



Assessment Focus

This Assessment Focus is provided by the Michigan Department of Education, Bureau of Assessment & Accountability (BAA) for all individuals who participate in the administration of statewide assessments in Michigan. Please post in a prominent location.

Website: www.michigan.gov/oeaa (www.michigan.gov/baa will be active soon)

Toll-free: 877-560-8378

Email: oeaa@michigan.gov (BAA@michigan.gov will be active soon)

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Announcing the Bureau of Assessment & Accountability

We are pleased to announce that the Office of Educational Assessment & Accountability (OEAA) has been reorganized as the Bureau of Assessment & Accountability (BAA), with Joseph Martineau as the Executive Director.

Three offices have been created within the new Bureau of Assessment & Accountability:

Office of Assessment Business Operations (OABO)

Office of Psychometrics, Accountability, Research, & Evaluation (OPARE)

Office of Standards & Assessment (OSA)

All standards and assessment functions are consolidated within the new OSA, under the direction of Vincent Dean. All accountability, psychometric, research, evaluation, and data management functions have been consolidated within the new OPARE, under the direction of David Judd. All BAA contract, finance, composition, and professional development functions have been consolidated within the new OABO, under the direction of Marilyn Roberts.

What does this change mean for schools/districts?

This reorganization should have little or no impact on schools and districts. In other words, everything will remain “business as usual”. However, you will notice the transition over to the new bureau/office names in the coming weeks. Notably, our main email address and our website address will soon be changing, and the application formerly known as the OEAA Secure Site will become the BAA Secure Site. Additional information will be distributed once these new resources are available; however, be assured that during the transition, the previous web and email addresses will remain active and will re-route users to the new resource locations for a period of six months to one year.

Please Check Your EEM Contacts

To ensure continued communications about 2011 assessments and accountability, please do not delay in checking the Educational Entity Master (EEM) at www.michigan.gov/eem and ensuring all of the following contacts have been correctly identified and their contact information (especially email address) is accurate:

- Superintendent
- Principal
- ELPA Coordinator
- MEAP Coordinator
- MEAP-Access Coordinator
- MI-Access Coordinator
- School Report Card Contact

If a change to any of these contacts is needed, please notify the EEM authorized user for your district to update the record. If the change is effective for the 2011-12 school year, the authorized user should use the Effective Date of 7/1/2011 when updating the contact(s). If you need additional assistance with the EEM, please send an email to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district name and code, telephone number (including area code and extension), email address, and specific question.

Also, note the Michigan Merit Examination (MME) has three staff contacts in EEM; however, *MME contacts cannot be changed by your EEM authorized user*. These contacts can only be changed using a specific form that will be provided in the MME packet sent to schools in fall 2011.

BAA Professional Development and Training

This summer, the Bureau of Assessment and Accountability will be developing a variety of professional development/training opportunities relative to each of the state assessments in Michigan. These trainings will be in a variety of formats: video, audio, and text. The trainings will be available beginning in late August to view or download via the internet at your convenience. The first series of learning opportunities are scheduled to be available on our website in late August and will focus primarily on critical information relative to state assessment and accountability during the first half of the school year.

MEAP Reading Update

The fall 2011 MEAP reading test for students in grades 3 – 8 is scheduled for two days, October 11 and 12, 2011. This office recommends two testing sessions each day, preferably one in the morning and one in the afternoon.

The operational test format has not changed since last fall. The test consists of paired reading selections with eight multiple-choice items for each selection plus six cross-text items and an independent reading selection with another eight multiple-choice items and one short-answer constructed response worth three points. The total number of points for the reading assessment is 33.

The short-answer constructed response is scored with a customized 3-point rubric, specifically designed for each constructed response. For example, if the prompt asks for three facts about the main character, one point will be awarded for each correct fact provided in the student response. Since we are no longer releasing the reading selections, the customized rubrics (and the students' responses) will not be released. However, sample questions for each of the released independent reading selections from 2005 – 2007 are posted on the MEAP website at (www.michigan.gov/meap). These postings are accessible under the section heading "Content Area" (scroll down on MEAP main page), and labeled "Sample ELA Reading CRs 2005-2007".

Additional reading selections with a combination of multiple choice and short-answer constructed response items will also be included in fall 2011 for field-testing purposes.

If you have any questions, contact Wendy Gould at gouldw@michigan.gov or 517-241-2090.

