2017 - 2018

Guide to State Assessments

MICHIGAN Department of Education

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OVERVIEW

The Michigan Department of Education (MDE) is pleased to continue the Michigan Student Test of Educational Progress (M-STEP), along with the Michigan Merit Exam (MME), MI-Access alternate assessments, WIDA, and the Early Literacy and Mathematics Benchmark Assessments.

The MDE saw continued successes during the 2016-2017 school year. These successes included:

- over 98% of schools administered assessments online
- preliminary reports available in less than 48 hours after a student completed an online test
- final M-STEP reports provided to schools before Labor Day

For Spring 2018, legislators charged MDE to reduce testing time in mathematics and English language arts (ELA) to a combined average of three hours. The MDE made adjustments to M-STEP mathematics and ELA, and believes the assessment timings will approach this target.

In addition, M-STEP science assessments will be administered in grades 5, 8, and 11 beginning Spring 2018, using the science standards adopted by the State Board of Education in November 2015.

Additional information on each state assessment is provided within this document.

Michigan's assessment system will continue to set national standards for quality and rigor, while measuring how well our students are doing in preparing for careers and college. We look forward to building on our successes and having another great assessment year.

Subscribe to the weekly newsletter Spotlight on Student Assessment and Accountability (www.michigan.gov/mde-spotlight), for timely information on assessment and accountability topics during the 2017-2018 school year.

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SPRING 2018 SUMMATIVE ASSESSMENTS

Changes to the **M-STEP** summative assessments for Spring 2018 include:

- removal of all Performance Tasks in ELA and mathematics
- removal of Claim 2 Writing short constructed response items in ELA grades 3, 4, 6, and 7
- addition of one Claim 2 Writing text-dependent analysis (essay) in each grade of ELA
- assessing science in grades 5, 8, and 11 (moving from grades 4 and 7 to grades 5 and 8)
- requiring all eligible grade 5, 8, and 11 students participate in the statewide science field test (in place of an operational science test)

M-STEP summative tests for grades 3–8 include:

- English Language arts (grades 3–8): computer-adaptive (CAT) assessment with text-dependent analysis (essay) at every grade
- Mathematics (grades 3–8): computer-adaptive (CAT) assessment
- Science Field Test (grades 5 and 8): fixed-form online assessment
- Social Studies (grades 5 and 8): fixed-form online assessment

MME in grade 11 includes:

- The SAT with Essay: paper/pencil assessment
- The ACT WorkKeys: paper/pencil assessment
- M-STEP Science Field Test: fixed-form online assessment
- M-STEP Social Studies: fixed-form online assessment

PSAT in grades 9 and 10:

- PSAT 8/9 for grade 9: paper/pencil assessment
- PSAT 10 for grade 10: paper/pencil assessment

It is expected that all students will take the PSAT in 9th and 10th grades, but the assessment results will not be part of Michigan's accountability system for 2018.

MI-Access Functional Independence (FI) in grades 3-8 and 11 includes:

- English Language Arts
  - Expressing Ideas (grades 3–8 and 11): provided as **paper/pencil assessment ONLY** for **ALL** students
  - Accessing Print and Using Language (grades 3–8 and 11): fixed-form online assessment
- Mathematics (grades 3–8 and 11): fixed-form online assessment
- Science (grades 4, 7, and 11): fixed-form online assessment
- Social Studies (grades 5, 8, and 11): fixed-form online assessment

MI-Access Supported Independence (SI) & Participation (P) in grades 3–8 and 11 include:

- English Language Arts and Mathematics combined administrator booklets with student facing picture cards (grades 3, 5, 6, and 8): paper/pencil test booklet with online answer document
- English Language Arts, Mathematics, and Science combined administrator booklets with student facing picture cards (grades 4, 7, and 11): paper/pencil test booklet with online answer document
- **There is no social studies test offered at the state level for P/SI.** Therefore, Individualized Education Program (IEP) teams

must determine which locally determined social studies test will be administered for students in grades 5, 8, and 11.

Spring 2018 Testing Windows

The Spring 2018 testing windows for the M-STEP and MI-Access assessments will span seven weeks from April 9 – May 25, 2018.

- The M-STEP online window is divided into two 4-week grade level sub-windows:
  - **Online testing for grades 5, 8, and 11:** April 9 – May 4, 2018
  - **Online testing for grades 3, 4, 6, and 7:** April 30 – May 25, 2018

  This avoids as many spring breaks as possible, ends before Memorial Day, and provides maximum flexibility within two extended testing windows.
- M-STEP **Paper/pencil testing for grades 3–11:** falls on designated dates within the 7-week online window (see pages 20-22 of this document)
- The 7-week testing window for MI-Access Alternate Assessment for **both online and paper/pencil** is April 9 – May 25, 2018.
- The 7-week testing window for WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs for **both online and paper/pencil** is February 5 – March 23, 2018.

