Spotlight on Student Assessment and Accountability

MICHIGAN Department of Education

March 29, 2018

Quick Links . . . take you directly to articles or sections . . .

- WIDA Material Return Status
- Call for Educators: Developing Alternate Content Standards in Science
- M-STEP Scratch Paper Policy
- M-STEP and MI-Access Supports and Accommodations Resources
- Word-to-Word Glossaries
- M-STEP Full Translation Reminders
- Testing Policy for Recently Arrived, First-Year EL Students
- MI-Access Test Administration Training Presentation Available
- School Accountability Data and Upcoming Public Release
- FAME Project Accepting New Coach Applications
- SAT Corner
- ACT WorkKeys
- Important Dates
- Recently Asked Questions . . .

Key: Reminder (previously run article)

WIDA Material Return Status

The WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs secure materials should be shipped back to DRC no later than **March 30, 2018**. It is important that all secure materials are returned to DRC. Student Response Booklets returned after March 30, will **not** be scored.

Beginning on **April 10, 2018**, districts can use the following steps to access WIDA AMS to check if there are any missing materials for your district/school.

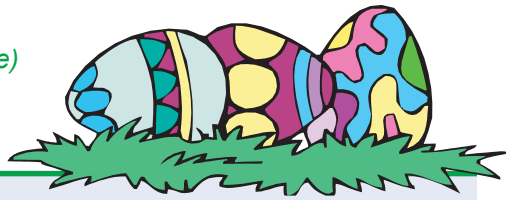
1. Log in to WIDA AMS (http://www.wida-ams.us)
2. Click on **Materials** → **Return Materials Receipt Report**
3. Select the Administration and District (Select the School, if applicable)
4. Click **Show**

When returning missing materials, please refer to Section 5 of the District and School Test Coordinator Manual or Section 3 of Test Administrator Manual for step-by-step instructions on the process for preparing test materials for return to DRC. The same steps are covered in both manuals for easy reference.

REMINDERS:

- Return the following secure materials:
  - Student Response Booklets by grade in original plastic bag packages
  - All Paper Test Administrator's Scripts
  - Online Grades 1 and 2–3 Test Administrator's Scripts
  - Speaking Test Booklets

(Continued on next page)



- Listening and Speaking Tests CDs
- All used and unused large print and braille test materials
- Alternate ACCESS for ELLs Listening/ Reading/Speaking Test Booklets
- Kindergarten ACCESS for ELLs ancillary materials

- Do not return the following materials. Securely destroy them at the school/district:
  - Packing Lists*
  - Security Checklists*
  - Non-Disclosure and User Agreement*
  - school box range sheet
  - Grades 4-12 Test Administrator's Scripts
  - any unused labels

  *these documents should be kept on file after testing, at least until score reports are received

- Do not return the following non-secure materials:
  - State Specific Directions
  - District and School Test Coordinator Manual
  - Test Administrator Manual

Please contact UPS at 1-866-857-1501 the day before you want a pickup scheduled. Before you call UPS, count the number of boxes you have to be picked up. Please make a note of the UPS tracking numbers on the UPS labels placed on the boxes for shipping. UPS will ask for one of these tracking numbers to schedule a pickup.

All boxes must be kept in a secure location until the UPS driver arrives for pickup.

Please contact DRC Customer Support with any questions at WIDA@DataRecognitionCorp.com or 1-877-560-8378, Option 5.

Call for Educators: Developing Alternate Content Standards in Science

In the fall of 2015, the Michigan State Board of Education approved new content expectations for science. Since that time, these expectations have been used as a foundation for science instruction in the state of Michigan. Starting in the spring of 2018, state level assessments aligned to these new standards are being piloted.

Michigan is committed to high achievement standards for all students. Beginning Fall 2018, the Michigan Department of Education (MDE) will begin the process of creating new "alternate content standards" in science that align to the Michigan K-12 Science standards. Once developed and approved, new alternate standards will serve as the foundation for science instruction for students with the most significant cognitive disabilities, as well as the state alternate assessment in science (MI-Access).