MEAP Writing Update

Fall 2011 Operational Writing Assessments

The new writing assessments were given at grades 4 and 7 this past October. Both grade levels included:

- One operational Informational Writing prompt (constructed-response item)
- One operational Narrative Writing prompt (constructed-response item)
 - Both of these CR items were scored using the new 4-trait, 15-point analytic rubric. Each trait—Ideas, Organization, Style, Conventions—was scored on a 0-3 scale, with the score for the Ideas trait being doubled. (The Ideas score is doubled because it can only be assessed in direct writing; Organization, Style, and Conventions are also assessed in the multiple-choice items.)
- One Student Writing Sample with 8 multiple-choice items
- One Student Writing Sample with 8 multiple-choice items and one associated constructed-response item.
 - The constructed-response item was scored with a four-point, holistic rubric.
- Additional constructed-response items/prompts were field-tested.

Standard-Setting and Cut Scores for the New MEAP Writing Assessments

- Standard-Setting Committees met in January and made cut score recommendations.
- The Bureau of Assessment and Accountability (BAA) forwarded these recommendations to the State Board of Education (SBE), along with a BAA recommendation to raise the committee-recommended, Proficient-Level cut score with one that would more closely align with the MME/ACT Proficient cut score and the state's career- and college-readiness goals.
- In February, the SBE adopted the committee recommendations for the Not Proficient, Partially Proficient, and Proficient/Advanced cut scores; and adopted the BAA recommendation for the Proficient cut score.

Scoring Guides and Student Response CDs

Each district was sent a CD containing images of their students' three constructed-responses and the scores they received.

Four scoring guides were also included on the CD for both narrative and informational writing at each grade—one guide for each trait—Ideas, Organization, Style, and Conventions—with annotated sample papers for each score point.

A single scoring guide for the Student Writing Sample constructed-response, along with annotated sample papers at each of the focused, holistic score points was also included.

These scoring guides should prove to be invaluable resources in understanding how the rubrics have been applied and should be referenced while reviewing a district's/school's student writing responses.

Please note: There is not a Proficient cut score for individual constructed-response items; cuts scores are based on overall student performance on an entire assessment.

Clarification of the Informational Writing Organizational Patterns that are Eligible for Testing

For the first year of the new writing tests (2010), the BAA announced that compare/contrast would be the tested organizational pattern for grade 4 Informational Writing, and cause/effect would be the organizational pattern for grade 7 Informational Writing.

The BAA also stated that other organizational patterns, such as descriptive writing, may be assessed on future MEAP tests.

Specifically, any organizational pattern/type of Informational Writing that is included in the grade level content expectations (GLCEs) (W.GN.03.03 – W.GN.06.03) **up to** the grade tested is eligible for testing. Specifically:

- Grade 4
 - Descriptive, enumeration, sequencing (e.g., how-to), compare/contrast, cause/effect, and problem/solution.
- Grade 7
 - Everything eligible for Grade 4, plus position/evidence and persuasive (introduced at Grade 5 and Grade 6, respectively).

Students should be using all of these organizational patterns as they write across the curriculum.

Update on Informational Writing Directions and Format

Each Informational Writing prompt/CR will continue to make clear to students what they are being asked to do (e.g., identify a problem and provide solution(s), compare/contrast).

The heading on the page with the prompt will simply read "Informational Writing."

The general directions page and the checklists for Informational Writing will be the same for all organizational patterns.

Estimated Time and Test Design

While all MEAP tests are intended to be untimed, the BAA provides *estimated* testing times to assist schools in scheduling. Based on input from the field, we are increasing the estimated time for the constructed-response items from 50 minutes to 60 minutes.

The BAA has also adjusted the 2011 test design so that no student will be asked to write two narratives in the same day. (Narrative responses tend to be the longest, and the new design is in response to concerns over student fatigue.)

MEAP Administration & Reporting Update

Fall 2011 MEAP Calendar

The MEAP testing calendar for fall 2011 can be found at the end of this newsletter and on the www.michigan.gov/meap website. The Office of Standards & Assessment (OSA) recommends that schools and districts ensure a full day of school for students on the initial day of testing in each subject area in order to ensure sufficient pacing of the tests, allow breaks between parts of the test, and guarantee all students finish each day's test on the scheduled day. All students must complete a subject area test in one day, unless the students qualify for a multiple-day testing accommodation through their IEP, Section 504 plan, or English language learner instruction.

MEAP Testing Schedule

An estimated schedule of recommended minutes for each part of each subject area test is posted at www.michigan.gov/meap to help with planning for this fall. A copy is also attached to the end of this newsletter. Test parts are similar to last year's tests so schools should adapt these recommendations to their student group based upon last year's experience.

