

Spotlight

on Student Assessment and Accountability

What's New

March 19, 2015

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Important Dates and Reminders

Recently Asked Questions

- Key:**  information Tech Coordinators also need to know
-  supports and accommodations information

M-STEP and MI-Access Manuals and Other Resources

The *M-STEP Test Administration Manual* has been posted and is available on the M-STEP web page at www.michigan.gov/mstep. This manual addresses both online and paper/pencil administrations. Administration directions for online and paper/pencil will be shipped to schools/districts.

Both the *MI-Access Online Test Administration Manual* and *MI-Access Paper/Pencil Test Administrator Manual* for all roles are located on the MI-Access web page at www.michigan.gov/mi-access under the *Assessment Window Information* section.

As resources for the Michigan assessments have become available, the links and locations have been published in the weekly Spotlight communications. This week's Spotlight includes a compilation of available testing resources. **All** available resource links for M-STEP and MI-Access can be found on their respective web pages. The eDIRECT and INSIGHT resources can also be found at <https://mi.drccedirect.com/> – documents and trainings for INSIGHT and TSM, and at <https://wbte.drccedirect.com/MI/portals/mi> – Online Tools Training (OTT) modules (this link **must** be accessed through the Chrome browser).

M-STEP and MI-Access resource links:

M-STEP Spring 2015 Michigan Statewide Assessment Transition at http://www.michigan.gov/documents/mde/Assessment_Transition_FINAL_11-13-14_473989_7.pdf – includes test session components, timing and sequence for both online and paper/pencil administrations

Spring 2015 Testing Schedule at http://www.michigan.gov/documents/mde/Spring_2015_Testing_Schedule_Update_464310_7.pdf – includes online test window and paper/pencil specific administration dates

Note: *Based on questions from the field, the assessment transition and testing schedule documents were updated on March 16, 2015. The scheduling information has NOT changed, but information on the online and paper/pencil administration has been clarified.*

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Spring 2015 Transition Readiness Timeline at http://www.michigan.gov/documents/mde/Spring_2015_Transition_Readiness_Timeline_479081_7.pdf – action steps to prepare for testing—for technology, instruction, assessment, and accountability—in two-week segments

Sample Classroom Activities and Performance Tasks – content and grade-level specific—can be found on the M-STEP web page at www.michigan.gov/mstep. Click on Grades 3–8 or Grade 11 to access the files for the various grade levels

M-STEP Paper/Pencil Sample Item Sets at http://www.michigan.gov/mde/0,4615,7-140-22709_70117_70118-350086--,00.html – ELA and mathematics

M-STEP and MI-Access Sample Item Sets and Online Tools Training (OTT) Resources at <https://wbte.drccedirect.com/MI/portals/mi> (this link **must** be accessed through the Chrome browser)

M-STEP, MI-Access, and WIDA, Student Supports and Accommodations Table at http://www.mi.gov/documents/mde/M-STEP_Supports_and_Accommodations_Table_477120_7.pdf

M-STEP, MI-Access, and WIDA Supports and Accommodations Manual at http://www.mi.gov/documents/mde/Michigan_Accommodations_Manual_final_480016_7.pdf

M-STEP Online and Paper/Pencil Test Administration Manual at http://www.michigan.gov/documents/mde/EMI577_G3HS_MANU_TA_SP15_03.17.15_484350_7.pdf

MI-Access Online Test Administration Manual at http://www.michigan.gov/documents/mde/2015_MI-Access_Online_TAM_484709_7.pdf?20150319150825

MI-Access Paper/Pencil Test Administration Manual at www.michigan.gov/documents/mde/Paper-Pencil_Test_Administration_Manual_MI-Access_Spring_2015_481375_7.pdf?20150319103707

M-STEP and MI-Access Resource Materials provided by DRC – keyboard shortcuts, manuals, and checklists; training mini-modules; and training presentations and FAQs at <https://mi.drccedirect.com> under *Documents*

Paper/Pencil Reminder

English language arts (for all grade levels)

- Day 1 ELA paper/pencil test will include Sessions 1 and 2 (Session 2 is the listening part).
- Day 2 ELA paper/pencil test will be the Performance Task (PT) – Session 3: Parts 1 and 2.
- The 30-minute ELA Classroom Activity (CA) for paper/pencil may be administered the Monday before testing, on Day 1 (before or after testing), or on Day 2 (before the PT).

