



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

October 2, 2014

MEMORANDUM

TO: Local and Intermediate School District Superintendents,
Public School Academy Directors and School Principals

FROM: Joseph A. Martineau, Ph. D. *JM*
Deputy Superintendent, Accountability Services

SUBJECT: Paper-Pencil Administration of Michigan Student Assessments

The Michigan Department of Education (MDE) and schools around the state have been preparing to transition to online state assessments. Starting in spring 2015, all statewide general assessments as well as the MI-Access Functional Independence assessments will be administered online.

A paper-pencil version of the assessments will be available for schools that are not yet ready to make the transition to online assessments. The attached *Michigan Summative Assessment Request for Paper-Pencil Administration* document has guidance on how to submit online waiver request(s) for the administration of the assessments via paper-pencil at your school.

Things to note:

- For information on technology readiness visit: <http://22itrig.org/>
- Schools that are administering online, but have individual students who need to use a Paper-Pencil form due to a disability or other reason, do not need to follow the Request for Paper-Pencil Administration process. The individual student requests will be handled through a materials ordering process as has been done in the past with other accommodations.
- Schools will need to submit the online waiver request(s) by November 7, 2014 in order to obtain the paper-pencil materials needed.

Questions regarding online state assessments may be directed to BAA@michigan.gov or 877-560-8378.

Attachment

cc: Michigan Education Alliance

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Michigan Summative Assessment Paper-Pencil Administration Process & Procedures

The Michigan Department of Education (MDE) and schools across Michigan have been preparing for the transition to online state assessments for several years now. Work has been done in the classroom, the school, and the district to be sure that students are prepared to be assessed in an online environment and that the necessary technology is in place to allow for successful online administration of the Michigan summative assessments. It is our hope that a large majority of our schools will be ready to make the transition. According to M-TRAX data, 80% of the schools in the state are ready. To assist you, your M-TRAX data has been pre-loaded into the MDE Secure Site for your information.

If your school is among those that are not yet ready to administer online assessments, we ask that you provide us with information about the reason(s) that the school will delay online administration. The responses will help the MDE staff as they work to assure that all schools and students are prepared for the transition in the near future.

Schools will have an opportunity to submit online waiver request(s) for their school to administer the paper-pencil version for the general summative assessments and/or for the MI-Access Functional Independence (FI) assessments. Schools will need to submit the online waiver request(s) by **November 7, 2014** in order to obtain the paper-pencil materials needed.

Considerations:

- Online assessment is now the default administration mode for Michigan general assessments and MI-Access FI assessments.
- Schools that are not technology-ready, or have an instructional reason to not transition online, must submit an online waiver request for a paper-pencil administration.
- Schools that need to provide a paper-pencil administration of the assessments will need to notify MDE, through this process, on an annual basis.
- A school (or building) is the smallest unit that may request a paper-pencil administration waiver, i.e., a school may not apply to have only certain grades or content areas take the paper-pencil assessments.
- Schools that are administering online may still order materials for individual students who require a paper-pencil form of an accommodation, or another accommodated format that is not accessible online, through a separate material ordering process. Details on the material ordering process will be provided at a later date.
- MDE will not be able to honor late requests unless it results from an emergency occurring after the waiver deadline date.
- Schools that request a paper-pencil administration must provide information to support the request. This information will be used by MDE to assist in preparation for online assessment in future years.

Process:

Requests for a paper-pencil administration must be submitted through the MDE Secure Site by a user with District Administrator access, using the process below:

- 1) Log in to the MDE Secure Site as a District Administrator.
- 2) Select the **Online Waiver** option found under the **Pre-ID Functions** menu. The **Online Waiver Request Search** page will appear.
- 3) Select the **Test Cycle** from the drop down menu.
- 4) Click the **Search** button.
- 5) The screen will display all schools within your district.
- 6) Click the **Request Waiver** link for the school that you are requesting the waiver for.
- 7) The **Online Waiver Request** page will appear for the requested school, displaying the school's **MTRAx Tech Readiness Score**.
- 8) Select the reason for your request from the drop down menu
 - Not technology ready (information required)
 - Instructional reason (information required)
 - Other (information required)
- 9) Enter the information to support your request.
- 10) You may also upload an attachment to support your request (optional).
- 11) Click the **Submit** button.
- 12) Your screen will display a pop-up confirmation message that your request has been submitted.
- 13) You will receive an email message when your request status is updated.
- 14) Repeat steps 6-12 for each school that you are requesting a paper-pencil administration and for each test cycle (e.g., Spring 2015 Summative or Spring 2015 MI-Access FI).

Other:

- Schools that have outstanding late return or emergency form fees from past paper-pencil administrations will have those fees forgiven if the schools successfully test online in spring 2015.
- Online Near-Time reporting will not be available for schools/students that test via paper-pencil. (Exception: MI-Access Participation and Supported Independence assessments will be administered via picture cards, but responses will be submitted as online administrations and will have access to Near-Time reporting.)
- Schools administering assessments via paper-pencil format will not have access to summary reports and data as quickly as schools that administer assessments online.