M-STEP Statewide Science Field Test - Assessing New Standards

The Michigan Department of Education is conducting a statewide summative science field test in both Spring 2018 and Spring 2019. The science field test, which is based on Michigan's new science academic standards, will be administered to **all** students in grades 5, 8, and 11. The former M-STEP science assessments were aligned to the now-outdated Grade Level and High School Content Expectations (GLCEs and HSCEs), and have been discontinued as students are receiving instruction in the new science standards. The Spring 2018 and Spring 2019 science field test administrations will count towards the participation requirement in Michigan's state and federal accountability system. While the science field tests will count for participation, since they are not operational assessments, science proficiency will not be calculated. Summary reports based on raw scores will be provided. The new M-STEP science assessment is expected to be operational in Spring 2020.

The new science assessment is structured using item clusters, which are a set of five to eight items with a common stimulus. For the Spring 2018 field test, each student will be administered three item clusters (1 each of Physical Science, Earth Science, and Life Science). The estimated testing time is 30-45 minutes.

The 2018 science pilot will be administered online, with a paper/pencil option for those few students whose disabilities prevent them from testing online. For additional information on the science assessment plan, see the Michigan K-12 Science Standards Assessment Update Webinar - August 2017 located on the M-STEP web page (www.michigan.gov/mstep) under the **Content Specific Information** section.

→ TEST SESSION TIMING

Spring 2018 M-STEP tests are untimed and student-paced. Therefore, students **must** be given as much time as they need to complete each session or part of the test. The times listed on the following pages are **estimated** times and are provided for planning purposes. Some students will complete the test in less time than estimated, while others may require additional time. Be sure to plan for both contingencies.

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Online tests will remain open and available for testing until the student ends or submits his or her test. This means that students will be able to pause and exit their test at the end of the test session and resume testing in another scheduled session during the 4-week grade-level testing window. A school can determine the appropriate amount of time for students to spend in a single test session.

For example, if the estimated time for a test session is 90 minutes, you may decide to schedule:

- one 2-hour session with a break
- two 60-minute sessions
- three 40-minute sessions
- one 60- and two 30-minute sessions

The net result for schools is the **freedom to schedule an appropriate amount of time for students to be in test sessions**. Students can exit the test without submitting, allowing them to finish the test in another scheduled session.

Online Test Sessions

When scheduling **online** test sessions, please keep in mind the following:

- schools have flexibility to schedule test sessions any time normal instruction takes place during the school day (7:00 AM – 4:00 PM) within the four-week grade level test window
- not all students need to be administered the same assessment at the same time, nor on the same day
- headphones are required for the M-STEP and MI-Access ELA test sessions
- estimated test session times do **not** include the following:
    - traveling to and from the testing room
    - distributing and collecting test tickets and scratch paper
    - signing into the test session
    - reviewing online test directions with students

Paper/Pencil Test Days

When scheduling **paper/pencil** test days and parts (see pages 20–22 for designated paper/pencil test dates), please keep in mind the following:

- schools must administer each test on the designated test day (unlike online test sessions)
- test parts must be scheduled early enough in the school day to allow students to complete all parts of the test designated for that day
- makeup test days are reserved for students who are absent on the designated day of testing
- estimated test session times do **not** include the following:
    - traveling to and from the testing room
    - distributing and collecting test materials - including test booklets and answer documents
    - completion of the answer document demographic page
    - reviewing test directions with students

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TESTING IN M-STEP GRADES 3 – 8

The tables shown below and on the following pages provide overall test session timing and information on online and paper/pencil assessments by grade and content area. The goal of the redesigned M-STEP is for an average time of three hours for math and ELA testing. For planning purposes the times estimated below are somewhat longer than the anticipated average.

Spring 2018 Estimated Test Session Timings Grades 3–8

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00	2:00
Math Computer Adaptive	1:30	1:30	1:30	2:00	2:00	2:00
Science Field Test	NA	NA	0:45	NA	NA	0:45
Social Studies Part 1	NA	NA	0:30	NA	NA	0:30
Social Studies Part 2	NA	NA	0:30	NA	NA	0:30
Estimated Total Hours for Spring 2018	3:30	3:30	5:15	4:00	4:00	5:45

Times have been reduced from last year's estimated total hours:

Estimated Total Hours for Spring 2017	4:00	5:40	7:40	4:30	6:30	8:30

NOTE: Times are in **hours:minutes**. Example, **1:30** equals **1 hour 30 minutes**.

English Language Arts (ELA)

Grade	Online	Paper/Pencil
3 – 8	• 4-week testing window • 1 session (1 test ticket) ♦ **Computer Adaptive Test – 2 hours** • Breaks can be provided during the test session using the software's pause feature	• 3-week window with designated initial test dates and available make-up dates • **Day 1: Parts 2 and 3 – 1 hour** Listening/Claim 3 Reading/Claim 1 • **Day 2: Part 3 – 1 hour** Writing/Claim 2 Research/Claim 4 • Breaks can be provided at STOP signs in test booklet

