. IEP Teams should be aware, however, that some assessments require the student to use that type of assessment on multiple or all content areas assessed.

By understanding the differences between the type of content used for the student's instruction, decision makers will be able to answer questions in the Flowchart with ease.

Accommodations Utilized

Knowing the student's current accommodations is something that decision-makers must know and understand to properly and correctly determine appropriate statewide assessments. Before a determination can be made, these individuals must consider the accommodations the student currently utilizes. Depending on the type, duration, and amount of accommodation a student utilizes may change which assessment is most appropriate. For a complete list of accommodations, refer to Chapter 3 on page D-1 of this document.

Using the Flowchart

The Flowchart asks a series of questions to guide a team's decision-making process. While the flowchart helps a team arrive at an appropriate assessment decision, it can be helpful to understand the questions themselves, the rationale behind them, and the potential implications of the team's answers.

Is the student eligible for ELL services?

When a student is first enrolled in a Michigan school, he or she must be administered the Home Language Survey, which asks two questions: (1) is the student's native tongue a language other than English, and (2) is a language other than English spoken in the student's home or environment?

If the answer to either question is "yes," the student may be eligible for ELL services according to district policy and must be administered the ELPA Initial Screening. If the Spring ELPA testing window is open at the time the student enrolls, then the student should also be given the Spring ELPA. The results will aid instructional planning teams in determining the student's levels of English language proficiency and eligibility for services. (See Chapter 2 for more information about the ELPA.) Once the student's eligibility has been determined, instructional teams may continue with the statewide assessment decision-making process.

If the answer to both questions is "no," then the student will not participate in the ELPA. Proceed to the next question.

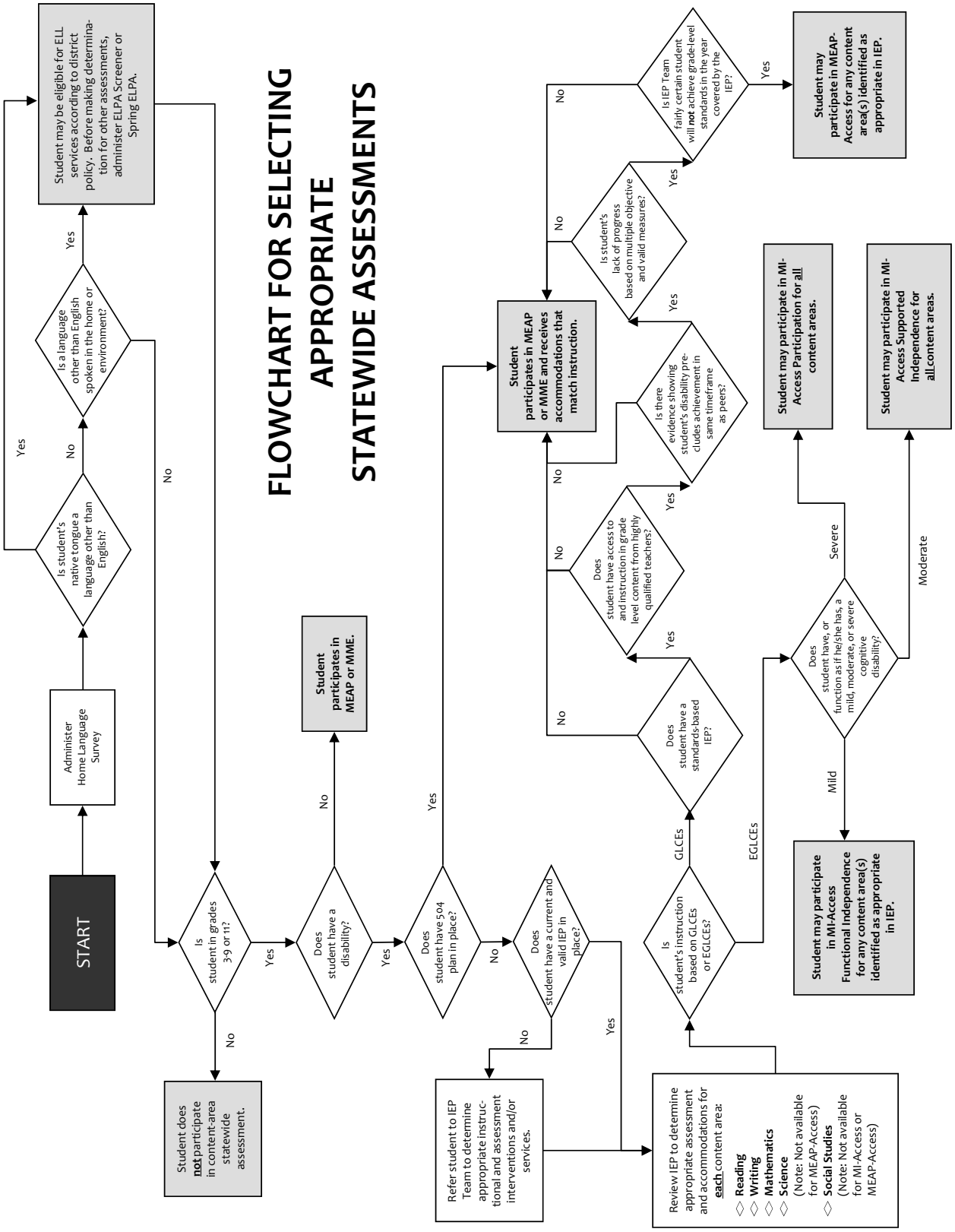
Is the student enrolled in a grade where statewide assessments are administered?

If the student is not enrolled in grades 3-9 or 11 (or will not be in grades 3-9 or 11 at the time of the next statewide assessment), then no statewide assessment decision needs to be made or documented at this time. If the answer is "yes," proceed to the next question.

Does the student have a disability?

If the answer is "no," students in grades 3-9 must take the Michigan Educational Assessment Program (MEAP) and students in grade 11 must take the Michigan Merit Examination (MME). (See Chapter 3 to learn about the universal accommodations that are available to all students on the MEAP assessments; they are not available for the MME.)

FLOWCHART FOR SELECTING APPROPRIATE STATEWIDE ASSESSMENTS



Guide for Determining Statewide Assessments for Students (GDSAS) Worksheet

Name: _____ Grade Level: _____

CONTENT STANDARDS (✓ Check one for each content area.)

	Reading/ Writing	Mathematics	Science	Social Studies
GLCE				
EGLCE				
HSCE				
EHSCE				
EB				

INSTRUCTION

Does the student have access to and instruction in grade level content from highly qualified teachers?

Yes ___ No ___

LEVEL OF INDEPENDENCE (✓ Check the appropriate level.)

FULL	
FUNCTIONAL	
SUPPORTED	
PARTICIPATION	

ASSESSMENT (✓ Check one for each content area.)

	Reading/ Writing	Mathematics	Science	Social Studies
MEAP				
MEAP-Access*				
MI-Access*				
Functional Independence				
Supported Independence				
Participation				
MME				
ELPA				

CONSEQUENCES

Have parent(s) and student been informed about consequences of participating in an alternate assessment?

Yes ___ No ___

DOCUMENTATION

Are all assessment participation decisions documented for each content area in the student's Individualized Education Program (IEP), 504 plan, or ELL plan?

Yes ___ No ___

Previous assessment data available? If yes, describe:

_____

_____

_____

_____

** MEAP-Access assessments are not available for science or social studies and MI-Access assessments are not available for social studies. IEP Teams, therefore, will need to determine how students taking these assessments should be tested in these content areas.*

MICHIGAN Department of Education

The *Guide for Determining Statewide Assessments for Students (GDSAS) Worksheet* was developed specifically for students with 504 Plans and IEPs. It is designed to assist educators in discussing and noting their answers by content area before filling in decisions as part of the student's records.

If the answer is "yes," the student may be eligible for either the state's general assessments or for one of the alternate assessments. Proceed to the next question.

Does the student have a Section 504 Plan?

If the answer to this question is "no," it is assumed that the student has (or is eligible to have) an IEP; therefore, proceed to the next question.

If the answer is "yes," then the student will participate in the MEAP or the MME. Team members should discuss whether the student will require accommodations for the general assessment to fully demonstrate what he or she knows and is able to do in relation to the state's content standards as measured by the Grade Level Content Expectations (GLCEs) or High School Content Expectations (HSCEs). Remember, any accommodations used must:

- reflect what the student routinely uses during instruction,
- be documented in his or her Section 504 Plan, and
- be determined separately for each content area assessed.

As part of this discussion, team members must understand the difference between standard and nonstandard assessment accommodations and the consequences of using the latter. (For more information on accommodations, see Chapter 3 of these guidelines and the *OEAA* and *MME Assessment Accommodation Summary Tables* in Appendices G and H.) In addition, team members may want to review the sample MEAP items in Appendix B to better inform their decisions. Sample MME items are not available.

Once a final decision has been made about the student's use of accommodations, teams should note their decisions in the "Accommodations" section of the worksheet to be transferred later to the student's Section 504 Plan.

Does the student with a disability have a current and valid IEP in place?

If the answer to this question is "no," the student should be referred to an IEP Team that will determine appropriate instructional and assessment interventions and/or services.

If the answer to this question is "yes," then the team should review the student's current IEP to see what it says in relation to curriculum, instructional goals, and assessment by content area. Remember that in the Michigan Educational Assessment System (MEAS), students are assessed in:

- reading and mathematics in grades 3-8 and 11;
- writing in grades 4, 7, and 11;
- science in grades 5, 8, and 11; and
- social studies in grades 6, 9, and 11.

Is the student's instruction based on GLCEs/HSCEs?

If the answer to the question is "no," proceed to the next question.

If the answer to the question is "yes," then, for each content area where the student receives instruction based on GLCEs/HSCEs, he or she will participate in either the state's general assessment (the MEAP or the MME depending on the student's grade) or its Alternate Assessment based on

Modified Achievement Standards (MEAP-Access). (***Teams can note their answers to Question 6, by content area, in the "Content Standards" section of the worksheet***.)

To determine which assessment is most appropriate (the MEAP/MME or MEAP-Access), team members should ask the following questions:

a) Does the student have a standards-based IEP (e.g., are the student's IEP goals based on grade-level content standards for the grade in which the student is enrolled)?

☐ If not, he or she will participate in the MEAP or the MME, most likely with accommodations that reflect those used during instruction.

☐ If so, he or she may be eligible for MEAP-Access. Proceed to (b) below.

b) Does the student have access to and instruction in grade-level content from highly qualified teachers?

☐ If not, he or she will participate in the MEAP or the MME, most likely with accommodations that reflect those used during instruction.

☐ If so, he or she may be eligible for MEAP-Access. Proceed to (c) below.

c) Is there objective evidence showing that the student's disability precludes him or her from achieving grade-level standards in the same time frame as his or her peers?

☐ If not, he or she will participate in the MEAP or the MME, most likely with accommodations that reflect those used during instruction.

☐ If so, he or she may be eligible for MEAP-Access. Proceed to (d) below.

d) Does the team have multiple valid measures (such as data from districtwide assessments, classroom assessments, end-of-course assessments, and formative assessments) to demonstrate the student's lack of progress in relation to the state's content standards? (***Such information, if available, should be noted in the "Instruction" section of the worksheet***.)

☐ If not, he or she will participate in the MEAP or the MME, most likely with accommodations that reflect those used during instruction.

☐ If so, he or she may be eligible for MEAP-Access. Proceed to (e) below.

e) Does the student's IEP Team believe it likely that the student will not meet grade-level expectations in the year covered by his or her IEP?

☐ If not, the student will participate in the MEAP or the MME, most likely with accommodations that reflect those used during instruction.

☐ If so, the student may be eligible to participate in MEAP-Access. Teams should review the MEAP-Access eligibility criteria in Appendix D to confirm the student's participation in that assessment.

If, after answering all these questions, the IEP Team determines that MEAP-Access is the most appropriate assessment for the student in any or all of the content areas assessed in the student's

grade, the team should review the potential consequences, described below, of student participation in alternate assessment.

- If a student participates in MEAP-Access, it is assumed that he or she is receiving grade-level instruction based on Michigan's GLCEs, but is not expected to progress in the general education curriculum in the same time frame as his or her grade-level peers.
- A divergent path at a young age may have consequences later on and may prevent the student from meeting the requirements of the Michigan Merit Curriculum and earning a high school diploma.

The purpose of reviewing the consequences is not to persuade the IEP Team to change its decision but to ensure that every member of the team—including the student and his or her parents—are fully aware of how the decision to participate in MEAP-Access may affect the student later on. ***After the consequences have been reviewed, make note of the discussion in the "Consequences" section of the worksheet.***

Once a final decision about appropriate assessment is made, the IEP Team should note its decisions, by content area, in the "Assessment" section of the worksheet and in the IEP during the IEP Team meeting. Remember, students with disabilities in grades 3-8 are allowed to take one assessment in one content area, and another assessment in another content area if necessary. For example, the IEP Team may decide that—based on the student's curriculum, instruction, and valid measures of performance—the student may take MEAP-Access in reading and writing, but the MEAP in mathematics and science. (This flexibility is allowed only for the MEAP, MEAP-Access, and MI-Access Functional Independence. If a student takes the MME, MI-Access Supported Independence, or MI-Access Participation, he or she must take that assessment for every content area. Furthermore, all students must take the same assessment for both reading and writing.)

Next, IEP Team members need to discuss whether the student will require accommodations to access the alternate assessment(s) selected in order for the student to fully demonstrate what he or she knows and is able to do in relation to the state's content standards as measured by the GLCEs/HSCEs. Remember, any accommodations used must:

- reflect what the student routinely uses during instruction,
- be documented in the student's IEP, and
- be determined separately for each content area assessed.

As part of this discussion, team members must understand the difference between standard and nonstandard assessment accommodations and the consequences of using the latter. (For more information on accommodations, see Chapter 3 of these guidelines and the *Assessment Accommodation Summary Tables* in Appendices G and H.) In addition, team members may want to review and discuss the sample MEAP and MEAP-Access items in Appendices B and D respectively to better inform their decisions. Sample MME items are not available.

Once a final decision has been made about the student's use of accommodations, it should be noted in the "Accommodations" section of the worksheet and note in the student's IEP during the IEP Team meeting.

Is the student's instruction based on EGLCEs/EHSCEs?

For each content area where the student receives instruction based on EGLCEs/EHSCEs, he or she may participate in the state's Alternate Assessments based on Alternate Achievement Standards (MI-Access Functional Independence, Supported Independence, or Participation). ***The IEP Team should note its decisions about curriculum, by content area, in the "Content Standards" section of the worksheet and then proceed to the next question***.

It should be noted that students in grades 3-8 are allowed to take MI-Access Functional Independence assessments in one or more content areas and MEAP-Access or the MEAP in the others. However, if a student takes MI-Access Supported Independence or MI-Access Participation, he or she must take that assessment for every content area. In addition, the student must take the same assessment for both reading and writing.

Does the student have, or function as if he or she has, mild, moderate, or severe cognitive impairment?

There are three MI-Access assessments from which IEP Teams can choose, each of which is designed for a distinct student population.

1. The MI-Access Functional Independence assessments are for students who have, or function as if they have *mild* cognitive impairment. These students typically can assess their personal strengths and limitations, and can access resources, strategies, supports, and linkages to help them maximize their independence.

2. The MI-Access Supported Independence assessments are for students who have, or function as if they have, *moderate* cognitive impairment. These students may also have both cognitive and physical impairments that impact their ability to generalize or transfer learning; however, they usually can follow learned routines and demonstrate independent living skills.

3. The MI-Access Participation assessments are for students who have, or function as if they have, *severe* cognitive impairment. These students have both significant cognitive and physical impairments that limit their ability to generalize or transfer learning, and thus make determining their actual abilities and skills difficult.

In this capacity, the phrase "or functions as if" refers to students who adaptively function in ways that may differ from their special education eligibility category(ies) and, as a result, should be given the assessment that best suits their "adaptive functioning" level and yields the most instructionally relevant information.

When making decisions about a student's cognitive functioning level and appropriate state assessment, it may help the IEP Team to think about how their student will function as an adult. For example, team members may want to consider:

- where the student will live and with what supports,
- what daily activities the student will be involved in and with what supports,
- what community experiences the student will be involved in and with what supports,
- what post-secondary educational opportunities the student will have and with what supports, and
- what environment the student will be employed in and with what supports.

According to Disability Research Systems, Inc. (the organization that developed *Addressing Unique Educational Needs of Students with Disabilities* in the late 1990s to help set educational performance expectations for students with disabilities), there are four levels of independence students may achieve as adults: (1) Full Independence, (2) Functional Independence, (3) Supported Independence, and (4) Participation. Following is a description of each level of independence.

Full Independence students have physical, emotional, or learning disabilities, but function in the normal range of intelligence. They are (a) able to apply their knowledge to any task, problem, or activity they confront in life; (b) have the cognitive abilities necessary to be successful in traditional educational settings; and (c) are capable of becoming fully independent as adults. The primary educational emphasis for these students is on the state's content standards as measured by the GLCEs/HSCEs.

As an adult, a Full Independence student will be able to:

- find suitable living arrangements, complete rental or purchase agreements, and arrange for services (electricity, gas, etc.) independently;
- maintain a household, launder clothing, plan meals, and manage finances independently;
- vote, obtain a driver's license, join community clubs, and access recreational facilities independently;
- apply to and attend college or trade school, and/or pursue other educational opportunities independently; and
- independently complete a job application, participate in an interview, and be competitively employed.

Students who meet this description will take either the MEAP/MME or MEAP-Access with or without accommodations. It would not be appropriate for them to participate in MI-Access because their curriculum is based on GLCEs/HSCEs for the grade in which they are enrolled.

Functional Independence students are capable of meeting their own needs and living successfully in their communities with minimal support from others. With assistance, they are able to assess their personal strengths and limitations, and access resources, strategies, supports, and linkages that help them maximize their potential effectiveness. The primary educational emphasis for these students is on the state's content standards as measured by EGLCEs/EHSCEs. Their instruction typically is grounded in concrete/authentic experiences that take place in the settings in which the student is expected to function.

As adults, most Functional Independence students will be able to:

- find suitable living arrangements, complete rental or purchase agreements, and arrange for services (electricity, gas, etc.) with minimal support;
- maintain a household, launder clothing, plan meals, and manage finances with minimal support;
- vote, obtain a driver's license, join community clubs, and access recreational facilities with minimal support;
- apply to and attend college or trade school, and/or pursue other educational opportunities with minimal support; and

- complete a job application, participate in an interview, and be competitively employed with minimal support.

Students who meet this description will most likely take the MI-Access Functional Independence assessments. It should be noted, however, that students in grades 3-8 are allowed to participate in Functional Independence for one or more content areas, and take the MEAP or MEAP-Access with or without accommodations for the other content areas. For example, a student may take Functional Independence for accessing print and expressing ideas, but the MEAP with accommodations for mathematics and science. (A grade 11 student, however, must take all of the MME or all of Functional Independence in all content areas.)

Supported Independence students require ongoing support in major life roles. The primary educational emphasis for these students is on the state's content standards as measured by EGLCEs/EHSCEs. Their instruction typically is direct, presented in context, and grounded in learned, easily repeated routines.

As adults, most Supported Independence students will be able to:

- find suitable living arrangements, complete rental or purchase agreements, and arrange for services (electricity, gas, etc.) with ongoing support or supervision;
- maintain a household, launder clothing, plan meals, and manage finances with ongoing support or supervision;
- vote, obtain a driver's license, join community clubs, and access recreational facilities with ongoing support or supervision;
- apply to and attend college or trade school, and/or pursue other educational opportunities with ongoing support or supervision; and
- be able to complete a job application, participate in an interview, and be competitively employed with ongoing support or supervision.

Students who meet this description will most likely take the MI-Access Supported Independence assessments.

Participation students require extensive ongoing support because the severity of their cognitive and physical impairments causes them to be dependent on others for most, if not all, of their daily living needs. The primary educational emphasis for these students is on the state's content standards as measured by EGLCEs/EHSCEs. Instruction works best for Participation students when it is integrated as much as possible into major life roles and age-appropriate tasks and activities.

As adults, Participation students will:

- live in a supervised supported environment;
- participate in routine tasks, such as brushing teeth and sorting laundry, but only with extensive ongoing support;
- participate in community activities, such as attending sporting events, going to the movies, and going out to eat, but only with extensive ongoing support;
- participate in post-secondary educational options for his or her own personal pleasure, but only with extensive ongoing support; and

- participate in some type of work activity, but only with extensive ongoing support (such as supported employment).

Students who meet this description will probably take the MI-Access Participation assessments.

Table 7 (see page E-13) provides an overview of the levels of independence just discussed. If IEP Team members are unsure which level best describes their student, it is recommended that they opt for the higher level.

After the IEP Team has discussed how independently the student is likely to function as an adult, members should note the outcome of the discussion in the "Level of Independence" section of the worksheet. Then, with that concept in mind, as well as the student's curriculum and instruction, team members can begin to determine which MI-Access assessment is most appropriate for the student. During the deliberation process, the team may want to again review the consequences of the student taking an Alternate Assessment or using an accommodation.

Decision-Making Practice

To help Section 504 and IEP Teams build confidence in their ability to make sound assessment decisions, a number of case studies have been included in Appendix K. If team members desire, they may practice making decisions for fictional students before making decisions for their own students. Keys have been provided so that educators can check the accuracy of their work.

Additional Resources

If decision-makers want more information about the statewide assessment of all students—over and above the information presented in these guidelines—there are a number of resources they may access.

1. **Assessment-Specific Web Pages**: The Michigan Department of Education (MDE) has Web pages dedicated to each assessment included in the Michigan Educational Assessment System (MEAS), as well as the National Assessment for Educational Progress (NAEP). The web addresses are as follows:

   www.michigan.gov/meap **www.michigan.gov/mi-access**

   www.michigan.gov/mme **www.michigan.gov/elpa**

   www.michigan.gov/meap-access **www.michigan.gov/naep**

2. **Assessment Manuals:** Manuals explaining the design of and administration procedures for each component of the MEAS are provided to district and school coordinators as well as assessment administrators during every assessment cycle. Electronic versions of these manuals (and Guides to Reports) can be found on the appropriate assessment-specific Web pages.

3. **Online Learning Programs:** The OEAA has developed an online learning program that explains how the MI-Access Participation and Supported Independence assessments are designed, discusses the student populations for whom the assessments are intended, and provides instructions on how to administer the selected-response and activity-based observation items using a standardized scoring rubric. That online learning program is available on the MI-Access Web page at **www.michigan.gov/mi-access**.

4. **Accommodations:** Michigan's Integrated Technology Supports (MITS) provides information services, support materials, technical assistance, and training to local and intermediate school districts in Michigan to increase their capacity to address the needs of students with disabilities for assistive technology. Information on MITS and its services can be found at **www.cenmi.org/mits**.

Conclusion

This chapter provides IEP, Section 504, and ELL instructional teams with a detailed process to follow when selecting appropriate statewide assessments for their students. In addition, it presents supporting information and supplies several decision-making tools (the flowchart, the worksheet, the levels of independence table, and case studies) that, if utilized, will enable team members to select the assessment(s) that (1) best allows their students to demonstrate what they know and are able to do in relation to the state's content standards, and (2) yields results that are accurate and instructionally relevant.

Table 7 Levels of Independence and Other Information Relevant to Making Statewide Assessment Decisions

Level of Independence	Student Characteristics	Anticipated Life Roles	Curriculum	Instruction	Likely State Assessment
Full Independence	Have physical, emotional, or learning disabilities. Have the cognitive ability to transfer or generalize learning across performance contexts. Have the capacity to apply knowledge and skills to the tasks, problems, or activities encountered in life.	Are expected to achieve full independence in adulthood.	Based on the *Michigan Curriculum Framework's* content standards and GLCEs.	May require accommodations, assistive devices, adaptive strategies, and/or technology to assure student success in the general curriculum. Must address knowledge and skills needed to effectively use the above.	MEAP or MEAP-Access with or without accommodations. Content areas: Reading, writing, mathematics, and science. (NOTE: MEAP-Access assessments are not available for science.)
Functional Independence	Have, or function as if they have, mild cognitive impairments that impact their ability to transfer and generalize learning across performance contexts. Learning rate is significantly slower than age-level peers (roughly one-half to three-quarters the rate). Restricted knowledge base. Tend not to be very aware of environmental cues or details. Do not learn incidentally.	Are expected to achieve a functional level of independence in adulthood.	Based on the *Michigan Curriculum Framework's* content standards and Extended GLCEs/ Benchmarks.	Direct instruction and repetition with practical, authentic, and concrete experiences reflecting real-world contexts. After mastery, should continue to present concepts/skills through gradually varying contexts and instructional situations to maximize knowledge/skill transfer. Includes frequent reminders to be alert to environmental cues. Highlights salient information and reduces distracting and irrelevant stimuli.	MI-Access Functional Independence. Content areas: Accessing print, expressing ideas, mathematics, and science.
Supported Independence	Have, or function as if they have, moderate cognitive impairments that seriously impact their ability to generalize or transfer learning.	Are expected to achieve supported independence in adulthood. Will require some supervision throughout lives, but can learn skills to maximize independence.	Based on the *Michigan Curriculum Framework's* content standards and Extended GLCEs/ HSCEs/Benchmarks.	Direct instruction, in context, and targeted towards basic academics and specific, essential independent living skills. Focus is on completing activities and maximizing personal effectiveness.	MI-Access Supported Independence. Content areas: English language arts, mathematics, and science.
Participation	Have, or function as if they have, severe or profound cognitive impairments that preclude their ability to (or our skills to ascertain their abilities to) generalize learning.	Are expected to participate in major adult living roles. Will require extensive, ongoing support in all areas of functioning throughout life. Will be dependent on others for most, if not all, daily living needs.	Based on the *Michigan Curriculum Framework's* content standards and Extended GLCEs/ HSCEs/Benchmarks.	Requires collaboration among teachers, parents, and therapists to determine the "maximum extent possible concept" for each student. Encourages consistent instructional focus among educators. Requires that home, school, and community work together to integrate each student as much as possible into major life roles. Includes use of assistive devices and accommodations.	MI-Access Participation. Content areas: English language arts, mathematics, and science.

Chapter 5: Law & Policy

Over the past several decades, laws and policies have been written to recognize that students in our classrooms access instruction and assessment in different ways. A number of laws have been enacted, at least in part, to ensure that all students—including English language learners and students with disabilities—have equal access to high-quality content, instruction, and assessment. A number of these laws and policies recognize the individual student's rights for an equal opportunity to achieve to high standards and to demonstrate their achievement in a standardized, or common way along with their peers.

This chapter provides a brief overview of key legislation and policies that have guided current recommendations regarding student assessment. These laws have changed as we've become more aware of the diverse needs of students. Some of these laws were written with a reauthorization clause, allowing for the law to be amended on a regular basis. An example is the No Child Left Behind Act of 2001, which amended the Elementary and Secondary Education Act (ESEA) of 1965 and is due for another reauthorization. Current policies and laws in the State of Michigan include the June 2010 adoption of the Common Core State Standards (CCSS) for mathematics and English language arts and approval to become a governing state with the SMARTER Balanced Assessment Consortium (SBAC), which has recently received federal funding to develop online assessments to measure the CCSS by 2014-15 for 31 member states. Additionally, the State of Michigan is a governing state as part of the Dynamic Learning Maps Alternate Assessment System Consortium, which aligns with the CCSS.

In an effort to help educators, staff, and parents understand major shifts and changes in education during the last half century, the following law and policy summaries have been collected and presented in order of their implementation.

The Civil Rights Act of 1964

The 1964 Civil Rights Act is the landmark legislation prohibiting discrimination in several areas including housing, employment, and education. The sections of the Act relating to education are Title IV, which prohibits discrimination on the basis of race, color, sex, religion, or national origin by public elementary and secondary schools and by public institutions of higher learning; Title VI, which prohibits discrimination by recipients of federal funds on the basis of race and national origin, and Title IX, which permits the United States to intervene in pending suits alleging discrimination.

Elementary and Secondary Education Act (ESEA) of 1965

There are several critical elements in ESEA that hold schools accountable for educational results of all students. One of the basic reform principles of ESEA is stronger accountability for educational achievement results for all students. In the 1965 law this accountability was described as evaluation with a nationally known assessment.

Public Act 198 of 1971

Public Act 198 of 1971 was commonly referred to as Michigan's Mandatory Special Education Act. Beginning with the 1975-76 school year, the Act required school districts to provide special education programs and services for all students with disabilities from birth through 25 years of age. Prior to this Act, some students with severe mental or multiple impairments were cared for and educated by the Department of Mental Health.

Title IX of the Education Amendments of 1972—Renamed the Patsy T. Mink Equal Opportunity in Education Act in 2002

Title IX states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Section 504 of the 1973 Rehabilitation Act

Section 504 provides individuals with disabilities certain rights and protects individuals with disabilities against discrimination from federally funded programs and activities. Section 504 states that…

> No otherwise qualified individual with a disability in the United States…shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency…

The definition of a student with disabilities is much broader under 504 than it is under IDEA. In school settings, 504 legislation guarantees and protects students with disabilities that may not otherwise have an IEP but are still considered individuals with disabilities. Accommodations are often an important part of 504 Plans, which specify which accommodation(s) are recommended to assist students in accessing instructional content and assessment in an appropriate manner.

The Equal Education Opportunities Act of 1974

The Equal Education Opportunities Act (EEOA) prohibits specific discriminatory conduct, including segregating students on the basis of race, color, or national origin, and discrimination against faculty and staff. Furthermore, the EEOA requires school districts to take action to overcome barriers to students' equal participation.

1974 Amendments to the Bilingual Education Act

In 1974, the Supreme Court heard the case of Lau v. Nichols, a class-action suit brought on behalf of Chinese students in the San Francisco schools. The students claimed that they were not receiving special help in school due to their inability to speak English, help that they argued they were entitled to under Title VI of the Civil Rights Act of 1964 because of its ban on educational discrimination on the basis of national origin. In 1974 the U.S. Supreme Court ruled in favor of the students, thus expanding the rights of limited English proficient students around the nation. The Court decided that these students were not receiving equal educational opportunity because they did not understand the language of instruction and the schools were not doing anything to assist them. The Court noted that "imposition of a requirement that, before a child can effectively participate in the educational program, he must already have acquired those basic [English] skills is to make a mockery of public education."

Education of the Handicapped Act (EHA)

This law, passed by Congress in 1975, resulted in a federal entitlement to a free appropriate public education for all eligible handicapped students between the ages of 3 and 21. This law is now known as the Individuals with Disabilities Education Act.

Administrative Rules for Special Education

These rules for Special Education in Michigan were first promulgated in 1973. Since that time, these rules have continually been updated through 2010.

Americans with Disabilities Act (ADA) of 1990

The Americans with Disabilities Act of 1990 prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

The ADA's protection applies primarily, but not exclusively, to individuals with disabilities. Other individuals who are protected in certain circumstances include 1) those, such as parents, who have an association with an individual known to have a disability, and 2) those who are coerced or subjected to retaliation for assisting people with disabilities in asserting their rights under the ADA.

Title II of the ADA provides that no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. The Office for Civil Rights (OCR) has primary responsibility for investigating Title II complaints. Title III of the ADA prohibits discrimination on the basis of disability in public accommodations, such as schools, operated by private entities. The Department of Justice has primary responsibility for enforcing Title II as it relates to education.

The Department of Justice designates the Office for Civil Rights (OCR) of the Department of Education for enforcement of Title II in public education (primary, secondary, and post-secondary). Complaints of title II violations in public education must be filed with the OCR within 180 days of the date of discrimination.

Reauthorization of ESEA—The Improving America's Schools Act of 1994

The Improving America's Schools Act of 1994 reauthorized ESEA with a focus on changing the way we deliver education, encouraging comprehensive systemic school reform, upgrading instructional and professional development to align with high standards, strengthening accountability, and promoting the coordination of resources to improve education for *all* children.

Individuals with Disabilities Education Act (IDEA) of 1997

The Individuals with Disabilities Education Act (IDEA) specifically governs services provided to students with disabilities. Accountability at the individual level is provided through individualized education programs (IEPs) developed on the basis of each child's unique needs. IDEA was the major reauthorization of EHA in 1997 and again in 2004.

The IDEA is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to more than 6.5 million eligible infants, toddlers, children, and youth with disabilities.

Infants and toddlers with disabilities (birth to 2) and their families receive early intervention services under IDEA Part C. Children and youth (ages 3 – 21) receive special education and related services under IDEA Part B.

Reauthorization of ESEA–No Child Left Behind (NCLB) of 2001

The No Child Left Behind Act of 2001 amends the original ESEA of 1965. Among other things, it stipulates that all students are to be included in statewide assessment systems and that these assessment systems are to be high quality, yearly, and developed to measure rigorous state content standards.

NCLB also requires that these assessments provide for the reasonable adaptations and accommodations for students with disabilities (as defined under Section 602 [3] of the Individuals with Disabilities Education Act) that are necessary to measure the academic achievement of such students relative to state academic content and State student academic achievement standards.

Another reform principle of NCLB is stronger accountability for educational achievement results for all students. Through this federal legislation, in addition to other state and local district initiatives, assessments aim to increase accountability by providing important information with regard to:

- **Participation:** School success at including all students in standards-based education and assessment
- **Student Progress:** Individual student progress in achieving proficiency with academic achievement standards
- **Targeted Areas of Improvement:** What needs to be improved for specific groups of students based on reporting results by demographics and/or identified needs

There are several elements in the current reauthorization of ESEA that are more specific in holding schools accountable for educational results of all students, such as academic content standards (what students should learn) and academic achievement standards (how well students should learn the content), which form the basis of state accountability systems. State assessments are designed to measure the extent to which schools and districts have been successful in helping students achieve reading/language arts, mathematics, and science standards.
School, district, and state accountability are based on measuring success in educating all of their students, including English language learners (ELLs) and students with disabilities (students with 504 Plans and IEPs), and in determining what needs to be improved for specific groups of students. Depending on the individual needs of students to instructionally access content standards, a number of accommodations, and—for students with IEPs—alternate assessments may be recommended for assessment. For more information on available statewide assessment or accommodations, see Chapters 2 and 3 respectively.

The accountability system is defined in terms of adequate yearly progress (AYP), a way to measure the improvement in achieving standards for all students and designated subgroups each year. Schools, districts, and states are held accountable for improvements on an annual basis and ultimately must make educational changes if AYP is not achieved.

Title III—Language Instruction for Limited English Proficient and Immigrant Students

Title III of the No Child Left Behind (NCLB) Act of 2001 requires state education agencies to develop progress and attainment benchmarks for school districts, called Annual Measurable Achievement Objectives (AMAOs), for English language learners (ELLs) AMAOs must be based on annual assessments of English proficiency in the domains of listening, speaking, reading, and writing. Title III also mandates that educators help ensure that children who are limited English proficient attain English proficiency, develop high levels of academic achievement in English, and meet the same challenging State academic content and achievement standards that all children are expected to meet.

State education agencies must:

- award subgrants to improve the education of limited English proficient children;
- approve subgrantees' evaluation measures;
- develop annual measurable achievement objectives for limited English proficient children;
- hold subgrantees accountable for meeting annual measurable achievement objectives and for making adequate yearly progress;
- require subgrantees failing to make appropriate adequate yearly progress to develop an improvement plan and require sanctions if subgrantees fail to meet the annual measurable achievement objectives for four consecutive years; and
- report to the U.S. Department of Education on program activities, and on the effectiveness of the program in improving the education provided to children who are limited English proficient.

Reauthorization of IDEA in 2004

IDEA specifically governs services provided to students with disabilities. Accountability at the individual level is provided through IEPs developed on the basis of each child's unique needs. IDEA requires the participation of students with disabilities in state and districtwide assessments. Specific requirements include:

> Children with disabilities are included in general state and district-wide assessment programs, with appropriate accommodations, where necessary [Sec. 612 (a) (16) (A)]. The term 'individualized education program' or 'IEP' means a written statement for each child with a disability that is developed, reviewed, and revised in accordance with this section and that includes…a statement of any individual modifications in the administration of state or district-wide assessments of student achievement that are needed in order for the child to participate in such assessment; and if the IEP Team determines that the child will not participate in a particular state or district-wide assessment of student achievement (or part of such an assessment), a statement of why that assessment is not appropriate for the child; and how the child will be assessed [Sec. 614 (d) (1) (A) (V) and VI)]. However, such students will not count as participating for state accountability purposes (AYP).

State Board of Education Adopts Common Core State Standards

In June 2010 the State Board of Education voted to adopt the Common Core State Standards (CCSS), a set of rigorous, college- and career-ready K-12 curriculum standards that states across the nation are considering adopting to bring consistency in education across the states. "The adoption of these standards will for the first time provide states with clear and consistent educational goals and represent a logical next step in our state's efforts to embrace high learning," said State Superintendent of Public Instruction Mike Flanagan.

The aim of the standards is to articulate the fundamentals, not to set out an exhaustive list or a set of restrictions that limits what can be taught beyond what is specified herein. The CCSS focus on core conceptual understandings and procedures starting in the early grades, thus enabling teachers to take the time needed to teach core concepts and procedures well—and to give students the opportunity to master them.

Michigan teachers will begin to provide instruction related to the standards by the fall of 2012 and it is anticipated that students will be assessed on the CCSS beginning in 2014.

SMARTER Balanced Assessment Consortium

As part of adopting the Common Core State Standards, Michigan has joined the SMARTER Balanced Assessment Consortium (SBAC), which is a collection of 31 states that have been working collaboratively since December 2009. The purpose of this organization is to develop a student assessment system aligned to the Common Core State Standards. The SBAC will create computer adaptive, online exams using open-source technology wherever possible. The online system will provide accurate assessment information to teachers and others on the progress of all students, including those with disabilities and English language learners.

Dynamic Leaning Maps Alternate Assessment System Consortium

The Dynamic Learning Maps Alternate Assessment System Consortium, which includes IA, KS, MI, MS, MO, NJ, NC, OK, UT, WV, and WI, seeks to create an assessment system to support teachers in improving the learning of students with the most significant cognitive disabilities (SCD). Outcomes include developing alternate academic achievement standards aligned with the Common Core State Standards for college and career readiness and developing high-quality, valid, and reliable alternate assessments, using universal design principles and current research based on evidence-centered design and learning maps, that form a coherent system with assessments developed by Race to the Top assessment competition grantees. The proposed system will measure achievement and growth of students with SCD and report on student participation and performance on Alternate Assessment-Alternate Achievement Standards (AA-AAS). The consortium will also develop clear, appropriate guidelines for IEP Teams to use in determining which students should be assessed using an AA-AAS as well as develop and implement training on those guidelines for IEP Teams. Finally, the consortium will create and implement professional development for teachers in instruction and assessment of challenging academic content to show progression of student learning.

ELPA Design Features and Content

The No Child Left Behind Act of 2001 (Title I) requires that all ELLs enrolled in grades K through 12 be assessed once each school year to determine their progress in acquiring the English language. It also requires that:

- students be assessed and results reported in five areas—English speaking, listening, reading, writing, and comprehension;
- the assessment have at least three levels of achievement—basic, intermediate, and proficient—for each grade level assessed; and
- the assessment be based on the English language proficiency standards adopted by each state.

The statewide administration of the ELPA enables Michigan to meet all of these requirements. The spring ELPA results are also used to meet the Title III requirement that student progress in acquiring English language skills be reported on an annual basis.

In addition to taking the ELPA, federal law requires that ELLs participate in the state's annual administration of assessments that measure academic content standards. In Michigan, these assessments include the Michigan Educational Assessment Program (MEAP) and the Michigan Merit Examination (MME).

Newly arrived ELLs—which are defined as students who have entered the United States for the first time and have been enrolled in a public school for fewer than twelve months at the time of the assessment—may use the ELPA in place of the English language arts (ELA) portion of the MEAP or the MME. This is, however, a one-time exemption and is determined by the "Years of Schooling" and "Enrollment Date" information entered in Boxes 8 and 10 of the student's ELPA demographic form. (For more information on this topic, go to the public ELPA Web site at **www.michigan.gov/elpa**.)

The ELPA is administered once each school year to all students enrolled in grades K though 12 who are eligible for limited English proficiency (LEP) services. The term English language learner, or ELL, has been adopted by the state to refer to students who are either learning English as a second language or participating in a bilingual program.

The ELPA was developed primarily to improve the manner in which ELLs are assessed. It does that by supporting the state's goal of having one uniform measure to help Michigan educators determine how much progress students are making with learning English skills from one year to the next.

Another assessment—the ELPA Initial Screening—was also developed to improve testing of ELLs, but it differs from the annual ELPA in two important ways: (1) the Initial Screening may be given at any time during the school year except when the annual ELPA is being administered (usually it is given at the time of enrollment), and (2) it is used only to help determine whether students are eligible for ELL services, not to assess their year-to-year progress. When paired with other variables used by local schools and districts to make eligibility decisions, the results of the ELPA Initial Screening can expedite the appropriate instructional placement of students who are just beginning to acquire English language skills. District policy will dictate which variables are used.

The variables may include, but are not limited to, the following:

- other test scores
- individual grades
- the professional opinion of educators working with the student

- information provided by the parent(s) and/or guardian(s)
- information provided by the former school(s)

Features of the Test

Michigan's ELPA is a customized assessment aligned with the English language proficiency standards that were approved by the State Board of Education (SBE) in April 2004. As stated earlier, the goal of the assessment is to appropriately and uniformly measure the proficiency levels of Michigan students who are learning English as a second language and monitor their progress from one year to the next.

The ELPA accomplishes that goal in several ways. First, it is divided into four sections—Listening, Reading, Writing, and Speaking—in order to measure the oral, written, and language comprehension skills that are needed to communicate and learn in both academic and social settings.

Second, the ELPA is divided into five grade spans or Assessment Levels: Kindergarten (Level I), grades 1 and 2 (Level II), grades 3 through 5 (Level III), grades 6 through 8 (Level IV), and grades 9 through 12 (Level V). ELLs take the ELPA level that matches their grade of enrollment as recorded in the state's Single Record Student Database (SRSD).

Third, ELPA assessment items represent a broad range of ability, because although students take the ELPA level matched to their grade of enrollment, ELLs enter Michigan schools with widely varying levels of instruction (many having little or no formal education in English or in their native language).

Having items with a wide range of difficulty means that ELLs who are new to the United States will be able to find at least some items they can answer with confidence. Within each domain, the easier items are strategically placed among harder items to encourage students to keep going and try their best, even if there are questions they cannot answer.

Each level of the ELPA contains four sections.

Listening The Listening section is a group-administered, multiple-choice assessment. It measures a student's understanding of spoken English. The tasks begin with shorter segments of speech or conversation and proceed to longer segments. Some of the longer segments are set up to sound like lessons in an effort to mirror instruction.

