



# Spotlight



## on Student Assessment and Accountability

### What's New November 20, 2014

#### Quick Links

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The Spotlight will be taking a Thanksgiving Holiday. Please look for the next edition to be delivered on December 4, 2014.

#### Online Waiver Request Deadline is Friday, November 21, 2014

The instructions for submitting an online waiver request are located at [http://www.mi.gov/documents/mde/Paper\\_Pencil\\_Request\\_470321\\_7.pdf](http://www.mi.gov/documents/mde/Paper_Pencil_Request_470321_7.pdf)

If you determine by November 21<sup>st</sup> that you would like to withdraw your online waiver request for one or more schools, please send an email to [baa@michigan.gov](mailto:baa@michigan.gov) with the subject line Withdraw Waiver Request, providing the district and school information, as well as your contact information.

If you have additional questions regarding submission or withdrawal of the online waiver, please call 877-560-8378, and select option 8.

**Note:** Due to cost concerns of preparing separate online and paper/pencil test forms, no waiver requests or withdrawals will be accepted after November 21, 2014.

#### Paper/Pencil Orders for Individual Students

Schools participating in the online assessments, who have a limited number of students needing to take the paper/pencil version of the test (for reasons that prevent them from taking it online), do not need to submit an online waiver request. Paper/pencil assessments for individual students can be ordered in January 2015. Individual students requiring a paper/pencil form do not need to have a paper/pencil test administration explicitly stated in their IEP.

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#### Reminders

- Sign up for Spotlight at <https://public.govdelivery.com/accounts/MIMDE/subscriber/new>. Under Student Assessment, select Spotlight.

#### Recently Asked Questions



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

#### 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.

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Keep in mind that the reason for selecting the paper/pencil format for a student should link back to a specified need in the IEP based on his or her disability, or for those students for whom an online assessment creates an accessibility issue.



## Test Sight Manager (TSM)

As a **general guideline**, one Testing Site Manager (TSM) should be installed for every 150 students testing at the same time. The guideline assumes a dedicated device with specifications **comparable** to the following:

- 4 GB of RAM, 2 x 2.4 GHz processors,
- a 64-bit Windows platform operating system,
- a 100 Mbps wide-area/local-area network speed, and
- configured for content caching and response caching.

The number of TSMs/concurrent students testing may vary from the above guideline based on actual hardware specifications, network speed, and TSM caching options.



## 1:1 Devices Can Be Used for Online Testing

Schools that have 1:1 device arrangements in their school can use them for online testing without hindering instructional use, or the ability for student to take the devices home in the evenings if the following processes are adhered to:

### In order to ensure test security:

- Verify that all test tickets have been collected. No student may leave the testing room with a test ticket.
- Before the device is removed from the test administration room, the student must completely

exit out of INSIGHT. Please note that when using an iPad, Guided Access must be stopped, which **requires a school official to enter a secured password**.

- Make sure you can see the desktop/home screen of the device before the device leaves the room. This ensures that INSIGHT is completely closed.

If using an iPad, the following features may need to be turned on (these would have been turned off for testing):

- Auto-Capitalization
- Auto-Correction
- Auto-Complete
- Check Spelling (iOS 7)
- Predictive Typing (iOS 8)

## M-STEP English Language Arts (ELA) Assessment

The Michigan Student Test of Educational Progress (M-STEP) in ELA is a **comprehensive** English language arts assessment that measures Michigan ELA Standards (**reading, writing, language, and listening**) at **ALL** grade levels (3–8 and 11) located at [http://www.michigan.gov/documents/mde/K-12\\_MI\\_ELA\\_StandardsREV\\_470029\\_7.pdf?20141120095903](http://www.michigan.gov/documents/mde/K-12_MI_ELA_StandardsREV_470029_7.pdf?20141120095903).

The assessment includes Michigan-developed content, as well as content from the Smarter Balanced Assessment Consortium. The test is comprised of a Computer Adaptive Test (CAT) component, a Classroom Activity, and a Performance Task.