Initial Materials Ordering Period

Initial Materials Ordering Period: May 19 - July 28, 2011

Initial orders will arrive in schools from September 21-26, 2011.

Why place initial orders?

Last minute orders placed during the additional order period create organizational problems for school/district staff members. Additional orders may not be placed until September 27th. Initial orders arrive in time to:

1. inventory all materials,
2. place an additional materials order based on need,
3. organize materials for testing,
4. develop and provide staff development, and
5. assure technology configurations for accommodation use.

New OEAA Secure Site Features

The following features are new this year:

- Initial orders have been pre-populated in the OEAA Secure Site
- Accommodated kits will require input on the number of students
- New report will display order detail and overage once order complete

Estimated test booklet and administration manual orders are pre-populated in the OEAA Secure Site this year. District MEAP coordinators will confirm the order or adjust each school's order as needed. In addition, district coordinators should enter school orders for accommodated materials. The system will request the number of students expected to test with each accommodation kit. This will allow for the automatic ordering of the correct number of Form 1 test booklets. School and district overage will be displayed in a new report that can be generated after the material orders are complete.

Ordering Test Materials

District MEAP Coordinators should collect from schools, or estimate for their schools, the number of the materials that will be needed this fall including:

- MEAP test booklets,
- administration manuals (*see section below on ordering manuals*), and
- accommodated kits needed for students with IEPs, Section 504 plans, and ELL instruction.

District MEAP Coordinators should check the pre-populated numbers and adjust them to match each school's needs, then order accommodated kits.

Ancillary materials, such as school/grade header sheets or special handling envelopes are automatically added to the order, and will arrive with the initial order of test materials. If more are needed, they may be ordered during the additional materials order period.

Accommodated Kits

The following accommodated materials packaged in kits with a test booklet are available for students with IEPs or Section 504 plans, and for ELL students. Accommodated kits (except Braille) are aligned to the Form 1 test booklets. Braille requires a Form 88 test booklet. Each CD, DVD, enlarged print, and reader script kit includes one Form 1 test booklet. While CDs and enlarged print kits are used individually, DVDs and reader scripts may be used in small groups of up to five students.

- Audio CDs – in English only*
- Video DVDs – English, Arabic and Spanish
- Reader Scripts – in English
- Enlarged Print – in English
- Braille – must be ordered by phone (877-560-8378, option 2). Student UIC required.

*A previous listserv email indicated that CDs were available in Arabic and Spanish. CDs are available only in English.

Ordering Test Manuals

Test manuals are specific to each grade level. This year one test manual is provided for every 15 students in a building. This pre-populated number may be adjusted; however, there is a 1 to 10 student cap on the number of manuals that may be ordered during the initial order period. The following sample worksheet may be adapted when calculating the number of manuals needed for each building.

Staff Members	Grade __	Grade __	Grade __
Principal			
Other School Administrator/s			
School MEAP Coordinator			
Classroom Teachers			
Special Education Teacher/s			
ELL Teacher/s			
Reading Specialist/s			
Counselor/s			
Other			
Total Manuals Needed			

Test administration manuals may also be printed from our web site: www.michigan.gov/meap. A MEAP listserv email will be sent when the test manuals are posted.

Pre-Identification of Students

An extensive description of pre-identification processes can be found in the *OEAA Secure Site User Manual*.

Staff Development

Schools and districts are reminded that high quality test administration requires leadership, organization, and staff development. Plan how and when school staff will be provided with professional development. Most errors requiring the use of emergency tests can be avoided through an informed staff, skilled supervision, planning, and oversight.

MEAP-Access Administration & Reporting Update

This fall, the Office of Standards and Assessment (OSA) is reintroducing MEAP-Access, an alternate assessment based on modified achievement standards. This fall's MEAP-Access is a much improved version thanks to Michigan educator and student input over the past year. The eligibility criteria and other resources to determine a student's eligibility to participate in MEAP-Access are posted on the MEAP-Access webpage (www.michigan.gov/meap-access).

MEAP-Access will be administered in the same window as the MEAP, (October 11 – 28, 2011). It will assess the content areas of reading and mathematics in grades 3-8, and writing in grades 4 and 7.

The OEAA Secure Site is now open to pre-identify students for the fall 2011 MEAP-Access assessments at www.michigan.gov/oeaa-secure. Students identified between now and September 15 will receive preprinted barcode labels for student answer documents. Each student pre-identified must have a current Individualized Educational Program (IEP) and have the special education flag set in the Michigan Student Data System (MSDS).

