

NOW AVAILABLE! - Tested Roster and Students Expected to Test for All Fall Assessments

Tested Roster and the Students Expected to Test report for the Fall 2012 Michigan Educational Assessment Program (MEAP), MEAP-Access, and MI-Access assessments are now available for review. All Tested Roster issues must be submitted, and Michigan Student Data System (MSDS) Student Record Maintenance (SRM) must be certified, by 5:00 p.m. on Tuesday, December 4, 2012 to impact assessment and accountability data.

IMPORTANT - Failure of schools/districts to respond to discrepancies in Tested Roster and Students Expected to Test may result in severe consequences related to assessment and accountability reporting.

Tested Roster (MEAP, MEAP-Access, and MI-Access)

Please be aware that the Tested Roster screens in the BAA Secure Site have changed. You must review the Tested Roster section of the *BAA Secure Site User Manual* (pgs. 73-97) to ensure you understand the changes and submit Tested Roster issues appropriately. The manual can be accessed at: <https://baa.state.mi.us/meap/Help/BAA%20secure%20website%20Manual.pdf>.

Note for MI-Access: As previously announced, districts that participated in early MI-Access returns (shipped by 11/6) will see their MI-Access Tested Roster available now. Districts that participated in on-time MI-Access returns (shipped by 11/14) will see their data populated in Tested Roster near the end of this week or the beginning of next week.

Tested Roster becomes available after all answer documents have been scanned by the scoring contractor and is the sole way to ensure all student answer documents have been accounted for. Verifying Tested Roster is essential for accurate assessment reporting and accountability calculations. Unresolved Tested Roster issues cannot be corrected or appealed at any time after the close of Tested Roster.

Submitting Tested Roster Issues

Districts should submit a "Tested Roster Issue" if discrepancies are noted while reviewing the Tested Roster. **A Tested Roster issue should ONLY be submitted for a student who took that specific assessment for the content area in question.** For example, a MEAP Tested Roster issue should NOT be submitted for a student who did not take a MEAP test because he/she took MEAP-Access or MI-Access in that content area, or if he/she did not take that content area test. A Tested Roster issue should be submitted for:

- **Missing Test** – a test was taken in that content area, but is not listed.
- **Missing Student** – a student took one or more tests in your district, but is not listed on your roster.
- **Move** – a student record appears for a student who was not tested in your district.
- **Combine** – a student has multiple roster records that need to be combined
- **Appeals for Prohibited Behavior (PB) or Nonstandard Accommodations (NS)**

Please pay careful attention to Tested Roster warnings. Students marked with an invalid test, **will NOT RECEIVE A SCORE and will NOT count as being assessed.** If these warnings apply, a message will appear in red on the Tested Roster page.

Students Expected to Test (MEAP, MEAP-Access, and MI-Access)

The Students Expected to Test Report displays all students enrolled during the fall assessment window according to the most recent certified MSDS data. These are the students that the district will be held accountable for unless corrections are made to enrollment/exit dates. Verifying the Students Expected to Test Report is essential for accurate assessment reporting and accountability calculations. Data elements that can only be corrected in MSDS and will impact assessment reporting and accountability include:

- Enrollment/Exit Dates

- Grade Level
- Student Demographics:
 - Economically Disadvantaged
 - Gender
 - Homeless
 - Limited English Proficiency
 - Migrant Status
 - Race/Ethnicity
 - Students with Disabilities*

***It is critical for students who took a MEAP-Access or MI-Access assessment that the students with disabilities (special education) flag is set to "Yes."** If the flag is set to "No," any alternate assessment tests taken by that student will be invalidated.

Corrections to enrollment/exit dates, grade level, or student demographics require the district's MSDS authorized user to submit SRM to update the student's MSDS record. To be used in fall 2012 assessment reporting and accountability calculations, all MSDS updates need to be certified by **5:00 p.m. on Tuesday, December 4, 2012** (with an "AS OF" date between October 3 – October 26, 2012).

Detailed instructions for verifying the Students Expected to Test Report are located in the *BAA Secure Site User Manual* (www.michigan.gov/baa-secure). We urge you to print out these instructions (pages 98-103).

If you need assistance or have additional questions, please email us at baa@michigan.gov, or call us at 877-560-8378, and press option 2 for MEAP and MEAP-Access, or option 4 for MI-Access. If you are an MSDS authorized user and need assistance, please email cepi@michigan.gov or call 517-335-0505.

Best regards,

James A. Griffiths
Manager, Assessment Administration & Reporting
Office of Standards & Assessment
Michigan Department of Education