M-STEP Online Administration Directions Grade 11

Michigan Student Test of Educational Progress

Spring 2017

Michigan Department of Education
Office of Standards and Assessment

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USING THIS MANUAL

- This manual is intended to be read ***in addition*** to the Test Administrator sections of the M-STEP Test Administration Manual (TAM). This document is available electronically at https://mi.drcedirect.com by selecting **All Applications**, **General Information**, and then **Documents**.
- This manual is also intended to be an instruction manual for test administration. Additional important information can be found in the M-STEP TAM.
- It is expected that you will read this manual in its entirety PRIOR TO your first testing day.

ONLINE ASSESSMENTS COVERED IN MANUAL

These test directions apply to the following Grade 11 assessments:

- Social Studies
- Social Studies with Text-to-Speech (TTS) enabled
- Science
- Science with Text-to-Speech (TTS) enabled

KEY

Icons	Descriptions
SAY:	Speak the words in the gray box.
TIP!	This is a tip to help with a smooth testing experience.
	Information specific to iPads
	Information specific to Chromebooks

ONLINE TOOLS TRAINING (OTT) AND STUDENT TUTORIALS

The Online Tools Training (OTT) is an essential part of the testing process, particularly for schools that are new to online testing. For detailed instructions on how to administer OTTs, please refer to the Student Tutorials found on eDIRECT (https://mi.drcedirect.com) or INSIGHT. The Student Tutorials should be used to familiarize students with the functions and tools of the testing system. Additionally, the M-STEP TAM will provide more information about using OTTs as well as accessing and using the Student Tutorials.

TEST MATERIALS NEEDED FOR M-STEP

Materials Needed by Test Administrator	Materials Needed by Students
This booklet	Testing device
Class set of test tickets for the test session being administered	Pencil (optional—needed if scratch paper is used)
Password to disable Guided Access (if using) on iPads at the completion of testing (iPad ONLY)	Headphones for audio accommodation (TTS)
	Blank scratch paper (optional—universal tool)
	Test ticket

BEFORE TESTING CHECKLIST

- ☐ Read this entire document prior to testing
- ☐ Ensure INSIGHT software is installed on all testing devices
- ☐ Ensure you know how to launch INSIGHT on the type of device students will be using to test
- ☐ Ensure students have practiced using the OTT and viewed student tutorials
- ☐ Ensure student's accommodations (if applicable) have been set
- ☐ Read the Test Administrator section of the M-STEP Test Administration Manual (posted online at https://mi.drcedirect.com)
- ☐ Clearly understand the scheduled testing time, including breaks
- ☐ Prepare the classroom for testing:
  - ➢ Remove or cover all classroom instructional materials that may affect the validity of the assessment. **Do not display** vocabulary words and/or definitions, examples of problems or answers, or tips on how to write responses and/or solve problems.
  - ➢ Ensure student testing devices are positioned in such a way that students cannot easily read another student's screen or interact with one another.
  - ➢ If using portable testing devices, such as a laptop, iPad, or Chromebook, ensure the devices are connected to a power source (preferred) or fully charged.
  - ➢ Check to make sure there are no test tickets or scratch paper left over from another testing session. If found, please return to the Building Test Coordinator.
  - ➢ Verify the assessment room will be free of distractions for the duration of the test session.
- ☐ Obtain a student test ticket for each student who will be testing. Test tickets are secure materials and should be securely stored until you are ready to pass them out. Students will require a separate ticket for each part of the test. See chart below on number of test tickets needed for each assessment.

Assessment	Number of Test Tickets Required
Social Studies	One
Science	One

- ☐ Count the test tickets you will be using for this test session. Make a note of this number so you know how many tickets to collect after students have signed in.

Tip!

Take a few minutes to review all the parts of this document you will need to read aloud during testing. Use sticky notes or sticky flags to give yourself a quick reference to the next set of directions to read.

iPAD/CHROMEBOOK: *If your students are testing on an iPad or Chromebook, there are a few additional tasks you'll need to be aware of. It is important to review this information BEFORE the first day of testing to ensure a smooth testing experience.*

iPAD: *Older iPads (using iOS version 9.3.1 or earlier) may use Guided Access* for test security. If so, to enable the volume rocker buttons after starting Guided Access, triple select the home button again. You will be prompted to enter the four-digit passcode. Please remember to shield this passcode from student view.*

On the following screen, look for "Hardware Buttons" on the bottom left. Select "Options" and ensure "Volume Buttons" is enabled (green). Select "Resume" in the top right corner to return to testing in Guided Access mode.