Reading The Reading section is a group-administered, multiple-choice assessment that measures several different reading skills. This section starts with reading selections for beginning readers and progresses to longer selections with more difficult vocabulary. The reading selections are designed to resemble those that students would encounter and read in school and in everyday life.

Writing The Writing section is group-administered and is comprised of two parts: Writing Conventions, which contains multiple-choice items, and Writing, which contains constructed-response questions. Students answer the constructed-response questions by responding to a prompt.

Speaking The Speaking section is an individually administered, free-response assessment. The student performs various speaking tasks that are scored by the Assessment Administrator or Proctor. These speaking tasks measure both social language that students would typically use in a variety of non-school settings, as well as academic language that students would use in a school or classroom setting.

The following table shows the five grade spans assessed by the ELPA, the sections that comprise the assessment, the number of items on the assessment, and the number of points students can earn.

Spring 2011 ELPA Item Overview

Level (Grade)	Sections	Number of Scored Items	Number of Scored Points
I (K)	Listening	16	16
	Reading	16	16
	Writing	13	18
	Speaking	6	18
	Total	**51**	**68**
II (1-2)	Listening	20	20
	Reading	20	20
	Writing	13	20
	Speaking	7	20
	Total	**60**	**80**
III (3-5)	Listening	20	20
	Reading	20	20
	Writing	12	20
	Speaking	7	20
	Total	**59**	**80**
IV (6-8)	Listening	20	20
	Reading	20	20
	Writing	12	20
	Speaking	7	20
	Total	**59**	**80**
V (9-12)	Listening	20	20
	Reading	20	20
	Writing	13	20
	Speaking	7	20
	Total	**60**	**80**

Assessment Administrators should explain to students that the ELPA is not the kind of test they can "pass" or "fail." Its sole purpose is to measure the English skills that students already have. For this reason, some items on the test might seem very easy to students who are more proficient than others, while other items will seem difficult, especially to those who have not had much English instruction. Students should be encouraged to do their best on as many of the items as possible and not be overly concerned with whether they are too easy or too hard.

Stay In Touch With OEAA

To ensure continued communications from the OEAA, please do not delay in checking the Educational Entity Master (EEM) and assuring all of the following have been correctly identified (including contact information) for your district/schools: Superintendent, Principals, District MEAP Coordinator, District MI-Access Coordinator, District MEAP-Access Coordinator, and District ELPA Coordinator. While anyone can access the EEM to review this information, only the authorized EEM user for your district can make changes in the EEM at **www.michigan.gov/eem**. If you need assistance with using the EEM, call 517-335-0505.

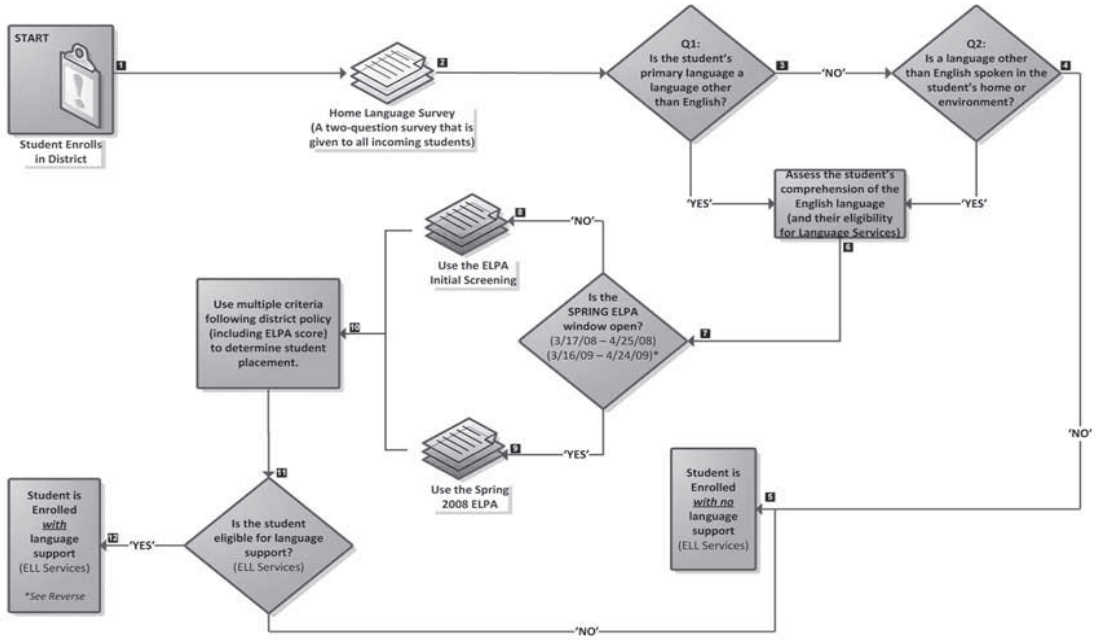
Identification of Students

All students who are enrolled in grades K–12 and who are eligible for ELL services must be assessed with the ELPA this spring, including students enrolled in Michigan public schools, charter schools, and private schools that have testing agreements with local educational agencies (LEAs). All eligible students are required to participate in the ELPA whether or not they are currently receiving ELL services.

Determining Eligibility for ELL Services

Eligibility for ELL services is determined at the time of enrollment. The Home Language Survey is used to ascertain whether the student's native language is one other than English, or whether another language is spoken in the student's home or environment. If either is found to be true, the student is then assessed to determine his or her English language proficiency. The results of the assessment are used, along with other local criteria, to determine whether the student is eligible for ELL services and where he or she should be placed.

Determining Eligibility for ELL Services

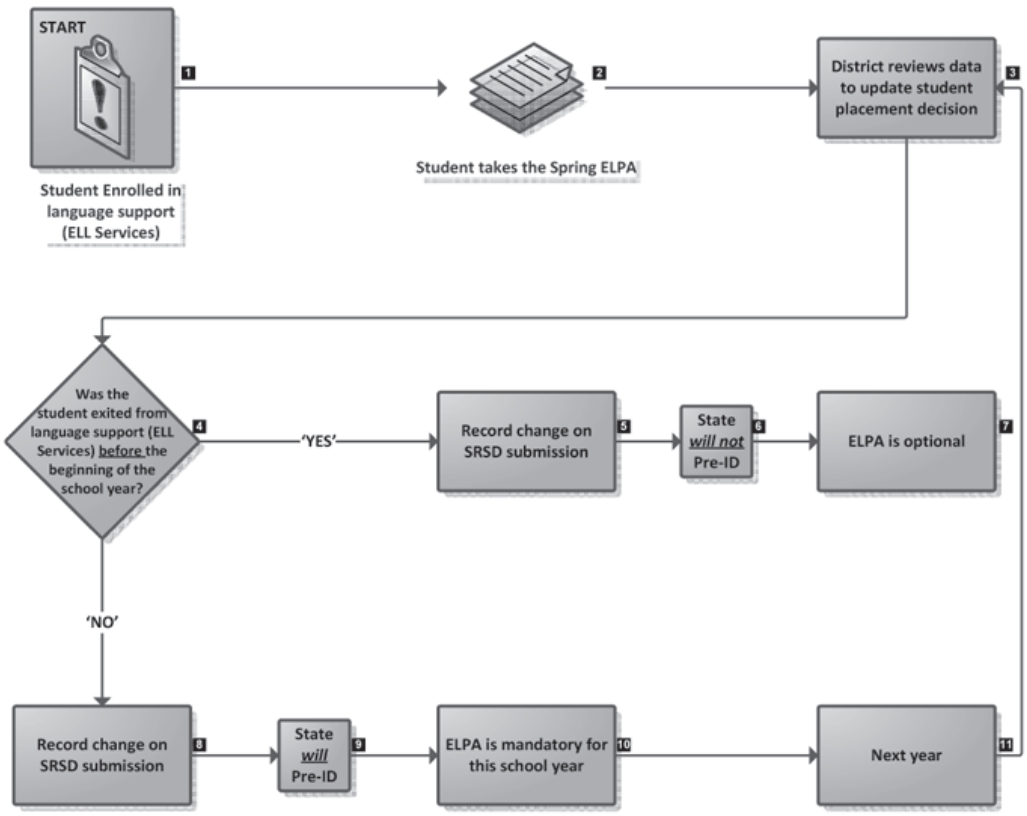


A downloadable version of this flow chart is available at www.michigan.gov/elpa.

Determining Eligibility for the ELPA

If a student enters a district during the Spring ELPA window and is potentially eligible for ELL services based on the answers provided in the Home Language Survey, then the student must be assessed with the ELPA Screening in order to aid in determining eligibility. Once eligibility is established, then the student must be assessed with the Spring ELPA. Because testing the student twice will be taxing, particularly upon entry into a new school, it is recommended that the two assessments be given within a flexible schedule that includes breaks between one test and the next.

Determining Eligibility for the ELPA



A downloadable version of this flow chart is available at www.michigan.gov/elpa.

ELPA Accommodations

In Michigan, all students are required to participate in the assessment programs approved by the State Board of Education (SBE). There are, however, some students who customarily use accommodations during instruction and who may also need to use them during assessment. Therefore, in June 2005, the SBE approved standard and nonstandard assessment accommodations for all of Michigan's state-level assessments.

The OEAA organized the assessment accommodations into one table that includes accommodation descriptions available for the MEAP, MEAP-Access, MI-Access, ELPA, and NAEP. The *Assessment Accommodations Summary Table* can be found in Appendix G of this manual and identifies standard and nonstandard accommodations for the ELPA. An electronic copy of this table can be found at **www.michigan.gov/elpa**.

There are three important factors to keep in mind when considering the use of assessment accommodations for the ELPA. First, students may only use accommodations if the accommodations are documented in their school records. For students with disabilities that means the accommodations must be documented in their

Individualized Education Programs (IEPs) and for general education students the accommodations must be documented in their Section 504 Plans. If an ELL does not have an IEP or a Section 504 Plan, they cannot use accommodations designated as "IEP" or "504" in the Assessment Accommodations Summary Table.

Second, all accommodations decisions must be made on a student-by-student basis and by section of the ELPA because all students testing in a group may not need the same accommodation. For example, students may need one accommodation for the Listening section, but a different accommodation or none at all for the Reading, Speaking, and Writing sections.

Third, those involved in making accommodations decisions must understand the difference between standard and nonstandard assessment accommodations. A standard accommodation does not change the construct that the assessment is measuring and, therefore, results in a valid test score. A nonstandard accommodation, however, does change the construct of what the assessment is measuring and, thus, results in an invalid test score. In addition, the use of nonstandard accommodations results in the student being counted as NOT assessed for the calculation of No Child Left Behind participation rates at both the school and district level.

There are several accommodated versions of the ELPA that are available to students for whom such accommodations are documented. They include:

- enlarged print student assessment booklets for all levels;
- Braille student assessment booklets for Levels III, IV, and V (they may be specially requested from the OEAA for Levels I and II if necessary); and
- audio CDs that feature enhancements to the aural stimulus given for selected Reading, Writing, and Speaking items. (Additional information on accommodations is provided in Appendix G.)

Exemptions for Students with Severe Disabilities

In some cases, students who are identified for participation in the ELPA cannot take certain portions of the test due to severe physiological, emotional, or mental disabilities. For example, a student who has a jaw deformity may not be able to respond to items in the Speaking section of the ELPA, but may be able to participate fully in the Listening, Reading, and Writing sections. In these cases,

districts may apply for an exemption from any or all sections of the ELPA. Please contact OEAA for current procedures on requesting ELPA exemptions.

Audio Versions of the ELPA

The available audio versions of the ELPA are: (1) the read-aloud directions, assessment questions, and answer choices for the Listening section of the ELPA, which is available to all Assessment Administrators to help standardize the spoken portions of the Listening assessment; and (2) the read-aloud assessment questions for the Story Retell items for the Speaking section of the ELPA; and (3) the directions, assessment questions, and answer choices (when appropriate) for all sections of the ELPA (Listening, Reading, Writing, and Speaking), which is available to ELLs and students with disabilities who require their use as an assessment accommodation. (See the *Assessment Accommodations Summary Table* in Appendix G). ELPA District Coordinators may order either or both audio versions of the ELPA through the OEAA Secure Site (at **www.michigan.gov/oeaa-secure**.)

If an audio version is used as an assessment accommodation for a student with disabilities, the instructions below must be followed:

1. The assessments must be administered individually to students with disabilities, using equipment with a headset and counter (if available) or in a setting where the audio will not disturb other students.
2. Students using audio versions must use a standard print assessment booklet while they are being assessed, unless the student has a total loss of vision or needs an enlarged print assessment booklet.
3. Kindergarten, first-, and second-grade students who use audio versions must use standard print assessment booklets. They may however, be allowed to:
    - mark their own answers in the booklets;
    - indicate their responses to a certified school staff member who will then mark the booklets for the student; OR
    - Braille their responses and have a certified school staff member transcribe the answers onto the booklet.
4. Students in grades 3–12 who use audio versions must use standard answer documents. They may, however, be allowed to:
    - grid their own answer documents;
    - mark answers in their assessment booklets and have a certified school staff member transcribe the answers onto the answer documents;
    - indicate their responses to a certified school staff member who will then grid the answer documents for them; or
    - Braille their responses and have a certified school staff member transcribe the answers onto the answer documents.
5. The Assessment Administrator must read the directions to the student exactly as written. (Assessment directions are also included in the audio version but should be presented by the Assessment Administrator first so any questions the student has can be addressed.)
6. Scannable assessment booklets and answer documents for students who used the audio versions of the assessments must be packaged and returned with the other scannable booklets and answer documents.

7. Audio versions of the assessments are secure materials that must be returned at the end of the assessment window. No copies of these materials may be made, downloaded, or retained.

Scribes, Tape Recorders, and Braillewriters

Dictating responses to a scribe or into a tape recorder is permissible. For the Writing section, students using dictation as an accommodation are to include specific instructions about punctuation, spelling, indentation, and so forth. The use of a Braillewriter is also permissible.

If a student uses a tape recorder, scribe, or Braillewriter as an assessment accommodation, a certified school staff member must transcribe the student's responses onto his or her scannable booklet or answer document. Spelling, punctuation, indentation, and so forth, must be transcribed exactly as written in the student's original response. For students in grades 3–12 using a Braille version of the assessment, it is important to specify Braille in the accommodations section of their answer document(s).

Word Processors

Because the Writing section includes the use of writing conventions (such as correct spelling and grammatical usage), students using word processors or word-processing software as an accommodation must be monitored to ensure that spelling, dictionary, thesaurus, and grammatical software are deactivated. Grid the "Other" bubble on the student's scannable booklet or answer document to indicate the student used a word processor as a standard assessment accommodation. If spell check, dictionary, thesaurus, and grammatical software are NOT deactivated, the "nonstandard accommodations" bubble must be gridded.

Word-processed answers do not need to be transcribed onto the student's scannable booklet or answer document by school staff. Instead, Assessment Administrators need to place a student label (printed from the OEAA Secure Site) on the upper left corner of each page with identifying student information that matches the information on the student's booklet or answer document. (Coordinators will need to print these labels and provide them to Assessment Administrators).

In addition, in the bottom right-hand corner of the first page, print the scannable assessment booklet or answer document identification number. When all identifying information has been recorded on each page, insert the pages into the student's scannable booklet or answer document. Do not staple or otherwise attach word-processed pages to the booklet or answer document.

All scannable booklets or answer documents containing a word-processed insert must be shipped in a special envelope marked "SPECIAL HANDLING AND/OR WORD PROCESSED DOCUMENTS." This envelope is provided to ELPA District Coordinators in their Test Materials Return Kit (TMRK). The envelope is to be placed at the bottom of the scorable materials stack.

Additional Paper

Additional paper may be used as an assessment accommodation if a student needs additional space due to large handwriting. Each additional piece of paper must have a student label with identifying student information affixed to it the same as word-processed pages. (See section above.) The extra page(s) should be inserted into the scannable booklet or answer document that has matching student identification information. Do not staple or otherwise attach pages to the booklet or answer document.

All booklets or answer documents containing additional papers must be shipped in a special envelope marked "SPECIAL HANDLING AND/OR WORD PROCESSED DOCUMENTS." This envelope is provided to ELPA District Coordinators in their TMRK. The envelope is to be placed at the bottom of the scorable materials stack.

Rapid Onset of Medical Disability

Prior to the ELPA, a student may have rapid onset of a medical disability that warrants an assessment accommodation. For example, a few days prior to taking the assessment, a student may have broken his or her arm, thereby necessitating the use of a word processor or scribe. Or, a student may have recently undergone surgery and be homebound or in the hospital, thereby necessitating the assessment be administered in the student's home or at the hospital under the supervision of a school district professional.

In cases of rapid onset of a medical disability, the OEAA asks that the school's principal or guidance counselor document, for the student's file, the date and nature of the disability (e.g., broken arm) and describe the accommodation that was provided. This accommodation will be considered standard and should be noted appropriately on the student's scannable booklet or answer document.

Levels I and II Sample Items

Word/Sentence Recognition (W/SRc) Sample Items

W/SRc items assess levels I and II and are aligned to L.1 or L.2 English Language Proficiency Standards. W/SRc items assess a student's ability to recognize semantic meanings in English utterances.

xx

Which girl is writing her name?

xx

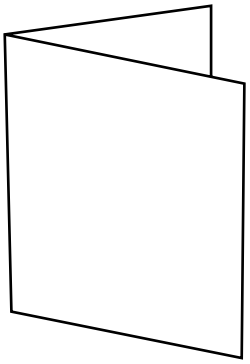
Which boy is swimming?

DIRECTIONS **Listen to the question. Look at the three answers. Fill in the circle for the correct answer.**

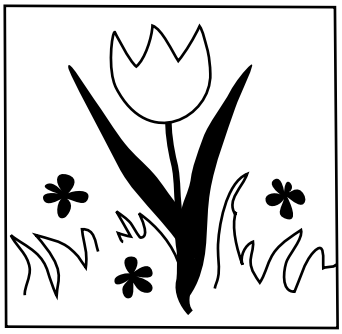
00 Listen to what the teacher says. "Take out a piece of paper and fold it in half. Then draw a picture on the outside of the card with your crayons."

XX

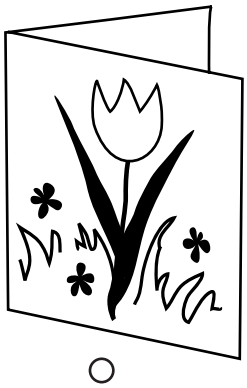
Which picture shows what the card will look like when it is done?



○



○



○

MEAP Design Features and Content

About the MEAP

The Michigan Educational Assessment Program (MEAP) was initiated by the State Board of Education, supported by the Governor, and funded by the Michigan Legislature through Public Act 307 of 1969 (Section 14). From 1969 until 1973, MEAP used norm-referenced assessments from a commercial assessment publisher. Students' scores were ranked in comparison to each other, but gave no information in terms of meeting a specified standard. In 1973–74, Michigan educators began working with Michigan Department of Education (MDE) staff to develop specific performance objectives to serve as the basis for the first assessments built to Michigan specifications. Hundreds of educators throughout Michigan continue to revise and update Michigan curriculum documents that serve as the basis for MEAP. Their involvement is critical to the development and ongoing improvement of these assessments.

The Michigan Revised School Code and the State School Aid Act require the establishment of educational standards and the assessment of students' academic achievement but there is no state-mandated curriculum. Accordingly, the State Board of Education, with the input of educators throughout Michigan, approved a system of academic standards and a framework within which local school districts could develop, implement, and align curricula as they see fit.

The MEAP assessments have been recognized nationally as sound, reliable, and valid measurements of academic achievement. Students who score high on these assessments have demonstrated significant achievement in valued knowledge and skills. Further, the assessments provide the only common denominator in the state to measure in the same way, at the same time, how all Michigan students are doing on the same skills and knowledge.

Properly used, the MEAP assessments can:

- measure academic achievement as compared to expectations, and whether it is improving over time;
- determine whether improvement programs and policies are having the desired effect; and,
- target academic help where it's needed.

Admittedly, there is some pressure associated with taking the MEAP assessments. Competitive scholastic experience provides Michigan students with excellent preparation for the world that awaits them after high school graduation and helps assure that they possess the knowledge and skill necessary for a successful future.

MEAP vs. Other Assessments

Currently, no other assessments measure what Michigan students should know and be able to do against established Michigan content standards and performance standards. Michigan's MEAP assessments are based on the Content Standards developed by Michigan educators and approved by the Michigan State Board of Education in 1995. The Grade Level Content Expectations that define what all students should know and be able to do as they progress from grade to grade were first released in 2004 and are updated periodically. MEAP assessments are criterion-referenced, meaning that each student's results are judged and reported against a set performance standard. If a student meets the standard, it means he or she meets expectations on the recommended framework. In theory, all students in the state could achieve the standard in every subject.

Length of Tests/Projected Times

All MEAP assessments are untimed and student-paced. Arrangements must be made to allow additional time during the same continuous session for students who require more time to complete these assessments.

Additional time is necessary to distribute materials, read test directions to students at the beginning of the session, and collect test materials at the end of the session.

For planning purposes, times are recommended for each assessment session.

Ending an Assessment Session

Test administrators should allow enough time for ALL students for each session. While some students may finish early, it is necessary to provide a fair environment for students who require all of the time and to avoid pressuring students to finish early.

Identification of Students

Students with Disabilities

The IEP Team or Section 504 Plan is to determine how students with disabilities are assessed in each of the core subject areas. According to federal law, the Individualized Education Program (IEP) specifies whether or not a student with disabilities participates in each of the MEAP assessments or in an alternate assessment.

Note: Accommodations may ONLY be used if (1) the student's IEP or Section 504 Plan indicates that they are appropriate for the student, AND (2) they reflect what the student routinely uses or how the student routinely responds during instruction.

The MEAP test cycle allows adequate time for schools to administer tests and to provide opportunities for makeup tests. Some students may require appropriate and reasonable accommodations where such accommodations are necessary to measure achievement relative to state content standards.

English Language Learners

English language learners (ELLs), also known as Limited English Proficient (LEP) students, are to participate in the State assessment programs. ELLs may be given assessment accommodations that are customarily used during normal classroom activities and tests.

Further information regarding ELL assessment accommodations is provided in Section A of this document.

The United States Department of Education allows flexibility in the assessment participation of ELLs who are "in their first year in U.S. public schools." The "first year" is defined as the first "school year" that the student is enrolled.

This flexibility specifies that during the student's first year of enrollment in a U.S. public school, the school has the option of not administering the English language arts (ELA) portion of the State assessment (MEAP, MME, or MI-Access) provided that the English Language Proficiency Assessment (ELPA) has been given to the student. ELPA participation counts toward the 95% participation rate requirement for Adequate Yearly Progress (AYP). The student must take the mathematics portion of the State assessment. The score will not count for AYP. To ensure accurate calculation of AYP, the ELL must have a date entered in the "First Entered USA" field of the student record on the OEAA Secure Site; this applies if the student entered the U.S. within the past 12 months.

A student may be exempt from only one administration of the ELA portion of the MEAP, MEAP-Access, or MI-Access. The science and the social studies portions of the state assessment are to be administered. This section of the Handbook includes sample items by level that were chosen to illustrate some observations on student performance by level. Looking at student performance through the lens of specific sample items can provide valuable insight into the skills needed at each level in order to perform well at that level.

Assessment Accommodations

In the State of Michigan, all students are to participate in the assessment programs approved by the State Board of Education. For some students, accommodations routinely used during instruction may be considered for use during the administration of the MEAP assessment. The latest information on assessment accommodations, including the most recent version of the *Assessment Accommodation Summary Table*, can be found in Appendix G and online at **www.michigan.gov/meap**.

In general, the determination for the use of standard or nonstandard assessment accommodations must be documented in the student's school records. For students with disabilities, this documentation must be in the student's Individualized Education Program (IEP). The documentation must be specific for each subject area test administered. For general education students who have a Section 504 Plan, the accommodations must be documented in the student's plan.

English language learners (ELLs) may be given accommodations for MEAP tests if the accommodations are customarily used during normal classroom activities and testing. Decisions regarding appropriate accommodations for ELLs may be determined in a number of ways. Districts with large populations of ELLs may assign this responsibility to a coordinator or specialist at the administrative level who consults with the classroom teacher. In districts with small populations of ELLs, the decision may be the responsibility of the classroom teacher and the district MEAP coordinator. The U.S. Department of Education allows flexibility for recently arrived students with limited English proficiency.

Universal Accommodations

Universal accommodations are accommodations any student can use, regardless of eligibility, without changing what is being measured by the assessment. For example, administering the assessment in a distraction-free space may be appropriate for some students. Another example may be highlighters. Care must be taken to ensure that they are not used on answer documents. Alternate test forms are not required when using universal accommodations. The *Assessment Accommodation Summary Table* denotes universal accommodations with the symbol (U). When a universal accommodation is used, it does **not** need to be bubbled as an accommodation on the student answer document.

Purpose of the *Assessment Accommodation Summary Table*

The State Board of Education, at its June 2005 meeting, approved standard and nonstandard assessment accommodations for both the Michigan Educational Assessment Program (MEAP) and MI-Access (Michigan's Alternate Assessment Program). The table found in Appendix G provides a summary for Michigan students, educators, parents, and parties who are interested in the standard (S) and nonstandard (NS) accommodations for each state assessment for students eligible for special education, Section 504 students, and English language learners. The summary table of assessment accommodations is to be used by educators as a reference to establish if the assessment accommodation determined is appropriate for the student, and whether it is a standard or nonstandard accommodation for the state assessment. It is not to be used as a checklist for determining which assessment accommodations should be used for a student.

Assessment Accommodation Consequences — No Child Left Behind

It is important to know whether an assessment accommodation is standard or nonstandard since it can affect whether a school or district meets the requirements of the No Child Left Behind (NCLB) participation rates and Adequate Yearly Progress (AYP). At the school, district, and subgroup (ethnicity, economically disadvantaged, English language learners, and Students with Disabilities) levels, a minimum of 95% of the students enrolled in the grades being assessed must participate in the state's English language arts (reading in grades 3–8 and writing in grades 4 and 7) and mathematics tests in order to make AYP.

A standard assessment accommodation is one that does not change the construct of what the test is measuring. The score received by a student using a standard assessment accommodation counts when calculating NCLB participation rates. A nonstandard assessment accommodation does change what the test is measuring and results in an invalid score. For example, the MEAP reading test is intended to measure how well a student can read through decoding. Therefore, if the reading passages and items are read aloud to a student, it becomes a listening test and not a reading test. Another example is the use of a calculator on any portion of the MEAP mathematics tests where calculators are not permitted. If a calculator is used on those portions of the test, it becomes a nonstandard assessment accommodation because it changes what the mathematics test is measuring. As a result, a student using a nonstandard assessment accommodation will not count as being assessed when calculating NCLB participation rates and is counted as "Not Proficient" when calculating AYP.

A school cannot make AYP if it does not have a minimum participation rate of 95% for the entire school and each subgroup. Therefore, it is highly recommended that districts check to see how many IEPs indicate that a student is appropriate for nonstandard assessment accommodations. In light of the significant consequences of using nonstandard assessment accommodations, the IEP Team may find it prudent to review the use of nonstandard accommodations. Remember, this is an IEP Team decision! If there needs to be a change in what is stated in the IEP, the IEP can be amended using the *IEP Addendum Model Form (July 2010)* found with the *IEP Model Form*. These documents can be found at **www.michigan.gov/ose-eis** on the Special Education Administrative Forms and Procedures page.

Audio Versions of the MEAP Tests (Form 1)

The audio (CD) versions of the MEAP tests are created from a Form 1 test booklet. Students using a CD version of a test must also have a printed copy of a Form 1 test booklet to use during testing. Each accommodated version of the test ordered will be shipped with a Form 1 test booklet. Cassette audio tapes are no longer produced.

Only a student whose IEP or Section 504 Plan specifies the student routinely uses audio accommodations may use the audio (CD) versions of the mathematics, science, and social studies MEAP tests. There is no audio version for the MEAP reading test as it changes the construct being measured from reading to listening, making it a nonstandard accommodation. There is no audio version of the MEAP writing test because the directions and writing prompts are read aloud to all students.

To order additional audio (CD) versions of the tests, the district MEAP coordinator should order online at **www.michigan.gov/oeaa-secure**.

The following instructions are to be used when administering audio versions of the tests:

1. The tests must be administered to each student individually unless equipment with a headset and counter is available.
2. Students using an audio (CD) version of a test must also have a printed copy of a Form 1 test booklet to use during testing. Make sure students indicate Form 1 on their answer documents as noted in the test directions.
3. Students should be able to use the equipment independently since this accommodation is used routinely in the classroom. Students may be assisted in playing the audio version, but may not be given any help with answering any test item.
4. Students who use the audio versions must use standard answer documents, but may be given one of the following options:
    - Gridding their own answer documents
    - Marking answers in their test booklets and having a test administrator, proctor, or test accommodations provider transcribe the answers onto the answer documents
    - Dictating responses to a scribe or into a tape recorder and having a test administrator, proctor, or test accommodations provider grid the answer documents
    - Braille their responses and have a test administrator, proctor or test accommodations provider transcribe the answers onto the answer documents
5. The test administrator must read the directions from this MEAP Test Administrator Manual to the student exactly as written. Assessment directions are also included at the beginning of each audio version, but should be presented by the test administrator first so any questions the student has can be addressed.
6. The audio (CD) version contains item-by-item CD tracking. Any instructions or test item scenario information is included on the track for the subsequent item. For example, Track 1 contains all test information leading up to and including item 1. Track 2 contains item 2, Track 3 contains item 3, and so on.

For students using the audio version as an accommodation, it is important to grid the "Audio" circle on the student answer document(s).

Video Versions of the MEAP Tests (Form 1)

English language learners (ELLs) at the basic or lower intermediate proficiency levels are eligible to use video (DVD) versions of MEAP tests. **When specified in the IEP or Section 504 Plan, students with disabilities are also eligible to use the video version of the MEAP tests.**

The video (DVD) versions of the MEAP tests are created from a Form 1 test booklet. Students using a DVD version of a test must also have a printed copy of a Form 1 test booklet to use during testing. Each accommodated version of the test ordered will be shipped with a Form 1 test booklet. VHS video tapes are no longer produced.

- Videos (DVDs) are available in Spanish, Arabic, and English. There is no video version of the MEAP reading test as it will change the construct of what is being measured from reading to listening, making it a nonstandard accommodation. There is no video version of the MEAP writing test because directions and writing prompts are read aloud to all students.

- Spanish and Arabic video accommodations are an option for use with an English Language Learner (ELL) who:
  - is dominant in the Arabic or Spanish language, **AND**
  - is at the basic or lower intermediate English language proficiency levels, **AND**
  - is receiving bilingual instruction (e.g., transitional, two-way, or dual language) using the student's native language as the language of instruction in the school setting.
- English video accommodations that are read in English are an option for use with an English Language Learner (ELL) who:
  - is dominant in a language other than English, **AND**
  - is at the basic or lower intermediate English language proficiency levels, **AND**
  - is receiving explicit instruction for English acquisition (e.g., Sheltered English, English as a Second Language) using English as the primary language of instruction in the school setting.
- **Video accommodations are available for any English Language Learner (ELL) if that student has an IEP or Section 504 Plan that includes a video accommodation.**

When administering video (DVD) versions of the tests:

1. The tests are to be administered to English language learners, either individually or in a small group (up to 5 students) in a setting where the video will not disturb other students.
2. Students using the video version must have a printed copy of a Form 1 test booklet to use while they are taking the test. Make sure students indicate Form 1 on their answer documents as noted in the test directions.
3. Test directions are included at the beginning of each video version but should be presented by the test administrator first so any questions the student has about test directions can be answered. The student will be shown how to mark bubbles on the separate answer document. The test administrator will need to make sure the appropriate video accommodation circle is filled in on the student answer document.
4. Students who use the video versions and have an IEP or Section 504 Plan must use standard Fall 2010 answer documents, but may be given one of the following options:
   - Gridding their own answer document
   - Marking answers in their test booklets and having a test administrator, proctor, or test accommodations provider transcribe the answers onto the answer document
   - Dictating responses to a scribe or into a tape recorder and having a test administrator, proctor, or test accommodations provider grid the answer document
5. Each test question is marked on the DVD. This assists in returning to the appropriate place, if needed, during the test administration.

For students using a video version as an accommodation, it is important to grid the appropriate circle, "English Video," "Spanish Video," or "Arabic Video" under the Standard Accommodations section of each student's answer document.

Use of Reader Scripts (Form 1)

The use of Reader Scripts (scripted versions of the MEAP test) replaces reading a test aloud to students from a test booklet. Reader Script use for the MEAP mathematics, science, or social studies

assessment is a standard accommodation for students with disabilities who need that accommodation as defined in their IEP, for general education students with a Section 504 Plan, when needed due to the rapid onset of a medical disability, and for English language learners.

When using Reader Scripts with appropriate students, the assessment(s) may be administered to a small group of up to five students. Students will use a Form 1 test booklet while the test administrator reads aloud from the Reader Script.

For students using a reader script as an accommodation, it is important to grid the "Reader Script" circle on the student answer document(s).

Scribes and Tape Recorders (Form 1 NOT required)

Dictating responses to a scribe or into a tape recorder is a standard accommodation for students with disabilities who need that accommodation as defined in their IEP, for general education students with a Section 504 Plan, or when needed due to the rapid onset of a medical disability. Students using one of these accommodations are to include specific instructions about punctuation, spelling, indentation, etc., for constructed-response questions.

If a student uses a tape recorder or scribe as an assessment accommodation, **a test administrator, proctor, or accommodations provider must transcribe the student's response onto a regular answer document that is returned along with other scorable materials.** Spelling, punctuation, indentation, etc., must be transcribed exactly as it was in the student's original response.

For students using a tape recorder or scribe as an accommodation, it is important to grid the "Other" circle on the student answer document(s) and indicate the administered accommodation.

Enlarged Print Versions of the MEAP Test (Form 1)

Use of the enlarged print versions of the assessment is a standard accommodation for students with disabilities who need that accommodation as defined in their IEP or for general education students with a Section 504 Plan. While Form 1 is used as the basis for the enlarged print version, students who use this accommodated version must have their answers transferred onto a regular scannable answer document that has their information preprinted or a barcode label affixed.

If a student uses an enlarged print version as an assessment accommodation, **a test administrator, proctor, or accommodations provider must transcribe the student's response onto a regular answer document that is returned along with other scorable materials.** Spelling, punctuation, indentation, etc., must be transcribed exactly as it was in the student's original response.

For students using the enlarged print version, it is important to fill in the "Enlarged Print" circle on the answer document(s).

Braille Versions of the MEAP Test (Form 88)

Use of the Braille versions of the assessment is a standard accommodation for students with disabilities who need this accommodation as defined in their IEP or for general education students with a Section 504 Plan. Also, the use of a Braillewriter is permissible.

Each Braille version of a subject area MEAP test will be a unique test form (Form 88). Students who use a Braille version must have their answers transcribed onto a regular scannable answer document for the appropriate grade/subject area. Each grade level/subject area Braille accommodated kit will include the *Assessment Administrator Booklet for Braille*. The *Print to Braille Correspondence* is available online at **www.michigan.gov/meap**.

If a student uses a Braillewriter as an assessment accommodation, **a test administrator, proctor, or accommodations provider must transcribe the student's response onto a regular answer document**

that is returned along with other scorable materials. Spelling, punctuation, indentation, etc., must be transcribed exactly as it was in the student's original response.

For students using the Braille version or a Braillewriter, it is important to grid the "Braille" circle and Form 88 on their answer document(s).

Elementary School Level Sample Items

Grade 3 ELA Sample Items

00 According to the selection, a house wren's "false" nest is

○ **A** an old, broken nest.

○ **B** an unfinished nest.

○ **C** a carefully hidden nest.

---

00 The author **most likely** used dark-type headings in the article to

○ **A** make it longer and more interesting to read.

○ **B** show that there are many types of birds.

○ **C** help the reader find information on different birds.

---

00 Read the sentence below.

I giggled and pated it on the head.

Which of the following shows the correct way to fix this sentence?

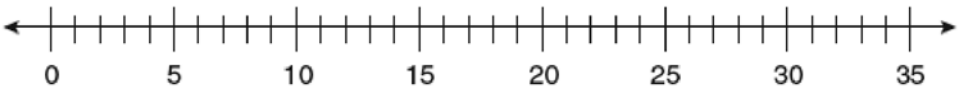
○ **A** make it longer and more interesting to read.

○ **B** show that there are many types of birds.

○ **C** help the reader find information on different birds.

Grade 3 Mathematics Sample Items

00 What is the distance on a number line from 16 to 31?



○ **A** 14

○ **B** 15

○ **C** 25

---

00 Lucy had 32 pencils. She gave away 25. Which number sentence can be used to determine the number of pencils Lucy had left?

○ **A** 32 – 25 = ?

○ **B** 32 + 25 – ?

○ **C** 32 – 7 = ?

---

00 Which of the following is closest to 287 + 115?

○ **A** 600

○ **B** 500

○ **C** 400

Grade 4 ELA Sample Items

00 This selection, "Adding Up the Clues," could **best** be described as

A a fable.

B a realistic story.

C a newspaper article.

D a folk tale.

---

00 If this story continued, what would Sam and Nina most likely do next?

A Same would give Nina a harmonica.

B The would clean Sam's messy bedroom.

C They would finish their homework.

D Nina would help Sam find her payment.

---

00 Read the sentence below.

I had to rinse the car, but this part didnt take long.

Which sentence has been fixed or edited correctly?

A I had to rinse the car, but this part did'nt take long.

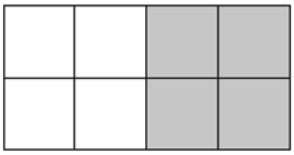
B I'd to rinse the car, but this part didnt take long.

C I've rinse the car, but this part didnt take long.

D I had to rinse the car, but this part didn't take long.

Grade 4 Mathematics Sample Items

00 All the sections of the figure below are the same size and shape.



What fractional part of the figure is shaded?

A $\frac{1}{2}$

B $\frac{1}{4}$

C $\frac{4}{4}$

D $\frac{8}{4}$

---

00 Which number goes in the blank to make the statement below true?

5,642 < _____ < 6,633

A 6,931

B 5,610

C 6,745

D 5,841

Grade 4 Mathematics Sample Items *continued*

00 Which of the following groups of shapes can be arranged without gaps or overlapping to form the figure below?

A

B

C

D

Grade 4 Writing Sample and Item

REVISING AND EDITING THE STUDENT WRITING SAMPLES

Student Writing Sample #3

My dad's van looked really dirdy, so I thought I'd lend a hand. I get a bucket, some soap, a towel, the hose, a sponge, and a brush for the tires. The I started working.

It was hard labor and it took a long time. I connected the hose to the faucet and added the spray tip to the end, and turned it on full blast. I had to rinse the car, but this part didnt take long. Next I had to scrubbed the van with soap. The whole time I was doing this, I thought about my dad and how I was helping him out.

When I was completely done it made me feel really good inside. My dad came outside and saw it. He was amazed and proud. (That's what he told me.) So if you ever get a chance to help someone with something, do it because you will find that not only does it make that person happy, but it makes you feel happy as well.

00 Which of the following would be the **best** topic sentence for this sample?

A Helping others can be a rewarding experience.

B My dad is the proudest dad in the world.

C Washing a van is a quick, easy way to help someone.

D On a hot day, washing a van is the best way to stay cool.

Grade 5 ELA Sample Items

00 Read the sentence below.

> **"Oh, so my goal is Shaquille because he's in front of me," said Chloe."**

What meaning of the word goal did Chloe use when she said that her goal was Shaquille?

A metal

B purpose

C ideal

D target

---

00 When Miranda said that Conor really used his head, she meant she thought that Conor had

A made a good soccer plan.

B hurt his head during the game.

C played a good game of soccer.

D bonked the ball into the goal.

---

00 To show that Mom understood how her daughter was feeling, the writer

A had Mom help clean up the classroom.

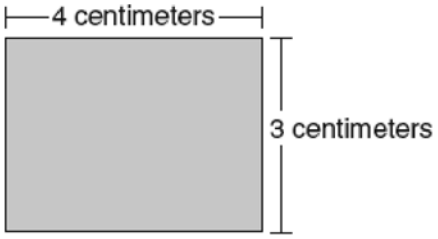
B used the words, "Mom asked gently."

C had Mom drive Serena home.

D used the words, "I let my feelings get out."

Grade 5 Mathematics Sample Items

00 What is the area of the rectangle shown below?



A 7 square centimeters

B 12 square centimeters

C 14 square centimeters

D 24 square centimeters

---

00 What is the length of a rectangle with a width of 4 centimeters and a perimeter of 28 centimeters?

A 7 centimeters

B 10 centimeters

C 20 centimeters

D 24 centimeters

Grade 5 Science Sample Items

00 Michigan's blue heron can often be seen in shallow water such as marshes, ponds, and streams. They feed on fish, frogs, and other small animals.

A thick feathers

B long beak

C strong wings

D light color

---

00 Animals have characteristics that help them survive. Which of these characteristics would **best** help an animal carry prey back to its nest?

A thick fur

B large eyes

C flat tail

D strong wings

Middle School Level Sample Items

Grade 6 ELA Sample Items

00 What type of organizational pattern does this selection use?

A description and explanation — details with further explanations

B order of importance — details from most important to least important

C chronological order — details in the order in which they happened

D order of location — details in the order in which they are located

---

00 What was the author's **main** purpose in including the diagram at the end of the selection?

A to summarize the main ideas of the writing selection

B to illustrate how Pallas's cats learn to hunt for food

C to highlight the key features for hunting and keeping warm

D to indicate the hunting position of the Pallas's cat

Grade 6 Mathematics Sample Items

00 Which of the following shows why the equation below is true?

47 ÷ 6 = 7 R5

A 5 • 6 + 7 = 47

B 5 • 7 + 6 = 47

C 6 • 5 + 7 = 47

D 7 • 6 + 5 = 47

---

00 Multiply

$$\begin{array}{r} 609 \\ \underline{\times\ 87} \end{array}$$

A 9,075

B 9,135

C 52,923

D 52,983

---

00 Gupta put sugar in glasses of iced tea for his mother and himself. He put $\frac{1}{4}$ teaspoon of sugar in his glass and $\frac{1}{8}$ teaspoon of sugar in his mother's glass. Which expression is equivalent to the total amount of sugar Gupta put in the glasses?

A $\frac{1}{8} \div \frac{1}{4}$

B $\frac{1}{8} \times \frac{1}{4}$

C $\frac{1}{4} - \frac{1}{8}$

D $\frac{1}{4} + \frac{1}{8}$

Grade 6 Social Studies Sample Items

00 Why was farming an important industry in the southern colonies as compared to the northern colonies?

A The land was good for growing a wide variety of crops.

