Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

February 25, 2016

Quick Links . . . take you directly to articles or sections . . .

- All Spring 2015 M-STEP and MI-Access Reports Now Available
- M-STEP and MI-Access Pre-Identification and Initial Material Orders
- Additional Material Orders
- WIDA Materials Accountability Form
- PSAT 8/9 and PSAT 10 Accommodations
- M-STEP Training Videos
- ACT WorkKeys- Preparing for Test Administration Part I
- DRC Providing Additional Training for District and Building Coordinators — Next Week!
- SAT Corner
- Important Dates
- Recently Asked Questions

Winter Storm Delays Spotlight!

Thank you for your patience with our delayed delivery!

All Spring 2015 M-STEP and MI-Access Reports Now Available

The last set of Michigan Student Test of Educational Progress (M-STEP) and MI-Access reports for Spring 2015 are now available on the Michigan Interactive Assessment Reporting site. The Michigan Department of Education (MDE) thanks you for your patience as we have worked to implement both a new assessment system and a new reporting system under a relatively short development timeline. This final online report delivery includes the following reports:

M-STEP	MI-Access
Demographic Report • State, ISD, District, School	**Demographic Report** • State, District, School
Comprehensive Report • ISD, District	**Comprehensive** • ISD, District
Target Analysis Report (ELA and Mathematics) • State, District, School	**Standards Analysis Report** (Functional Independence) • State, District, School
Expectation Analysis Report (Science and Social Studies) • State, District, School	**Scoring Focus Analysis Report** (Supported Independence and Participation) • State, District, School

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Key: supports and accommodations information; Reminder

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

A detailed description of each report can be obtained directly from the report page on the Interactive Assessment Reporting Site by selecting information icon.

For information on how to access the assessment reports, please see the How to Access and Navigate Michigan's Interactive Assessment Reporting Site guide. The guide can be found on either the M-STEP (www.michigan.gov/mstep) or the MI-Access (www.michigan.gov/mi-access) web page under **What's New**.

M-STEP and MI-Access Pre-Identification and Initial Material Orders

Students that are pre-identified on the Secure Site to the M-STEP and MI-Access test cycles by **5:00 PM, February 26, 2016**:

- Students testing paper/pencil for M-STEP and MI-Access Functional Independence (FI), printed barcode labels will be provided by the vendor. Districts/schools will need to print barcode labels for students Pre-ID on the Secure Site after **February 26, 2016**. All student answer documents must have a barcode label. The initial material orders for M-STEP and MI-Access Functional Independence (FI) will be based on the number of students pre-identified and designated as paper/pencil testing on the Secure Site as of **5:00 PM, February 26, 2016**. The accommodated versions of the assessments must be keyed in by the district or school on the Initial Material Order page.
- MI-Access Participation (P) and Supported Independence (SI), the number of test administrators for these two tests must be keyed in on the Initial Material Order page of the Secure Site. If no order is entered for P and SI materials, no assessment materials will be shipped.
- Students identified for online testing in M-STEP and MI-Access FI, will be loaded to eDIRECT (the online management system) and available to schools on **March 4, 2016** to place into online sessions, select accommodations and print test tickets. As additional students are pre-identified on the Secure Site and are identified as online testing, they will be copied into eDIRECT each morning. There is no need to order materials for students testing M-STEP and MI-Access FI online.

Additional Material Orders

There will be an opportunity to order additional and makeup materials, depending on the assessment.

SAT

There is no opportunity to order additional materials. The overage that is provided by the College Board is expected to cover any additional students. If the overage is not enough, the student(s) will test during the makeup administration and makeup materials will need to be ordered for the student. On April 12, 2016, the SAT test center supervisor will receive an email from College Board with a link to order makeup materials. **The makeup materials must be ordered by 11:59 PM, April 14, 2016**.

WorkKeys

Additional standard test booklets will be available to order from the Additional Material Order page of the Secure Site **March 31, 7:00 AM – April 8 at 12:00 noon**.

Accommodated materials can be ordered from the Additional Material Order page of the Secure Site from **March 31, 7:00 AM – April 20 at 12:00 noon**.

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Makeup standard test booklets can be ordered from the Additional Material Order page of the Secure Site **April 13, 7:00 AM – April 14 at 5:00 PM**.