Assessment with Audio – Enabling Volume Rocker Buttons

Please note that if using Guided Access, it needs to be stopped on each device once the test session is finished.

**More information on Guided Access can be found in the M-STEP TAM.*

PERMITTED ITEMS IN TESTING ROOM

Students may only have required testing materials and any accommodations specified in the student's IEP, Section 504 Plan, and EL instruction documentation at their work spaces during testing.

Item	Permitted?
Pencil	YES – If students are provided scratch paper as a universal tool.
Highlighter	NO – A highlighting function is included within the test engine.
Additional paper (provided by School/District)	YES – Blank scratch paper is *allowed* for Social Studies and Science as a universal tool.
CD and DVD Players	NO – Not needed for online testing.
Headphones (provided by School/District)	YES – For tests with an audio accommodation. NO – For tests that do not have an audio component.
Non-academic reading material	YES – Non-academic reading material is allowed for student use AFTER testing is completed. Electronic formats are NOT allowed. Reading material must be a traditional book or magazine. Reading material must be kept off work surface until the test has been submitted.

It is particularly important to understand the difference between helping students understand test directions and online tools and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words, reading any part of the test aloud to students, or manipulating tools. These activities are not appropriate and will result in test scores being invalidated.

PROCEDURES FOR TESTING BREAKS, INTERRUPTIONS, OR PAUSES

If a student needs to pause their test for a few minutes, use the **blue Pause button** in the tool bar along the bottom of the screen. Once the Pause button is selected, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test.

If a student needs to exit the test to move to another workstation or to resume at a later time, select the Pause button, select Exit, and then select "Yes, Exit" on the pop-up screen. The student will need their test ticket to log in again. If a student does not submit ("End") the test on the same day which it was started, the test will remain "In Progress" overnight. The student will be able to log back in using the same test ticket to complete testing.

TEST DIRECTIONS—INTRODUCTION—ALL M-STEP GRADE 11 ASSESSMENTS

1. **The Introduction section of Online Test Directions is the same for all online tests. Please insert the test name in the appropriate blank as you read the directions to students. Page 19 lists pages for subject-specific directions that are read after the Introduction.**
2. Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.
3. Make sure that no student is in possession of a cell phone, camera, or other personal electronic device. It is recommended that Test Administrators collect any electronic devices prior to distributing any test materials.
4. All tools may not be available for every assessment. For example, the Periodic Table of the Elements will only be provided for the Science test.

Instruct students that they should not open anything on their computers until they are told to do so. The device desktop/home screen should be visible until you instruct students to open INSIGHT. Distribute and ensure students have all allowed test materials.

TIP! *Make note on the test roster of the test tickets you are distributing. Use the test roster to verify you have collected all tickets after students have signed in.*

SAY: **Welcome to the M-STEP (**Please Insert Name of Test**) _____. We are now ready to begin. It is important that you give this test your best effort so that you can show yourself, your teachers, and your parents what you know and can do. Please carefully follow these directions. Do not select anything on your computer until I tell you to do so.**

I will now pass out your test ticket.

If your school is using scratch paper as a universal tool, read the following section:

SAY: **I will now pass out scratch paper for you to use during your test.**

If headphones are needed, read the following section:

SAY: **I will now pass out headphones to use during your test.**

SAY:

Each of you now has a test ticket. Check to make certain that your name and correct date of birth appear on the test ticket and it has the correct name of the assessment (Name of assessment**) _____. Raise your hand if your test ticket does not have your name, your correct date of birth, or the correct assessment name on it.**

Correct any ticket distribution errors. If a test ticket contains incorrect student information, please report the issue to your Building Assessment Coordinator immediately.

M-STEP Spring 2017 Test Ticket
G 11 Science

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2000
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 234K79HQ
Accommodation(s): MSK

TIP!

A list of accommodations and the abbreviations used are available in the Test Administrator section of the M-STEP Test Administration Manual (TAM).

TEST DIRECTIONS—TEST SIGN-IN

SAY:

Now we are ready to begin. First, launch INSIGHT on your computer (or iPad). You should see the Michigan Department of Education screen with a picture for M-STEP, a picture for MI-Access, a picture for Early Literacy and Mathematics, and a picture for Reserved for Pilot Testing. Is there anyone who does not see this screen?

Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the M-STEP Technology Coordinator or M-STEP Building Assessment Coordinator. It is acceptable to move the student to another computer.