The MDE Office of Educational Assessment and Accountability, is seeking both general education and special education teachers to serve on panels that will develop these alternate content standards. Each panel will consist of:

- three General Education science teachers who are currently teaching or supervising instruction
- two Special Education teachers who are actively teaching to the English language arts

(Continued on next page)

and/or mathematics high range of complexity (to students who typically take the Functional Independence assessment);

- two Special Education teachers who are actively teaching to the English language arts and/or mathematics medium range of complexity, to students who typically take the Supported Independence assessment
- two Special Education teachers who are actively teaching to the English language arts and/or mathematics low range of complexity, to students who typically take the Participation assessment
- one "other" Special Education personnel such as a director, supervisor, test coordinator, ISD consultant, or higher education representative

Please note: Participants are expected to attend all ten (10) sessions. Please sign up only if you anticipate being able to attend all sessions (see application for dates). Interested educators are encouraged to seek approval from their district as soon as possible (sub reimbursement and State Continuing Education Clock Hours are available).

We hope to have panels selected and notified by **June 10, 2018**. To apply for participation as a member of the educator panels, please complete the online application form (https://www.surveymonkey.com/r/MIA_Science_EdPanels) no later than **May 15, 2018**.

M-STEP Scratch Paper Policy

The M-STEP Scratch Paper policy provides detailed directions about the use of scratch paper during testing, and for the secure handling of used scratch paper during breaks and after testing.

For mathematics, scratch paper is allowed for all test sessions and test parts for both online and paper/pencil testers. Blank graph paper is allowed for grades 6-8 and is included in material orders or available for download on the M-STEP web page (www.michigan.gov/mstep) under **Current Assessment Administration**.

In English language arts, science, and social studies, blank lined or unlined scratch paper is allowed in all test sessions and all test parts for both online and paper/pencil testers.

New scratch paper must be distributed at the start of each new test.

As a reminder, used scratch paper is a secure material. Used scratch paper may be collected and saved during breaks or for completion of the test when the following conditions are met:

- student's name is on the scratch paper
- scratch paper is returned with all other secure materials immediately at the end of the test session to the Building Assessment Coordinator, to be secured in a locked storage area

After testing, all scratch paper must be securely destroyed.

The complete M-STEP Scratch Paper Policy can be found in the M-STEP Test Administration Manual (TAM) in Appendix B, page 87. The TAM is available on the M-STEP web page (www.michigan.gov/mstep) under **Current Assessment Administration**.

M-STEP and MI-Access Supports and Accommodations Resources

Do you have questions about what tools, designated supports, and accommodations are available or allowable for the M-STEP and MI-Access tests? If the answer is "yes," you should take a look at the Supports and Accommodations Table located on the M-STEP (www.michigan.gov/mstep) and MI-Access (www.michigan.gov/mi-Access) web pages under **Student Supports and Accommodations**.

This document provides detailed information on the following:

- what is available for each M-STEP and MI-Access content area assessment
- a short description of the support
- additional resources that must be used in conjunction with the support
- how the support or accommodation may be accessed (enabled in eDIRECT, ordered, etc.)

Educators are strongly encouraged to review this document to ensure that appropriate and valid tools, designated supports, and accommodations are provided to students.

Word-to-Word Glossaries

College Board-Approved vs. M-STEP and MI-Access

Educators should note that Office of Educational Assessment and Accountability (OEAA) list of Word-to-Word bilingual dictionaries for M-STEP and MI-Access, located on the M-STEP (www.michigan.gov/mstep)and MI-Access (www.michigan.gov/mi-access) web pages under **Student Supports and Accommodations**, is not the same list of word-to-word glossaries approved by College Board, which is located on the MME web page (www.michigan.gov/mme) under **Student Supports and Accommodations**.

The purpose of the OEAA list is to provide educators with a starting point for these resources if they are not currently available in the district.