B The factories were better built and highly productive.

C The railroad system was new and more developed.

D The climate attracted a large number of laborers.

---

00 How does the judicial branch protect the rights of citizens?

A by vetoing bills

B by signing treaties

C by interpreting laws

D by appointing officials

---

00 Which constitutional right is a teacher protecting when listening to different points of view from students?

A right to privacy

B right to vote

C freedom of speech

D freedom of religion

Grade 7 ELA Sample Items

00 Read these sentences from the article.

> **There are wizards in our oceans. They don't look like the wizards that you know from Harry Potter movies, but they've got many of the same tricks.**

What is the author's purpose for writing these sentences?

A to summarize a popular movie

B to ask questions about the article

C to attract the reader's attention

D to explain one of the main ideas

---

00 How did the author organize this selection?

A by subheadings and detailed paragraphs

B with questions and answers

C by outlining key details in sequential order

D with numerous lists of facts and figures

---

00 From the selection, the reader can infer that being a good impersonator

A is important for animals that live in the ocean.

B is the reason some octopuses have bright blue rings.

C has helped octopuses survive for millions of years.

D has made octopuses that most common animals in the ocean.

Grade 7 Mathematics Sample Items

00 Which of the following is the same as division by a fraction?

A adding by the reciprocal of the fraction

B subtracting by the reciprocal of the fraction

C dividing by the reciprocal of the fraction

D multiplying by the reciprocal of the fraction

---

00 Which of the following has the same value as $\frac{5}{7} \div \frac{2}{3}$?

A $\frac{5}{7} \times \frac{3}{2}$

B $\frac{7}{5} \times \frac{2}{3}$

C $\frac{5}{7} \times \frac{2}{3}$

D $\frac{7}{5} \times \frac{3}{2}$

---

00 The figures below are congruent.

Which is true about their corresponding sides and corresponding angles?

A The corresponding angle measures are equal, but not the corresponding side lengths.

B The corresponding side lengths are equal, but not the corresponding angle measures.

C The corresponding angle measures and corresponding side lengths are not equal.

D The corresponding angle measures and the corresponding side lengths are equal.

Grade 7 Writing Sample and Item

REVISING AND EDITING THE STUDENT WRITING SAMPLES

Student Writing Sample #3

During my life there have been times when I have been nervous. One time was in the year of 1995. This was the year I moved and was starting in a new school. It was the most terrifying experience.

In the year nineteen ninety-five my parents decided that they wanted to move back. My brother, sister, and I knew that we didn't want to leave. But, we did and our house sold.

Three months later, I was starting in a new school. Since I not lived in Wheeling for a long period of time, I did not have any new friends. I was terrified of the fact of entering a middle school with not one friend to be around.

On the morning of my first day of school, my stomach was full of crazy butterflies. Not that long after I began my walk to my new school. People were leisurely walking near me laughing with their friends, which made me more nervous. I was too shy to introduce myself, and I had no one to talk to laugh with.

Finally, I arrived to my first class. I soon found out I was not the only one scared and nervous. A few other kids introduced themselves and told me how frightened they were to enter a new school, since that was the first year the school added another grade. These kids soon became close friends.

In conclusion, we all are nervous at one point an time in life. Sometimes we are more nervous than others. I found out that I was scarcly the only one entering a new school, with fear. I also found out that we always assume we are the only ones scared. It's just some people hide their nervousness better than others.

00 The student writing sample uses which type of organizational pattern?

A order of appearance

B chronological order

C order of importance

D spatial order

Grade 8 ELA Sample Items

00 When Dionysus first granted Midas his wish, "Midas was jubilant," meaning that he was

A thrilled.

B confused.

C wealthy.

D cautious.

---

00 The writer tells how, "I finished the book in a weekend because it was so good I couldn't put it down." Which word would be a stronger choice than good?

A positive

B peaceful

C fascinating

D sufficient

---

00 In this selection, King Midas learns how to find

A happiness in what he already has.

B ways to persuade the gods to give him what he wants.

C value in meeting persons very different from himself.

D reasons to change the world around him.

Grade 8 Mathematics Sample Items

00 What is the value of the expression below?

$$6 \times (^{-}2) + {}^{-}3$$

A $^{-}9$

B $^{-}4$

C 1

D 4

---

00 Which equation shows the relationship between values of *x* and *y* in the table below?

x	*y*
−3	4
−1	$\frac{4}{3}$
1	$\frac{-4}{3}$
3	−4

A $y = \frac{-4}{3}x$

B $y = x + 7$

C $y = x - 7$

D $y = \frac{4}{3}x$

Grade 8 Science Sample Items

00 Which is the first thing that would happen if a plant could not obtain carbon dioxide?

A It would not be able to reproduce.

B It would not be able to make food.

C It would not be able to get rid of waste.

D It would not be able to absorb minerals.

---

00 Kim wanted to determine if certain seeds require sunlight to germinate. She placed one seed in a moist paper towel in the sunlight and another seed in an equally moistened paper towel in a dark closet. The seed in the sunlight germinated, but the one in the closet did not. Kim reported to the class that this type of seed needs sunlight in order to germinate.

Given this information, which of the following would best describe an improvement in Kim's experiment that would strengthen her claim?

A Use many seeds to conduct the experiment.

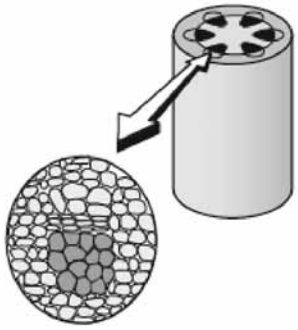
B Start the samples on different days.

C Use different amounts of water.

D Place the seeds in new locations.

Grade 8 Science Sample Items (continued)

00 Mark sliced a plant's stem into various sections and placed them under a microscope. He noticed that each of the sections had identical cell formations, which created tube-like structures in the stem.



A specific function of the stem is to

A absorb minerals from the soil.

B transport food and water.

C protect against disease.

D capture sunlight for photosynthesis.

High School Level Sample Items

Grade 9 Mathematics Sample Items

00 The soccer stadium wall casts a shadow that extends 150 feet from its base when the edge of the shadow forms a 23-degree angle with the ground. What is the height of the stadium wall to the nearest foot?

A 59 feet

B 64 feet

C 138 feet

D 353 feet

---

00 Sam loaded 12 cartons weighing 85 pounds each into his pickup truck, which can carry a maximum load of one ton. How many additional 85-pound boxes can he place in the truck without overloading it? (2,000 pounds = one ton)

A 10

B 11

C 12

D 15

---

00 There are 27 students in a chemistry class and 22 students in a physics class. Seven of these students take both physics and chemistry. What is the ratio of the number of students taking only physics to those taking only chemistry?

A $\frac{3}{4}$

B $\frac{7}{49}$

C $\frac{22}{27}$

D $\frac{34}{29}$

Grade 9 Science Sample Items

00 The chloride ion typically has a negative charge. Which of the following explains why the chloride ion has a negative charge?

A It has more neutrons than protons.

B It has more protons than neutrons.

C It has more electrons than protons.

D It has more electrons than neutrons.

---

00 Julia notices that the wiring connected to the batteries' terminals is not copper. She is confused, because in class they used copper wiring for experiments with electricity. Julia correctly hypothesizes that because the material she sees is conductive like copper, then it is made of elements that

A are as dense as copper.

B have the same melting point as copper.

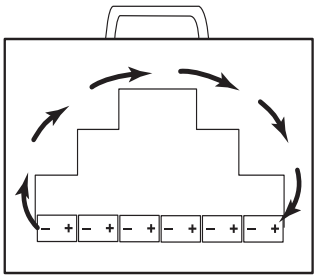
C have the same atomic weight as copper.

D are in the same family as copper on the periodic table.

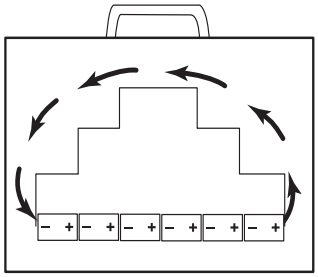
Grade 9 Science Sample Items *continued*

00 Which of the following simplified diagrams correctly shows the flow of electrons from the batteries through the stereo's circuitry?

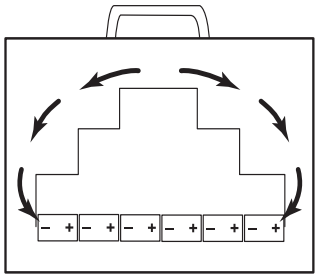
A



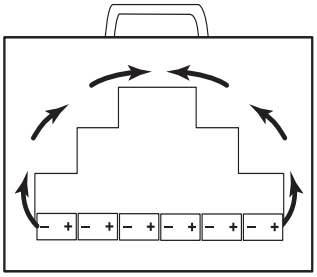
B



C

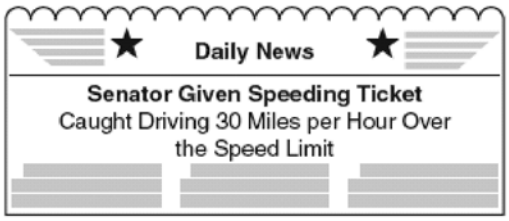


D



Grade 9 Social Studies Sample Items

00 Which core democratic value is represented in this example?



A Individual Rights

B Popular Sovereignty

C Rule of Law

D Separation of Powers

Grade 9 Social Studies Sample Items *continued*

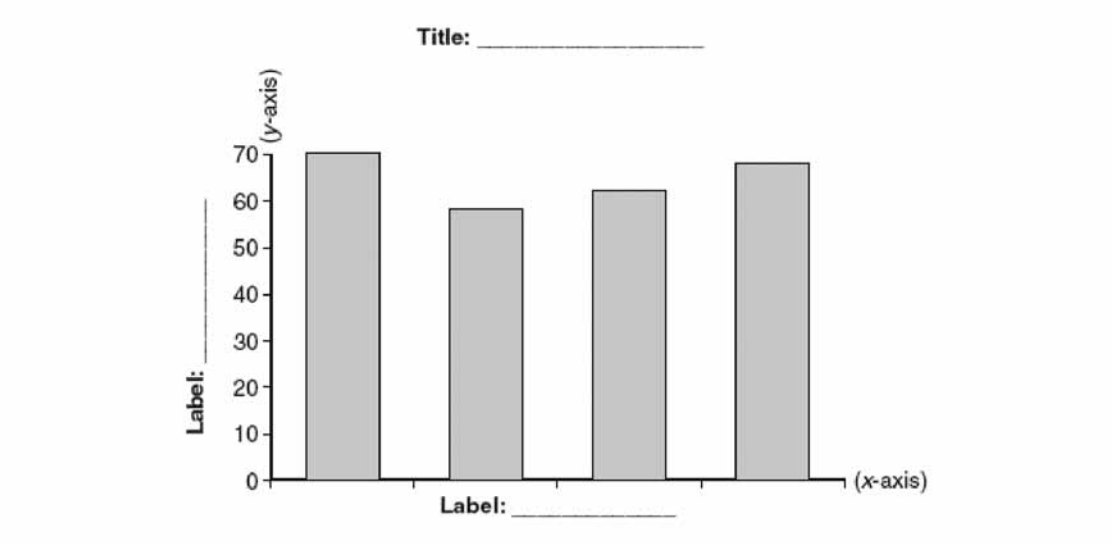
PRESIDENTIAL ELECTIONS IN MICHIGAN

Vote Turnout in Michigan, 1992-2004

Year	Number of Registered Voters	Number of People Who Voted	Percent of Registered Voters Who Voted
1992	6,147,083	4,341,909	70.6
1996	6,677,079	3,912,261	58.6
2000	6,859,332	4,279,299	62.4
2004	1,164,047	4,875,692	68.1

Source: Michigan Department of State

The following outline of a bar graph was drawn to help describe the data in the table above.



00 Which label should be given to the *x*-axis?

A Number of Michigan Citizens

B Year of Presidential Election

C Number of Registered Voters

D Percent of Registered Voters

MME Design Features and Content

The Michigan Merit Examination (MME) is used to assess Grade 11 and eligible Grade 12 students on Michigan's English language arts (ELA), mathematics, science, and social studies high school content standards and expectations. It is designed somewhat differently than other statewide assessments in that the MME has three distinct components: (1) the ACT Plus Writing college entrance examination, (2) the WorkKeys job skills assessment (3 of its tests); and (3) Michigan developed components. Each component is administered on a different day: The ACT component is administered on Day 1, the WorkKeys component is administered on Day 2, and the Michigan component is administered on Day 3.

Each MME component is comprised of several sections which, together, enable students to fully demonstrate their knowledge in the subjects assessed. The following table shows the sections that comprise each MME component and the items in those sections that contribute to a student's MME score for each subject.

	MME Components and Sections						
MME Day	MME Component	Sections	Reading	Writing	Math-ematics	Science	Social Studies
Day 1	ACT Plus Writing	English		S			
		Mathematics			S		
		Reading	S				
		Science				S	
		Writing		A			
Day 2	WorkKeys	Reading for Information	S				
		Applied Mathematics			S		
		Locating Information			S		S
Day 3	Michigan Component	Mathematics			A		
		Science				A	
		Social Studies					A

Note: The shaded area shows the sections in each component that contribute to a student's MME score in each subject area. An "A" means all operational items in that section contribute to the student's MME score, and an "S" means select items in that section contribute to the MME score.

Day 1—ACT Plus Writing

A major component of the MME is the ACT, which contains five criterion-referenced tests. The English, Mathematics, Reading, and Science Tests are standardized multiple-choice tests based on the major areas of high school and postsecondary instructional programs; the Writing Test is an impromptu essay on a given prompt. The material covered on each of the five tests is drawn from the domain of each content area that educators agree is important to that content area and that is prerequisite to successful performance in entry-level college courses.

Performance on these tests has a direct relationship to a student's educational achievement. The fundamental idea underlying the development and use of these tests is that the best way to determine

how well prepared students are for further education is to measure as directly as possible the academic skills that students will need to perform college-level work. The content specifications describing the knowledge and skills to be measured by the ACT were determined through a detailed analysis of relevant information: First, the curriculum frameworks for grades seven through twelve were obtained for all states in the United States that had published such frameworks. Second, textbooks on state-approved lists for courses in grades seven through twelve were reviewed. Third, educators at the secondary and postsecondary levels were consulted on the importance of the knowledge and skills included in the reviewed frameworks and textbooks.

ACT Test data are used for many purposes. High schools use ACT data in academic advising and counseling, evaluation studies, accreditation documentation, and public relations. Colleges use ACT results for admissions and course placement. States use the ACT Test as part of their statewide assessment systems. Many of the agencies that provide scholarships, loans, and other types of financial assistance to students tie such assistance to students' academic qualifications. Many state and national agencies also use ACT data to identify talented students and award scholarships.

Each year, the ACT Program helps more than one million high school students develop postsecondary educational plans and helps thousands of colleges and universities meet the needs of their students.

The ACT English Test

The English Test is a 75-item, 45-minute test that measures the student's understanding of the conventions of standard written English (punctuation, grammar and usage, and sentence structure) and of rhetorical skills (strategy, organization, and style). Spelling, vocabulary, and rote recall of rules of grammar are not tested. The test assumes that students are in the process of taking a core coursework program in high school comprising four years of English courses.

The test consists of five prose passages, each accompanied by a sequence of multiple-choice test items. Different passage types are employed to provide a variety of rhetorical situations. Passages are chosen not only for their appropriateness in assessing writing skills, but also to reflect students' interests and experiences. Most items refer to underlined portions of the passage and offer several alternatives to the portion underlined. These items include "NO CHANGE" to the underlined portion in the passage as one of the possible responses. Some items are identified by a number or numbers in a box. These items ask about a section of the passage, or about the passage as a whole. The student must decide which choice is most appropriate in the context of the passage, or which choice best answers the question posed.

Three scores are reported for the English Test: a total test score based on all 75 items, a subscore in Usage/Mechanics based on 40 items, and a subscore in Rhetorical Skills based on 35 items.

Six elements of effective writing are included in the English Test. These elements and the approximate proportion of the test devoted to each are given in the following table and discussed in the text that follows.

ACT English Test *75* items, *45* minutes		
Contents/Skills	**Proportion of Test**	**Number of Items**
Usage/Mechanics	**.53**	**40**
Punctuation	.13	10
Grammar and Usage	.16	12
Sentence Structure	.24	18
Rhetorical Skills	**.47**	**35**
Strategy	.16	12
Organization	.15	11
Style	.16	12
Total	**1.00**	**75**

Usage/Mechanics

Punctuation The items in this category test the student's knowledge of the conventions of internal and end-of-sentence punctuation, with emphasis on the relationship of punctuation to meaning (e.g., avoiding ambiguity, identifying appositives).

Grammar and Usage The items in this category test the student's understanding of agreement between subject and verb, between pronoun and antecedent, and between modifier and the words modified; verb formation; pronoun case; formation of comparative and superlative adjectives and adverbs; and idiomatic usage.

Sentence Structure The items in this category test the student's understanding of relationships between and among clauses, placement of modifiers, and shifts in construction.

Rhetorical Skills

Strategy The items in this category test the student's ability to develop a given topic by judging the appropriateness of expression in relation to audience and purpose, the effect of adding, revising, or deleting supporting material, and judging the relevance of statements in context.

Organization The items in this category test the student's ability to organize ideas and to make decisions about cohesion devices: opening, transitional, and closing statements.

Style The items in this category test the student's ability to select precise and appropriate words and images, to maintain the level of style and tone in an essay, to manage sentence elements for rhetorical effectiveness, and to avoid ambiguous pronoun references, wordiness, and redundancy.

The ACT Mathematics Test

The Mathematics Test is a 60-item, 60-minute test designed to assess the mathematical skills that students have typically acquired in courses taken up to the beginning of grade 12. These courses generally include Algebra 1, Geometry, and Algebra 2 (which covers beginning trigonometry concepts). The test presents multiple-choice items that require students to use their reasoning skills to solve practical problems in mathematics. Most items are discrete, but on occasion some may belong to sets composed of several items (e.g., several items based on the same graph or chart). The use of calculators is permitted on the Mathematics Test. Visit ACT's Web site at **www.act.org** for details.

The problems assume knowledge of basic formulas and computational skills but do not require memorization of complex formulas or extensive computation. The material covered on the test emphasizes the major content areas that are prerequisite to successful performance in entry-level courses in college mathematics.

The items included in the Mathematics Test cover four cognitive levels: knowledge and skills, direct application, understanding concepts, and integrating conceptual understanding. "Knowledge and skills" items require the student to use one or more facts, definitions, formulas, or procedures to solve problems that are presented in purely mathematical terms. "Direct application" items require the student to use one or more facts, definitions, formulas, or procedures to solve straightforward problem sets in real-world situations. "Understanding concepts" items test the student's depth of understanding of major concepts by requiring reasoning from a concept to reach an inference or a conclusion. "Integrating conceptual understanding" items test the student's ability to achieve an integrated understanding of two or more major concepts so as to solve nonroutine problems.

Four scores are reported for the Mathematics Test: a total test score based on all 60 items, a subscore in Pre Algebra/Elementary Algebra based on 24 items, a subscore in Intermediate Algebra/Coordinate Geometry based on 18 items, and a subscore in Plane Geometry/Trigonometry based on 18 items.

Items are classified according to six content areas. These categories and the approximate proportion of the test devoted to each are given in the following table and discussed in the text that follows.

ACT Mathematics Test
60 items, 60 minutes

Content Area	Proportion of Test	Number of Items
Pre-Algebra	.23	14
Elementary Algebra	17	10
Intermediate Algebra	.15	9
Coordinate Geometry	.15	9
Plane Geometry	.23	14
Trigonometry	.07	4
Total	**1.00**	**60**

Pre-Algebra Items in this content area are based on basic operations using whole numbers, decimals, fractions, and integers; place value; square roots and approximations; the concept of exponents;

scientific notation; factors; ratio, proportion, and percent; linear equations in one variable; absolute value and ordering numbers by value; elementary counting techniques and simple probability; data collection, representation, and interpretation; and understanding simple descriptive statistics.

Elementary Algebra Items in this content area are based on properties of exponents and square roots, evaluation of algebraic expressions through substitution, using variables to express functional relationships, understanding algebraic operations, and solving quadratic equations by factoring.

Intermediate Algebra Items in this content area are based on an understanding of the quadratic formula, rational and radical expressions, absolute value equations and inequalities, sequences and patterns, systems of equations, quadratic inequalities, functions, modeling, matrices, roots of polynomials, and complex numbers.

Coordinate Geometry Items in this content area are based on graphing and the relations between equations and graphs, including points, lines, polynomials, circles, and other curves; graphing inequalities; slope; parallel and perpendicular lines; distance; midpoints; and conics.

Plane Geometry Items in this content area are based on the properties and relations of plane figures, including angles and relations among perpendicular and parallel lines; properties of circles, triangles, rectangles, parallelograms, and trapezoids; transformations; the concept of proof and proof techniques; volume; and applications of geometry to three dimensions.

Trigonometry Items in this content area are based on understanding trigonometric relations in right triangles; values and properties of trigonometric functions; graphing trigonometric functions; modeling using trigonometric functions; use of trigonometric identities; and solving trigonometric equations.

The ACT Reading Test

The Reading Test is a 40-item, 35-minute test that measures the student's reading comprehension as a product of referring and reasoning skills. That is, the test items require students to derive meaning from several texts by: (1) referring to what is explicitly stated and (2) reasoning to determine implicit meanings.

Specifically, items ask students to use referring and reasoning skills to determine main ideas; locate and interpret significant details; understand sequences of events; make comparisons; comprehend cause-effect relationships; determine the meaning of context-dependent words, phrases, and statements; draw generalizations; and analyze the author's or narrator's voice or method.

The test comprises four prose passages that are representative of the level and kinds of text commonly encountered in first-year college curricula; passages on topics in the social sciences, the natural sciences, prose fiction, and the humanities are included. Each passage is preceded by a heading that identifies what type of passage it is (e.g., "Prose Fiction"), names the author, and may include a brief note that helps in understanding the passage. Each passage is accompanied by a set of multiple-choice test items. These items focus on the complex of complementary and mutually supportive skills that readers must bring to bear in studying written materials across a range of subject areas. They do not test the rote recall of facts from outside the passage or rules of formal logic, nor do they contain isolated vocabulary questions.

Three scores are reported for the Reading Test: a total test score based on all 40 items, a subscore in Social Studies/Sciences reading skills (based on the 20 items in the social sciences and natural sciences sections of the test), and a subscore in Arts/Literature reading skills (based on the 20 items in the prose fiction and humanities sections of the test).

The four types of reading selections and the approximate proportion of the test devoted to each are given in the following table.

ACT Reading Test 40 items, 35 minutes		
Content Area	**Proportion of Test**	**Number of Items**
Prose Fiction	.25	10
Humanities	.25	10
Social Studies	.25	10
Natural Sciences	.25	10
Total	**1.00**	**40**

Prose Fiction Intact short stories or excerpts from short stories or novels.

Humanities Passages from memoirs and personal essays and in the content areas of architecture, art, dance, ethics, film, language, literary criticism, music, philosophy, radio, television, and theater.

Social Studies Anthropology, archaeology, biography, business, economics, education, geography, history, political science, psychology, sociology.

Natural Sciences Anatomy, astronomy, biology, botany, chemistry, ecology, geology, medicine, meteorology, microbiology, natural history, physiology, physics, technology, zoology.

The ACT Science Test

The Science Test is a 40-item, 35-minute test that measures the student's interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences. The content of the Science Test is drawn from biology, chemistry, physics, and the Earth/space sciences, all of which are represented in the test. Students are assumed to have a minimum of two years of introductory science, and are in the process of taking the core science course of study (three years or more) that will prepare them for college-level work, and have completed a course in Biology and a course in Physical Science and/or Earth Science. Thus, it is expected that students have acquired the introductory content of biology, physical science, and Earth science, are familiar with the nature of scientific inquiry, and have been exposed to laboratory investigation.

The test is made up of seven test units, each of which consists of some scientific information (the stimulus) and a set of multiple-choice test items. The scientific information is conveyed in one of three different formats: data representation (graphs, tables, and other schematic forms), research summaries (descriptions of several related experiments), or conflicting viewpoints (expressions of several related hypotheses or views that are inconsistent with one another).

The scientific information, conveyed in one of three different formats, is shown in the table below and discussed in the text that follows:

ACT Science Test 40 items, 35 minutes			
Content Area	**Format**	**Proportion of Test**	**Number of Items**
Biology Chemistry Earth/Space Sciences Physics	Data Representation Research Summaries Conflicting Viewpoints	.38 .45 .17	15 18 7
Total		**1.00**	**40**

Data Representation This format presents students with graphic and tabular material similar to that found in science journals and texts. The items associated with this format measure skills such as graph reading, interpretation of scatterplots, and interpretation of information presented in tables. The graphic or tabular material may be taken from published materials; the items are composed expressly for the Science Test.

Research Summaries This format provides students with descriptions of one or more related experiments. The items focus on the design of experiments and the interpretation of experimental results. The stimulus and items are written expressly for the Science Test.

Conflicting Viewpoints This format presents students with expressions of several hypotheses or views that, being based on differing premises or on incomplete data, are inconsistent with one another. The items focus on the understanding, analysis, and comparison of alternative viewpoints or hypotheses. Both the stimulus and the items are written expressly for the Science Test. The test items require students to recognize and understand the basic features of, and concepts related to, the provided information; to examine critically the relationships between the information provided and the conclusions drawn or hypotheses developed; and to generalize from given information to gain new information, draw conclusions, or make predictions.

The ACT Writing Test

The Writing Test is a 30-minute essay test that measures students' writing skills—specifically those writing skills emphasized in high school English classes and in entry-level college composition courses. The test consists of one writing prompt that defines an issue and describes two points of view on that issue. Students are asked to write, in English, a response to a question about their position on the issue described in the writing prompt. In doing so, students may adopt one or the other of the perspectives described in the prompt, or may present a different point of view on the issue. A student's score is not affected by which point of view the student takes on the issue. Prompts are designed to be appropriate for response in a 30-minute timed test and to reflect students' interests and experiences.

The ACT Writing Test is designed to complement the ACT English Test. Taking the ACT Writing Test does not affect students' scores on the multiple-choice tests or the Composite score for those tests for the ACT portion of the MME. Rather, students receive two additional scores: an ACT Combined English/Writing score on a scale of 1 through 36 and an ACT Writing subscore on a scale of 2 through 12. Students also receive some comments on their essays. And a student's essay will be

available to the student's high school and the colleges to which we report the student's scores from that test date.

Essays are evaluated on the evidence they give of the student's ability to do the following:

- express judgments by taking a position on the issue in the writing prompt;
- maintain a focus on the topic throughout the essay;
- develop a position by using logical reasoning and by supporting ideas;
- organize ideas in a logical way; and
- use language clearly and effectively according to the conventions of standard written English.

Essays are scored holistically—that is, on the basis of the overall impression created by all the elements of the writing. Two trained readers read the essay, each giving it a rating from 1 (low) to 6 (high). The sum of those ratings is the Writing subscore. If the reader's ratings disagree by more than one point, a third reader will evaluate the essay and resolve the discrepancy.

Day 2—WorkKeys

MME Component	Sections
WorkKeys	Reading for Information Applied Mathematics Locating Information

New jobs often require workers coming from high schools or postsecondary programs to have strong problem-solving and communication skills. Current trends in basic skill deficiencies indicate that American businesses will soon be spending more than $25 billion a year on remedial training programs for new employees.

The WorkKeys system from ACT is designed to solve this problem by helping students develop better workplace skills. Workplace skills translate into better paying jobs and careers. This system consists of job analysis, assessments, reporting, and instructional support.

In recent years, members of the business community as well as the general public have indicated concern that American workers, both current and future, lack the workplace skills needed to meet the challenges of rapidly evolving technical advances, organizational restructuring, and global economic competition. WorkKeys helps businesses and educators work together to ensure that students leave school prepared for jobs and careers in the real world.

WorkKeys measures skills that employers believe are critical to job success—skills such as reading, math, listening, locating information, and teamwork. These skills are valuable for any type of occupation—skilled or professional—and at any level of education.

Each skill area has its own skill scale that measures both the skill requirements of specified jobs and the employability skills of individuals. Before WorkKeys, there were no scales that could measure both the skills a person has and the skills a job needs. Each WorkKeys skill scale describes a set of skill levels. This makes it possible to determine the proficiency levels students and workers already have and to design job-training programs that can help them meet the demands of the jobs they want.

In measuring skills, WorkKeys can help students find out how prepared they are for the jobs and careers that interest them. The system guides them to the education and training needed. WorkKeys has the ability to document work skills in key areas, giving students a possible advantage when applying for work.

The WorkKeys system is based on the assumption that people who want to improve their skills can do so if they have enough time and appropriate instruction. Showing a direct connection between job requirements and education and training has a positive effect on learner persistence and achievement.

WorkKeys—Reading for Information Assessment

The Reading for Information skill involves reading and understanding work-related instructions and policies. Such materials differ from the expository and narrative texts used in most reading instruction, which are usually written to facilitate reading. There are five skill levels, ranging from 3 to 7, with Level 7 being the most complex and Level 3 the least complex. The details of different level descriptions can be found in the table below.

Reading for Information is skill in reading and understanding work-related instructions and policies. Such material, known as procedural text, differs from the explanatory and narrative text on which most reading programs are based. The reading passages and questions in the assessment are based on the actual demands of the workplace.

In addition, unlike reading and content-area texts, which are usually organized to make the reading easy to understand, workplace communication is not necessarily designed to be easy to read. Because the Reading for Information assessment uses workplace texts, the assessment is more reflective of actual workplace conditions. These differences in communication can affect the skills employees need when they encounter job-related reading tasks. Reading for Information skills included can be loosely grouped into the following four categories:

Choosing Main Ideas or Details This skill requires selecting the important information and supporting details from a written document. Looking for main ideas and details is a common reading task. But, as mentioned previously, reading texts encountered in the workplace differ from the selections most often used in reading programs. In such programs, the main idea is generally found in the topic sentence at the beginning of a paragraph or occasionally in a concluding sentence. However, written communication found in the workplace is often not constructed in such an organized manner. Consequently, the employee needs to be able to use clues other than placement to identify the main ideas and important details.

Understanding Word Meanings Although some basic vocabulary is involved in this skill area, the emphasis is on using context to determine specific word meanings. The demands of the workplace progress from the need to know simple words and identify definitions clearly stated in the reading to the need to use the context to determine the meanings of more difficult words. Jargon, technical terminology, and words with multiple meanings are used increasingly as the contexts become more complex.

Applying Instructions Conveying instructions is the principal purpose of a great deal of workplace communication. Skill in applying instructions involves sequencing and generalizing. As in the other skill areas, the workplace requirements range from the simple to the more complex. As the levels increase, the instructions contain more steps and conditionals are added. At the lower levels, employees need only apply instructions to clearly described situations; at the higher levels, employees must apply instructions to less similar and, eventually, to new situations.

Applying Information and Reasoning Often, for effective performance of a task, it is necessary for employees to apply information given in workplace communications to similar or new situations, to predict consequences of certain actions, and to understand the reasoning, which may or may not be stated, behind a policy. As in the previous category, employees may be asked to apply information and reasoning to clearly described situations at the lower levels, while, at higher levels, they must apply information and reasoning to similar and then to new situations.

WorkKeys **Reading for Information** is the skill people use when they read and use written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations. It is often the case that workplace communications are not necessarily well-written or targeted to the appropriate audience. Reading for Information materials do not include information that is presented graphically, such as in charts, forms, or blueprints. There are five skill levels, from Level 3 to Level 7. As you move from Level 3 to Level 7, both the materials and the tasks become more complex.

WorkKeys—Applied Mathematics Assessment

Applied Mathematics skill focuses on applying mathematical reasoning and problem-solving techniques to work-related problems. Solving mathematical problems in the workplace can differ from solving problems in the classroom. While the math skills needed are the same, math problems in the workplace are not usually laid out neatly in a textbook format. Instead, the employee may be responsible for locating and identifying the necessary information (e.g., on a cash register, price tag, or catalog) and for knowing what to do with that information. It is, therefore, critical to strengthen your core mathematics skills and to develop your problem-solving strategies. Individuals possessing these Applied Mathematics skills will be able to successfully tackle new situations involving mathematics problems in the workplace. Because an employee would have access to a variety of resources for problem solving, a formula sheet that includes all formulas required for the assessment is provided. This assessment is designed to be taken with a calculator. As on the job, the calculator serves as a tool for problem solving.

There are five levels in the Applied Mathematics skill scale, ranging from Level 3, the least complex, to Level 7, the most complex. These levels were developed based on two main criteria:

- the types of mathematical operations employees must perform, and
- the form and order in which employees receive the information; that is, the presentation of the information.

The skills at the lowest level involve using whole numbers and some decimals in basic math operations: addition, subtraction, multiplication, and division. As the levels progress, the math operations involve more steps. Higher levels include decimals and fractions, conversion of units, averaging, calculating area and volume, and ratios.

As the complexity of the levels increases, the presentation of the information becomes more of a barrier to problem solving. The wording becomes ambiguous, the presence of unnecessary information is more likely, and pertinent information is less obvious. Regardless of skill level, most of these problems will involve one or more of the following applications:

Quantity Employees often need to determine the number of items sold, produced, or purchased, or to figure totals on a per unit basis.

Money Working with monetary units is a central part of business and relates to virtually every job, if in no other way than to understand a paycheck. Tasks involving monetary units include figuring sales, costs, wages, and expenses.

Time Some tasks involve figuring elapsed time. Other problems frequently involve time as it relates to production, sales, costs, distance, or area. In many of these tasks, employees must be familiar with conversion of time units.

Measurement Calculating distance, area, weight, and volume is crucial to most work situations. Again, employees must be familiar with conversions within and between English and metric measures, as well as the appropriate degree of accuracy needed for different situations.

Proportions and Percentages Proportions can be used in many tasks that require making predictions (e.g., if this is the amount needed for X units, how much is needed for Y units). Percentages are used in the workplace to calculate commissions, discounts, taxes, price increases, changes in sales, and wage changes.

Averages Many records in the workplace are expressed in terms of averages (e.g., those involving sales records, wages, costs, hours worked). These averages become tools in the decision-making processes of the business. Many math problems found in the workplace combine two or more applications: What quantity can be produced in a specified time? What distance can be traveled in a particular time? What is the average cost in terms of money? A common combination of applications is finding the best deal, which requires employees to perform various calculations and then compare the results in terms of relative cost.

Applied Mathematics This assessment measures skill in applying mathematical reasoning to work-related problems. The test involves setting up and solving the types of problems and doing the types of calculations that actually occur in the workplace. It is designed to be taken with a calculator and a formula sheet, as both would be available on the job. There are five skill levels, ranging from Level 3 to Level 7. As you move from Level 3 to Level 7, the mathematical concepts and calculations become more complex.

WorkKeys—Locating Information Assessment

Locating Information is skill in dealing with workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges. Workers use this skill when they find information in a graphic or add information to a graphic. They also use it when they compare, summarize, and analyze information found in related graphics. While Locating Information is extremely important in the workplace, it is not usually taught as a standalone skill in the classroom. It is, therefore, critical to strengthen your Locating Information skills and to develop your problem-solving strategies. Individuals possessing these Locating Information skills will be able to successfully tackle new situations involving graphics problems in the workplace.

There are four levels in the Locating Information skill scale, and the skills included can be loosely grouped into five categories:

Finding information This requires looking for information in simple graphics and filling in information that is missing from simple graphics. Employees may be asked to find basic information in a pie chart, or add missing information to a basic order form.

Summarizing and/or comparing information Employees must often understand how graphics are related to each other and be able to summarize information from graphics. They might use a parts table and shipping ticket together or an inventory table to find which maple trees are taller than four feet, are less than $50, and are in a particular sales region.

Drawing conclusions Workers must often draw conclusions based on one complicated graphic or several related graphics. They might use a detailed line graph to find how sales of five separate products changed from March to July.

Applying information This requires sorting through distracting information to apply information from one or more complicated graphics to specific situations. Employees may use multiple schedule forms and clinic maps to schedule appointments for several people to visit doctors, clinicians, and labs in various parts of a large hospital.

Making decisions and/or predictions Employees must identify trends shown in one or more detailed or complicated graphics, and use the information to make decisions. They might use handling forms, facility maps, and storage guidelines to figure out where to put a product that is highly flammable and/or corrosive.

WorkKeys Locating Information is the skill people use when they deal with workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges. Employees use this skill when they find information in a graphic or add information to a graphic. They also use it when they compare, summarize, and analyze information found in related graphics. There are four skill levels, from Level 3 to Level 6. As you move from Level 3 to Level 6, both the graphics and the tasks become more complex.

Day 3—Michigan Component

MME Component	Sections
Michigan Component	Mathematics Science Social Studies

The Michigan component of the MME is derived from the Michigan Educational Assessment Program (MEAP), which was initiated by the State Board of Education, supported by the Governor, and funded by the Michigan Legislature through Public Act 307 of 1969 (Section 14).

The MEAP assessments have been recognized nationally as sound, reliable, and valid measurements of academic achievement. Students who score high on these assessments have demonstrated significant achievement in valued knowledge and skills. Further, the assessments provide the only common denominator in the state to measure in the same way, at the same time, how all Michigan students are doing on the same skills and knowledge. Properly used, the MEAP assessments can:

- measure academic achievement as compared to expectations, and whether it is improving over time;
- determine whether improvement programs and policies are having the desired effect; and,
- target academic help where it's needed.

Competitive scholastic experience provides Michigan students with excellent preparation for the real world which awaits them after high school graduation, and helps assure that they possess the knowledge and skill necessary for a successful future.

Students Assessed

Grade 11 Students

Schools must administer all three components of the MME to all students enrolled in Grade 11 during the Spring testing window. There are two exceptions:

1. A Grade 11 student is NOT to be tested on the MME if the student's IEP indicates that the student should take MI-Access, Michigan's alternate assessment. A student who takes MI-Access in the Spring may not take any portion of the MME in the Spring.
2. A Grade 11 student (retained or reclassified as Grade 11) is NOT to be tested on the MME if the student has taken the complete MME in a previous year and has achieved a performance level of either 1, 2, 3, or 4 in **each** MME subject area, including reading, writing, mathematics, science, and social studies. (A student who has a reported performance level of "N/A", or a blank performance level, in any MME subject area is considered to have not yet taken the complete MME. These students **must** take the complete MME in the Spring.)

Grade 12 Students

Michigan law now requires that the complete MME be administered to a student once and only once. A Grade 12 student is only eligible to take the MME if either of the following is true:

- The student is a first-time tester who has not previously taken the MME.
- The student has taken the MME previously but received an invalid MME score (blank or "N/A" performance level) in any of the MME subjects tested, including reading, writing, mathematics, science, or social studies.

A Grade 12 student may NOT take the MME if the student has taken the complete MME in a previous year and has achieved a performance level of either 1, 2, 3, or 4 in each MME subject area, including reading, writing, mathematics, science, and social studies.

Ungraded Students

Michigan State Board of Education policy, the No Child Left Behind Act of 2001, and the Individuals with Disabilities Education Act all require that state-level tests in required subject areas be administered to all students in certain grades. District policy determines grade assignments for students; however, when the district identifies a student as "ungraded" in the Michigan Student Data System (MSDS), which sometimes happens for students with disabilities or those enrolled in alternative education programs, it is up to the state to assign that student a grade for the purpose of state-level testing. In Michigan, the state assigns ungraded students in the MSDS to grade 11 if they are age 17 on December 1 of the school year. An ungraded student who is age 17 on December 1 of the school year must take either the MME or MI-Access.

Homebound, Hospitalized, Incarcerated, or Suspended Students

All Grade 11 students who are receiving instructional services—including those who are homebound, hospitalized, incarcerated, or suspended—must take the MME at the place where they receive their instruction. In addition, the person who normally provides instruction to the students must go through local training for Room Supervisors and Proctors. The testing location must by approved by ACT as an off-site testing location for all three days.

Expelled Students

If students are enrolled in Grade 11 in an Intermediate School District (ISD) because no local district will accept them, they should take the MME at the location in which they are enrolled and are receiving instruction. If students have been expelled and are no longer enrolled anywhere, they are not eligible to take the MME.

Foreign Exchange Students

If foreign exchange students are enrolled in Grade 11, they are expected to take the MME and will be counted in participation rates when calculating Adequate Yearly Progress (AYP). Their performance, however, will not contribute to AYP because they have not been enrolled in the school for a full academic year.

Assessment Accommodations Policies and Procedures

In Michigan, all students are required to participate in the state-level assessment programs approved by the State Board of Education. It is recognized, however, that some students who customarily use accommodations during instruction may also need to use them during assessment. Revised in September 2009, the State Board of Education approved standard and nonstandard assessment accommodations for Michigan's state-level assessments. (See the Spring 2011 MME Accommodations Summary Table in Appendix H or on the MME Web site at **www.michigan.gov/mme**.)

The Michigan Merit Examination (MME) consists of three major components administered over three days: the ACT Plus Writing, three WorkKeys tests (Reading for Information, Applied Mathematics, and Locating Information), and Michigan-specific sections for mathematics, science and social studies. Students must take the complete MME to receive MME scores in reading, writing, mathematics, science, and social studies. The MME scores are required to establish student eligibility for the Michigan Promise scholarship (if funds are available), and are the foundation for the No Child Left Behind (NCLB) calculation of Adequate Yearly Progress (AYP) and accountability reports for high schools.

Accommodations for MME Day 2 (WorkKeys) and Day 3 (Michigan Component)

There is no request or approval form for accommodations on Day 2 and Day 3. Testing with accommodations on Day 2 and/or Day 3 is a local decision based on the student's regular instruction, supported by the student's IEP, 504 Plan, or ELL instruction. ACT's approval of accommodations applies only to materials for and the administration of the ACT Plus Writing (Day 1). Because there is no issue of reporting scores to colleges, schools may provide accommodations on the WorkKeys and Michigan components of the MME consistent with the accommodations listed in the "MME Day 2 and Day 3" columns of Spring 2011 MME Accommodations Summary Table, even if the student tests without those accommodations on the ACT Plus Writing. It is important to determine whether the accommodation is standard or nonstandard, and what impact the accommodation may have on student eligibility for National Career Readiness Certification (NCRC) or WorkKeys score results.

WorkKeys National Career Readiness Certificate (NCRC) Eligible Scores

WorkKeys scores achieved during Day 2 of the MME may be eligible for the NCRC. Four levels of achievement are possible: Bronze, Silver, Gold, or Platinum, based on scores earned on the three WorkKeys tests. The MME Accommodations Summary Table found in Appendix H shows which accommodations are eligible (yes) or not eligible (no) provided the necessary score levels are achieved.