CHROMEBOOK: *Students can NOT be logged in to a Google account. As a guest, they should be directed to launch INSIGHT by selecting "apps" from the taskbar. This will launch INSIGHT in "kiosk mode." If the app is launched while signed in to a Google account, they will receive an error.*

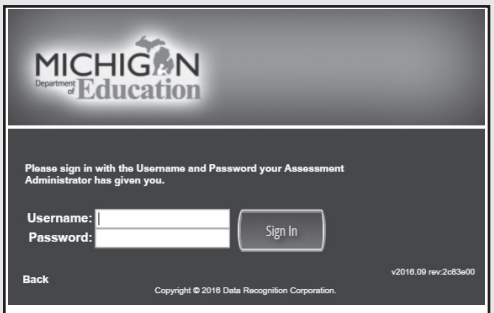
Login steps are the same as for the desktop/laptop version, except that students will use their finger to move the cursor (instead of a mouse). Please remember that students should be using an external keyboard, and if they've already been taught, they can use the "tab" key to move the cursor between fields.

Chromebook Not in Kiosk Mode Error Message

When all students are ready,

SAY:

On the left-hand side of the screen, under M-STEP, select Test Sign In. You should then see the sign-in screen appear. Is there anyone who does not see the sign-in screen?

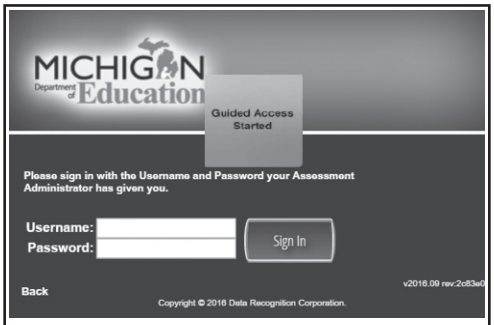


Test Sign-In Screen

Pause to assist students if necessary.

iPAD: *Older iPads (using iOS version 9.3.1 or earlier) may use Guided Access* for test security. If using, turn on Guided Access by triple selecting the home button. After you have triple selected the home button, check for confirmation that Guided Access has started. A square message box will appear momentarily (see the screenshot).*

You may choose to have students complete this step.



Guided Access Started Confirmation

Please note that if turned on, Guided Access will need to be stopped by the Test Administrator on each device once the test session is finished (see page 29).

**For more information on Guided Access, refer to the M-STEP TAM and the Technology User Guide.*

TEST DIRECTIONS—WELCOME SCREEN

When all students are ready,

SAY:

You may now enter your Username and Password in the spaces provided on the screen. Your Username and Password are found on your test ticket. If you need assistance, please raise your hand. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen.

Please do not go ahead. We will do several screens together to review sign-in, navigation, and available tools.

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content/part; Usernames and Passwords are not case sensitive. The student's date of birth should be used to verify that the correct test ticket is given to a student.

TIP!

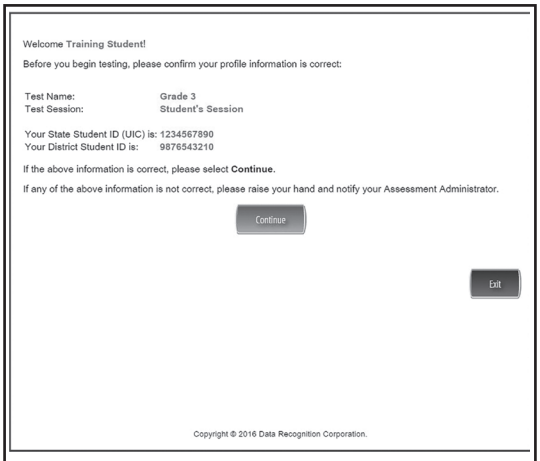
*If a student receives an "invalid login," select the "back" button in the bottom left corner of the sign-in screen. Select Test Sign In below the M-STEP icon (be sure you are **not** selecting below the MI-Access, K–2, or Pilot icons) and try again. Verify correct Username and Password have been entered.*

When all students are ready,

SAY:

When you have selected the Sign In button, a welcome screen with your name opens. Is there anyone who does not see the welcome screen with your name?

Pause to assist students as necessary.



