Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

March 10, 2016

Key: supports and accommodations information

eDIRECT Access for M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Assessments

All schools administering M-STEP; MI-Access Functional Independence, Participation, or Supported Independence; or K-2 Early Literacy and Mathematics assessments will need access to eDIRECT. eDIRECT is the application that schools will use to access documents and trainings for online testing, manage student test sessions, assign student supports and accommodations, and print test tickets.

Anyone can access the training documents and resource materials section without a login and password. However, access to student data to manage student test session, assign student supports and accommodations, and to print test tickets does require a login and password.

All district and school administrator level users in the Secure Site were given access to eDIRECT automatically. Other users with the AMS (for WIDA testing) and eDIRECT roles assigned to them along with the M-STEP and/or MI-Access assessment, and Early Literacy assessments in the Secure Site are also given access to eDIRECT. A district or school administrator level user of the Secure Site can approve, request, and add these roles to users directly in the Secure Site which will then allow them access to eDIRECT.

Once a user is granted access to eDIRECT through the Secure Site, in two business days an email from Michigan Online Assessments Customer Support Team (noreply@datarecognitioncorp.com) will be sent to the email address that is listed in MEIS (www.michigan.gov/meis) with the user's login and temporary password for eDIRECT.

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) today! Enter your email address and select Spotlight under Student Assessment.

Spotlight
on Student Assessment and Accountability

Detailed instructions for Secure Site administrator level users on how to add users to the Secure Site for eDIRECT access can be found on pages 1 and 2 of the **Assigning Roles in Secure Site for AMS & eDIRECT** found on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining). Page 3 of the same document has instructions on how an individual can log on to the Secure Site and request the access directly through the Secure Site for their administrator level user to approve.

Please keep in mind users will receive an email with their eDIRECT login and password in two business days after their access on the Secure Site has been created or approved.

🧩 Spring 2016 Refreshable Braille Pilot Update

The Office of Standards & Assessment (OSA) had intended that this spring's M-STEP mathematics and ELA assessments would be the first to be offered in an online refreshable braille format to students. Last week the braille forms and test questions were reviewed with the help of staff at Michigan Department of Education's Low Incidence Outreach Office (LIO) and visually impaired educators from area ISDs. These experts

determined that the current functionality of the Insight testing engine with JAWS, refreshable braille devices, and embossers was not adequate enough at this time to significantly improve the accessibility of the M-STEP online braille test over the paper/pencil braille tests. OSA is taking the recommendation of this committee to postpone the pilot of the refreshable braille option for this spring. However, the traditional paper/pencil braille test continues to be available for all M-STEP content areas. Additional improvements and studies will be conducted in order to ensure that students with visual impairment using braille have access to a 21st century assessment that allows for a fair evaluation of their content knowledge and ensures reasonable and efficient administration practices for educators.

Updated Dual Enrollment Table

The Office of Standards & Assessment is working to update the table for dual enrollment eligibility scores as soon as possible. We will have a new table posted within the next couple of weeks. We are working with the College Board to get qualifying scores based on the redesigned PSAT and SAT since they are new tests this year.

In the meantime, ACT scores and other scores in the Dual Enrollment Table have not changed from last year.

If you have questions on qualifying scores, please email BAA@michigan.gov. If you have questions about Dual Enrollment, please email Brian Barber at BarberB2@michigan.gov or call him at 517-335-3005.

Spotlight

on Student Assessment and Accountability

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

PSAT 8/9 and PSAT 10 Training – Register now for March 16

The April SAT School Day, PSAT 10 and PSAT 8/9 administrations are fast approaching, and we want to make sure you have all the information you need for a successful administration. In addition to the training sessions described below, please refer to your SAT School Day, PSAT 10 or PSAT 8/9 Supervisor's Manuals and Michigan Supplemental Manual Instructions for details on the full spectrum of responsibility. PDF versions of all manuals are available on the Michigan Department of Education MME web page (www.michigan.gov/mme) under the SAT section and will be available shortly on www.collegeboard/org/michigan.