Accommodations Not Permitted on Day 2 WorkKeys

WorkKeys scores will not be issued for students using accommodations marked as "Not permitted" on Day 2. However, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column, and the accommodation is supported by the student's IEP, 504 Plan, or ELL instruction.

Standard/Nonstandard Accommodations on MME Day 2 and Day 3

It is important to know whether an assessment accommodation is standard or nonstandard since it can have an impact on whether a school or district meets the No Child Left Behind (NCLB) Adequate Yearly Progress (AYP) and whether the student is eligible for the Michigan Promise scholarship, should funds become available. At the school, district, and subgroup levels (ethnicity, economically disadvantaged, English language learners, and Students with Disabilities), a minimum of 95% of the students enrolled in Grade 11 must be assessed, either on the MME or MI-Access, for AYP purposes.

A standard assessment accommodation is one that does not change what the specific assessment is measuring. The score achieved by a student using a standard assessment accommodation does count when calculating NCLB participation and proficiency rates.

A nonstandard assessment accommodation does change what the assessment is measuring and results in an invalid score. If a student takes the MME Day 2 or Day 3 using a nonstandard accommodation, the student will not count as assessed, will not receive MME scores in the affected subjects, and will not be eligible for the Michigan Promise scholarship (should funds become available).

Please see the Spring 2011 MME Accommodations Summary Table in Appendix H to determine if the student's accommodation is standard or nonstandard for MME Day 2 and Day 3. There is one column for accommodations supported by an IEP or 504 Plan. There is a separate column for accommodations supported by a student's ELL instruction.

Assessment accommodations not listed in the *Spring 2011 MME Accommodations Summary Table* are considered nonstandard.

Use of accommodations on any section of the MME, Day 1, Day 2, and/or Day 3, must be recorded on the student Answer Folder for that day, following instructions in the MME Day 1 and Day 2 Answer Folder Supplements and the MME Day 3 Administration Manual for Students Testing with Accommodations.

English Language Learners (ELLs)

ELLs may use accommodations on the MME if the accommodations are customarily used during typical classroom activities and assessment. Decisions regarding which accommodations are appropriate for

ELLs may be made by different people depending on the size of the ELL population. Districts with large populations of ELLs may want to assign decision-making responsibilities to a coordinator or specialist at the administrative level who will consult with classroom teachers, whereas districts with smaller populations of ELLs may want to assign decision-making responsibilities to classroom teachers and the Test Accommodations Coordinator.

MME Accommodated Testing Window and Testing Staff Requirements

All accommodated testing must be administered within the two-week window that begins on the initial test date for that component of the MME and ends on the makeup date for that component. Testing may be scheduled on any days during the window, but each student must take the tests in the prescribed order. All testing staff must meet ACT's requirements. If testing occurs outside the authorized window, or with procedures that conflict with ACT directions, or under supervision of testing staff who do not meet ACT's requirements, then the Answer Folders will not be scored. If the misadministration is discovered after scoring, then the scores will be cancelled.

Sequence of Tests

All MME components must be administered to students testing with extended time and/or an accommodated format of the assessment in a specific order within the accommodations testing window. Accommodated testing sessions do not have to begin at 9 a.m. on test day. The student must first complete the entire ACT component (as directed in the *Supervisor's Manual of Instructions for ACT State Special Testing*) before beginning the WorkKeys component. Then, he or she must complete the entire WorkKeys component (as directed in the *WorkKeys Supervisor's Manual for State Special Testing Manual*) before beginning the Michigan component (as directed in this manual). The list below shows the sequence for MME tests that must be followed.

- MME Day 1: ACT Plus Writing
- MME Day 2: WorkKeys Test 1 – Reading for Information
- MME Day 2: WorkKeys Test 2 – Applied Mathematics
- MME Day 2: WorkKeys Test 3 – Locating Information
- MME Day 3: Michigan Section A – Mathematics
- MME Day 3: Michigan Section B – Science
- MME Day 3: Michigan Section C – Social Studies

Testing In Sequence With Groups

If the tests are being administered to a group of students who all have the same accommodation type and the same timing code and one of the students is absent during one of the test sessions, the student who was absent must continue the MME with the next test in the sequence when he or she returns, regardless of what test the other students are working on. Students testing with accommodations may not take the tests out of sequence.

Testing Over Multiple Days or During Separate Sessions

If students are testing over multiple days, each section must be completed during one session; students may not return to a test section after being dismissed from a test session. For example, a student who is dismissed from the MME Day 3 Michigan Mathematics section may not return to that section. Rather, the student would continue onto the next section after returning to the test session.

Testing More Than One Student

Students with the same timing code and same accommodation type may be tested in the same room. There are, however, some Day 3 exceptions to be noted and guidelines to be followed:

- A student with a Reader must be assessed individually in a one-on-one assessment situation. Readers may not read the test to a group of students.
- A student using an audio accommodation may test in a group only if he or she (1) has individual earphones/headset, (2) can control the progress of his or her own player, and (3) begins each test/section at the same time as the other students in the group so that they are all receiving the beginning instructions at the same time.
- ELLs using the same video source may not test in a group larger than five students. Directions must be given to the small group on how to indicate when they would like an item repeated.
- If more than ten students testing with accommodations test together in a group, one Proctor is required for each additional group of ten students (or portion thereof) in addition to the Room Supervisor.
- All students testing in **the same room must begin each test/section at the same time.**

Determining Extended Time

For Day 1, ACT will provide TACs with the appropriate timing for Day 1 for each student. If it is determined that a student will need extended time as an accommodation for Day 2 or Day 3, IEP, Section 504, and ELL instructional teams need to determine—prior to testing—how much time the student will be provided. The extended time options for Day 2 and Day 3 are (1) time and one-half, (2) double time, (3) up to three hours.

It is possible that a student may have an accommodation of extended time for some subjects and not for other subjects. For any test section the student is taking with standard time, the full amount of time must be given for the section, even if all students in the room are finished testing early.

Types of Accommodations

Audio Cassettes and DVDs

Only students whose IEPs, Section 504 Plans, or ELL instructional plans specify that the student routinely uses audio accommodations during instruction may use an audio accommodation during the assessment. (Audio formats available are audio cassettes, audio DVDs, and Reader Scripts.)

There are certain guidelines that must be followed when audio cassette or DVD formats of the assessments are used:

1. The assessments must be administered to each student individually, using the equipment with a headset and counter, if available, or in a setting where the audio will not disturb other students.
2. Unless they have a total loss of vision, students using audio accommodation must have a printed copy of the student Test Booklet when they are taking the assessment. For Day 3, a Form 12 Test Booklet will be included with the audio format when it is shipped. The students must indicate they are using a Form 12 Test Booklet on their Day 3 Answer Folders when directed to do so during verbal instructions.
3. Students should be able to use the equipment necessary to play their audio formats since this accommodation is used routinely in the classroom during instruction, but assistance may be provided if needed. The assistance, however, should be restricted to helping the student operate the equipment; he or she may not be given any help with answering an assessment item.
4. Students who use audio formats must grid their own Answer Folders unless their IEPs, Section 504 Plans, or ELL instructional plans specify that they may:
    - mark their answers in the Test Booklet and have a certified school staff member transcribe the answers onto the student Answer Folder;
    - indicate responses to a certified school staff member who then grids the student Answer Folder (these students may not test in a group setting), or
    - Braille responses and have a certified school staff member transcribe the answers onto the student Answer Folder.
5. The Room Supervisor must read the verbal instructions to the student from this manual (*Spring 2011 MME Day 3 Administration Manual for Students Testing with Accommodations*) exactly as written. The directions to the student on the first page of the Test Booklet are also included at the beginning of each audio format, but should be presented by the Room Supervisor first so that questions can be addressed before starting the time clock.
6. Students should set their audio equipment counters to "0" at the start of each test/section and should be encouraged to write the counter number in their Test Booklet whenever there is a question they wish to consider later in the same test session.
7. The DVD audio version of the assessment contains item-by-item tracking. Any instructions, passages, prompts, or answer choices for a test item are included on the track that matches the item number. For example, Track 1 contains all assessment information and directions leading up to and including item 1, Track 2 contains item 2, Track 3 contains item 3, and so on.
8. Since all MME tests/sections are timed, the clock may **not** be started until the verbal instructions indicate to do so.
9. Audio formats of the MME tests are secure materials that must be returned at the end of the assessment window. No copies of these materials may be made, downloaded, or retained.

Reader Scripts

Reading the MME tests aloud is a standard assessment accommodation for students who have Readers specified as an accommodation in their IEPs or Section 504 Plans. It also is a standard assessment accommodation for English language learners if the test is read in English. (See the *Spring 2011 MME Assessment Accommodations Summary Table* in Appendix H or online at **www.michigan.gov/mme** for more information on standard and nonstandard accommodations.)

Students using a Reader must test individually in a separate room, and the Reader must read directly from the Reader Script. Items may be repeated, but only as requested by the student. Each time an item is read, the Reader must read the test directions, test passages, test questions, and response choices **exactly as they appear in the Reader Script**. They may not provide any explanation or additional information to the student. For the MME, Room Supervisors normally serve as Readers.

ELL Accommodations

ELLs at the basic or lower proficiency levels are eligible to use video versions of the MME. In Spring 2011, English videos are available with audio in Spanish, Arabic, or English.

Spanish and Arabic Video Accommodations

Spanish and Arabic video accommodations may be used with English language learners:

- who are at the basic or lower intermediate English proficiency levels,
- whose dominant language is Spanish or Arabic, and
- who are receiving bilingual instruction in their native language (e.g., transitional, two-way, or dual language) in a school setting.

Students whose dominant language is not English, Spanish, or Arabic, and who are receiving bilingual instruction may use a Reader Script that has been translated into the student's native language.

English Video Accommodations

English video accommodations may be used with ELLs who are:

- at the basic or lower intermediate English language proficiency levels,
- dominant in a language other than English, and
- receiving explicit instruction in English for English acquisition (e.g., Sheltered English, English as a Second Language) in a school setting.

Video Administration

The following instructions must be followed when administering video formats of the assessment:

- Video formats must be administered to students either individually or in small groups (of 2 - 5 students) in settings where the video will not disturb other students.
- Students using video formats must have a printed copy of the student Test Booklet when they are taking the assessment. Form 12 will be included with their Day 3 video format when it is shipped. The students must indicate they are using a Form 12 Test Booklet on their Day 3 Answer Folders when directed to do so during verbal instructions.
- Each assessment question is marked on the DVD to assist with tracking back to the appropriate place, if needed, during assessment administration. All students being assessed must have a clear view of the screen. (No more than five students may be included in a group.) Also, students should give a signal to the administrator (such as putting their pencils down) when they have finished answering a question. There is a pause of 5 - 7 seconds built into the video to facilitate this process. Also, each question is clearly labeled, allowing ease of replaying for students who need a question repeated.

Rapid Onset of Medical Disability

Immediately prior to administration of the MME, a student may have rapid onset of a medical disability that warrants an assessment accommodation. For example, a student may have broken his or her arm a few days before the assessment thereby necessitating the use of an assessment accommodation, such as a word processor or scribe. Or, a student may have recently undergone surgery and is homebound or hospitalized; therefore, he or she may need to take the assessment at home or in the hospital with appropriate supervision from a trained school district professional.

In the case of rapid onset of a medical disability for MME Day 3, the TAC must document for the student's file the date and nature of the disability (e.g., a broken arm) and a description of the accommodation that was provided. It will be considered a standard assessment accommodation and should be documented on the student's MME Day 3 Answer Folder.

MEAP-Access Design Features and Content

About MEAP-Access

On April 7, 2007, the U.S. Department of Education (USED) issued regulations describing Alternate Assessments based on Modified Achievement Standards (AA-MAS). The regulations permit a state to develop an assessment aligned with modified academic achievement standards as part of its assessment and accountability system under Title I of the Elementary and Secondary Education Act (ESEA).

In December 2008, draft eligibility criteria were distributed statewide for public input. The MEAP-Access pilot assessment was administered in winter 2009. Data from the pilot assessment and comments on the draft criteria were analyzed and compiled in March 2009 and presented to the State Board of Education (SBE) for their approval. Following the incorporation of SBE approval, the final MEAP-Access Eligibility Criteria and Participation Guidelines and assessment formats were produced and can be accessed on the MEAP-Access Web site at **www.michiqan.gov/meap-access**.

States may develop modified academic achievement standards and use alternate assessments based on those modified achievement standards for students with persistent academic disabilities and served under the Individuals with Disabilities Education Act (IDEA). States may include proficient scores from such assessments in making adequate yearly progress (AYP) decisions, but those scores will be capped at 2% of the total tested population. This provision does not limit how many students may be assessed against modified achievement standards. Individualized Education Program (IEP) Teams will make the decision about which individual students should take such an assessment.

States may continue to use Alternate Assessments based on Alternate Achievement Standards (AA-AAS) for students with the most significant cognitive disabilities. States may continue to include proficient scores from such assessments in making AYP decisions, and those scores will still be capped at 1% of the total tested population. Proficiency for all other students above the 1% and 2% cap will be measured against grade-level achievement standards. IEP Teams will continue making the decision about which individual students should take such an assessment.

Michigan Awarded AA-MAS Grant

The Michigan Department of Education (MDE) was awarded a grant from the U.S. Office of Special Education Programs to develop AA-MAS that will fulfill an important need in the Michigan Educational Assessment System.

This project has dual purposes:

1. to design a replicable process for modifying the existing MEAP Reading/Writing and Mathematics assessments in Grades 3-8 by reducing length and difficulty levels, while maintaining appropriately challenging content that reflects the state's GLCEs; and
2. to create an online professional development system that can be adopted and adapted by states, school districts, and individual educators.

In December 2008, draft eligibility criteria for AA-MAS were distributed statewide for public input. The MEAP-Access pilot assessment was administered in the winter of 2009. Based on feedback, the assessment was named MEAP-Access. Data from the pilot assessment and comments on the draft criteria were analyzed and compiled in March 2009, and presented to the State Board of Education (SBE) for approval. Following the incorporation of SBE approval, the final *MEAP-Access*

Eligibility Criteria and Participation Guidelines and assessment formats were produced and can be accessed on the MEAP-Access Web site at **www.michigan.gov/meap-access**.

MEAP-Access Based on Grade Level Content Expectations (GLCEs)

MEAP-Access is based on modified academic achievement standards that cover the same grade-level expectations as the general assessment. In Michigan, the general assessment for Grades 3 through 8 is the Michigan Educational Assessment Program (MEAP). According to the regulations, only the academic achievement standards are modified, not the content standards upon which the assessment is based. The content standards for the general assessments are the Grade Level Content Expectations (GLCEs). For more information on the GLCEs, please visit the Office of School Improvement Web site at **www.michigan.gov/meap-access**.

The requirement that modified academic achievement standards be aligned with grade level content standards is important in order for students to have an opportunity to achieve at grade level. Therefore, students must have access to, and instruction in, grade-level content.

For more details related to this regulation, the U.S. Department of Education has published a guidance document that is in a question-and-answer format. The *Final 2% Regulations and Guidance* document is posted on the MEAP-Access link at **www.michigan.gov/oeaa**.

Length of Tests/Projected Times

All MEAP-Access assessments are untimed and student-paced. Arrangements must be made to allow additional time during the same continuous session for students who require more time to complete these assessments.

Additional time is necessary to distribute materials, read test directions to students at the beginning of the session, and collect test materials at the end of the session.

For planning purposes, estimated times are recommended for each assessment session.

Ending an Assessment Session

Assessment Administrators should allow a substantial amount of time for each session. While some, if not all, students may finish before the estimated time for testing is over, this policy is in place to provide a fair environment for students who may require more time and to avoid pressuring students to finish early.

Identification of Students

Michigan has made the commitment that all students must be assessed as required by state policy and federal law. All eligible students who are enrolled in Grades 3 through 8 must be given the opportunity to take the MEAP-Access tests administered in their grades. Students who are repeating a grade and who took MEAP-Access tests the previous year are to be assessed again.

Student Selection for MEAP-Access

Participating students will be determined by the Individualized Education Plan (IEP) Teams using the eligibility criteria posted on the OEAA Web site at **www.michigan.gov/oeaa**.

Pre-Identification of Students

A test cycle has been developed in the OEAA Secure Site for the MEAP-Access. Students who are qualified to take MEAP-Access can be moved from the MEAP test cycle in the same manner that students can now be moved between assessment cycles.

Prior to pre-identification of MEAP-Access students, check with IEP Teams to ensure that all students who are assigned to MEAP-Access have a current IEP and meet all of the eligibility criteria specified by federal regulations.

Eligibility Criteria for Participation

The *MEAP-Access Eligibility Criteria and Guidelines for Participation* were drafted and distributed in 2008, along with a memo from Mike Flanagan, Superintendent of Public Instruction, on March 31, 2009. Recipients of these materials were intermediate school district superintendents; school principals; school staff involved in state assessments; ISD and local special education directors; public school academy directors; and public school academy special education contacts. The full document can be accessed at **www.michiqan.gov/meap-access**.

It is critical that each student participating in MEAP-Access meet all the criteria specified in the *MEAP-Access Eligibility Criteria and Guidelines for Participation.* These criteria include, but are not limited, to the following:

- A student must have a current IEP;
- The IEP must include goals that are based on Michigan's Grade Level Content Standards for the grade in which the student is enrolled. In Michigan, these standards are articulated in the GLCEs;
- The IEP Team is reasonably certain that the student will not achieve grade-level standards, at the same level of rigor as their peers, within the year covered by the IEP;
- The student must have access to and instruction in grade-level content for the grade in which the student is enrolled;
- There must be objective evidence demonstrating that the student's disability has precluded the student from achieving the grade-level standards at the same level of rigor as the student's peers;
- The student's progress or lack of progress must be determined using multiple objectives and valid measures of the student's academic achievement over time;

The IEP Team must not base its decision to participate in the MEAP-Access assessments solely on the student's:

  - special education category,
  - ethnicity, and
  - economic background;

- Students who participate in MEAP-Access should not be precluded from attempting to complete the requirements for a regular high-school diploma;
- Students with a Section 504 Plan under Individuals with Disabilities Education Act (IDEA) are not eligible for alternate assessments; and
- The IEP Team has the flexibility within the assessment continuum to have a student participate in MEAP, MEAP-Access, and/or MI-Access (Functional Independence only) for different content areas.

Students with Disabilities

The IEP Team is to determine how students with disabilities are assessed in each of the subject areas. According to federal law, the IEP specifies whether or not a student with disabilities participates in each of the MEAP-Access assessments or in another alternate assessment. Accommodations may ONLY be used if:

1. the student's IEP indicates that they are appropriate for the student, AND
2. they reflect what the student routinely uses or how the student routinely responds during instruction.

The MEAP-Access test cycle allows adequate time for schools to administer tests and to provide opportunities for makeup tests. Some students may require appropriate and reasonable accommodation where such accommodations are necessary to measure achievement relative to state content standards. (For more information on accommodations, see Chapter 3.)

MEAP-Access Assessment Accommodations

In the State of Michigan, all students are to participate in the assessment programs approved by the State Board of Education. For some students, accommodations that are routinely used during instruction may be considered for use during the administration of the MEAP-Access assessment. The *Assessment Accommodation Summary Table* is available at **www.michigan.gov/meap-access**. It identifies standard and nonstandard accommodations for State assessments for students with disabilities, Section 504 students, or for students with Limited English Proficiency (also referred to as English language learners, or ELLs). The table has been approved by the State Board of Education and was developed in consultation with districts, schools, and Michigan practitioners experienced in the education of students within these classifications.

In general, the determination for the use of standard or nonstandard assessment accommodations must be documented in the student's school records. For students with disabilities, this documentation must be in the student's Individualized Education Program (IEP). The documentation must be specific for each content area administered.

English language learners (ELLs) may be given accommodations for statewide assessments if the accommodations are customarily used during normal classroom activities and assessment. ELLs must have accommodations spelled out in their ELL plans. Decisions regarding appropriate accommodations for ELLs may be determined in a number of ways. Districts with large populations of ELLs may assign this responsibility to a coordinator or specialist at the administrative level who consults with the classroom teacher. In districts with small populations of ELLs, the decision may be the responsibility of the classroom teacher and the District Assessment Coordinator.

A school cannot make AYP if it does not have a minimum participation rate of 95% for the entire school and each measurable subgroup. Therefore, it is highly recommended that districts check to see how many IEPs indicate that a student is a candidate for nonstandard assessment accommodations. In light of the significant consequences of using nonstandard assessment accommodations, the IEP Team may find it prudent to review the use of nonstandard accommodations. Remember, this is an IEP Team decision! If there needs to be a change in what is stated in the IEP, the IEP can be amended using the *Addendum to the Individualized Education Program Form and Manual*. These documents can be found at **www.mi.gov/ose-eis** on the Special Education Administrative Forms and Procedures page.

All students taking MEAP-Access, including students who use an accommodated version of the test, have from the initial date of each content area test through the end of the test cycle, if needed, to complete their testing.

All questions related to assessment accommodations for students with disabilities and for English language learners (ELLs), also referred to as Limited English Proficient, should be directed to the OEAA at 1-877-560-8378 or by email to **oeaa@michigan.gov**.

Assessment Accommodation Consequences—No Child Left Behind

It is important to know whether an assessment accommodation is standard or nonstandard, since it can affect whether a school or district meets the requirements of the No Child Left Behind (NCLB) participation rates and Adequate Yearly Progress (AYP). At the school, district, and subgroup (ethnicity, economically disadvantaged, English language learners, and students with disabilities) levels, a minimum of 95% of the students enrolled in each of the grades being assessed must first participate in the State's English language arts and mathematics assessments in order to make AYP.

A standard assessment accommodation is one that does not change the construct that the assessment is measuring. The score received by a student using a standard assessment accommodation counts when calculating NCLB participation rates. A nonstandard assessment accommodation does change what the assessment is measuring and results in an invalid score. For example, the MEAP-Access reading assessment is intended to measure how well a student can read through decoding. Therefore, if the reading passages and items are read to a student, it becomes a listening assessment and not a reading assessment. Another example is the use of a calculator on any portion of the MEAP-Access mathematics assessment where calculators are not permitted. If a calculator is used on those portions of the assessment, it becomes a nonstandard assessment accommodation because it changes what the mathematics assessment is measuring. As a result, a student using a nonstandard assessment accommodation will not count as being assessed when calculating NCLB participation rates and is counted as not proficient when calculating AYP.

Purpose of Assessment Accommodation Summary Table

The State Board of Education, at its August 2009 meeting, was presented with standard and nonstandard assessment accommodations for the Michigan Educational Assessment Program (MEAP), MEAP-Access, and MI-Access (Michigan's Alternate Assessment Program). The *Assessment Accommodation Summary Table* is for Michigan educators, parents, and parties who are interested in the standard (S) and nonstandard (NS) accommodations for students eligible for special education. The summary table of assessment accommodations (pending approval at the September 2009 meeting) is to be used by educators as a reference to determine whether an assessment accommodation that has been determined appropriate for the student is a standard or nonstandard accommodation for State assessments. It is not to be used as a checklist for determining which assessment accommodations should be used for a student. The *Assessment Accommodations Summary Table* is located at **www.michigan.gov/oeaa**.

Audio Versions of Tests

Only students whose IEP specifies that the student routinely uses audio accommodations may use the audio versions (compact discs, also referred to as CDs) of the mathematics MEAP-Access tests. Please note that there is no audio version of the writing assessment because the directions and

writing prompts are read aloud to all students. There is no audio version for the reading assessments as it changes the construct being measured from reading to listening, making it a nonstandard accommodation.

The following instructions are to be used when administering audio versions of the tests:

1. The tests must be administered to each student individually unless equipment with a headset and counter is available.
2. All students using an accommodated version of a test must also have a printed copy of the regular test booklet to use.
3. Students should be able to use the equipment independently, since this accommodation is used routinely in the classroom. Students may be assisted in playing the audio version, but may not be given any help with answering any test item.
4. Students who use the audio versions must use standard Fall 2009 answer documents, but may be given one of the following options:
    - Gridding their own answer documents;
    - Marking answers in their test booklets and having a test administrator, proctor, or test accommodations provider transcribe the answers into the answer documents;
    - Dictating responses to a scribe or into a tape recorder to a test administrator, proctor, or test accommodations provider who will then grid the answer documents; or
    - Braille their responses and have a test administrator, proctor, or test accommodations provider transcribe the answers into the answer documents.
5. The test administrator must read the directions from the MEAP-Access Test Administrator Manual to the student exactly as written. Assessment directions are also included at the beginning of each audio version, but should be presented by the test administrator first so that any questions the student has can be addressed.
6. The audio CD test contains item-by-item CD tracking. Any instructions or test item scenario information is included on the track for the subsequent item. For example, Track 1 contains all test information leading up to and including item 1. Track 2 contains item 2, Track 3 contains item 3, and so on.
7. Answer documents (test booklets for Grade 3 students) for students who used the audio versions of the tests must be packaged and returned with the other used answer documents.
8. Audio versions of the tests are secure materials that must be returned at the end of the test cycle. No copies of these materials may be made, downloaded or retained.

Use of Reader Scripts (Mathematics only)

The use of reader scripts (a scripted version of the assessment) replaces reading an assessment aloud to students from a test booklet. Reader script use for the MEAP-Access mathematics assessment is a standard accommodation for students with disabilities who need that accommodation, as defined in their IEP, and for English language learners. Please refer to the *Assessment Accommodation Summary Table* located at **www.michigan.gov/meap-access** for more information.

When using reader scripts with appropriate students, the assessment(s) **must be administered to each student individually**. NOTE: It is important to grid the "Assessment Accommodation — Reader Script" bubble in Section 8 of the demographic area on the answer document.

Scribes, Tape Recorders, and Braillewriters

Dictating responses to a scribe or into a tape recorder is a standard accommodation for students with disabilities who need that accommodation as defined in their IEP. Students using one of these accommodations are to include specific instructions about punctuation, spelling, indentation, etc., for constructed response items. Also, the use of a Braillewriter is permissible.

If a student uses a tape recorder, scribe, or Braillewriter as an assessment accommodation, a test administrator, proctor, or accommodations provider must transcribe the student's response onto an answer document or scorable test booklet and returned along with other scorable materials. Spelling, punctuation, indentation, etc., must be transcribed exactly as it was in the student's original response.

For students using a Braillewriter version, it is important to grid the "Assessment Accommodation - Braille" bubble in section 8 of the demographic area on his or her answer document(s). Use the "Scribe" bubble to indicate the student used a scribe as an accommodation; use the "Other" bubble to indicate that the student used a tape recorder as an accommodation.

Enlarged Print and Braille Versions of the Assessments

Enlarged print and Braille versions of the assessment are standard accommodations for students with disabilities who need those accommodations as defined in their IEP. If a student uses an enlarged print version as a test accommodation, **a test administrator, proctor, or accommodations provider must transcribe the student's response into a regular answer document that is returned along with other scorable materials. Student responses for Grade 3 must be entered into the scorable test booklet**. These transcribed answer documents do NOT need to be returned in the white "Special Handling" envelope. Spelling, punctuation, indentation, etc., must be transcribed exactly as it was in the student's original response.

For students using the enlarged print version, it is important to grid the "Assessment Accommodation - Enlarged Print" bubble in section 8 of the demographic area on their answer document(s). For students using the Braille version, grid the "Assessment Accommodation-Braille" bubble.

Word Processors

The use of word processors for constructed response items is a standard accommodation for students with disabilities who need that accommodation as defined in their IEP. Because the writing assessment tests the student's use of the conventions of writing, including correct spelling and grammatical usage, students using word processors or word-processing software as an accommodation must be monitored so that spelling, dictionary, thesaurus, and grammatical software are deactivated. Grid the "Word-Processed" bubble on the student answer document(s) in Section 8 of the demographic area to indicate that the student used a word processor as a standard assessment accommodation. If the spell check, dictionary, thesaurus, and grammatical software are NOT deactivated, the nonstandard assessment accommodation bubble ***must*** be gridded.

Word-processed answers do not need to be transcribed onto the student's scannable booklet or answer document by the student or a test administrator, proctor, or accommodations provider.

Instead, Assessment Administrators need to place a student label (printed from the OEAA Secure Site) on the upper left corner of each page with identifying student information that matches the information on the student's booklet or answer document. (Coordinators will need to print these labels and provide them to Assessment Administrators.)

The additional pages must be included with the student's answer document which has all required student identification information completed. **Do not staple or otherwise attach word-processed pages to the answer document**. Word-processed paper(s) that are returned without a completed student answer document cannot be processed. NOTE: For Grade 3, the pages must be inserted into the student's test booklet.

All answer documents containing word-processed pages must be shipped in the white envelope marked "SPECIAL HANDLING AND/OR WORD-PROCESSED DOCUMENTS." This envelope is provided to the District and Building Assessment Coordinators. **When returning these special handling envelopes, schools should place them on top of any other returned materials in the first box of their return shipment**. Word-processed pages that are not returned in this manner cannot be scored.

Additional Paper

When additional paper is used, for constructed response items, the Assessment Administrator needs to place a student label (printed from the OEAA Secure Site) on the upper left corner of each page with identifying student information that matches the information on the student's booklet or answer document. (Coordinators will need to print these labels and provide them to Assessment Administrators.)

The additional pages must be inserted with or into the student's answer document which has all required student identification information completed. **Do not staple or otherwise attach additional paper to the answer document**. Additional paper that is returned without a completed student answer document cannot be processed.

All answer documents (or test booklets for Grade 3) containing additional papers must be shipped in the white envelope marked "SPECIAL HANDLING AND/OR WORD-PROCESSED DOCUMENTS." This envelope is provided to the District and Building Assessment Coordinators. **When returning these special handling envelopes, schools should place them on top of any other returned materials in the first box of their return shipment. Word-processed pages that are not returned in this manner cannot be scored**.

Extended Time for Testing

Extended time is a standard accommodation for students with disabilities who need that accommodation as defined in their IEP. Since MEAP-Access is untimed, students may take the time necessary to complete the test. It is also permissible to allow for the assessment to be administered in parts with small breaks between segments.

Special Test Situations

Students Who Move During Test Administration

If a student has completed either the Reading or Mathematics test in the sending school, the District Assessment Coordinator. or building principal of the student's receiving school must contact the student's former school and confirm which MEAP-Access test the student

has completed. Students do not need to retake a test confirmed as completed in the sending school. The sending school will include all answer documents with their shipment back to the scoring contractor.

For the sending school: The District Assessment Coordinator or building principal must send a message to **aypcontactus@michigan.gov** and include the student's name, grade level, school and district name, and exit date.

For the receiving school: Either grade level test the student did not take may be taken using the receiving school's test forms with a barcode label affixed to the student's answer document.

Rapid Onset of Medical Disability

Prior to the tests, a student may have rapid onset of a medical disability that warrants a test accommodation. For example:

- A few days prior to the test, a student broke his or her arm. The student may need a test accommodation (e.g., a word-processor or a scribe); or
- A student recently underwent surgery and is homebound or still in the hospital. The student may need to take the test at home or in the hospital with appropriate supervision of a school district professional.

In the case of rapid onset of a medical disability, the school's principal or guidance counselor should document, for the student's file, the date and nature of the disability (e.g., broken arm) and a description of the accommodation provided. This is considered a standard accommodation and the "Other" bubble should be filled in appropriately on the student answer document.

Elementary Level Sample Items

Grade 3 ELA Sample Items

The author says that Eric ***sprinkled*** the plant (paragraph 16). The word ***sprinkled*** means

A filled with water.

B watered lightly.

C watered every day.

What makes this story nonfiction?

A It was written by a living author.

B It shares facts about a real subject.

C It has a whale as a main character.

What is the **most important** lesson of this story?

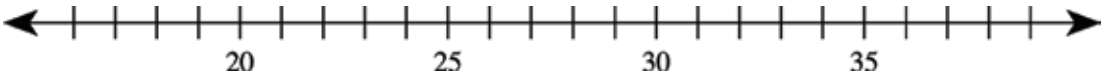
A All creatures need food, water, and a home.

B Pets make wonderful friends for human beings.

C Sometimes it is best to let animals go free.

Grade 3 Mathematics Sample Items

How far is 37 from 25?

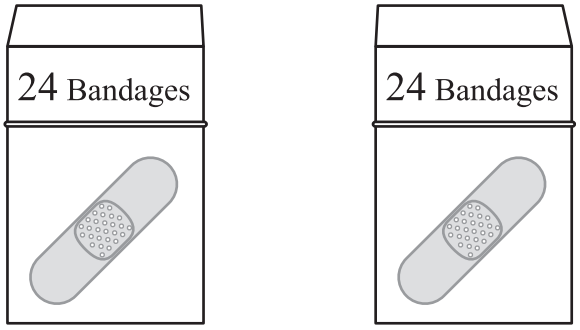


A 8

B 11

C 12

Mrs. Evers bought 2 boxes with 24 bandages each. How many bandages did she buy in **all**?



A 40

B 45

C 48

Hayley has 198 pencils and Rosa has 301 pencils. How many pencils do they have altogether, to the **nearest** hundred?

A 300

B 400

C 500

Grade 4 ELA Sample Items

What lesson **might** you learn from this story?

A Some problems are too difficult to solve.

B Teamwork makes solving problems easier.

C Adults are better problem-solvers than children.

The author put the words forward, right, and left in italics to let the reader know

A the commands that Cuddles understands.

B that these are easy words for Dan to read.

C the special words that Cuddles disobeys.

Which idea from the article **best** shows that Dan thinks Cuddles' training is very important?

A "She makes sure I'm safe."

B "I've loved horses all my life."

C "She's brought a lot of happiness to my life."

WRITE ABOUT THE THEME: DOING YOUR BEST

It is always important to do your best at home, at school, or in your community. Doing your best can lead to great results and can be very rewarding.

Write about **ONLY ONE** of the following:

Choice 1: Tell about a time when you did your best and were really happy with the way things turned out.

Choice 2: Write about a time when you did your best and things did not turn out the way you thought they would.

Choice 3: Describe a time when you wish you had tried harder to do your best.

Passage Introduction:

Music of Detroit

This is a story about the Motown Record Company in Detroit, Michigan. It helped many African Americans become music stars. Read the story and learn how this company became big and famous. Then answer the questions that follow.

Turn the page and begin.

Music of Detroit

1 Motown Record Company is a famous recording label that was started in Detroit, Michigan. The job of a recording label is to find musicians and singers and help them record and sell their music. By doing this, recording labels help bring music to millions of people.

2 Berry Gordy, Jr. created the Motown Record Company in 1959. In fact, Gordy was the first African American to own a recording label. Gordy was a good businessman. He found artists with great musical talent and turned them into big stars. He worked with music legends, such as Smokey Robinson, Stevie Wonder, and Diana Ross.

3 In the beginning, Motown Record Company was a very small business. Gordy bought a house in Detroit, which he named "Hitsville, U.S.A." This house became his family's home. It also became the home of Motown Record Company. At first, all of the company's music was made in the basement of Hitsville, U.S.A. This was where Gordy had built a recording studio. Musicians were welcome to play and record there any time, day or night.

6 According to this passage, what do recording labels do?

A They build musical houses in Detroit.

B They make musical instruments.

C They work with musicians and sell music.

7 Who started the Motown Record Company?

A Berry Gordy, Jr.

B Stevie Wonder

C Diana Ross

8 What was special about Hitsville, U.S.A.?

A It was the first home Berry Gordy built in Detroit.

B It was where Motown artists recorded their music.

C It was the place where Smokey Robinson lived with his family.

4 Motown Record Company didn't stay small for long. The music the company made was unique. It had a new and different sound, which people loved. It was unlike anything they had ever heard before. By the 1960s, Motown had recorded 110 songs that made it to the Top 10 on the radio. Motown Record Company sold millions of records. By the 1970s, Motown Record Company was one of the largest recording companies in the world.

5 Today, people everywhere still listen to Motown music. The sound created at Hitsville, U.S.A. changed popular music forever.

9 In paragraph 4, which words help the reader understand what unique means?

A stay small for

B ever heard before

C new and different

10 According to this passage, why did people love Motown music?

A because it had a new and different sound

B because it was from Detroit, Michigan

C because it was like other music on the radio

11 What is this passage **mostly** about?

A a music legend

B a famous record company

C a successful businessman

12 What would be another good title for this passage?

A A Music Store

B Number One Song

C The Motown Sound

Grade 4 Mathematics Sample Items

The addresses of the houses on Lake Street follow a skip counting pattern, as shown below.

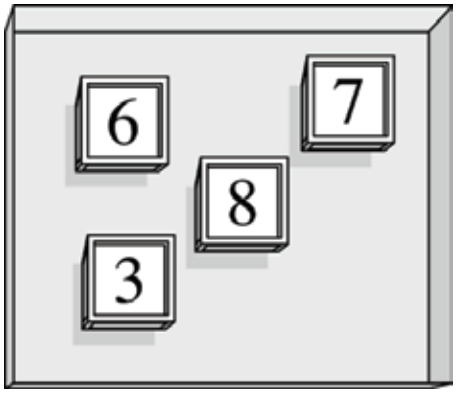
What is the address of the house with the question mark?

A 301 Lake Street

B 302 Lake Street

C 304 Lake Street

What is the **least** number you could make using all the numbers on these blocks?



A three thousand, six hundred seventy-eight

B three thousand, eight hundred seventy-six

C six thousand, eight hundred seventy-three

Grade 5 ELA Sample Items

What makes this selection a poem?

A It combines adventures with superhuman powers.

B It contains animals with human characteristics.

C It creates images through words and rhythm.

This selection is nonfiction because it

A shows pictures of alligators.

B provides facts about alligators.

C is written from an alligator's point of view.

In this selection, ***semi-aquatic*** means to

A be in water about half of the time.

B breathe under the water.

C be under the water at all times.

Grade 5 Mathematics Sample Items

What value of *a* makes the number sentence true?

$$100 \div a = 20$$

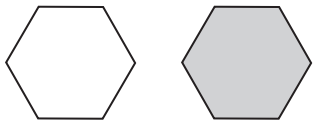
A 4

B 5

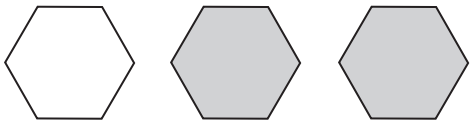
C 80

Which of the following shows **exactly** $\frac{2}{5}$ of the group shaded?

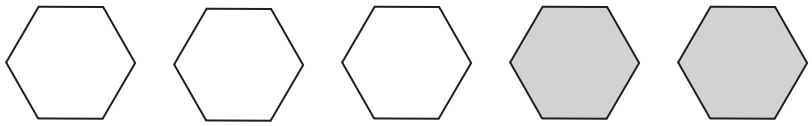
A



B



C



Middle School Level

Grade 6 ELA Sample Items

The author writes, "But just three years ago, living out that dream seemed ***impossible***."
From studying the word ***impossible***, readers can tell that the prefix ***im-*** means

A again.

B not.

C very.

What is an **important** lesson of this selection?

A Hard work always pays off.

B It is better to win than to play fair.

C All people deserve respect.

How does the author of this selection feel about his father?

A confused

B angry

C proud

Grade 6 Mathematics Sample Items

Ellen played on the school basketball team. During their first 19 games, she scored 385 points in total. On average, how many points did she score per game?

A 18

B 20

C 25

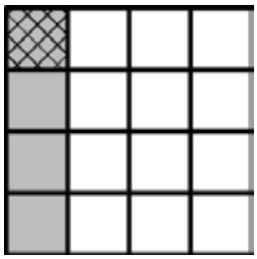
Dawn found the height of a bean plant to be $\frac{1}{2}$ inch tall. Carl measured the same plant and found it to be $\frac{2}{4}$ inches tall. Which of the following measurements is the same as Dawn's and Carl's measurements?

A $\frac{2}{8}$ inches

B $\frac{3}{8}$ inches

C $\frac{4}{8}$ inches

Which multiplication sentence goes with this diagram?



A $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

B $\frac{1}{4} \times \frac{1}{4} = \frac{1}{16}$

C $\frac{1}{3} \times \frac{1}{3} = \frac{1}{9}$

Grade 7 ELA Sample Items

Which of the following **best** describes this selection's format?

A Persuasive: the topic is logically and evenly developed.

B Interviewlike: it follows the natural development of a few questions.

C Chronological: it tells real-life, nonfictional events in the order they happened.

Allen Jay's story demonstrates the

A beauty and worth of sacrifice.

B ease of challenging the law.

C contribution young people can make.

Based on the information in this selection, which of the following was essential to the Underground Railroad?

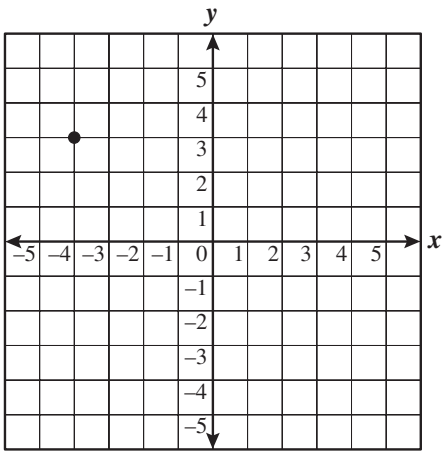
A a great deal of cash money on hand for emergencies

B a friendly, unspoken agreement with the local police

C a well-coordinated system for moving runaways along

Grade 7 Mathematics Sample Items

What are the coordinates of the point shown on the graph below?



A (3, −4)

B (−4, 3)

C (4, −3)

On a number line, which number is the same distance from 0 as 11?

A −11

B −9

C 0

Which of the following is an integer?

A 0

B $\frac{1}{3}$

C 0.25

Grade 8 ELA Sample Items

What is Eastwood's **main** conflict in the opening section?

A She is attempting to put out the fire in the Science Academy.

B She is working to save a collection of rare plant specimens.

C She fears her home may have been destroyed by an earthquake.

In paragraph 6, the author wrote, "He tried to pay attention to the cakes, but soon all his troubles filled his mind." Which of these **best** describes how King Alfred felt at this point in the story?

A afraid of what will happen to him if he is found

B overwhelmed by the problems of his people

C angered by the fact that he must disguise himself

In this story, King Alfred did not do what the woodcutter's wife asked of him. This was because

A he was too busy thinking about his problems.

B he did not understand the instructions she had given him.

C he forgot what he was to do because he was tired.

Grade 8 Mathematics Sample Items

Jeremy has exactly $100 saved. Starting today, he will earn $8 a week for doing chores. Jeremy plans to save all of his money. Which equation **best** represents, *y*, the total amount of money he should have saved after *x* weeks?