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Mathematics

Grade	Online	Paper/Pencil
3 – 5	• 4-week testing window • 1 session (1 test ticket) ♦ **Computer Adaptive Test (CAT) – 1 hour, 30 minutes** • Calculators **not permitted** in grades 3 – 5 • Breaks can be provided during test sessions using the software's pause feature	• 3-week window with designated initial test dates and available makeup dates • **Day 1: Part 1 – 45 minutes** **Part 2 – 45 minutes** • Calculators **not permitted** in grades 3 – 5 • Breaks can be provided at STOP signs in test booklet
6 – 8	• 4-week testing window • 1 sessions (1 test ticket) ♦ **Computer Adaptive Test (CAT) – 2 hours** • Grade 6 – embedded basic calculator * • Grades 7/8 – embedded scientific calculator * • Breaks can be provided during test sessions using the software's pause feature * on designated items	• 3-week window with designated initial test dates and available makeup dates • **Day 1: Part 1 – 1 hour** (no calculator) **Part 2 – 1 hour** (with calculator) • Grade 6 – basic calculator • Grades 7/8 – scientific calculator • Breaks can be provided at STOP signs in test booklet

Science Field Test

Grade	Online	Paper/Pencil
5 and 8	• 4-week testing window • 1 session (1 test ticket) **– 45 minutes** • Breaks can be provided during the test sessions using the software's pause feature	• 3-week window with designated initial test date and available makeup dates • **Day 1: 1 Part – 45 minutes** • Breaks can be provided at STOP signs in test booklet.

Social Studies

Grade	Online	Paper/Pencil
5 and 8	• 4-week testing window • 2 sessions (2 test tickets: Part 1, Part 2) ♦ **Part 1 – 30 minutes** ♦ **Part 2 – 30 minutes** • Breaks can be provided during test sessions using the software's pause feature	• 3-week window with designated initial test date and available make-up dates • **Day 1: Part 1 – 30 minutes** **Part 2 – 30 minutes** • Breaks can be provided at STOP signs in test booklet

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TESTING IN HIGH SCHOOL

In addition to the Michigan Merit Examination (MME) for 11th graders, students in grade 9 will take the PSAT 8/9 and students in grade 10 will take the PSAT 10. The 9th and 10th grade PSAT will NOT count towards Spring 2018 accountability.

Spring 2018 Test Session Timings - High School			
Subject	**Grade 9**	**Grade 10**	**Grade 11**
Science Field Test	NA	NA	0:45
Social Studies	NA	NA	0:30
PSAT*	2:40	3:00	NA
College Entrance*	NA	NA	4:22
Work Skills*	NA	NA	3:00
Estimated Total Hours	2:40	3:00	8:37
* Includes scheduled breaks			

PSAT

PSAT Sections	PSAT 9 (in minutes)	PSAT 10 (in minutes)
Reading	**55**	**60**
Break	**5**	**5**
Writing and Language	**30**	**35**
Math (no calculator)	**20**	**25**
Break	**5**	**5**
Math (with calculator)	**40**	**45**
Book collection	**5**	**5**
Total (hours, minutes)	**2:40**	**3:00**

Note: The PSAT Accommodations Testing window is two weeks for students with certain non-standard accommodations. Only students who are designated on the Non-standard Administration Report (NAR) are eligible to test within the 2-week window. Students approved for testing over two days must be tested on consecutive days.

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Michigan Merit Examination (MME)

Students in 11th grade (and eligible 12th grade students) must be administered all three components of the MME:

- SAT with Essay
- ACT WorkKeys
- M-STEP Science Field Test and Social Studies

Testing times for the MME components are shown below and on the following pages. For detailed information on online testing windows and paper/pencil testing dates, see the **Spring 2018 Testing Schedule for Online and Paper/Pencil Assessments** on pages 19–22 of this document.

Note: The SAT Accommodations Testing window is two weeks for students with certain non-standard accommodations. Only students who are designated on the Non-standard Administration Report (NAR) are eligible to test within the 2-week window. Students approved for testing over two days must be tested on consecutive days.

SAT with Essay

SAT Sections	Time (in minutes)
Reading	**65**
Break	**10**
Writing and Language	**35**
Math (no calculator)	**25**
Break	**5**
Math (with calculator)	**55**
Break	**2**
Variable section with Reading, Writing, or Math Questions	N/A
Book collection/Essay distribution	**15**
Essay	**50**
Total (hours: minutes)*	**4:22**

*does not include pre-administration time

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ACT WorkKeys

Tests	Time (in minutes)
Workplace Documents	**55**
Applied Math	**55**
Break*	**15**
Graphic Literacy	**55**
Total (hours: minutes)	**3:00**

*ACT requires that you allow a break of 15 minutes at the end of Applied Math (test 2) to allow examinees to relax or go to the restroom. No cell phones may be used during the break.

M-STEP Science Field Test and Social Studies

Grade	Online	Paper/Pencil
11	• 4-week testing window • **Science:** 1 session (1 test ticket) **– 45 minutes** • **Social Studies:** 1 session (1 test ticket) **– 30 minutes** • Breaks can be provided during test sessions using the software's pause feature	• 3-week window with designated initial test date and available makeup dates • **Science:** 1 Part **– 45 minutes** • **Social Studies:** 1 Part **– 30 minutes**

→ MI-ACCESS ALTERNATE ASSESSMENTS

MI-Access Alternate Assessments are administered at three levels:

MI-Access Functional Independence (FI) – For students who have, or function as if they have, a significant cognitive impairment, but who can access resources, strategies, and supports with limited assistance, and whose instruction is most closely aligned with the "high" range of the Essential Elements Range of Complexity.

