

# Spotlight

on Student Assessment and Accountability

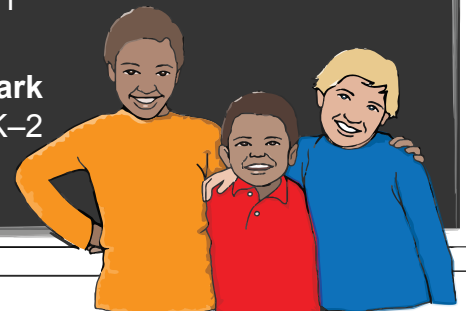
April 12, 2018

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## Testing Began Monday, April 9, 2018

- **M-STEP:** Grades 5, 8, and 11
- **MI-Access:** 3 – 8 and 11
- **Early Literacy and Mathematics Benchmark Assessment:** Grades K–2



### Passage-Based Writing Prompt Embedded In English Language Arts Test

Students taking the English language arts CAT test will receive the passage-based writing prompt during the test. Every question on a CAT test – including the passage-based writing prompt – requires a response in order for the testing engine to allow the student to select “Next” to go to the next question.

On the passage-based writing prompt, after selecting “Next”, students receive a warning screen that says they will not be able to return to the item once they have moved on:



Be sure that students read this warning message and do not move on unless they are finished with their response. This is the only opportunity for students to return to their passage-based writing

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**Key:** Reminder (previously run article)

includes information Tech Coordinators also need to know

# Spotlight on Student Assessment and Accountability

prompt response. Once students select “Next” on the item and “Next Question” on the warning screen they cannot return to the passage-based writing prompt.

The Online Training Tools (OTTs) allow students to practice with all of the tools and features of the test. The warning screen is also available in the OTTs for students to see how the test functions. It is important that students are familiar with all tools and features of the test before testing.

## Spring 2018 Testing Window Open

The Spring 2018 testing window opened on Monday, April 9, 2018 for M-STEP grades 5, 8, and 11 and MI-Access grades 3-8 and 11. The Early Literacy and Mathematics Benchmark Assessment also opened for Kindergarten through grade 2.

The complete 2018 Summative Testing Schedule can be found on each assessment webpage or in the Guide to State Assessments 2017- 2018.

Be sure that all testing staff have reviewed and received training on the appropriate sections of the following documents prior to administering any state assessment:

- **Assessment Integrity Guide:** The MDE has developed an [Assessment Security Training](#) series through [Michigan Virtual University](http://bit.ly/MDEAssessmentSecurity) (http://bit.ly/MDEAssessmentSecurity) to help train staff involved in any student assessment activities.

- **Test Administration Manual (TAM):** TAMs are assessment-specific; assessments may have multiple TAMs.
- **Test Administration Directions (TAD):** TADs are assessment specific and test mode-specific (online versus paper/pencil). Depending on the assessment, the TADs may be incorporated in the TAM.

## Online Testing

Online M-STEP, MI-Access (FI), and Early Literacy and Mathematics Benchmark assessments are administered during normal classroom instructional time. The online testing engine, INSIGHT, is available for testing from 7:00 AM to 4:00 PM, Monday through Friday, throughout the testing window.

The only exception are those schools that previously submitted an Alternate INSIGHT Availability Request.

Schools may schedule the online tests and any breaks in a manner that is appropriate for their students. If a break is taken during an online test, all secure materials – test tickets and rosters, used scratch paper and/or used graph paper – must be collected and securely stored during the break. If used scratch or graph paper is to be given back to students when resuming testing, the scratch or graph paper must have the student name written on it.

All testing must be completed within the testing window. Online testing windows cannot be extended.