The CAT component consists of multiple-choice, technology-enhanced (TE), and short-answer constructed response items. For the paper/pencil tests, the CAT is replaced with a fixed-form component, and will consist of multiple-choice and short-answer constructed response (CR) items.

The Classroom Activity is a short, 30-minute scripted lesson presented to the students 1–3 days prior

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to the administration of the Performance Task. The Classroom Activity is delivered in class by the teacher, and is not an online activity. The purpose of the Classroom Activity is to introduce students to the vocabulary and the context of the Performance Task to follow.

The Performance Task is a multi-item task administered online. Students are presented with 3–5 passages, and will respond to TE items, short CR, and extended CR items. The paper/pencil administration will also include a Performance Task. **Administering the Performance Task without first administering the Classroom Activity is considered a misadministration.**

The OSA will be posting sample Classroom Activities and sample Performance Tasks on the M-STEP webpage in December. Watch for the announcement in the Spotlight.

**Note:** Performance Tasks (and their accompanying classroom activities) are recommended but not required for students in grade 11, as state law prohibits the requirement of more than one extended response item on the Michigan Merit Examination. However, because a single extended response item is likely insufficient to achieve alignment to Michigan's high school standards, it is unclear whether the U.S. Department of Education will allow results without Performance Tasks to count for accountability.

## M-STEP Mathematics Assessment

Information about the Michigan Student Test of Educational Progress (M-STEP) in Mathematics will be in the December 4, 2014 Spotlight.

## M-STEP Science and Social Studies Assessments

The Michigan-developed Science and Social Studies tests will continue to include only multiple-choice items for the Spring 2015 test cycle. The content coverage for the elementary, middle school, and high school tests is as follows:

### SCIENCE

- **Grade 4:** The elementary M-STEP science test includes items that measure grade-level content expectations for grades 2, 3, and 4, will be administered to students in the spring of grade 4 and follow the same blueprint that was previously administered to students at the beginning of grade 5.
- **Grade 7:** The middle school M-STEP science test includes items that measure grade-level content expectations for grades 5, 6, and 7, will be administered to students in the spring of grade 7 and follow the same blueprint that was previously administered to students at the beginning of grade 8.
- **Grade 11:** The high school M-STEP science test will measure high school content expectations that a student should know and be able to demonstrate by spring of grade 11. The assessment is similar to the previous MME Day 3 science component with additional items in the Inquiry strand.

### SOCIAL STUDIES

- **Grade 5:** The elementary M-STEP social studies test includes items that measure grade-level content expectations for grades 3, 4, and 5, will be administered to students in the spring of grade 5 and follow the same blueprint that was previously administered to students at the beginning of grade 6.
- **Grade 8:** The middle school M-STEP social studies test includes items that measure grade-level content expectations for grades 6, 7, and 8, will be administered to students in the spring of grade 8 and follow the same blueprint that was previously administered to students at the beginning of grade 9.
- **Grade 11:** The high school M-STEP social studies test will measure high school content expectations that a student should know and be able to demonstrate by spring of grade 11. The assessment is similar to the previous MME Day 3 social studies component with additional items that require students to analyze and interpret graphic stimuli.

## Spring 2015 MI-Access

### MI-Access Functional Independence (FI) Grades 3-8 and 11

The MI-Access Functional Independence assessments will be administered online in spring 2015. A paper/pencil format will be available for those students and schools that are not able to test online.

The FI assessments include:

- English language arts (Grades 3-8 and 11): includes Accessing Print (Reading) and Expressing Ideas (Writing) at **every** grade. *Expressing Ideas will be administered to all students in paper/pencil format, including those students taking the remainder of the FI ELA assessment online.*
- Mathematics (Grades 3-8 and 11)
- Science (Grades 4, 7, and 11)
- Social Studies (Grades 5, 8, and 11)—**required for the first time in spring 2015 as an operational assessment.**

MI-Access Functional Independence is based on the FI Extended Grade Level Content Expectations and FI Extended Benchmarks found at [http://www.michigan.gov/mde/0,4615,7-140-22709\\_28463-162769--,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_28463-162769--,00.html). The test items will be the same format as they have been in the past.