In contrast, the list provided by College Board for use on the SAT assessments is an exclusive list of word-to-word glossaries that must be used if this support type is offered to a student.

M-STEP Full Translation Reminders

As is outlined in the Supports and Accommodations Table, options for translating the M-STEP assessments into languages other than English vary across content areas. On the following pages is a succinct view of what is allowable and available for students who **are able to better show their content knowledge in a language other than English**.

Note: All documents linked in this article can be found on the M-STEP web page (www.michigan.gov/mstep) under **Student Supports and Accommodations.**

(Continued on next page)

Mathematics – Online or Paper/Pencil

Stacked Spanish

- Shows students the directions and test questions in Spanish and English; must be enabled in eDIRECT prior to printing test tickets.
- Can be administered in groups.
- Can be used in conjunction with an in-person oral translation by a test administrator/proctor using the Spanish Read-Aloud Guidelines.

Translating Directions and Test Questions Orally Into Spanish or Arabic

- Test administrators/proctors may orally translate the English test content to a student.
- Students in the same grade level who are using the Stacked Spanish form can be administered the test in small groups of 5 students or less.
- **Online Students** receiving an oral translation into Arabic must have the test administered individually because the assessment is not a fixed form test.
- **Paper/Pencil Students** receiving an oral translation into Arabic can have the test administered in small groups.
- Test administrators/proctors **must** use the Spanish or Arabic Read-Aloud Guidelines when translating test content.
- Test administrators/proctors must use the Guidelines for Use of Translators.

Translating Directions and Test Questions Into Languages Other Than Spanish

- Test administrators/proctors may orally translate the test content to a student.
- **Online Students** – must be administered the test individually because of the adaptive nature of the test.
- **Paper/Pencil Students** – can be administered in small groups of 5 students or less receiving an oral translation in the same language.
- Test administrators/proctors must use the Guidelines for Use of Translators.

Science and Social Studies - Online

- No online translation options are available.

(Continued on next page)

Science and Social Studies - Paper/Pencil
Spanish or Arabic DVD • Students view the test questions in English but hear the test content in Spanish or Arabic. • Can be administered in small groups of 5 students or less. **Translating Directions and Test Questions Into Languages Other Than Spanish or Arabic** • Test administrators/proctors may orally translate the test content to a student. • Test administrators/proctors must use the **Reader Script** instead of the test booklet for the oral translation into a language Spanish or Arabic. • Can be administered in small groups of 5 students or less receiving the same oral translation.

English Language Arts (ELA) - Online or Paper/Pencil
• No translation options available.

Testing Policy for Recently Arrived, First-Year English Learner Students

The Michigan Department of Education is able to provide certain exceptions to the state assessment policy for first-year, English learner (EL) students. Students who are identified as Limited English Proficient (LEP) in the Michigan Student Data System (MSDS) and have been enrolled in U.S. schools (excluding Puerto Rico) for 12 months or less at the time of taking a state assessment may be eligible to receive a one-time exception from having to take the English language arts portion of state assessments.

Educators should review the Office of Educational Assessment and Accountability's guidance document to ensure that all of the correct district steps are followed for each state assessment.

MI-Access Test Administration Training Presentation Available

The 2018 MI-Access Test Administration Training is now available on the MI-Access web page (www.michigan.gov/mi-access). It is posted under the **What's New**, **Current Assessment Administration**, and **Professional Development** sections of the web page.

This PowerPoint presentation covers activities by specific staff roles for the MI-Access administration. It is designed to explain the unique features of paper/pencil and online components of all of the MI-Access assessments. This presentation is a great resource as you train or prepare to administer the 2018 MI-Access.

School Accountability Data in Secure Site and Upcoming Public Release

The Michigan Department of Education (MDE) has provided authorized school and district Secure Site (www.mi.gov/oeaa-secure) users a month-long courtesy window to review embargoed 2016-17 school accountability reports and student datafiles for the new Michigan School Index System. While the preview window in the Secure Site has closed, schools continue to have access to the unsuppressed accountability reports and student datafiles.

