

# Spotlight



## on Student Assessment and Accountability

### What's New

February 26, 2015

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- **What to Expect in Summative Reporting**
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#### Email Address Update in MEIS for eDIRECT Access

Once a user is set up in the Secure Site appropriately for access to eDIRECT, an email will be sent to the user in about 48 business hours from Data Recognition Corporation (DRC) with directions and login information for the user. It is **very important** that users of the Secure Site log in to their MEIS account at <https://cepi.state.mi.us/MEIS/Login.aspx> and verify their email address and update it if needed.


If you do not receive an email from DRC after 48 business hours of being given the appropriate access on the Secure Site for eDIRECT, please verify your email address in MEIS. Once the email address has been updated, you will need to log in to the Secure Site to trigger the update. DRC will pull the updated information that night and you should receive an email to the updated email address in about 48 business hours.

A direct communication was sent last Friday to district administrators and school administrator (public and nonpublic) level users of the Secure Site with instructions on how to set up users in the Secure Site that will need access to eDIRECT for online testing.

Access to eDIRECT can only be done through the Secure Site. Complete instructions on how to get access to eDIRECT can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) under the *Quick Reference* section.

### Important Dates and Reminders

### Recently Asked Questions

 The computer icon highlights Spotlight articles that contain information tech coordinators also need to know.

- ▶ Sign up for Spotlight at: <https://public.govdelivery.com/accounts/MIMDE/subscriber/new>. Enter your email address and select Spotlight under Student Assessment.

#### Have Other Questions?

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.

## Spring 2015 M-STEP ELA and Mathematics Summaries

Over the past six months, numerous articles have been included in different issues of the Spotlight regarding the spring 2015 M-STEP ELA and mathematics tests. Now, the Office of Standards and Assessment (OSA) has compiled that information into two content-specific summary documents—the *M-STEP ELA Summary* and the *M-STEP Mathematics Summary*—to help district and building coordinators, as well as teachers and assessment administrators, easily locate essential information.

The summaries include (1) descriptions of Classroom Activities and Performance Tasks, (2) information on the M-STEP Spring 2015 Preview and Sample Item Sets, (3) where to go to practice using the online delivery engine's navigation tools and features, and (4) grade-specific information, such as which calculators may be used and where to go to learn about gridded responses. The summaries also cover important administration information, such as the grades assessed, the content measured, online and paper/pencil test component administration order, testing times, and testing windows.

The OSA believes these two new resources—which can be found at [www.michigan.gov/mstep](http://www.michigan.gov/mstep) under *What Do I Need to Know*—will give teachers, assessment administrators, and coordinators the content-specific information they need regarding how the spring 2015 ELA and mathematics tests are designed, as well as how and when they should be administered.

## What to Expect in Summative Reporting

In the 2015 transition year to online testing, the Michigan Department of Education is introducing new online reports for schools and districts. The first phase includes online availability of reports approximately two weeks after the online test window ends, for each grade level. This means that districts will initially be

able to access some raw score data for the online tests for their district. Then, the more detailed results will become available online with capability for schools to print hard copy.

This will allow us to take a step toward implementing more dynamic and detailed reports in future years and will also allow us to deliver more timely assessment results for Michigan's students in the future.

Reporting is a complex process and the construction of this “system” will be developed in incremental steps across years. Our ultimate goal is to provide meaningful assessment results in reports that are accurate, useful, and timely.

Data provided in near-time reports are preliminary and have not been adjusted by equating for differences in test form difficulty. As a result, extreme caution should be made when comparing raw data results and making instructional decisions. The data in near-time reports does not represent a complete picture of achievement. Near-time reporting does not apply to the pencil/paper test takers.



## Technology Readiness Plan—On Site Support/Verification

As you know, Michigan Department of Education's (MDE) long-term vision for student assessments in Michigan includes the transition to online testing. To support that vision and the technology challenges it presents to the schools and districts, the MDE has partnered with our online delivery vendor, Data Recognition Corporation (DRC), to launch an online technology readiness initiative set to take place in early to mid-March. Site recruitment and selection was designed to encompass as many different technical environments as possible, providing a representative sample the remaining schools can follow in configuring their environments in preparation for the Spring

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2015 M-STEP online assessment. Seven sites were selected to specifically test: load simulation testing, video and audio performance; bandwidth utilization; thin client performance; and tablets (wired and non-wired keyboards), to name a few.

