



Spring 2016 M-STEP Scratch Paper Policy

Scratch paper is an optional universal tool that may be made available to students during testing. Used scratch paper is a **secure** material. District Coordinators should develop and disseminate procedures for the secure handling and disposal of used scratch paper.

ONLINE TESTERS: MATHEMATICS

- Scratch paper is allowed in all test sessions and test parts. For students in grades 6-8, **blank** graph paper, which can serve as the scratch paper, is required and was provided in the online initial material order. The grades 3-5 tests do not include items that require graph paper. Additional graph paper can be downloaded from the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).
- For grades 3-5 scratch paper must be **blank** ruled, unruled, or graph paper. Grades 6-8 must be **blank** graph paper.
- Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for log in, then a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.
- Students must write their names on the scratch paper. When students are provided a break, the scratch paper must be collected and securely stored with test tickets until testing resumes. If the scratch paper is clearly identified with each student's name, then the scratch paper may be redistributed when students resume testing within a test session. If not, fresh scratch paper is required.

ONLINE TESTERS: ENGLISH LANGUAGE ARTS, SCIENCE, AND SOCIAL STUDIES

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank** ruled or unruled paper.
- Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for log in, then a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.
- Students must write their names on the scratch paper. When students are provided a break, the scratch paper must be collected and securely stored with test tickets until testing resumes. If the scratch paper is clearly identified with each student's name, then the scratch paper may be redistributed when students resume testing within a test session. If not, fresh scratch paper is required.

PAPER/PENCIL TESTERS: MATHEMATICS

- Scratch paper is allowed in all test sessions and test parts. For grades 3-5 this must be **blank** ruled, unruled, or, optionally, graph paper. Grades 6-8 may be provided **blank** graph paper in place of **blank** ruled or unruled paper, however students may use the graphs in their test booklets to solve problems. If graph paper is provided it can be downloaded from the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep). **Please note:** ample room is provided in the test booklets for note taking and problem solving activities.
- Fresh scratch paper must be distributed with each “part” of a test and students must write their names on the scratch paper. After students encounter a Stop Sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.
- In order to prevent the use of an inappropriate writing utensil on the answer document, students should only have access to number 2 pencils during paper/pencil testing.

PAPER/PENCIL TESTERS: ENGLISH LANGUAGE ARTS

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank** ruled or unruled paper. **Please note:** ample room is provided in the test booklets, for note taking and planning activities.
- Fresh scratch paper must be distributed with each “part” of a test and students must write their names on the scratch paper. After students encounter a Stop Sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.
- In order to prevent the use of an inappropriate writing utensil on the answer document, students should only have access to number 2 pencils during paper/pencil testing.

PAPER/PENCIL TESTERS: SCIENCE AND SOCIAL STUDIES

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be blank ruled or unruled paper. Please note: ample room is provided in the test booklets for note taking and problem solving activities.
- Fresh scratch paper must be distributed with each “part” of a test and students must write their names on the scratch paper. After students encounter a Stop Sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.
- In order to prevent the use of an inappropriate writing utensil on the answer document, students should only have access to number 2 pencils during paper/pencil testing.