### MI-Access FI Online Assessments

The MI-Access test window is April 14–May 29, 2015.

Online tests in each content area will have two parts and will remain untimed. The students must complete one part in a single day with the flexibility to have multiple breaks during the day when needed.

Students requiring more than one day to complete a single test part (approximately 25 items) should be administered the paper/pencil format. Paper/Pencil assessments can be ordered in January for students

needing paper/pencil format, even if the district is designated as an “online” school. This does not require a waiver.

### College Entrance and Work Skills Assessments

Students taking an alternate assessment have an option, based on the student’s transition plan in their IEP, to take the college entrance and work skills assessments in addition to the M-STEP and/or MI-Access Functional Independence assessment, however if the student is assessed using a MI-Access assessment, taking the ACT Plus Writing and/or WorkKeys is **NOT** required.

### MI-Access Participation and Supported Independence (P/SI)

The student experience for these programs is not changing; they will continue to experience activity-based observation items as well as selected-response items using picture cards or instructional materials.

The Primary Assessment Administrators will enter the scores for each student from both the Primary and Shadow Assessment Administrators into the online answer document (rather than completing a scannable bubble sheet). This will provide earlier reporting of results as with the other online assessments.

It is strongly recommended that Primary and Shadow Assessment Administrators view the *MI-Access Participation and Supported Independence Scoring Rubrics Online Training Program*. A link to this video program is found on the MI-Access web page ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) under “Professional Development Opportunities.”

The P/SI assessments include:

- English language arts (Grades 3-8 and 11),
- Mathematics (Grades 3-8 and 11), and
- Science (Grades 4, 7, and 11)



# Spotlight on Student Assessment and Accountability

## Would you be interested in serving on an assessment committee?

The Michigan Department of Education (MDE) Office of Standards and Assessment (OSA) takes great pride that Michigan teachers are involved in every aspect of item development for our assessment programs. Participation on the committees includes thorough training in content and instruction in using the Michigan Item Bank System (web-based application for item and context development).

To complete the Assessment Committee Participation Application, use this link: <http://www.cvent.com/Surveys/Questions/IDConfirm.aspx?s=06002a4e-c578-417d-807f-542787fad180>. Or you can go to [www.michigan.gov/baa](http://www.michigan.gov/baa), scroll down to the **Additional Information** section, and click on **Committee Participation Application**.

Please be sure to answer all of the questions so you can be placed on a committee that best suits your talents. The OSA reaches out to teachers in all of the

content areas at all grade levels. We are currently recruiting teachers for the following programs:

- M-STEP—ELA, Mathematics, Science, and Social Studies
- Alternate Assessments—ELA (Accessing Print and Expressing Ideas), Mathematics, Science, and Social Studies
- High School Interims—all content areas
- K-2 Interims—ELA and Mathematics

The various committees for these programs are described in the table below.

**PLEASE NOTE:** If you have already completed a committee application and/or served on a Michigan assessment committee in the past, please consider updating your information on the revised committee application. OSA is updating the list of committee candidates for improved contact information, relevant teaching experience, and current education status. Please share this link with other Michigan teachers.

