

MEAP Coordinator Briefing

Fall 2007



Outline

- Welcome and General Issues (Joseph Martineau)
- MEAP Administration (Sue Peterman)
- ELPA (Marilyn Roberts)
- Assessment Accommodations (Peggy Dutcher)
- Student ID Process (Dave Judd)
- Assessment Processing (Larry Ehret)

Welcome and General Issues

Joseph Martineau, Interim Director
Office of General Assessment
and Accountability

Briefing Overview

- Update
- New for 2007-08
 - Elementary and middle school
- Work continuing in 2007-08
- Performance Level Change

Update

- Staffing changes
 - Ed Roeber has resigned from OEAA and is now a professor at MSU
 - Staff reassignments
- Current deadline: Assessment results reported by mid December
- Contractors - Pearson and Harcourt

Update

MEAP Grades 3-9 assessments

- Assessments administered in October
- Special arrangements for students affected by religious holy days
 - Contact MEAP Office
- New Science and Social Studies content standards are possible by end of the year – assessments to follow approximately two years later

New for 2007-08

- Missing or incorrect barcode labels
 - Approximately 10,000 last year
 - Slowed down processing and reporting
 - Cost issue to the State
 - \$5 per answer document charged to school

New for 2007-08

- Revised Ethical Practices document
 - August 2007 approved by OEAA Advisory Council
 - Minimal changes
- MEAP reports revised
 - New Performance Levels Descriptors

New for 2007-08

- Level 1: Advanced
 - The student's performance exceeds grade level expectations and indicates substantial understanding and application of key concepts defined for Michigan students. The student needs support to continue to excel.

New for 2007-08

- Level 2: Proficient
 - The student's performance indicates understanding and application of key grade level expectations defined for Michigan students. The student needs continued support to maintain and increase proficiency.

New for 2007-08

- Level 3: Partially Proficient
 - The student needs assistance to improve achievement. The student's performance is not yet proficient, indicating a partial understanding and application of the grade level expectations defined for Michigan students.

New for 2007-08

- Level 4: Not Proficient
 - The student needs intensive intervention and support to improve achievement. The student's performance is not yet proficient and indicates minimal understanding and application of the grade level expectations defined for Michigan students.

New for 2007-08

- Reporting Performance Level Change
 - Significant Improvement (SI)
 - Improvement (I)
 - No Change (N)
 - Decline (D)
 - Significant Decline (SD)

New for 2007-08

Fall 2006 Achievement		Fall 2007 Achievement											
		Not Proficient			Partially Proficient			Proficient			Advanced		
		Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High
Not Proficient	Low	N	I	I	SI	SI	SI	SI	SI	SI	SI	SI	SI
	Mid	D	N	I	I	SI	SI	SI	SI	SI	SI	SI	SI
	High	D	D	N	I	I	SI	SI	SI	SI	SI	SI	SI
Partially Proficient	Low	SD	D	D	N	I	I	SI	SI	SI	SI	SI	SI
	Mid	SD	SD	D	D	N	I	I	SI	SI	SI	SI	SI
	High	SD	SD	SD	D	D	N	I	I	SI	SI	SI	SI
Proficient	Low	SD	SD	SD	SD	D	D	N	I	I	SI	SI	SI
	Mid	SD	SD	SD	SD	SD	D	D	N	I	I	SI	SI
	High	SD	SD	SD	SD	SD	SD	D	D	N	I	I	SI
Advanced	Low	SD	SD	SD	SD	SD	SD	SD	D	D	N	I	I
	Mid	SD	SD	SD	SD	SD	SD	SD	SD	D	D	N	I
	High	SD	SD	SD	SD	SD	SD	SD	SD	SD	D	D	N

New for 2007-08

Results for Firstnamex				
Subject	2007 Achievement		2006 Achievement Performance Level	2006 → 2007 Perf. Level Change*
	Score	Performance Level		
Mathematics	422	1-Advanced	1-Advanced	No Change
Science	200	4-Not Proficient	#	#
Total ELA	387	3-Partially Proficient	3-Partially Proficient	No Change
Reading	414	2-Proficient	2-Proficient	Significant Improvement
Writing	364	3-Partially Proficient	3-Partially Proficient	**

Science/social studies are not measured in every grade, so year-to-year progress cannot be reported.

**The writing assessment is not long enough to precisely categorize students' year-to-year progress.

New for 2007-08

- Report performance level change example:
 - Fall 2006 Performance: Mid Basic (level 3)
 - Fall 2007 Performance: High Proficient (level 2)
 - Performance level change: Significant Improvement (SI)

New for 2007-08

- Reported on parent reports, individual student reports, and class rosters
 - Reading, Total ELA and Math
 - Writing assessment is not long enough to categorize year-to-year progress

New for 2007-08

- Summary Reports
 - Performance Level Change – Summary
 - Year-to-Year Transitions

New for 2007-08

PERFORMANCE LEVEL CHANGE – SUMMARY

	Years Summarized	Students Matched+		Performance Level Change				
		No.	Pcnt.	Significant Decline	Decline	No Change	Improvement	Significant Improvement
READING	2006 & 2007	999,999	100%	100%	100%	100%	100%	100%
TOTAL ELA	2006 & 2007	999,999	100%	100%	100%	100%	100%	100%

+ The number of students with matching test results from both years.

Note: The writing assessment is not long enough to precisely summarize a student's year-to-year progress.