MEAP-Access assessment materials will begin arriving in schools the week of September 26, 2011. Additional materials may be ordered at the OEAA Secure Site from October 3 through October 26, 2011. The final day to return all assessment materials to the MEAP-Access contractor is November 2, 2011.

MI-Access Administration & Reporting Update

The OEAA Secure Site is now open to pre-identify students for the fall 2011 MI-Access assessments at www.michigan.gov/oeaa-secure. Students identified between now and September 15 will receive preprinted barcode labels for student answer documents. Each student pre-identified must have a current Individualized Educational Program (IEP) and have the special education flag set in the Michigan Student Data System (MSDS).

The OEAA Secure Site is also open to enter the initial material order for the fall 2011 MI-Access assessments through September 15, 2011. Orders for Braille test booklets can only be placed by calling 877-560-8378, option 4. You must provide district, school, and student information, including UIC number when you call. Schools must enter orders for fall 2011 MI-Access based on estimates of their needs. Do not pad your counts when ordering materials, schools will receive an overage of functional independence materials.

The fall MI-Access assessment window is October 10 through November 18, 2011. The OSA is presenting a MI-Access Fall 2011 Webcast in mid-September via www.mistreamnet.com and will notify districts of the time and date. The MI-Access webcast is designed to provide District and School MI-Access Coordinators with the information needed to help the administration of fall 2011 MI-Access assessments go smoothly.

MI-Access assessment materials will begin arriving in districts the week of September 26, 2011. Additional materials may be ordered at the OEAA Secure Site from October 3 through November 17, 2011. The final day to return all assessment materials to the MI-Access contractor with no penalties or fees is Dec. 2, 2011. For more information on MI-Access, visit: www.michigan.gov/mi-access.

Spring 2011 ELPA Reports

Printed reports are scheduled to begin arriving in districts around July 8, 2010.

- If your district selected the "Green" option (default), you will *only* receive printed copies of the *Individual Student Reports*, *Parent Reports*, and *Student Record Labels*.
- If your district selected the "Print All Reports" option, you will receive hard copies of all reports.

Please note that under either option, the full array of reports, as well as the Student Data File, is available electronically on the OEAA Secure Site at www.michigan.gov/oeaa-secure. Additional copies of your reports may be printed from the Secure Site as needed.

It is the responsibility of the school to insure that Parent Reports are disseminated promptly to the student's parent or legal guardian.

Coordinators are encouraged to review the Spring 2010 ELPA Guide to Reports to assist education professionals with understanding, interpreting, and using ELPA reports. The Guide will be available on the ELPA web page at www.michigan.gov/elpa on June 30, 2010. No hard copies of the guide will be shipped to districts or schools. If you have any questions, please call the OEAA at 877-560-8378, option 7, or send an email message to oeaa@michigan.gov.

NAEP 2012 Administration Notifications

Early notification has been mailed to all districts and emailed to all schools that are included in the National Assessment of Educational Progress (NAEP) 2012 sample. The sampled schools will be part of a national sample that assesses Long-Term Trends in mathematics and reading at ages 9, 13, and 17; a grade 4 pilot of computer-based writing; and a pilot assessment for grade 12 mathematics, reading, and economics. The NAEP assessments will take place between October 2011 and March 2012.

If selected, participation in NAEP assessments is required of Michigan schools by the Michigan School Code. If you have any questions, please contact Dr. Paul Stemmer at stemmerp@mi.gov. Thank you for your continued support. For more information on NAEP, see: www.nationsreportcard.gov.

Mark Your MME Calendars

Please note the following early dates related to the 2012 MME:

Task	Explanation	Key Date
Receive Principal Verification Mailing	If your school principal will be changing for the 2011-2012 school year, this information is crucial for making principal changes before the Establishment Packets are mailed in Early September 2011. Principal contact information must also be updated in the Educational Entity Master (EEM).	Mid-August
Principal Receives the ACT Test Center Establishment Packets	The information is crucial for naming the required MME Test Supervisor (TS), Backup Test Supervisor (BU), and Test Accommodations Coordinator (TAC).	September 6, 2011
MME Preview and Accommodations Briefings	Broadcast from Wayne RESA to hosting ISDs. More details will be forthcoming.	September 22, 2011
Register for the MME Training Workshops	Required for new TS, BU, and TACs!	<u>Registration Deadline</u> October 14, 2011
Apply for ACT-Approved Accommodations	If students taking the MME Day 1 ACT Plus Writing require accommodated testing and plan to use their scores for college admissions, you need to have their accommodations approved by ACT by early December. Start assembling the supporting documentation as soon as possible.	<u>Application Deadline</u> December 2, 2011
2012 MME Training Workshop (option 1)	DeVos Place, Grand Rapids. 7:30 am Check In; 8:00 a.m. Start	November 16, 2011
2012 MME Training Workshop (option 2)	Suburban Collection Showplace, Novi. 7:30 am Check In; 8:00 a.m. Start.	November 17, 2011
2012 MME Training Workshop (option 3)	Will be broadcast from Wayne RESA to hosting ISDs. ISD locations to be announced. 12:30 pm Check In; 1:00 p.m. Start.	November 17, 2011
2012 MME Training Workshop (option 4)	Two sessions will be broadcast from Wayne RESA to hosting ISDs; one session in the morning (7:30 am Check In; 8:00 a.m. Start), a second session in the afternoon (12:30 p.m. Check In; 1:00 pm Start). ISD locations to be announced.	November 18, 2011
2012 MME Test Dates	Initial Testing March 6 – 8, 2012; Make-up Testing March 20 -22, 2012; and Accommodated Testing March 6 – 22, 2012.	

Appendix A



Assessment Schedule - Grades 3 Through 9

Revised 01-14-2010 - Please discard all previous revisions

NOTE: Schools must administer subjects on dates specified. Schools are NOT authorized to deviate from this schedule unless prior written approval is obtained from the Office of Standards and Assessment. **Accommodated administrations** may occur any day between the first specified day of testing for that subject to the final make-up testing date.

OCTOBER 2011				
Monday	Tuesday	Wednesday	Thursday	Friday
	11 Reading Day 1 only	12 Reading Day 2 only	13 Writing Day 1 and Make-up Reading Day 1 or 2	14 <i>Make-up Reading Day 1 or 2 or Writing Day 1</i>
17 <i>Make-up Reading Day 1 or 2 or Writing Day 1</i>	18 Mathematics	19 Writing Day 2 and Science Social Studies	20 <i>Make-up any subject, as needed</i>	21 <i>Make-up any subject, as needed</i>
24 <i>Make-up any subject, as needed</i>	25 <i>Make-up any subject, as needed</i>	26 <i>Make-up any subject, as needed</i>	27 <i>Make-up any subject, as needed</i>	28 <i>Make-up any subject, as needed...but</i> NO TESTING AFTER TODAY!
OCT 31	NOV 1	NOV 2 LAST DAY TO SHIP	<i>Late fees and other penalties may be assessed if you ship after November 2.</i>	

If you SHIP your materials...			
On or before Nov 2	Between Nov 3 and Nov 9 (inclusive)	Between Nov 10 and Nov 16 (inclusive)	After Nov 16
No late fee...no processing fee. Results will be included in the data files AND paper and PDF reports. Results will be included for accountability purposes.	Scoring contractor may charge school a \$250 late fee. Results will be included in data files, AND paper and PDF reports. Results will be included for accountability purposes.	Scoring contractor may charge a \$250 late fee PLUS a \$25 processing fee for EACH answer document scored.	Answer documents will NOT be scored. Results will NOT be included in data files, paper or PDF reports, or for accountability. No late fee or processing fee will be charged, but ALL materials MUST be returned. Failure to return materials may result in a substantial fine levied against the school by the Michigan Department of Education.
These are SHIP dates...not dates scoring contractor receives your materials			

Questions about this schedule? Call 877-560-8378, option 2

Appendix B

Fall 2011 – Estimated Length of MEAP Tests

Content Area	Grade(s)	Part(s)	Recommended Time (in minutes)
Reading – Day 1 (Initial test date: 10/11/11)	3-8	1	60
		2	40
Reading – Day 2 (Initial test date: 10/12/11)	3-8	1	80
Writing – Day 1 (Initial test date: 10/13/11)	4 and 7	1	60
		2 & 3	75
Writing – Day 2 (Initial test date: 10/19/11)	4 and 7	1	60
		2	20
		3	50-60
Mathematics (Initial test date: 10/18/11) 3rd Grade Calculators not allowed 4th – 8th Grades Calculators not allowed on Part 1 Calculators may be used on Part 2	3	1	45
		2	50
	4	1	50
		2	35
	5	1	50
		2	25
	6	1	45
		2	40
	7	1	50
		2	40
	8	1	25
		2	50
Science (Initial test date: 10/19/11)	5	1	50
		2	50
Science (Initial test date: 10/19/11)	8	1	50
		2	50
Social Studies (Initial test date: 10/19/11)	6	1	40
		2	40
Social Studies (Initial test date: 10/19/11)	9	1	50
		2	40