



FALL 2012 MEAP
ONLINE SOCIAL STUDIES PILOT
TEST ADMINISTRATION MANUAL
GRADES 6 AND 9

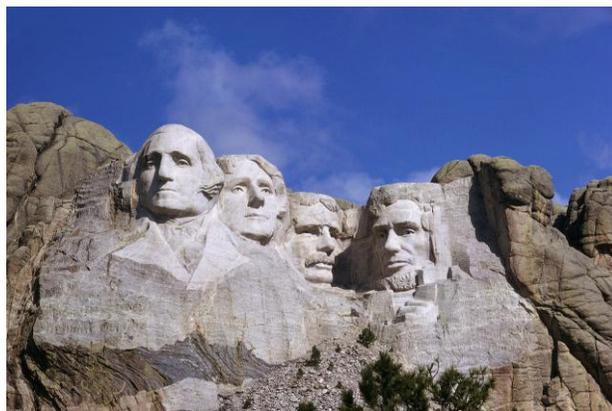


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FALL 2012 MEAP SOCIAL STUDIES ONLINE PILOT OVERVIEW

INTRODUCTION

The Fall 2012 MEAP Social Studies Online Pilot provides online versions of the traditional paper-and-pencil Social Studies MEAP tests. The Michigan Educational Assessment Program (MEAP) social studies tests are criterion-referenced assessments based on Michigan's Grade Level Content Expectations (GLCEs) for social studies. They are administered each fall to sixth and ninth graders and assess the expectations of previous grades.

GETTING HELP

In order to maintain effective communications and ensure appropriate district personnel stay informed, the MEAP District Coordinator should be the primary point of contact between the district and the Michigan Department of Education's (MDE) Bureau of Assessment and Accountability (BAA) and Measurement Incorporated (MI).

- Questions and concerns that cannot be resolved at the district level can be directed to the MEAP Call Center using the following contact information:
 - MEAP Call Center
 - Phone: **1-877-560-8378, option 2**
 - Email: baa@michigan.gov
 - Website: www.michigan.gov/meap

- While Measurement Incorporated will routinely make direct contact with the primary technology contact designated in the MIST™ Readiness Survey, the BAA will use contacts specified in the Educational Entity Master (EEM) for most communications. It is important that the following contacts are up to date and accurate in the EEM:
 - District Assessment Coordinator (DAC)
 - District MEAP Coordinator (DMC)
 - District Technology Director (DTD)
 - Building Principal (PRI)
 - Building MEAP Coordinator (BMC)
 - Building Technology Director (BTD)

NOTE REGARDING STAFF ROLES

The roles and responsibilities of district and school MEAP coordinators, test administrators, and proctors are well defined in the *BAA Assessment Integrity Guide*. While the delivery method differs between the paper-and-pencil and the online modes of the assessment, the basic roles and responsibilities of the staff involved in the administration remain the same. MIST™ documentation may occasionally refer to proctors. These references may be interchanged with test administrator. In addition, references to the building primary contact may be used interchangeably with the building technology director for the purposes of this pilot.

FEATURES OF THE MEAP ONLINE SOCIAL STUDIES TESTS

The Fall 2012 MEAP Online Social Studies Pilot delivers mirrored versions of the paper-and-pencil MEAP social studies assessment in an online environment. Specific features of the online tests include the following:

- available for 6th and 9th grades;
- social studies only;

- all students within the volunteer pilot school eligible for the MEAP are expected to take the online versions of the social studies assessments (see the *Students to be Assessed* section for additional details);
- test administration window: **Wednesday Oct. 17, 2012 thru Wednesday Nov. 7, 2012;** (Note: the extended administration window applies only to students taking the online assessment. The administration window for students taking the traditional paper-and-pencil versions of the social studies assessment is Oct. 17, 2012 thru Oct. 26, 2012.)
- administered via the Measurement Incorporated Secure Testing System (MIST™);
- tests consist of two parts composed of multiple choice items;
 - these parts are defined as separate tests within MIST™;
 - parts are to be administered in order – Part 1 before Part 2;
 - parts are untimed – students must be allowed as much time as needed to complete each part of the test in one continuous session;
- schools have flexibility in scheduling the online administration based on the constraints of their technical environment;
- unless otherwise specified in this manual, all test administration provisions documented in the *MEAP Test Administrator Manual Fall 2012* and in the *BAA Assessment Integrity Guide* apply to this online administration. Both documents can be found on the MEAP website: www.michigan.gov/meap.