The general steps to be performed at each site are:

1. On February 25, 2015, DRC will make available the updated version of the INSIGHT and Testing Site Manager (TSM) software.
2. Prior to the testing date at their site, local Technology Coordinators will install and configure their site, utilizing the Technology Users Guide to verify completeness, correctness, and usability of the documentation. MDE and DRC staff will be available remotely, to assist if needed. Errors in the documentation will be reported to DRC for immediate resolution.
3. Site visits will be conducted, with five site visits occurring the week of March 2nd and two more the week of March 9th.
4. High-level objectives at the site visits include:
  - address any remaining installation/configuration issues
  - test the general operations of the environment
  - perform extensive testing, based on the “Test Focus” areas particular to that site
  - report identified defects immediately to DRC for resolution
5. Questions will be compiled from the site visits for inclusion in a follow-up webinar, which will be made available to all sites.
6. A summary of the study’s results will be posted to the techC, TRIG and eDIRECT websites for use by all schools/districts.



## Technology Coordinator Training Resources Available on eDIRECT

The recorded WebEx, FAQs, Mini-modules, and PowerPoint from the Technology Coordinator Training sessions are now available on the public documents section of eDIRECT. This recorded WebEx covers an overview and basic installation of DRC’s INSIGHT and TSM software needed for the Spring 2015 M-STEP and MI-Access online testing. Any user can access the WebEx by visiting <https://mi.drcedirect.com/> and navigating to General Information → Documents.

## Important Dates and Reminders


Upcoming important dates, recent topics, etc.

### Approaching Dates & Deadlines!

- **February 23 – 27, 2015:** ACT Test Coordinator receives secure standard time and accommodations materials.

### Important Dates

#### February 2015

- **February 2 – March 2, 2015:** Window for schools to:
  - Conduct supervised ACT pre-test sessions.
  - Conduct ACT room supervisor and proctor training.
  - Arrange to meet ACT testing requirements at school or off-site location.
- **February 9 – March 27, 2015:** WIDA ACCESS and WIDA Alternate ACCESS for ELLs testing window. Please refer to the *Spring WIDA Schedule 2014–2015 Academic Year* for more information about important WIDA ACCESS testing dates.
-  **NOW – March 6, 2015:** Action steps to prepare for the Spring 2015 Transition Readiness are located in both Word and PDF formats here:
  - [Spring 2015 M-STEP Transition Readiness Timeline](#) Word
  - [Spring 2015 M-STEP Transition Readiness Timeline](#) PDF

#### March 2015

- **March 3, 2015:** Day 1 **ACT Plus Writing** Initial Test Date.
- **March 4, 2015:** Day 2 **WorkKeys** Initial Test Date.
- **March 3 – 17, 2015:** Day 1 **ACT Plus Writing** Accommodations Test Window.
- **March 4 – 18, 2015:** Day 2 **WorkKeys** Accommodations Test Window.
- **March 16 – April 15, 2015:** Anticipated date that the 1% **MI-Access** Proficiency Cap Waiver Applications will first become available in the Secure Site.
- **March 17, 2015:** **ACT Plus Writing** Makeup Test Date.
- **March 18, 2015:** **WorkKeys** Makeup Test Date.
- **March 18, 2015:** **MSDS** Spring 2015 General Collection submission deadline.
- **March 25, 2015:** **MSDS** Spring 2015 General Collection certification deadline.

### Reminders

- Spring 2015 M-STEP and MI-Access Training Resources are available at the public eDIRECT site, which can be found at <http://mi.drcedirect.com>.
- The M-STEP and MI-Access Online Tools Trainings are available on eDIRECT at <https://wbte.drcedirect.com/MI/portals/mi/>. These tools include M-STEP Sample Item Sets for ELA and mathematics, Calculator Practice, and MI-Access Functional Independence Practice. This link must be accessed through Google Chrome.