Welcome Screen with No Accommodations

When all students are ready,

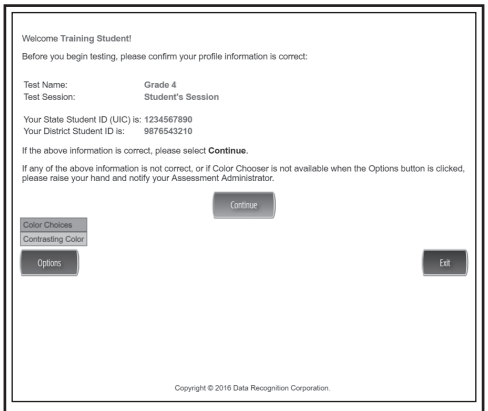
SAY:

Look at the information on the welcome screen and make sure that the following facts about you are correct:

- **Your test name**
- **Your first name, middle initial (if available), and last name**
- **Your test session**
- **Date of Birth**
- **Your State Student ID (also called your UIC)**
- **Your district student ID (if available)**

TIP!

This screen is the first opportunity to turn on the color accommodations for ***students with vision impairments that require one or more of these accommodations****. Color Choices (CC) and Contrasting Color (CTC) are available using the Options button when assigned in eDIRECT by the Building Assessment Coordinator. You may need to assist these students.*



Color Chooser Screen

SAY:

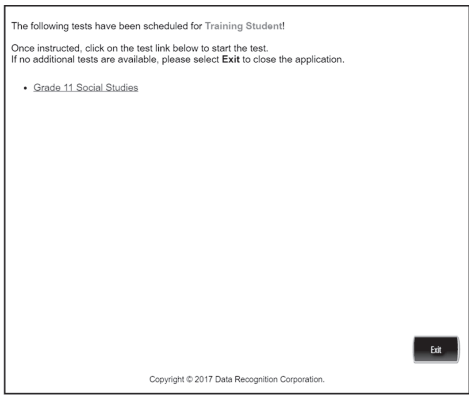
If the information about you is correct, select the Continue button. If the information is not correct, raise your hand.

Pause to assist students as necessary.

When students are ready,

SAY: **After you have selected the Continue button, the test selection screen will open. Is there anyone who does not see the test selection screen?**

Pause to assist students as necessary.



Test Selection Screen

When all students are ready,

SAY: **We are now ready to begin the test. Use your pointer to select (**test name**). Once you have selected the test name, the test directions screen should open. Is there anyone who does not see the test directions screen?**

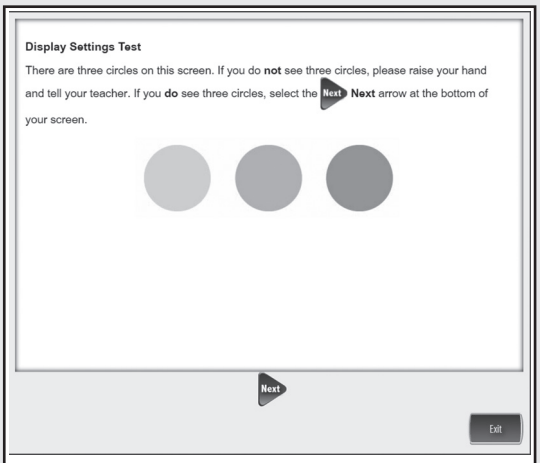
TEST DIRECTIONS—SYSTEM CHECK AND TEST SECURITY

SAY: **I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the Next button to move to the next page to follow along.**

(Read Aloud for ALL ASSESSMENTS)

SAY: **You should now be on the Display Settings Test screen.**

There are three circles on this screen. If you do not see three circles, please raise your hand and tell your teacher.



Display Settings Test Screen

If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation if available. Contact the Building Assessment Coordinator regarding the computer.

When students are ready,

SAY: **If you do see three circles, select the Next arrow at the bottom of your screen.**

Check monitors to confirm that all students are now on the "Test Security" page.

SAY:

You should now be on the Test Security screen.

You are about to take the Michigan Student Test of Educational Progress, or M-STEP. In order for the results to be valid, you must not

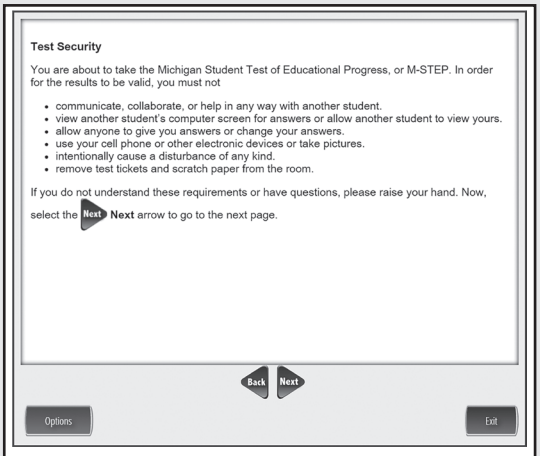
- **communicate, collaborate, or help in any way with another student.**
- **view another student's computer screen for answers or allow another student to view yours.**
- **allow anyone to give you answers or change your answers.**
- **use your cell phone or other electronic devices or take pictures.**
- **intentionally cause a disturbance of any kind.**
- **remove test tickets and scratch paper from the room.**

If you do not understand these requirements or have questions, please raise your hand.