MI-Access FI, P, SI

Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site **April 1, 7:00 PM – May 25 at 12:00 noon**.

M-STEP

Grades 5, 8, and 11 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site **March 30, 7:00 AM – April 26, 12:00 noon**.

Grades 3 and 6 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site **April 13 7:00 AM – May 10, 12:00 noon**.

Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site **April 27, 7:00 AM – May 24, 12:00 noon**.

PSAT 8/9 (grade 9 only) and PSAT 10

Schools will be asked to keep unused materials from the initial test administration of the PSAT 8/9 and PSAT 10 to use for makeup testing. On April 12, 2016, the PSAT test center supervisor will receive an email from College Board with a link to order additional materials if needed for the makeup test day. The additional materials **must be ordered by 11:59 PM, April 14, 2016**.

WIDA Materials Accountability Form

All Michigan WIDA AMS users now have access to the Materials Accountability Form. This form will provide online and paper/pencil districts with an accounting of the materials received in their Initial Material Order shipment received at the end of January. **Materials received from Additional Materials Orders placed after January 27, 2016 are not included in this form**. Additionally, users are able to enter the quantity of materials and reasons why a material could not be returned (material destroyed, etc.).

The Materials Accountability Form can be found by logging into the WIDA AMS system, clicking on Materials, and then Accountability Form.

For questions related to the WIDA Materials Accountability Form, please call DRC at 1-855-787-9615 or email WIDA@datarecognitioncorp.com.

PSAT 8/9 and PSAT 10 Accommodations

Supports and accommodations are available to students taking the PSAT 8/9 and 10 assessments. Schools must use the same application procedures for PSAT 8/9 and 10 as they do for applying for accommodations for the SAT. More information on applying for accommodations can be found at Michigan's College Board website (www.collegeboard.org/michigan).

If you missed the deadline to submit accommodation requests or have a new student, please submit the accommodation request as soon as possible. Requests are worked on in the order they are received and while College Board can't commit to having the review complete by the April 12, 2016 test date since it is after the accommodation request deadline, the sooner the request is submitted the better. Regardless, the College Board SSD team will continue to review and approve requests to support the student testing on the makeup administration (excerpt from today's SAT Corner on pages 6 and 7).

M-STEP Training Videos

Last week, MDE made available two new training videos explaining how to navigate the ELA and mathematics computer adaptive tests (CAT) on the M-STEP website. If you haven't had a chance to view these videos, here are the direct links to the videos:

- Navigating the 2016 Mathematics CAT (https://youtu.be/IkOFtYNMCDc)
- Navigating the ELA M-STEP Computer Adaptive Test (https://youtu.be/mwA3Os0u5Uw)

A big THANKS to all who viewed the videos. We hope that the videos will be useful to classroom teachers and students in preparing for the 2016 M-STEP.

Additionally, we are open to suggestions as to how we can better serve your training needs. If you have comments or suggestions regarding these videos, or other topics you'd like to see covered, please email baa@michigan.gov, and use the subject line TRAINING. We will be sure to take your suggestions into consideration for future offerings.

ACT WorkKeys- Preparing for Test Administration Part I

In last week's Spotlight article we discussed ACT WorkKeys test administration materials and provided information about materials ordering and shipping dates. Our focus this week will be to provide important information about preparing for your ACT WorkKeys test administration. All of the information in this article can readily be found in the ACT WorkKeys Test Administration Manual, located on the ACT/Michigan website (http://www.act.org/aap/michigan/workkeys.html).

Testing Staff Requirements

The ACT WorkKeys test coordinator is obligated to provide both acceptable facilities and qualified staff for administering the ACT WorkKeys assessment. The ACT WorkKeys test coordinator can serve at only one school.

Testing Facility Requirements

The ACT WorkKeys test coordinator must select the test site and reserve rooms for administration of the test. Test sites and rooms must meet several requirements to help ensure a fair and secure test environment.

Facilities

Be sure to select facilities that:

- Allow testing staff to control access to the testing areas
- Have a phone that staff can use on test day

You may also want to have a room to use as test-day headquarters for staff and material

When selecting test rooms, be sure to select rooms that:

- Can be reserved to allow time for the entire test session, plus any potential delays
- Can be re-arranged, if needed, to meet testing requirements
- Are quiet and as free as possible from potential distractions
- Have good lighting, temperature, and ventilation
- Have convenient and adequate access to restrooms

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ACT WorkKeys test coordinators should avoid rooms with multiple levels or graduated seating unless you have no alternative, as these types of rooms make security more difficult.