To get started with accountability reports in the Secure Site, please review the 2016-17 Resource Toolkit **for the Accountability Preview Window**.

Resources to help schools and districts communicate school index results with the public, along with many other support materials, are described and linked in the Toolkit. These resources, as well as the Toolkit itself, are also available on the Accountability web page (www.michigan.gov/mde-accountability). Click on the Michigan School Index System Preview Window Resources - NEW! link under the **Resources for Educators** section.

Please note that school index results are to remain embargoed until the public release of index results on MISchoolData.org later this week.

FAME Project Accepting New Coach Applications through May 4, 2018

The Formative Assessment for Michigan Educators (FAME) project is entering its eleventh year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process – rather FAME coaches are learners along with their learning team.

More information on the FAME project and access to the online 2018-19 New FAME Coach application is available on the MDE Formative Assessment Process page (www.michigan.gov/formativeassessment) under **What's New**.

The deadline to apply is **Friday, May 4, 2018**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-373-0988.

FAME FORMATIVE ASSESSMENT FOR MICHIGAN EDUCATORS *Notable and Quotable*

- 81% of FAME coaches indicated that the Cognitive Coaching training offered as a part of their coach training was very helpful.
- 68% of respondents indicate that one of the most beneficial aspects of being on a learning team was to reflect with their colleagues on using formative assessment in their classrooms.
- "We just so appreciate the opportunity to participate in FAME, Adaptive Schools and Cognitive Coaching and we appreciate all of the resources shared with us by our Lead. Thank you!"

SAT Corner

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

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email michiganadministratorsupport@collegeboard.org

SAT Preadministration Session: Student Answer Sheet Instructions

Students should be provided a copy of the Student Answer Sheet Instructions for use during the preadministration session. This will walk students through the questions of the optional questionnaire as well as provide college codes for identifying the student's four free score sends.

Please be aware of an error on page 2 that refers to an incorrect page number of the answer sheet. Share the following information with your associate supervisors: Before beginning the preadministration script, direct students to turn to page 2 of their SAT School Day Student Answer Sheet Instructions and find at the top of the second column "Turn to page 7 of the answer sheet." Then direct them to replace the "7" with "11." Return to the script and start your preadministration session.

Pearson Access Next

If you received an email indicating that an order has been placed in Pearson Access Next, please disregard. These are automated emails that went out accidentally to some educators. You will not be able to access the order details. If you have additional materials being sent to you, use the tracking information in the Secure Site to track your shipments.

Reminder: Apply Pre-ID Labels to Answer Sheets

It is **imperative** that the correct Pre-ID label be applied to all PSAT 8/9, PSAT 10, and SAT with Essay answer sheets. For students pre-identified after the deadline of February 13, 2018, labels must be locally printed from the Secure Site and applied to the answer sheet.

Requesting Makeup Materials

Test supervisors will receive an email on **April 9, 2018** with a link to a survey to assist in determining makeup materials. **NOTE: You must respond to the survey even if you don't need makeup materials so we can accurately track responses.**

The survey will only inquire about materials needed for students who are required to test on the primary test day and will inquire about the number of students who were absent (not their names) and the type of irregularities (if any).

The survey will **NOT** inquire about makeups for students testing in the accommodated window, as they have from April 10–24, 2018 to test. If an irregularity occurs for a student testing in the accommodated window, TAS (Testing Administration Services) will follow up with guidance on the potential for a makeup.

Schools should not need makeup materials for PSAT 8/9 or PSAT 10, as you are directed to securely store the unused materials until the makeup date. If you mistakenly return these tests, you must use the makeup survey to request

(Continued on next page)

additional materials. The survey should therefore be used if a school needs additional PSAT testing materials.

Each survey (one for each assessment) MUST be submitted by April 12, 2018 at 11:59 PM EST. If you do not respond to the survey, you will not receive makeup materials.

