Guide to State Assessments

MICHIGAN Department of Education

→ OVERVIEW

The Michigan Department of Education (MDE) is pleased to build on the successes of the 2015 Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination (MME), and the alternate assessment MI-Access test administrations to improve and refine Michigan's assessment system. The MDE believes that Michigan's assessment system is one of the best in the country to truly measure how our students are doing in preparing for careers and college.

There are certainly fewer changes this year than last year. Some of the most notable are the transition to the SAT for Michigan's college entrance examination as well as making some modifications to reduce testing time in English language arts (ELA) and in the MME.

There have been three main adjustments which have allowed a reduction in testing time:

1. the adjustments to the ELA M-STEP so that performance tasks would only be included in grades 5 and 8;

2. the removal of classroom activities in both ELA and mathematics;

3. there is no longer an 11th grade ELA or mathematics M-STEP, as MDE will be able to use the SAT for 11th grade ELA and mathematics accountability.

Spring 2016 Summative Assessments:

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

- English Language Arts (Grades 3–8): a computer-adaptive (CAT) assessment, plus a performance task in grades 5 & 8.

- Mathematics (Grades 3–8): a computer-adaptive (CAT) assessment, plus performance tasks in each grade 3 through 8.

- Science (Grades 4 and 7): fixed-form online assessments

- Social Studies (Grades 5 and 8): fixed-form online assessments

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MME in grade 11 includes:

- The SAT, including an essay portion

- The ACT WorkKeys

- M-STEP Science: fixed-form online assessment

- M-STEP Social Studies: fixed-form online assessment

PSAT in grades 9 and 10:

- MDE is now offering the PSAT in the spring of 9th and 10th grades! It is expected that all students take the PSAT in 9th and 10th grades, but it will not be part of our accountability system for 2016.

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

- Expressing Ideas (Grades 3–8 and 11): paper/pencil assessment for all students

- Accessing Print (Grades 3–8 and 11): fixed-form online assessments

- Mathematics (Grades 3–8 and 11): fixed-form online assessments

- Science (Grades 4 and 7): fixed-form online assessments

- Social Studies (Grades 5 and 8): fixed-form online assessments

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

- English Language Arts and Mathematics combined administrator booklets (Grades 3, 5–6, 8, and 11)

- English Language Arts, Mathematics, and Science combined administrator booklets (Grades 4 and 7)

The MDE has been working to find creative solutions and best practices to help schools refine the administration of the M-STEP tests to allow for a more positive experience for students and educators.

- The online testing windows for Michigan's assessments will not begin until after most spring breaks are over and ends before Memorial Day. The full window will span 7 weeks beginning April 11 through May 27, 2016. These adjustments, along with moving the administration of SAT and ACT WorkKeys to April, will reduce the overall testing footprint in schools, while still allowing flexibility for successful online administration.

- The MDE is working on recommendations, adjustments, and best practices to improve administration flexibility within the testing day. These include the improved ability to pause and return to test sessions as well as flexibility to administer the M-STEP in smaller chunks of time to better fit school schedules.

The MDE is hopeful that these changes make a positive difference in the overall experience of Michigan's assessment programs, and we are eager to continue to improve. Under the direction of Superintendent Whiston, the MDE will be working with educators and stakeholders around the state in the coming months to look at the overall impact assessments have on schools. This will involve looking at the entirety of assessments: state required tests, local tests, classroom tools, etc. The MDE aims to create an entire system of assessments that complement each other and, most importantly, benefit our students.

Thank you for continuing to partner with the MDE as we work to improve student assessment in Michigan! Stay tuned to future Spotlights as we provide information as timely as possible to prepare for the 2016 assessment season.

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→ TEST SESSION TIMING

Spring 2016 M-STEP tests are untimed and student-paced. Therefore, students **must** be given as much time as needed to complete each session or part of the test. The times listed below are **estimated** times and are provided for planning purposes. You may expect some students will complete the test in less time than estimated while others may require additional time. Be sure to plan for both contingencies.

New this year, online tests will remain open and available for testing until the student ends or submits his or her test. This means that students will have the capability to exit their test at the end of the test session and resume testing in another scheduled session during the 3-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 forty-minute sessions; or

- one 60- and two 30-minute sessions.