Committee	Description
<b>Item Writing</b>	Teachers create test items (questions) aligned to Michigan's Standards. Items are written to the specifications assigned in the Michigan Item Bank System. Applicants for this committee will be asked to complete a follow-up application.
<b>Item Review</b>	Each test item is reviewed by a committee of Michigan teachers prior to field testing: <ul style="list-style-type: none"><li>• <b>Bias and Sensitivity Committee (BSC)</b> – Is there an issue of bias that may advantage or disadvantage a student's performance on a test item?</li><li>• <b>Content Advisory Committee (CAC)</b> – Are the test items aligned to the Michigan Standards and are they grade level appropriate?</li></ul>
<b>Data Review</b>	Test items are reviewed by a committee of Michigan teachers after pilot and field testing to consider again issues of bias and content (BSC and CAC) based on the pilot or field-test item level data. Is there something about a test item that is causing it to perform in a manner other than what is expected?
<b>Context Review</b>	MDE commissions Michigan authors to write the passages for Michigan assessments. Each of our contexts undergo committee review for bias and grade-level appropriateness before items are developed for the passage.
<b>Rangefinding</b>	Constructed response items are reviewed and sample score point ranges are set by this committee.

## WIDA Pre-ID and Initial Material Orders

The WIDA Pre-ID and Initial Material Orders window **opens on December 1, 2014 and closes on January 9, 2015.**

### Pre-ID

To ensure all student records are correct and that you will receive pre-printed barcode labels for the administration of the Spring 2015 WIDA ACCESS for ELLs, the Secure Site will be populated with pre-identified student records based on students being identified as “LEP Eligible” in fall 2014 MSDS, or identified as “Historical LEP” (students not exited for proficiency but also not re-reported as LEP Eligible).

The EL Assessment Coordinator must review, and update if necessary, each student’s tier designation and also identify any students that may need to take the WIDA Alternate ACCESS for ELLs.

### Tiers

WIDA uses three tiers (Tier A, Tier B, and Tier C) within each grade-level cluster for the WIDA ACCESS for ELLs. Please note that there is no Tier for the Kindergarten level. While the tiers in grades 1–12 overlap, each tier assesses a different range of language proficiency. Therefore, to ensure the best possible testing experience for each student and the most meaningful results, it is necessary to place each student into the tier that best matches his or her proficiency level. All students will be pre-assigned a tier designation by MDE based on W-APT scores or prior ELPA scores, if applicable. Students with no previous assessment history will be defaulted to Tier B. Though MDE will be pre-assigning a tier designation to students, teachers and administrators must review the pre-assigned tiers in the Secure Site on the Pre-Identified Students Report and update as necessary during the Pre-ID window. A student’s tier can be updated directly on the Student Demographics page in the WIDA Tier field. Please review WIDA’s tier definitions and criteria for tier selection on WIDA’s website at: [http://www.wida.us/assessment/access/tier\\_criteria.aspx](http://www.wida.us/assessment/access/tier_criteria.aspx).

## Alternate ACCESS for ELLs

Along with reviewing tier designation, you may also decide that a student needs to be assessed with the WIDA Alternate ACCESS for ELLs. The Alternate ACCESS for ELLs is an individually administered paper/pencil test that is intended only for ELs in grades 1–12 who have, or function as if they have, significant cognitive disabilities severe enough to prevent meaningful participation in the WIDA ACCESS for ELLs assessment. The Alternate ACCESS for ELLs is administered during the same testing window as the general WIDA ACCESS for ELLs. IEP Teams must consider the following general participation criteria to decide whether the Alternate ACCESS for ELLs test would be an appropriate assessment for their student:

- 1. The student has been classified as an English Learner (EL). These students are identified as LEP Eligible or Historical LEP in the MSDS.*
- 2. The student has, or functions as if they have, a cognitive disability and is eligible for special education services under IDEA.*
- 3. The student is working towards alternate achievement standards aligned with Michigan’s academic standards, and is participating in Michigan’s alternate accountability assessment, MI-Access.*

**Please note:** MDE **does not** automatically assign any students to the Alternate ACCESS for ELLs option (Tier T). To choose the Alternate ACCESS for ELLs option, select “T” in the WIDA Tier field on the Student Demographics page.

## Initial Material Orders (IMOs) for Braille and Enlarged Print ONLY

IMOs for WIDA only need to be placed on the Secure Site for students that need Enlarged Print or Braille. All other orders for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs will be placed automatically based on Pre-ID information. Once the Pre-ID window closes on January 9, 2015, all orders will need to be placed directly with MetriTech (WIDA’s material vendor).