Students taking the online **M-STEP** will be administered the following tests:

Grade	English Language Arts	Mathematics	Science Field Test	Social Studies
5	1 part / 1 test ticket	1 part / 1 test ticket	1 part / 1 test ticket	2 parts / 2 test tickets
8	1 part / 1 test ticket	1 part / 1 test ticket	1 part / 1 test ticket	2 parts / 2 test tickets
11			1 part / 1 test ticket	1 part / 1 test ticket

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

Students taking the online and/or paper/pencil **MI-Access** will be administered the following tests:

MI-Access Functional Independence (FI)				
Content	Grades	Parts/Tickets	Online	Paper
<b>ELA: Accessing Print and Using Language* (APUL)</b>	3-8 and 11	2 parts / 2 test tickets	Yes	Yes
<b>ELA: Expressing Ideas* (EI)</b>	3-8 and 11	1 part / 0 test tickets	MUST be given using paper	Yes
<b>Mathematics</b>	3-8 and 11	2 parts / 2 test tickets	Yes	Yes
<b>Science****</b>	4, 7, 11	2 parts / 2 test tickets	Yes	Yes
<b>Social Studies**</b>	5, 8, 11	2 parts / 2 test tickets	Yes	Yes

MI-Access Supported Independence (SI) and Participation (P)				
Content	Grades	Parts/Tickets	Online	Paper
<b>ELA/ Mathematics</b>	3-8 and 11	1 Part / 1 Test Ticket for score entry	All P/SI Scores entered in Online Answer Document with test ticket***	Yes
<b>Science****</b>	4, 7, 11			

\* Both APUL and EI must be administered to receive a valid ELA score. EI is only available in paper format and must be administered whether the students are taking online or paper tests.

\*\* No social studies assessment is provided by MDE for P/SI. Students must be assessed using a locally approved/developed assessment for social studies. Schools must document this in the Secure Site during the Accountable Student and Test Verification window.

\*\*\* MI-Access P/SI student observation scores MUST be recorded on the Scoring Documents by the Primary and Shadow Assessment Administrators for each content area as the assessment is given, and then transferred to the online answer document by **May 25, 2018 (by 4:00 PM)**. Scoring Documents are available on the [MI-Access Website](http://www.michigan.gov/mi-access) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) for copying and printing purposes.

\*\*\*\* MI-Access science will continue to be administered in grades 4, 7, and 11. Please see the Spring 2018 M-STEP and MI-Access Science article in the [January 11, 2018 Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)), for additional information.

Students taking the online **Early Literacy and Mathematics Benchmark Assessment** will be administered the following tests:

Grade	English Language Arts	Mathematics
K	2 parts / 2 test tickets	2 parts / 2 test tickets
1	2 parts / 2 test tickets	2 parts / 2 test tickets
2	2 parts / 2 test tickets	2 parts / 2 test tickets

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**Reminder: Test tickets and rosters are secure materials and must be handled according to the appropriate chain of custody.**

## Paper/Pencil Testing

Schools administering the paper/pencil M-STEP and MME assessments must adhere to the paper/pencil test administration dates in the published Paper/Pencil testing schedule, located on the M-STEP webpage ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under Current Assessment Administration.

The M-STEP and MME paper/pencil tests for grades 5, 8, and 11 must be administered according to the following schedule:

## Paper/Pencil Test Dates Grades 5 and 8

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 ELA Day 1	11 ELA Day 2	12 Makeup ELA	13 Makeup ELA	14
15	16 Makeup ELA	17 MATH	18 SCIENCE	19 SOCIAL STUDIES	20 Makeup any content area	21
22	23	24	25	26	27	28
Makeup - any content area						
29	30	1	2	3	4	5

The paper/pencil testing schedule for SAT with Essay and ACT WorkKeys is:

## Paper/Pencil Test Dates Grade 11

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 SAT w/Essay	11 ACT WorkKeys	12 SCI/SS	13 Makeup SCI/SS	14
15	16	17	18	19	20	21
Makeup Science/Social Studies						
22	23	24 Makeup SAT	25 Makeup ACT WorkKeys	26	27	28
Makeup Science/Social Studies						
29	30	1	2	3	4	5

All paper answer documents for M-STEP, MI-Access, SAT, ACT WorkKeys, PSAT 8/9, and PSAT 10 must have a valid barcode label affixed that is associated with the testing student. Answer documents returned without a valid barcode label may not be scored and districts may be subject to associated fees.

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## Additional High School Testing

For 11th graders and eligible 12th graders, the MME has three components: the SAT with Essay, ACT WorkKeys, and M-STEP Science Field Test and Social Studies. All three components are required.

The PSAT 8/9 is provided for grade 9 students and the PSAT 10 is provided for grade 10 students.