SAT Test Center Supervisors

If you haven't already done so, take the SAT Supervisor training by clicking on the link at the bottom of the email that was sent to all SAT Test Coordinators in EEM on February 19, 2016. If you receive an error when clicking the link, try copying the link text and pasting it directly into a different browser. This training is required for all SAT School Day supervisors and SSD Coordinators, so please forward the link to the appropriate staff and ask them to complete the training.

PSAT 10 and PSAT 8/9 Test Center Supervisors

You are invited to join the PSAT 10 and PSAT 8/9 Supervisor's Training webinar on **Wednesday, March 16, 2016 at 3:00 PM ET**. This training is designed to help you learn the essential steps to properly plan for and administer the Michigan-sponsored PSAT 10 and PSAT 8/9. In addition

to reviewing the testing manual, we recommend all PSAT Test Coordinators complete test administration training. All Test Center Supervisors must ensure that their test day staff, including Associate Supervisors and SSD Coordinators, have been trained. To register, click here (https://collegeboardtraining.webex.com), go to the Event Center tab and look in the **Other Events** section for the webinar entitled **Michigan PSAT Test Day Training**. If you are unable to join us on March 16, 2016 for the live webinar, a recorded version will be made available on our Michigan website (www.collegeboard.org/michigan) after the session.

Planning for Test Day – SAT Extended Time

If you missed last week's Spotlight, see the SAT Extended Time information posted on Planning for Test Day – SAT Extended Time PDF located on the MME web page (www.michigan.gov/mme) under **What's New**. This information supersedes the information in your testing manuals. The key change is that students testing with 50% extended time will test over two days for SAT only.

Planning for Test Day – PSAT Extended Time

For PSAT 8/9 and PSAT 10, the standard policy is for testing to begin early enough to complete testing before noon eastern standard time. Both assessments last approximately three hours, not including pre-administration activities. **Schools cannot break for lunch and then resume**

Spotlight

on Student Assessment and Accountability

testing. <u>The College Board recommends that testing be completed in the morning; however, we will support afternoon testing for the statewide Michigan administration only.</u> Schools may test on either April 12, 2016 or April 13, 2016 in either the morning or afternoon without pre-approval from College Board. **Schools must test all students in the same grade at the same time.** The tests must be administered in one sitting and be completed before the end of the school day.

Students with "school-based" accommodations who appear on the Non-Standard Accommodation Roster (NAR) can test April 12 – April 27, 2016. These accommodations include braille, reader script, assistive technology compatible, MP3 audio, and students testing over 2 days (100% extended time). There is no makeup date for these students because they can test anytime within the testing window. Please note, students testing with 50% extended time for PSAT must be tested in the single day administration, which is different than SAT.

For PSAT, there are two types of extended time accommodations. Students may be approved for reading extended time (entire test) or mathematics extended time. The writing extended time accommodation is not applicable to PSAT 8/9 or PSAT 10 since there is no essay component.

For more information on test day planning for PSAT 8/9 and PSAT 10, including tables with the extended time information, see the Planning for Test Day – PSAT Extended Time PDF on the MME web page (www.michigan.gov/mme) under **What's New**.

Key Dates

Begins March 16, 2016: PSAT 8/9 and PSAT 10 Test Day Training Webinar

March 23, 2016: Test Material arrivals

April 12, 2016: SAT Test Administration

April 12–15, 2016: SAT School-based Accommodated Testing Window

April 12–13, 2016: PSAT 8/9 and PSAT 10 Test Administration

April 12–27, 2016: PSAT 8/9 and PSAT 10 Accommodated Testing Window

April 26, 2016: SAT Makeup Test Administration

April 26–27, 2016: PSAT 8/9 and PSAT 10 Makeup Test Administration

Along with news in the Spotlight, the College Board will continue to update information about the spring implementation on our Michigan website (www.collegeboard.org/michigan).