New for 2007-08

PERFORMANCE LEVEL CHANGE – YEAR-TO-YEAR TRANSITIONS

	Fall 2006 Performance Levels	Fall 2007 Performance Levels			
		4-Not Proficient	3-Partially Proficient	2-Proficient	1-Advanced
READING	4-Not Proficient	123456 (100%) <i>not gaining</i>	123456 (100%) <i>gaining</i>	123456 (100%) <i>gaining</i>	123456 (100%) <i>gaining</i>
	3-Partially Proficient	123456 (100%) <i>declining</i>	123456 (100%) <i>not gaining</i>	123456 (100%) <i>gaining</i>	123456 (100%) <i>gaining</i>
	2-Proficient	123456 (100%) <i>declining</i>	123456 (100%) <i>maintaining</i>	123456 (100%) <i>maintaining</i>	123456 (100%) <i>gaining</i>
	1-Advanced	123456 (100%) <i>declining</i>	123456 (100%) <i>declining</i>	123456 (100%) <i>declining</i>	123456 (100%) <i>maintaining</i>

Number (%) of Students Assessed in 2007 Matched to 2006: 999,999 (100%)

WRITING	4-Not Proficient	0 (0%) <i>not gaining</i>	0 (0%) <i>gaining</i>	0 (0%) <i>gaining</i>	0 (0%) <i>gaining</i>
	3-Partially Proficient	0 (0%) <i>declining</i>	0 (0%) <i>not gaining</i>	123456 (100%) <i>gaining</i>	0 (0%) <i>gaining</i>
	2-Proficient	0 (0%) <i>declining</i>	0 (0%) <i>declining</i>	0 (0%) <i>maintaining</i>	0 (0%) <i>gaining</i>
	1-Advanced	0 (0%) <i>declining</i>	0 (0%) <i>declining</i>	0 (0%) <i>declining</i>	0 (0%) <i>maintaining</i>

Number (%) of Students Assessed in 2007 Matched to 2006: 999,999 (100%)

TOTAL ELA	4-Not Proficient	0 (0%) <i>not gaining</i>	0 (0%) <i>gaining</i>	0 (0%) <i>gaining</i>	0 (0%) <i>gaining</i>
	3-Partially Proficient	0 (0%) <i>declining</i>	0 (0%) <i>not gaining</i>	0 (0%) <i>gaining</i>	0 (0%) <i>gaining</i>
	2-Proficient	0 (0%) <i>declining</i>	0 (0%) <i>declining</i>	123456 (100%) <i>maintaining</i>	0 (0%) <i>gaining</i>
	1-Advanced	0 (0%) <i>declining</i>	0 (0%) <i>declining</i>	0 (0%) <i>declining</i>	0 (0%) <i>maintaining</i>

Number (%) of Students Assessed in 2007 Matched to 2006: 999,999 (100%)

Work Continuing in 2007-08

- Education YES! and NCLB AYP processes may change because of the expanded MEAP assessments
- Growth portion of EducationYES! is likely to be based on school performance level change
- MDE hopes to use school performance level change as another method of making Safe Harbor under NCLB

MEAP Coordinator Briefing

- Fax in questions: 734-334-1857
- Email questions: answers@resa.net

MEAP Assessment Administration

Sue Peterman, Analyst
MEAP Administration & Reporting
Office of General Assessment
and Accountability

Fall 2007 MEAP

- ❑ October 8 – 26, 2007
- ❑ October 31 deadline for schools to ship materials to scoring contractor

New for Fall 2007

- ❑ New Student Registration Forms or 'Slip Sheets' have been eliminated – use the OEAA Secure Site for online registration to produce barcode labels
 - oeaa@michigan.gov
 - 877-560-8378

New for Fall 2007

- ❑ One answer document per grade/subject area
- ❑ Multiple forms of test booklets
 - ELA, Math, Science = 10 forms
 - Social Studies = 7 forms

New for Fall 2007

- ❑ “Spiraling” of test booklets within classrooms
 - Spiral Set A
 - Spiral Set B
 - Very important for students to fill in the correct form of test they are using

New for Fall 2007

- ❑ Strict adherence to timelines for returning scorable materials
- ❑ Late returns could result in charges to district for scoring

New for Fall 2007

□ New Performance Levels

- Level 1 = Advanced (was "Exceeded")
- Level 2 = Proficient (was "Met")
- Level 3 = Partially Proficient (was "Basic")
- Level 4 = Not Proficient (was "Apprentice")

Receipt of Materials

- ❑ Due to arrive in schools the week of September 24th
- ❑ Initial shipment will include Administrator Manual, Coordinator Handbook, and accommodated versions

Receipt of Materials

- ❑ Barcode labels to arrive in a separate shipment week of October 1
- ❑ District coordinators should verify quantities upon receipt

Additional Orders

- ❑ Gather additional material request from all schools within district
- ❑ District Coordinator is responsible for ordering all additional materials
- ❑ Can be done on the OEAA Secure Site (www.michigan.gov/oeaa-secure)

Grades 3-9 MEAP Assessments

- ❑ Administer in any order
- ❑ No. 2 pencil on ALL items
- ❑ Math – No calculators on Part 1 only
- ❑ No Additional Sheets Allowed
 - Unless for approved accommodation

Grade 3 Answer Document Assessment Booklet

- ❑ No pre-printed Grade 3 answer documents/booklets
- ❑ Pre-printed labels must be placed on answer documents/booklets
- ❑ Students mark answers in booklet
- ❑ ALL grade 3 documents (used and unused) must be returned

Manuals and Handbooks

- ❑ District and Building Coordinator Handbook
- ❑ One Administrator Manual – Grades 3–9
- ❑ Test directions are in manual

Administration Guidelines

- ❑ Assessment Security
 - Assessment Materials
- ❑ Reporting Assessment Irregularities and Administrative Errors
 - Availability of Emergency Assessments
- ❑ Monitoring Assessment Administration
 - Prohibited Student Behavior

