Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

What's New
March 5, 2015

Important Dates and Reminders

Recently Asked Questions

Update Your Entity Contact Information in the EEM

The Educational Entity Master (EEM) is used throughout the year to pull contact information for schools and districts for important communications. It is also used to pull various information about your school and/or district for assessment and accountability reporting purposes. It is crucial that your school and/or district keep your entity and entity contact information up to date in the EEM at http://www.mi.gov/eem.

Keeping your EEM information up-to-date is the best way to ensure that the MDE will use correct entity and entity contact information for your school and/or district. To update information in your EEM listing(s), please consult your school or district authorized EEM user.

For technical support with the EEM, please consult the EEM user guides and manuals or contact CEPI at cepi@michigan.gov or 517-335-0505.

IMPORTANT!

If you need to access eDIRECT, log into MEIS at https://cepi.state.mi.us/MEIS/Login.aspx to ensure your email is up-to-date BEFORE requesting access on the Secure Site.

For more details see the article in the February 26, 2015 Spotlight at http://www.michigan.gov/documents/mde/Spotlight-2-26-15_482508_7.pdf

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M-STEP Online Calculator Practice

To practice using the M-STEP online calculators go to https://wbte.drcedirect.com/MI/portals/mi/ using the Google Chrome browser.

Key:

🖥️ information Tech Coordinators also need to know

🧩 supports and accommodations information

► *Sign up for Spotlight at:* https://public.govdelivery.com/accounts/MIMDE/subscriber/new. Enter your email address and select Spotlight under Student Assessment.

Spotlight on Student Assessment and Accountability

Test Tickets for M-STEP and MI-Access Online Assessments

All Spring 2015 M-STEP and MI-Access online assessments* will require student test tickets to allow access to the online tests. Once a student has started an online test session, the student has until the end of the instructional day to complete the test session. Online test tickets expire at the end of the instructional day on which testing was started and cannot be reused on subsequent days. For tests with more than one test ticket, each test ticket may be used on separate days. Please use the charts below to see how many test tickets will need to be issued to each student testing online for each content area, type of test, and test component.

* MI-Access Supported Independence (SI) and Participation (P) assessments will require test tickets for the online answer documents that must be completed by the Primary Assessment Administrator.

M-STEP Online Test Tickets by Grade Level, Test Component, and Content Area						
	ELA	Mathematics	Science		Social Studies	
	All Grades	All Grades	Grades 4 & 7	Grade 11	Grades 5 & 8	Grade 11
Online Test	1	1	2*	1	2*	1
Classroom Activity	N/A	N/A	N/A		N/A	
Performance Task	2	1				
Total number of tickets per student	3	2	2	1	2	1
* Science (grades 4 & 7) and Social Studies (grades 5 & 8) are administered in 2 parts.						

MI-Access Online Test Tickets by Grade Level, Test, and Content Area					
Test		Grade Level	Part 1	Part 2	Number of tickets per student per content area
Functional Independence (FI)	ELA: Accessing Print*	All Grades	1	1	2
	Mathematics	All Grades	1	1	2
	Science	Grades 4 & 7, 11**	1	1	2
	Social Studies	Grades 5 & 8, 11**	1	1	2
Supported Independence (SI) Answer Document Only	ELA	Grades 3–5, 6–8, 11	1	N/A	1
	Mathematics	Grades 3–5, 6–8, 11	1		1
	Science	Grades 3–5, 6–8, 11	1		1
Participation (P) Answer Document Only	ELA	Grades 3–5, 6–8, 11	1		1
	Mathematics	Grades 3–5, 6–8, 11	1		1
	Science	Grades 3–5, 6–8, 11	1		1

*   FI ELA: Expressing Ideas is only administered in paper/pencil format.
** FI Grade 11 is tested in all 4 content areas in spring 2015. There will be 8 tickets per student total for grade 11.

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Updated Supports and Accommodations Documents

The M-STEP, MI-Access, and WIDA Supports and Accommodations Table has been updated. Please review this new version at http://www.mi.gov/documents/mde/M-STEP_Supports_and__Accommodations_Table_477120_7.pdf to ensure you and your staff have the most up-to-date information to Universal Tools, Designated Supports, and Accommodations across Michigan's assessments.

Student Keyboard Shortcuts for INSIGHT

For many students, the use of keyboard commands (as opposed to a mouse) is the most efficient method through which to respond to many item types. In an effort to ensure students and test administrators are familiar with and have access to the keyboard commands that can be used within the INSIGHT system, a document of keyboard shortcuts is provided on eDIRECT at https://mi.drcedirect.com/default.aspx in the *Documents* section. Be sure to set the Administration type to *All* when you do a search for the document.

M-STEP Mathematics Calculator Accommodation Clarification

Calculators **ARE NOT** allowed even as an accommodation in the grades 3–5 online or paper/pencil M-STEP Mathematics assessments. Even if the use of a calculator is identified as a need in a student's IEP or 504 plan in these grades, it would be a non-standard accommodation. Please refer to the Supports and Accommodations Table http://www.mi.gov/documents/mde/M-STEP_Supports_and__Accommodations_Table_477120_7.pdf for more information related to the grades and content areas in which calculators could be made available to students with as an identified need in their IEP or 504 plan.

Students with Prohibitive Behavior on ACT still required to take the M-STEP

Students who have been marked Prohibited Behavior on the ACT Plus Writing exam may not retake the ACT Plus Writing exam during makeup testing. However, students should and are expected to take the M-STEP component of the MME this year for accountability purposes.