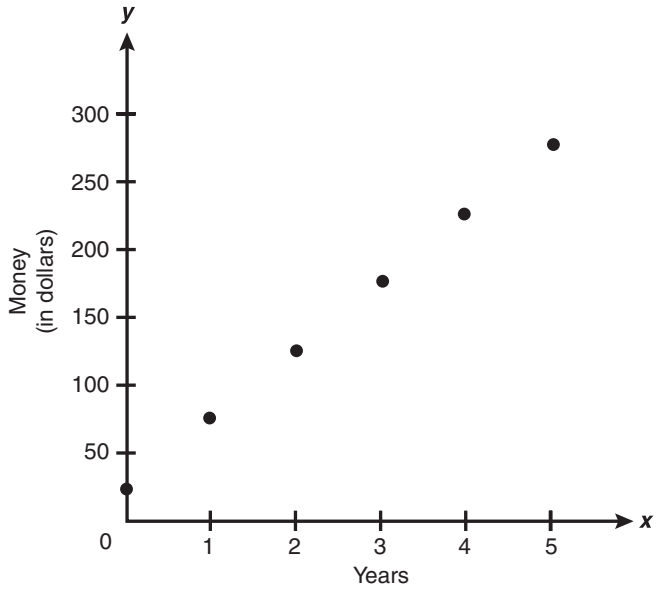
A $y = 8x$

B $y = 8x + 100$

C $y = 100x + 8$

Starting the year he was born, Kevin's parents have put money into his bank account every year. Based on the graph below, which statement **best** describes the amounts of money Kevin's parents have put in the bank account?

Kevin's Bank Account



A $25 at birth and $25 each year

B $25 at birth and $50 each year

C $50 at birth and $50 each year

MEAP-Access – Michigan's Alternate Assessment Based on Modified Achievement Standards

Background

On April 7, 2007, the U.S. Department of Education (USED) issued regulations describing Alternate Assessments based on Modified Achievement Standards (AA-MAS). The regulations permit a state to develop an assessment aligned with modified academic achievement standards as part of its assessment and accountability system under Title I of the Elementary and Secondary Education Act (ESEA). These regulations can be downloaded at http://www.ed.gov/admins/lead/speced/toolkit/index.html.

The assessment must be based on modified academic achievement standards that cover the same grade level expectations as the general assessment. In Michigan, the general assessment for grades three through eight is the Michigan Educational Assessment Program (MEAP). According to the regulations, only the academic achievement standards are modified, ***not*** the content standards upon which the assessment is based. In Michigan, the content standards for the general assessments are the Grade Level Content Expectations (GLCEs). For more information on the GLCEs, please visit the Office of School Improvement Web page at www.michigan.gov/osi.

The requirement that modified academic achievement standards be aligned with grade level content standards is important in order for students to have an opportunity to achieve at grade level. Therefore, students must have access to and instruction in, grade level content. For more details related to this regulation, the USED has published a guidance document that is in a question and answer format. It can be downloaded at the same Web site listed above. It is also posted on the MI-Access Web page at www.michigan.gov/mi-access.

The Michigan Department of Education (MDE) was awarded a grant from the U.S. Office of Special Education Programs to develop AA-MAS that will fulfill an important need in the Michigan Educational Assessment System. This project has dual purposes: (1) to design a replicable process for modifying the existing MEAP English Language Arts (ELA) and Mathematics assessments in grades 3-8 by reducing length and difficulty levels while maintaining appropriately challenging content that reflects the state's GLCEs; and (2) to create an online professional development system that can be adopted and adapted by states, school districts, and individual educators.

Through the efforts of the MDE and its collaboration with the offices of Educational Assessment and Accountability; Special Education and Early Intervention Services; School Improvement; Educational Technology and Data Information; as well as local district educators; assessment experts; and other stakeholders; Michigan has a continuum of assessments that reflects a tradition of highest technical quality, which is founded in robust curriculum standards and the knowledge and skills of a diverse population. MEAP-Access (Michigan's AA-MAS) will complete the continuum, providing a valid, reliable, and fair measure of the achievement of students who struggle with the academic content areas of ELA and mathematics and who do not meet grade level expectations for the grade in which they are enrolled. Michigan educators have struggled to make decisions about participation in statewide assessment for a group of students who have difficulty learning grade level content in the same timeframe as many peers. Often, these students have participated in MEAP with accommodations, which has proved inappropriately difficult, or taken MI-Access Functional Independence (FI) which

did not provide an appropriate level of challenge. The FI assessments are based on Extended Grade Level Content Expectations (EGLCEs) that are aligned to the GLCEs. For more information on the EGLCEs, please visit the MI-Access Web page at www.michigan.gov/mi-access. Neither MEAP nor FI assessments permitted these students to demonstrate what they truly know and are able to do in regard to state content standards.

State Assessment Continuum

Assessment	Type of Assessment	Based On
MEAP/MME	General	GLCEs/HSCEs
MEAP/MME with Accommodations	General	GLCEs/HSCEs
MEAP-Access	**AA-MAS**	**GLCEs**
Functional Independence	AA-AAS	Extended GLCEs
Supported Independence	AA-AAS	Extended GLCEs
Participation	AA-AAS	Extended GLCEs

Like the current MI-Access assessments, the MEAP-Access assessments will also apply universal design criteria in order to maximize accessibility so that students may better show what they know and are able to do.

In December 2008, draft eligibility criteria were distributed statewide for public input. The MEAP-Access pilot assessment was administered in winter 2009. Data from the pilot assessment and comment on the draft criteria were analyzed and compiled in March 2009 and presented to the State Board of Education (SBE) for their approval. Following the incorporation of SBE discussion, the final MEAP-Access Eligibility Criteria and Participation Guidelines and assessment formats were produced.

Eligibility Criteria for Participation in MEAP-Access

In order for a student to be eligible for the MEAP-Access assessment, ALL of the following criteria must be met:

A Student with a disability

- A Student must have a current Individualized Education Program (IEP).
- Students with a Section 504 Plan are NOT eligible for alternate assessments.

The Individualized Education Program (IEP)

- The IEP must include goals that are based on Michigan's grade-level content standards for the grade in which the student is enrolled. In Michigan, these standards are articulated in the GLCEs.
- The IEP goals should be attainable within the year covered by the IEP. Building blocks to attain the grade-level goals can start where the student is currently functioning. Short-term goals and objectives may incorporate below grade-level GLCEs needed as prerequisites in order to attain the grade-level goal.
- The IEP Team is reasonably certain that the student will not achieve grade-level standards, at the same level of rigor as their peers, within the year covered by the IEP.

Instruction

- The student must have access to and instruction in grade-level content for the grade in which the student is enrolled.
- Instruction must be provided by a highly qualified teacher.
- Instruction may be provided by a general education or a special education teacher as long as the teacher is highly qualified in the academic subject being taught.

Impact of disability

- There must be objective evidence demonstrating that the student's disability has precluded the student from achieving the grade-level standards at the same level of rigor as the student's peers.

Progress over time

- The student's progress or lack of progress must be determined using multiple objective and valid measures of the student's academic achievement over time.
- There is no set length of time during which the data must be gathered, but there must be enough time to document the progress (or lack of progress) in response to appropriate instruction. Measures, such as the following, may be used:
    - end-of-course assessments;
    - district-wide assessments;
    - classroom assessments;
    - formative assessments;
    - standardized achievement testing;
    - State assessments (MEAP or MI-Access alone would not be sufficient documentation to show progress or lack of progress).

Other considerations

- The IEP Team must not base their decision to participate in the MEAP-Access assessments solely on the student's:
    - special education category;
    - ethnicity;
    - economic background

- A student's lack of progress cannot be solely due to excessive absences.
- Participation in state assessment decisions must be determined annually by the IEP Team.
- It is expected that there will be students with disabilities who take MEAP-Access one year, make considerable progress during the school year, and then take the MEAP the following year. Therefore, an IEP Team must consider a student's progress annually based on multiple objective measures of the student's achievement before determining that the student should be assessed with MEAP-Access.
- In determining if the MEAP-Access assessment is appropriate, the IEP Team needs to determine if the student's progress to date in response to appropriate instruction, including special education and related services designed to address the student's individual needs, is such that, even if significant growth occurs, the IEP Team is reasonably certain that the student will not achieve grade-level proficiency within the year covered by the student's IEP.
- Students who participate in MEAP-Access should not be precluded from attempting to complete the requirements for a regular high school diploma.

Examples of Possible Learning Characteristics of Students Participating in MEAP-Access

- Have some grade-level knowledge for the grade they are enrolled.
- Have sufficient cognitive ability to transfer or generalize learning when taught strategies to do so.
- Have sufficient capacity to achieve grade-level standards, but not to the same level of rigor and/or during the same timeframe.
- Need additional learning opportunities, (e.g., repetition of concepts, strategies to stay on task, skills, and accommodations) in order to achieve grade level standards.
- Difficulty with complex language when learning skills and concepts (e.g., syntax, multi-step instructions).
- May read below grade level.

Assessment Options (MEAP, MEAP-Access, or Functional Independence)

Prior to the implementation of MEAP-Access, the IEP Team could determine that a student would take the MEAP for one or more content areas and MI-Access Functional Independence (FI) for the remaining content area(s). For example, a student could take MEAP mathematics and FI in English Language Arts (ELA). With the addition of MEAP-Access, the IEP Team has the flexibility to have a student participate in MEAP, MEAP-Access or FI. The IEP Team is responsible for making this decision for each content area assessed at a given grade. For example:

- A student may take MEAP mathematics and MEAP-Access ELA.
- A student may take MEAP-Access mathematics and FI ELA.
- A student may take MEAP ELA and FI mathematics.

Consequences

The participation in statewide assessment decision-making process conducted by the IEP Team must take into account the following potential consequences:

- If a student participates in a MI-Access FI assessment, it is assumed the student is receiving instruction based on Michigan's FI Extended Grade Level Content Expectations (EGLCEs).
- A divergent path at a young age may have consequences later and may prevent the student from progressing on Michigan's GLCEs as needed to meet the requirements of the Michigan Merit Curriculum and earn a general high school diploma.

Individual Student Decision Checklists by Content Area

Directions: Each of the following questions must be answered for each content area. If the answer to any of the questions is "No" the student is not eligible to participate in the MEAP-Access assessments.

Mathematics

#	Criteria	Yes	No
1.	Does the student have IEP goals based on grade-level content standards, not extended standards, for the grade in which the student is enrolled?		
2.	Does the student have access to, and instruction in, grade level content from highly qualified teachers?		
3.	Is there objective evidence demonstrating that the student's disability precludes the student from achieving the grade-level standards at the same level of rigor as the student's peers?		
4.	Is the student's lack of progress based on multiple objective and valid measures of the student's academic achievement over time?		
5.	The IEP Team is reasonably certain that the student will not achieve grade-level standards, at the same level of rigor as their peers, within the year covered by the IEP.		

Comments:

English Language Arts

#	Criteria	Yes	No
1.	Does the student have IEP goals based on grade-level content standards, not extended standards, for the grade in which the student is enrolled?		
2.	Does the student have access to, and instruction in, grade level content from highly qualified teachers?		
3.	Is there objective evidence demonstrating that the student's disability precludes the student from achieving the grade-level standards at the same level of rigor as the student's peers?		
4.	Is the student's lack of progress based on multiple objective and valid measures of the student's academic achievement over time?		
5.	The IEP Team is reasonably certain that the student will not achieve grade-level standards, at the same level of rigor as their peers, within the year covered by the IEP.		

Comments:

MI-Access Design Features and Content

Program Description

MI-Access is one component of the Michigan Educational Assessment System (MEAS), which was adopted by the State Board of Education in November 2001. The MEAS is designed to provide opportunities for all students—including those with disabilities and limited English language proficiencies—to participate in appropriate and meaningful state assessments.

Within the MEAS, MI-Access is the state's standardized assessment program designed specifically for students with disabilities whose Individualized Education Program (IEP) Teams have determined that the MEAP, MEAP-Access, or the MME are not appropriate for them, even with assessment accommodations.

The purpose of MI-Access assessment is to provide teachers, parents, and other stakeholders with a point-in-time picture of what students with disabilities know and are able to do in certain content areas. To make the assessments more meaningful to students, all items (1) were written by classroom teachers, and (2) are applicable to real world situations—that is, they reflect the knowledge and skills students need to be successful in school and as adults.

Program Development

MI-Access was developed, in part, in response to the belief that all students deserve full access to achievement. For many years, the only statewide assessment available to students in Michigan was the MEAP, which, even with assessment accommodations, is not appropriate for all special education students. As a result, the Michigan Department of Education (MDE) began developing an alternate assessment program based on alternate achievement standards, the MI-Access. Given the enormity and importance of creating a new assessment program, the MDE decided to develop and implement MI-Access in several phases. The first phase included the development and implementation of the original MI-Access Participation and Supported Independence Assessments, which were administered to selected districts in 2001 and administered statewide in 2002. These two assessments underwent considerable revision during 2006 and early 2007, and the new versions became operational in spring 2007.

The second phase of development included the creation and implementation of the MI-Access Functional Independence Assessments, which were administered for the first time statewide in fall 2005. Then, MI-Access entered the third phase of development.

Current MI-Access Assessments

MI-Access has three alternate assessments (Participation, Supported Independence, and Functional Independence), each of which is targeted at a distinct student population. This reflects the MDE's intent to develop a continuum of assessments that are appropriate for students with disabilities based on their cognitive functioning levels, curriculum, and instruction. More detailed information on the Participation, Supported Independence, and Functional Independence assessment follows in the Student's Assessed section.

Item Formats and Assessment Links

It was determined that all students participating in MI-Access could benefit from assessments that (1) present items in the real-world contexts of daily living, employment, and community experience and (2) use different item formats—including selected response, and activity-based observation—to allow students to demonstrate their knowledge in a variety of ways. All MI-Access assessments, as required by federal law, are explicitly linked to the Extended Grade Level Content Expectations (EGLCEs) for Grades 3 through 8 and the Extended High School Content Expectations (EHSCEs) for Grade 11, which are contained in the Michigan Curriculum Framework; however, the English language arts, mathematics, and science content expectations are reduced in depth, breadth, and complexity to make it appropriate for the students being assessed.

Annual Administration

The MI-Access assessments are administered each school year in two different assessment cycles: The Grades 3 through 8 assessments are administered in the fall and the Grade 11 assessments are administered in the spring. They cover three different content areas: English language arts (ELA), mathematics, and science. As Table 1 shows, ELA and mathematics are assessed in Grades 3 through 8 and 11, and science is assessed in Grades 5, 8, and 11. Table 2 (below) shows which "grade" assessment students should take if they are ungraded in the state's Michigan Student Data System (MSDS).

Length of Tests/Projected Times

All MI-Access assessments are untimed and student-paced. Arrangements must be made to allow additional time for students to complete these assessments.

For the Functional Independence assessment, additional time is necessary to distribute materials, read test directions to students at the beginning of the session, and collect test materials at the end of the session.

Identification of Students

MI-Access, Michigan's Alternate Assessment Program based on Alternate Achievement Standards (AA-AAS), is designed for students whose Individualized Education Program (IEP) Teams have determined that it is not appropriate for them to participate in the state's general education assessments, which include the Michigan Educational Assessment Program (MEAP) and the Michigan Merit Examination (MME), or MEAP-Access, the state's alternate assessment based on modified achievement standards.

Students Assessed

At this time, MI-Access assessments are available for three student populations.

1. **The Participation assessments** are for students who have, or function as if they have[1], **severe** cognitive impairment. These students may have both significant cognitive and physical impairments that limit their ability to generalize or transfer learning, and thus makes determining their actual abilities and skills difficult. These students are expected to require extensive, ongoing support in adulthood.

2. **The Supported Independence assessments** are for students who have, or function as if they have[1], **moderate** cognitive impairment. These students may also have both cognitive and physical impairments that impact their ability to generalize or transfer learning; however, they usually can follow learned routines and demonstrate independent living skills. These students are expected to require ongoing support in adulthood.
3. **The Functional Independence assessments** are for students who have, or function as if they have[1], **mild** cognitive impairment. They also have a limited ability to generalize learning across contexts and their learning rates are significantly slower than those of their age-level peers. These students typically can assess their personal strengths and limitations, and access resources, strategies, supports, and linkages to help them maximize their independence. In adulthood these students will most likely be able to meet their own needs and live successfully in their communities without overt support from others.

IEP Determinations

The student's IEP Team—not individual teachers, principals, or others—determine which MI-Access assessment is most appropriate for the student based on his or her cognitive functioning level, curriculum, and instruction. When making that decision, however, IEP Teams must also take into account the following potential consequences of having the student participate in an alternate assessment based on alternate achievement standards.

- If a student participates in a MI-Access Functional Independence assessment, it is assumed that the student receives instruction based primarily on Michigan's Functional Independence Extended Grade Level Content Expectations.
- A divergent path at a young age may have consequences later and may prevent the student from progressing on Michigan's Grade Level Content Expectations as needed to meet the requirements of the Michigan Merit Curriculum and earn a high school diploma.

[1] The phrase "or those who function as if they have" such impairment refers to students who adaptively function in environments that differ from their special education categories and, as a result, should be given the MI-Access assessment that best suits their "adaptive functioning" level of independence. To obtain more information on the students being assessed, go to the MI-Access Web page (www. mi.gov/mi-access).

Students may take MI-Access Functional Independence in one or two content area(s) and MEAP-Access or the MEAP with or without accommodations in the others. For example, an IEP Team may determine that a fifth-grade student should take MI-Access Functional Independence in mathematics and science, but MEAP-Access in reading.

In addition, it should be noted that if an IEP Team determines that a student will take MI-Access Participation or Supported Independence, he or she must take the *same* assessment in *all* content areas.

Given the range of state assessments available, it is the responsibility of a student's IEP Team to determine which one (the MEAP with or without assessment accommodations, the MME with or without assessment accommodations, MEAP-Access, MI-Access Participation, MI-Access Supported Independence, or MI-Access Functional Independence) is most appropriate for the student to take.

MI-Access Accommodations

The MI-Access assessments were developed using universal design principles, which are based on the premise that every child deserves to participate in assessment, and that assessment results should not be affected by disability, gender, ethnicity, or English language ability. In addition, universally designed assessments aim to reduce the need for assessment accommodations by removing access barriers associated with the assessments themselves.

Following are examples of some of the universal design principles that were used to develop the MI-Access assessments.

- Many of the items on the Participation and Supported Independence assessments use an activity-based observation format because the formats typically used on traditional paper-and-pencil tests were not considered appropriate for the student populations being assessed.
- The selected-response items on the Participation and Supported Independence assessments use picture answer choices instead of word answer choices because most students taking these assessments are not fluent readers and because picture identification is a typical part of their instruction. (The use of objects is also allowed if assessment administrators believe students will respond more readily to objects than to pictures or if students with visual impairment cannot see the pictures.
- The Functional Independence assessments allow assessment administrators to read the questions and answer choices aloud to students (with a few exceptions) even though the assessments are written specifically to accommodate the reading levels of the students being assessed. This decision was made to ensure that a student's knowledge of the content area was being assessed as opposed to his or her reading ability.

Despite every effort to ensure that the MI-Access assessments are accessible, it is understood that some students may still need accommodations in order to participate fully and meaningfully in assessment. As the next two sub-sections of this manual explain, however, the accommodations allowed vary somewhat by student population.

Assessment Accommodations for Participation and Supported Independence

Because many of the items on the Participation and Supported Independence assessments use an activity-based observation format and are administered during everyday classroom activities and routines, accommodations specific to the assessment may not be needed. The student will simply do whatever he or she typically does during instruction using the same accommodations he or she would typically use in the classroom. Nonetheless, assessment administrators do have the option of using accommodations should they be needed.

Group vs. One-on-One Administration

There are some Participation and Supported Independence activity-based observation items where the activities take place in the context of a group. However, only one student should be observed and scored at a time. This will enable the PAA and the SAA to focus their full attention on the student being assessed.

With selected-response items, although there may be some students who are capable of reading them and marking their own answers in their assessment booklets, the use of picture cards and required presentation styles mean that these items MUST be administered in a

one-on-one situation. Thus, group administration is not allowed for the Participation and Supported Independence assessments.

Modifying Items for Students with Physical Limitations

Assessment administrators are allowed to modify activity-based observation items for students with physical limitations when necessary, as long as the modifications still allow the student to demonstrate his or her understanding or knowledge of the scoring focus. For example, a mathematics item that requires students to demonstrate their ability to count to ten while completing a physical fitness routine, like doing jumping jacks or sit-ups, can be modified so that students with physical limitations can count in some other way, perhaps by clapping, blinking, nodding, or tapping the desk. The important part of this item is not the context—a physical fitness routine—but the scoring focus, which measures counting.

Readers

The only time readers may be needed for the Participation and Supported Independence assessments is on selected-response items. For these items, a reader is considered a standard assessment accommodation, which means that both the item stem and the words that accompany the picture answer choices may be read aloud to the student, except when specifically noted in the student's assessment booklet. (Do Not Read Aloud Tables have been included at the front of each assessment booklet, indicating which item stems and/or answer choices may not be read aloud.)

Timing, Setting, and Response Modes

Regardless of the item format (activity-based observation or selected response), assessment administrators are allowed to adjust the assessment timing, setting, presentation, and response mode to enable a student to demonstrate his or her knowledge of the concepts being assessed. For example, with regard to presenting items, assessment administrators may adjust the presentation of a picture or sound item so that students with visual or hearing impairment can access them in the same way they would access such information during instruction (as long as the adjustment does NOT change the construct being measured.) With regard to response modes, the assessment administrator may decide to have the student vocalize, eye gaze, or point instead of providing an oral response to indicate a choice or demonstrate knowledge. Following are some examples of other types of adjustments that could be made without affecting a student's score on the Participation and Supported Independence assessments.

Timing/Scheduling

The PAA may, among other things,

- determine the number of assessment items the student will be administered in one sitting;
- allow adequate motor and processing response time for the student;
- allow adequate time for the completion of comprehension activities; and/or
- monitor the student for fatigue (stop as needed).

Setting

The PAA may, among other things,

- administer the assessment in a setting that is familiar to the student; and/or
- choose a distraction-free space, when appropriate.

Presentation

The PAA may, among other things,

- tailor directions to a student's movement abilities or physical access;
- enlarge or minimize materials specific to a student's visual acuity and field;
- determine whether the student requires an object, actual photograph, or line-drawing pictorial representation to better understand materials or to demonstrate responses to questions;
- use objects or tactile symbols when pictures cannot be visually accessed; and/or
- set up a system (or systems) for students using computer scanning, augmentative communication, or low-tech picture and/or word communication so that he or she can scan through or point to pictures, words, numbers, objects, and so forth while administering the assessment.

Response

The PAA may, among other things,

- set up materials (e.g., pictures, objects, etc.) that the student can gaze at, touch, or point to with a pointer to demonstrate understanding;
- use a picture symbol program and arrange familiar pictures, numbers, and/or words in the student's vocabulary in a computer scanning program or on a low-tech communication system;
- provide access to voice output systems (screen readers), word predictors, or storywriter programs with switch outputs for students who use these tools for written output;
- allow the student to smile, eye gaze, nod, use an assistive technology device, and so forth to indicate a choice or preference;
- watch for signals of communicative intent from the student (which may be demonstrated by changes in posture, body position, respiration, voice, movement, or facial expression);
- look for a pattern of behavior (such as head down, twitching) that may indicate attention or a consistent response from the student; and/or
- provide appropriate computer access, including computers with switching systems, voice output, voice activation, accessible keyboards, touch windows, screen enlargement programs, and so forth.

Assessment Accommodations for Functional Independence

Unlike the Participation and Supported Independence assessments, the Functional Independence assessments (1) contain only traditional selected-response items (with word answer choices), (2) are administered by only one person, and (3) are NOT scored using a standardized scoring rubric

(except for responses to Expressing Ideas prompts). Therefore, assessment accommodations differ slightly for this student population. Following are descriptions of some of the standard assessment accommodations commonly used on the Functional Independence assessments.

Audio CDs

The Functional Independence assessment booklets will be available on audio CDs for use with students whose IEPs indicate that CDs are an appropriate assessment accommodation and who routinely use them during instruction. The audio CDs will come packaged with a companion standard print assessment booklet and a student answer document. Both the audio CD and the print booklet will have the same form number, which will always end with the number 1 (for example, Form FIM-51 for grade 5 Functional Independence mathematics). Please note that these form numbers may differ from numbers on the other assessment booklets being administered in a school; therefore, assessment administrators MUST be sure to print and bubble in the correct form number on the student's answer document.

CDs may be used to administer the assessment to small groups (defined as five or fewer students) as long as the students (1) mark their own answers in their assessment booklets, and (2) use headsets. Otherwise, CDs may be used only in one-on-one assessment situations.

Enlarged Print Versions

Enlarged print versions of the Functional Independence assessment booklets will be available for students with visual impairment whose IEPs indicate that enlarged print is an appropriate assessment accommodation and who routinely use it during instruction. All booklets will (1) be produced by the American Printing House (APH) for the Blind, (2) follow APH transcription and printing standards, and (3) use approximately 15-point font.

All enlarged print versions of the assessments will come packaged with a companion standard print assessment booklet, a Braille/Large Print ruler (when applicable), and a student answer document.

Braille Versions

Braille versions of the Functional Independence assessment booklets will be available for students with visual impairment whose IEPs indicate that Braille is an appropriate assessment accommodation and who routinely use it during instruction. All booklets will (1) be produced by APH, (2) follow APH transcription and printing standards, (3) use contracted Braille, and (4) where needed, use Nemeth numbers.

All Braille versions of the assessments will come packaged with a companion *Assessment Administrator Booklet for Braille*, which includes transcriber notes indicating how the items and/or directions have been adapted for Braille. Specific directions for administering the Braille versions of the assessments are included in Section V of this manual. In addition, tables showing print and Braille page correspondences are posted on the MI-Access Web page (**www.mi.gov/mi-access** under "Assessment Window") since the Braille booklets are formatted somewhat differently. Assessment administrators who are administering Braille versions of the assessments should review the instructions and tables prior to administration.

Calculators

Students may use calculators on the Functional Independence mathematics assessments if they are routinely used in the classroom during instruction. Please note, however, that no items were written to be calculator dependent.

Group vs. One-on-One Administration

The Functional Independence assessments may be administered to groups of students if they are able to (1) read the item stems and answer choices themselves, and (2) respond by marking the answer choices in their assessment booklets. In all other instances (for example, where readers are used, when oral responses are given, when a student directs the assessment administrator to mark his or her response, and so forth), the assessments MUST be administered in a one-on-one assessment situation.

Optional Materials

There may be instances with the mathematics and science assessments where assessment administrators choose to have actual materials on hand instead of relying on the pictures/graphics in the assessment booklets. Some examples of optional materials include coins, bills, clocks, base ten blocks, sand, and water. The use of optional materials is allowed provided they do not change the nature of the question or elicit a different response.

Readers

Readers may be used in one-on-one assessment situations for the Functional Independence assessments. When making decisions about the use of readers, however, keep in mind that the assessments were developed specifically to accommodate the reading levels of the Functional Independence student population. Thus, while students may typically be read to in the classroom when working with grade-level materials (i.e., those that are beyond their instructional reading level), they MAY NOT need to be read to during the assessment.

It is important to note that there are some assessment items where reading the item stem and/or answer choices aloud would give the answers away—such as reading the answer choices for word recognition items. Therefore, a Do Not Read Aloud Table has been included at the beginning of each student assessment booklet indicating the items, or parts of items, that should not be read to the student.

Recording Student Responses

For the Functional Independence assessments, students are directed to choose the best answer to each question and mark the answers in their assessment booklets (the assessment administrator will transfer the answers later to their answer documents). If a student's disability prevents him or her from physically marking answers, the student may respond orally or direct the assessment administrator to record his or her answers in the assessment booklet. Please note, however, that oral and directed responses may be provided ONLY in one-on-one assessment situations.

Scribes

For the Expressing Ideas component of the Functional Independence assessment, students are directed to write or draw their responses on the student answer document. If a student's disability prevents him or her from writing or drawing a response, the student may dictate it. The assessment administrator will need to transcribe the student's response verbatim onto

the student answer document and note that the response was "scribed" where indicated at the bottom of the document. Similarly, if a student with visual impairment Brailles his or her response, the assessment administrator must transcribe it onto the student answer document following the same procedures.

Time

None of the Functional Independence assessments are timed; therefore, assessment administrators may use their professional judgment to determine how much time should be allotted for the assessment and how much of the assessment should be administered in one sitting. The time allotted may vary depending on whether the assessment is being administered to a group of students, to an individual, in one session, or in multiple sessions.

Word Processors

Word processors may be used for the Expressing Ideas component of the Functional Independence assessment by students who cannot write their responses. However, because this part of the assessment takes into account writing conventions, all spelling, dictionary, thesaurus, and grammatical software must be deactivated. If the software is not deactivated, word processing will be considered a nonstandard assessment accommodation. Word-processed responses do NOT need to be transcribed onto the student answer document by the assessment administrator. Instead, each word-processed page may simply be inserted into the student's *Functional Independence Student Answer Document for Accessing Print and Expressing Ideas* and returned as directed. Prior to insertion, the assessment administrator must write in the upper right-hand corner of each word-processed page (1) the student's name, birth date, and state Unique Identification Code; (2) the school and district names and codes; (3) the assessment window (either Fall 2010 or Spring 2011); (4) the student's grade; and (5) the assessment content area. (Pre-ID labels with this information may be printed from the OEAA Secure Site and affixed to the pages if desired.)

Assessment Accommodation Decisions

All decisions about which accommodations a student needs must (1) be made by the student's IEP Team, (2) be documented in the student's IEP by content area, and (3) reflect what the student routinely uses or how he or she routinely responds during instruction (in other words, it is not appropriate to introduce a new accommodation just for the assessment). Assessment administrators are responsible for making sure the assessment accommodations are available during the assessment and tailoring them, as needed, to the assessment situation.

Assessment Accommodation Summary Table

The OEAA has prepared an Assessment Accommodation Summary Table that (1) indicates the assessment accommodations that are standard and nonstandard for the MEAP, the English Language Proficiency Assessment (ELPA), and MI-Access, and (2) provides information on permitted and not permitted assessment accommodations for the National Assessment for Educational Progress (NAEP). IEP Teams should use this table when discussing which accommodations may be needed for students taking the MI-Access assessments. The table is posted on the MI-Access Web page (**www.mi.gov/mi-access** under "IEP Team Information"). Information on accommodations for the MME can be found in a separate table.

Accommodations Providers

Accommodations providers may be used, as needed, to help administer the MI-Access assessments. Accommodations providers are responsible for ensuring that students have access to those assessment accommodations (1) deemed appropriate by their IEP Teams, and (2) routinely used during classroom instruction. They should be familiar with each student's IEP as it relates to assessment, so they can make sure the appropriate accommodations are (1) prepared ahead of time, (2) available during the assessment, and (3) used correctly. Accommodations providers may also assist with such tasks as putting the assessment on a computer using specialized software programs, sitting with the student to make sure he or she is on the correct page, assisting with the operation of a CD player (if applicable), deleting the assessment booklet from the computer after assessment administration, and making sure that CDs are returned with the student's assessment booklet and answer document. Paraprofessionals, teacher aides, and others may serve as accommodations providers, but only under the direct supervision of the assessment administrator.

Proctors

Proctors may be used to help administer the MI-Access assessments; however, they typically are needed only when many students are being assessed at the same time, thereby necessitating additional supervision. Paraprofessionals, teacher aides, and others may serve as proctors, but only under the direct supervision of the assessment administrator.

Participation ELA Sample Items

ELA Elementary School Level

Item 00

ACTIVITY: The student will correctly identify 1 illustration paired with words (from a set of 2 related and 2 unrelated choices) that accurately reflects a basic element of a story's setting, such as indoors/outdoors, country/city, or daytime/nighttime, during a leisure reading activity.

SCORING FOCUS: Identifying basic elements of a story

Item 00

ACTIVITY: The student will correctly follow 2-step verbal or pictorial directions, such as gathering/putting away supplies or finding the desired place in a book, during an instructional activity.

SCORING FOCUS: Following 2-step directions

ELA Middle School Level

Item 00

ACTIVITY: The student will identify 2 words paired with pictures (from a set of 2 related and 2 unrelated words with pictures) associated with an instructional routine, such as book, pencil, or computer, during the preparation time for a class lesson.

SCORING FOCUS: Identifying frequently encountered words related to a specific task

ELA Middle School Level (Cont.)

Item 00

ACTIVITY: The student will correctly answer 2 "yes/no" questions to express understanding of a magazine article (read to him/her by staff) during a reading opportunity, such as leisure time, an instructional lesson, or current events.

SCORING FOCUS: Responding to text to reflect understanding

ELA High School Level

Item 00

ACTIVITY: The student will introduce him/herself with added detail by selecting 3 pictures or words that reflect personal interest, such as friends, school locations, or family members (from a set of 3 related and 3 unrelated items), during a sharing/social activity with the class.

SCORING FOCUS: Introducing self with added detail

Item 00

ACTIVITY: The student will focus on a 5-minute interactive discussion/conversation by making 3 contributions through means such as words, gestures, or facial expressions, during a leisure time activity.

SCORING FOCUS: Focusing on interactive conversations

Participation Mathematics

Mathematics Elementary School Level

Item 00

ACTIVITY: The student will correctly indicate the difference between **whole** and **part** when engaged in a familiar food preparation activity. For example, the student could be shown a whole apple and half of an apple and then be asked, "Which one is **whole**?"

SCORING FOCUS: Differentiating between a **whole** object and **part** of an object

Item 00

ACTIVITY: The student will correctly associate the time of day with a familiar maintenance activity by indicating which of 2 sets of equipment is appropriate for the task. For example, if the student routinely cleans a table after snack time, he/she could be presented with the materials for table cleaning and the materials for washing dishes and then be asked, "What materials is it time to use?"

SCORING FOCUS: Associating activities with time of day

Mathematics Middle School Level

Item 00

ACTIVITY: The student will correctly associate value with the number 1, by following directions to select or indicate only 1 from a set of 3 like objects used in a familiar cleaning routine. For example, the student could be shown a row of 3 paper towels and then told, "Take one paper towel," and the student indicates that only 1 paper towel should be taken.

SCORING FOCUS: Associating value with the number 1

Mathematics Middle School Level (Cont.)

Item 00

ACTIVITY: The student will correctly choose which 1 of 2 options is the regular object or message to deliver at the appropriate time of day. For example, if the student is involved with taking the attendance list to the office each morning, he/she will select the attendance list instead of another list or object when asked, "Which one do we take to the office at this time?"

SCORING FOCUS: Associating activities with time of day

Mathematics High School Level

Item 00

ACTIVITY: The student will correctly indicate the difference between whole and part when engaged in a familiar food preparation activity, such as assembling ingredients for a snack. For example, the student could be shown a whole cup of milk and part of a cup of milk and then asked, "Which one is a whole cup?"

SCORING FOCUS: Differentiating between a **whole** object and **part** of an object

Item 00

ACTIVITY: The student will correctly indicate which group of items contains more following a familiar sorting activity involving 2 types of objects of similar size, such as nuts and bolts or beads of 2 different colors. Following the sorting, the larger group should have 3 times as many objects as the smaller group. For example, the student could sort a mixture of 15 bolts and 5 nuts, and then be asked, "Which group has **more**?"

SCORING FOCUS: Determining which set of objects has **more**

Participation Science

Science Elementary School Level

Use this picture to answer the question.

cold snowy day

00 What can the boy do on this day?

go sledding

go swimming

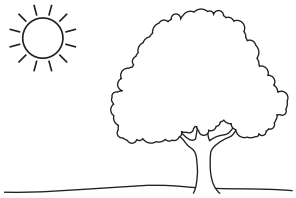
Item 00

ACTIVITY: The student will correctly indicate, during a familiar leisure activity, which of two objects is being pushed when the assessment administrator presents two objects and pushes one of them. For example, the assessment administrator presents a model car and a book, pushes the car, and asks the student, "Which one is being pushed?"

SCORING FOCUS: Recognizing movement of objects

Science Middle School Level

Use this picture to answer the question.



hot sunny day

00 Which one would a person wear on a hot sunny day?

coat

swimsuit

Item 00

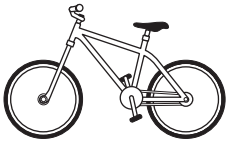
ACTIVITY: The student will correctly indicate which of two objects is moving faster, during a familiar leisure activity, when the assessment administrator presents two objects and moves one of them faster. For example, the assessment administrator presents a model car and a chalkboard eraser pushed across the floor with equal force and asks the student, "Which one is moving faster?"

SCORING FOCUS: Recognizing movement of objects

Science High School Level

00 Which one can go faster?

car



bicycle

Item 00

ACTIVITY: The student will correctly indicate or demonstrate how to recycle plastic during a familiar activity, such as cleaning up after a meal or snack when given directions (e.g., "Show me where we put plastic water bottles to be recycled").

SCORING FOCUS: Identifying routines related to conservation of natural resources

Supported Independence ELA

ELA Elementary School Level

Item 00

ACTIVITY: The student will correctly demonstrate understanding of 1 written or pictorial rule that contains functional words related to dismissal procedures, such as exiting the classroom, lining up for the bus, or conduct in the hallways. This activity will take place during preparation time for dismissal.

SCORING FOCUS: Demonstrating understanding of functional words/symbols

Item 00

ACTIVITY: The student will correctly identify 1 main character from a story after listening to a simple narrative during a leisure reading activity.

SCORING FOCUS: Identifying simple story elements

ELA Middle School Level

Item 00

ACTIVITY: The student will recognize at least 3 personal words/pieces of information, such as name, address, or phone number, from a set of 3 related and 3 unrelated choices during small group instructional activities.

SCORING FOCUS: Identifying personally meaningful words

Item 00

ACTIVITY: The student will correctly identify 2 factual elements (when given a selection of 2 factual and 2 fictional elements) from a narrative story during a leisure reading activity.

SCORING FOCUS: Understanding what makes a story fact or fiction

ELA High School Level

Item 00

ACTIVITY: The student will correctly identify/select the month of the year in written format (when shown a list or flash cards with all twelve months of the year) during an instructional routine.

SCORING FOCUS: Recognizing frequently encountered words

Item 00

ACTIVITY: The student will correctly identify 3 fictional elements, such as a flying dog, talking plant, or the presence of dragons, from a story that contains both fact and fiction during a leisure reading activity.

SCORING FOCUS: Identifying what makes a story fact or fiction

Mathematics Elementary School Level

Item 00

ACTIVITY: The student will correctly select the appropriate amount of material (5 objects) necessary to complete a familiar assembly or packaging task **and** solve a single-digit addition problem. For example, the student could be presented with a stack of 25 envelopes, 5 greeting cards, and 5 letters and then asked, "How many cards and letters do we have?" Following that, the student would be directed, "Show me how many envelopes we need so that we have one for each card and letter."

SCORING FOCUS: Selecting appropriate numbers in order to solve problems

Mathematics Elementary School Level (Cont.)

Item 00

ACTIVITY: The student will correctly answer questions about relative time by demonstrating understanding of the terms **yesterday** and **tomorrow**. For example, the assessment administrator could ask the student, "What did we have for lunch **yesterday**?" and "What will you be doing in art class **tomorrow**?"

SCORING FOCUS: Knowing and using common words for relative time

Mathematics Middle School Level

Item 00

ACTIVITY: The student will correctly select the appropriate number of 3 ingredients necessary to complete a familiar food preparation activity. For example, the student could be shown bread, cheese slices, and lunch meat and then asked, "Show me how much we need to make 2 sandwiches."

SCORING FOCUS: Selecting appropriate numbers in order to solve problems

Item 00

ACTIVITY: The student will correctly identify a preferred, age-appropriate leisure/recreation item costing $10 or less and plan how to acquire it by making or dictating a list containing at least 3 steps. The plan must involve the student determining whether or not he/she has enough money to purchase the item. For example, the student could be asked, "Tell me something fun you would like to buy. Do you have enough money to buy it?"

SCORING FOCUS: Determining if he/she has enough money for a purchase

Mathematics High School Level

Item 00

ACTIVITY: The student will correctly sequence the days of the week during a familiar calendar or scheduling activity. For example, the student could be given a set of 7 cards, each with one day of the week written upon it, and directed to, "Put these in order, from the beginning of the week to the end."

SCORING FOCUS: Sequencing the days of the week

Item 00

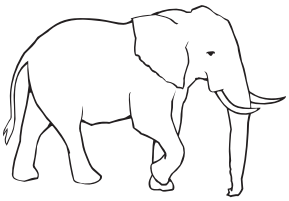
ACTIVITY: The student will correctly identify a missing component and the quantity necessary to complete a calendar or work schedule. For example, if the student uses a pictorial schedule, the assessment administrator could provide the student with a schedule that is complete except for 2 of the day's activities. The incomplete schedule could be presented to the student and the assessment administrator could ask, "What is missing from today's schedule?" This item requires the student to 1) recognize what activities are missing, and 2) tell or show how many activities are needed to complete the schedule.

SCORING FOCUS: Identifying the unknown component and quantity in an applied problem

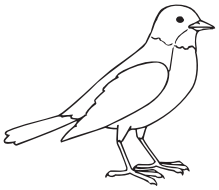
Supported Independence Science

Science Elementary School Level

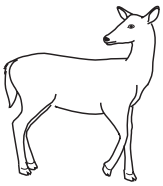
00 Which animal has feathers?



elephant



robin



deer

---

00 Which shows the body part that moves while blinking?

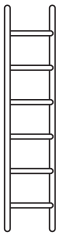
foot

ear

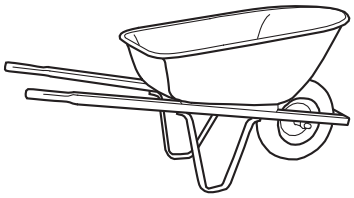
eye

Science Middle School Level

00 Which one lets a person use **less** force to move things?



ladder



wheelbarrow

shoe

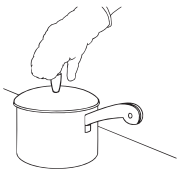
Science Middle School Level (Cont.)