MI-Access Supported Independence (SI) – For students who have, or function as if they have, a significant cognitive impairment, who require ongoing support in major life roles, and whose instruction is most closely aligned with the "medium" range of the Essential Elements Range of Complexity.

MI-Access Participation (P) – For students who have, or function as if they have, a significant cognitive impairment, who require extensive ongoing support through adulthood, and whose instruction is most closely aligned with the "low" range of the Essential Elements Range of Complexity.

MI-Access assessments are based on the Essential Elements with Michigan Range of Complexity for ELA and Mathematics, Extended Grade Level Content Expectations for Social Studies (FI only), and Extended Benchmarks for Science. The alternate content standards can be found on the MI-Access web page (www.michigan.gov/mi-access).

MI-Access Functional Independence (FI)

The MI-Access FI assessments will be administered online in Spring 2018. A paper/pencil format will be available for those students and schools that are not able to test online.

The FI assessments include:

- **English Language Arts** (grades 3–8 and 11) which consists of two parts – both parts **must** be completed:
  1. Accessing Print and Using Language – **online and paper/pencil**
  2. Expressing Ideas (constructed response) – Administered as **paper/pencil assessment ONLY** to **ALL** students (including students taking the rest of the MI-Access FI assessments online)
- **Mathematics** (grades 3–8 and 11)
- **Science** (grades 4, 7, and 11)
- **Social Studies** (grades 5, 8, and 11)

MI-Access FI Online Assessments

Online tests in each content area will have two parts and are untimed. Students can complete one part in a single day with the flexibility to have multiple breaks during the day when needed, or to test over multiple days.

MI-Access Participation and Supported Independence (P/SI)

Students will continue to experience activity-based observation items as well as selected-response items using picture cards or instructional materials. The answer document is the only online component of the P/SI assessments. Primary Assessment Administrators will enter the student scores for both the Primary and Shadow Assessment Administrators into the online answer document.

It is strongly recommended that Primary and Shadow Assessment Administrators view the **MI-Access Participation and Supported Independence Scoring Rubrics Online Training Program**. A link to this video program is found on the MI-Access web page (www.michigan.gov/mi-access) under **Professional Development Opportunities**.

The P/SI assessments include:

- **English language arts** (Grades 3-8 and 11)
- **Mathematics** (Grades 3-8 and 11)
- **Science** (Grades 4, 7, and 11)

NOTE: There is no social studies test offered at the state level for P/SI. Therefore, Individualized Education Program (IEP) teams must determine which locally determined social studies test will be administered for students in grades 5, 8, and 11.

Grade 11 MI-Access FI: College Entrance and Work Skills Assessments

- Students taking the grade 11 MI-Access assessments may also take the ACT WorkKeys assessment if the Individualized Education Program (IEP) team determines it is an appropriate assessment.
- If the the IEP team determines that the SAT with Essay is an appropriate assessment for the student, then the ELA and mathematics

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scores will be derived from the SAT with Essay and the student will not take MI-Access FI ELA and mathematics tests.

→ WIDA

WIDA ACCESS for ELLs 2.0

Michigan's federally required summative assessment for students identified as English Learners (ELs) is the WIDA ACCESS for ELLs 2.0. This annual assessment is designed to measure K–12 ELs on their progress in learning the English language. The assessment provides a status of their development of Reading, Listening, Writing, and Speaking skills. WIDA ACCESS for ELLs 2.0 is aligned to the WIDA English Language Development (ELD) standards that Michigan adopted in 2013.

This assessment can be administered online in grades 1–12. A paper/pencil form of the assessment is required for K and available in grades 1–12 for students who may not yet be technology-ready or have a disability that requires a paper/pencil test.

Test Session Timing and Sequence

Scheduling online testing sessions:

- The Listening and Reading domains must be administered first in the testing window for students in grades 1-12. Because the assessment is staged-adaptive, scores from a student's performance in these two domains will determine his/her tier (A or B/C) for Writing.
- Students do not need to be separated by tier (A, B, C) during test administration. However, students must still be tested in the appropriate grade-level cluster.
- Breaks can be provided during the test sessions using the software's pause feature. A single domain test should not be broken into separate administrations.
- Each online domain requires a separate test ticket. Students in:
  - grades 1–3 will have three tickets (Writing is administered in paper/pencil only):
    - Listening
    - Reading
    - Speaking
  - grades 4–12 will have four tickets:
    - Listening
    - Reading
    - Speaking
    - Writing
- Students must utilize a microphone for the Speaking domain.
- Students must utilize headphones for all domains.
- Although students may be group-administered the Speaking domain, WIDA recommends only 3–5 students per computer lab/test setting. This small group setting is necessary to ensure that student responses are not picked up by another student's microphone. It is possible that students scores may be negatively impacted if a significant amount of background noise or interference is captured in their response.