Transcribing Responses: Accommodated Versions

- ❑ Enlarged Print versions
 - School staff must transcribe student responses exactly as written into a regular/scannable student answer document
 - Return with other used student answer document under School/Grade Header Sheet

Transcribing Responses: Accommodated Versions

- Scribes, Tape Recorders, Braillewriters
 - School staff must transcribe student responses exactly as written into a scannable student answer document
 - Return with other used student answer document under School/Grade Header Sheet
 - Return enlarged print and Braille version of test booklets with other non-scorable material

Transcribing Responses: Accommodated Versions

□ Word Processed Pages

- Student written responses DO NOT need to be transcribed into a student answer document
- Each word-processed page MUST be printed and identified with student and assessment information (including test cycle grade, subject area, and item number)

Transcribing Responses: Accommodated Versions

□ Word Processed Pages

- Word processed pages must be inserted into a student answer document
- DO NOT return word processed pages without the student answer document
- Return in orange envelope

Materials Return

- MEAP Security Compliance Form
 - Required

- MEAP Class/Group ID Sheet
 - Optional

- MEAP School/Grade Header Sheet
 - Required

Materials Return

- Return Materials Kit
 - Regular test forms
 - Emergency test form

Contact Information

Joseph Martineau, Interim Director, OGEA

Dave Judd, Project Manager

James Griffiths, Manager, Test Administration & Reporting

Bill Brown, Manager, Test Development

Sue Peterman, MEAP Department Analyst

Rodger Epp, Science Assessment Consultant

Ruth Isaia, Social Studies Assessment Consultant

Kyle Ward, Mathematics Assessment Consultant

Wendy Gould, Contractual ELA Assessment Consultant

Contact Information

□ MEAP Office

- Phone 877-560-8378
- FAX 517-335-1186
- oeaa@michigan.gov
- www.michigan.gov/meap

Contact Information

□ MEAP Scoring Services

- Phone 800-204-4109
- FAX 319-358-4293
- meap@pearson.com

MEAP Coordinator Briefing

- Fax in questions: 734-334-1857
- Email questions:
answers@resa.net

Participation of ELLs

Marilyn Roberts, Director
Special Populations Assessment



Participation of ELLs

Can English language learners (ELLs) be excused from MEAP assessments?

- All ELLs are to be assessed with content-based tests.
- The only exception involves “recently arrived” students.

Participation of ELLs

Who are “recently arrived” students?

- These are ELLs who have enrolled in a U.S. Public School for 12 months or less.
- The date of entry is drawn from section 10 on ELPA demographic pages.

Participation of ELLs

Who are “recently arrived” students?

- Students meeting this criterion may be “excused” from taking the ELA portions of content-based tests provided that the ELPA has been administered and the student is eligible for services.
- An ELPA for Initial Screening is available for new students.
- This is a one-time exemption. “Excused” students are reported as a sub-category for AYP.

Participation of ELLs

How do we notify the State that we have an ELL who is eligible for services?

- Enter ELPA screener information on the OEAA Secure Website to identify the student for Title III count.
- Indicate eligibility for LEP services with SRSD information—including entrance, exit dates.

Accommodations for ELLs

How do we determine if an ELL needs an accommodation?

- Assessment accommodations are based on ELL performance levels and language of instruction for content area being assessed.
- Spanish, Arabic and English videos
- Decisions are to be made on student-by-student basis.

Accommodations for ELLs

How do we determine if an ELL needs an accommodation?

- MEAP accommodations marked as standard result in scores that are reportable for Adequate Yearly Progress (AYP) and EducationYES!

MEAP Assessment Accommodations for Students with Disabilities

Peggy Dutcher, Manager
State Assessment for Students
with Disabilities Program



Presentation includes:

- Students with disabilities with an IEP
- General Education Students with a Section 504 Plan
- Accommodated Versions
- Special Handling
- Rapid Onset of a Medical Disability

Students with Disabilities

- **Must** have a **valid IEP** indicating the student is eligible for special education

Only the IEP Team Can Determine

- Participation in MEAP and/or MI-Access
- Accommodations needed
 - Routinely used during instruction
 - Must be documented in the IEP

General Education Students

- **Must** have a **valid** Section 504 Plan
- Accommodations needed
 - Routinely used during instruction
 - Must be documented in the 504 Plan

Standard Accommodations

- Do **NOT** change the construct being assessed
- Scores **DO** count towards a valid MEAP score

Nonstandard Assessment Accommodations

- **DO** change the construct being assessed
- If used – do **NOT** result in a valid MEAP score

Invalid MEAP Scores

- Student will be considered **NOT PARTICIPATING** when NCLB participation rates are calculated

State Provided Accommodated Versions

- Form #1
- Braille
- Assessment Administrator
Booklet for Braille
- Enlarged Print

State Provided Accommodated Versions

- Audio versions
 - Cassette tapes
 - Compact Discs (CDs)
-  **MUST** be administered **INDIVIDUALLY!**

Ordering Accommodated Versions

- OEAA Secure Site
- www.mi.gov/oeaa-secure
- Additional Orders

Other Content Areas

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



Scribes, Tape Recorders, and Braillewriters

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

Word Processors

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

Additional Paper

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

Returning Word Processed Documents and Additional Paper

- BEST - Print student labels

Returning Word Processed Documents and Additional Paper – EVERY PAGE!