The paper/pencil testing schedule for PSAT 8/9 and PSAT 10 is:

## Paper/Pencil Test Dates Grades 9 and 10

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 PSAT	11 PSAT	12	13	14
15	16	17	18	19	20	21
22	23	24 Makeup PSAT	25 Makeup PSAT	26	27	28
29	30	1	2	3	4	5

**NOTE:** Schools can elect to administer the PSAT test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day. As long as all students in the **same grade** are tested on the **same day**, schools can choose which date works best for the initial test dates and the makeup test dates.

## Social Media Monitoring for Security

As in previous years, MDE will be using a social media monitoring service during testing to watch for security issues (and only security issues). For example, if a student were to post a photo of test questions, that would be a security violation, and MDE would seek to have that post removed.

Feel free to discuss anything about M-STEP except secure test content.

## DRC Tips for Keyboard Settings

DRC just released a "[Tips for Keyboard Settings](#)" document to [eDIRECT](https://mi.drctdirect.com/) (https://mi.drctdirect.com/ → All Applications → General Information → Documents). This provides more detail on making sure your Chromebooks are using the standard "US keyboard" (not "US International") and on turning off iPad's new "Smart Punctuation" functionality which could block the use of quotation marks and apostrophes.

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

## Information About Michigan's Grade 3-8 Benchmark Assessment Choices for 2018-19

A recent Spotlight article announced that the Department of Management and Budget has approved contract awards to Data Recognition Corporation (DRC) and the Northwest Evaluation Association (NWEA) in response to their bids to provide Michigan's new state benchmark assessments in grades 3-8. The State Administrative Board has now approved this award and we are awaiting final contract agreement and execution.

Information about the choices schools have for the benchmark assessments is in the following article.

As a recap, the three solutions being provided by Michigan are:

- NWEA MAP Assessments
- Smarter Balanced Interim Assessments (provided by DRC)
- DRC BEACON Assessments

Contact information for the three benchmark vendors is listed below.

### NWEA MAP Assessments

[www.nwea.org](http://www.nwea.org)

Barb Campbell - [Barbara.campbell@nwea.org](mailto:Barbara.campbell@nwea.org)  
Jennifer Stoever - [Jennifer.stoever@nwea.org](mailto:Jennifer.stoever@nwea.org)

### Smarter Balanced Interim Assessments (provided by DRC)

[www.smarterbalanced.org/michigan](http://www.smarterbalanced.org/michigan)

[DRCsBIPI@datarecognitioncorp.com](mailto:DRCsBIPI@datarecognitioncorp.com)

Phone: 763-268-3060

### DRC BEACON

[www.drcbeacon.com](http://www.drcbeacon.com)

[drcbeacon@datarecognitioncorp.com](mailto:drcbeacon@datarecognitioncorp.com)

## Grades 3-8 Benchmark Assessment FAQ

While the Office of Educational Assessment and Accountability (OEAA) is beginning conversations with DRC and NWEA, we want to provide answers to the early questions school leaders have asked. A brief [State Benchmark Assessment Frequently Asked Question \(FAQ\)](https://www.michigan.gov/documents/mde/State_Benchmark_Assessment_FAQ_v1_4.12.18_620397_7.pdf) ([https://www.michigan.gov/documents/mde/State\\_Benchmark\\_Assessment\\_FAQ\\_v1\\_4.12.18\\_620397\\_7.pdf](https://www.michigan.gov/documents/mde/State_Benchmark_Assessment_FAQ_v1_4.12.18_620397_7.pdf)) document provides some initial answers to inform your local assessment budget for the 2018-19 school year. The document will expand as additional information becomes available. Questions about the new state benchmark assessments can be directed to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

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



## Spring 2018 Preliminary Reports

The **Preliminary Student Roster Reports** for M-STEP and MI-Access (FI online tests and P/SI online score entries) online assessments contain preliminary scale scores, points earned, and subscores (claim, strand, or discipline scores) by content area and grade. Reports are available through the OEAA Secure Site **within 48 hours** of students completing all portions of a content area test.