Scheduling paper/pencil testing sessions:

- For students taking the paper version of the WIDA ACCESS for ELLs 2.0, the domains may be administered in any order.
- Breaks can be provided to students during the test sessions as long as materials are kept secure.

The table below outlines key differences between grades 1–12 online and paper/pencil. Please note that all times listed are estimates.

	ACCESS for ELLs 2.0 – Online (Grades 1–12)	ACCESS for ELLs 2.0 – Paper/Pencil (Grades K*–12)
Grade Level Clusters	• 1, 2–3, 4–5, 6–8, and 9–12	• K*, 1, 2, 3, 4–5, 6–8, and 9–12
Listening	• test platform captures and scores student responses • up to 40 minutes	• **1-12:** 25–40 minutes
Reading	• up to 35 minutes	• 35–45 minutes
Speaking	• students listen to prompts and speak into headsets to record their answers • student responses are automatically sent to DRC for rating and scoring • up to 30 minutes • maximum of 5 students in the testing room	• test Administrator plays pre-recorded speaking prompts on a CD • students speak their responses to Test Administrators • test Administrators score student speech during administration • 15–35 minutes per student • administered individually
Writing	• **Grades 1–3:** students complete the entire Writing test (prompts and responses) on paper • **Grades 4–12:** ♦ students read prompts on the computer screen ♦ students keyboard or handwrite responses based on Michigan's guidelines—keyboarding is the default setting • keyboarded responses are automatically sent to DRC; handwritten responses will need to be shipped • up to 65 minutes	• **Tier A, Grade 1:** up to 35 minutes ♦ students read prompts on a paper test form • **Tier A, Grades 2-12:** up to 60 minutes • **Tier B/C:** up to 65 minutes • students handwrite responses on a paper test form • test booklets are returned to DRC and scored

* Test administrators planning to administer the Kindergarten form of the assessment can plan on an average of **45 minutes per student**. The Kindergarten assessment is administered individually and is semi-adaptive, which may change the administration time depending on students' English proficiency levels (low proficiency = shorter administration time, high proficiency = longer administration time).

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WIDA Alternate ACCESS for ELLs

Districts have the option to use the WIDA Alternate ACCESS for ELLs paper/pencil assessment. This assessment is designed for students who are ELs and are also students with significant cognitive disabilities. This assessment is available in grades 1–12 only (Grade level clusters: 1–2, 3–5, 6–8, and 9–12). Each section of this test (Listening, Reading, Speaking, and Writing) is estimated to take approximately 20 minutes.

Additional information about test administration can be found on the WIDA website (www.wida.us) as well as within the Secure WIDA Portal.

WIDA Screener and W-APT

The WIDA Screener and the Kindergarten WIDA ACCESS Placement Test (W-APT) are screening assessments used to identify potential ELs upon enrollment. The WIDA Screener is available in both an online and paper/pencil format for students in grades 1-12. However, students should only take the paper/pencil form of the Screener if they have disabilities requiring use of a paper/pencil form or if they are considered recent arrivers (attended U.S. schools for 12 months or less). The WIDA Screener may take between 35 and 70 minutes depending on the grade level cluster and path administered.

The W-APT is the paper/pencil assessment given to Kindergarteners. Students are assessed on Listening, Reading, Writing, and Speaking. The W-APT is designed to take 10-15 minutes for Listening and Speaking and an additional 10-15 minutes for Reading and Writing.

→ EARLY LITERACY AND MATHEMATICS BENCHMARK ASSESSMENTS (K–2)

The Early Literacy and Mathematics Benchmark Assessments for grades K, 1, and 2 are administered in fall and spring. These benchmark assessments are completely aligned to Michigan's academic content standards, and are only administered online (no paper/pencil version). Beginning in 2017-2018, the third grade reading law requires that students in grades K, 1, 2, and 3 be given an English language arts (ELA) assessment within the first 30 days of school. The assessment must be from the MDE-approved list of initial assessments to assure students are on target to pass the third grade summative ELA assessment (M-STEP). The MDE-developed Early Literacy Benchmark Assessments are on the approved list of initial assessments.

For 2017-2018, district/schools can choose to administer any assessment from the MDE-approved list of initial assessments located on the Early Literacy and Mathematics web page (www.michigangov/earlylitandmath) under **Early Literacy and Mathematics Resources** section. The ELA benchmark requirement for students in grades K, 1, and 2 will be fulfilled.

Districts should continue to administer benchmark assessments in mathematics to students in grades K, 1, and 2. MDE provides Early Literacy and Mathematics Benchmark Assessments in the fall and spring, or districts may choose to use a different benchmark assessment tool for mathematics. If a district chooses to administer a benchmark assessment other than the MDE-developed Early Mathematics Benchmark Assessment, it is the district's responsibility to ensure their selected benchmark assessment meets both the definition and criteria of benchmark assessments set by the MDE.

The MDE has provided guidance around benchmark assessments by supplying a definition and specifying the criteria detailed in the Guidance on Early Literacy

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and Mathematics Benchmark Assessments (K-2) document, which is posted on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath).