Mathematics (for all grade levels)

- Day 1 mathematics paper/pencil test will include Sessions 1 and 2.
 - ▶ For Grades 6–8 and 11, Session 1 is non-calculator and Session 2 is calculator permitted.
- Day 2 mathematics paper/pencil test will include the 30-minute Classroom Activity and the Performance Task – Session 3: calculator permitted in grades 6–8 and 11.
- For grades 3–5, **NO** calculators are permitted on *any* session or part of the test.

NOTE: *For both ELA and mathematics, the Classroom Activity must be completed prior to administration of the PT. Inadvertently administering the PT before the Classroom Activity is considered a testing irregularity.*

Designated Supports and Accommodations

Administrations using designated supports and accommodations may occur any day from the designated date of testing for that subject/part through the final make-up testing date.

M-STEP Paper/Pencil Sample Item Sets

The Office of Standards and Assessment (OSA) has posted another resource targeted at students taking the paper/pencil M-STEP assessments. Sample Item Sets in mathematics and ELA for students in grades 3–8 and 11 are posted on the M-STEP web page at www.michigan.gov/mstep. Sample Item Sets are intended to provide students and teachers with sample test items at each grade that demonstrate the rigor of Michigan’s academic content standards. The sample item sets are not indicative of the focus of the M-STEP assessments; they are simply a collection of item samples.

Paper/Pencil Additional Materials Orders

Schools needing paper/pencil materials that were not previously ordered can place an order on the Additional Material Order screen on the Secure Site during the dates listed below. Schools administering the test online should not order the paper/pencil test “just in case.” If all students are testing online, there is no need to place an order unless there is a student who will need paper/pencil materials because of an accommodation that cannot be supported online.

MI-Access grades 3–8 and 11

- March 30 – May 22, 2015

Note: For ALL MI-Access students being assessed in ELA: Expressing Ideas, this test is available **only** in a paper/pencil format. Materials must be ordered through the secure site. *Reminder: Expressing Ideas is now assessed in all grades.*

M-STEP grades 3–8 and 11

- **Grades 5, 8, and 11:** March 30 – April 27, 2015
- **Grades 4 and 7:** April 13 – May 11, 2015
- **Grades 3 and 6:** May 4 – June 1, 2015



Text-to-Speech (TTS) vs Human Read Aloud for ELA

The table below outlines the audio support options available for students requiring text-to-speech (TTS) and for those requiring a human read-aloud for the M-STEP ELA test.

ELA	Grades 3–5	Grades 6–8 and 11
Text-to-Speech (online)		
Test questions (DS)	✓	NA
Test questions and Passages (A)	NA	✓
Human Read Aloud (online or paper/pencil)		
Test questions (DS)	✓	✓
Passages (A)	NA	✓

*DS = Designated Support, A = Accommodation, NA = Not Available

It's important to note the grade-level distinction of the text-to-speech functionality in INSIGHT.

For grades 6–8 and 11, if text-to-speech is turned on, the student will receive an audio presentation of the ELA test questions **AND** passages. Because TTS reads the passages for these grades, text-to-speech is listed as an accommodation. This means that students in grades 6–8 and 11 should *only* have TTS turned on if the student's IEP or 504 plan specifies the passages be read aloud as an accommodation.

Whether audio support is provided by text-to-speech or a human reader, passages **cannot** be read aloud to students in grades 3–5, even as an accommodation. Reading aloud the passages to a student in grades 3–5 changes the construct of what's being measured.