For schools with off-site locations, the test supervisor at the primary AI will receive the email(s) to submit for makeup materials. Each off-site supervisor should notify the primary test supervisor of how many absent students or the types of irregularities at each off-site location. The test center supervisor should then submit a consolidated response, one for each assessment.

SAT School Day Fee Waivers

Although the Michigan Department of Education pays for the cost of the SAT, eligible students can still utilize the benefits of an SAT School Day fee waiver. Fee waivers will be delivered to schools the week of **April 16, 2018**. More information about eligibility and benefits will be available in the April 12 edition of Spotlight.

Webinar

For those of you not able to attend the Testing Tips webinar on March 21, 2018, the presentation is posted on the MME web page (www.michigan.gov/mme) under **SAT College Entrance Assessment**.

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Question & Answer Webinars

The audio recordings and the PowerPoint presentations from the February 6 and March 20, 2018 Question & Answer webinars have been posted on the ACT hosted website (http://www.act.org/stateanddistrict/michigan) in the **Preparation** stage under **Prepare Your Staff**. For easier access, the recordings from both session have been converted to YouTube files.

Test Day Activities

In previous Spotlight newsletters we've shared information about preparing for the ACT WorkKeys test administration. This week we'll focus on Test Day Activities.

A sample test day schedule for standard-time testing is given below.

7:30 AM Arrival of testing staff

7:45 AM Briefing session with school staff

8:00 AM Arrival, identification, and seating of examinees

8:15 AM
1) Begin reading verbal instructions
2) Distribute secure test materials
3) Administer all 3 tests in order:
   Workplace Documents – **55 minutes**
   Applied Math – **55 minutes**
   Break – **15 minutes**
   Graphic Literacy – **55 minutes**
4) Collect/verify test materials

11:30 AM Dismiss examinees

Briefing Session with School Staff

Test coordinators must hold a briefing session each test day morning, even with experienced staff:

- on the initial test day (**April 11**)
- every day you are testing within the initial accommodations window (**April 11 – 24**)
- on the makeup test day (**April 25**) if you are testing on this day
- every day you are testing within the makeup accommodations window (**April 25 – May 1**)

Be sure to discuss any school-specific information (e.g. policies on cellphones and other electronic devices, the wearing of hats, and how to handle the break between tests 2 and 3). Remind staff that their cell phones must be turned off before testing begins.

Be sure every room supervisor has a copy of:

- the ACT Calculator Policy
- the Standard Time or the Accommodations Administration Manual as appropriate for their testing session
- the Test Administration Forms (the 4-page folder containing the Test Room Report, the Seating Diagram, the Administration Report, and the Roster)
- an Irregularity Report

(Continued on next page)

When distributing test booklets, the test coordinator and each room supervisor must record the number and sequence(s) of forms received by the room supervisor, initialing the “Before Testing” section of the Test Room Report on page 1 of the set of Test Administration Forms. After the test, test booklet counts must also be reconciled and initialed using the “After Testing" Section on the same form.

Arrival, Identification, and Seating of Examinees

If possible, perform an initial check at a central location, such as the entrance or lobby of the building, before examinees go to their test room to be checked in. Make announcements about the prohibited use of cell phones and electronic devices as many times as necessary as examinees arrive.

When you are ready to admit examinees to the test room, be sure to do the following:

- Admit examinees by checking them in, one-by-one, at the door of the test room.
- Verify that the identification is acceptable per ACT requirements (see pages 22 and 23 of the ACT WorkKeys Administration Manual or pages 33 and 34 of the ACT WorkKeys Accommodations Administration Manual).
- Record the type of ID for each student on the Roster.
- Do not delay testing waiting for an examinee to bring identification or allow testing of late examinees once you have started distributing test forms to examinees.

After an examinee has been identified and the roster marked, direct them to a specific seat. **Do not allow examinees to choose their own seats.** Separate friends and relatives or examinees who arrive together.

If an examinee is absent, mark a dash beside their name on the roster. The test coordinator will determine if the examinee is eligible for makeup testing.