Preliminary Student Roster reports are for school use only and contain scores that are preliminary and subject to change. Preliminary scores are calculated using only machine-scored items available at the time the test is submitted. Constructed response items are not included in preliminary scores. M-STEP Science Field Test results are not included in Preliminary reporting.

To view your school's Preliminary Student Roster Report, review the document **How to Access and Navigate Michigan's Dynamic Score Reporting Site**, located on the following web pages under the Reports section:

[M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)

[MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)

[Early Literacy and Mathematics Benchmark Assessment](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)

This document contains step-by-step instructions for accessing the Dynamic Score Reporting System in the Secure Site.

Important: The data should not be used for any high stakes decisions (e.g., grade or course placement, curricular evaluations, teacher evaluations, etc.) for the following reasons:

- Scores presented in this report are PRELIMINARY and are subject to change.

- Preliminary scores are calculated using only machine-scored items available at the time the test is submitted.
- Data presented in these reports are not a final evaluation of student performance level.

## Early Literacy and Mathematics Benchmark Assessment Student Level Reports Available

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that the Early Literacy and Mathematics student level reports for the Spring 2018 administration are available in the Dynamic Reporting System through the Secure Site. Reports are available within 48 hours of students completing all portions of a content area test. Available reports include:

- **Domain Analysis Report-** Separated by content area, the domain report provides a list of selected students divided into three groups based on the number of Points Earned in each domain and content area for the spring test. An additional student list is displayed from the fall test for students who also tested in fall.
- **Individual Student Report-** Separated by content area, the ISR provides detailed information on individual students in the Content Summary section, which displays Points Earned out of Points Possible for each Domain in a content area. It also provides Content Details, which displays Points Earned out of Points Possible for each assessment category within a content area.
- **Student Roster Report-** Separated by content area, the student roster provides a list of students by Points Earned out of Points Possible (Max Points) by grade, content, domains, and categories.

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

To view your school or district reports, go to the [Secure Site](http://www.michigan.gov/baa-secure) (www.michigan.gov/baa-secure) and select Reports, then Dynamic Score Reports in the drop-down menu. A new window will open to Dynamic Score Reports. Select the Test Cycle, District, and School.



## Survey of Students with Disabilities Who Are Also English Learners

Michigan and the Wisconsin Center for Education Research are looking for educators to participate in a survey to better understand how English learners with cognitive disabilities are being instructed and assessed in schools.

If you have any questions about this project you may contact Laurene Christensen at [laurene.christensen@wisc.edu](mailto:laurene.christensen@wisc.edu) or 612-616-7627, or the University of Wisconsin's Anonymous Human Research Protection Hotline at 608-890-1273.

Click here to [complete the survey](http://go.wisc.edu/altella) (go.wisc.edu/altella). You can learn more about the project at [altella.wceruw.org](http://altella.wceruw.org).



## WIDA Material Return Status

The WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs secure materials should have been shipped back to DRC by or on **March 30, 2018**. It is important that all secure materials are returned to DRC **even if they are late**.

Please use the following steps to access WIDAAMS to check to see if you have any missing materials from your district/school.

1. Log in to [WIDAAMS](http://www.wida-ams.us) (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. Educators may also refer to the additional reminders on this topic in the [March 29, 2018 Spotlight](#) (www.michigan.gov/mde-spotlight).

Please contact DRC Customer Support with any questions at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or 1-877-560-8378, Option 5.

## Updated M-STEP Computer Adaptive Test Training Videos Posted

MDE has posted the ELA and Mathematics Computer Adaptive Test (CAT) Video Training Series in the Professional Development section on the [M-STEP Webpage](#) (www.michigan.gov/mstep).