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# Spotlight on Student Assessment and Accountability

If you have questions, please email [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378.

## WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Test Exceptions

Below is a list of student groups for whom a Test Exception, or waiver, from the Spring 2015 WIDA ACCESS or Alternate ACCESS for ELLs could be available. It may be the case that many students who were approved Test Exceptions in prior years will be expected to test this coming spring. These new Test Exception criteria have been created per a directive from the U.S. Department of Education to ensure all English Learners (ELs) who are also Students with Disabilities (SWDs) are tested.

### Students NOT expected to take the ACCESS for ELLs:

- K–2nd grade students who are visually impaired and are in the process of learning braille (There is no braille version available for students in grades K–2).
- K–12th grade students who use American Sign Language (ASL) as their primary method of communication could be exempt from the Speaking and Listening domains (WIDA considers the usage of ASL on this assessment a non-standard accommodation).

### Students NOT expected to take the Alternate ACCESS for ELLs:

- 1st–12th grade students who are **both** visually impaired (learning braille) and cognitively impaired (There is no braille version of the Alternate ACCESS for ELLs.)
- 1st–12th grade students who use American Sign Language (ASL) as their primary method of communication could be exempt from the Speaking and Listening domains (WIDA considers the usage of ASL on this assessment a non-standard accommodation)

Districts that would like to request a Test Exception for a student, must make the request on an annual basis through the MDE Secure Site. The WIDA Test Exception window is not yet available. Opening of the Test Exception window will be posted in a future Spotlight. Approved Test Exceptions will not impact a district's accountability measures. Please look for future directions and send any questions to [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378.

## The ACT Plus Writing and WorkKeys Pre-ID Window

The Pre-ID window for ACT Plus Writing and WorkKeys **opens on December 1, 2014 and closes on January 9, 2015**. The Division of Accountability Services (DAS) will load students into the Secure Site using the Fall 2014 MSDS General Collection (student count day) and Student Record Maintenance (SRM) files submitted through November 30. The students that DAS will Pre-ID include all students in grade 11, and all students in grade 12 who are required to test for accountability purposes. For grade 12 students required to test for accountability purposes, please review the High School Grade Assignment for Accountability Calculations FAQ ([http://mi.gov/documents/mde/FAQ\\_HS\\_Grade\\_Assignment\\_for\\_Accountability\\_346186\\_7.pdf?20141120112052](http://mi.gov/documents/mde/FAQ_HS_Grade_Assignment_for_Accountability_346186_7.pdf?20141120112052)).

Schools are responsible for adding additional students and unassigning students directly in the Secure Site. No additional data pulls from MSDS for pre-identification will be done. Schools will receive barcode labels for students pre-identified by January 9, 2015 to be placed on the ACT Plus Writing and WorkKeys answer documents. Schools will be required to print barcode labels for students identified for testing after January 9, 2015.

**Please note:** The ACT Plus Writing and WorkKeys are considered stand-alone, independent components of the Michigan Merit Exam and students will be pre-identified for each component. Materials for the ACT Plus Writing and WorkKeys will be ordered directly from ACT in early January. Details will be provided in a future Spotlight.

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# Spotlight on Student Assessment and Accountability

Pre-ID for the M-STEP components of the Michigan Merit Examination (ELA, Mathematics, Science and Social Studies) will open in January. More information about Grade 11 testing can be found on Page 2 of the *Spring 2015 Assessment Transition Document* ([http://www.michigan.gov/documents/mde/Assessment\\_Transition\\_FINAL\\_11-13-14\\_473989\\_7.pdf](http://www.michigan.gov/documents/mde/Assessment_Transition_FINAL_11-13-14_473989_7.pdf)).