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 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 anywhere within the 3-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 ELA CAT Test Session

- estimated test session times do **not** include the following:

    ♦ time traveling to and from the testing room

    ♦ time to distribute and collect test tickets and scratch paper

    ♦ time to sign into the test session

    ♦ time to review online test directions with students

Paper/Pencil Test Days

When scheduling **paper/pencil** test days (see pages 18–20 for designated paper/pencil test dates) and parts, please keep in mind the following:

- schools must administer each test on the designated test day

- 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 were absent on the designated day of testing and for the very few students who needed additional time to complete their test

- estimated test times do **not** include the following:

    ♦ time traveling to and from the testing room

    ♦ time to distribute and collect test booklets, answer documents, and, when allowed, calculators

    ♦ time to complete the first page (demographic page) of the answer document

    ♦ time to review paper/pencil test directions and sample items with students

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→ **TESTING IN M-STEP GRADES 3 – 8**

The following tables provide overall test session timing (see article on page 3 for detailed information on the timings provided) and information on online and paper/pencil timings by content area and grade.

Spring 2016 Test Session Timings Grades 3–8

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
ELA Computer Adaptive	1:30	1:30	1:30	1:30	1:30	1:30
ELA Performance Task	NA	NA	2:00	NA	NA	2:00
Math Computer Adaptive	1:30	1:30	1:30	2:00	2:00	2:00
Math Performance Task	1:00	1:00	1:00	1:00	1:00	1:00
Science Part 1	NA	0:50	NA	NA	0:50	NA
Science Part 2	NA	0:50	NA	NA	0:50	NA
Social Studies Part 1	NA	NA	0:50	NA	NA	0:50
Social Studies Part 2	NA	NA	0:50	NA	NA	0:50
Estimated Total Hours	4:00	5:40	7:40	4:30	6:10	8:10

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

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English Language Arts (ELA)

Grade	Online 💻	Paper/Pencil ✏️
3, 4, 6, and 7	• 3-week testing window • 1 session (1 test ticket) • **Computer Adaptive Test – 1:30** • Breaks can be provided during the test session using the software's pause feature.	• **Day 1 – 50 minutes** Listening/Claim 3 Reading/Claim 1 • **Day 2 – 40 minutes** Writing/Claim 2 Research/Claim 4 • Breaks can be provided at STOP signs in test booklet.

5 and 8	• 3-week testing window
	• 2 Sessions (2 test tickets)
	  ♦ **Computer Adaptive Test (CAT) – 1:30**
	  ♦ **Performance Task (PT) – 2:00**
	• Breaks can be provided during the test sessions using the software's pause feature.
		• **Day 1 – 45 minutes**
		Listening/Claim 3
		Research/Claim 4
		Writing/Claim 2
		• **Day 2:** Reading/Claim 1 – **45 minutes**
		• **Day 3:** Performance Task (PT) – **2:00**
		• Breaks can be provided at STOP signs in test booklet.

Mathematics

Grade	Online 💻	Paper/Pencil ✏️

3 – 5	• 3-week testing window
	• 2 sessions (2 test tickets)
	  ♦ **Computer Adaptive Test (CAT) – 1:30**
	  ♦ **Performance Task (PT): – 1:00**
	• No calculators permitted
	• Breaks can be provided during the test sessions using the software's pause feature.
		• **Day 1: Part 1 – 45 minutes**
		      Part 2 – 45 minutes
		• **Day 2: Part 3 – Performance Task (PT) – 1:00**
		• No calculators permitted
		• Breaks can be provided at STOP signs in test booklet.

6 – 8	• 3-week testing window
	• 2 sessions (2 test tickets)
	  ♦ **Computer Adaptive Test (CAT) – 2:00**
	  ♦ **Performance Task (PT) – 1:00**
	• Grade 6 – Embedded basic calculator
	• Grades 7/8 – Embedded scientific calculator
	• Breaks can be provided during the test sessions using the software's pause feature.
		• **Day 1: Part 1 – 45 minutes**
		      Part 2 – 1:15
		• **Day 2: Part 3 – Performance Task (PT) – 1:00**
		• Grade 6 – Basic calculator
		• Grades 7/8 – Scientific calculator
		• Breaks can be provided at STOP signs in test booklet.

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Science

Grade	Online 💻	Paper/Pencil ✏️

4 and 7	• 3-week testing window
	• 2 sessions (2 test tickets: Part 1, Part 2)
	  ♦ **Part 1 – 50 minutes**
	  ♦ **Part 2 – 50 minutes**
	• Breaks can be provided during the test sessions using the software's pause feature.
		• **Day 1: Part 1 – 50 minutes**
		    Part 2 – 50 minutes
		• Breaks can be provided at STOP signs in test booklet.