If an examinee arrives too late to be admitted into the testing room, deny their admission, and write “denied” beside their name on the roster. Schedule this examinee for makeup testing.

Examinees’ personal belongings must be placed under the seats, and examinees are not permitted to access them during testing. They must not use or access the following items at any time while in the test room:

- cell phones and other electronic devices - must be turned off and placed out of sight
- textbooks, foreign language or other dictionaries, scratch paper, notes, or other aids
- highlight pens, colored pens or pencils, correction fluid/tape
- reading materials
- tobacco in any form
- food and beverages (including water)

Examinees may have a personal timepiece such as a watch, timer, or stopwatch, provided it is not on the desk, a distraction to others, or a prohibited device.

(Continued on next page)

You must check for prohibited calculators during the Applied Math test (test 2). Check periodically to make sure examinees did not switch calculators after the first check. If you discover an examinee using a prohibited calculator, dismiss the examinee and void the answer document. Document the dismissal on the Irregularity Report.

Reading Verbal Instructions

Verbal instructions can begin as soon as students who've reported on time are seated but no later than 9:00 AM. If starting any later, complete an Irregularity Report. Absolutely no one may be admitted to the test room after test forms have been distributed.

Use the guidelines on page 25 of the ACT WorkKeys Administration Manual or page 36 of the ACT WorkKeys Accommodations Administration Manual to make general announcements regarding:

- cell phones and electronic devices
- calculators
- hats
- institutional requirements
- nervous noise
- restrooms

To ensure uniform administrations throughout the state, follow the instructions in the administration manuals exactly and read the directions verbatim. Do not deviate from the text. Practice reading the instructions before test day.

If examinees are completing the demographic portion of the answer document as part of the test session, follow the instructions that begin on page 36 of the ACT WorkKeys Administration Manual or page 48 of the ACT WorkKeys Accommodations Administration Manual. An additional 15-30 minutes may be needed for completing the demographic information.

If examinees previously completed the demographic portion of the answer document in a pre-test session, follow the instructions that begin on page 39 of the ACT WorkKeys Administration Manual or page 51 of the ACT WorkKeys Accommodations Administration Manual.

Distribute Secure Test Materials to Examinees

At the designated time during the verbal instructions, individually hand each examinee a test booklet. Do not pass them back or across aisles. **Keep an exact count of the number of test booklets distributed.** Be sure to write the test booklet number for each examinee on the Seating Diagram.

Administer All 3 Tests in Order

The tests must be administered in the order listed above for all examinees in all rooms. If this order is altered, the answer documents will not be scored.

As you begin testing, enter the actual time you announce START on the Timing Report, then calculate the projected STOP time and the time for the verbal announcement of 5 minutes remaining. Before you announce 5 minutes remaining and before you call stop, check your timepieces carefully against the time you have written down. Make sure you record the actual times you make your announcements. You may post the start and stop times on the board at the start of the test.

(Continued on next page)

During the tests...

- Complete the Seating Diagram included in the Test Administration Form. If you need to verify booklet numbers, do so at the break. Complete every item on the form.
- Continuously monitor examinees during testing and the break for irregularities and prohibited behavior. Policies and procedures begin on page 30 of the ACT WorkKeys Administration Manual or page 42 of the ACT WorkKeys Accommodations Administration Manual.

For standard-time examinees, the full 55 minutes must be given for each test, even when it appears that all students have finished early.

Examinees testing with extended time (Time-and-a-Half, Double-Time, Three Hours) may begin the next test if all examinees in the room complete a test before time is called. Be sure to document the actual stop time on the Timing Report.

There must be a full 15-minute break between Applied Math and Graphic Literacy for all examinees. Please refer to the March 22, 2018 Spotlight newsletter (www.michigan.gov/mde-spotlight) for break guidelines.