00 The water in the pot is very hot.

Which is the **safest** thing to do?

get very close

touch hot lid



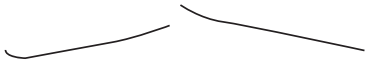
use oven mitt

Science High School Level

00 Which guitar string is making sound?

moving

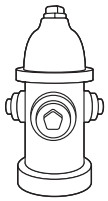
still



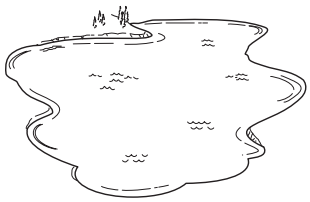
broken

---

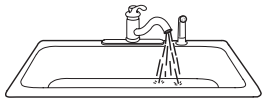
00 Which shows a source of water used for public safety?



hydrant



lake



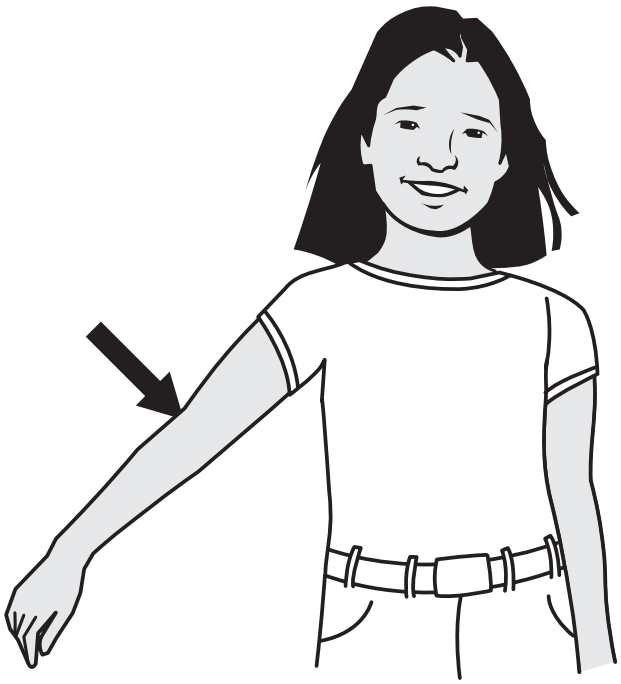
sink

Functional Independence – Part 1

ACCESSING PRINT—WORD RECOGNITION

DIRECTIONS: Look at the picture. Then, choose the word that **BEST** tells about the picture.

Part 1 (Grade 3)



00 This is an _____.

A air

B arm

C ate

Part 1 (Grade 6)

DIRECTIONS: Read each sentence. Then, choose the word that belongs in the sentence.

00 After dinner, Joe clears the dishes from the table. Then, his brother _____ the dishes.

A wakes

B waits

C washes

Part 1 (Grade 11)

00 Maria doesn't know which class to take. She asks her teacher for _____.

A advance

B address

C advice

---

00 Stephanie wanted to _____ her fear of heights. She went to the top of the rock-climbing wall.

A conquer

B conscious

C connect

Functional Independence – Part 2

ACCESSING PRINT—TEXT COMPREHENSION

The following directions apply to all levels.

Part 2 (Grade 7)

Let's Play Volleyball!

Today is September 15. Mrs. Smith reminds the class that there are only a few more days to sign up for Washington Middle School's volleyball club. Later that morning, Lewis and Ruby are walking to their next class together and see this flyer posted outside the school office.

SIGN UP FOR THE
WASHINGTON MIDDLE SCHOOL VOLLEYBALL CLUB!

Playing volleyball is a great way to stay in shape and to make new friends. There are no try-outs for the club. Everyone who wants to play will be able to join.

SIGNING UP: Students can join the volleyball club the week of September 14–18. Students can sign up in the gym after school between 3:00 and 3:30 P.M.

PERMISSION SLIPS: Permission slips are available in the school office. They are due to Coach Foley by September 18. Students must have a signed permission slip from a parent or guardian.

PLAYING TIMES: The volleyball club will meet on Tuesdays and Thursdays. The first club meeting will be September 22. Club members will play volleyball from 4:00–6:00 P.M.

Don't forget to bring sweatpants, a T-shirt, and gym shoes to each meeting. Students can use the locker rooms to change.

Lewis and Ruby think the volleyball club sounds like fun. They pick up permission slips from the school office and then go to their next class.

Part 2 (Grade 7 Cont.)

00 Where do Ruby and Lewis see the sign?

A outside the school office

B in Mrs. Smith's classroom

C in Washington Middle School's gym

Part 2 (Grade 11)

Solving a Family Problem

"Mom, please don't make me babysit Rita today! It's Saturday and I want to have fun with my friends," said Kanye. He wanted to go to the movies with Randy and Carmen to see *Robot Destroyer II.*

"Kanye," his mother said. "I asked you yesterday not to make any plans for this afternoon. I explained to you that I had an urgent appointment with Mr. Daly today at twelve o'clock." Kanye's mother was about to leave for work. She owns a computer-repair business, and Mr. Daly is a new client. He was having serious problems with his home computer. Usually Kanye's mother does not work on Saturdays, but this was an emergency.

Kanye was upset. "I know you asked me to watch Rita, but Randy and Carmen asked me to go see *Robot Destroyer II,* and I already told them I could go. It's not fair. I've been waiting weeks to see this movie and now I have to tell my friends I can't go. Can't Mr. Daly wait until Monday to get his computer fixed?" Kanye asked his mother.

Just then Kanye looked over at Rita who was sitting on the couch. She had been listening to her brother and mother argue. She looked sad. Rita thought Kanye was angry with her.

Kanye's mother said, "I'm sorry, Kanye, but I can't tell Mr. Daly to wait. I made a commitment to fix his computer. He's depending on me to help him, just like I'm depending on you now. You promised to watch your sister for me, and now I need you to follow through on what you said. I know it seems unfair to you, but you have a responsibility. You're Rita's big brother, and she and I both need you to babysit."

Kanye thought about what his mother said. He wasn't happy that he couldn't go to the movies, but he understood that he couldn't break his word to his mother. He could always see *Robot Destroyer II* tomorrow afternoon. Besides, babysitting Rita wasn't so bad. They could play video games together until his mother returned home from work in a few hours.

"Okay, Mom. You're right. I'll stay home with Rita." He put his arm around his little sister and she smiled a big toothy grin. "Have a nice day at work," Kanye said to his mother.

"All right, dear," Mother said to Kanye. "You two stay out of trouble while I'm gone. I'll be home soon, then we can order some pizza for dinner tonight."

Part 2 (Grade 11 Cont.)

00 What does the word urgent mean in this story?

A responsible

B friendly

C important

---

00 How is Kanye **probably** feeling when he says, "It's not fair" to his mother?

A tired

B upset

C pleased

(continued on next page)

Functional Independence – Part 3

EXPRESSING IDEAS

The following directions apply to all levels.

DIRECTIONS: Read the prompt. Complete your response to the prompt on the student answer document. Then, use the checklist to review and proofread your response.

Part 3 (Grade 4)

Released Prompt: Tell about what you would like to be when you grow up. Be sure to include details and examples in your response.

CHECKLIST

DIRECTIONS: Use this checklist as you review and proofread your response to the prompt.

_____ Did I answer each part of the prompt?

_____ Did I support my ideas with details?

_____ Did I organize my ideas and details clearly?

_____ Did I review my response one more time to make sure it is just the way I want it?

_____ Did I put my response on the student answer document?

Part 3 (Grade 7)

Released Prompt: Tell about a place you like to visit. Be sure to include details and examples in your response.

CHECKLIST

DIRECTIONS: Use this checklist as you review and proofread your response to the prompt.

_____ Did I answer each part of the prompt?

_____ Did I support my ideas with details?

_____ Did I organize my ideas and details clearly?

_____ Did I review my response one more time to make sure it is just the way I want it?

_____ Did I put my response on the student answer document?

Part 3 (Grade 11)

Prompt: If you could be anyone else in the world for one day, whom would you like to be? Tell why you would like to be this person. Be sure to include specific details and examples in your response.

CHECKLIST

DIRECTIONS: Use this checklist as you review and proofread your response to the prompt.

_____ Did I answer each part of the prompt?

_____ Did I support my ideas with details?

_____ Did I organize my ideas and details clearly?

_____ Did I review my response one more time to make sure it is just the way I want it?

_____ Did I put my response on the student answer document?

Functional Independence Mathematics

Mathematics Example (Grade 3)

00 Which number comes **first** in the pattern?

_____, 10, 15, 20

A 5

B 1

C 0

Mathematics Example (Grade 4)

Use the pattern below to answer the question.

00 Which shape comes **next** in the pattern?

A

B

C

Mathematics Example (Grade 5)

Use the coins below to answer the question.

00 How much money is shown?

A 12¢

B 17¢

C 22¢

Mathematics Example (Grade 6)

00 Which tool can be used to find the height of a doorway?

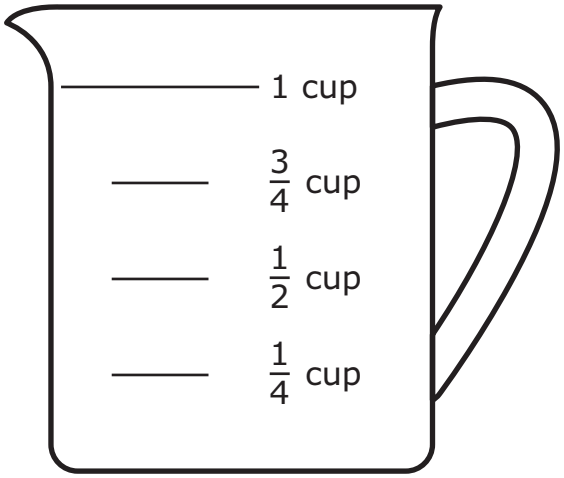
A ruler

B calendar

C thermometer

Mathematics Example (Grade 7)

Use the picture below to answer the question.



Measuring cup

00 Which should be measured using the tool above?

A height of a window

B amount of milk in a recipe

C temperature outside

Mathematics Example (Grade 8)

Compare the numbers **137** and **750**.

137 is _____ 750.

00 What words go in the blank?

A **greater** than

B **less** than

C **equal** to

Mathematics Examples (Grade 11)

00 Kim swims every 6 days.

She swam on May 3, May 9, and May 15.

On what date does she swim **next**?

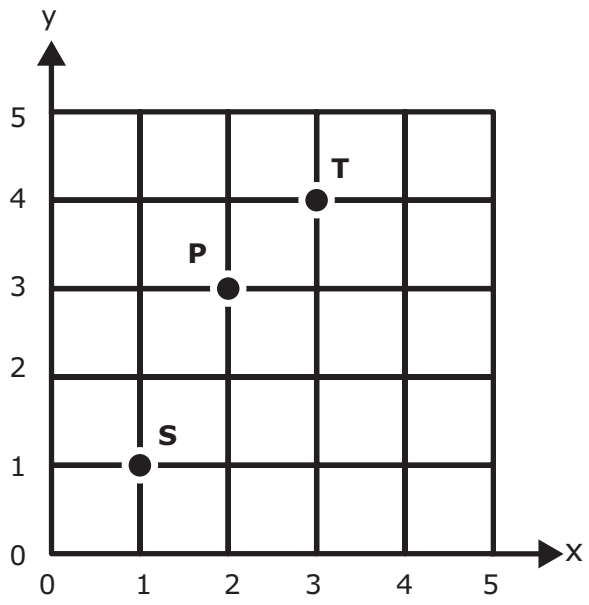
A May 16th

B May 20th

C May 21st

Mathematics Examples (Grade 11 Cont.)

Use the grid below to answer the question.



00 Which point is located at (3, 4)?

A point P

B point S

C point T

---

00 At a clothing store, 40 out of 100 sweaters are on sale.

What percentage of the sweaters are on sale?

A 0.4%

B 4%

C 40%

Functional Independence Science

Science Examples (Grade 5)

00 Joe is going outside on a hot day.

Which type of clothing should he wear to keep cool?

A cotton shorts

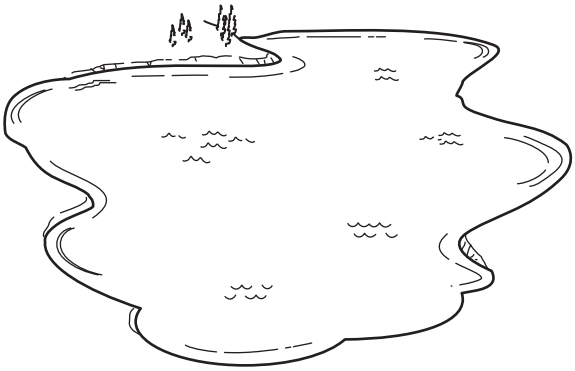
B wool coat

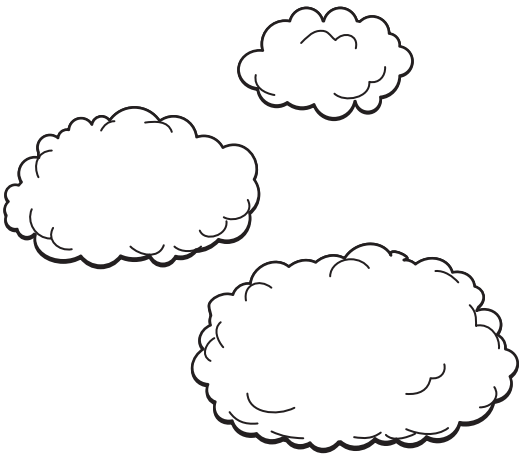
C denim pants

Science Examples (Grade 5 Cont.)

00 Which shows a solid surface?

A **frozen puddle**

B  **lake**

C  **clouds**

Science Examples (Grade 8)

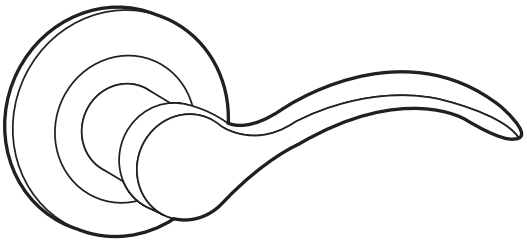
00 What is one reason animals can become extinct?

A All animals reproduce.

B People over-hunt animals.

C Baby animals eat one another.

Use the picture below to answer the question.



00 What type of simple machine is the handle of this door?

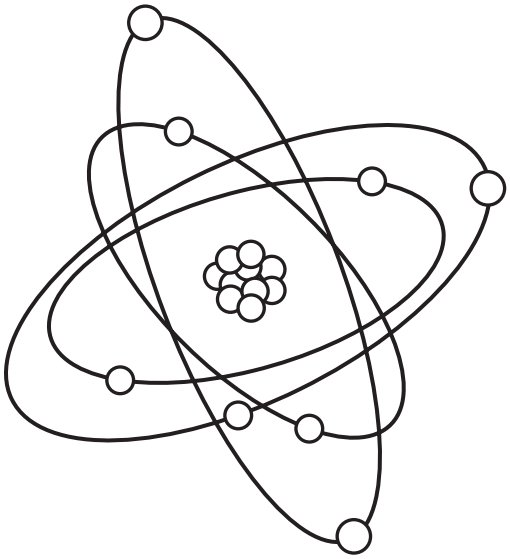
A an inclined plane

B a pulley

C a lever

Science Examples (Grade 11)

00 This is a drawing of an oxygen atom.



oxygen atom

What is the central part of the atom called?

A nucleus

B proton

C shell

---

00 A dolphin creates sound waves that reflect off objects.

The dolphin detects the reflected sound waves.

Why do dolphins do this?

A It helps the dolphin swim faster.

B It helps the dolphin to locate the nearest ocean.

C It helps the dolphin find prey.

Science Examples (Grade 11 Cont.)

00 Why does it take longer to stop a car on an icy road when the temperature is above 32 degrees Fahrenheit?

A The ice has started to melt into water.

B The tires of the car are a lot smoother.

C The driver is too cold to step on the brakes.

The National Assessment of Educational Progress (NAEP)

Excerpts from the NAEP FAQ Web site (**http://nces.ed.gov**) have been reproduced in this appendix to help decision-makers better understand the NAEP and the role it plays in assessment in Michigan. The questions and abbreviated answers appear in regular text; any text in italics that follows the answers, however, was developed by Michigan's Guidelines for Participation in State Assessment Team (GPSAT) to help clarify the information and/or explain how it relates to or affects assessment in Michigan.

In addition to NAEP questions and answers, this appendix includes (1) several NCLB provisions that are pertinent to NAEP, and (2) a list of additional resources should readers want to obtain more information on national assessment.

EXCERPTS FROM THE NAEP FAQ

1. What is NAEP?

Often called "The Nation's Report Card," the National Assessment of Educational Progress (NAEP) is the only nationally representative, continuing assessment of what America's students know and can do in various subject areas. As a congressionally mandated project of the National Center for Education Statistics (NCES) within the U.S. Education Department, NAEP provides a comprehensive measure of students' learning at critical junctures in their school experience.

The assessment has been conducted regularly since 1969. Because it makes objective information about student performance available to policymakers and the general public at national and state levels, NAEP plays an integral role in evaluating the conditions and progress of the nation's and individual states' student education at grades 4, 8, and 12. Under this program, only information related to academic achievement is collected, and NAEP guarantees that all data related to individual students and their families remain confidential.

> **GPSAT NOTE:** *The National Assessment Governing Board (NAGB) members are appointed by the Secretary of Education and charged with setting policies relative to NAEP. NAEP subject areas include reading, writing, math, science, the arts, and social studies (which includes geography, history, and civics). The resources section at the end of this appendix contains a Web link to the NAEP schedule of assessments from 2005 to 2017. Michigan currently has one representative serving on the NAGB—Eileen Weiser, a State Board of Education Trustee. Past Michigan representatives have included: (1) Mark Reckase, a professor at Michigan State University, (2) Michael Nettles, a professor at the University of Michigan, (3) John Engler, former Governor of Michigan, and (4) Jan Loveless, District Communications specialist, Midland Public Schools.*

2. What are NAEP's goals?

NAEP has two major goals: to (1) compare student achievement in states and other jurisdictions, and (2) track changes in achievement of fourth-, eighth-, and twelfth-graders over time in mathematics, reading, writing, science, and other content domains. To meet these goals, NAEP selects nationally representative samples of students who participate in either the main NAEP assessments or the long-term trend NAEP assessments.

3. Is participation in NAEP voluntary? Are the data confidential?

The No Child Left Behind Act of 2001 clearly provides strong incentives for school districts and states to participate in NAEP. Beginning with the 2002/2003 school year, those states that wish to receive Title I grants from the federal government must participate in the biennial fourth-grade and eighth-grade NAEP reading and mathematics assessments. The federal government assumes the full cost of administering these assessments.

Federal law specifies that NAEP is voluntary for every pupil, school, school district, and state. However, federal law also requires all states that receive Title I funds to participate in NAEP reading and mathematics assessments at fourth and eighth grades. Similarly, school districts that receive Title I funds and are selected for the NAEP sample are also required to participate in NAEP reading and mathematics assessments at fourth and eighth grades. All other NAEP assessments are voluntary.
Federal law also dictates complete privacy for all test takers and their families. Under the No Child Left Behind Act of 2001, P.L. 107-110 Title VI, Part C, Section 411 (5)(A), the Commissioner is charged with ensuring that NAEP tests do not question test-takers about personal or family beliefs or make information about their personal identity publicly available.

After publishing NAEP reports, the NCES makes data available to researchers but withholds students' names and other identifying information. The names of all participating students are not allowed to leave the schools after NAEP assessments are administered. Although it might be possible for researchers to deduce the identities of some NAEP schools, they must swear, under penalty of fines and jail terms, to keep these identities confidential.

GPSAT NOTE: *In Michigan, participation in NAEP is addressed in the state school code. Although the caption of section 380.1280b does not include all grades, the Michigan Department of Education interprets 380.1280b section (3) as stating that if a school—defined by the Revised School Code as an elementary or secondary educational entity—is designated, it shall participate as designated. In section (4) the portion of the code that states, "or a school that does not comply with subsection (3) shall not be accredited under section 1280," pertains to elementary or secondary educational entities.*

Excerpt from the Revised School Code of the State of Michigan

380.1280b Grades 1 to 5; yearly test or assessment. Sec. 1280b.

(1) Subject to subsection (2), the board of a school district, or board of directors of a public school academy that operates any of grades 1 to 5, shall administer each school year to all pupils in grades 1 to 5 a nationally-recognized norm-referenced test or another assessment, which may include a locally-adopted assessment, approved by the superintendent of public instruction at the request of the school district or public school academy.

(2) A school district or public school academy may use the Michigan literacy progress profile to assess literacy in grades 1 to 3 as part of its compliance with subsection (1).

(3) If a school is designated for participation in the national assessment of education progress program, the school shall participate as designated.

(4) An elementary school that is not in compliance with subsection (1) or a school that does not comply with subsection (3) shall not be accredited under section 1280.

History: Add. 2000, Act 230, Imd. Eff. June 27, 2000.
Popular name: Act 451

4. Who are the students assessed by NAEP?

For the main NAEP assessment, representative students are selected from grades 4, 8, and 12 in public and nonpublic schools. For the state NAEP assessments in reading, mathematics, science, and writing, students are selected from grades 4 and 8 in public schools only. The long-term trend assessments report results for age samples 9, 13, and 17 in public and nonpublic schools. In the past they have measured students' achievements in mathematics, science, reading, and writing. However, beginning with the 2003/2004 long-term trend assessment, only mathematics and reading will be assessed for long-term trend NAEP.

NAEP does not, and is not designed to, report on the performance of individual student or school district or building level. Rather, it assesses specific populations of in-school students or subgroups of these populations, reporting on their group performance in selected academic areas. NAEP results are based on samples of these student populations of interest.

5. How many schools and students participate in NAEP and when are the data collected during the school year?

The number of students selected to be in a NAEP sample depends on whether it is a national-only sample or a combined state and national sample. In the national-only sample, there are approximately 10,000 to 20,000 students. In a combined national and state sample, there are approximately 3,000 students per participating jurisdiction from approximately 100 schools. Typically, 45 to 55 jurisdictions participate in such an assessment.

Data for the national and state NAEP are collected at the same time during the winter. Data for the national long-term trend assessments are collected in the fall for 13-year-olds, in the winter for 9-year-olds, and in the spring for 17-year-olds. Other NAEP special studies can occur at different points throughout the school year.

> **GPSAT NOTE:** *In Michigan, 3 to 5 percent of the students in each grade are assessed by NAEP every year. Due to their demographic make-up, some districts may be chosen to participate more frequently than others. The MDE assists in ensuring an appropriate sample, but NAEP is responsible for the selection sampling and administers the test primarily through personnel contracted by the USED.*

6. How does NAEP accommodate students with disabilities and limited-English-proficient students?

The national assessment encourages the inclusion of all students who could meaningfully participate in the assessment, including those with disabilities and/or limited-English-proficient students.
Over the years, schools have classified an increasing proportion of students as having a disability (SD) and/or as limited English proficient (LEP). Although NAEP establishes the criteria for inclusion, states differ in their treatment of SD and/or LEP students. However, since the 1997 amendments to the Individuals with Disabilities Education Act (IDEA), and the passage of the No Child Left Behind Act (2001), many states are changing their criteria for excluding students with disabilities.

Previously, because of concerns about standardized administration, accommodations such as bilingual booklets and extended testing time were not permitted. As a result, some students who could have participated had accommodations been made available were excluded.

In 1996 NCES formally tested new inclusion policies for NAEP. Under these new, more inclusive guidelines, school administrators were encouraged, even when in doubt, to include SD and/or LEP students. In addition, the NAEP program began to explore the use of accommodations for special-needs students. Based on analyses of the impact of offering accommodations, in 1998 NAEP began reporting results for some subject areas that included the performance of special-needs students who had received accommodations.

Beginning in 2002, NAEP began reporting results for all subject areas that include the performance of accommodated students. For further information, read about NAEP's inclusion policy, including exclusion rates and permitted accommodations.

When a school identifies a student as having a disability and/or as limited English proficient, the teacher or staff member who is most familiar with the student is asked to complete a questionnaire about the services received by the student.

The questionnaire provides useful information about exclusion rates by disability conditions in different states. Students who cannot take part, even with an accommodation allowed by NAEP, are excluded from the assessment. The decision to exclude SD and/or LEP students is made by local schools. They are encouraged to use explicit criteria provided by the NAEP program.

In assessments conducted between 1996 and 2000, a split-sample design was used. Schools were divided for this purpose into two groups: (1) schools permitted to provide accommodations to those special-needs students requiring them and (2) schools in which accommodations were not offered (as in the standard administration procedure prior to 1996).

The split-sample design made it possible to study the effects on NAEP results of including special-needs students who required and were provided with accommodations, while at the same time obtaining results that were comparable to those from previous assessments in which accommodations were not provided. Based on research conducted and published since that time, it was determined that NAEP could begin a transition to reporting results that included the performance of special needs students who were assessed with accommodations. Beginning with the 2002 assessment, all students who require accommodations permitted by NAEP are allowed to use them.

GPSAT NOTE: *NAEP determines all issues related to participating in the assessment, including accommodations, as the administration occurs primarily through contractors, not the MDE. The accommodations that may be standard for the MEAP or the MME are mostly the same, but in some cases may be slightly different for the NAEP. The State Board of Education-approved table in these guidelines can assist Individualized Education Program (IEP) Teams in planning what accommodations are appropriate and permissible for the NAEP. If accommodations that are standard for the MEAP/MME but not for NAEP are used as the student participates in NAEP, his or her scores will be ineligible for inclusion in the NAEP sample. NAGB may update these accommodations on a different timetable than this document, so please consult the Nation's Report Card Web site (**www.nationsreportcard.gov**) for the most current guidelines..*

7. What results does NAEP provide?

Subject-matter achievement is reported in two ways—scale scores and achievement levels—so that student performance can be more easily understood. NAEP scale score results provide a numeric summary of what students know and can do in a particular subject and are presented for groups and subgroups. Achievement levels categorize student achievement as Basic, Proficient, and Advanced, using ranges of performance established for each grade. (A fourth category, below Basic, is also reported for this scale.) Achievement levels are used to report results in terms of a set of standards for what students should know and be able to do.

NAEP provides results about subject-matter achievement, instructional experiences, and school environment, and reports these results for populations of students (e.g., fourth-graders) and subgroups of those populations (e.g., male students or Hispanic students). NAEP does not provide individual scores for the students or schools assessed.

Because NAEP scales are developed independently for each subject, scale score and achievement level results cannot be compared across subjects. However, these reporting metrics greatly facilitate performance comparisons within a subject from year to year and from one group of students to another in the same grade. Examples of student responses can be accessed through the NAEP Questions Tool.

> **GPSAT NOTE:** *It is important to note that NAEP scores are reported at the national and state levels only. The NCES is also capable of reporting demographic information at the state level. No district, school, or individual scores within a given state are reported.*

NO CHILD LEFT BEHIND PROVISIONS PERTINENT TO NAEP

There are several provisions in NCLB that apply to NAEP testing. Those provisions have been included in this appendix to help readers understand the connections between the legislation and national assessment.

SEC. 1111. STATE PLANS...

(c) OTHER PROVISIONS TO SUPPORT TEACHING AND LEARNING – Each State plan shall contain assurances that –

(2) The State will, beginning in school year 2002-2003, participate in biennial State academic assessments of 4th and 8th grade reading and mathematics under the National Assessment of Educational Progress carried out under section 411(b)(2) of the National Education Statistics Act of 1994 if the Secretary pays the costs of administering such assessments;

SEC. 1112. LOCAL EDUCATIONAL AGENCY PLANS...

(b) PLAN PROVISIONS –

(1) IN GENERAL – In order to help low-achieving children meet challenging achievement academic standards, each local educational agency plan shall include –

(F) an assurance that the local educational agency will participate, if selected, in the State National Assessment of Educational Progress in the 4th and 8th grade reading and mathematics carried out under section 411(b)(2) of the National Education Statistics Act of 1994;

RESOURCES

- For printed copies of NAEP publications, go to **http://www.edpubs.org** or use the following contact information:

  Phone: (877)4-ED-PUBS or (877)433-7827
  Facsimile: (301)470-1244
  Mail: Ed Pubs
  P.O. Box 1398
  Jessup, MD 20794-1398

- For Frequently Asked Questions about NAEP, go to **http://nces.ed.gov/nationsreportcard/faq.asp**.
- For NAEP inclusion issues, including accommodations and the history of the NAEP inclusion policy, go to **http://nces.ed.gov/nationsreportcard/about/inclusion.asp**.
- For the State and National Assessment of Educational Progress schedule from 2005–2017, go to **http://nces.ed.gov/nationsreportcard/about/assessmentsched.asp**.

Assessment Accommodation Summary Table

Office of Educational Assessment and Accountability

Purpose of the Assessment Accommodation Summary Table

The purpose of the following information is to provide Michigan educators, parents, and other interested parties a summary of the standard (S) and nonstandard (NS) accommodations for each state assessment included in the State Board of Education adopted *Michigan Educational Assessment System* (MEAS). The MEAS includes the Michigan Educational Assessment Program (MEAP), MEAP-Access (Michigan's Alternate Assessment based on Modified Achievement Standards), MI-Access (Michigan's Alternate Assessments based on Alternate Achievement Standards), the Michigan Merit Examination (MME), and the English Language Proficiency Assessment (ELPA). In addition to the accommodations for the assessments included in the MEAS, the permitted (P) and not permitted (NP) assessment accommodations for the National Assessment of Educational Progress (NAEP) are provided. There is a separate Assessment Accommodation Summary Table for the MME, available at www.michigan.gov/mme.

The summary table of assessment accommodations is to be used by educators as a reference to determine if an assessment accommodation that has been determined appropriate for the student, is a standard or nonstandard accommodation for the MEAS, or is permitted or not permitted for the NAEP. It is *not* to be used as a checklist for determining *what* assessment accommodations should be used for a student. Students should only use accommodations on state assessments if 1) the accommodation is documented in the IEP, Section 504 Plan, or ELL plan 2) the accommodation is routinely used as part of the student's daily instruction, 3) the student is proficient in using the accommodation, and 4) the effectiveness of the accommodation(s) has been determined prior to use on an assessment.

Assessment Accommodation Consequences – No Child Left Behind

It is important to know whether an assessment accommodation is standard or nonstandard since it can have an impact on whether a school or district meets the No Child Left Behind Adequate Yearly Progress (AYP). At the school, district, and subgroup (ethnicity, economically disadvantaged, English language learners, and Students with Disabilities) levels, a minimum of 95% of the students enrolled in each of the grades being assessed must participate in the state's reading and mathematics assessments in order to make AYP. A student using a nonstandard assessment accommodation will *not* count as being assessed when calculating NCLB participation rates.

A standard assessment accommodation is one that does not change what the specific assessment is measuring. The score received by a student using a standard assessment accommodation would count when calculating NCLB participation and proficiency rates. A nonstandard assessment accommodation *does* change what the assessment is measuring and results in an invalid score. For example, portions of the MEAP reading assessment are intended to measure how well a student can read through decoding. Therefore, if certain reading items are read to a student, it becomes a listening assessment and not a reading assessment. Another example is the use of a calculator on the portion of the MEAP mathematics assessment where calculators are not permitted. If a calculator is used on that portion of the test, it becomes a nonstandard assessment accommodation because it changes what the mathematics assessment is measuring.

NOTE: Assessment accommodations not listed in the *Assessment Accommodation Summary Table* are considered nonstandard and state assessment scores accomplished by the use of nonstandard assessment accommodations will be considered invalid when calculating NCLB participation rates. For questions – call (877) 560-8378.

The Assessment Accommodation Summary Table begins on the following page.

Assessment Accommodation Summary Table
Office of Educational Assessment and Accountability
Assessment Accommodation Summary Glossary

Terminology	Explanations
MEAP	Michigan Educational Assessment Program
MEAP-Access	Michigan's Alternate Assessment based on Modified Achievement Standards
MI-Access	Michigan's Alternate Assessments based on Alternate Achievement Standards
MI-Access FI	MI-Access Functional Independence assessment
MI-Access SI	MI-Access Supported Independence assessment
MI-Access P	MI-Access Participation assessment
ELPA	English Language Proficiency Assessment
ELL	English Language Learners
NAEP	National Assessment for Educational Progress
IEP	Individualized Education Program
504	General education students who have Section 504 plans under the Rehabilitation Act of 1974
ADA	The Americans with Disabilities Act was signed in 1990. It addresses accessibility and accommodations in general terms e.g., physical accessibility of facilities, materials in accessible formats, and so forth. It extends the protections of the Rehabilitation Act to public and private sectors telecommunications, and so forth.
S	Standard assessment accommodation
NS	Nonstandard assessment accommodation. Nonstandard accommodations change the construct of what's being measured, and render the student's score invalid.
P	Permitted assessment accommodation on the NAEP
P(+)	Not provided by NAEP, but a school, district, or state may provide after fulfilling NAEP security requirements.
NP	Not Permitted assessment accommodation on the NAEP
C	Check with the NAEP assigned school coordinator; accommodation *may* be permitted.
NA	Not Applicable. Some accommodations do not apply to all assessments or populations. For example, accommodations #53 and 54 only pertain to the ELPA, and are therefore not applicable to MEAP, MEAP-Access, or MI-Access.

Terminology	Explanations
Reader scripts	A scripted version of the assessment. Reader scripts are used when reading a MEAP or MEAP-Access assessment aloud to a student.
Extended time	Extended assessment time required by a student with an IEP, 504 or ELL plan beyond the suggested assessment time. All State assessments are untimed; however, recommended assessment times are provided in the assessment manuals. Please refer to the assessment-specific manual for more information.
Appropriate Supervision	The Office of Educational Assessment and Accountability (OEAA) provides guidance in determining who may be an assessment administrator. Please refer to the "Professional Assessment and Accountability Practices for Educator", located at www.michigan.gov/oeaa.
Scribe	An assessment administrator responsible for recording student responses to an assessment exactly as stated. Students using this accommodation must include specific directions to the scribe about punctuation, spelling, etc., for the writing test.
Ⓤ Universal Accommodations	Accommodations that any student can utilize, regardless of eligibility, without changing what is being measured by the assessment

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
A. Timing/Scheduling							
1. Administration of the assessment at a time most beneficial to the student, with appropriate supervision	S	S	S	S	S	S	C
2. Administer the parts within a content area in any order	S	S	S	NA	NA	NA	C
3. Extended assessment time (see glossary for more detail)	S	S	S	S	S	S	P(+)
4. Frequent supervised breaks	S	S	S	S	S	S	P
5. Ⓤ Method of informing students of remaining time (e.g., clock or timer)	S	S	S	S	S	S	P
B. Setting							
6. Ⓤ Administration of the assessment in an alternate education setting (in school) with appropriate supervision e.g., • Bilingual/English as a Second Language setting • Special education setting • In a distraction free space or alternate location such as separate room or location within the room	S	S	S	S	S	S	P
7. Administration of the assessment in an alternate education setting (out of school) with appropriate supervision e.g., • Home when student is homebound • Care facility when it is medically necessary	S	NS	S	S	S	NS	NP
8. Administration of the assessment in an **interim** alternative education setting (out of school) with appropriate supervision (e.g., juvenile facility)	S	NS	S	S	S	NS	P

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
9. ⓤ Administration of the assessment individually or in a small group	S	S	S	S	S	S	P
10. ⓤ Placement of student where he/she is most comfortable (e.g., front of the room, back of the room)	S	S	S	S	S	S	P
11. Use of accommodated seating, special lighting, or furniture	S	NS	S	S	S	NS	P
12. ⓤ Able to move, stand or pace during assessment in a manner where others' work cannot be seen and is not distracting to others (e.g., kneeling, constant movement)	S	S	S	S	S	S	C
13. Use of concentration aids (e.g., stress balls, T-stools, background music or noise buffers)	S	NS	S	S	S	NS	C
14. ⓤ Placement of teacher/proctor near student	S	S	S	S	S	S	P
C. Presentation							
15. Reading all assessment directions in student's native language • Student must be dominant in that native language; **and** • Student's English proficiency is determined to be basic or lower intermediate; **and** • Student receives bilingual instruction in their native language for the maintenance of that language	S	S	S	S	NS	NS	P(+)
16. ⓤ Qualified person familiar to the student administers the assessment (e.g., Special Education Teacher, Bilingual/ESL staff)	S	S	S	S	S	S	P

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
17. ⓤ Assessment directions • Teacher may emphasize key words in directions • Teacher may repeat directions exactly as worded in administrator manual • Student may restate directions in his/her own words • Student may ask for clarification of directions	S	S	S	S	S	S	p
18. ⓤ Teacher provides visual, auditory or physical cues to student to begin, maintain, or finish task	S	S	S	S	S	S	C
19. Reading aloud • MEAP or MEAP-Access Reading assessment • MEAP or MEAP-Access Writing sample • MI-Access Functional Independence Accessing Print (refer to Do Not Read Aloud Table in test booklet)	NS	NS	S	NA	NA	NA	NA
20. Reading aloud the Mathematics, Science and Social Studies assessments with individual students or in small groups of no more than 5 students. • MEAP and MEAP-Access require the use of Reader Scripts	S	S	S	NA	NA	NA	P

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
21. Reading content and questions in the students native language (Mathematics, Social Studies, Science, and Writing) • Student must be dominant in a native language other than English; **and** • Student's English proficiency is determined to be basic or lower intermediate; **and** • Student receives bilingual instruction in that native language for the maintenance of that language	S	S	S	S	NA	NA	P
22. Use of state-produced audio versions of assessment	S	NS	S	NA	S	S	NA
23. Use of state-produced video or audio versions of assessment in English for English language learners • Student must be dominant in a native language other than English; **and** • Student's English proficiency is determined to be basic or lower intermediate; **and** • Student is taking one of the following: ○ a MEAP or MEAP-Access content-area assessment (Mathematics, Social Studies, and Science) ○ Writing section of MEAP or MEAP-Access ○ Expressing Ideas section of MI-Access Functional Independence • **This accommodation is NON-standard for the reading components of any assessment**	S	S	S	NA	NA	NA	NA

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
24. Use of state-produced video or audio versions of assessment in a language other than English for English language learners • Student must be dominant in that language; **and** • Student's English proficiency is determined to be basic or lower intermediate; **and** • Student receives bilingual instruction in that native language for the maintenance of that language; **and** • Student is taking one of the following: ○ a MEAP content-area assessment (Mathematics, Social Studies, and Science) ○ Writing section of MEAP ○ Expressing Ideas section of MI-Access Functional Independence • **This accommodation is a NON-standard accommodation for the reading components of any assessment**	S	S	S	NA	NA	NA	NA
25. Directions provided using sign language (American Sign Language (ASL) or Exact English)	S	S	S	S	S	S	P(+)
26. Sign the Reading and Writing assessments (American Sign Language (ASL) or Exact English)	NS	NS	S	NA	NA	NA	NP
27. Sign the Listening and Speaking sections of the ELPA (American Sign Language (ASL) or Exact English)	NA	NA	NA	NA	S	S	NA
28. Sign the Reading and Writing sections of the ELPA (American Sign Language (ASL) or Exact English)	NA	NA	NA	NA	NS	NS	NA

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
29. Sign the Mathematics, Science and Social Studies assessments (American Sign Language (ASL) or Exact English)	S	NS	S	S	NA	NA	P
30. Use of calculator/talking calculator on the non-calculator sections of the Mathematics assessment	NS	NS	S	NA	NA	NA	NP
31. Use of a calculator on the Science and Social Studies assessments	S	NS	NA	NA	NA	NA	NP
32. Use of arithmetic tables	NS	NS	NS	NA	NA	NA	NP
33. Use of manipulatives (e.g. actual coins and bills, base 10 blocks, and concrete objects)	S	NS	S	S	NA	NA	NP
34. Use of an abacus	S	NS	S	S	NA	NA	NP
35. ⓤ Use of rulers as provided by the State	S	S	S	S	NA	NA	NA
36. Use of adapted rulers, protractors, Braille and large print rulers and protractors	S	NS	S	S	NA	NA	P
37. Use of auditory amplification devices or special sound systems	S	NS	S	S	S	NA	P(+)
38. Use of visual aids (e.g., closed circuit television, magnification devices)	S	NS	S	S	S	S	P(+)
39. Use of state produced Braille and enlarged print versions of assessment	S	NS	S	NA	S	S	P(+)
40. Use of a page turner	S	NS	S	S	S	S	C
41. Use of non-skid surface that will not damage the answer document or scanning equipment (DO NOT use tape or other adhesive)	S	NS	S	NA	S	S	P
42. ⓤ Use of acetate colored shield, highlighters, highlighter tape, page flags, and reading guides on test booklets	S	S	S	S	S	S	C

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
43. Use of bilingual dictionaries that define or explain words or terms	NS	NS	NS	NS	NS	NS	NP
44. Use of dictionary, thesaurus, spelling book, or grammar book for Mathematics, Science, Social Studies, Reading, and Writing	NS	NS	NS	NS	NS	NS	NP
45. Use of bilingual word-for-word non-electronic translation glossary for English language learners	S	S	S	S	NS	NS	P
46. Use of screen reader/text-to-speech on reading assessment	NS	NS	NS	NA	NS	NS	NP
47. Use of screen reader/text-to-speech on ELPA • Listening, Writing and Speaking sections only	NA	NA	NA	NA	S	S	NA
D. Response							
48. Student responds in his/her native language to the constructed response items on assessments	NS	NS	NS	NA	NS	NS	NP
49. Student responds in sign language for Reading and Writing or Functional Independence Assessing Print and Expressing Ideas(Exact English only)	S	NS	S	NA	NA	NA	NP
50. Student responds in sign language for the ELPA Listening and Speaking sections (American Sign Language (ASL) or Exact English)	NA	NA	NA	NA	S	S	NA
51. Student responds in sign language for the ELPA Reading and Writing sections (Exact English only)	NA	NA	NA	NA	S	NS	NA

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
52. Student responds in sign language for Mathematics, Science and Social Studies assessments (American Sign Language (ASL) or Exact English)	S	NS	S	S	NA	NA	P(+)
53. Student points to answers or writes directly in assessment booklet (transferred to answer document by teacher)	S	S	S	S	S	S	P
54. Student responds orally (e.g., student tells assessment administrator which answer choice they are selecting)	S	NS	S	S	S	S	P(+)
55. Use of a scribe for constructed response items (student must indicate punctuation, format and spell all key words) for Writing or Functional Independence Expressing Ideas	S	NS	S	NA	S	S	P
56. Use of augmentative/alternative communication devices e.g., • Picture/symbol communication boards • Speech generating devices	S	NS	S	S	S	NS	C
57. Use of speech to text word processor for responses to Writing, Functional Independence Expressing Ideas, and ELPA	NS	NS	NS	NS	NS	NS	NP
58. Use of special adaptive writing tools such as pencil grip or larger pencil	S	NS	S	S	S	S	P
59. Use of adapted paper, lined or grid paper for recording answers	S	NS	S	NA	S	S	NP
60. Use of alternative writing position (e.g., desk easel, student standing up)	S	NS	S	NA	S	S	P

Accommodation	MEAP /MEAP-Access		MI-Access		ELPA		NAEP
	IEP/504	ELL	FI	P/SI	IEP/504	ELL	IEP/504
61. Use of computer or word processor for Writing or Functional Independence Expressing Ideas with the following features disabled • spell check • thesaurus • grammar check	S	NS	S	NA	S	S	P
62. Use of Braillewriter or electronic Braillewriter for Writing or Functional Independence Expressing Ideas with the following features disabled • spell check • thesaurus • grammar check	S	NS	S	NA	S	NS	P
63. Use of computers with alternative access for an alternative response mode e.g., • Switches • Alternative keyboards • Eye-gaze motion sensors • Voice recognition software • Head or mouth pointer • Specialized trackballs or mice	S	NS	S	S	S	NS	P

Assessment Accommodation Summary Table FAQs

1) Why was it necessary to update the Assessment Accommodation Summary Table?