Students for whom an IEP team determines that Michigan's Early Literacy and Mathematics Benchmark Assessment are not appropriate are not required to take the assessment. For example, an IEP team may determine that the best course of instruction for a student is on alternate academic content expectations for ELA and mathematics (Essential Elements). The same IEP team may then determine and document that Michigan's Early Literacy and Mathematics Assessment is not appropriate for the student since it is aligned to the general academic standards, and not the alternate academic standards.

Early Literacy and Mathematics Testing Windows	
Fall 2017	September 11 – October 6, 2017
Spring 2018	April 9 – May 25, 2018

The fall and spring online administration of the benchmark assessments use the same online delivery engine as the M-STEP assessments. The Fall 2017 testing window for grades K, 1, and 2 was September 11 – October 6, 2017. The Spring 2018 grades K, 1, and 2 tests may be given at any time during the M-STEP testing window (April 9 – May 25, 2018) in order to allow schools maximum flexibility in scheduling. Schools participating in the Early Literacy and Mathematics online assessments must pre-identify their students in the Secure Site using the Pre-ID function. Please keep in mind the following:

- Human Voice Audio (HVA) is the standard way in which mathematics and ELA reading passages, test questions, and appropriate answer options are presented to students in grades K and 1, so headphones will be needed.
- Students in grade 2 will need headphones if Text-to-Speech (TTS) is enabled.

The following tables provide session and timing information for the Spring 2018 Early Literacy and Mathematics Benchmark Assessments.

English Language Arts (ELA)

Grade	Online only
K–2	• 7-week testing window for grades K, 1, and 2 in Spring 2018 • 2 sessions (2 test tickets: Part 1, Part 2) • Breaks can be provided during test sessions using the software's pause feature. • **K – Part 1: 30–40 minutes** **Part 2: 30–40 minutes** • **1 – Part 1: 30–40 minutes** **Part 2: 30–40 minutes** • **2 – Part 1: 35–45 minutes** **Part 2: 35–45 minutes**

Mathematics

Grade	Online only
K–2	• 7-week testing window for grades K, 1, and 2 in Spring 2018 • 2 sessions (2 test tickets: Part 1, Part 2) • Breaks can be provided during test sessions using the software's pause feature. • **K – Part 1: 25–35 minutes** **Part 2: 25–35 minutes** • **1 – Part 1: 25–35 minutes** **Part 2: 25–35 minutes** • **2 – Part 1: 35–45 minutes** **Part 2: 35–45 minutes**

→ RESOURCES

M-STEP, MI-Access FI, and Early Literacy and Mathematics Benchmark

Resources for Online Testers

The Office of Educational Assessment and Accountability (OEAA) has developed online resources for students taking state assessments at all grade levels. The resources support the idea that children can learn about online technology when teachers and other educators demonstrate the use of technology—classroom viewing of the student video tutorial, classroom viewing of the Online Tools Training (OTTs), followed by interacting with children while each student practices with technology (OTTs).

Student Tutorials

The OEAA has created Student Tutorials. These are student-narrated videos that introduce teachers and students to the online tests and tools contained in the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments. The Student Tutorials are designed to be administered in a group setting, such as the classroom, using a projector or other similar resource. The tutorials can be accessed three different ways:

- eDIRECT (https://mi.drcedirect.com) — Select **All Applications** → **General Information** → **Test Tutorials**. Click on the icon under the **Action** column. This takes you to the tutorial page.
- **INSIGHT** — Open INSIGHT and at the bottom of the page select the **DRC INSIGHT Online Assessments Tutorials** link.
- Chrome (https://wbte.drcedirect.com/MI/portals/mi) — You must use the Chrome browser to access the tutorials. Click the yellow link at the bottom of the page: **DRC INSIGHT Online Assessments Tutorials**. This is the same link used for the online sample item sets.

An important component of the Student Tutorials is that they provide explicit training on the pause/exit/end test functionality of the online testing engine. In addition, the tutorials explain how to access and use specific tools.

Online Sample Item Sets and OTTs

Another important set of resources teachers can access are online Sample Item Sets for students in grades K-8. The Sample Item Sets are a select group of test items in ELA, mathematics, science, and social studies that encompass various kinds of technology-enhanced items (drag and drop, hot spots, etc.) and are embedded within the OTTs. The sets provide teachers and students practice in solving grade-level and content-specific test items aligned to Michigan's content standards, and provide practice in navigating the online test delivery system. The OTTs can be accessed two ways:

- Chrome (https://wbte.drcedirect.com/MI/portals/mi) — You must use the Chrome browser to access the OTTs. Choose the **Online Tools Training** link located under each assessment.

  Students can access the practice sets from home with the Chrome browser.

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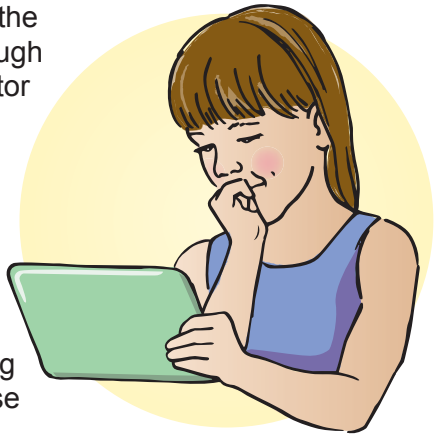
- **INSIGHT** — Open INSIGHT and on the lower left side of the page, select the **Online Tools Training** link under each assessment.