Please refer to the M-STEP, MI-Access, and WIDA Student Supports and Accommodations Table at http://www.mi.gov/documents/mde/M-STEP_Supports_and_Accommodations_Table_477120_7.pdf for more information.

Calculator Clarification: MI-Access Functional Independence

The use of non-embedded calculators is allowable in the MI-Access Functional Independence assessment as an accommodation for students whose Individual Education Plan (IEP) requires the use of a calculator during daily instruction. Calculators are not intended to be used by all students, only those requiring it as an accommodation. It is also important to note that none of the items on the MI-Access FI assessment are written to be calculator dependent, so there will not be an embedded calculator in the test engine. Students who require the accommodation (per their IEP) should use the calculator they typically use during daily instruction.

WIDA ACCESS for ELLs and Alternate ACCESS for ELLs Testing Window Ends March 27th!

Here is Your Final Week of Testing Checklist:

- Review the *After Testing Is Complete* section of your Test Administration Manual and ensure that all directions for packing and shipping materials are followed. If you have additional questions about packing and shipping your WIDA materials, contact MetriTech at 800-747-4868.
- **DO NOT USE** barcode labels that may have been printed from the BAA Secure Site. Student test booklets may not be scored if this occurs. **ONLY USE** barcode labels that were shipped with your initial material order shipment from MetriTech.
- If you did not have barcode labels, ensure all necessary information is bubbled on student test booklets. To determine what fields need to be bubbled on the test booklets, please review the WIDA Test Booklet Bubbling document found here: http://michigan.gov/documents/mde/WIDA_Test_Booklet_Bubbling_484243_7.pdf?20150317104417.

- Use MetriTech's *Order Form – Optional Services and Reports* to request a CD-ROM of results (free of charge) or to order additional sets of printed reports at a cost. This form was included in your initial materials shipment. Contact MetriTech directly at 800-747-4868 if you need another copy of this form.
- **ALL** testing materials must be shipped to MetriTech by April 3, 2015.

Update on Technology Readiness Site Visits

The Michigan Department of Education (MDE) and our online delivery vendor, Data Recognition Corporation (DRC), embarked on an online technology readiness tour that took place March 2–10, 2015. Site recruitment and selection was designed to encompass a broad spectrum of technical environments and configurations, providing a representative sample that schools can follow to configure and prepare their environment for the Spring 2015 M-STEP and MI-Access online assessments.

Many thanks to Ingham ISD, Waverly Schools, Waterford School District, Waterford Mott High School, Detroit Public Schools, Oakland ISD, Macomb ISD, Dort Elementary School, Roseville Middle School, Charlevoix-Emmet ISD, Boyne City High School, and Boyne City Middle School for hosting the team, and to their technology staff for the time invested in preparing their infrastructure and making this a very successful engagement.

There is still a lot of work to be done to get ready for testing. Approximately 10% of schools have gone through the process of installing the Testing Site Manager (TSM) and INSIGHT suite of software. With less than 4 weeks before the first testing window opens, your students are advantaged by becoming comfortable with using the INSIGHT software tools,

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such as the online calculator, audio, highlighter, etc. To reduce student anxiety, a full version of the Online Tools Training (OTT) is available to them directly through the INSIGHT engine.

If your school has not yet installed the TSM and INSIGHT software suite, students can still access the OTTs without the audio at <https://wbte.drcedirect.com/MI/portals/mi/>. This link requires the use of the Chrome browser which is freely provided by Google.

The MDE has set up a Technology Readiness Q & A webinar with DRC on March 24, 2015 at 2:00 PM EST. Registration is available at <http://tinyurl.com/TechReadinessQ-A>.

Previously recorded technology webinars are available online at <https://mi.drcedirect.com/default.aspx> under the *General Information* → *Documents* tab. You will need to click **Show Documents** to display the available documents and recorded training sessions.

1% MI-Access Proficiency Cap Waiver Applications Now Available

The 1% MI-Access Proficiency Cap Exception applications for the 2014–15 Scorecards are now available. Applications are completely electronic and are available through the Secure Site. **Information about the 1% cap and the waiver application process can be found at this link:** http://www.michigan.gov/documents/mde/MI-Access_Cap_Exception_Information_459065_7.ppt.