The original State Board of Education-approved Assessment Accommodation Summary Table was approved in the summer of 2005 and did not include Michigan's newest assessment, MEAP-Access. In addition to updating this table in order to add MEAP-Access, the Office of Educational Assessment and Accountability (OEAA) decided the table should be reviewed in its entirety for clarity, to determine whether additional accommodations were needed, and to update the table to reflect changes in Michigan's Educational Assessment System since 2005.

2) What are the major changes?

- Reader scripts, the most commonly used accommodation, were changed from individually administered only, to allowing for small group administration (no more than 5 students);
- examples were added to certain accommodations;
- assistive technology measures were added;
- some redundant accommodations were condensed into one general accommodation;
- table was reordered to keep similar accommodations clustered together;
- some accommodations were designated as universal (accommodations that any student can utilize, regardless of eligibility);
- references to ELA were revised to reading and writing;
- MEAP-Access was added;
- glossary was enhanced;
- NAEP accommodations were updated to reflect current practice;
- Individualized Educational Program (IEP) and Section 504 were combined, as the same accommodations are available for both; and
- Participation and Supported Independence were combined, as the same accommodations are available for both.

3) Are there changes that affect English language learners?

The revised Summary Table addresses accommodations for English language learners (ELLs) with and without disabilities. If a student is an ELL without disabilities, users must refer to the "ELL" column on the table. There are several accommodations that are considered Nonstandard (NS) accommodations for ELLs that are Standard (S) accommodations for ELLs with disabilities. It is important that accommodations providers read the "IEP/504" column when determining whether an accommodation is standard or nonstandard for an ELL with a disability.

4) Does the revised Summary Table retain the same numbering?

The revised Summary Table was reordered to keep similar accommodations clustered together. In addition, some redundant accommodations were combined into one. Consequently, the revised Summary Table is numbered slightly differently than the original Table. A crosswalk illustrating the numbering changes is available on the MI-Access Web page at **www.michigan.gov/mi-access** under the "What's New" heading.

5) When is the revised Summary Table effective?

The revised Assessment Accommodation Summary Table will provide a more clear, concise, and useful tool for those responsible for the assessment of students with disabilities and English language learners. The revised Assessment Accommodation Summary Table is effective for the fall 2009 assessment window.

6) Who made the changes?

In January 2009, the Assessment of Students with Disabilities (ASWD) Advisory Committee was formed, a sub-committee of the OEAA Advisory Committee. The committee is comprised of specialists in the area of students with disabilities. This committee was charged with the task of reviewing the current assessment accommodations table and making recommendations to the OEAA. In addition to public school and university faculty, the following organizations are represented on the committee:

- Michigan Association of Administrators of Special Education
- Michigan Council for Exceptional Children
- Michigan's Integrated Technology Supports
- OSE-EIS Special Education Advisory Committee

7) What exactly are "Universal Accommodations"?

Universal Accommodations are accommodations that any student can utilize, regardless of eligibility, without changing what is being measured by the assessment. The ASWD Advisory Committee recommended 11 accommodations be treated as Universal Accommodations. Universal Accommodations are indicated on the table with this icon: Ⓤ

8) Will there still be a separate Michigan Merit Examination (MME) Accommodation Summary Table?

Yes, the MME Accommodation Summary Table will be updated and posted on the MME Web page.

9) Are there special instructions for IEP Teams in light of the revised Assessment Accommodation Summary Table?

IEP Teams should use the revised table when making decisions regarding participation in state assessments. If the IEP Team decides to change the accommodations on a student's IEP in light of the revised table, they may do so through the IEP addendum process or reconvene the IEP Team.

10) Are there special instructions for MEAP-Access?

The revised Assessment Accommodation Summary Table displays MEAP and MEAP-Access together, but ONLY students with a disability who meet the eligibility criteria may be assessed with MEAP-Access. The eligibility criteria are posted at **www.michigan.gov/meap-access**.

11) Given the new policy allowing the use of reader scripts in small groups (see FAQ#2), can audio CDs also be administered in small groups?

No. The Assessment of Students with Disabilities Advisory Committee recommended to the OEAA that the practice of one-on-one CD administration continue as is. The only time small-group CD administration may take place is when each student has a headset, counter, and control over the audio equipment. This is not a change from prior CD administration use.

12) Accommodation #21 addresses reading the content and questions in a student's native language. Can the MEAP or MEAP-Access student writing samples be read aloud to a student or translated to a student in his/her native language?

No. The student writing samples may NOT be read aloud or translated to any student. If a reader script does not exist for a MEAP or MEAP-Access subject area test, then no portion of that test can be read aloud or translated for a student. There is no reader script for the reading or writing tests.

Note: Reading aloud or translating the writing **prompt** is considered part of the test directions and can be read aloud or translated for the student.

- English language learners may have the test directions read to them in their native language (see accommodation #15) but the student writing samples may not be translated, as doing so would transform the English errors that purposefully appear in student writing samples into an illogical translation that would (a) be incongruent with the multiple choice items that follow the student writing sample, and (b) alter, or eliminate, the standard being assessed in those items.

- For all students, reading aloud the student writing samples is not permitted. Reader scripts were not created for the student writing samples. The rationale behind this is: the teacher reading aloud the sample may inadvertently clue the student with voice inflection, intonation, etc. See accommodation #19.

MME Accommodation Summary Table

ACT review process, and information about local decisions for WorkKeys and the Michigan components of the MME. The table then lists all the accommodations from the OEAA Assessment Accommodation Summary Table (see Appendix G) and, for each accommodation, makes comments regarding whether it (1) is standard or nonstandard for Michigan components and MME scores, (2) may be requested for use on the ACT component of the MME, and (3) will result in college reportable ACT scores. The purpose of the table is to indicate what accommodations are available and whether they can be used without consequences on the MME. It is not intended to be used as a checklist for determining which accommodations a student should use.

Spring 2010
Michigan Merit Examination (MME) Accommodations Summary Table

The Michigan Merit Examination (MME) consists of three major components administered over three days: the ACT Plus Writing, three WorkKeys tests (Reading for Information, Applied Mathematics, and Locating Information), and Michigan developed items for mathematics, science and social studies. The chart below outlines the Spring 2010 test organization.

Spring 2010 Test Organization						
Day*	**Assessment**	**Subject Session**	**Number of Parts**	**Total Items**	**Testing Time (minutes)**	**Estimated Time Required for Administration**
Day 1 March 9 (Makeup March 23)	**ACT Plus Writing**	English	5	75 MC items	45	Total test administration time - including check in, instructions, breaks, and collection of materials – 5 hours
		Mathematics		60 MC items	60	
		Reading		40 MC items	35	
		Science		40 MC items	35	
		Writing		1 Prompt	30	
Day 1 Standard Testing Time 205 minutes (3 hrs / 25 minutes)						
Day 2 March 10 (Makeup March 24)	**WorkKeys**	Reading for Information	3	33 MC Items	45	Total test administration time - including check in, instructions, breaks, and collection of materials – 3.5 hours
		Applied Mathematics		33 MC Items	45	
		Locating Information		38 MC items	45	
Day 2 Standard Testing Time 135 minutes (2 hour / 15 minutes)						
Day 3 March 11 (Makeup March 25)	**Michigan Components**	Mathematics	3	25 MC items	30	Total test administration time - including check in, instruction, breaks and collection of materials – 2.5 hours
		Science		49 MC items	40	
		Social Studies		42 MC items	30	
Day 3 Standard Testing Time 100 minutes (1 hour / 40 minutes)						
				TOTAL MINUTES	440	
				TOTAL HOURS	7.33	

*More detailed information about this schedule and the MME program is available on the MME Web page at www.michigan.gov/mme

The chart below outlines which components contribute to each MME score. The MME scores are required to establish student eligibility for the Michigan Promise scholarship and will be the foundation for the No Child Left Behind (NCLB) calculation of Adequate Yearly Progress (AYP) and accountability reports for high schools.

			Components Contributing to MME Scores				
Day	**Test**	**Subject Session**	**Reading**	**Writing**	**Mathematics**	**Science**	**Social Studies**
Day 1	ACT Plus Writing	English		Selected items			
		Mathematics			Selected items		
		Reading	Selected items				
		Science				Selected items	
		Writing		ALL			
Day 2	WorkKeys	Reading for Information	Selected items				
		Applied Mathematics			Selected items		
		Locating Information			Selected items		Selected items
Day 3	Michigan Components	Mathematics			ALL		
		Science				ALL	
		Social Studies					ALL

MME Test Accommodations Window and Testing Staff Requirements

All accommodated testing must be administered within the two-week window that begins on the initial test date for that component of the MME and ends on the makeup date for that component. Testing may be scheduled on any days during the window, but each student must take the tests in prescribed order – all of Day 1 (the ACT Plus Writing) in order, followed by the Day 2 WorkKeys tests in order, followed by the Day 3 Michigan components in order. All testing staff must meet ACT's requirements. If testing occurs outside the authorized window, or with procedures that conflict with ACT directions, or under supervision of testing staff who do not meet ACT's requirements, then the answer documents will not be scored. If the misadministration is discovered after scoring, then the scores will be cancelled.

ACT-Approved vs. State-Allowed Accommodations on the ACT (Day 1 of the MME)

ACT is committed to ensuring that official ACT scores reported to colleges and other entities from MME testing are comparable to scores earned through other forms of ACT testing involving the application of ACT's test accommodations policies. Therefore, ACT supports the following two forms of accommodations on the ACT when it is administered as Day 1 of the MME:

1) **ACT-approved accommodations** result in ACT scores that are fully reportable to colleges, scholarships, and other entities *in addition to* being used for MME scores. Only students with professionally diagnosed and documented disabilities who receive accommodations in school should apply for ACT-approved accommodations.
2) **"State-allowed" accommodations** result in ACT scores that are not college reportable; they are used only for MME scores and Michigan Promise scholarship eligibility. English language learners who do not have a disability but receive accommodations in school should request State-Allowed accommodations.

Requesting Accommodations on the ACT (Day 1 of the MME)

In general, all accommodations on the ACT must be requested and reviewed by ACT. However, there are limited exceptions. For example, because testing will normally occur at the local school rather than a separate test center, some arrangements do **not** require review or prior approval from ACT (e.g., placement at the front of the room). Such arrangements are noted on the attached accommodations summary table as "local decision" meaning they do **not** require ACT review or approval.

All schools must appoint a Test Accommodations Coordinator (TAC) who will submit requests for accommodations to ACT. The TAC has access to two different forms specifically designed for the MME administration of the ACT:

1) ***ACT-Approved Accommodations*** – This form is used to request ACT approval of accommodations on the MME for students who meet ACT eligibility requirements. (See information about ACT's review of these requests in the next section below.)
2) ***State-Allowed Accommodations*** – This form is used to order test materials for students who will test with "State-Allowed" accommodations. These students are those who do not meet ACT's eligibility requirements (e.g., English language learners with no disabilities) or whose requests for ACT approval have been denied. ACT will ship the materials ordered for each student; no review or approval process will be conducted.

ACT Review of Requests for ACT-Approved Accommodations on the ACT (Day 1 of the MME)

ACT will review requests for ACT-Approved Accommodations by applying the Americans with Disabilities Act (ADA) standards that are used for all such requests. Not every request for an accommodation listed on the attached accommodations summary table as available will be approved. Approval is dependent on submission of all required documentation by the stipulated deadline and review by ACT. It is possible for ACT to approve an accommodation for one student, while the same accommodation may be denied for a different student. ACT's decision whether to approve the requested accommodations under the ADA will determine whether resulting ACT scores can be reported to colleges *in addition to* being used for MME scores.

Ordering State-Allowed Accommodations Materials for the ACT (Day 1 of the MME)

Students who do not meet ACT eligibility requirements (e.g., English language learners with no disabilities) or whose requested accommodations are denied by ACT have two options: 1) Test under standard conditions and receive college reportable ACT scores, or 2) submit an order for "State-Allowed" accommodations materials resulting in ACT scores that are NOT college reportable. IMPORTANT NOTE: TACs must submit an order for "State-Allowed" accommodations for each applicable student so that ACT can ship the correct ACT test materials – which are *different* from those used by examinees testing with ACT-Approved accommodations.

ACT scores resulting from testing with "State-Allowed" accommodations are **not** college reportable, but will be used for MME scores and Michigan Promise scholarship eligibility. Thus, some students will achieve ACT scores that are college reportable because their

accommodations have been approved by ACT, while others using the same accommodations will achieve ACT scores that are *not* college reportable because their use of those accommodations was not approved by ACT.

Ordering test materials for students testing with accommodations on MME Day 2 (WorkKeys) and Day 3 (Michigan Components)
All accommodated test materials, including extended time test booklets, for MME Day 2 and Day 3 must be ordered from the OEAA Secure Site December 1, 2009 – January 11, 2010. There is no request or approval form for accommodations on Day 2 and Day 3. Testing with accommodations on Day 2 and/or Day 3 is a local decision based on the student's regular instruction and supported by the student's IEP, 504 Plan, or ELL instruction. ACT's approval of accommodations applies **only** to materials for and the administration of the ACT Plus Writing (Day 1). Because there is no issue of reporting scores to colleges, schools may provide accommodations on the WorkKeys and Michigan components of the MME consistent with the accommodations listed in the "MME Day 2 and Day 3" columns of the attached accommodations summary table, even if the student tests without those accommodations on the ACT. Accommodated test materials for MME Day 2 and Day 3 must be ordered on the OEAA Secure Site. Please pay close attention to whether the accommodation is standard or non-standard, and what impact the accommodation may have on student eligibility for National Career Readiness Certification (NCRC) or WorkKeys score results.

WorkKeys National Career Readiness Certificate (NCRC) Eligible Scores
WorkKeys scores achieved during Day 2 of the MME **may** be eligible for the NCRC. Four levels of achievement are possible: Bronze, Silver, Gold, or Platinum, based on scores earned on the three WorkKeys tests. The attached table shows which accommodations are eligible (E) or not eligible (NE) provided the necessary score levels are achieved.

Accommodations Not Permitted on Day 2 WorkKeys
WorkKeys scores will not be issued for students using accommodations marked as "Not permitted" on Day 2. HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column, and the accommodation is supported by the student's IEP, 504 Plan, or ELL instruction. See accommodations #21 and # 33.

Standard/Nonstandard Accommodations on MME Day 2 and Day 3
It is important to know whether an assessment accommodation is standard or nonstandard since it can have an impact on whether the student is eligible for the Michigan Promise scholarship and whether a school or district meets the No Child Left Behind (NCLB) Adequate Yearly Progress (AYP). At the school, district, and subgroup (ethnicity, economically disadvantaged, English Language Learners, and Students with Disabilities) levels, a minimum of 95% of the students enrolled in Grade 11 must be assessed, either on the MME or MI-Access.

A standard assessment accommodation is one that does not change what the specific assessment is measuring. The score achieved by a student using a standard assessment accommodation does count when calculating NCLB participation and proficiency rates. A nonstandard assessment accommodation does change what the assessment is measuring and results in an invalid score. **If a student takes the MME Day 2 or Day 3 using a nonstandard accommodation, the student will not count as assessed, will not receive MME scores in the affected subjects, and will not be eligible for the Michigan Promise scholarship.** Please see the attached MME accommodations summary table to determine if the student's accommodation is standard or nonstandard for MME Day 2 and Day 3. There is one column for accommodations supported by an IEP or 504 Plan. There is a separate column for accommodations supported by a student's ELL instruction.

Assessment accommodations not listed in the MME Accommodations Summary Table are considered nonstandard.

Use of accommodations on any section of the MME, Day 1, Day 2, and/or Day 3 must be recorded on the student answer document for that day, following instructions in the MME Day 1 and Day 2 Answer Folder Supplements and the MME Day 3 Administration Manual for Students Testing with Accommodations.

Reading the MME Accommodations Summary Table

The attached Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table is arranged in columns, explained below.

Column	Explanation
Accommodation	Each accommodation that appears on the Assessment Accommodations Summary Table approved by the Michigan State Board of Education is listed.
MME Day 1 (The ACT Plus Writing)	
May Request	ACT has indicated whether or not each accommodation may be requested for the ACT Plus Writing (Day 1 of the MME), or whether State-Allowed accommodated formats may be ordered. • Accommodations for which local decisions may be made without a request to ACT are specifically noted. • Some formats or accommodations are noted as State-Allowed only. • A few accommodations are not permitted for the ACT. If any "not permitted" accommodations are used, ACT scores will not be issued. • Some accommodations do not apply to the ACT. Additional details about some accommodations are needed before a decision can be made for an individual request.
ACT Comments	These comments clarify ACT's understanding of each accommodation and any associated restrictions for Day 1.
College Reportable ACT Scores	ACT has noted whether each accommodation that requires approval will result in ACT scores that are fully reportable to colleges and other entities ***when approved by ACT for an individual student with disabilities***. If specific restrictions must be met or documentation from the test administration provided, these are also noted. The use of accommodations that require approval and which have not been approved by ACT for an individual student are eligible for State-Allowed accommodations testing. Taking the ACT Plus Writing with State-Allowed accommodations will result in ACT scores that are reportable ***only*** for MME scores and Michigan Promise scholarship eligibility. If a student uses a combination of accommodations and ***any*** of those accommodations are State-Allowed (not ACT-Approved), the resulting scores will ***not*** be college reportable but can be used for MME Scores and Michigan Promise scholarship eligibility. NOTE 1: State-Allowed accommodations must be requested (ordered) from ACT for that student so that the school will receive Day 1 accommodated test materials assigned to that student. NOTE 2: The use of accommodations considered Standard (S) for MME Day 2 or Day 3 will result in valid MME scores that may be used for the Michigan Promise scholarship eligibility and school accountability. This is true in combination with both ACT-Approved and State-Allowed accommodations.
MME Day 2 (WorkKeys)	
WorkKeys NCRC Eligible Scores	ACT has indicated whether each accommodation is eligible (E) or not eligible (NE) for the National Career Readiness Certificate (NCRC), provided a student achieves one of the required score levels. Some formats or accommodations do not apply to WorkKeys, some are not permitted, and some require additional details before a determination can be made. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted." NOTE: The use of accommodations considered Standard (S) will result in valid MME scores that may be used for the Michigan Promise scholarship eligibility and school accountability.

MME Day 2 and Day 3 Standard/Nonstandard	
	MDE has indicated whether each accommodation is considered Standard (S) or Nonstandard (NS) for Days 2 and 3 of the MME. Separate notations have been made for two groups – IEP/504 and ELL. Assessment accommodations not listed in the MME Accommodations Summary Table are considered nonstandard. A standard assessment accommodation is one that does not change what the specific assessment is measuring. The score achieved by a student using a standard assessment accommodation does count when calculating NCLB participation and proficiency rates. A nonstandard assessment accommodation does change what the assessment is measuring and results in an invalid score. **If a student takes the MME Day 2 or Day 3 using a nonstandard accommodation, the student will not count as assessed, will not receive MME scores in the affected subjects, and will not be eligible for the Michigan Promise scholarship.** Please see the attached MME accommodations summary table to determine if the student's accommodation is standard or nonstandard for MME Day 2 and Day 3. There is one column for accommodations supported by an IEP or 504 Plan. There is a separate column for accommodations supported by a student's ELL instruction. Use of a nonstandard accommodation on any section of MME Day 2 or Day 3 must be reported on the Student Answer Document following instructions in the Day 2 Answer Folder Supplement and the MME Day 3 Administration Manual for Students Testing with Accommodations.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
A. Timing/Scheduling						
1. Administration of the assessment at a time most beneficial to the student, with appropriate supervision	Yes	Must be within the designated two-week window that begins on initial state test day for that component and ends on the makeup day for that component. Testing may be scheduled for any days during the window, but each student must take the components of the MME in prescribed order, with all of Day 1 tests (ACT) completed before proceeding to Day 2 tests (WorkKeys) and all of Day 2 tests completed prior to beginning Michigan component (Day 3).	Yes	E Must be within the designated two-week window for Day 2. Day 2 testing may not begin until Day 1 testing is complete.	S	S
2. Administer the parts within a content area in any order	No	ACT tests must **always** be administered in prescribed sequence.	NA	Not permitted – WorkKeys tests must **always** be administered in prescribed sequence.	S	S
3. Extended assessment time NOTE: All MME tests are timed. Timing codes are assigned by ACT for Day 1. For Day 2 and Day 3, schools may allow time-and-a-half, double time, or a maximum of 3 hours for each test.	Yes	Normally time-and-a-half in single self-paced session using regular or large-print. For certain formats and disabilities, ACT will assign a timing code for the ACT based on the test format and disability, up to triple time (and testing over multiple days, one test per day). Oral presentation (e.g., cassette, audio DVD, or reader), and Braille normally *require* triple time.	Yes - only if testing complies with timing code assigned by ACT	E Only if WorkKeys timing guidelines are followed	S	S

1. "Yes" in the "College Reportable ACT Scores" column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked "E" may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked "NE" are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
4. Frequent supervised breaks	Yes	Interpreted as "stop-the-clock" breaks; normally available only with standard time. If requested with extended time, must provide documentation to support need for "stop-the-clock" breaks *in addition to* extended time.	Yes	E	S	S
5. Method of informing students of remaining time (e.g., clock or timer)	Local decision-but must adhere to all ACT directions	Five minutes remaining announcement routinely part of verbal instructions for all students on ACT. Students approved for time extensions on the ACT are given hourly announcements of time. **No other assistance in monitoring time is allowed.**	Yes	E Must adhere to directions in Manual.	S	S
B. Setting						
6. Administration of the assessment in an alternate education setting (in school) with appropriate supervision e.g., • Bilingual/English as a Second Language (ESL) setting • Special education setting • In a distraction free space or alternate location such as separate room or location within the room	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	E If off-site application for Day 1 is approved by ACT.	S	S
7. Administration of the assessment in an alternate education setting (out of school) with appropriate supervision e.g., • Home when student is homebound • Care facility when it is medically necessary	Yes	Appropriate off-site or home-bound application must be approved by ACT.	Yes	E If off-site or home-bound application for Day 1 is approved by ACT.	S If off-site or home-bound application for Day 1 is approved by ACT.	S If off-site or home-bound application for Day 1 is approved by ACT.

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
8. Administration of the assessment in an **interim** alternative education setting (out of school) with appropriate supervision (e.g., juvenile facility)	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	E If off-site application for Day 1 is approved by ACT.	S If off-site application for Day 1 is approved by ACT	S If off-site application for Day 1 is approved by ACT
9. Administration of the assessment individually or in a small group	Local decision unless requesting off-site or required by approved accommod ation	If setting is off-site, appropriate off-site application must be approved by ACT. Note that individual testing is **required** for selected accommodations (e.g., if approved accommodations could disturb others or if approved for a reader).	Yes	E If off-site application for Day 1 is approved by ACT.	S	S
10. Placement of student where he/she is most comfortable (e.g., front of the room, back of the room)	Local decision unless requesting off-site	If setting is off-site, appropriate off-site application must be approved by ACT.	Yes	E If off-site application for Day 1 is approved by ACT.	S	S
11. Use of accommodated seating, special lighting, or furniture	Local decision	Provided by the school.	Yes	E	S	NS
12. Able to move, stand or pace during assessment in a manner where others' work cannot be seen and is not distracting to others (e.g., kneeling, constant movement)	Local decision		Yes	E	S	S
13 Use of concentration aids (e.g., stress balls, T-stools, background music or noise buffers)	Submit details with request	Requests considered individually based on documentation submitted. Music and noise buffers not normally approved. Approval and reportable status depend on detailed information about the tools/buffers proposed for use.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	S	NS

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
14. Placement of teacher/proctor near student	Local decision		Yes	E	S	S
C. Presentation						
15. Reading all assessment directions in student's native language • Student must be dominant in that native language; **and** • Student's English proficiency is determined to be basic or lower intermediate; **and** • Student receives bilingual instruction in their native language for the maintenance of that language	Yes (State-Allowed only)	Includes spoken instructions and directions printed in the test booklets. If student's reason for accommodations is English language proficiency, student must order "State-Allowed" accommodations materials.	No	NE (Effective Spring 2010)	S	S
16. Qualified person familiar to the student administers the assessment (e.g., Special Education Teacher, Bilingual/ESL staff)	Local decision-staff must meet all ACT requirements	Only if not a relative or athletic coach (if student is an athlete). Only if all directions for test administration are read verbatim **in English** with no clarifications in another language.	Yes	E Staff qualifications for Day 1 apply.	S	S

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
17A. Assessment directions • Teacher may emphasize key words in directions • Teacher may repeat directions exactly as worded in administrator manual	Yes	Directions in the test booklet not normally read aloud. Permitted for college reportable ACT scores only if approved for reader or audio version of test and directions are read **verbatim** in English. Emphasis only as marked in the printed directions; must be read verbatim without signals regarding right or wrong.	Yes	E	S	S
17B. Assessment directions • Student may restate directions in his/her own words • Student may ask for clarification of directions	Yes (State - Allowed only)	Only if tested individually.	No	NE	S	S
18. Teacher provides visual, auditory or physical cues to student to begin, maintain or finish task	Yes	If cues will disturb other examinees, must test individually.	Yes	E	S	S
19. Reading aloud the English, Reading, and Writing assessments to an individual student using a reader's script	Yes	ACT-produced audio version must be used or reader's script read verbatim in **English**. For college reportable ACT scores, student must test individually if not using audio version with headset (see #22 for audio version).	Yes	E ACT-produced audio version used or reader's script read verbatim in English.	S	S

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
20. Reading aloud the Mathematics, Science and Social Studies assessment to an individual student using a reader's script	Yes	ACT-produced audio version must be used or reader's script read verbatim in **English**. For college reportable ACT scores, student must test individually if not using audio version with headset (see #22 for audio version).	Yes	E ACT-produced audio version used or reader's script read verbatim in English.	S	S
21. Reading content and questions in the student's native language (Mathematics, Social Studies, Science, and Writing) • Student must be dominant in a native language other than English; **and** • Student's English proficiency is determined to be basic or lower intermediate; **and** • Student receives bilingual instruction in that native language for the maintenance of that language	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, student must order "State-Allowed" accommodations materials.	No	Not permitted. The student will not receive WorkKeys scores, but the student will receive valid MME scores and count as tested if the accommodation is supported by their IEP, 504 Plan, or ELL instruction.	S	S
22. Use of state-produced audio versions of the assessments	Yes	Must use headset if testing in a group. ACT produces audio version.	Yes	E ACT produces audio version.	S	NA See #23

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
23. Use of state-produced video or audio versions of assessment in English, for English language learners • Student must be dominant in a native language other than English; **and** • Student's English proficiency is determined to be basic or lower intermediate.	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, student must order "State-Allowed" accommodations materials. ACT produces video or audio versions for the state.	No	E ACT produces video or audio versions for the state.	S	S
24. Use of state-produced video or audio versions of assessment in a language other than English for English language learners • Student must be dominant in that language; **and** • Student's English proficiency is determined to be basic or lower intermediate; **and** • Student receives bilingual instruction in that native language for the maintenance of that language.	Yes (State-Allowed only)	If student's reason for accommodations is English language proficiency, student must order "State-Allowed" accommodations materials. ACT produces video DVDs in Spanish and Arabic for the state. No other languages are offered.	No	NE ACT produces video DVDs in Spanish and Arabic for the state. No other languages are offered.	S	S
25. Directions provided using sign language (American Sign Language (ASL) or Exact English)	Yes	Applies only to spoken instructions exactly as provided in the administration manual.	Yes	E Day 1 restrictions apply.	S	S

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
26 Sign the Reading and Writing assessments in: • American Sign Language (ASL)	Yes – ASL (State-Allowed only)	Signing of items with American Sign Language (ASL) is not ACT-approved.	No – ASL	ASL Not permitted	NS - ASL	NS – ASL
• Exact English Signing (EES)	Yes – EES	Exact English Signing (EES) of test items may be requested and approved in specific cases for college reportable scores.	Yes – only if EES approved by ACT	E – only if EES.	S - EES	NS - EES
27. Sign the Listening and Speaking sections of ELPA (American Sign Language (ASL) or Exact English)	NA			NA		
28. Sign the Reading and Writing sections of the ELPA (American Sign Language (ASL) or Exact English)	NA			NA		
29. Sign the Mathematics, Science and Social Studies assessments in: • American Sign Language (ASL)	Yes – ASL (State-Allowed only)	Signing of items with American Sign Language (ASL) is not ACT-approved.	No – ASL	ASL Not permitted	NS - ASL	NS - ASL
• Exact English Signing (EES)	Yes - EES	Exact English Signing (EES) of test items may be requested and approved in specific cases for college reportable scores.	Yes – only if EES approved by ACT	E – only if EES	S - EES	NS - EES
30. Use of calculator/talking calculator on the noncalculator sections of the Mathematics assessment	NA	There are no "noncalculator" sections of the ACT Mathematics test.	NA	NA	NA	NA
31. Use of a calculator on the Science and Social Studies assessments	No	Calculators are permitted only on the ACT Mathematics, not any other tests.	NA	NA	NS	NS

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
32. Use of arithmetic tables	No	Arithmetic tables are not allowed for the ACT.	NA	Not permitted. All examinees may use the ACT-developed WorkKeys Formula Sheet provided.	NS	NS
33. Use of manipulatives (e.g., actual coins and bills, base 10 blocks, and concrete objects)	NA	Items do not involve this kind of manipulation.	NA	Not permitted The student will not receive WorkKeys scores, but the student will receive valid MME scores and count as tested if the accommodation is supported by their IEP or 504 Plan.	S	NS
34. Use of an abacus	Yes	Provided by school or student; student must test individually.	Yes	E	S	NS
35. Use of rulers as provided by the State	NA	Items do not require rulers.	NA	NA	NA	NA
36. Use of adapted rulers, protractors, Braille and large print rulers and protractors.	NA	Items do not require rulers or protractors.	NA	NA	S	NS
37. Use of auditory amplification devices or special sound systems	Submit details with request	Used only for spoken instructions. Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about proposed devices or systems.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	S	NS
38. Use of visual aids (e.g., closed circuit television, magnification devices)	Yes	Provided by school or student. Depending on the device used, student may have to test individually.	Yes	E	S	NS

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
39. Use of state produced Braille and enlarged print versions of assessment	Yes	ACT produces Braille and enlarged print versions.	Yes	E ACT produces Braille and enlarged print versions.	S	NS
40. Use of a page turner	Local decision-staff must meet all ACT requirements	Page turner must meet same requirements as all testing staff.	Yes	E Staff qualifications for Day 1 apply.	S	NS
41. Use of non-skid surface that will not damage the answer document or scanning equipment (DO NOT use tape or other adhesive)	Yes	Provided by school or student.	Yes	E	S	NS
42. Use of acetate colored shield, highlighters, highlighter tape, page flags, and reading guides on test booklets.	Local decision	Provided by school or student. "Reading guides" are interpreted as place-keepers. May require student to test individually (e.g., highlighters).	Yes	E	S	S
43. Use of bilingual dictionaries that define or explain words or terms	Yes (State-Allowed only)	Provided by school or student.	No	Not permitted.	NS	NS
44. Use of dictionary, thesaurus, spelling book, or grammar book for Mathematics, Science, Social Studies, Reading and Writing	Yes (State-Allowed only)	Provided by school or student.	No	Not permitted.	NS	NS
45. Use of bilingual word-for-word non-electronic translation glossary for English language learners	Yes (State-Allowed only)	Provided by school or student.	No	E	S	S

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
46. Use of screen reader/text-to-speech on reading assessment	No	Not permitted	No	Not permitted.	NS	NS
47. Use of screen reader/text-to-speech on ELPA • Listening, Writing and Speaking sections only	NA		NA	NA	NA	NA
D. Response						
48. Student responds in his/her native language to the constructed response items on assessments.	No	The only constructed response is the ACT Writing Test, and it must be written in **English**. If student is approved for oral responses, responses must be in **English**. (See #54.)	NA	NA	NA	NA
49. Student responds in sign language for Reading and Writing or Functional Independence Assessing Print and Expressing Ideas (Exact English only)	Yes	Only if tested individually and responses marked on scannable document by testing staff. For college reportable ACT scores, video documentation of test session must be returned to ACT. Sign language response to ACT Writing Test must be Exact English Signing (EES).	Yes – only if recording of test session returned to ACT and Writing Test signed EES	E	NA	NA
50. Student responds in sign language for the ELPA Listening and Speaking sections (American Sign Language (ASL) or Exact English)	NA		NA	NA	NA	NA
51. Student responds in sign language for the ELPA Reading and Writing sections (Exact English only)	NA		NA	NA	NA	NA

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
52. Student responds in sign language for Mathematics, Science and Social Studies assessments (American Sign Language (ASL) or Exact English)	Yes	Only if tested individually and responses marked on scannable document by testing staff. For college reportable ACT scores, video documentation of test session must be returned to ACT.	Yes – only if recording of test session returned to ACT	E	S	NS
53. Student points to answers or writes directly in assessment booklet (transferred to answer document by teacher)	Yes	If student points to answers, student must test individually. Responses must be transcribed to scannable answer document by testing staff while examinee observes.	Yes	E	S	S
54. Student responds orally (e.g., student tells assessment administrator which answer choice they are selecting)	Yes	Only if tested individually, responses are in **English**, and responses marked on scannable document by testing staff. For college reportable ACT scores, session must be tape recorded with recording also returned to ACT.	Yes	E	S	NS
55. Use of a scribe for constructed response items (student must indicate punctuation, format and spell all key words) for Writing or Functional Independence Expressing Ideas	Yes	Applies only to ACT Writing Test. Only if tested individually. For college reportable ACT scores, session must be tape recorded with recording also returned to ACT.	Yes – only if recording of test session returned to ACT	NA	NA	NA
56. Use of augmentative /alternative communication devices, e.g., • Picture/symbol communication boards • Speech generating devices	Submit details with request	Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the devices proposed for use.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	S	NS

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table

Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
57. Use of speech to text word processor for responses to Writing, Functional Independence Expressing Ideas, and ELPA	Submit details with request	Applies only to ACT Writing Test. Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the proposed speech to text processor.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	NA	NA
58. Use of special adaptive writing tools such as pencil grip or larger pencil	Local decision	Provided by school or student.	Yes	E	S	NS
59. Use of adapted paper, lined or grid paper for recording answers	Yes	Provided by school. Student must test individually and responses transferred to scannable answer document by testing staff while examinee observes.	Yes	E	S	NS
60. Use of alternative writing position (e.g., desk easel, student standing up)	Local decision	If position will disturb other examinees, must test individually.	Yes	E	S	NS
61. Use of computer or word processor for Writing or Functional Independence Expressing Ideas with the following features disabled • spell check • thesaurus • grammar check.	Yes	Applies only to ACT Writing Test. ACT instructions for printing and returning essay must be followed precisely.	Yes	NA	S	NS
62. Use of Braillewriter or electronic Braillewriter for Writing or Functional Independence Expressing Ideas with the following features disabled • spell check • thesaurus • grammar check	Yes	Provided by school or student. Applies only to ACT Writing Test. ACT instructions for printing and returning essay must be followed precisely.	Yes	NA	S	NS

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

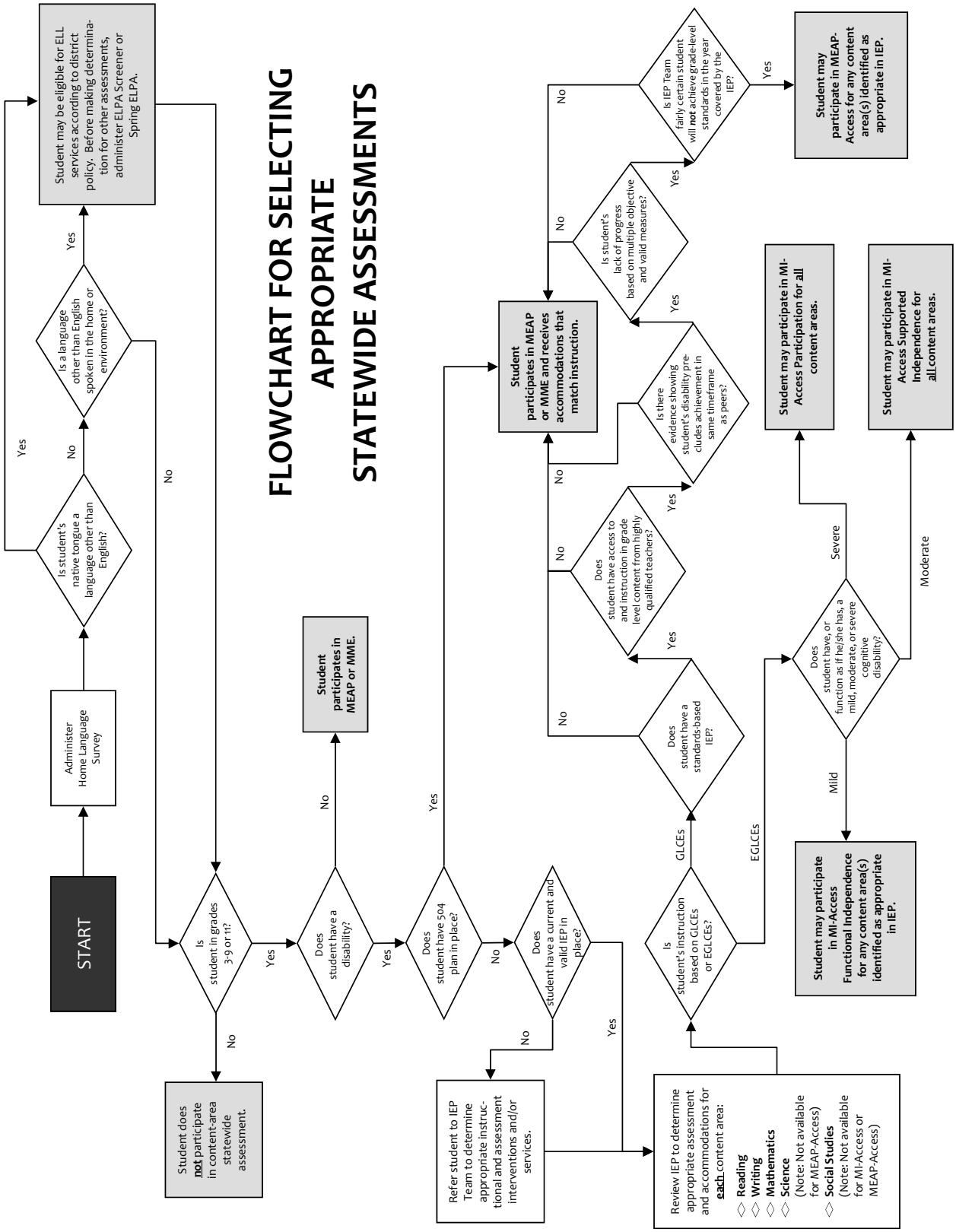
Spring 2010 Michigan Merit Examination (MME) Accommodations Summary Table						
Accommodation	MME Day 1 (The ACT Plus Writing)			MME Day 2	MME Day 2 and Day 3 Standard/Nonstandard	
	May Request	ACT Comments	College Reportable ACT Scores [1]	WorkKeys NCRC Eligible Scores[2]	IEP/504	ELL
63. Use of computers with alternative access for an alternative response mode e.g., • Switches • Alternative keyboards • Eye-gaze motion sensors • Voice recognition software • Head or mouth pointer • Specialized trackballs or mice	Submit details with request	Requests considered individually based on documentation submitted. Approval and reportable status depend on detailed information about the proposed alternative access. If approved, responses must be transferred to scannable answer document by testing staff. Required documentation of original responses to be determined on case-by-case basis for college reportable ACT scores.	Depends on details	Depends on details. If approved for Day 1, may also be used for Day 2.	S	NS

1. "Yes" in this column means ACT scores will be college reportable ONLY IF that accommodation: 1) is shown as "local decision" or 2) was approved by ACT for an individual student **with a disability.** If the accommodation requires approval, but was not approved by ACT, the ACT scores achieved using that accommodation will not be college reportable. ACT scores are college reportable only if ALL accommodations that require ACT approval are ACT-Approved for that student.
2. WorkKeys scores obtained using accommodations marked E may be eligible for the NCRC provided the necessary criteria to earn one of the four levels of Certificate are achieved. WorkKeys scores obtained using accommodations marked NE are not eligible for the NCRC. WorkKeys scores will not be issued for students using accommodations marked as "Not permitted", HOWEVER, the student will receive valid MME scores if the accommodation is designated as a standard accommodation in the IEP/504 or ELL column.

Flowchart for Selecting Appropriate Statewide Assessments

The Office of Educational Assessment and Accountability (OEAA) has prepared the *Flowchart for Selecting Appropriate Statewide Assessments* (on the following page) to help teams arrive at assessment decisions. It should be used in conjunction with Chapter 4: Selecting An Appropriate Statewide Assessment, which explains each question on the flowchart in greater detail, provides guidance about the implications of a team's answers, and indicates where and when decisions should be recorded on the *Selecting Statewide Assessments for Students with Disabilities Worksheet* (which can be found in Appendix J).

FLOWCHART FOR SELECTING APPROPRIATE STATEWIDE ASSESSMENTS



Guide for Determining Statewide Assessments for Students (GDSAS) Worksheet

The Office of Educational Assessment and Accountability (OEAA) has prepared the *Guide for Determining Statewide Assessments for Students (GDSAS) Worksheet* (on the following two pages) to facilitate team discussions and give members a place to record their assessment decisions. Of course, the decisions ultimately must be transferred to the student's IEP, Section 504 Plan, or student records as required by state and federal laws and policies, but the worksheet provides a way for team members to navigate the decision-making process and record their initial conclusions. The worksheet should be used in conjunction with Chapter 4: Selecting An Appropriate Statewide Assessment and the *Flowchart for Selecting Appropriate Statewide Assessments* (in Appendix I).

Guide for Determining Statewide Assessments for Students (GDSAS) Worksheet

Name: _____ Grade Level: _____

CONTENT STANDARDS (✓ Check one for each content area.)

	Reading/ Writing	Mathematics	Science	Social Studies
GLCE				
EGLCE				
HSCE				
EHSCE				
EB				

INSTRUCTION

Does the student have access to and instruction in grade level content from highly qualified teachers?

Yes ___ No ___

LEVEL OF INDEPENDENCE (✓ Check the appropriate level.)

FULL	
FUNCTIONAL	
SUPPORTED	
PARTICIPATION	

Previous assessment data available? If yes, describe:

_____

_____

_____

_____

ASSESSMENT (✓ Check one for each content area.)