Feedback collected from previous administrations indicates that students and teachers who utilized the OTTs and Sample Item Sets felt more prepared for online testing, students reported feeling confident about taking assessments online, and school administrators and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

Recommended Sequence

The OEAA recommends that classroom teachers introduce online testing to their students by playing the **Student Tutorial Video** in class to show students how the online testing system and tools work. Once the Student Tutorial Video is shown and discussed in the classroom, teachers then show the **Online Tools Training (OTTs)** to the entire class (doesn't have to be on the same day). After students have watched the Student Tutorial Video projected by the teacher, followed by watching the teacher navigate through the OTTs via a projector or other classroom viewing resource, each student should be provided hands-on practice with the online **Sample Item Sets** contained within the OTTs, ideally using the device they will use during testing.



The OEAA welcomes your feedback on the online resources.

Sample Item Sets for Paper/Pencil Testers

OEAA has posted the Paper/Pencil sample item sets in ELA, mathematics, science, and social studies on the M-STEP web page (www.michigan.gov/mstep) under the **Content Specific Information** section.

Sample Item Sets contain grade-level sample items showing the types of items students may encounter on the actual test. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards. The Sample Items Sets are not considered "Practice Tests," as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

WIDA ACCESS for ELLs 2.0

Online and Paper/Pencil Testers

A number of resources are available on WIDA's website (www.wida.us) to help educators and students become familiar with the WIDA ACCESS for ELLs 2.0 testing experience for both online and paper/pencil. These resources include Student Handouts, Online Speaking Guidance documents for educators, Online Test Demo, Interactive Sample Items for online testing, Online Test Practice, Paper-Based Sample Items, and Practice Speaking Questions for paper/pencil. Educators are strongly encouraged to review these resources with students.

→ SUPPORTS AND ACCOMMODATIONS

Michigan is committed to ensuring all students, including English Learners (ELs) and Students with Disabilities, have access to a wide array of tools for students with specific needs across all state assessments. The tools are categorized into the following three tiers:

- **Universal (Accessibility) Tools:** available for all students, use is student-driven
- **Designated Supports:** available when indicated by an educator or team
- **Accommodations:** available when need is documented in an IEP or 504 plan

Universal (Accessibility) Tools include embedded default tools for an online assessment such as a highlighter or cross-off tool. A **Designated Support** may be Text-to-Speech (TTS), and an example of an **Accommodation** is a braille form of an assessment.

Along with making sure students have options for accessing the content of the assessments, Michigan must also make sure that these options do not provide an unfair advantage to students using them. Students must always be able to show their knowledge of a particular standard or skill. Calculators provide a perfect example of these concepts. Students are not always allowed to use a calculator on some sections or items on the mathematics assessment. This is due to specific standards being assessed. A student allowed to use a calculator on these items would not actually be able to show whether or not they know how to do some calculations required by the standards. However, there are some items for which a calculator would be permitted for all students, such as when calculation is required, but is not the standard being measured.

As educators prepare for the Spring 2018 state assessments, it's important to note that a Universal (Accessibility) Tool for one content area and assessment may be an Accommodation for another content area or assessment (for example, a calculator). Similarly, a Designated Support may also be an Accommodation, depending on the content target (for example, scribe). This approach is consistent given the emphasis that Michigan's assessment programs have placed on the validity of assessment results coupled with access. Allowable Universal (Accessibility) Tools, Designated Supports, and Accommodations all yield valid scores that count as participation in statewide assessments when used in a manner consistent with Michigan's Supports and Accommodations policies and guidelines.

All policies and guidelines can be found under the Student Supports and Accommodations sections of each of the MDE assessment web pages. Additional information can also be found in each test administration manual.

Making Decisions on an Individual Student Basis

The selection of appropriate tools, designated supports, and accommodations must be done for all students in the classroom as well as for each assessment. The tools, designated supports, and accommodations used on the assessments should be ones which the student is familiar using during regular classroom instruction. A mismatch of supports offered can cause significant difficulties for students at the time of testing and potentially negatively impact student test scores.

For example, if a student is given the opportunity to take a mathematics assessment in Spanish but does not have sufficient literacy skills in the Spanish language, the student may struggle more than if he or she had taken the English version of the mathematics assessment. It is inappropriate for districts to make blanket decisions about assessment supports for particular student groups.

Accessibility decisions need to made on an individual basis. For students with disabilities, classroom and assessment decisions must be documented in the IEP.

For more information, review the resouces on the M-STEP web page (www.michigan.gov/mstep) under **Student Support and Accommodations**.

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→ TECH CORNER

Online Testing Technology Information

All online testing will use an updated version of the software from Data Recognition Corporation (DRC) that was used in 2015 through 2017. The Technology User Guide and other support materials are available on eDIRECT (https://mi.drcedirect.com).