Social Studies

Grade	Online 💻	Paper/Pencil ✏️

5 and 8	• 3-week testing window
	• 2 sessions (2 test tickets: Part 1, Part 2)
	  ♦ **Part 1 – 50 minutes**
	  ♦ **Part 2 – 50 minutes**
	• Breaks can be provided during the test sessions using the software's pause feature.
		• **Day 1: Part 1 – 50 minutes**
		    Part 2 – 50 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 Exam (MME) for 11th graders, starting in Spring 2016, MDE is offering PSAT 8/9 to students in 9th grade **only** and PSAT 10 for 10th graders. The 9th and 10th grade PSAT will NOT count towards Spring 2016 accountability.

Spring 2016 Test Session Timings - High School

Subject	Grade 9	Grade 10	Grade 11
Science	NA	NA	0:50
Social Studies	NA	NA	0:50
PSAT*	3:05	3:00	NA
College Entrance*	NA	NA	4:22
Work Skills*	NA	NA	2:30
Estimated Total Hours	3:05	3:00	8:32

* 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
Break	5	N/A
Variable section with Reading, Writing, or Math Questions	20	N/A
Book collection	5	5
Total (hours, minutes)	3h, 5m	3h

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 and Social Studies

Testing times for the MME components are on the following pages. For detailed information on online testing windows and paper/pencil testing dates, see the **Spring 2016 Testing Schedule for Online and Paper/Pencil Assessments** beginning on page 17 of this document.

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)	**4h, 22m**

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ACT WorkKeys

Tests	Time (in minutes)
Reading for Information	45
Applied Mathematics	45
Break*	15
Locating Information	45
Total (hours, minutes)	**2h,30m**

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

M-STEP Science and Social Studies

Grade	Online 💻	Paper/Pencil ✏️
11	• 3-week testing window • **Science:** 1 session (1 test ticket) **– 50 minutes** • **Social Studies:** 1 session (1 test ticket) **– 50 minutes** • Breaks can be provided during the test sessions using the software's pause feature	• Designated paper/pencil test date • **Science:** 1 Part **– 50 minutes** • **Social Studies:** 1 Part **– 50 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 mild but significant cognitive impairment, 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 moderate cognitive impairment, 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 severe cognitive

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impairment, 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 website (www.michigan.gov/mi-access).

MI-Access Functional Independence (FI)

The MI-Access FI assessments will be administered online in Spring 2016. 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): includes Accessing Print (ELA) and Expressing Ideas (Constructed Writing). **Expressing Ideas will be administered to all students in paper/pencil format, including those students taking the remainder of the FI ELA assessment 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 will remain untimed. Students can complete one part in a single day with the flexibility to have multiple breaks during the day when needed, or test over multiple days.

College Entrance and Work Skills Assessments

Students taking an alternate assessment are not required to take the college entrance or work skills components of the MME. Students whose IEP teams deem it appropriate, are welcome to take the ACT WorkKeys assessments, but are not required to do so. The SAT college entrance exam is the general assessment for ELA and mathematics used for accountability.

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

Only the answer document is online for P/SI. Students will continue to experience activity-based observation items as well as selected-response items using picture cards or instructional materials. Primary Assessment Administrators will enter the scores for each student from 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); and

Social Studies (Grades 5, 8, and 11) – must be assessed using a locally determined assessment.

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→ WIDA

Michigan's summative assessment, federally required to assess students identified as English Learners (ELs) on a yearly basis, is the WIDA ACCESS for ELLs 2.0. This assessment is designed to measure K–12 EL students on their progress in learning the English language, which includes 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.

Beginning with the Spring 2016 administration this assessment has transitioned to a new version of the assessment, the WIDA ACCESS for ELLs 2.0. This assessment can now be administered online in grades 1–12. A paper/pencil form of the assessment is available in grades K–12 for schools and some students who may not yet be technology-ready or have a disability that requires this form of an assessment.

Test Session Timing and Sequence

The summative assessment testing windows for the WIDA ACCESS for ELLs 2.0 online, paper/pencil, as well as the Alternate ACCESS for ELLs is **February 8 – March 25, 2016**.

For scheduling online testing sessions:

- For students testing online in grades 1–12, the Listening and Reading domains must be administered first during the testing window. Because the assessment is staged-adaptive, scores from students' performance in these two domains will determine their tier (A or B/C) for Writing.

- Students no longer need to be separated by Tier (A, B, C) when being administered the assessment. 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. However, 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 3 tickets: one for Listening, Reading, and Speaking. Students in grades 4–12 will have 4 tickets: one for Listening, Reading, Speaking, and 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 5–7 students per computer lab/test setting. A small number of students is necessary to ensure that students' 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.