Setting up Test Rooms

To ensure a fair and secure testing environment, ACT WorkKeys test coordinators must:

- Cover or remove material that may give examinees an unfair advantage, such as charts, strategy maps, or other aids relevant to test taking, problem solving, or test topics.
- Ensure that examinees will be able to hear the room supervisor without difficulty; if necessary, arrange for a microphone.
- Arrange the room so that:
  - The room supervisor will be facing the examinees during testing.
  - Testing staff can freely circulate the room and reach each examinee.
  - Testing staff will have a clear view of all examinees and materials. Seating that restricts staff's view, such as seating with study carrels or other dividers, partitions or booths, is prohibited.
  - Seating minimizes the possibility of prohibited behavior.

Seating Arrangements

Seating arrangements must minimize any possibility of prohibited behavior. Examinees must be:

- facing the same direction
- spaced as far apart as possible, and seated no closer than is specified in the ACT WorkKeys Test Administration Manual.
- seated in straight rows and columns, directly in line with each other
- able to see the room supervisor without difficulty
- able to see the room clock, if there is one, without looking around

Please refer to the graphic on Page four of the ACT WorkKeys Test Administration manual for minimum examinee spacing. In addition, Page five of the ACT WorkKeys Test Administration Manual illustrates acceptable and unacceptable seating arrangements.

Writing Surfaces

Writing surfaces must be smooth, hard surfaces large enough for all of an examinee's test materials. Temporary surfaces that rest on the chair arms or the back of the row in front must be approved in advance by ACT. Lapboards balanced on examinees' legs are not allowed.

Note: use standard left-handed desks or writing surfaces that are large enough for left-handed examinees to work comfortably. If you have only right-handed desks available, place two desks together at the far end of a row so left-handed examinees can use both surfaces.

Page six of the ACT WorkKeys Test Administration Manual provides a graphic labeled "Seating at Tables" to show how many examines should set at different table types.

As a reminder, the ACT WorkKeys Test Administration Manual is located on the ACT/Michigan website (http://www.act.org/aap/michigan/workkeys.html).

In next week's article we will take a look at testing staff requirements.

If you have any questions about the ACT WorkKeys assessment, please call us at 800-553-6244, ext. 2800 (enter code 23), Monday through Friday from 9:30 AM – 6:00 PM Eastern Time.

Reminders

DRC Providing Additional Training for District and Building Coordinators

DRC will provide District and Building Coordinator training for the Spring 2016 M-STEP, MI-Access, and K–2 Early Literacy and Mathematics online assessments. This training is beneficial for schools that have any students testing online and will provide the following information:

- An overview of what's new for 2016
- Opportunities for student practice
- Helpful online testing tips
- Finding resources
- Q&A

The dates and time for each presentation are listed. Click on the link to register for the session in question:

Next Week!

March 1, 2016 from 3:00-4:00 EST – K-2 Early Literacy and Mathematics Administration Training (http://tiny.cc/K22016admin)

March 2, 2016 from 3:00-4:00 EST – M-STEP Administration Training (http://tiny.cc/MSTEP2016)

March 3, 2016 from 3:00-4:00 EST – MI-Access Administration Training (http://tiny.cc/MIACCESS2016)

If you are unable to attend the training, a recording of the all the Administration trainings will be posted to eDIRECT by the end of the day on March 4, 2016. You can find these recordings by navigating to eDIRECT (https://mi.drcedirect.com) → **General Information** → **Documents** → **Document Type: Training Presentations & FAQs**.

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

SAT Test Day Training – Now Open

The SAT online training will be available **February 19, 2016–March 30, 2016**. Test Center Supervisors and SSD Coordinators must complete training **no later than March 17, 2016** in order for test materials to be shipped for a March 23, 2016 arrival. **Please note it may take up to 24 hours for your training to appear in the My Learning section of the Learning Management System after you follow the email link to register for the training.** Test Center Supervisors will need to provide access to the training to both Associate Supervisors and SSD Coordinators. This can be done within the course, or by forwarding the email with the link to the training. In addition, Test Center Supervisors received a kit which included one SAT Testing Manual as well as samples of all test day forms to support training. Additional Testing Manuals will be provided to schools with your testing materials. PSAT 8/9 and PSAT 10 training will be available in March.