- **Chapter 1: The M-STEP ELA and Mathematics Computer Adaptive Test Overview Training Video**
- **Chapter 2: M-STEP ELA CAT Training Video**
- **Chapter 3: M-STEP Mathematics Training Video (coming soon!)**

These training videos will be helpful for teachers and test administrators in preparing students to take the CAT portion of the 2018 M-STEP. The OEAA suggests that classroom teachers review the videos and introduce online testing to their students by using

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



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the online [M-STEP Student Tutorials](https://assets.drcedirect.com/States/MI/Tutorials/Student/20171113/index.html) (https://assets.drcedirect.com/States/MI/Tutorials/Student/20171113/index.html) and the [Online Tools Training for Math and ELA](https://wbte.drcedirect.com/MI/portals/mi/) (OTTs) (https://wbte.drcedirect.com/MI/portals/mi/). The OTTs can also be found on the [M-STEP webpage](http://www.michigan.gov/mstep) (http://www.michigan.gov/mstep) under Content Specific Information. After students have viewed the Student Tutorials, they should then be provided hands-on practice with the online Sample Item Sets contained within the OTTs, ideally on the device they will use during testing.

## Sample Item Sets Answer Keys Now Available

As a response to recent feedback from the field, OEAA has developed [answer keys](https://wbte.drcedirect.com/MI/portals/mi/) for the grades 3 through 8 Mathematics M-STEP [online Sample Item Sets](https://wbte.drcedirect.com/MI/portals/mi/) (https://wbte.drcedirect.com/MI/portals/mi/). Anyone can access the Sample Item Sets and the answer keys using a Chrome browser.

Schools that have installed the updated INSIGHT software can assess the Sample Item Sets by opening INSIGHT.

The purpose of the Sample Item Sets is to provide students the opportunity to become familiar with the various technology-enhanced item types. The Sample Items do not represent the scope and sequence of a grade-level curriculum.

## 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](https://www.michigan.gov/formativeassessment) is available on the [MDE Formative Assessment Process page](https://www.michigan.gov/formativeassessment) (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](mailto:youngk1@michigan.gov) or 517-373-0988.

## *Notable and Quotable*

FORMATIVE ASSESSMENT FOR MICHIGAN EDUCATORS

- FAME is suggested to be a multi-year professional learning experience. In Year 2, learning teams have access to a Formative Assessment Self-Reflection Guide that contains a flexible protocol to reflect on their classroom use of the formative assessment process.
- Read about one teacher's use of the FAME Formative Assessment Self-Reflection in an article titled "[Accentuate the Formative](https://www.michigan.gov/formativeassessment)" (www.michigan.gov/formativeassessment), published in The Learning Professional. The article is located under "What's New".
- "Going through the FAME training for the last three years, as well as the process of reflecting on and coding my instruction via video, has transformed my teaching."  
— FAME team member and classroom teacher

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

## 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](mailto:michiganadministratorsupport@collegeboard.org)

### Reminders

1. Write Down Tracking Numbers. When returning test books or answer sheets, be sure to record the tracking numbers of the packages so you can confirm receipt. Write them down or take a picture of them for your records.
2. Do NOT return PSAT 8/9 for 9th grade or PSAT 10 test books. Securely store these until student scores are released, then hand them out to students.

### PSAT 8/9 for 8th Grade Webinar

PSAT 8/9 will be administered in 8th grade starting in Spring 2019 for accountability in ELA and math. The College Board is offering an introductory webinar on May 22, 2018 from 10-11AM to provide brief information on the assessment, 2019 test dates, accommodations, reporting features, and how to begin preparing for the 8th grade administration. To register, click [here](https://tinyurl.com/PSAT8thGrade) (<https://tinyurl.com/PSAT8thGrade>).

### SAT School Day Fee Waivers

Although the Michigan Department of Education is paying for the cost of the SAT, eligible students from lower-income backgrounds can use the benefits of an [SAT School Day fee waiver](https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers) (<https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers>). Benefits now include:

- unlimited score reports over the user's testing lifetime (new for 2018)
- four college application fee waivers beginning the student's senior year
- free CSS Profile application for financial aid
- free Student Answer Service (SAS) or Question and Answer Service (QAS)
- two fee waivers to register for weekend SAT or SAT Subject Tests (new for 2018)

The College Board uses federal free and reduced lunch data to estimate how many students may be eligible at your school. Fee waiver cards will be mailed to schools the week of April 16, along with a helpful one-page document that you can make available to students. The document will walk them through how to utilize the benefits of an SAT School Day fee waiver.