- Student Name
- Birth date
- Student UIC
- District Name and Code
- School Name and Code
- Assessment Window
- Grade Content Area

Returning Word Processed Documents and Additional Paper

- Insert in completed student answer folder
- DO NOT staple, tape, paper clip, or glue to answer documents
- Orange Envelope – “Special Handling and /or Word Processed Documents”
- Put on **top** of materials in “1 of X” box of answer folders being returned

Rapid Onset of Medical Disability

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

Contact Information for Students with Disabilities

Peggy Dutcher, Manager

State Assessment for Students with
Disabilities Program

 Dutcherp@mi.gov

 (517) 241-4416

MEAP Coordinator Briefing

- Fax in questions: 734-334-1857
- Email questions:
answers@resa.net

OEAA Secure Site From Pre-ID to Tested Roster

Dave Judd, Project Manager
Office of Educational Assessment and
Accountability

Student Record Search

New screen enables you to claim a student and assign to a test cycle in one step instead of multiple.

Always search for a student prior to adding a new student record.

New student button now on Student Search Result section

Student Summary Screen lists History

Student Summary Screen

Student Summary
Cancel

Student Information

Student Number	UIC	Last Name	First Name	M.I.
2012084	7023487347	Foote	Tina	
Primary Ethnic Group	City of Birth	Birth Date	Birth Order	Gender
White, not of Hispanic Origin	Port Huron, MI USA	6/16/1994	1	Female
Address	City	State	Zip	
310 E Snover Rd	Sandusky	Michigan	48471	

Assessments Scheduled Add Test Cycle ELPA Screener

District	Building	Grade	Assessments Scheduled	
Sandusky Community School District (76210)	Sandusky Middle School(5398)	08	Fall 2007 MEAP Grades 3 - 9	U

Assessment History

District	Building	Grade	Assessment History	
Sandusky Community School District (76210)	Sandusky Middle School(5398)	06	Fall 2005 MEAP Grades 3 - 9 [T]	
Sandusky Community School District (76210)	Sandusky Middle School(5398)	07	Fall 2006 MEAP Grades 3 - 9 [T]	
Sandusky Community School District (76210)	Sandusky Middle School(5398)	05	Winter 2005 MEAP [T]	

[U] - Unassigned, [T] - Assessment Taken

Pre-Identified Student Report

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

Pre-ID Mass Updates

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

Pre-ID Mass Updates – cont'd

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

Pre-ID Mass Updates – cont'd

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

PreId Mass Updates

Search

Search Criteria

ISD	<input type="text" value="Unassigned (UU)"/>	District	<input type="text" value="Unassigned (UUUUU)"/>				
School	<input type="text" value="Unassigned (UUUU)"/>	Test Cycle	<input type="text" value="[No Test Cycle Assigned]"/>				
Grade	<input type="text" value="04"/>	Assigned/Unassigned Students	<input type="text" value="[All Students]"/>	Sort By	<input type="text" value="[Default]"/>	Sort Order	<input type="text" value="Asc"/>

Search Results

[Michigan.gov Home](#) | [Education Home](#) | [MEAP Home](#) | [Support](#) | [Contact Us](#) | [State Web Sites](#)

[Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#)

Copyright © 2003 State of Michigan

Pre-ID Mass Updates– Cont'd

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

PreId Mass Updates Search

Search Criteria

ISD [Unassigned (UU) ▼] **District** [Unassigned (UUUUUU) ▼]
School [Unassigned (UUUU) ▼] **Test Cycle** [No Test Cycle Assigned] ▼
Grade [11 ▼] **Assigned/Unassigned Students** [All Students] ▼ **Sort By** [Default] ▼ **Sort Order** [Asc] ▼

Update Fields Save

Destination School [None] ▼ **Grade** [None] ▼ **Assign/Unassign Students** [None] ▼
Schedule Math [None] ▼ **Schedule Science** [None] ▼ **Schedule Social Studies** [None] ▼ **Schedule Reading + Writing** [None] ▼

Search Results Select All Unselect All

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

Demographic Updates

- OEAA student demographic load for public districts/schools will occur after the Fall 2007 SRSD submission is complete and prior to the Tested Roster period, and will include the following fields from the Fall 2007 SRSD submission:
 - Economically Disadvantaged
 - English Language Learners

Demographic Updates – Cont'd

- Ethnicity
 - Feeder School Code
 - Homeless
 - Less than Full Academic Year (LTFAY)
 - Migrant
 - Special Education
- The demographic load of these fields will take place after the Fall 2007 assessments have been completed and before the tested roster period.

Demographic Updates – Cont'd

- Public districts/schools should not enter the above demographic information for the Fall 2007 MEAP or MI-Access Assessments in the OEAA Secure Site prior to the Tested Roster period. Any data that is entered into the above student demographic fields will be replaced with fall SRSD data at the time of the OEAA demographic load.

Demographic Updates – Cont'd

Districts/schools will have the ability to view and modify the student demographic data in the OEAA Secure Site during the tested roster period prior to reporting. Also, make sure any modifications are also reflected in your local student management system.

Barcode Labels

You should print barcode labels for all students that did not come pre-identified.
Click *Barcode Labels* from the menu on the left on the web page.