Save the Date!! M-STEP Online and Paper/Pencil Administration Trainings

MDE staff will be presenting two very important webcast training sessions on March 18, 2015 from 8:30 AM to 11:15 AM.

The first session, the *M-STEP End-to-End Online Administration Training*, will be from 8:30 AM to 9:45 AM. The second session, the *M-STEP End-to-End Paper and Pencil Administration Training*, will be from 10:00 AM to 11:15 AM.

To accommodate high school District and Building Test Coordinators who may be busy with WorkKeys makeup testing, these sessions will be recorded and posted to the M-STEP website for convenience.

Details of how to access these training sessions will be in the March 12, 2015 Spotlight, so be sure to check back next week for updates.

DRC Providing Additional Training for District and Building Coordinators

The DRC training is beneficial for schools that have any students testing online.

Register now for DRC-provided District and Building Coordinator training for the Spring 2015 M-Step and MI-Access online assessments. This training will provide:

- an overview of what's new for Spring 2015
- where to find resources

- software required for the implementation of online testing

- Q&A

The dates and times for this training are listed below.

Tuesday, March 10, 2015 at 3:45 PM Eastern:
http://tinyurl.com/MIOnlineTestCoordTraining310

Thursday, March 12, 2015 at 3:45 PM Eastern:
http://tinyurl.com/MIOnlineTestCoordTraining312

Spring 2015 M-STEP Online Testing Window

We have received questions from schools regarding the test dates for online testing. The testing windows have not changed in any way, but we are providing the information below for clarification that schools administering the Spring 2015 M-STEP online have the flexibility to schedule students and tests to be administered **on any instructional day** during the testing window designated for each grade level. Please make note of the schedule below:

- Grades 5 and 8: the online tests may be administered on any instructional day
  April 13 – May 1, 2015

- Grades 4 and 7: the online tests may be administered on any instructional day
  April 27 – May 15, 2015

- Grades 3 and 6: the online tests may be administered on any instructional day
  May 18 – June 5, 2015

- Grade 11: the online tests may be administered on any instructional day **April 13 – June 5, 2015**

- MI-Access Alternate Assessments—all grades: the online tests may be administered on any instructional day **April 13 – May 29, 2015**

We have added the above information to the Spring 2015 Testing Schedule document posted on the MDE Student Assessment and Accountability website http://www.michigan.gov/documents/mde/Spring_2015_Testing_Schedule_Update_464310_7.pdf.

Note: The testing window dates have NOT changed in any way.

Test Administration Manuals

Spring 2015 Test Administration Manuals will be posted online by March 17, 2015.

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Upcoming important dates, recent topics, etc.

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

March 2015

WIDA

- **NOW – March 27, 2015**: WIDA ACCESS and WIDA Alternate ACCESS for ELLs testing window. Please refer to the *Spring WIDA Schedule 2014–2015 Academic Year* for more information about important WIDA ACCESS testing dates.

ACT Plus Writing and WorkKeys

- **March 3 – 17, 2015:** Day 1 ACT Plus Writing Accommodations Test Window

- **March 4 – 18, 2015:** Day 2 WorkKeys Accommodations Test Window

- **March 9 – 12, 2015:** Test Coordinator receives secure standard time shipment(s) for makeup testing

- **March 9 – 16, 2015:** Window for schools to conduct pretest sessions for applicable examinees for the makeup test date

- **March 17, 2015:** ACT Plus Writing Makeup Test Date

- **March 18, 2015:** WorkKeys Makeup Test Date

- **March 19, 2015:** Test coordinator returns all makeup and accommodations test materials via the prescheduled pickup

M–STEP

- **March 18, 2015**: M-STEP Trainings

  - ► M-STEP End-to-End Online Administration Training 8:30 AM – 9:45 AM

  - ► M-STEP End-to-End Paper and Pencil Administration Training 10:00 AM – 11:15 AM

MI-Access

- **March 16 – April 15, 2015:** Anticipated dates that the 1% MI-Access Proficiency Cap Waiver Applications will first become available in the Secure Site

MSDS

- **March 18, 2015:** Spring 2015 General Collection submission deadline

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

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Reminders

- Spring 2015 M-STEP and MI-Access Training Resources are available at the public eDIRECT site, which can be found at http://mi.drcedirect.com.

- The M-STEP and MI-Access Online Tools Trainings are available on eDIRECT at https://wbte.drcedirect.com/MI/portals/mi/. These tools include M-STEP Sample Item Sets for ELA and mathematics, Calculator Practice, and MI-Access Functional Independence Practice. This link **MUST** be accessed through Google Chrome.

Articles in Recent Spotlights

To access the following *What's New* articles from our recent Spotlight editions, go to http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html.

February 26th Edition

- Email Address Update in MEIS for eDIRECT Access

- Spring 2015 M-STEP ELA and Mathematics Summaries

- What to Expect in Summative Reporting

- Technology Readiness Plan—On Site Support/Verification

- Technology Coordinator Training Resources Available on eDIRECT

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Recently Asked Questions

CORRECTION to February 26 Spotlight answer
Is the number of questions for the online assessment the same as for the paper/pencil version?

Paper/pencil testing and online testing follow the same operational blueprint. This does not necessarily mean the same number of items across all forms.

Will the Spring 2015 Preview, Sample Items, and other training materials be available throughout the testing windows?

Yes, there are no plans to turn off or remove these essential training materials.

► *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.