College Board Accommodations – What To Do Now

Our Services for Students with Disabilities (SSD) team continues to review all accommodations requests, even though the deadline has passed. If you submitted accommodations by the deadline, they will continue to work up until test day to review and approve accommodations. Our goal is to review and approve all accommodations that were submitted by the deadline. In some of those cases,

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it may mean we are expediting materials to arrive just before test day. SSD Coordinators should continue to monitor their SSD Online Dashboard for status updates. As requests are approved, you will see the updates in SSD Online on the Dashboard, your Eligibility Roster, and Non Standard Accommodations Roster (NAR) once available.

If you missed the deadline or have a new student, please submit the accommodation request as soon as possible. Requests are worked in the order they are received and while we can't commit to having the review complete by the April 12th test date since it is after the deadline, the sooner the request is submitted the better chance it might be. Regardless, our SSD team will continue to review and approve requests to support the student testing on the makeup administration.

SAT Getting Ready Guides

Your schools should have received a shipment of SAT Getting Ready Guides for students. We have learned that our first shipment did not contain the right number of booklets, and we are in the process of shipping additional copies to each school for delivery by March 7th, 2016.

Planning Rooms and Preparing Rosters

Now is the time to begin refining your room plans. We recommend the Test Center Supervisor and the SSD Coordinator work together to confirm the students testing and finalize room planning. Begin by having the Test Center Supervisor pull the list of pre-identified students from the Secure Site. This should be the list of the students who will be testing. In addition the SSD Coordinator should pull the Nonstandard Accommodations Report (NAR) and the eligibility roster from the SSD Online system. You'll use the combination of these three lists to group students into room categories. Once you've identified the number of students in each group, you will determine the total number of rooms using the guidelines provided in the Planning Rooms and Preparing Rosters for the SAT, PSAT 8/9 and PSAT 10 PDF located on the MME web page (www.michigan.gov/mme) under **What's New**.

Key Dates

February 16, 2016:

- Accommodations request deadline
- Deadline to Pre-ID students in the Secure Site to receive pre-printed barcode labels with your materials shipment

February 19 – March 30, 2016: SAT Supervisor Test Day Online Training

Week of March 14, 2016: PSAT 8/9 and PSAT 10 Test Day Training Webinar

March 23, 2016: Test Material arrivals

April 12, 2016: SAT Test Administration

April 12–15, 2016: SAT School-based Accommodated Testing Window

April 12–13, 2016: PSAT 8/9 and PSAT 10 Test Administration

April 12–27, 2016: PSAT 8/9 and PSAT 10 Accommodated Testing Window

April 26, 2016: SAT Makeup Test Administration

April 26–27, 2016: PSAT 8/9 and PSAT 10 Makeup Test Administration

Along with news in the Spotlight, the College Board will continue to update information about the spring implementation on our Michigan website (www.collegeboard.org/michigan).

Important Dates

Friday, February 26 Deadlines!

M-STEP/MI-Access Online

- **February 26, 2016:** Deadline for putting students into online sessions in the Secure Site for the M-STEP and MI-Access FI. Test sessions entered into the Secure Site by February 26, 2016 will be automatically loaded into eDIRECT. After February 26, 2016, you can no longer set up test sessions in the Secure Site; students will need to be put into online test sessions in eDIRECT.

MI-Access P and SI

- **February 26, 2016 at 5:00 PM:** Deadline to enter the number of administrators administering the assessment through the Secure Site on the Initial Material Orders page.

M-STEP, MI-Access FI Paper/Pencil

- **February 26, 2016 at 5:00 PM:** Deadline for students to be pre-identified and identified as paper/pencil testers on the Secure Site for barcode labels, initial materials, and accommodated materials.

K-2 Early Literacy and Mathematics

- **February 26, 2016 at 5:00 PM:** Students pre-identified in the Secure Site by this date will be available in eDIRECT **starting March 4, 2016**. Students can continue to be pre-identified in the Secure Site and they will be loaded daily into eDIRECT; students will need to be put into online test sessions in eDIRECT.

Coming Next Week!