Pause for questions.

SAY:

Now, select the Next arrow to go to the next page.



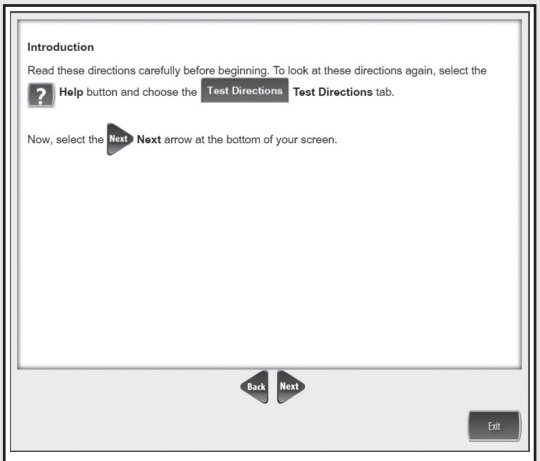
Test Security Screen

TEST DIRECTIONS—INTRODUCTION

Check monitors to confirm that all students are on the Introduction page.

SAY:

Read these directions carefully before beginning. To look at these directions again, select the Help button and choose the Test Directions tab. Now, select the Next arrow at the bottom of your screen.



The First Directions Screen

TEST DIRECTIONS—ANSWERING QUESTIONS

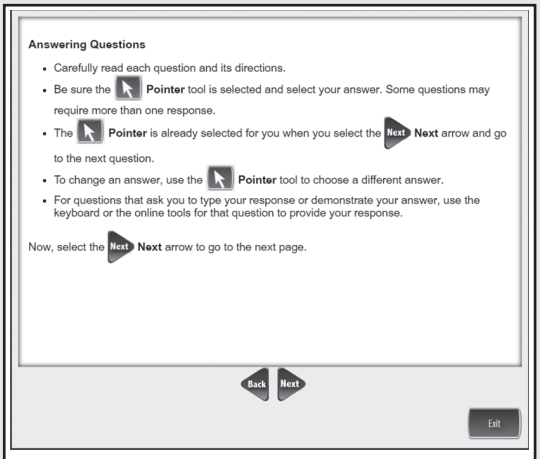
Check monitors to confirm that all students are on the Answering Questions page.

SAY:

You should now be on the Answering Questions screen.

- **Carefully read each question and its directions.**
- **Be sure the Pointer tool is selected and select your answer. Some questions may require more than one response.**
- **The Pointer is already selected for you when you select the Next arrow and go to the next question.**
- **To change an answer, use the Pointer tool to choose a different answer.**
- **For questions that ask you to type your response or demonstrate your answer, use the keyboard or the online tools for that question to provide your response.**

Now, select the Next arrow to go to the next page.



Example of Answering Questions Screen

Check monitors to confirm that all students are on the Navigation page.

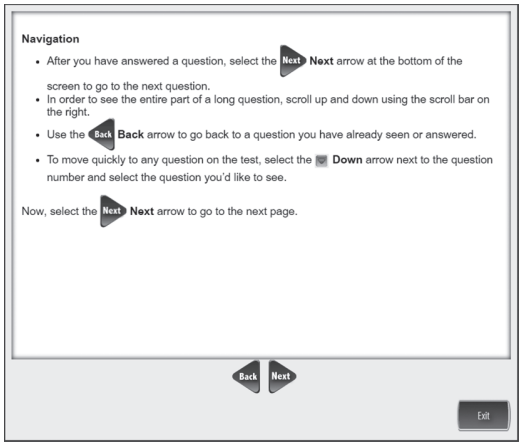
TEST DIRECTIONS—NAVIGATION

SAY:

You should now be on the Navigation screen.

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.**
- **In order to see the entire part of a long question, scroll up and down using the scroll bar on the right.**
- **Use the Back arrow to go back to a question you have already seen or answered.**
- **To move quickly to any question on the test, select the Down arrow next to the question number and select the question you'd like to see.**

Now, select the Next arrow to go to the next page.



Example of Navigation Screen

Check monitors to confirm that all students are on the Tools page.