	Reading/ Writing	Mathematics	Science	Social Studies
MEAP				
MEAP-Access*				
MI-Access*				
Functional Independence				
Supported Independence				
Participation				
MME				
ELPA				

CONSEQUENCES

Have parent(s) and student been informed about consequences of participating in an alternate assessment?

Yes ___ No ___

DOCUMENTATION

Are all assessment participation decisions documented for each content area in the student's Individualized Education Program (IEP), 504 plan, or ELL plan?

Yes ___ No ___

** MEAP-Access assessments are not available for science or social studies and MI-Access assessments are not available for social studies. IEP Teams, therefore, will need to determine how students taking these assessments should be tested in these content areas.*

ACCOMMODATIONS

✓ *Check "I" column for accommodation used during instruction.*
✓ *Check "A" column for assessment accommodations.*

I	A	Timing/Scheduling
____	____	1. Administration at a time most beneficial to student
____	____	2. Administer content area parts in any order
____	____	3. Extended assessment time within reason
____	____	4. Frequent supervised breaks
____	____	5. Clock or method of showing time

I	A	Setting
____	____	6. Administration in a Bilingual/ESL, Special ed., or Distraction free setting
____	____	7. Provision for administration when student is homebound or in medical care facility
____	____	8. Provision for administration to student in interim alternative education setting
____	____	9. Administration individually or in small group
____	____	10. Placement of student where he/she is most comfortable
____	____	11. Accommodated seating, special lighting, or furniture
____	____	12. Student able to move, stand, or pace
____	____	13. Tools to assist with concentration
____	____	14. Placement of teacher/proctor near student

I	A	Presentation
____	____	15. Read directions in student's native language
____	____	16. Administration by qualified person familiar to student
____	____	17. Provision for teacher emphasizing directions' key words/repeating directions; for student restating or asking for clarification of directions
____	____	18. Provide visual, auditory, or physical cues to student
____	____	19. Read aloud reading/writing components (Non-Standard except for MI-Access FI)
____	____	20. Read aloud mathematics, social studies, and science content area items (Individual or small group)

I	A	Presentation (cont.)
____	____	21. Read mathematics, social studies, and science content and questions in student's native language
____	____	22. Use of state-produced audio versions of assessments
____	____	23. Use of state-produced video or audio versions of assessment in English for ELLs (Non-Standard for reading components)
____	____	24. Use of state-produced video or audio versions of assessment in student's native language for ELLs (Non-Standard for reading components)
____	____	25. Directions provided using sign language
____	____	26. Sign Reading and Writing assessments (Non-Standard except for MI-Access FI)
____	____	27. Sign Listening and Speaking sections of ELPA
____	____	28. Sign Reading and Writing sections of ELPA (Non-Standard)
____	____	29. Sign Mathematics, Science, and Social Studies assessments
____	____	30. Use of calculator/talking calculator on noncalculator sections of mathematics (Non-Standard except for MI-Access FI)
____	____	31. Use of calculator on science and social studies
____	____	32. Use of arithmetic tables (Non-Standard)
____	____	33. Use of manipulatives
____	____	34. Use of an abacus
____	____	35. Use of rulers as provided by the State
____	____	36. Use of adapted rulers, protractors, Braille and large print rulers and protractors
____	____	37. Use of auditory amplification devices
____	____	38. Use of visual aids
____	____	39. Use of state-produced Braille and enlarged print versions
____	____	40. Use of page turner
____	____	41. Use of non-skid surface that will not damage the answer document or scanning equipment (DO NOT use tape or other adhesive)
____	____	42. Student's use of acetate colored shield, highlighters, highlighter tape, page flags, and reading guides
____	____	43. Use of bilingual dictionaries that define or explain words or terms (Non-Standard)

I	A	Presentation (cont.)
____	____	44. Use of dictionary, thesaurus, spelling book, or grammar book (Non-Standard)
____	____	45. Use of word-for-word translation glossary for ELLs
____	____	46. Use of screen reader/text-to-speech on reading assessment (Non-Standard)
____	____	47. Use of screen reader/text-to-speech on ELPA Listening, Writing, and Speaking sections

I	A	Response
____	____	48. Responding in student's native language to constructed response items (Non-Standard)
____	____	49. Respond in sign language for Reading/ Writing or FI Accessing Print/Expressing Ideas
____	____	50. Respond in sign language for the ELPA Listening and Speaking sections
____	____	51. Respond in sign language for the ELPA Reading and Writing sections
____	____	52. Respond in sign language for mathematics, science, and social studies assessments
____	____	53. Student points to answers or writes directly in assessment booklet
____	____	54. Student responds orally
____	____	55. Use of scribe for constructed response items
____	____	56. Use of augmentative communication devices
____	____	57. Use of speech-to-text word processor for responses to FI Expressing Ideas and ELPA
____	____	58. Use of special adaptive writing tools
____	____	59. Use of adapted paper, lined or grid paper for recording answers
____	____	60. Use of alternative writing position
____	____	61. Use of computer or word processor for Writing or FI Expressing Ideas with spell check, thesaurus, and grammar check disabled
____	____	62. Use of Braillewriter for Writing or FI Expressing Ideas with spell check, thesaurus, and grammar check disabled
____	____	63. Use of computer with alternative access for alternative response mode

This is an abbreviated accommodations table. For the full table, see Appendix D of these guidelines or go to ***www.michigan.gov/oeaa.***

Case Studies

This Appendix includes a number of case studies that IEP, Section 504 Plan, and ELL instructional team members may use to practice selecting assessments for students with disabilities or students with unique circumstances that may affect their ability to participate fully and meaningfully in the state's general education assessments without assessment accommodations. To make the best use of the case studies, read each case study all the way through to learn about the students' academic characteristics and performance on past assessments; then, using Chapter 4: Selecting An Appropriate Statewide Assessment, the *Flowchart for Selecting Appropriate Statewide Assessments* (in Appendix I), and the *Selecting Statewide Assessments for Students with Disabilities Worksheet* (in Appendix J), identify which statewide assessment the team believes is best for the student and will yield the most instructionally relevant results. After the team has arrived at its decision, check the key at the end of this Appendix to determine whether it is in agreement with the case study developers.

Case Study — Sample 1

Devondra

- A 13-year-old middle school student who lives with her grandmother (both parents are deceased).
- Is in eighth grade and receives ELA, mathematics, and science instruction based primarily on Extended GLCEs. Instruction in all other subject areas takes place in an inclusive setting.
- Has been identified since fourth grade as having a Specific Learning Disability in mathematics and reading.
- Volunteers after school at a nearby elementary school.
- Has ability to perform simple math functions (addition and subtraction), but uses a calculator for multiplication and division.
- Understands the function of money, but does not always approach financial decisions in a realistic or practical manner.
- Plans to go to a large, local university but does not know what her course of study will be, where or how she will live, or how she will finance her schooling.
- Has several friends but rarely interacts with them outside of school.
- Loves science and can identify some major features of the earth's surface (like mountains, lakes, and streams) using a map.

Standardized Assessment (Standard Score = SS)

Woodcock-Johnson III Tests of Achievement

Broad Reading: SS 72

- Letter Word Identification: SS 78
- Reading Fluency: SS 68
- Passage Comprehension: SS 66

Broad Math: SS 65

- Calculation: SS 62
- Math Fluency: SS 67
- Applied Problems: SS 64

Statewide Assessments

- MEAP – ELA 3rd, 4th, 5th, and 6th grade (Not Proficient)
- MI-Access Functional Independence ELA 7th grade (Attained)
- MEAP – Mathematics 3rd, 4th, 5th, 6th, and 7th grade (Not Proficient)

Classroom Assessments

Devondra is making steady progress toward achieving the EGLCEs. Her grades in the resource room are quite good, usually As and Bs. However, due to her Specific Learning Disability and the fact that reading is difficult for her, her performance in other subject areas is inconsistent at best, with grades ranging from the occasional B to mostly Cs and Ds.

Case Study — Sample 2

Phil

- A ten-year-old male enrolled in 4th grade.
- Has a primary disability of Specific Learning Disabilities in mathematics reasoning and mathematics calculations based on his current IEP.
- Initial IEP was in grade 3.
- Receives help from a special education teacher within the general education mathematics classroom focusing on grade level content standards.
- Verbal skills are excellent and he is able to ask specific questions about what is difficult when working through mathematics problems.
- Receives accommodations in classroom and testing situations.
- Currently takes the MEAP in all content areas.
- Test-taking strategies are provided to him.
- Uses standard MEAP accommodations.
- Receives direct instruction when new math concepts are introduced.
- Receives one-on-one directions and small-group instruction when needed.
- Uses a calculator.
- Needs a lot of repetition of math concepts already learned.
- Wants to continue on with post-secondary schooling. Does not yet have a goal in mind.

Standardized Assessments (Standard Score = SS):

The Key Math Test was administered in grade 3

- Basic Concepts: SS 74
- Operations: SS 85
- Application: SS 62

Statewide Assessments:

- Grade 3 MEAP scores in all content areas fell within Proficient levels except mathematics, which was in the Not Proficient category.

Classroom Assessments:

- His report card markings since he entered school show that he is meeting GLCEs in all areas except mathematics.

Case Study — Sample 3

James

- A nine-year-old student enrolled in a center-based program.
- Is expected to require some supervision throughout his lifetime.
- Undresses himself and assists in putting clothes on.
- Needs supervision to ensure safety.
- Requires prompts to carry out activities and assignments.
- Is very inquisitive about the world around him, often asking questions about how things work, why things are the way they are, when something will happen, who will be involved, and so forth.

Present Level of Functioning

- Uses a basic visual schedule to manage his time.
- Instruction is based primarily on Extended GLCEs.
- Is able to follow simple one- to two-step directions using picture or verbal cues.
- Is able to use a calculator to do single-digit addition and subtraction.
- Makes needs know to familiar adults by taking them to what he wants, initiating an activity, and/or using picture communication.
- Can count up to 20 using whole numbers (i.e., can do 20 repetitions of an exercise or count out twenty items) and match similar quantities.
- Reading ability is limited to familiar sight words, usually paired with pictures. For example, recognizes 5-10 functional words paired with pictures (such as stop, exit, and woman); 5-10 personally meaningful words paired with pictures (such as first name, colors, and shapes); and 5-10 words paired with pictures that are associated with familiar tasks (such as classroom jobs and hobbies).

Case Study — Sample 4

Tim

- A 17-year-old student enrolled in a secondary-level special education classroom.
- Is paraplegic, lives at home with his parents, and requires assistance with personal care.
- He typically will not interact with peers, but likes the attention of caregivers and familiar adults.
- Likes to work with items that have switches and buttons.
- Is working on (1) increasing the number of icons he can recognize, and (2) independently operating and selecting an icon without cueing.
- Is expected to require extensive, ongoing support throughout his life.

Present Level of Functioning

- Navigates between levels on communication board to access more icons.
- Needs physical assistance with dressing and sometimes does not recognize the need for clothing.
- Can point to such things as flowers, trees, and grass when outside the classroom.
- Feeds himself finger foods and scoops prepared foods.
- A mostly nonverbal communicator, although he makes a few utterances.
- Uses an assistive device to facilitate communication.
- Can drink from a glass, but is working on opening containers and filling a glass.
- Independently navigates his wheelchair in familiar environments for which he has been conditioned.
- His cognitive abilities are limited and difficult to assess.

Case Study — Sample 5

Brian

- An eight-year-old male enrolled in 3rd grade.
- Has a primary disability of Cognitive Impairment.
- IEP was developed at the end of 2nd grade.
- His IEP goals are based on GLCEs related to decoding and Extended GLCEs for comprehension.
- Recently tested out of speech and language services.
- Currently receives instruction in the general education classroom with special education support.
- Needs directions and tests read and explained to accommodate his low comprehension skills.
- Tends to be disorganized and is not able to sequence steps like his classmates.
- Small group instruction is needed for completion of assignments and test due to distractibility and comprehension level.
- His mathematics facts are not memorized, he needs a calculator, and assistance is required on multi-step problems.
- Brian is capable of asking for assistance but often does not because he thinks he understands the tasks.

Standardized Assessments (Standard Score = SS):

Kaufman Test of Educational Achievement II (KTEA-II):

- Mathematics Concepts and Applications: SS 80
- Reading Comprehension: SS 60
- Letter and Word Recognition: SS 70

Statewide Assessments:

- Brian received a 4 (Not Proficient) in the ELA section of the fall 3rd grade MEAP.
- He received a 3 (Partially Proficient) on the fall 3rd grade MEAP mathematics assessment.

Classroom Assessments:

- Received marks on his report card that imply he is not meeting the year-end GLCEs, but is meeting the Extended GLCEs in ELA.
- Showing progress on the mathematics GLCEs.
- Brian's portfolio contains collected work samples from 1st grade that provide evidence he is progressing at grade level in mathematics, but continues to have difficulty in the area of ELA even when his goals are based on Extended GLCEs.

Case Study — Sample 6

Marie

- A twelve-year-old female enrolled in 6th grade.
- Identified as a student with a hearing impairment and receives related services in speech and language as documented in her IEP.
- Identified as hearing impaired at the age of four.
- Marie has some hearing. She uses hearing aids and lip reads, but does not use sign language.
- Receives speech and language services through collaboration with the general education teacher and some one-on-one therapy.
- The speech pathologist coordinates the speech/language therapy with ELA lessons taught in the general education classroom.
- The IEP includes grade-level goals in ELA and mathematics.
- Receives instruction based on the Michigan GLCEs in all academic areas with extended time allowed for assignments and completion of tests.
- Needs accommodations with reading comprehension. For example, she needs help with new vocabulary and identifying key concepts.
- Needs accommodations in written expression, such as composing multi-paragraph essays.
- Her teacher has paired Marie with other students in her general education English class to assist in organizing her compositions.
- Has difficulty in reading comprehension and written expression impacts other content areas, but with accommodations and special education services she is able to maintain grade-level achievement in all areas except ELA.
- Marie is a very organized student, but needs assistance to have directions broken down into shorter steps for her to process.
- Has good sight word vocabulary, but needs help reading long passages.
- Is very social and has lots of friends. Friends seem unaware of her disability because she is so strong with social interactions.
- Will continue with education after high school. Wants to go to college to become a dental hygienist.

Statewide Assessments:

- Received a 2 (Not Proficient) in ELA on the MEAP in grades 3 and 4, and received a 3 (Partially Proficient) in ELA on the MEAP in grade 5.
- Received a 3 (Partially Proficient) in mathematics on the MEAP in grades 3 and 4, and received a 2 (Proficient) in mathematics on the MEAP in grade 5.

Classroom Assessments:

- Marks received on her report cards for the last two years show she is not meeting year-end expectations on her standards-based report card for her ELA class.

Formative Assessments:

- End-of-the-year DIBELS oral reading fluency was 50 words per minute in 4th grade connected text and 65 words per minute in 5th grade connected text. A typical 5th grader would be reading over 100 words per minute in connected text.

Case Study — Sample 7

Sue

- A thirteen-year-old female in the 7th grade.
- Has a primary disability of Autism Spectrum Disorder (ASD).
- Identified as ASD at age 3.
- Performing at the top of the general education 7th grade mathematics class.
- Receives ELA instruction from the teacher of students with ASD in the special education classroom.
- Receives instruction based on Extended GLCEs for ELA.
- Reads at approximately the 3rd grade level with writing skills at the 2nd grade level.
- Refuses to write anything except to show her work on math problems.

Standardized Assessments (Standard Score = SS):

Wechsler Individual Achievement Test – Second Edition (WIAT-II)

- Numerical Operations: SS 110
- Mathematics Reasoning: SS 115
- Word Reading: SS 66
- Reading Comprehension: SS 68
- Written Expression: Refused to complete this subtest

Statewide Assessments:

- Has consistently attained Proficient on the MEAP throughout school career in mathematics.
- Since 5th grade, has received "Emerging Toward the Performance Standard" on the MI-Access Functional Independence Assessment for English Language Arts.

Case Study — Sample 8

Tina

- A thirteen-year-old female enrolled in 8th grade.
- Received a diagnosis of Attention Deficit Hyperactivity Disorder from her pediatrician when she was 8 years old.
- Identified as Otherwise Health Impaired in grade 3.
- Very unorganized and frequently forgets to turn in assignments or loses them.
- Needs frequent cues and prompting to stay on task.
- Frequent re-teaching of concepts is needed in order to apply them to new learning.
- Receives instruction in resource room for ELA and mathematics. The classes in the resource program are based on 8th grade GLCEs.
- Is social, but often has conflicts with fellow female classmates.

Standardized Assessments (Standard Score = SS):

Woodcock-Johnson III Tests of Achievement

Broad Reading: SS 70

- Letter Word Identification: SS 76
- Reading Fluency: SS 66
- Passage Comprehension: SS 68

Broad Math: SS 65

- Calculation: SS 69
- Math Fluency: SS 61
- Applied Problems: SS 71

Statewide Assessments:

- MEAP – ELA 3rd grade (Not Proficient), 4th grade (Partially Proficient), 5th and 6th grades (Not Proficient), 7th grade (Partially Proficient)
- MEAP – Math 3rd grade (Proficient), 4th-7th grades (Not Proficient)

Classroom Assessments:

- Inconsistent. Works best within a well-organized classroom. Grades have fluctuated over the years. As school work has become complex, her report card grades reflect Cs to Fs. Some of the grades were lower due to incomplete assignments.

Case Study — Key

Case Study 1 – Devondra

MI-Access Functional Independence — Accessing Print
MI-Access Functional Independence — Mathematics
MI-Access Functional Independence — Science

Case Study 2 – Phil

MEAP-Access — Mathematics
MEAP — Reading and Writing

Case Study 3 – James

MI-Access Supported Independence — ELA
MI-Access Supported Independence — Mathematics
Science not assessed at Grade 3

Case Study 4 – Tim

MI-Access Participation — ELA
MI-Access Participation — Mathematics
MI-Access Participation — Science

Case Study 5 – Brian

MEAP — Mathematics
MEAP-Access — Reading
Writing not assessed at Grade 3

Case Study 6 – Marie

MEAP — Mathematics
MEAP — Reading
Writing not assessed at Grade 6

Case Study 7 – Sue

MEAP — Mathematics
MI-Access Functional Independence — Accessing Print and Expressing Ideas

Case Study 8 – Tina

MEAP-Access — Mathematics
MEAP-Access — Reading
Writing not assessed at Grade 8

Glossary

Academic Achievement Standards Explicit definitions of how students are expected to demonstrate attainment of the knowledge and skills covered in the content standards.

Academic Content Standards Statements of the knowledge and skills that schools are expected to teach and students are expected to learn.

Accommodation Accommodations are practices and procedures in the areas of presentation, response, setting, and timing/scheduling that provide equitable access during instruction and assessment for students with disabilities. Educators and administrators design accommodations in order to compensate for or mitigate a disability the student may have, or to address a physical, mental, or emotional need a student exhibits. Accommodations administered both in regular instruction and during assessments are one way that educators ensure that students have access to education in a way that is equal to their peers. Accommodations are intended to reduce or eliminate the effects of a student's disability; they do not reduce the learning experience.

Adequate Yearly Progress (AYP) The measure used to hold schools and districts responsible for student achievement in English language arts and mathematics. AYP is based on state assessments, including the English Language Proficiency Assessment (ELPA), the Michigan Educational Assessment Program (MEAP), the Michigan Merit Examination (MME), MEAP-Access, and MI-Access. It includes measurement of proficiency (as measured by state assessment), participation rates in state assessment, and attendance or graduation rates. Schools can meet AYP proficiency targets in two different ways: (1) by meeting the objective for the grade or subject area, or (2) showing sufficient improvement (otherwise known as "Safe Harbor"). For a public school or school district to make AYP, (1) the school as a whole and each measurable student subgroup must meet or exceed the state annual measurable objectives and have at least a 95% participation rate in the statewide assessments, and (2) the school must meet the state's requirement for other academic indicators. For more information on AYP, visit **https://oeaa.state.mi.us/ayp/**.

Alternate Achievement Standards Explicit definitions of how students are expected to demonstrate attainment of the knowledge and skills covered in the state's extended content standards.

Alternate Assessment An assessment used to measure the learning progress and performance of students with disabilities whose IEP Teams have determined it is not appropriate for them to participate in general education assessments (i.e., the MEAP or the MME). As allowed by federal law, these assessments may be based either on grade-level achievement standards or alternate achievement standards.

Americans with Disabilities Act (ADA) Wide-ranging legislation intended to make American society more accessible to people with disabilities. It extends protection against discrimination to all state and local government services (including public schools) whether or not they receive federal funds.

Annual Measurable Achievement Objectives (AMAO) Annual Measurable Achievement Objectives (AMAOs) are performance targets required by Title III of the Elementary and Secondary Education Act (ESEA) that describe what percentage of students must be proficient in reading, mathematics, and in the English language each year, as measured on statewide assessment.

Assessment A tool or instrument that measures what a student knows and can do. This measurement is often expressed as a score on a numerical rating scale, as well as a description of a performance level.

Assessment Accommodation Assessment accommodations change the way a student accesses an assessment without changing the actual standards the student is working toward or the content being assessed. The goal of an assessment accommodation is to minimize the impact of a student's disability on his or her performance on an assessment. Decisions regarding assessment accommodations are to be made on a case-by-case basis and are to be based on relative appropriateness to a disability and the impact it has on the student. Decisions about assessment accommodations should be made well in advance of the actual assessment.

Benchmarks While content standards describe what all students should know and be able to do in certain broad subject areas, benchmarks indicate what students should know and be able to do at various developmental levels (i.e., early elementary, later elementary, middle, and high school) within the content standards (Michigan Curriculum Framework, page 8).

Content Area A course or discipline of study, including reading, mathematics, science, social studies, and writing. (Content areas can also include languages, art, music, theatre arts, and other disciplines not typically assessed on statewide assessments.)

Cut Score A specific point on a score scale, such that scores at or above that point are interpreted or acted upon differently from the scores below that point (Standards for Educational and Psychological Testing, 1999).

Disability The Individuals with Disabilities Education Act (IDEA) has defined a disability as "mental retardation, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, another health impairment, a specific learning disability, deaf-blindness, or multiple disabilities."

Economically Disadvantaged A student from a low-income family who is eligible, according to income guidelines, for free and reduced-price meals. (This information is required for all districts that receive Title I funds; the U.S. Department of Agriculture has ruled that eligible children may be identified on state assessments to meet this requirement.)

English Language Learner (ELL) The Michigan definition is a student who has a primary or home language other than English who—because of limited proficiency in speaking, reading, writing, and understanding the English language—requires alternative programs or services to equally access the local educational agency's total academic curriculum. These students are sometimes referred to as students with limited English proficiency (LEP).

English Language Proficiency Assessment (ELPA) The ELPA is administered in the spring of each school year to all students enrolled in grades K though 12 who are eligible for limited English proficiency (LEP) services. The term English language learner, or ELL, has been adopted by the state to refer to students who are either learning English as a second language or participating in a bilingual program. The ELPA was developed primarily to improve the manner in which ELLs are assessed. It does

that by supporting the state's goal of having one uniform measure to help Michigan educators determine how much progress students are making with learning English skills from one year to the next.

ELPA Initial Screening The ELPA Initial Screening is a tool designed to determine a student's eligibility for limited English proficiency (LEP) services at the time of enrollment. It is shorter in length than the Spring ELPA and is scored at the time of administration. Like the Spring ELPA, the ELPA Initial Screening assesses four domains: Listening, Reading, Writing, and Speaking.

Ethnicity The following classifications and definitions are based on the U.S. Office of Management and Budget's directives on Race and Ethnic Standards for Federal Statistics and Administrative Reporting. "These classifications should not be interpreted as being scientific or anthropological in nature, nor should they be viewed as determinants of eligibility for participation in any Federal programs." The classifications are used only for the purpose of reporting.

- American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition.
- Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- Black, not of Hispanic Origin: A person having origins in any of the black racial groups of Africa.
- Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White, not of Hispanic Origin: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Multiracial: A person of mixed racial and/or ethnic origins.

Extended Benchmark (EB) Benchmarks indicate what students should know and be able to do at various developmental levels (i.e., early elementary, later elementary, middle, and high school) within the content standard. Extended Benchmarks are those that have been "extended" (or reduced in depth, breadth, and complexity) to more appropriately reflect what the student population taking an alternate assessment based on alternate achievement standards should know and be able to do given their cognitive functioning level, curriculum, and instruction.

Extended Content Standard Content standards that have been extended to reflect the appropriate depth, breadth, and complexity for students with the most significant cognitive disabilities.

Extended Grade-Level Content Expectations (EGLCEs) GLCEs indicate what elementary and middle school students should know and be able to do in specific grades within the content standards. Extended GLCEs are those that have been "extended" (or reduced in depth, breadth, and complexity) to more appropriately reflect what the student population taking an alternate assessment based on alternate achievement standards should know and be able to do given their cognitive functioning level, curriculum, and instruction.

Extended High School Content Expectation (EHSCEs) HSCEs indicate what high school students should know and be able to do in high school within the content standards. Extended HSCEs are those that have been "extended" (or reduced in depth, breadth, and complexity) to more appropriately reflect what the student population taking an alternate assessment based on alternate achievement standards should know and be able to do given their cognitive functioning level, curriculum, and instruction.

Formerly Limited English Proficient (FLEP) A student who was, but no longer is, designated LEP (or ELL) by a school or school district or who is no longer receiving support services to acquire English language proficiency. As required by federal law, this designation must be used to track student achievement for two years after the LEP designation has been removed. (No Child Left Behind, Title III, Subpart 2, Section 3121)

Free Appropriate Public Education (FAPE) Free appropriate public education means special education services that (a) are provided at public expense, under public supervision and direction, and without charge; (b) meet the standards of the SEA, including the requirements of this part; (c) include an appropriate preschool, elementary school, or secondary school education in the State involved; and (d) are provided in conformity with an Individualized Education Program (IEP) that meets the requirements of the regulations implementing Individuals with Disabilities Act.

Grade-Level Content Expectations (GLCEs) GLCEs indicate what elementary and middle school students should know and be able to do in specific grades within the content standards.

Hand-Over-Hand Assistance The type of assistance provided when a MI-Access Participation or Supported Independence student requires an assessment administrator to physically take his/her hand and guide him/her through an assessment item for instructional purposes. It may be used alone or along with step-by-step instructions. Only the Primary Assessment Administrator may decide if and when this type of assistance is necessary.

High School Content Expectations (HSCEs) HSCEs indicate what high school students should know and be able to do within the content standards.

Home Language Survey (HLS) Under Title VI of the Elementary and Secondary Education Act (ESEA), a Home Language Survey (HLS) must be administered by the LEA at the time a student enrolls. It asks two key questions that help school staff determine whether or not a student is eligible for assessment of his or her English proficiency.

Homeless A homeless student is one who lacks a fixed, regular, and adequate nighttime residence. This includes students who live in shelters, abandoned buildings, cars, and public spaces, as well as students whose families share housing with other families because of economic hardship or live in motels, hotels, trailer parks, or campgrounds.

Home Schooled The "Home Schooled" bubble exists on state-level assessment answer documents for students who are home schooled and take the state assessment in their local school district. Public school districts are required to administer state-level assessments to home-schooled students who wish to be assessed.

IDEA 1997 The federal Individuals with Disabilities Education Act, which describes and regulates educational opportunities for individuals with disabilities. It also requires that students with disabilities be included in statewide assessments.

IDEA 2004 The reauthorization of IDEA 1997.

Individualized Education Program (IEP) A written statement for each child with a disability that is developed, reviewed, and revised in a meeting in accordance with the Individuals with Disabilities Education Act regulations.

Individualized Education Program (IEP) Team A group of individuals that is responsible for developing, reviewing, or revising an IEP for a child with a disability in compliance with IDEA regulations

Instructional Accommodation A modification or adjustment to the delivery of lessons, remediation, grading, or classroom placement. Like assessment accommodations, instructional accommodations minimize the impact of a student's disability on his or her performance in class. In addition, instructional accommodations do not lessen the academic rigor present in the student's class or coursework; rather, they seek to remove barriers the student might otherwise have in accessing the content presented during instruction.

Limited English Proficient (LEP) The terms "limited English proficient" or "English Language Learner," when used with respect to an individual, means someone who

- is aged 3 through 21;
- is enrolled or preparing to enroll in an elementary school or secondary school;
- (i) was not born in the United States or whose native language is a language other than English; (ii) (I) is a Native American or Alaska Native, or a native resident of the outlying areas; and (II) comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or (iii) is migratory, whose native language is a language other than English, and comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual (i) the ability to meet the state's proficient level of achievement on state assessments described in section 1111(b)(3); (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or (iii) the opportunity to participate fully in society.

Local Educational Agency (LEA) According to 20 USCS § 7801 (26)(A), the term "local education agency" (LEA) means "a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools." This could refer to a school district, a public school academy functioning as its own district, or an intermediate school district (ISD) that administers its own curriculum center or school for students with special needs.

MEAP-Access One of five components of the MEAS, it is the state's Alternate Assessment based on Modified Achievement Standards (AA-MAS). It is used to assess students with Individualized Education Programs (IEPs) in grades 3-8 in the content areas of reading, writing, and mathematics.

MI-Access One of five components of the MEAS, MI-Access is intended for students for whom the MEAP, the MME, or MEAP-Access with or without assessment accommodations are not appropriate as determined by a student's Individualized Education Program (IEP) Team. It is an Alternate Assessment based on Alternate Achievement Standards (AA-AAS).

MI-Access Functional Independence Assessments The MI-Access reading, writing, mathematics, and science assessments for students who have, or function as if they have, mild cognitive impairment.

MI-Access Participation Assessments The MI-Access English language arts, mathematics, and science assessments for students who have, or function as if they have, severe cognitive impairment.

MI-Access Supported Independence Assessments The MI-Access English language arts, mathematics, and science assessments for students who have, or function as if they have, moderate cognitive impairment.

Michigan Curriculum Framework A resource for helping Michigan's public and private schools design, implement, and assess their core content-area curricula. Three components are the content standards, benchmarks, and grade level content expectations, which represent rigorous expectations for student performance and describe the knowledge and abilities needed to be successful in today's society (Michigan Curriculum Framework, page 6).

Michigan Department of Education Under the direction of the Superintendent of Public Instruction, this agency carries out the policies of the State Board of Education and implements federal and state legislative initiatives.

Michigan Educational Assessment Program (MEAP) One of five components of the MEAS, it is the state's general education assessment for students in grades 3 through 9 and is used statewide to assess student performance in specific content areas. The MEAP's content is aligned to the Model Content Standards of the Michigan Curriculum Framework.

Michigan Educational Assessment System (MEAS) The State Board of Education-approved assessment system in Michigan, which is comprised of five assessment programs, including the ELPA, the MEAP, the MME, MEAP-Access, and MI-Access.

Michigan Merit Examination (MME) One of five components of the MEAS. It is the state's general education assessment for students in grade 11 (or eligible students in grade 12) and is used statewide to assess student performance in specific content areas. The MME's content is aligned to the Model Content Standards of the Michigan Curriculum Framework.

Michigan Student Data System (MSDS) Data submitted by school districts, including discrete information about individual students, such as age, gender, ethnicity, and program participation. The data collected via the MSDS is used to meet the reporting requirements of the federal No Child Left

Behind Act of 2001, including the determination of Adequate Yearly Progress (AYP). Formerly called the Single Record Student Database.

Migratory Status A student who has moved with a parent or guardian or on his or her own within the past 36 months from one school district to another for the purpose of securing temporary or seasonal work in agriculture or fishing.

Modeling A type of assistance provided to a Participation student where an assessment administrator demonstrates the correct completion of the assessment item in a manner that permits the student to observe what he/she is being asked to do. It may be provided only when a student does not engage in an assessment item after being provided verbal and/or physical cues.

Modified Achievement Standards An expectation of performance that is challenging for eligible students, but may be less difficult than a grade-level achievement standard. Modified achievement standards must be aligned with a state's academic content standards for the grade in which a student is enrolled. Thus, only the achievement standards are modified, not the content standards on which those modified achievement standards are based.

National Assessment of Educational Progress A national assessment—often referred to as "the Nation's Report Card"—designed to ascertain what America's students in specific grades know and can do in specific subject areas.

No Child Left Behind Act of 2001 An act that reauthorizes the Elementary and Secondary Education Act, including Title programs I-IX. It is designed, in part, to (1) increase the accountability of states, districts, and schools; (2) expand choices for parents and students, particularly those attending low performing schools; (3) provide greater flexibility for states and local educational agencies in the use of federal dollars; and (4) increase emphasis on reading, especially for young children. In addition, it requires states to implement a single accountability system for all public schools and all students, and increases the number of times students—including those with disabilities and limited English proficiency—must be assessed.

Nonstandard Accommodation A nonstandard accommodation changes the construct being measured by an assessment or assessment item and, thus, results in an invalid test score. This includes any accommodation not deemed "standard" in the Assessment Accommodation Summary Tables approved by the State Board of Education.

Office of Educational Assessment and Accountability (OEAA) An office in the Michigan Department of Education that oversees all statewide educational assessment and accountability programs.

"Or those who function as if they have such impairment" A phrase that refers to students who may, by diagnostic category, be identified as having a certain disability, but who adaptively function within another level of impairment. These students are considered as "those who function as if they have such impairment," and, therefore, should be given the state-level assessment that best suits their adaptive functioning level of independence.

Present Levels of Academic Achievement and Functional Performance (PLAAFP) A statement of the child's present levels of academic achievement and functional performance, including (i) how the child's disability affects the child's involvement and progress in the general education curriculum (i.e., the same curriculum as for nondisabled children); or (ii) for preschool children, as appropriate, how the disability affects the child's participation in appropriate activities.

Primary Assessment Administrator (PAA) A certified professional staff member—such as a teacher, school psychologist, related service provider, or teacher consultant—who observes and scores a student taking the MI-Access Participation or Supported Independence assessments. During assessment administration, the PAA introduces items to the student and makes all decisions regarding when and what types of assistance to provide.

Proficient Sometimes expressed by a numerical "cut score" on statewide assessment, a student who is proficient in a content area demonstrates knowledge of that content area appropriate to grade-level expectations. Those expectations may vary based on the student's grade level and instructional setting. See Grade-Level Content Expectations (GLCEs), High School Content Expectations (HSCEs), English Language Proficiency (ELP) Standards, Extended Grade-Level Content Expectations (EGLCEs), Extended High School Content Expectations (EHSCEs), and Extended Benchmarks (EBs).

Progress Annual gains made by the student, as evidenced by the acquisition of what the student knows and can do, or by an increase in assessment scores or performance levels.

Scoring Rubric Descriptive scoring schemes that are developed by teachers or other evaluators to guide the analysis of the products or processes of students' efforts. Scoring rubrics are typically employed when judgment of quality is required and may be used to evaluate a broad range of subjects and activities (Practical Assessment, Research, & Evaluation, 2000).

Section 504 of the Rehabilitation Act of 1973 Legislation designed to protect the rights of individuals with disabilities engaged in programs that receive federal funds from the U.S. Education Department.

Shadow Assessment Administrator (SAA) A certified staff member or other school personnel—such as a highly qualified paraprofessional—who simultaneously and independently observes and provides a second score for a student taking the MI-Access Participation or Supported Independence assessments. During assessment administration, the SAA provides assistance to the student only if asked to do so by the Primary Assessment Administrator.

Special Education A student who is determined by an Individualized Education Program (IEP) Team or a hearing officer to have 1 or more of the impairments that necessitates special education or related services, who is not more than 25 years of age as of September 1 of the school year of enrollment, who has not completed a normal course of study, and who has not graduated from high school. (Reference Michigan Administrative Rule 340.1702, Rule 2)

Standard Accommodation An assessment provision given so that the effect of a disability is minimized and the student is provided an opportunity to demonstrate the degree of achievement he or she actually possesses. It does not change the construct being measured and, therefore, yields valid assessment scores.

Step-By-Step Instructions The type of assistance provided when a MI-Access Participation or Supported Independence student requires an assessment administrator to explain each step involved in completing an item. It may be used alone or along with hand-over-hand assistance. Only the Primary Assessment Administrator may decide if and when step-by-step instructions are necessary.

Students with Disabilities (SDs or SWDs) A student with a disability means a person who is determined by an Individualized Education Program Team or a hearing officer to have one or more of the impairments specified in this part that necessitates special education or related services, or both, who is nor more than 25 years of age as of September 1 of the school year of enrollment, who has not completed a normal course of study, and who has not graduated from high school. A student who reached the age of 26 years after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

Unique Identification Code A state-assigned code that allows the state to track student information without using a student's name.

United States Education Department (USED) The United States Education Department in Washington D.C., is the federal authority on policies, procedures, and practices followed by the nation's schools, public school academies, school districts, intermediary school districts (ISDs), and state-level governmental departments of education.

Verbal/Physical Cues Prompts, or cues, provided by an assessment administrator when a MI-Access Participation or Supported Independence student does not engage in an item, or begins then hesitates or stops. Verbal and/or physical cues include such things as prompting the student to continue, pointing to the area where an item takes place, or touching the student's arm to bring him/her back on task.

Resources

Cook, Wilmes, Boals, and Santos. (2008). Issues in the development of annual measurable achievement objectives for WIDA consortium states. WCER working paper no. 2008-2 [Abstract]. Retrieved from http://www.eric.ed.gov.

Federation for Children with Special Needs. (2010). *IDEA 1997 Fact Sheet*. Retrieved November 3, 2010, from http://fcsn.org/peer/ess/ideafs.html.

FindLaw. (2010). *FAQ: Educational Opportunities Discrimination*. Retrieved November 3, 2010, from http://public.findlaw.com/.

K12 Academics. (2010). *K12 Academics*. Retrieved November 3, 2010, from http://www.k12academics.com/.

Kentucky Education Cabinet. (2007). *ADA & Employment Title I*. Retrieved November 3, 2010, from http://ada.ky.gov.

The Michigan Alliance For Gifted Education. (2010). *Michigan Alliance For Gifted Education*. Retrieved October 11, 2010, from http://www.migiftedchild.org.

Michigan Department of Education. (2009). Assessment Accommodation Summary Table. Retrieved October 11, 2010, from http://www.michigan.gov/documents/mde/Updated_Revised_Accommodation_Summary_Table_092909_294052_7.pdf.

Michigan Department of Education. (2009). *MDE – GT Announcement and Information LISTSERV*. Retrieved October 11, 2010, from http://michigan.gov/gifted.

Michigan Department of Education. (2009). *MEAP-Access*. Retrieved October 11, 2010, from http://www.michigan.gov/meap-access.

Michigan Department of Education. (2009). MEAP-Access Eligibility Criteria and Guidelines for Participation. Retrieved from http://www.michigan.gov/documents/mde/MEAP-Access_Eligibility_Criteria_and_Guidelines_030209_273134_7.pdf.

Michigan Department of Education (2009). *Michigan Educational Assessment Program*. Retrieved October 11, 2010, from http://www.michigan.gov/meap.

Michigan Department of Education. (2009). *Michigan English Language Proficiency Assessment*. Retrieved October 11, 2010, from http://www.michigan.gov/elpa.

Michigan Department of Education. (2009). *Michigan Merit Examination*. Retrieved October 11, 2010, from http://www.michigan.gov/mme.

Michigan Department of Education. (2009). *Michigan's Alternate Assessment Program*. Retrieved October 11, 2010, from http://www.michigan.gov/mi-access.

Michigan Department of Education. (2009). *National Assessment of Education Progress*. Retrieved October 12, 2010, from http://www.michigan.gov/naep.

Michigan Department of Education. (2009). *Office of Educational Assessment and Accountability (OEAA)*. Retrieved October 11, 2010, from http://michigan.gov/oeaa.

Michigan Department of Education. (2009). *Special Education & Early Intervention Services*. Retrieved October 12, 2010, from http://www.michigan.gov/ose-eis.

Michigan Department of Education. (2010, June 15). *State Board of Education Unanimously Adopts Common Core Standards* [Press Release]. Retrieved from http://www.michigan.gov.

Michigan Virtual University. (2009). *Michigan Learnport*. Retrieved October 12, 2010, from http://learnport.org.

Public Schools of North Carolina. (2010, March). LEAs Must Decide on SIG Schools and Reforms. *North Carolina No Child Left Behind*, 3-4.

Public Schools of North Carolina. (2010, March). NCLB AND ESEA-as amended. *North Carolina No Child Left Behind*, 3.

Roberts, Brunner, and Bills. (2006). ESL programs and LEP students: a comparison of public and private schools along the Wasatch front. *Multicultural Education, 13*(3), 27-32. Retrieved from http://www.eric.ed.gov.

Standerfer, Leslie. (2006). Before NCLB: The history of ESEA [Abstract]. *Principal Leadership, 6*(8), 26-27.

State of Washington. (2010). *SMARTER*. Retrieved November 16, 2010, from http://www.k12.wa.us/smarter.

StateUniversity.com. (2010). *Bilingual Education - Need for Bilingual Education, Benefits of Bilingualism and Theoretical Foundations of Bilingual Education*. Retrieved on November 4, 2010, from http://education.stateuniversity.com.

Summer Institute for the Gifted. (2010). *SIG @ University of Michigan*. Retrieved October 11, 2010, from http://www.giftedstudy.org/residential/michigan.

U.S. Department of Education. (2010). *National Center on Response to Intervention*. Retrieved October 11, 2010, from http://www.rti4success.org.

U.S. Department of Education. (2010). *No Child Left Behind: A Desktop Reference*. Retrieved November 10, 2010, from http://www2.ed.gov.

U.S. Department of Education. (2010). *Office for Civil Rights*. Retrieved October 11, 2010, from http://www.ed.gov/ocr.

U.S. Department of Education Institute of Education Sciences. (2010). *National Center for Education Statistics*. Retrieved October 12, 2010, from http://nces.ed.gov.

U.S. Department of Justice. (2010). *A Guide to Disability Rights Law*. Retrieved November 4, 2010, from http://www.ada.gov.

United States Government. (2003). *Elementary and Secondary Education Act of 1965*. Retrieved November 4, 2010, from http://wps.prenhall.com/wps/media/objects/531/544609/Documents_Library/esea1965.htm.

United States Government. (2002). Office of Elementary and Secondary Education; Title I of the Elementary and Secondary Education Act of 1965 as amended (ESEA); Improving the academic achievement of the disadvantaged; proposed rule. *Federal Register, 67*(13), 2770-2772.

United States Government. (2010). *Section 508*. Retrieved October 11, 2010, from http://www.section 508.gov.

United States Government. (2010). *USA.gov: The U.S. Government's Official Web Portal*. Retrieved October 14, 2010, from http://usa.gov.

Virginia Commonwealth University. (2010). *Americans with Disabilities Act (ADA)*. Retrieved November 3, 2010, from http://www.workworld.org.