## **Important Information for home schooled and Nonpublic Schools:**

New for Spring 2015 assessments, nonpublic school and home schooled students that will be taking a state assessment will be required to have a Unique Identification Code (UIC) in the Secure Site. A UIC number can be obtained through the Michigan Student Data System (MSDS). For questions or assistance with obtaining a UIC number for a student, please contact the Center for Educational Performance and Information (CEPI) at 517-335-0505 or [cepi@michigan.gov](mailto:cepi@michigan.gov).



## Just a reminder...

Upcoming important dates, recent topics, etc.



### Spring 2015 Assessment Transition

The Spring 2015 Assessment Transition document, published November 13, 2014, includes an overview of the new assessment, Michigan Student Test of Educational Progress, M-STEP; as well as information about the test components, estimated session times for planning purposes, technical information for the online delivery engine, and information on the paper/pencil administration. It is available at [http://www.michigan.gov/documents/mde/Assessment\\_Transition\\_FINAL\\_11-13-14\\_473989\\_7.pdf](http://www.michigan.gov/documents/mde/Assessment_Transition_FINAL_11-13-14_473989_7.pdf).

For information on the press release, go to [Michigan Student Testing System Developed for Spring 2015](#). MDE will continue to provide information in the Spotlight as it becomes available. Be watching for sample items, practice test sessions, information on accessibility and accommodations, guidance for technology and assessment coordinators, upcoming webcasts and training sessions, and continuous updates on frequently asked questions.

### ACT Update

Information for Michigan schools administering the ACT Plus Writing and WorkKeys as components of the Michigan Merit Exam is available at <http://www.act.org/aap/michigan/act.html>.

## Important Dates



### November 2014

- **November 21, 2014**—Deadline for ACT to receive requests for ACT-approved accommodations. For questions, please contact ACT at 800-553-6244 ext. 2800.
- Open for comment - [The Fall 2014 Interim Assessment Post-Administration Survey](#) to collect Interim Assessment Coordinator feedback.
- Open for comment - [Fall 2014 Fall Interim Assessment Technology Coordinator Survey](#) to collect technical feedback.

### December 1, 2014

- Student Pre-Identification opens for Spring 2015 ACT Plus Writing and WorkKeys (see related article).
- WIDA Pre-ID and Materials Order opens (see related article).

### January 2015

- Student Pre-Identification opens for Spring 2015 M-STEP and MI-Access Assessments for students in Grades 3-8 and 11.
- Material orders for paper/pencil open for Spring 2015 M-STEP and MI-Access for students in grades 3–8 and 11.
- Material orders for ACT Plus Writing and WorkKeys will be done through ACT – not the Secure Site.

## Recently Asked Questions

**The Spring 2015 Assessment Transition document says that the test will include “Smarter Balanced content and Michigan-developed field-test items.” Can I use the Smarter Balanced items posted online with my students?**

The Smarter Balanced Practice Test items posted online are similar in **content** to M-STEP items, and may prove helpful in the classroom as students practice test items aligned to Michigan’s content standards in ELA and Mathematics. Because Michigan is using a different online delivery engine than the Smarter Balanced Practice Test, OSA is developing the following resources to help prepare your students for the Spring 2015 assessments:

- **Spring 2015 Preview**—sample items to provide students and teachers exposure to item types, online tools, and the functionality of Michigan’s online delivery engine—**available in early December**.
- **Spring 2015 Grade Level Sample Items**—features grade-specific ELA and Mathematics content, item types, online tools, and the functionality of Michigan’s online delivery engine—**available January 2015**.

**I have a student with a disability that requires a paper/pencil format of the M-STEP, and a student with a disability that requires a paper/pencil format of MI-Access Functional Independence. However, we are planning to assess all other students online. How do we go about ordering these paper/pencil formats for individual students before the wavier deadline?**

Ordering paper/pencil formats for individual students does not require a waiver and does not need to be completed before November 21, 2014. Ordering paper/pencil materials for individual students will take place during the M-STEP and MI-Access Pre-ID and initial materials order window in January.

► *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).*