



M-STEP Resumed Testing Policy Update 04/15/2015

The Office of Standards and Assessment (OSA) has received feedback that the English Language Arts (ELA) Day 1 test is taking some students more time than originally estimated. During this transition year we want to ensure that students have a positive experience. Therefore it is important that students be provided reasonable breaks and are not kept beyond the instructional day (i.e. when they would normally be receiving daily instruction from a classroom teacher). Schools should review their test schedules to make sure ample time is allocated for students, especially those with test sessions scheduled in the afternoon, and then adhere to those schedules. Provisions should also be made for students requiring additional time to complete testing in a make-up session. The following administration changes apply to all M-STEP subjects effective Thursday, 04/16/2015.

Online Testers

Ensure you have a plan in place to allow students to complete testing. This may involve pausing the students' tests and providing them with a 20 minute break or allowing the student to resume testing in another session on the same or a different day within the grade level test window. If you have students who started but did not complete an online test session in the allotted time, please do the following:

1. Carefully, follow the directions for pausing a test found on page 20 of *the [Spring 2015 M-STEP Online Administration Directions Manual](#)* which can be downloaded from [eDirect](#). It is **very important** that students **EXIT** and not END when pausing a test. The test is automatically submitted when the END button is clicked.
2. Effective at noon Thursday, 04/16/2015, all previously locked tests taken Monday, Tuesday, or Wednesday will be available (i.e. the test status will change from Locked to In Progress) for students to resume testing. This does not apply to tests in the Completed status. Students who are resuming testing will require their original test ticket to re-log into an in-progress test session. If the test ticket has been destroyed, it may be reprinted. Take care to ensure the student receives his or her ticket for the correct test session.
3. If testing is resumed on a different day, please file an Incident Report for each grade level impacted and provide details of when the resumed testing will take place. The Incident Report can be accessed from the BAA Secure Site General Announcements Page. Please include details on how long it is taking the students to complete the test.

Paper/Pencil Testers

If you have students who started but did not complete the paper/pencil ELA Day 1 portion of the assessment on Tuesday, 04/14/2014, please do the following:

1. Administer ELA Day 2 on Wednesday, 4/15/2015 as scheduled. If Day 2 was not administered on 4/15/2015, then administer it on a make-up day. Please remember, the required order of the ELA Day 2 administration is
 - a. ELA Classroom Activity (this may have been previously administered)
 - b. ELA Day 2 - Session 3, Performance Task Part 1
 - c. ELA Day 2 - Session 3, Performance Task Part 2
2. Arrange to complete paper/pencil Day 1 ELA testing on a make-up day. This testing must be completed by the end of the testing window on 05/01/2015.

3. File an Incident Report for each grade level impacted providing details of when the resumed testing will take place. The Incident Report can be accessed from the BAA Secure Site General Announcements Page. Please include details on how long it is taking the students to complete the test.

Please note, if the Listening portion of the ELA Day 1 Session 2 test has not been administered, schools should administer this session before completing the ELA Day 1 Session 1. The Listening session is administered with a script that keeps students progressing through the session at the same pace. After administering the Listening session, allow students to resume testing in ELA Day 1 Session 1 at their own individual pace.

When administering the paper/pencil mathematics assessment, the same procedures can be applied to students who require additional time for either Day 1 or Day 2 mathematics. Follow the posted schedule and allow students to resume tests they did not complete on a make-up day. Mathematics must be administered as follows:

1. April 21, 2015 - Day 1 sessions 1 and 2
2. April 22, 2015 – Classroom Activity followed by Day the 2 Performance Task.

04/16/2015 Addendum

Schools that requested students to submit incomplete tests prior to Thursday, 04/16/2015 may complete an Incident Report requesting those tests be unlocked. The individual student UICs and Test Sessions must be provided in the Incident Report.