Barcode Labels

You should then see this:

Barcode Labels Search

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

Barcode Labels - Continued

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

Search Results Select All Submit

Number of Copies for Each Student: Start Print Position: 

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

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

Barcode Labels - Continued

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

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

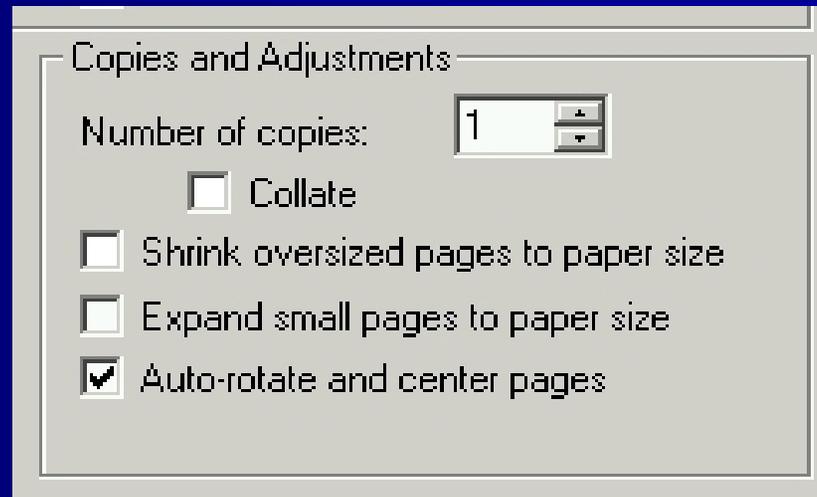
If everything looks correct, click on the printer icon, which normally is located near the top left corner of the window.



Barcode Labels - Continued

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

Click on OK to print.



Why is Tested Roster important?

It gives you a complete listing of:

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

Tested Roster – cont'd

It gives you your last opportunity to:

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

Tested Roster – cont'd

Ensure that the following has been validated (again this is the final opportunity to update this information):

- Verify that students who are marked with an unethical practice/prohibitive behavior or nonstandard accommodation are correct.

Tested Roster – cont'd

Tested Roster Search

Search Criteria

ISD
 Ingham ISD (33) **District**
 Lansing Public School District (33020)

School
 Atwood School (0144) **Test Cycle**
 Fall 2006 MEAP Grades 3 -9

Primary Ethnic Group [All] **Grade** [All] **Gender** [All] **Test Discrep** [All] **Accomm** [All] **FLEP** [All]

LBP [All] **ED** [All] **HS** [All] **Homeless** [All] **LTFAY** [All] **Uneth. Pract.** [All] **MS** [All] **SE** [All]

Class Group Code
 Math Science Social Studies ELA

Search Results Download Report Appeal Combine **Save** Missing Student Missing Test

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

Resource Information

- Instructions for website usage can be found on the login page of the secure website, www.michigan.gov/OEAA-secure by clicking on the pink link titled OEAA Secure Site User Manual
- MI-Access help can be found at www.michigan.gov/mi-access

MEAP Coordinator Briefing

- Fax in questions: 734-334-1857
- Email questions:
answers@resa.net

Assessment Processing

Larry Ehret, Program Manager
Pearson

09/18/2007



99

Assessment Processing

- Pearson is the Assessment Administration contractor for OEAA
- The 2007 administration year will be the 3rd year Pearson and OEAA have worked together on the MEAP assessment.

Assessment Processing

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

Prior To Testing...Receive Material

- Receive and Inventory Answer Folders and Assessment Booklets—due in districts the week of September 24th
 - Extensive Field Testing requires each school to have a different spiral set.
 - 5% district/school overage sent
 - Assessment Booklets are **SECURE!**

Prior To Testing...cont'd

- All materials will arrive the week of September 24th. This includes:
 - Braille
 - Enlarged Print
 - Audio versions
 - Manuals

Prior To Testing...Additional Orders

- After materials have been inventoried if there is a need for additional materials they can be ordered via the OEAA secure site by clicking the additional orders and shipment tracking link.
- Limit orders to the number that is actually needed.

Prior To Testing...Additional Orders

- Accommodated Versions (All are Form 1)
 - Braille; Enlarged Print; English Audio; Videotapes for ELL students (Spanish, Arabic, and English)

Create an order for Additional Materials

1. From within your district's version of SchoolHouse, click on the ORDERS tab.



2. In the subnavigation, click on Order Additional Materials.



3. The page “**Order→Order Additional Materials**” requests the shipping information and materials needed.
-

4. Fill in the order screen's required fields and click "Next" to create the order. Prior to creating the order, you may wish to see all the materials you are ordering on one screen instead of spread out over multiple screens. You have two choices related to display of materials. The original list (shown to the left in the table below) is many pages long. Once you have input the quantity for amount requested, you can click the show selected link. The list will be compressed (as shown to the right in the table below) showing only those materials ordered. To get the entire list shown again, click the show all link.

Material selection		3 Test Materials Selected show selected		
Quantity	Test Material ▲	Type	Grade	Test
3	ANSWER DOCUMENT, GR 4 ELA	Answer Document	4	ELA
	ANSWER DOCUMENT, GR 4 MATH	Answer Document	4	Mathematics
5	ANSWER DOCUMENT, GR 5 ELA	Answer Document	5	ELA
	ANSWER DOCUMENT, GR 5 MATH	Answer Document	5	Mathematics
2	ANSWER DOCUMENT, GR 5 SCIENCE	Answer Document	5	Science
	ANSWER DOCUMENT, GR 6 ELA	Answer Document	6	ELA
	ANSWER DOCUMENT, GR 6 MATH	Answer Document	6	Mathematics

Material selection		3 Test Materials Selected show all		
Quantity	Test Material ▲	Type	Grade	Test
3	ANSWER DOCUMENT, GR 4 ELA	Answer Document	4	ELA
5	ANSWER DOCUMENT, GR 5 ELA	Answer Document	5	ELA
2	ANSWER DOCUMENT, GR 5 SCIENCE	Answer Document	5	Science

After clicking "Next," you will see:

Shipping Information

Need By Date: 9 / 21 / 2007

Delivery Method: FedEx 2nd Day Air

Shipment Reason: Additional Classroom

Special Instructions:

Ship To: DENNIS RAU

51 N. BARLOW ROAD
LINCOLN
MI, 48742

Email
RAUD@AMAESD.K12.MI.US

Phone
(989) 736-6261

Fax
(989) 736-8534

Material selection

Quantity	Test Material	Type	Grade	Test
3	ANSWER DOCUMENT, GR 4 ELA	Answer Document	4	ELA
5	ANSWER DOCUMENT, GR 5 ELA	Answer Document	5	ELA
2	ANSWER DOCUMENT, GR 5 SCIENCE	Answer Document	5	Science

Click "Submit Order" to order your materials.

Once you click "Submit Order,"

Order Additional Materials

Order Submitted Pending Approval

Your order has been submitted pending approval.

Order ID: 7981
Order Date: 2006-08-30 13:57:59 CT
User ID: jsprat

Copyright © 1999-2006
NCS Pearson, Inc.
All rights reserved

[Privacy Policy](#)

Order History and Tracking

1. From within your district's version of SchoolHouse, click on the ORDERS tab.



2. In the sub-navigation, click on Order History and Tracking.



3. **Orders from Pearson**—There are two choices immediately from which to choose, Orders from Pearson and Shipments to Pearson.

Order History and Tracking

View By: Orders from Pearson Shipments to Pearson

4. The view showing **Orders from Pearson** shows a list of all the orders which will be shipped from Pearson to your organization and the status of each order.

Order History and Tracking

View By: Orders from Pearson Shipments to Pearson

Approve											Orders 1 - 1 of 1
<input type="checkbox"/>	Edit?	Delete?	<input checked="" type="checkbox"/> Order	<input checked="" type="checkbox"/> Sales Order Number	<input checked="" type="checkbox"/> Code	<input checked="" type="checkbox"/> Customer	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Submission Date ▲	<input checked="" type="checkbox"/> Approval Date	<input checked="" type="checkbox"/> Delivery Date	<input checked="" type="checkbox"/> Confirmation
<input type="checkbox"/>			Additional Order (12453)		0101000000	ALCONA COMMUNITY SCHOOLS	Awaiting Approval	09/12/2007			

5. Selecting—

There is a filter that allows *selection* of orders by status. The list of selections can be seen by clicking on the  Status to the left of the word "Status." (See cursor below).

Approve						
<input type="checkbox"/>	Edit?	Delete?	<input checked="" type="checkbox"/> <u>Order</u>	<input checked="" type="checkbox"/> <u>Sales Order Number</u>	<input checked="" type="checkbox"/> <u>Customer</u>	<input checked="" type="checkbox"/> <u>Status</u> ▲
<input type="checkbox"/>			Additional Order (5010)	1208787/1	BENJAMIN CARSON ACADEMY	Awaiting Approval

6. The list for this field is shown:



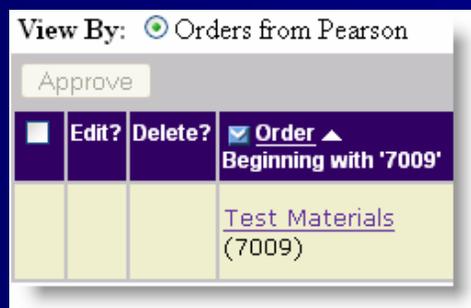
By selecting one, your list of orders will be restricted to those whose status you just selected. To get a list of all orders awaiting approval, you would just click on the Awaiting Approval link shown. To get all your orders listed again, click the Clear Filter link.

7. Searching—

Some fields can be *searched* as part of the Filtering process. To select a specific order from a list of hundreds of orders without scrolling and paging, enter the number in the Search Box in the filter drop-down and click "Go."



The specific order will be selected and displayed.

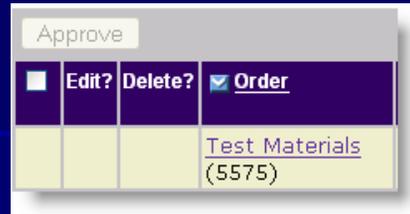


8. **Sorting—**

In addition to selecting a subset of orders using a filter, you can also *sort* the entire list of orders by clicking on the underlined column heading (e.g., Status). The orders will be organized by status types in alphabetical order: Awaiting approval, Delivered, Processing, Rejected. Clicking on the underlined column heading a second time will organize the status types in reverse alphabetical order: Rejected, Processing, Delivered, Awaiting approval. You may sort the list by any underlined column heading.



9. By clicking on the **link** for a particular order,



You will be shown the detail related to that order.

Test Materials(5575)

[Return to Order List](#)

Approval

Order Details	Shipping Details
Submission Date: 08/16/2006	Ship To:
Customer: ACADEMY OF INKSTER	8296108729
User: SYSTEM	ACADEMY OF INKSTER
Status: Processing	28500 AVONDALE
	INKSTER, MI 48141-3916
	MEAP COORDINATOR
	Phone: 800 5551212

Shipment #1 Shipped:

Estimated Arrival: [View Packing List](#)

Shipment not yet confirmed [View Confirmation](#) 1 materials backordered

Box	Status	Delivery Date	Tracking Number
1	None		UPS - 1ZE2643E0367343752
2	None		UPS - 1ZE2643E0369829493
3	None		UPS - 1ZE2643E0367403704
4	None		UPS - 1ZE2643E0367534519
5	None		UPS - 1ZE2643E0368457922

Material Selection		
Item	Description	Quantity
MI00011894	ANSWER DOCUMENT, GR 4 ELA	3
MI00011896	ANSWER DOCUMENT, GR 5 ELA	5
MI00011898	ANSWER DOCUMENT, GR 5 SCIENCE	2

10. By clicking on the View Packing List link,

Shipment # 1 Shipped:
Estimated Arrival: [View Packing List](#)

You will be shown the packing list for the shipment.