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

## National SAT Administrations for Students with Certain Disabilities

On March 23, 2018 an email was sent to all SSD (Services for Students with Disabilities) coordinators about testing students with “school-based accommodations.” This email does not pertain to your Michigan-provided School Day administration, but to weekend administrations of the SAT. The majority of students who sign up to take a national weekend administration of the SAT will take the test at the test center in which they register. However, for students who have certain accommodations, which include 100% extended time, MP3 Audio, Assistive Technology (ATC), braille, or large font needs greater than 20 point, the opportunity is offered to test in their school

due to their special testing needs. This means your school, even if you have not signed up to be a national test center, may have students looking to test at your location. The decision to support this administration is completely at the discretion of the school. Neither the College Board nor the Michigan Department of Education requires you to participate, nor does this have an impact on the state-provided spring testing. To see the students at your school who have been approved for the accommodations noted above, as well as any administrations for which those students have registered, your school’s SSD coordinator can log into the SSD Online system. If you decide to not support the national testing for these students, College Board will work with students directly to find another school in the area that is available.

## ACT WorkKeys: Makeup Testing

In previous Spotlight newsletters, we've shared information about preparing for the ACT WorkKeys test administration, test day activities, testing irregularities, and post-test activities. This week we'll focus on makeup testing.

Standard time makeup testing is Wednesday, **April 25, 2018**. The accommodations makeup window is **April 25 – May 1, 2018**. Contact OEAA or ACT immediately if you cannot test your standard time makeup examinees on **April 25, 2018** due to a school wide emergency or closure.

## Eligibility for Makeup Testing

You may administer makeup tests to standard time examinees who:

- were absent or arrived too late to begin testing on April 11
- began but did not complete initial testing on April 11 (unless the examinee was dismissed due to prohibited behavior).

You may administer makeup tests to accommodated examinees who:

- were absent during the April 11 – 24 accommodations window
- began but did not complete testing during the accommodations window (unless examinee was dismissed due to prohibited behavior).

You may not administer makeup tests to examinees who have already completed testing or were dismissed for prohibited behavior.

## Order Makeup Materials – Reminder!

Order standard time and accommodations makeup test materials using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). The window opened on April 11 and **closes April 12 at 11:59 PM ET**. Directions can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) under the Material Ordering section.

Due to the shipping time frame for test materials, makeup material orders will not be accepted after the above deadline. If you do not order makeup materials, no materials will be sent. Examinees testing with initial test booklets on the makeup test date will not receive scores.

## Materials for Makeup Testing

Retain the administration manuals and unused answer documents from the initial test date for makeup testing.

ACT will send the following materials for makeup testing:

- different standard time test booklets and/or accommodations forms
- two additional answer documents

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- ◆ If you need more answer documents, please submit a makeup order.
- additional administration manuals
- additional Test Administration Forms
- a new Site Header
- new return labels
- processing envelopes
- other supplements, as applicable

**Important:** The ACT WorkKeys test booklets for the initial test date are different than those for the makeup test date. Please do not keep test booklets or accommodations forms from the initial test date for use during makeup testing.

## Barcode Labels

All examinee answer documents are required to have a barcode label. Barcode labels may be printed at the school using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). Directions for these activities can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) under the Pre-Identification of Students section. You may use either the blank sheet of yellow labels that was included in the initial shipment of test materials or you may use a white label purchased elsewhere.

Barcode labels must be applied prior to examinees completing the demographic sections of their answer document. Please refer to the [March 22, 2018 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for additional information.

If an examinee was absent or arrived too late to begin testing on the initial test day, you may reuse the original answer document for makeup testing.

If an examinee began testing on the initial test date but did not finish, you may not use the original answer document for makeup testing. Use a new answer document and:

- print a student barcode label locally and apply it to the new answer document
- supervise the examinee(s) while they transfer all demographics and non-test responses to the new answer document; test item responses may not be transferred
- write VOID on page 1 of the original answer document, attach it to an Irregularity Report, and return it with your makeup test materials in the processing envelope

## Completing All Tests on the Makeup Test Date

Examinees scheduled for standard time makeup testing must take all 3 tests on the makeup test date, **April 25, 2018**.

Examinees scheduled for accommodation makeup testing must take all 3 tests, in order, on **April 25 – May 1, 2018**.