Spotlight

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

ACT WorkKeys Test Admin Part 2: Testing Staff Requirements

In last week's Spotlight article we shared information about ACT WorkKeys testing staff requirements. As we continue navigating through the ACT WorkKeys Administration Manual, this week will be part one of a two-part article about ACT WorkKeys test security requirements. All of the information in this article can readily be found in the **ACT WorkKeys Administration Manual**, located on the ACT/Michigan website (http://www.act.org/aap/michigan/workkeys.html).

Authorized Access

Staff access to materials must be limited to only those activities necessary to prepare for test day, the test administration itself, and counting and packing materials for return to ACT. Access to test materials prior to test day is restricted to the test coordinator and back-up test coordinator. A designated staff member may assist with materials if the test coordinator is present and if that individual does not have a relative or ward testing on test day. Do not permit unauthorized personnel to access the materials. Examinees and anyone who may test within the next 12 months are not permitted access to the materials.

Unauthorized Transfer of Materials

Test materials may not be transferred to any other location without prior authorization from ACT. Use only the test materials assigned to your school. If examinees test with materials that have been transferred from another school without prior written authorization from ACT, the answer documents will NOT be scored.

Security of Test Materials

Secure test materials include **all** ACT WorkKeys test booklets and **all** answer documents with examinee identifying information (even if the examinee completed only the non-test portions or if only a barcode label was applied).

The test coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned. The test coordinator must protect the materials from damage, theft, loss, or conditions that could allow prior access to the tests.

ACT WorkKeys test booklets are copyrighted and cannot be photocopied, used for any purpose other than testing, or opened by any person other than the examinee on test day. Testing staff and examinees are prohibited from disclosing test questions or response choices to anyone. Scores earned by examinees who may have had advance access to test content will be canceled. These scores will not be reported to examinees or educational institutions and will be ineligible for career readiness certificates.

In the Event of a Security Breach

Call ACT **immediately** at 800-553-6244, ext. 2800, if any of the following occurs:

- Any items are missing from your shipment.

- You receive test booklets that do not match the serial numbers on your WKEYM Pack/Return Slip.

- Any test booklet seals are broken at any time except by examinees as instructed on test day.

- The cartons or materials appear to have been tampered with in any way.

- A test booklet is lost, stolen, or otherwise missing (even if only temporarily) at any time.

- You have reason to believe someone had unauthorized access to the materials.

- A test booklet is discovered missing during testing. If this happens, do not permit examinees to leave without calling ACT for instructions.

Storage Before Testing

After you have counted and checked the condition of all materials in your shipment, **reseal** the cartons with the provided tape and write your name across the seal. Lock them in secure storage. Protect the materials from damage, theft, loss, or from any conditions that could allow prior access to or knowledge of the tests.

Secure Storage

Materials must be kept inside a locked safe or vault to which only the test coordinator and back-up test coordinator have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the back-up test coordinator may have access to the cabinet or closet. The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.

- The door to the room in which materials are stored must be kept locked when not in authorized use.

- The secure location must not be accessible through a window or a dropped ceiling.

Removal from Storage and Assignment to Rooms

Before test day, sort booklets and other test materials for distribution to individual rooms, and then return them to locked storage. Do not remove the checked-in and sorted test materials from the security of locked storage until test day morning. Test booklets must be personally handed to room supervisors by the test coordinator.

The test coordinator and each room supervisor must record the number and sequence(s) of test booklets received by the room supervisor, initialing the "Received Before Testing" on the Test Booklet Count Form (C-4). After the test, test booklet counts must also be reconciled and initialed using the "Returned After Testing" on the same form.

Storage after Testing

After accounting for all materials, prepare them for return after each test date (see "Collecting, Packing, and Returning Materials," page 47 of the ACT WorkKeys Administration Manual). Return **all** used **and** unused test booklets to your locked storage area immediately after **each** test administration.

Please refer to the ACT WorkKeys Administration Manual (http://www.act.org/content/dam/act/unsecured/documents/FY16-AdministrationManual-WorkKeysStateandDistrictStandardTimePaper.pdf) pages 11–12 for detailed information on test security.