For the remainder of the test directions, the directions differ depending on which assessments you are administering. Please be sure you read the correct directions for the specific test you are administering based on the chart below. The "Use These Pages" column indicates the pages in the manual where you should continue reading test directions for your specific test.

Assessment	Specific Test to Administer	Use These Pages
Social Studies	➢ Social Studies ➢ Social Studies with Text-to-Speech (TTS) enabled	Use Pages 20 to 23
Science	➢ Science ➢ Science with Text-to-Speech (TTS) enabled	Use Pages 24 to 27

TEST DIRECTIONS FOR GRADE 11 SOCIAL STUDIES

Be sure you have completed the directions on pages 7–18 before you start this section.

TOOLS—SOCIAL STUDIES

SAY:

You should now be on the Tools screen.

There are several tools to help you with the questions.

SAY:

***Pointer*: Use the pointer tool to choose an answer.**

***Cross-Off*: Use the cross-off tool to mark answers that you believe are NOT correct.**

***Highlighter*: Use the highlighter tool to highlight important information.**

***Magnifier*: Use the magnifier tool to enlarge the information on the screen.**

***Line Guide*: Use the line guide tool to help you track a single line of text as you are reading.**

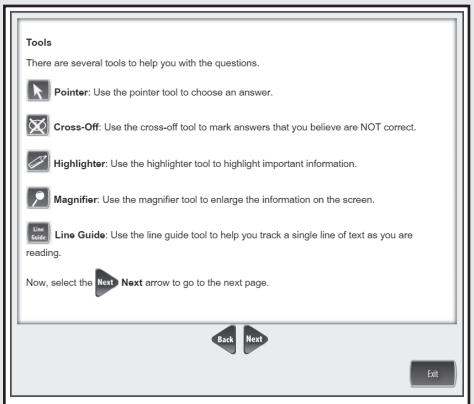
Now, select the Next arrow to go to the next page.

***Sticky Notes*: Use the sticky note tool to type notes on the screen.**

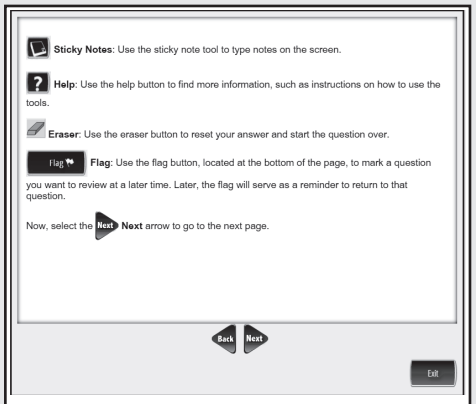
***Help*: Use the help button to find more information, such as instructions on how to use the tools.**

***Eraser*: Use the eraser button to reset your answer and start the question over.**

***Flag*: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.**



First Page of Tools Screen



Second Page of Tools Screen

SOCIAL STUDIES

HELPFUL TESTING HINTS—SOCIAL STUDIES

When you have read the tools section, prompt students to go on. Note that the tools are listed on multiple pages.

SAY:

Now, select the Next arrow to go to the next page.

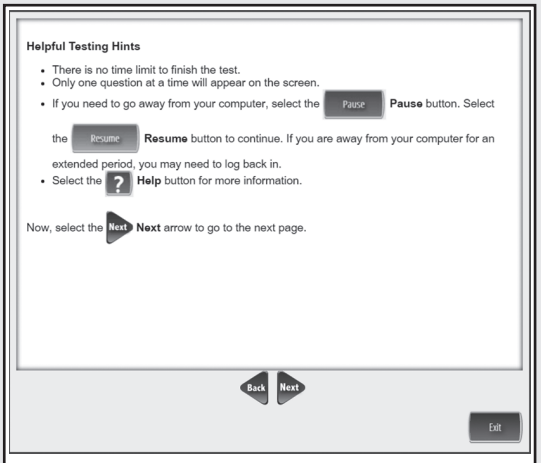
Check monitors to confirm that all students are on the Helpful Testing Hints page.

SAY:

You should now be on the Helpful Testing Hints screen.

- **There is no time limit to finish the test.**
- **Only one question at a time will appear on the screen.**
- **If you need to go away from your computer, select the Pause button. Select the Resume button to continue. If you are away from your computer for an extended period, you may need to log back in.**
- **Select the Help button for more information.**

Now, select the Next arrow to go to the next page.