## Important Dates and Reminders

Upcoming important dates, recent topics, etc.

### Articles in Recent Spotlights

To access the following *What's New* articles from our recent Spotlight editions, go to [http://www.michigan.gov/mde/0,4615,7-140-22709\\_31168-280911--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html).

### February 19th Edition

- Spring 2015 M-STEP and MI-Access Training Resources Coming Soon
- What You Need to Know About eDIRECT and INSIGHT
- Grade/Subject Sample Online Item Sets Now Available
- NEW! Supports and Accommodations Documents Now Available
- NEW! MI-Access Supported Independence and Participation Online Answer Informaton

## Recently Asked Questions

### **Can we still request paper/pencil materials for students needing specific Designated Supports or Accommodations even though the Initial Material Order/Pre-ID Window has closed?**

Yes. It is certainly the case that many decisions about what Designated Supports and Accommodations may be best for an individual student had not yet been made by the February 18, 2015 date. Please be sure to order those materials once the Additional Material Order window has opened, which will occur shortly after materials arrive in districts.

### **Can some of the Grade 11 students using the paper/pencil version of the assessments be tested in the morning and some tested in the afternoon?**

You are not required to test all students at the same time. You need to ensure that you provide students sufficient time to complete all the components that must be administered on the specific paper/pencil test day as prescribed in the paper/pencil testing calendar. See the *Assessment Transition Document* at [http://michigan.gov/documents/mde/Assessment\\_Transition\\_FINAL\\_11-13-14\\_473989\\_7.pdf](http://michigan.gov/documents/mde/Assessment_Transition_FINAL_11-13-14_473989_7.pdf) for the paper/pencil components that must be administered on designated days.

### **Will students be able to use scratch paper for the M-STEP paper/pencil ELA Performance Task?**

Students should mark in their test booklets. They will not need additional scratch paper.

### **For Part 2 of the ELA Performance Task component of the M-STEP online assessment, can students write their responses on scratch paper first and then type them into the computer?**

Yes, a student may use scratch paper for pre-writing activities before entering the complete response into the computer. However, schools should take timing into consideration, as drafting and pre-writing may increase testing times. If a student "breaks" for more than 20 minutes (using this time for pre-writing, drafting, etc.), the student will need to login to the testing session again. In addition, any scratch paper must be collected before the student leaves the testing room; any scratch paper used by students must be shredded immediately per test administration guidelines.

*(Corrected on 3/2/15)*

### **Is the number of questions for the online assessment the same as for the paper/pencil version?**

Paper/pencil testing and online testing follow the same operational blueprint. This does not necessarily mean the same number of items across all forms.



## Recently Asked Questions

### Can a school request that text-to-speech be turned on for M-STEP for all students?

Audio supports are generally listed as a designated support and should only be considered as applicable at the individual student level. To designate an audio support for an entire school makes the assumption that 100% of students are poor readers or are auditory learners. This is not likely the case. If you have a strong reader, who may not be as strong in taking in auditory information, and has the audio support turned on, it could actually be a disadvantage and distract the student from fully using their primary area of strength. It is important to remember that any support applied should be one that levels the playing field for a student based on a need (it is not meant to give an advantage) and should be something that the student uses as an intervention or strategy during instruction.

### Will OS X 10.10 Yosemite be supported by INSIGHT software on Mac devices?

OS X 10.10 Yosemite is allowed to run. However, when you execute the System Readiness Check, or the Test itself, you will see a yellow warning on the results screen showing this version of the operating system is not fully approved. Once this version has been fully tested, this warning message will be removed. **Please note:** Yosemite may not be fully supported by the first testing window.

► *Prior Recently Asked Questions can be found at [http://www.michigan.gov/documents/mde/Recently\\_Asked\\_Questions\\_470957\\_7.pdf](http://www.michigan.gov/documents/mde/Recently_Asked_Questions_470957_7.pdf).*