All makeup testing must follow the same policies and procedures described in the [ACT WorkKeys Administration Manual](#), and the [ACT WorkKeys Accommodations Administration Manual](#) which can be found on the [ACT-hosted website](http://www.act.org/stateanddistrict/michigan) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) under drop-down menu #5, **WorkKeys: Administration- Administer the test successfully** → **Manuals**.

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



## Returning Makeup Materials

For detailed information about post-testing activities such as collecting, packing, and returning materials, please refer to the [Test Coordinator Information Manual](#) located on the [ACT-hosted website](#) ([www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)) under drop-down menu #6, **WorkKeys: Transportation- Return materials to ACT** → **Manuals**.

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://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](mailto:ACTStateAccoms@act.org)

## Important Dates

### Approaching Deadlines!



#### SAT/PSAT

**April 10-12, 2018:**

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

#### ACT WorkKeys

**April 11 - 12, 2018:**

- **ACT WorkKeys** Order standard-time and accommodation testing materials for the makeup test administration

### April 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/) (<https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/>)

### Early Literacy and Mathematics Benchmark

**April 9 – May 25, 2018:**

- **Early Literacy and Mathematics Benchmark Assessment Test Administration Window**

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

## 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 – 24, 2018:**

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

**April 24, 2018:**

- **SAT Makeup Test Day**

**April 24 – 25, 2018:**

- **PSAT Makeup Test Days**

## ACT WorkKeys

**April 11 – 24, 2018:**

- **ACT WorkKeys Accommodated Test Administration Window**

**April 12 – 16, 2018:**

- **ACT WorkKeys** Pickup of initial standard time test materials for return to ACT

**April 25 – 30, 2018:**

- **ACT WorkKeys** Makeup standard-time test administration and pickup of initial accommodated materials for return to ACT

**April 25 – May 1, 2018:**

- **ACT WorkKeys Makeup Accommodated Test Administration Window**

**April 26, 2018:**

- **ACT WorkKeys** Pickup of makeup standard time materials for return to ACT

## May 2018

### ACT WorkKeys

**May 2, 2018:**

- **ACT WorkKeys** Pickup of makeup accommodated materials for return to ACT

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

## Recently Asked Questions . . .

**Since students taking the Functional Independence (FI) level of MI-Access are doing so on the computer, is it acceptable for students to take all four content areas at one time?**

It is **not** recommended that students take all four content areas in one sitting or in one day. The individual needs of students taking the assessment should be taken into account when scheduling the assessment (and for MI-Access, this would be students with significant cognitive impairments). Each MI-Access FI level online assessment is broken down into two parts to allow for flexibility.

**I pre-identified a new student on the Secure Site; how long before they will show up in eDIRECT?**

Students who are pre-identified in the Secure Site for online testing (not paper/pencil) will be copied over to eDIRECT at 6:00 AM, 11:20 AM, and 1:30 PM daily Monday through Friday.

**I noticed that the student's name, DOB or gender is incorrect on the student barcode label or on the online test ticket; can I still test the student?**

You can use the barcode label or test ticket even though the student's name, DOB, or gender may be incorrect on it. This will not affect testing. Make sure that your student information system has the correct information and check with the Michigan Student Data System (MSDS) person to ensure that the corrections will be made in MSDS with an "as of date" on or before May 25 and by mid-June (watch for final deadline date).

**Can students have snacks or drinks available to them during testing?**

No. However, the availability of food and drinks for students with medical conditions or needs outlined in their IEP is allowable.

**Can a student testing online write out the TDA response on a scratch piece of paper before typing it online? If they can, what if they do not complete the writing the same day— can it be kept and returned to them at the next test session?**

There is no separate policy regarding TDA responses and scratch paper. Scratch paper is allowed on the English language arts assessment. The M-STEP Scratch Paper Policy states:

- New scratch paper must be distributed at the start of each test.
- Used scratch paper is a secure material.
- All used scratch paper must be collected and returned immediately at the end of the test session to the Building Assessment Coordinator to be securely stored in a locked storage area.
- Any used scratch paper must have the student's name clearly marked in order to return it to students for use in a later test session while completing the test.
- All used scratch paper must be securely destroyed after the student completes the test.



### Have Questions?

Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

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