STUDENTS TO BE ASSESSED

All sixth and ninth grade students in participating schools that are eligible for the MEAP are expected to take the grade appropriate Fall 2012 MEAP Online Social Studies assessment. This includes students who enroll during the testing window and who have not yet taken the Fall 2012 MEAP Social Studies test at their previous school. Please keep in mind the following considerations:

- Students whose IEP, 504 Plan, or ELL Plan specify an **accommodated version** of the MEAP social studies assessment will need to take the paper-and-pencil version of the MEAP. These accommodated versions include:
 - Braille
 - Enlarged Print
 - Audio CD (English only)
 - Video DVD (English, Arabic, Spanish)
 - Reader Script (for read aloud accommodations)
 - Translated test (must use the appropriate Reader Script)
- **Special Education students** whose IEP team determines the online version of the social studies assessment is not appropriate. This decision should be documented in the student’s IEP.
- **Home-schooled students** who do not have a Unique Identification Code (UIC) must take the paper-and-pencil version of the assessment. The pre-ID process for the online assessment requires a UIC. In addition, home-schooled students testing online must have the proper Residence Code assigned in the Michigan Student Data System (MSDS) as there is no way to flag a student as home-schooled in MIST™.
- Please see the *Students to be Assessed* section in the grade specific *MEAP Test Administrator Manual Fall 2012* for additional details.

MIST™ OVERVIEW

The Measurement Incorporated Secure Testing (MIST™) system has two interfaces: one for students and one for the test administrator(s).

1. MIST.exe creates a tester station which operates in kiosk mode, preventing students from accessing applications and files on their computer during testing. The kiosk displays the test questions. Test questions and answers are stored on the MIST™ database at Measurement Incorporated. No test

material is stored on the local machine. MIST.exe is installed on each testing computer prior to testing.

2. The Test Administrator website is a password-protected secure socket layer website where test administrators may view and manage all details of tests assigned to them. Test administrators may also download supporting documentation from the site and reference the MIST™ Frequently Asked Question (FAQ) information. To maintain security, simply lock your computer or log out of the website whenever you leave your computer for any reason. No advance installation is required.

SECURITY

The MEAP assessments are highly secure material regardless of format. It is critical that steps be taken to maintain the security of the social studies online assessment. While an online test delivery system presents its own security concerns, it is important that all staff playing a role in the online assessment read and understand the *BAA Assessment Integrity Guide* and that particular attention is paid to relevant details in *Section 2: Assessment Security*.

The *BAA Assessment Integrity Guide* can be downloaded from the MEAP website at www.michigan.gov/meap.

ONLINE SECURITY GUIDELINES AND CONSIDERATIONS

When planning for the Fall 2012 MEAP Online Social Studies Assessment please keep the following security guidelines and considerations in mind (Note: this is not meant to be an all-inclusive list):

- No copying of test items or student responses is permitted under any conditions.
- No viewing of items or student responses is permitted. While it is expected that test administrators and proctors actively circulate throughout the testing room, they may not read items over students' shoulders.
- Students must be seated with adequate spacing between work stations to ensure computer screens other than their own cannot be easily viewed.
- If necessary, visual barriers between work stations can be utilized.
- Students must be present at all times their test is active. The test session must be paused by the test administrator if the student leaves the work station for any reason.
- An appropriately lit, quiet, and distraction-free testing room should be provided. Care should be taken so that distractions such as bells, school-wide announcements, printers in the testing room, and hallway movement do not interfere with student test-taking.
- Testing rooms may not contain any visual materials or wall coverings that would provide students clues or answers to questions.
- Talking or other student distractions such as leaving one's seat without permission is not permissible. (For further details see the information on Student Prohibited Behavior in the *MEAP Test Administrator Manual 2012* and in the *BAA Assessment Integrity Guide*.)
- Test administrators and proctors must devote total attention to students being tested and not work on other tasks. Administrators and proctors should not access computers or other electronic devices except for the MIST™ Test Administrator Website during the test administration.
- Test administrators and proctors may not provide assistance of any kind, outside of logging onto MIST™ and helping students understand test directions. It is important that students be provided the opportunity to demonstrate their achievement in a manner that is fair and consistent across the state.
- No electronic devices of any kind are permissible. This includes cell phones, iPods®, and other media players. These devices should be turned off and put away prior to the start of the test administration.
- No additional materials are needed for the Fall 2012 MEAP Online Social Studies Pilot. This includes paper and pencils or other writing utensils.
- All MEAP tests are untimed. **Students must be allowed as much time as needed to complete the assessment.** Each part of the test must be administered in one continuous session without breaks.

- Only one student may leave the testing room at a time.
 - Students are allowed to go to the restroom.
 - The student's test session must be paused by the test administrator or proctor before the student is allowed to leave the work station.
 - Students who leave the room for an extended length of time (i.e. lunch break, recess, special, etc.) are not allowed to resume that part of the test.
 - Please see the Students Who Leave the Classroom/Computer Lab after a Test Session Has Started section for additional details.
- Test administrators must never leave the testing room or allow students to be unsupervised during testing.
- Students may bring non-social studies related reading materials for use after the test. These materials should be stored on the floor until the student has successfully submitted the test.
- Students are not allowed to have food, drinks, or snacks on their desk or table during the test.
 - If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).
- Student Test Tickets are secure passwords and should be treated as secure material and kept in locked storage until immediately before the test session.
 - Take care to ensure each student receives his or her own Student Test Ticket.
 - Collect Student Test Tickets prior to dismissing students.
 - Securely destroy Student Test Tickets after testing.
- When scheduling the test sessions, keep security considerations front and foremost.
 - Part 1 must be administered before Part 2 of the test.
 - Every effort should be made to adhere as closely as possible to the paper-and-pencil test schedule within the parameters of the school's technical environment.
- Please refer to the Summary for Administrators and Proctors in the *MEAP Test Administrator Manual 2012* for additional information.

SECURITY COMPLIANCE FORMS

All staff involved in the administration of the Fall 2012 MEAP Online Social Studies Pilot must read and sign the *OSA Security Compliance Form* asserting they have read all required assessment material related to their role in the administration of the MEAP tests and that they understand their role and responsibility.

- Technology Directors should check the "Other" box in Box 2 Assessment Roles of the Security Compliance Form.
- *OSA Security Compliance Forms* may be downloaded from the MEAP website at www.michigan.gov/meap.
- Completed *OSA Security Compliance Forms* must be maintained in the district for one year.

PREPARING FOR ADMINISTRATION

Preparing for the Fall 2012 MEAP Online Social Studies Pilot consists of many of the traditional administrative tasks required for a paper-and-pencil administration as well as new additional steps that are required to set up the technical environment.

PREPARING THE TECHNICAL ENVIRONMENT

Preparing the technical environment for a MIST™ administration must address the areas of hardware, software, and network configuration.

TEST ADMINISTRATOR WEBSITE

Test administrators must be able to navigate to <https://mi.misttest.com> and log in.

TESTER STATION

Student-level users must be able to access the *mist.exe* and run it without interference from network security settings. Computers used for testing should be equipped with a screen that is large enough to display a screen resolution of 800 x 600 pixels, at least 256k of RAM, and sufficient bandwidth to run the test without inconvenient latency. A hardwired Internet connection is preferred.

More information about preparing the technical environment is found in the *MIST™ Technical Guide*, available from the Documents section of the Test Administrator Website.

ADMINISTRATIVE TASKS

Many of the administrative tasks will take place on the BAA Secure Site. The BAA Secure Site can be accessed at www.michigan.gov/baa-secure. A detailed and comprehensive *BAA Secure Site User Manual* is available from the login screen. You do not need to log onto the system to access the manual.

PRE-IDENTIFYING (PRE-ID) STUDENTS

All students who take a MEAP assessment must be pre-identified on the BAA Secure Site and must have a valid Unique Identification Code (UIC). For options on how to pre-ID students, see the *BAA Secure Site User Manual* at www.Michigan.gov/baa-secure.

BAA personnel flag participating schools as being online testing schools upon receipt of the Agreement to Participate. Once this is done, all sixth and/or ninth grade students who have been or who will be pre-identified for the school will be automatically flagged as online testing students and will be loaded into the MIST™ Student Roster.

Several points to keep in mind about pre-identification:

- MEAP Coordinators must turn off or unselect the online testing flag for any student who will be taking the MEAP Social Studies assessment in the traditional paper-and-pencil format.
 - More information on which students these might be is located in the *Students to be Assessed* section of this manual.
 - For information on how to turn the online testing flag off, see the *Fall 2012 MEAP Online Social Studies Pilot Pre-Id and Material Ordering Instructions* in the Appendix.
- All students pre-identified for online testing will be loaded into the MIST™ roster on October 1, 2012. After that date, the roster will be updated daily for online students pre-identified for the MEAP Social Studies test in the BAA Secure Site. Once testing starts on October 17, 2012, students will not be able to be tested on the same day they are pre-identified on the BAA Secure Site. They should be identified in MIST™ and available for testing on the following business day.

MATERIAL ORDERING

Test booklets and answer documents are not required for students who will be participating in the Fall 2012 MEAP Online Social Studies Pilot. Testing materials are only required for those students who will be taking a paper-and-pencil version of the social studies test. Please see the *Fall 2012 MEAP Online Social Studies Pilot Pre-Id and Material Ordering Instructions* posted on the MEAP website at www.michigan.gov/meap.

TRAINING

In accordance with the directions provided in the *BAA Assessment Integrity Guide*, District and Building MEAP Coordinators are responsible for providing professional development and training to all staff that play a role in

the administration of the MEAP assessments. To ensure a smooth administration, it is imperative that careful thought and planning go into the training provided to test administrators and proctors.

To aid in MIST™ training, several resources are available in the Documents section of the MIST™ Test Administrator Website. Please note, these resources should supplement and complement district and school provided professional development, not replace that training. These resources include:

- *MEAP Test Administrator Quick Start Guide to MIST™*
Provides help on using the MIST™ Tester Station and the Test Administrator Website
- *MIST™ Instructional Video* (requires Apple QuickTime to play)
Illustrates common tasks performed by MIST™ test administrators and proctors including tester station setup, assigning students to a tester station, enrolling students in a test and starting a test.

In addition, the Student Practice Test is a valuable training resource for the test administrators and proctors as well as the students. For additional details, see the *Student Practice Test* section of this manual.

DEVELOPING TESTING SCHEDULES

Developing testing schedules that take into account the available computer resources and the number of students that must be tested may provide a challenge to some schools and districts. It is important to start this process early and to engage technology staff and teachers whose rooms or computers will be required during the online testing window.

Things to consider when developing the testing schedule are:

- When testing must take place
The first day online social studies testing can take place is **Wednesday October 17, 2012**. Testing must be completed by **Wednesday November 7, 2012**.
- Time needed for site setup
Explicitly schedule the time and IT resources needed to prepare the school for online testing.
- When to administer the Student Practice Test
This is a valuable tool for both students and staff. The Student Practice Test is a short web-deployed test designed to familiarize test takers with the format and tools of the online test. The practice test will be available on September 4, 2012. The BAA **strongly recommends** all students and staff take the practice test before the administration of the real test. Be sure to build this step into the testing schedule.
- Where will testing take place
Will testing take place in a classroom, computer lab, or other space in the school?
- Number of computers available in each location
- Number of students who must be tested
- Number of test administrators and proctors needed
Remember, a test administrator/proctor who is trained and familiar with the MIST™ Test Administrator Website is needed in each testing room. Be sure to allow for as many test administrators and proctors needed to ensure adequate coverage in the room, especially where there are large numbers of students being tested. Consider the familiarity of your students with online assessments and applications when determining the number of test administrators and proctors needed in the testing room.
- Types of test sessions
Plan for both Part 1 and Part 2 sessions of the social studies test as well as make-up sessions. Remember all MEAP tests, including online assessments, are untimed and plan for students who need additional time. Look at the universal accommodations in the *Accommodations Summary Table* and plan for those students who might benefit from a universal accommodation.

- Test security
It is more desirable from a security perspective that the online testing schedule follows as closely as possible the paper-and-pencil schedule.

All participating schools are requested to submit a testing schedule to the BAA by Monday, October 1st. These schedules will be used to facilitate the scheduling of BAA observers and to help with future administrative guidelines. An *Online Testing Schedule Template* with a Sample Schedule can be found on the MEAP website at www.michigan.gov/meap although schools may use their own format. Please submit schedules to baa@michigan.gov by October 1, 2012.

ACCESS TO THE MIST™ TEST ADMINISTRATOR WEBSITE

Login credentials to the MIST™ Test Administrator Website will be mailed to the district MEAP coordinator via Federal Express on September 24, 2012.

- Each participating school will receive one set of login credentials.
- These credentials must be treated as secure material; only staff with a direct role in the MIST™ Test Administrator Website should be provided the credentials.
- Securely destroy the credentials at the end of testing.
- See the Fall 2012 MEAP Online Social Studies Pilot Test Administrator Quick Start Guide to MIST™ for additional information.

MIST™ STUDENT PRACTICE TEST

The Fall 2012 MEAP Online Social Studies Pilot MIST™ Practice Test website has been set up so that students have a chance to preview the MIST™ interface before testing. Students may take the practice test as often as needed, with the goal of becoming comfortable with the MIST™ interface. The BAA highly encourages all students, test administrators, and proctors be given the opportunity to take the MIST™ Student Practice Test.

Some additional information regarding the MIST™ Student Practice Test is:

- The building MEAP coordinator will receive an email with the practice site URL on or before September 4, 2012.
- The practice test is not password protected and does not require pre-registration.
- Web-deployed MIST™ looks and behaves like the *mist.exe* interface, except this test does not require the student to log-in and the browser can be minimized.
- The Fall 2012 MEAP Online Social Studies Pilot MIST™ Practice Test contains the same navigational instructions students will see in the live test along with several released MEAP Social Studies items from prior years.
- A sample practice test administration script will be provided as a guide to use with test administrators and students.

STUDENTS WITH ACCOMMODATIONS

While accommodated versions of the Fall 2012 MEAP Social Studies test are not provided for this pilot, MIST™ is compatible with most special keyboards and touch screen monitors. If a student's IEP specifies either of these accommodations then they are allowable. Be sure the student has an opportunity to take the Student Practice Test using the special hardware. Refer to the *Fall 2012 MEAP Online Social Studies MIST™ Technical Guide* for additional information on hardware.

The MIST™ interface provides highlighting and magnifying tools that are available for all students taking the online version of the test. Additional information can be found in the *Fall 2012 MEAP Online Social Studies MIST™ Technical Guide*.

DURING ADMINISTRATION

TESTING ENVIRONMENT

The *Fall 2012 MEAP Online Social Studies Pilot Test Administrator Quick Start Guide to MIST™* provides detailed information regarding the steps needed to prepare the testing room for students including how to set up tester stations and starting and ending the test session via the MIST™ Test Administrator Website.

Determine the seating arrangements of students in advance. Ensure students understand how to quickly and quietly locate their seats in an orderly manner. Provide instructions to ensure students do not access computers prior to the start of the test administration.

ABSENT AND TARDY STUDENTS

Students who are absent on a day of testing are still required to take the entire MEAP social studies assessment.

- Have a plan to identify absent students and build make-up sessions into the Testing Schedule.
- If a student is absent when Part 1 of the Social Studies test is administered, the student may take Part 2 with classmates while completing Part 1 in a later make-up session.

Students who arrive late to school or to the testing room may not enter the testing room after the test administrator has begun to read the test directions. Again,

- Have a plan to identify tardy students and build make-up sessions into the Testing Schedule.
- If a student misses Part 1 of the Social Studies test because of tardiness, the student may take Part 2 with classmates while completing Part 1 in a later make-up session.

STUDENTS WHO REQUIRE ADDITIONAL TIME

Because all MEAP assessments are untimed, it is likely there will be a few students who do not complete testing with the rest of the class.

- Arrangements **must** be made to allow additional time during the same continuous session for students who require more time. Breaks, other than restroom breaks, are **not** allowed unless specified in an IEP.
- Students who need to move from one testing location or computer to another must have their test paused by the test administrator and must be escorted by a staff member to the new location. They should have assistance in resuming their test session at the new location, and the remainder of the test session should be conducted in accordance with the same security procedures as before. Instructions for moving a student to a new computer can be found in the *MIST™ Test Administrator Quick Start Guide*.

STUDENTS WHO LEAVE THE CLASSROOM/COMPUTER LAB AFTER A TEST SESSION HAS STARTED

Students are required to complete each part of the online MEAP Social Studies Test in one continuous session. There are several options for students who leave the classroom or computer lab after a test session has started.

- The test may be **paused** by the test administrator and **resumed** at a later date only under the following criteria:
 - This option is available **only** under the following circumstances:
 - The student becomes ill during a testing session.
 - The student's parent/guardian removes the student from during the test session.

- When the test is resumed, it must occur in a closely monitored one-on-one administration setting.
 - The student must resume testing at the item where the interruption occurred. MIST™ will automatically start at the correct item.
 - The student may not return to previously completed or skipped items.
 - Test directions must be re-read to the student.
- The student may be administered an **emergency test**. The following information should be taken into consideration:
 - The emergency test is available in paper-and-pencil format only.
 - The **entire** MEAP Social Studies Emergency Test must be administered. This means both Part 1 and Part 2 must be taken using the emergency form.
- The school may **submit** the portion of the test that has been completed. The school will get credit for participation and the student will earn a partial score based on what has been completed. Remember, every effort should be made to complete both parts of the test.

Please see the *Students Who Leave the Classroom in the Middle of a Test Session* section in the grade appropriate *MEAP Test Administrator Manual Fall 2012* for complete information on this topic.

EMERGENCY EVACUATION OF A SCHOOL BUILDING

Schools may be required to evacuate students or implement lock down procedures during the assessment due to an emergency such as a fire alarm or bomb threat. In any situation in which the safety of students is threatened, school personnel have full authority to interrupt the test administration. In no way should test security supersede student and staff safety.

- If there is time to do so safely, test administrators should pause the test for all students in the class. If this cannot be done in a manner that safeguards students and staff, call the MEAP Call Center at 1-877-560-8378, option 2 and request "remote proctoring" and ask that the tests be paused.
- If the evacuation is short and students are not provided a break or allowed to discuss the test, they may resume testing upon return to the classroom/computer lab.
- If the evacuation is long or test security has not been maintained, contact the BAA at 1-877-560-8378, option 7 for direction.
- In any event, please file an *Incident Report* to document how the evacuation was handled.

STUDENTS WHO MOVE INTO AND OUT OF THE SCHOOL

Be sure to plan for students who move into or out of the school during the testing window. For additional information see the *Students Who Move into a School* and the *Students Who Move Out of a School* sections in the grade appropriate *MEAP Test Administrator Manual Fall 2012*.

STUDENTS MOVING INTO THE SCHOOL

Considerations for online testing for students that move into the school are:

- The new student must be pre-identified for the MEAP Social Studies Test in the BAA Secure Site. Please see the *BAA Secure Site User Manual* for details. Remember, a valid UIC is required.
- Students who are pre-identified to a school that is flagged as an online testing school will be automatically flagged as an online testing student.
- The student's demographic information will be transmitted to MIST™ after the close of business on the day the student is pre-identified in the BAA Secure Site.
- The student will be available on the MIST™ student roster for testing on the business day following pre-identification.
- Ensure MSDS enrollment dates and other relevant information are up to date.
- Schools are required to make every attempt to test all students during the testing window.

Remember, students who have **started but not finished** the MEAP Social Studies Test in their old school **must** be administered the complete, both Parts 1 and 2, emergency form of the test. See the *Emergency Tests* section in the *MEAP Test Administrator Manual Fall 2012* for details on ordering emergency tests.

STUDENTS MOVING OUT OF THE SCHOOL

Additional considerations for online students that are moving out of the school are:

- If the student has **started, but not completed** the online Social Studies test, the student will take the emergency form at the destination school. Therefore, the partial MIST™ test should be marked "Do Not Score".
 - Please refer to the *MIST™ Test Administrator Quick Start Guide* for specific directions on marking an online test "Do Not Score."
- Ensure MSDS student exit dates and other relevant information are up to date.

TECHNICAL PROBLEMS DURING TESTING

Careful and thorough preparation and testing of your system using the information provided in the *MIST™ Technical Guide* and other available documentation will help you avoid most issues.

TROUBLESHOOTING/Common Situations You May Encounter

- Cannot log in (username/password)
 - Make sure there is not a blank space after the user name or password.
 - If this does not resolve your issue, call 1-877-560-8378, option 2 for assistance.
- Screen does not load ("Loading")
 - Make sure that there is sufficient bandwidth available for testing students. If there is not sufficient bandwidth, consider these options:
 - prioritize traffic for mist.exe;
 - request that non-essential Internet use be suspended during testing; or
 - stagger test-taking and test fewer students simultaneously.
 - If there is sufficient bandwidth, close MIST™ and start it again. If this does not resolve the issue, call 1-877-560-8378, option 2 for assistance.
 - Note: a very slight delay or hesitation can be expected when students navigate within the system as the new screen is loaded.
- "Error contacting the MIST server."
 - Often seen with wireless networks or in case of other network issues, this message indicates that you no longer have a connection to the MIST™ server. Pause the test, click EXIT (lower left) on student screen, and start MIST™ again.
 - If the issue does not resolve, call 1-877-560-8378, option 2 for assistance.

How/When to Get Help

Never hesitate to call the MEAP Call Center for MIST technical support at 1-877-560-8378, option 2. We want your test administration to get back on track as soon as possible.

Testing Irregularities, Incident Reports, and Emergency Tests

As often happens in the paper-and-pencil test environment, even with the best of intentions, training, and planning, questions and irregularities may still occur. In addition to this manual, it is important that staff read and understand the *BAA Assessment Integrity Guide* and the grade appropriate *MEAP Test Administrator Manual Fall 2012*.

TESTING IRREGULARITIES

For complete information refer to the *Irregularities Before, During, and After Testing* section in the *MEAP Test Administrator Manual Fall 2012*. As a reminder,

- It is important to promptly inform the District MEAP Coordinator of any potential irregularity.
- A prompt telephone call by the District MEAP Coordinator to the MEAP Call Center is critical to ensure a solution that will be equitable and valid. The Call Center will forward calls onto BAA staff when appropriate. Contact the MEAP Call Center at 1-877-560-8378, option 2.
- Emergency tests are an option for online testers when appropriate.

INCIDENT REPORTS

The *MEAP Test Administration Manual Fall 2012* explains the process of reporting test misadministration incidents. Please refer to the *Test Administration Incident Reports* section. The *Incident Report* link can be found at the bottom of the BAA Secure Site Announcement page at www.michigan.gov/baa-secure. Logging on to the *BAA Secure Site* is required to access this link.

EMERGENCY TESTS

Please refer to the Emergency Tests (Form 99) section in the grade appropriate *MEAP Test Administration Manual Fall 2012* for an explanation of when emergency tests are appropriate and for ordering directions. Emergency tests are only available in the paper-and-pencil format.

BAA OBSERVERS

Each year the BAA sends observers to schools to determine:

- whether test directions are effective;
- how students respond to test questions;
- how long test parts take to administer; and
- other relevant factors.

As this is a pilot test, the BAA is especially interested in the “other relevant factors”. Observers will be collecting information concerning how online administrations differ from paper-and-pencil administrations, whether security measures are more or less difficult to maintain, and how administration procedures should be modified for future online administrations. Refer to the *Observers from BAA* section in the *MEAP Test Administration Manual Fall 2012* for addition information on observers.

DIRECTIONS FOR ADMINISTRATION

The script, or directions for administration, to be used by test administrators during the actual administration of the Fall 2012 MEAP Online Social Studies Pilot will be posted separately to the MIST™ and MEAP websites in early September.

POST ADMINISTRATION

DESTROY STUDENT TEST TICKETS

If used, Student Test Tickets should be collected and destroyed in a secure manner at the end of each testing session. If a test has been paused and will be resumed in the future, for example a student becomes ill during testing; the test ticket should be collected and returned to the student at the start of the resumed session.

ASSIGN SCHOOL-USE ONLY DATA

There are a number of School-Use only fields found on the answer document in the paper-and-pencil environment. The mechanism for entering this data for the Fall 2012 MEAP Online Social Studies pilot is the Student Demographics screen accessed from MIST™ Test Administrator website. Instructions for entering this information can be found in the *MIST™ Test Administrator Quick Start Guide*. Some of this data can also be updated on the BAA Secure Site at www.michigan.gov/baa-secure.

The School-Use Only data that applies to the Fall 2012 MEAP Online Social Studies Pilot is:

Data	MIST TA Website	BAA Secure Site
Research Codes I and II	X	X
Accommodations Standard ELL Students Multiple-Day Testing Other Standard Students with Disabilities Multiple-Day Testing Other Nonstandard Accommodations	X	
Report Codes Student Prohibited Behavior Spanish Arabic Chaldean Other Language	X	
Class/Group Number *At the time of publication, the method for collecting Class/Group Number in MIST™ is under development.	TBD	X

DO NOT SCORE

In rare situations, a MEAP test must be returned to the MEAP Scoring and cannot be scored. In the paper-and-pencil environment this is accomplished by marking "Do Not Score" prominently across the front of the answer document and returning the answer document in the orange Special Handling Envelope. For the Fall 2012 MEAP Online Social Studies Pilot, this function will be performed in the MIST™ Test Administrator website using the Advanced Tab on the Student Screen. Instructions for completing this task are found in the *MIST™ Test Administrator Quick Start Guide*.

Reasons for flagging a test as "Do Not Score" include (but are not limited):

- Student is interrupted in the middle of a test part and chooses to take emergency test instead of resuming the online test.
- Student moves out of school prior to completing test.
- Building emergency occurs and security is not maintained (emergency tests needed).
- Misadministration (emergency test/s needed) occurs.

RETURN OF MATERIALS (NONE)

If all students were tested online, there should be no social studies materials to be returned if the Agreement to Participate was completed by the Initial Materials Orders deadline.

If the school does in fact receive social studies-related materials, they should be handled and returned as specified in *the MEAP Test Administrator Manual Fall 2012*. Situations where a school will have materials to return include:

- the Agreement to Participate was completed after the July 26, 2012 deadline;
- students are assessed with an accommodated version of the test as described by their IEP, 504 Plan, or ELL plan;
- the IEP team determined the online assessment was not appropriate for a special education student; and/or
- emergency tests were administered.

Remember that all test booklets, accommodated materials, and completed answer documents are **secure materials** and must be handled according to the instructions found in the *MEAP Test Administrator Manual Fall 2012*.

SURVEY FEEDBACK

School and district staff and students will be asked to complete post-administration surveys to collect information and feedback on the online administration and to solicit ideas in which future online administrations can be improved. Please encourage participation in these surveys.

TESTED ROSTER AND BEYOND

Once all the tests have been submitted, the remaining processes related to the Fall 2012 MEAP administration will proceed as normal. The fact that the social studies tests were administered online will be transparent to schools and districts. Remember, from an accountability point of view, the following processes are critical to the success of the fall testing:

- Tested Roster
- Students Expected to Test
- Students Not Tested

APPENDIX

FALL 2012 MEAP ONLINE SOCIAL STUDIES CALENDAR

Fall 2012 MEAP Online Social Studies Pilot



Schedule of Events	
• May 7-18	Interest Survey
• May 14-Jul. 26	Initial Materials Order Window (accommodated materials)
• May 14-Nov. 2	Pre-ID for Online Testing
• May 24-Jul. 25	Tech. Readiness Survey
• Jun. 28-Jul. 26	Acceptance to Participate
• Aug. 15	Online Documentation available
• Aug. 17	MIST™ Executable and System Check Test available
• Sep. 4	Student Practice Test available
• Sep. 12	MEAP Coordinator Webcast
• Sep. 19	Proctor Credentials are mailed
• Sep. 25-Oct. 23	Additional Material Order Window (accommodated materials)
• Oct. 1	Pre-IDed students loaded to MIST™
• Oct. 17-Oct. 26	Paper-and-Pencil Social Studies Testing Window
• Oct. 17-Nov. 7	Online Social Studies Testing Window
• Oct. 31	Materials Return Deadline (accommodated materials)
• Nov. 28-Dec. 4	Tested Roster Window*
• December	Data Files available*

* Tentative Date

- Start Date
- End Date

Last Updated: 08/02/2012

May						
Su	Mo	Tu	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June						
Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September						
Su	Mo	Tu	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July						
Su	Mo	Tu	We	Th	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October						
Su	Mo	Tu	We	Th	Fri	Sat
						1
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This calendar provides a simple overview of the major MEAP Online Social Studies Pilot dates.

For more information on the MEAP Online Social Studies Pilot, please visit www.michigan.gov/meap or contact Kate Cermak, MEAP Analyst 517-335-4152 or CermakK@michigan.gov.

RESOURCE LIST

Resource	MEAP Website www.michigan.gov/meap	MIST Website https://mi.misttest.com	Date Available
Fall 2012 MEAP Online Social Studies Pilot Calendar of Events	X		Available
MIST Technical Specifications	X		Available
Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual	X		8/17/2012
Online Pre-ID and Ordering Instructions for the Fall 2012 MEAP	X		8/17/2012
MIST Technical Guide	X	X	8/17/2012
Fall 2012 MEAP Online Social Studies Pilot Test Schedule Template	X		8/21/2012
MIST Instructional Video		X	8/17/2012
MEAP Test Administration Manual Fall 2012 (6 th and 9 th grades)	X		Late August
MIST Test Administrator Quick Start Manual	X	X	Late August
MIST Frequent Asked Questions (FAQ)	X	X	Early September
Student Practice Test Directions for Administration	X		Early September
Fall 2012 MEAP Online Social Studies Directions for Administration (DFA)	X		Early September
BAA Assessment Integrity Guide	X		Available
OSA Security Compliance Form	x		Available
Assessment Accommodation Summary Table	X		Available
Other documentation as needed			TBD