K-2 Early Literacy and Mathematics

- **March 1, 2016, 3–4 PM:** K-2 Early Literacy and Mathematics Administration Training (http://tiny.cc/K22016admin)

M-STEP/MI-Access

- **March 2, 2016, 3–4 PM:** M-STEP Administration Training (http://tiny.cc/MSTEP2016)
- **March 3, 2016, 3–4 PM:** MI-Access Administration Training (http://tiny.cc/MIACCESS2016)

February

SAT

- **February 19 – March 30, 2016:** SAT Supervisor Test Day Online Training

WIDA

- **Now – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

March 2016

WIDA

- **March 18, 2016:** Deadline for WIDA Additional Material Orders in the WIDA Assessment Management System (AMS).

SAT, PSAT 10, PSAT 8/9

- **Week of March 14, 2016:** PSAT 8/9 and PSAT 10 Test Day Training Webinar
- **March 23, 2016:** Test Material arrivals

Important Dates

M-STEP/MI-Access

- **March 24 – 29, 2016:** M-STEP and MI-Access materials delivered to schools and districts (no weekend deliveries).

M-STEP

- **March 30, 7:00 AM – April 26, 12:00 noon:** Grades 5, 8, and 11 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

WorkKeys

- **March 31, 7:00 AM – April 8 at 12:00 noon:** Additional standard test booklets will be available to order from the Additional Material Order page of the Secure Site.
- **March 31, 7:00 AM – April 20 at 12:00 noon:** Accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

April 2016

WorkKeys

- **April 13, 7:00 AM – April 14 at 5:00 PM:** Makeup standard test booklets can be ordered from the Additional Material Order page of the Secure Site.

MI-Access FI, P, and SI

- **April 1, 7:00 PM – May 25 at 12:00 noon:** Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

M-STEP

- **April 13 7:00 AM – May 10, 12:00 noon :**Grades 3 and 6 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.
- **April 27, 7:00 AM – May 24, 12:00 noon:** Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

SAT, PSAT 10, PSAT 8/9

- **April 14, 2016, 11:59 PM:** Deadline to order additional materials.

Recently Asked Questions

Are foreign exchange students expected to take the PSAT 9 and PSAT 10?

The Michigan Department of Education (MDE) is required to offer the PSAT 8/9 and 10 tests and schools and districts are strongly encouraged to participate. PSAT results will not be used in 2015–16 accountability. However, in future years PSAT results may become used in accountability.

When administering the online M-STEP, can a content area be scheduled and administered over multiple days?

Yes. 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 an ELA test session is 90 minutes, you may decide to schedule

- one 2-hour session with a break;
- two 60-minute sessions;
- three forty-minute sessions; or
- one 60- and two 30-minute sessions.

These sessions may be scheduled on a single day or on multiple days during the 3-week grade-level online testing window. The net result for schools is that you schedule what you think is an appropriate amount of time for students to be in test sessions. Students will follow the directions to exit the test without submitting, allowing them to finish the test in another scheduled session.

Are we still giving MI-Access Participation and Supported Independence (P/SI) students a teacher created social studies test?

For MI-Access P/SI in grades 5, 8, and 11, social studies must be assessed using a locally determined assessment. This has not changed from last year and is required to be reported in the Secure Site “Not Tested” screen in June/July.

Will the state be pre-identifying students for the Spring 2016 K-2 benchmark field tests in Literacy and mathematics?

The Division of Accountability Services will not be pre-identifying students for the Spring 2016 K-2 benchmark field tests in Literacy and mathematics. There is no process at this time for the state to know which schools or classrooms have chosen to participate in the field test. To participate schools will need to pre-identify students to the Spring 2016 Early Literacy and Mathematics assessment on the MDE Secure Site.

How do I change a grade level for a student on the Secure Site?

You cannot change a grade level on a test cycle record in the Secure Site. You should unassign the test record with the incorrect grade and then assign the test cycle again with the correct grade. This will create a new barcode number so keep this in mind if you need a barcode label for a paper/pencil answer document.

Recently Asked Questions

When a student is pre-identified on the MDE Secure Site, how long before they are copied into eDIRECT (M-STEP and MI-Access) and AMS (WIDA)?

Once students are pre-identified in the Secure Site and identified as online testing, the students will be copied in eDIRECT and AMS the following morning.

► Access previous Spotlight editions (http://www.michigan.gov/mde/0,4615,7-140-22709_31168-280911--,00.html)

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.