Helpful Testing Hints Screen

SOCIAL STUDIES

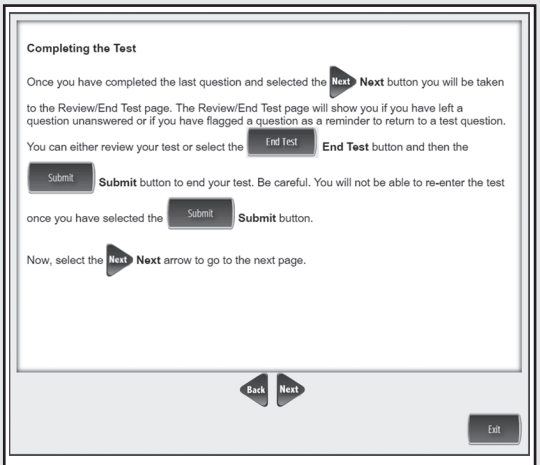
COMPLETING THE TEST—SOCIAL STUDIES

Check monitors to confirm that all students are on the Completing the Test page.

SAY:

Once you have completed the last question and selected the Next button, you will be taken to the Review/End Test page. The Review/End Test page will show you if you have left a question unanswered or if you have flagged a question as a reminder to return to a test question. You can either review your test or select the End Test button and then the Submit button to end your test. Be careful. You will not be able to re-enter the test once you have selected the Submit button.

Now, select the Next arrow to go to the next page.



Completing the Test Screen

SAY:

Are there any questions about the test directions?

Answer all questions.

When all students are ready,

SAY:

To start the test, select the green Begin the Test button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.

Begin the Test Screen

You may begin.

TIP! *Remind students using TTS to put their headphones on and be sure they are working properly.*

Turn to page 29 for the After Testing instructions.

TEST DIRECTIONS FOR GRADE 11 SCIENCE ASSESSMENTS

TOOLS—SCIENCE

SAY:

You should now be on the Tools screen.

There are several tools to help you with the questions.

SAY:

***Pointer*: Use the pointer tool to choose an answer.**

***Cross-Off*: Use the cross-off tool to mark answers that you believe are NOT correct.**

***Highlighter*: Use the highlighter tool to highlight important information.**

***Magnifier*: Use the magnifier tool to enlarge the information on the screen.**

***Line Guide*: Use the line guide tool to help you track a single line of text as you are reading.**

Now, select the Next arrow to go to the next page.

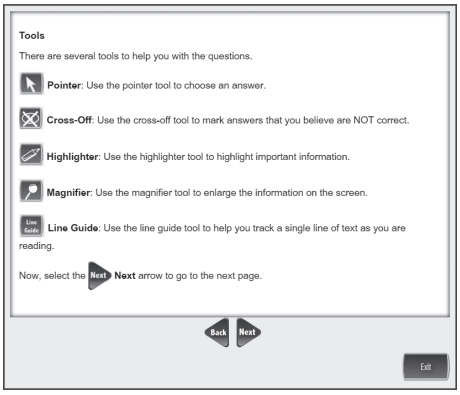
***Sticky Notes*: Use the sticky note tool to type notes on the screen.**

***Help*: Use the help button to find more information, such as instructions on how to use the tools.**

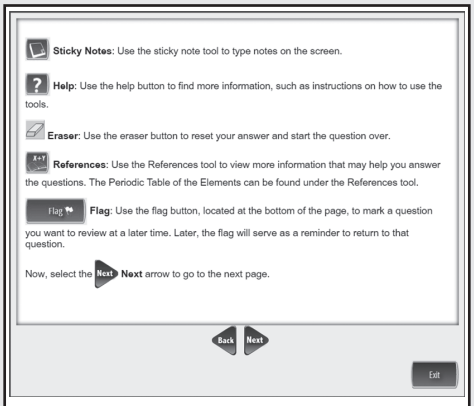
***Eraser*: Use the eraser button to reset your answer and start the question over.**

***References*: Use the References Tool to view more information that may help you answer the questions. The Periodic Table of the Elements can be found under the References Tool.**

***Flag*: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.**



First Page of Tools Screen



Second Page of Tools Screen

SCIENCE

HELPFUL TESTING HINTS—SCIENCE

When you have read the tools section, prompt students to go on. Note that the tools are listed on multiple pages.