Coming up next week: ACT WorkKeys Test security requirements Part 2. Have a great week!

If you have any questions about the ACT WorkKeys assessment, please call us at 800-553-6244, ext. 2800 (enter code 23), Monday through Friday from 9:30 AM – 6:00 PM eastern time.

Spotlight on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

WIDA

- **March 18, 2016:** Deadline for WIDA Additional Material Orders in the WIDA Assessment Management System (AMS).

Coming Next Week. . .

SAT, PSAT 10, PSAT 8/9

- **Begins March 16, 2016:** PSAT 8/9 and PSAT 10 Test Day Training Webinar

March 2016

SAT

- **Now – March 30, 2016:** SAT Supervisor Test Day Online Training

WIDA

- **Now – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

SAT, PSAT 10, PSAT 8/9

- **March 23, 2016:** Test Material arrivals

M-STEP/MI-Access

- **March 24 – 29, 2016:** M-STEP and MI-Access materials delivered to schools and districts (no deliveries on March 26-27).

M-STEP

- **March 30, 7:00 AM – April 26, 12:00 noon:** Grades 5, 8, and 11 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

WorkKeys

- **March 31, 7:00 AM – April 8 at 12:00 noon:** Additional standard test booklets will be available to order from the Additional Material Order page of the Secure Site.

- **March 31, 7:00 AM – April 20 at 12:00 noon:** Accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

April 2016

- **April 11, 2016:** Testing begins for grades 5, 8, and 11, and MI-Access all grades. Please refer to the Spring 2016 Testing Schedule (http://www. michigan.gov/documents/mde/S16_Testing_ Schedule_498529_7.pdf).

MI-Access FI, P, and SI

- **April 1, 7:00 PM – May 25 at 12:00 noon:** Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

WorkKeys

- **April 13, 7:00 AM – April 14 at 5:00 PM:** Makeup standard test booklets can be ordered from the Additional Material Order page of the Secure Site.

M-STEP

- **April 13 7:00 AM – May 10, 12:00 noon:** Grades 3 and 6 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

- **April 27, 7:00 AM – May 24, 12:00 noon:** Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

SAT, PSAT 10, PSAT 8/9

- **April 14, 2016, 11:59 PM:** Deadline to order additional materials.

Recently Asked Questions

Since the online ELA and math test will be computer adaptive, will students get test questions that are above or below their grade level?

No, all test questions are 100% aligned to Michigan's academic content standards by grade. Students will not encounter test questions above or below their current grade level.

How often are pre-identified students loaded into eDIRECT from the Secure Site?

Students pre-identified in the Secure Site **AND** identified for online testing are loaded into eDIRECT for MI-Access and/or M-STEP at **6:00 AM and 10:30 AM, Monday through Friday**.

Can you clarify the subjects and grade levels for Read-Aloud Accommodations/designated support for both M-STEP paper/pencil and online?

- Reading aloud the M-STEP ELA Reading passages can be done in grades 6–8 as an Accommodation (need outlined in IEP/504).

- Reading aloud the M-STEP ELA Reading passages CANNOT be done in grades 3–5.

- Reading aloud the Performance Task Source Materials is a Designated Support in all grade levels for both M-STEP ELA and mathematics.

Why is TTS only available for M-STEP ELA grades 6–8 as an accommodation but not allowed in other grades?

There are two TTS options available for the M-STEP assessments.

- **TTSPassage** is an accommodation only available for M-STEP ELA in grades 6-8 when the IEP/504 team determines that a Reading passage should be read aloud to the student. It is not available as an accommodation for students in grades 3–5 as it violates the construct being measured.

- **TTS** is available as a Designated Support for all M-STEP grades and subject areas. This option does not read aloud Reading passages if selected for M-STEP ELA. **TTS** only reads aloud items, answer choices, and source materials for the performance tasks.

▶ Access previous Spotlight editions (http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html)

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

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