Packing List:

ITEM	ITEM DESCRIPTION	PACK QUANTITY	PACKAGE DETAILS	BOX NUMBER RANGE	BACK ORDER QUANTITY
1168468-3-1-1	HSA SCHOOL COORDINATOR PACKET	1	Packet	17	0
MI00009422	RETURN MATERIALS PACKET	1	1 pack of 1	17	0
MI00009426	ADMIN MANUAL, SPRING 2006 HSA	0			4

11. The back-ordered materials listed in the last column of the Packing List (below) shows the number of items back-ordered.

Tracking Detail

Order ID: 7009
Shipment# 1

Shipping Information

Ship to:
7614009432
MARLETTE COMMUNITY SCHOOLS
9999 MAIN STREET
MARLETTE MI 48453-9999
MS SHELLY DISTLER
PHONE: (989) 6355555
FAX: (989) 6359999

Packing List:

ITEM	ITEM DESCRIPTION	PACK QUANTITY	PACKAGE DETAILS	BOX NUMBER RANGE	BACK ORDER QUANTITY
1168468-3-1-1	HSA SCHOOL COORDINATOR PACKET	1	Packet	17	0
MI00009622	RETURN MATERIALS PACKET	1	1 pack of 1	17	0
MI00009426	ADMIN MANUAL, SPRING 2006 HSA	0			4
MI00008255	SCHOOL COORDINATOR HANDBOOK	1	Single	17	0
MI00009623	SCHOOL COORD HANDBOOK SUPPLEMENTAL SHEET	1	Single	17	0
MI00009501	ASSESSMENT BOOK, HS MATH, FORM 7	6	Single	17	0
MI00009472	ASSESSMENT BOOK, HS ELA, FORM 7	6	Single	17	0
MI00009521	ASSESSMENT BOOK, HS SCI, FORM 3	6	Single	17	0
MI00009543	ASSESSMENT BOOK, HS SS, FORM 3	6	Single	17	0
MI00009487	ASSESSMENT BOOK, HS MATH, FM 7, PK-10	20	2 packs of 10	18	0
MI00009416	MATH OVERLAY, HS, PKG-5	30	6 packs of 5	18	0

09/18/2007

12. Confirm Shipment —

When viewing the details of the shipment, you will need to confirm the status of the shipment.



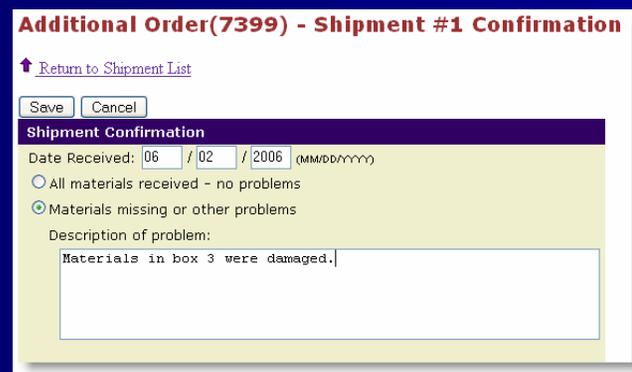
Shipment #1 Shipped:

Estimated Arrival: [View Packing List](#)

Shipment not yet confirmed [View Confirmation](#)

Box	Status	Delivery Date	Tracking Number
1	None		UPS - 1ZE2643E0351192034

13. By clicking the [View Confirmation](#) link, you will have an opportunity to confirm its arrival status (enter date received, click radio button indicating no problems or problems and enter description of any problems). Click Save.



Additional Order(7399) - Shipment #1 Confirmation

[Return to Shipment List](#)

Shipment Confirmation

Date Received: 06 / 02 / 2006 (MM/DD/YYYY)

All materials received - no problems

Materials missing or other problems

Description of problem:

Materials in box 3 were damaged.

14. Shipments to Pearson—

The view showing **Shipments to Pearson** shows a list of all the shipments *to Pearson* from your organization and the status of each order.

Order History and Tracking

View By: Orders from Pearson Shipments to Pearson

Shipments 1 - 20 of 100

<input checked="" type="checkbox"/> Tracking Number	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Customer	<input checked="" type="checkbox"/> Pickup Date ▲	<input checked="" type="checkbox"/> Estimated Arrival	<input checked="" type="checkbox"/> Delivery Date
UPS - 1ZE2643E0149788640	None	BENJAMIN CARSON ACADEMY	08/08/2006		
UPS - 1ZE2643E0369484963	None	CRESTWOOD SCHOOL DISTRICT	08/22/2006		
UPS - 1ZE2643E0369937483	None	CRESTWOOD SCHOOL DISTRICT	08/22/2006		
UPS - 1ZE2643E0367335814	None	ADELANTE HIGH SCHOOL	08/22/2006		
UPS - 1ZE2643E0368247239	None	ADELANTE HIGH SCHOOL	08/22/2006		

15. Selecting—

Just as on the Orders from Pearson screens, there is a filter that allows *selection* of shipments by status. The list of selections can be seen by clicking on the  arrow to the left of the word "Status."

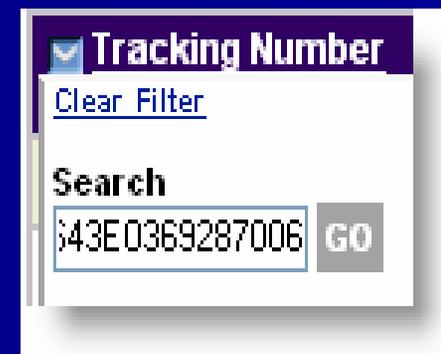
16. The list for this field is shown:



By selecting one, your list of shipments will be restricted to those whose status you just selected. To get a list of all shipments in transit, you would just click on the In Transit link shown. To get all your shipments to Pearson listed again, click the Clear Filter link.