Important Dates and Reminders

Upcoming important dates, recent topics, etc.



Approaching Deadlines!

MSDS

- **March 25, 2015:** Spring 2015 General Collection certification deadline

M-STEP and MI-Access

- **NOW – March 27, 2015:** Schools have until 5 PM on March 27, 2015 to assign students to online test sessions in the Secure Site. After this date students will need to be assigned to test sessions in eDIRECT beginning April 3, 2015.

WIDA

- **ENDS March 27, 2015:** WIDA ACCESS and WIDA Alternate ACCESS for ELLs testing window. See article in What's New for a final week of testing checklist.

Action Steps

-  **March 9 – March 20, 2015:** Action steps to prepare for the Spring 2015 Transition Readiness are located in both Word and PDF formats here:
 - [Spring 2015 M-STEP Transition Readiness Timeline](#) Word
 - [Spring 2015 M-STEP Transition Readiness Timeline](#) PDF

April 2015

WIDA

- **April 3, 2015:** ALL WIDA ACCESS for ELLs and Alternate ACCESS for ELLs testing materials must be shipped to MetriTech by April 3, 2015.

M-STEP and MI-Access

- **April 3, 2015:** eDIRECT will be available (by noon) for District and Building Coordinators to perform student level tasks such as manage test sessions, set accommodations, and print test tickets.



Reminders

- Spring 2015 M-STEP and MI-Access Training Resources are available at the public eDIRECT site, which can be found at <http://mi.drctedirect.com>.
 - The M-STEP and MI-Access Online Tools Trainings are available in INSIGHT once schools have the TSM and INSIGHT software suite installed. Until INSIGHT is installed, the OTTs (without audio) are available on eDIRECT at <https://wbte.drctedirect.com/MI/portals/mi/>. This includes M-STEP Sample Item Sets for ELA and mathematics, calculator practice, and a MI-Access Functional Independence OTT. This link **MUST** be accessed through Google Chrome.
 - Pre-ID is still open. Students **must** be pre-identified through the Secure Site in order to set up online test sessions for M-STEP and MI-Access assessments.
- To access previous Spotlight editions, go to http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html.

Recently Asked Questions

Why was the decision made to give the online M-STEP assessment in ELA and mathematics as a fixed-form test instead of a Computer-Adaptive Test (CAT)?

The OSA released a *Special Edition* of the Spotlight on February 9, 2015 announcing the decision to delay the implementation of computer-adaptive testing this spring in ELA and Mathematics. Instead, the spring 2015 online assessments will be fixed form.

For more information, please visit the February 9 Special Edition Spotlight http://www.mi.gov/documents/mde/Spotlight-2-9-15_480924_7.pdf located on the BAA web page at www.michigan.gov/baa.

Is there an answer key for the online Sample Item Sets?

The answer keys for the online Sample Item Sets will be provided when all the sample items are posted. These are expected available by the end of March.

What kind of hand held calculators can be used?

Please refer to the Spring 2015 M-STEP Calculator Policy http://www.michigan.gov/documents/mde/NEW_Spring_2015_M-STEP_Calculator_Policy_483986_7.pdf, located on the M-STEP web page at www.michigan.gov/mstep.

Can students use calculators on the Performance Tasks?

Students in grades 3-5 are prohibited from using calculators on any portion of the mathematics test. Calculators are permitted on the performance tasks for students in grades 6-8 and 11. Please follow the grade-specific calculator guidelines in the Spring 2015 M-STEP Calculator Policy http://www.michigan.gov/documents/mde/NEW_Spring_2015_M-STEP_Calculator_Policy_483986_7.pdf, located on the M-STEP web page at www.michigan.gov/mstep.

► *Prior Recently Asked Questions can be found at http://www.michigan.gov/documents/mde/Recently_Asked_Questions_470957_7.pdf.*

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.