Collect/Verify Test Materials

After testing is completed and while examinees remain in their seats:

- Collect and count the answer documents individually from each examinee. Turn all the answer documents one way and make certain you have a signed answer document for each examinee.
- Collect the test booklets **individually** from each examinee and make sure they are signed. Do not allow the booklets to be passed in. Verify that you collect the same number of booklets you distributed. Make sure all Applied Math formula sheets are returned in the test booklets.
- Do not dismiss examinees until you have verified that you collected all the test booklets you distributed and that you have an answer document for each examinee. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been returned to the proctor or room supervisor.

After all answer documents and test booklets have been collected and counted, dismiss the examinees and direct them to the next activity of the day.

Complete the Test Room Report on page 1 of the Test Administration Forms. The number of used and unused test booklets must equal the number you received for your room. Personally return all testing materials to the test coordinator after testing. Examinees may not assist with the transportation of any test materials.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244
   9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Important Dates

Approaching Deadlines!

Friday, March 30, 2018

- **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** material return shipment date

Coming Next Week . . .

April 2 – 4, 2018:

- **M-STEP–grades 5, 8, and 11** materials arrive in schools for schools that requested alternate delivery dates

March 2018

Now – May 22, 2018:

- **M-STEP** and **MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – submit request here (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)

April 2018

M-STEP

April 3 – 24, 2018 (closes at noon):

- **M-STEP–grades 5, 8, and 11** Additional Material Orders Window in the OEAA Secure Site

April 9 – May 4, 2018:

- **M-STEP–grades 5, 8, and 11 Online Test Administration Window**

April 24 – May 15, 2018 (closes at noon):

- **M-STEP–grades 3, 4, 6, and 7** Additional Material Orders Window in the OEAA Secure Site

April 30 – May 25, 2018:

- **M-STEP–grades 3, 4, 6 and 7 Online Test Administration Window**

MI-Access

April 3 – May 22, 2018 (closes at noon):

- **MI-Access–grades 3-8 and 11** Additional Material Orders Window in the OEAA Secure Site

April 9 – May 25, 2018:

- **MI-Access Alternate Assessments–grades 3-8 and 11 Online and Paper/Pencil Test Administration Window**

SAT/PSAT

April 10, 2018:

- **SAT with Essay Initial Test Day**

April 10 and/or 11, 2018:

- **PSAT for grades 9 and 10 Initial Test Dates**

April 10-12, 2018:

- **SAT** Order Makeup Materials through the College Board

April 10 – 24, 2018:

- **SAT/PSAT Accommodated Test Administration Window**

(Continued on next page)

April 24, 2018:

- **SAT Makeup Test Day**

April 24 – 25, 2018:

- **PSAT Makeup Test Days**

ACT WorkKeys

April 11, 2018:

- **ACT WorkKeys Initial Test Day**

April 11 - 12, 2018:

- **ACT WorkKeys** Order makeup materials through the Secure Site

April 11 – 24, 2018:

- **ACT WorkKeys Accommodated test administration window**

April 25, 2018:

- **ACT WorkKeys Makeup standard-time test administration**

April 25 – May 1, 2018:

- **ACT WorkKeys Makeup accommodated test administration window**

Recently Asked Questions . . .

What are the minimum/maximum technical specifications for M-STEP testing?

Data Recognition Corporation's (DRC's) system requirements are available by logging into eDIRECT (https://mi.drcedirect.com) and navigating to **General Information** → **Downloads tab** → and selecting the **View System Requirements** button at the bottom of the page.

The requirements cover operating systems, concurrent testers, bandwidth, hardware for both student devices and caching servers, and how combinations can affect each other.

I have unassigned a student from the M-STEP, MI-Access or Early Literacy and Mathematics Benchmark Assessment on the OEAA Secure Site, but the student is still in eDIRECT. How do I remove the student?

Students can be unassigned from a test on the OEAA Secure Site. They will not be removed from eDIRECT. Students will automatically be removed from a test session in eDIRECT if they have not started a test in that session. If they have started a test in the session, they cannot be removed from that test session. It is important to remember that if a student has moved, to exit the student in the Michigan Student Data System (MSDS) to remove the student from accountability calculations.

Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues