

FAQ Updates for 10/5/10

Frequently Asked Questions - Fall 2010

When are Universal Accommodations appropriate?

Universal accommodations  are accommodations any student can use, regardless of eligibility, without changing what is being measured by the assessment. Universal accommodations are provided when these are used routinely as part of the student's normal classroom instruction and the student is proficient in the use of the accommodation. For example, a quiet, distraction free workspace, such as a carrel, may be provided throughout the school day or during a classroom assessment. This means that this may be an appropriate accommodation for MEAP testing also.

Do students who are provided with Universal Accommodations use Form 1 of the test rather than the form assigned to the school?

No. Form 1 is not required. The form assigned to the school should be used.

May schools have students complete the front of the answer document the day before testing begins?

No. Answer documents should not be completed by students prior to the day of testing. Schools must follow the directions in the test manual.

May schools have students complete the front of the answer document after testing is completed?

No. Schools must have students complete the answer documents prior to beginning testing in each subject area.

Under what conditions is resuming testing appropriate?

Resumed testing means that a student who leaves a testing session for one of the two reasons listed below returns to the place in the test where he or she left off in order to complete the remainder of the test. A student may **not** return to a constructed response question that may have been previously started but not completed. There are four criteria

on page 6 of the test administration manual which must be met in order to resume testing.

Students may resume testing under two conditions:

1. When a student becomes ill and must leave the testing session
2. When a parent removes a student from school during a testing session (say, for a doctor's appointment)

What is testing over multiple days?

MEAP tests are untimed and student-paced. However, each day's testing must be completed on the specified MEAP calendar day except when testing over multiple days is specified as an accommodation. Testing over multiple days is a standard accommodation available for three groups of students:

Students with IEPs

Students with Section 504 plans

Students with ELL plans

The accommodation must be specified in the IEP, Section 504 or ELL plan. Each part of a test must be completed in a single session or sitting. Students may not return to previously worked on sections. Multiple days testing for MEAP must be completed by the end of the MEAP testing window (October 29, 2010).

Is there a problem with the Grade 7 Writing – Day 2, Form 1 test booklet security bar codes?

Yes. See a special memo sent to all schools via the MEAP listserv. Most of the security bar codes on the back of the test booklets will match the packing slip security bar codes. However, two items are in error. There should be a letter "B" rather than a "Q" in the bar code. In addition, the test name under the bar code says "Reading Day 2" where it should say, "Writing Day 2". When test booklets are returned for scoring, our contactor will make corrections so that all schools are credited with returning the Form 1 Writing Day 2 test booklets.

Are schools with block scheduling able to complete the MEAP tests across the two day span of the block schedule?

Like the MME, tests are scheduled for one day for the purposes of test security. For example, the 9th Grade MEAP Social Studies test is scheduled for and must be completed on October 20. Testing across two days is a misadministration because the integrity of the test cannot be guaranteed across a two day period.

Still have questions? Call (877) 560-8378, option 2, or email oeaa@michigan.gov

Initial date: September 27, 2010

Must MEAP tests be administered in the order specified in the test administration manuals?

Yes, with one exception: Parts of the mathematics test may be administered out of order if a school does not have enough calculators to provide to all students at the same time.

For example, middle schools may share calculators across a number of math classrooms so there may be an insufficient number of calculators to provide one to each student when the math test, Parts 1A and 2 (calculators permitted but not required), are administered at the same time to all grade levels. Schools may schedule the math test so that calculators may be shared while ensuring the security of the test questions.

For reasons of test security it is important that all students in one grade take the same part of a test at the same time. In addition, tests are developed to be administered in the order specified in the manual. The writing test is a good example; taking this test other than in the order presented in the test booklet will produce inaccurate results.

Other than scheduling parts of the mathematics tests to overcome issues with a limited number of calculators as noted above, any deviation in the order of the parts of a test must be approved in advance by the OEAA. Please call (877) 560-8378 for approval.

If students are absent on Writing – Day 1 and return by the time Writing – 2 is administered (October 20), may these students take Writing – Day 2 first, then make-up Writing – Day 1 on a make-up date?

Yes. It is critical to administer the parts of the test each day in order. For the purpose of make-ups, absent students who missed Writing – Day 1 may take Writing – Day 2, then Writing – Day 1 may be administered on a make-up date.

How will a school know what form of the MEAP test is assigned to the school?

When test materials arrive at the school, the form number can be found on the cover of the test booklets.

Is it possible for a school to be assigned Form 1 as the test form for the school?

Yes. In addition to being the form from which accommodated versions of the test are developed (Braille, enlarged print, etc.), Form 1 is also used as a standard form. It and the other forms of the test are equally distributed among all Michigan schools.

Are the times listed in the test schedule in the test administration manuals (Appendix L) maximum times for the tests?

No. MEAP tests are untimed so times listed are estimates. In fact, enforcing a completion time will result in a test misadministration.

Do teachers need to take down or cover learning information on their walls?

Yes. Classrooms and other school locations must remove or cover information that might reveal an answer to a test question. To determine which items are in question, ask: Do the students who can see this material have an advantage over students who cannot see this material? These items may include subject area materials and materials that cue students about testing strategies.

Is there still a rule regarding test preparation 10 days prior to testing?

No, the OEAA has dropped the 10 day rule and improved the guidance regarding appropriate vs. inappropriate practices.

Appropriate and inappropriate assessment preparation activities are now more precisely defined (starting on page 17 of the *Assessment Integrity Guide*). School districts should adhere carefully to these guidelines for test preparation. While the 10 day rule of not allowing any kind of test preparation is no longer in effect, OEAA has defined inappropriate test preparation practices that are never appropriate and should not be used at any point in time. Decisions regarding effective

learning outcomes based on curriculum, instruction and assessment activities are a local decision and should reflect the best practices recommended in the *Assessment Integrity Guide*.

Do all sixth and ninth grade students need to take the social studies test?

Yes. However, there is no MI-Access version for social studies. For students who would normally take MI-Access, their IEP should specify an alternate assessment for social studies.

Will test booklets need to be ordered for special education students who are having the test read to them?

Test administrators must order a Reader Script and use Form 1 when reading tests to students. Up to five students in a group may be administered the test using the Reader Script. Because each Reader Script comes with one Form 1 test booklet, schools will need to order additional Form 1 test booklets if schools have more than one student testing in this manner.

Should the standard accommodation bubble be marked when students use a universal accommodation?

No. When a universal accommodation is used, it does NOT need to be bubbled as an accommodation on the student answer document.

May students who use the audio CD test in a small group?

Yes. Students may use the audio CD in small groups of up to five students when each student has his/her own headset and control over the equipment. The audio CD must be administered one-to-one if headsets and control over the equipment are not available.

When a Braille or Enlarged Print version of the test is used and the student answers are transferred to a regular answer document, should the answer document be placed in the orange special handling envelope?

No. Regular answer documents that do not include additional word processed pages can be included in the regular scorable materials. Schools should make sure to include with the answer documents a School/Grade Header Sheet with the appropriate form number for that

group of answer documents bubbled (Braille = Form 88, Enlarged Print = Form 1).

May schools return materials as soon as testing in each subject is complete or should schools wait until all testing is done, then return all the materials at once?

Schools are encouraged to return materials, especially scorable answer documents, as soon as possible. 2.8 million answer documents need to be scanned within about 7 days so early returns are helpful. Should a school need more mailing labels, call our toll free number or enter an additional materials order into the secure web site.

What is the Tested Roster period?

Once answer documents are scanned by our contractor, a list of students along with the tests for which the contractor has received and scanned answer documents is posted to the secure web site. Schools/districts are given a short period of time to review these lists, then report any test answer documents that might be missing. It is vital that all schools/districts review the Tested Roster to check for missing student answer documents and other issues identified in the Tested Roster instructions.

The Tested Roster period is expected to begin in mid-November and close by Thanksgiving. An email notice with instructions will be sent to subscribers of the MEAP Email ListServ when the Tested Roster period opens. A second notice will be sent as a reminder just prior to the close of the period.

When the demographics are updated prior to the Tested Roster period, are the student addresses updated?

No. Student addresses will not be updated.

Is it possible to enter MEAP-Access eligibility on the secure web site rather than bubbling this section on the answer document?

No. MEAP-Access eligibility can only be entered by bubbling the appropriate section on the student answer document.

Do students new to the country who do not speak English or who may not have attended school in the past have to take MEAP tests?

Note: See the test administration manual for a more complete discussion.

The U.S. Department of Education allows flexibility in the test participation of English language learners (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 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, an ELL must have a date entered in the “First Entered USA” field of the student record on the OEAA Secure Site if the student has entered the U.S. within the past 12 months.

A student may be exempt from only one administration of the ELA portion of the state assessment. The science and the social studies portions of the state assessment are to be administered.

Are writing scores used for AYP?

Last July, when the test administration manuals were drafted, it was believed that writing results would be used in 4th and 7th grades for AYP because they comprised part of the English language arts. However, at this time it has been determined that only reading and mathematics will be used for AYP purposes. Note that all subject area test results will be used in the new school accreditation system (MI-SAAS).

Where can more information on AYP and MI-SAAS be found?

See www.michigan.gov/ayp and www.michigan.gov/mi-saas