For scheduling paper/pencil testing sessions:

- For students taking the paper version of the WIDA ACCESS for ELLs, 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 following table 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	• The 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	• Up to 30 minutes • Students listen to prompts and speak into headsets to record their answers • Student responses are automatically sent to DRC for rating and scoring	• Test Administrator plays pre-recorded speaking prompts with a CD • Students speak their responses to Test Administrators • Test Administrators score student speech during administration • 15–35 minutes per student (administered individually)

Writing	• Up to 65 minutes
	• **Grades 1–3** students complete the full Writing test (prompts and responses) on paper
	• **Grades 4–12** students read prompts on the computer screen
	• **Grades 4–12** students keyboard or handwrite responses based Michigan's guidelines—keyboarding is the default setting, please see the [December 3, 2015 Spotlight](http://www.michigan.gov/documents/mde/Spotlight_12-3-15_507523_7.pdf) (http://www.michigan.gov/documents/mde/Spotlight_12-3-15_507523_7.pdf)
	• Keyboarded responses are automatically sent to DRC; handwritten responses will need to be mailed
		• **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 then scored centrally

* 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's Estimated Times for 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) (www.wida.us) as well as within the Secure WIDA Portal.

→ K-2 EARLY LITERACY AND MATHEMATICS FIELD TESTS

The MDE Office of Standards and Assessment (OSA) is conducting a field-test administration of the K–2 Early Literacy and Mathematics assessments (formerly known as the Interim K–2s) this spring. The K–2s are benchmark assessments in mathematics and ELA for students in grades K, 1, and 2. The K–2s are completely aligned to Michigan's content standards, and are administered online only (no paper/pencil version). Benchmark assessments such as the K–2s are designed to be administered at least two times during the school year: typically once in the fall, and again in the spring, and can be used as one measure of student growth on Michigan's content standards. Field tests are optional assessments.

The Spring 2016 online administration of the K–2s will use the same online delivery engine as the M-STEP assessments. The K–2s may be given to students at any time during the M-STEP testing window (April 11 to May 27, 2016) in order to allow schools maximum flexibility in scheduling. Schools participating in the K–2s need to pre-identify their students in the Secure Site using the Pre-ID function. There is no need to inform the OSA via telephone or email on the intent to participate. Schools have the flexibility to administer the K–2s in just one classroom, or several classrooms, in one content area, or both content areas. It is important to note that field-test data are not returned to the school (no reports or student data files generated). The OSA, in conjunction with teams of educators, will review the item-level data from the Spring 2016 K–2 administration to determine item quality. If an item performs well, it will become a future operational item (counting towards student score). If an item performs poorly, it may require revisions and a second round of field testing.

Michigan educators, in conjunction with OSA, have worked diligently to develop age-appropriate, engaging test items aligned to Michigan's academic standards for early elementary students. The Spring 2016 field-test administration will be the 3rd administration of the K–2 Early Literacy and Mathematics assessments. Students who participate in the K–2s this spring will contribute to the data collected on each item as the OSA prepares for the operational K–2 assessments that will be available in the 2016–17 school year. (See the following tables for session and timing information.)

English Language Arts (ELA)

Grade	Online 💻 only
K-2	• 7-week testing window • 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**

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Mathematics

Grade	Online 💻 only
K-2	• 7-week testing window • 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

Online Sample Item Sets

The Office of Standards and Assessment (OSA) has created online Sample Item Sets for students in grades K–2, and grades 3–8. Sample Item Sets are a select group of test items in ELA, mathematics, science, and social studies that encompass different item types, such as multiple choice, constructed response, and various kinds of technology-enhanced items. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards. Since the item sets are embedded in the online test engine used to deliver state assessments, students will develop familiarity with taking tests online while they practice using the test engine's online tools and navigation buttons. 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.

The Sample Item Sets are contained in a broader unit - Online Tools Tutorial (OTT). Use of INSIGHT and the Testing Site Manager (TSM) is required for students in grades K-1 because the sample items include audio support via human voice audio. If your students require audio support via text-to-speech (available for students in grades 2–8), the TSM is required. TSM is your local cache that saves one copy of the audio, rather than needing a separate request for every student testing or training. If your school has already installed and configured INSIGHT, teachers will access the Sample Item Sets through INSIGHT. Once INSIGHT is open, the system will show three separate programs: M-STEP, MI-Access, and Early Literacy and Mathematics. Select "Online Tools Tutorial" and then select "Sample Item Sets." The next screen shows all the grade levels for that program. Once a grade level is chosen, the next screen requires the desired content area to be selected. Some of the tutorials are still in development and will posted as they are completed.