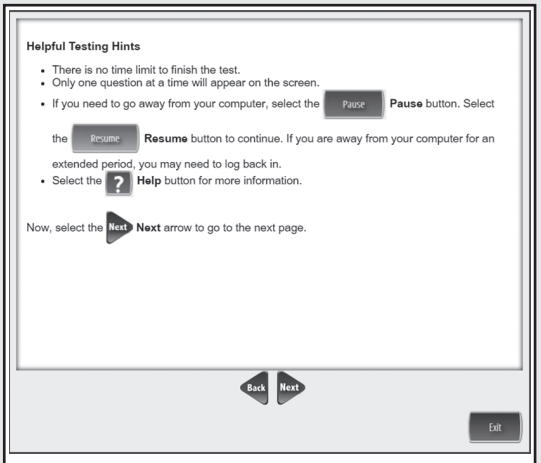
SAY: **Now, select the Next arrow to go to the next page.**

Check monitors to confirm that all students are on the Helpful Testing Hints page.

SAY: **You should now be on the Helpful Testing Hints screen.**

- **There is no time limit to finish the test.**
- **Only one question at a time will appear on the screen.**
- **If you need to go away from your computer, select the Pause button. Select the Resume button to continue. If you are away from your computer for an extended period, you may need to log back in.**
- **Select the Help button for more information.**

Now, select the Next arrow to go to the next page.



Helpful Testing Hints Screen

SCIENCE

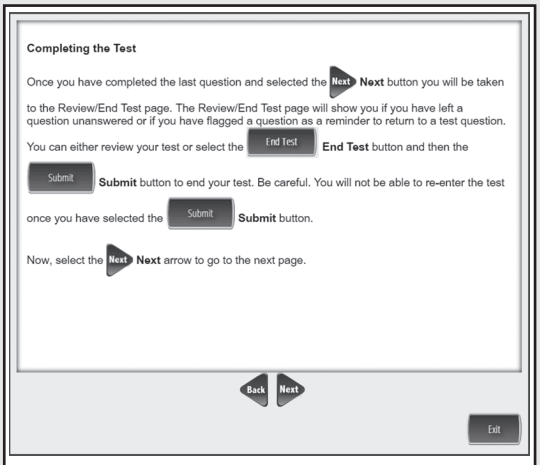
COMPLETING THE TEST—SCIENCE

Check monitors to confirm that all students are on the Completing the Test page.

SAY:

Once you have completed the last question and selected the Next button, you will be taken to the Review/End Test page. The Review/End Test page will show you if you have left a question unanswered or if you have flagged a question as a reminder to return to a test question. You can either review your test or select the End Test button and then the Submit button to end your test. Be careful. You will not be able to re-enter the test once you have selected the Submit button.

Now, select the Next arrow to go to the next page.



Completing the Test Screen

SAY:

Are there any questions about the test directions?

Answer all questions.

SCIENCE

When all students are ready,

SAY:

To start the test, select the green Begin the Test button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.

Begin the Test Screen

You may begin.

TIP! *Remind students using TTS to put their headphones on and be sure they are working properly.*

Turn to page 29 for the After Testing instructions.

SCIENCE

MONITORING DURING TESTING

Collect and recount all student test tickets after students have logged in. Ensure the number of tickets matches the number noted from before testing. Student test tickets are considered secure material. Save these tickets in case a student is logged off and needs it again. Each individual test session requires a different test ticket. **You will not reuse test tickets from one session to the next. Test tickets must be returned to the Building Test Coordinator with all secure materials at the end of each testing session.**

As students are working, move around the room to ensure students are working on the correct part. If a student has selected an incorrect part, select Pause and then Exit to return to the test sign-in screen, **do not select the "End Test" button**.

Maintain a secure and distraction-free test environment.

TESTING IRREGULARITIES

Please refer to the M-STEP Test Administration Manual.

COMPLETING THE TEST SESSION

Collect and recount test tickets. Students who have completed their test will not need these test tickets again, and tickets must be returned to the Building Assessment Coordinator. If students have NOT completed their test, return test tickets to the Building Assessment Coordinator for secure storage until testing can resume. A new test ticket can be printed by the Building Coordinator, if necessary.

EXITING THE TEST ENGINE

Students using a desktop, laptop, or Chromebook can simply exit INSIGHT once they have finished. Ensure you can see the desktop or home screen of every testing device before a student is dismissed. This is particularly important for 1:1 devices that stay with the student (such as a Chromebook, laptop, or iPad).

iPAD: *For students testing on iPads and using Guided Access, you will need to turn OFF Guided Access in order for the student to exit INSIGHT and use other apps on the device. This must be done for each individual iPad. To turn OFF Guided Access, triple select the home button. On the following screen, select "End" in the top right corner. You will be prompted to enter a four-digit passcode. This passcode should have been provided to you by your Building Assessment Coordinator or Technology Coordinator. Students may NOT complete this step. It must be completed by a test administrator. The password is considered a secure material and should be entered outside of student view.*

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