INSIGHT is the secure browser your students will use. It prevents students from using other applications or visiting websites while testing. One INSIGHT installation works for all assessments, including M-STEP, MI-Access, Early Literacy and Mathematics, WIDA ACCESS for ELLs 2.0, and WIDA Screener Online. INSIGHT will prompt for a one-click update if a newer version is available, or the latest version (8.0) can be mass-deployed.

The Testing Site Manager (TSM) is a local caching server. The latest version is 9.2, and it will update itself from spring 2016 if it was set to auto-update at installation. Please note that the TSM for WIDA ACCESS for ELLs 2.0 is a different TSM and schools will need to install the TSMs on separate computers (or virtual machines) for students taking WIDA online.

The Device Toolkit on eDirect has been updated and renamed "Central Office Services – Device Toolkit (COS-DTK)." COS-DTK is what connects INSIGHT to your TSM(s). ORG Unit IDs have been simplified this year. ORG Unit IDs from Spring 2016 should auto-update to new ones when INSIGHT loads, and new ORG Unit IDs will be created in the COS-DTK normally.

A wide range of devices are supported for Spring 2018 testing. These include non-touchscreen Windows-, Mac-, Chrome-, and Linux-based computers and laptops, along with iPads and some touchscreen devices. Please check the DRC INSIGHT System Requirements for online testing, located on eDIRECT (https://mi.drcedirect.com/) under All Applications → General Information → Documents or the Technology User Guide for all supported devices and operating systems.

2018 Summative Testing Schedule

for Online and Paper/Pencil Assessments

The Michigan Department of Education (MDE) Spring 2018 testing windows and dates for all summative online and paper/pencil assessments are included in this document.

For Spring 2018, students in grades 3–8 will be taking M-STEP English language arts (ELA) and mathematics (3–8), and science and social studies (5 and 8). Students in grade 9 will take the PSAT 8/9™ and students in grade 10 will take the PSAT 10™.

Grade 11 students will take the Michigan Merit Examination (MME), which has three **required** components:

1. SAT™ with Essay college entrance exam (which provides ELA and mathematics results)
2. ACT WorkKeys® workskills assessment
3. M-STEP science and social studies assessments.

The following table shows the testing windows for the summative assessments. Please note that designated dates for paper/pencil assessment are provided in the calendars on the following pages.

Spring 2018 Testing Schedule for Summative Assessments

Assessment	Week Of															
	2/5 –2/9	2/12 –2/16	2/19 –2/23	2/26 –3/2	3/5 –3/9	3/12 –3/16	3/19 –3/23	3/26 –3/30	4/2 –4/6	4/9 –4/13	4/16 –4/20	4/23 –4/27	4/30 –5/4	5/7 –5/11	5/14 –5/18	5/21 –5/25
M-STEP Grades 5, 8, and 11										4 weeks						
M-STEP Grades 3, 4, 6, and 7													4 weeks			
MI-Access Alternate Assessments										7 weeks						
College Entrance: SAT with Essay										4/10 only		4/24 only				
Accommodations Testing										4/10-4/24						
Work Skills: ACT WorkKeys										4/11 only		4/25 only				
Accommodations Testing										4/11–4/24		4/25–5/1				
PSAT*										4/10 or 4/11		4/24 or 4/25				
Accommodations Testing										4/10 – 4/24						
WIDA ACCESS for ELLs 2.0	7 weeks															
WIDA Alternate ACCESS for ELLs	7 weeks															

* 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 them for both the initial test dates and the makeup test dates.

NOTE: Paper/Pencil test dates for the M-STEP ELA, mathematics, science, and social studies assessments will occur on designated dates within the testing windows.

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2018 Summative Testing Schedule

for Online and Paper/Pencil Assessments

ONLINE Test Administration Dates*

- **M-STEP—Grades 5, 8, and 11:** the online tests may be administered on any instructional day **April 9 – May 4, 2018**
- **M-STEP—Grades 3, 4, 6, and 7:** the online tests may be administered on any instructional day **April 30 – May 25, 2018**
- **MI-Access Alternate Assessments—Grades 3–8 and 11:** the online tests may be administered on any instructional day **April 9 – May 25, 2018**

**For online testing, not all students need to be administered the same assessment at the same time, nor on the same day.*

PAPER/PENCIL Test Administration Dates

Paper/pencil assessments must be administered on the designated dates indicated in each calendar.

- **MI-Access Alternate Assessments—Grades 3–8 and 11:** the paper/pencil tests may be administered on any instructional day **April 9 – May 25, 2018**
- **M-STEP, SAT, PSAT, and ACT WorkKeys—Grades 3 – 11:** The dates for the paper/pencil tests in each grade level sub-window are shown for all content areas in the following calendars.

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

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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.

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

2018 Summative Testing Schedule

for Online and Paper/Pencil Assessments

Paper/Pencil Test Dates — Grades 3, 4, 6, and 7

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 ELA Day 1	2 ELA Day 2	3 Makeup ELA	4 Makeup ELA	5
6	7 Makeup ELA	8 MATH	9 Makeup - ELA and MATH	10	11	12
13	14	15 Makeup - ELA and Math	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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