17. Searching—

Some fields can be *searched* as part of the Filtering process. To select a specific shipment from a list of hundreds of shipments without scrolling and paging, enter the Tracking Number in the Search Box in the filter drop-down and click "Go."



Tracking Number
Clear Filter
Search
1ZE2643E0369287006 GO

The specific shipment will be selected and displayed.

View By: Orders from Pearson Shipments to Pearson

<input checked="" type="checkbox"/> Tracking Number	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Customer	<input checked="" type="checkbox"/> Pickup Date ▲
Beginning with '1ZE2643E0369287006'			
UPS - 1ZE2643E0369287006	None	ADELANTE HIGH SCHOOL	08/22/2006

18. **Sorting**—

In addition to selecting a subset of shipments using a filter, you can also *sort* the entire list of shipments by clicking on the underlined column heading (e.g., Status). The orders will be organized by status types in alphabetical order: Delivered, In transit, None. Clicking on the underlined column heading a second time will organize the status types in reverse alphabetical order: None, In transit, Delivered. You may sort the list by any underlined column heading.

19. Tracking Number—

By clicking on the Tracking Number link for a particular order (*either* being shipped from Pearson *or* to Pearson), the details related to that shipment via UPS are shown in a new window.

The screenshot displays the FedEx website interface. At the top, there are navigation links for "US Home", "Information Center", "Customer Support", and "Site Map". A search bar is located on the right. Below the navigation, there are tabs for "Package / Envelope Services", "Office / Print Services", "Freight Services", and "Expedited Services". A secondary row of tabs includes "Ship", "Track", "Manage My Account", and "International Tools".

The main content area is divided into several sections:

- Welcome Center:** Contains links for "Login to My FedEx", "New Customer Center" (with subtext "Learn how to ship online and open an account today."), "Delivery Options" (with subtext "Browse our shipping services, rates and locations."), "Service Finder" (with subtext "Choose the best service for your shipment."), and "Select your destination:" with radio buttons for "Within US" and "International", and a "Continue >>" button.
- Offers:** Features a large banner for "Save 15% on eligible FedEx Express® online shipments." with a "Learn more and register >>" link. Below the banner, there are links for "Visit our Promotions Center.", "Apply Now - Save 15%" (with subtext "Ship online and take 15% off eligible FedEx Express® shipments. Open an account or register using your existing account."), "Visit the new FedEx Small Business Center.", and "Manage your FedEx e-mail at our new Subscription Center and you could win. Register by Sept. 15 to enter."
- Track:** Includes a "Track Shipments" section with the instruction "Enter any combination of up to 30 FedEx tracking or Door Tag numbers (one per line)" and a "Track" button.
- FedEx Companies & Services:** Lists various services with color-coded squares: FedEx Express (orange), FedEx Ground & FedEx Home (green), FedEx Kinko's Delivery (blue), FedEx Freight (red), FedEx Custom Critical (cyan), FedEx Trade Networks (yellow), and FedEx Supply Chain Services (purple).
- News:** Contains links for "FedEx and USPS Sign Agreement", "Fuel Surcharge Information", and "More News..."

At the bottom of the page, there are links for "Global Home", "Service Info", "About FedEx", "Investor Relations", "Careers", "fedex.com Terms of Use", and "Privacy Policy". A copyright notice states: "This site is protected by copyright and trademark laws under US and International law. All rights reserved. © 1995-2006 FedEx".

09/18/2007

126

Editing an Additional Materials Order

1. From within your district's version of SchoolHouse, click on the ORDERS tab.



2. In the subnavigation, click on Order History and Tracking.



The Additional Order screen shows the order details, shipping details and material selection.

Additional Order(5010)

[Return to Order List](#)

Order Details	Shipping Details
Submission Date: 08/08/2006	Need By Date: 08/16/2006
Customer: BENJAMIN CARSON ACADEMY	Delivery Method: UPS Next Day Air
User: Ronald Waltmann	Shipment Reason: Did Not Order In Time
Status: Awaiting Approval	Special Instructions: Take it around to the backyard and place it next to the backdoor. Do not open the backdoor.
⚠ Approval Message:	

Shipment # 1 Shipped: 08/08/2006

Estimated Arrival: [View Packing List](#)

Shipment problem resolved [View Confirmation](#)

Box	Status	Delivery Date	Tracking Number
1	None		UPS - 1ZE2643E0149788640

Material Selection

Item	Description	Quantity
MI00007526	UPS AIR RETURN LABEL, GENERIC	10
MI00008252	NONSCORABLE MATERIAL RETURN LABEL, GENERIC	7
MI00008260	SCORABLE MATERIAL RETURN LABEL, GENERIC	5

5. Once the Additional Order is approved, it will be shipped.

Prior To Testing...Staff Preparation

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

During Testing...

- Use #2 pencil
- Grid the correct form on the Answer Folder
- Do NOT place a Student pre-ID Label over the Security Barcode Label.

During Testing...cont'd

Have students write their names in their own handwriting on their Answer Folders (to help match if needed)

- Do not use a preprinted pre-ID answer document for a different student

After Testing...Prepare Materials

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

After Testing...cont'd

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

After Testing...Return Materials

- How to arrange for return of materials— place them where FedEx normally picks up, or call 1-800 Go FedEx (800-463-3339) for pick-up
- Place the appropriate labels on the boxes
- Do not send back blank Answer Folders (other than Grade 3)
- Do not crumple unused Answer Folders to use as packing materials
- Return the materials as quickly as possible

Contact Pearson...Anytime

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

MEAP Coordinator Briefing

- Fax in questions: 734-334-1857
- Email questions:
answers@resa.net