If your school has not installed and configured INSIGHT, this is a great chance to get that done ahead of spring testing. Files are already available for download through eDIRECT (https://mi.drcedirect.com/default.aspx), along with user guides and training videos to help your district Technology Coordinator. Once installed, these programs will auto-update (if enabled on the TSM) to make sure you are ready for spring testing. The same software is used for M-STEP, MI-Access, and Early Literacy and Mathematics. Your English Learner students will use the same INSIGHT for WIDA Access 2.0, although a second TSM is needed for that test.

Feedback collected from the Spring 2015 M-STEP administration indicates that students and teachers who utilized the Sample Item Sets felt more prepared for online testing, students reported feeling confident about taking assessments online, and school administrator and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

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Paper/Pencil Sample Item Sets

OSA has posted sample item sets in ELA, mathematics, science, and social studies on the M-STEP webpage (www.michigan.gov/mstep) for students taking paper/pencil tests. The 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 practice test implies a test with the same number of items and similar level of difficulty as an actual test.

Student Tutorials

Another important resource schools can access are Student Tutorials. These are student-narrated videos that introduce teachers and students to the online tests and tools contained in the K-2s, M-STEP, and MI-Access assessments this spring. The Student Tutorials are designed to be administered in a group setting, such as the classroom. The tutorials are in development and being posted as they are completed. The can be accessed on eDIRECT (https://mi.drcedirect.com/default.aspx), by selecting **Test Setup**, **General Information**, and then clicking on the **Test Tutorials** tab. Click on the icon under the **Action** column. This takes you to the tutorial page. The student tutorials can also be accessed in INSIGHT. 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, such as the new online Keypad Input. The spring 2016 "keypad input" is a much improved version of the equation builder that was used in spring 2015.

The OSA 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 schedule time to provide students hand-on practice through the use of the online Sample Item Sets and the OTTs described

→ 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 for specific needs across all state assessments. In 2015, a new conceptual model for thinking about these tools offered to students was introduced. These tools are now 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 includes embedded default tools for an online assessment such as a highlighter or cross-off tool. A Designated Support may be Text-to-Speech, an audio option designed to provide an audio representation of some text on the screen for some students. An example of an Accommodation is a braille form of an assessment.

In tandem with making sure students can have needed 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. Additionally, students must always be able to show their own knowledge of a particular standard or skill. Calculators provide a perfect example of these concepts. Students are not

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always allowed to use a calculator on some sections or items of an assessment. This is due to specific standards being assessed. A student allowed to use a calculator on these items would therefore 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 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 with 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 webpages. Additional information can also be found in each test administration manual.

Making Decisions on an Individual Student Basis

For all students, the selection of appropriate tools, designated supports, and accommodations must be done for the classroom as well as for assessments. The tools, designated supports, and accommodations used on the assessments should be ones with

which the student is already familiar using or are used during regular instruction. A mismatch in these types of supports offered can cause significant difficulties for students at the time of testing and potentially negatively impact students' 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 assessment. It would also be inappropriate for districts to make blanket decisions about assessment supports for particular student groups. Again, because we know all students have different needs, this could have a similar negative impact on test scores.

For students with disabilities, all needs and how those needs are met are outlined on a student's Individualized Education Program (IEP). It does not matter where in the framework the support is listed (universal tool, designated support, or accommodation). If it is required for the student to access classroom and state assessments, it should be listed on the student's IEP.

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→ TECH CORNER

Online Testing Technology Information

All online testing will use the same software from Data Recognition Corporation (DRC) that was used to successfully administer the 2015 online assessments and field tests. The Technology User Guide and other support materials are available on eDIRECT (https://mi.drcedirect.com).

- INSIGHT is the secure browser your student 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, and WIDA ACCESS for ELLs 2.0.

- The Testing Site Manager (TSM) is a local caching server.

  - ♦ To save bandwidth, the TSM caches test content. All the text, audio, and video is stored on your TSM so it is not downloaded separately for each test.

  - ♦ The TSM also caches student responses to non-adaptive tests. If the Internet connection is lost, the TSM will start saving responses locally and send them at the end of the test. Computer adaptive tests need a reliable Internet connection to send responses after each question.

  - ♦ One TSM supports up to 150 concurrent testing devices. A school can have more than one TSM, and one TSM can serve multiple schools.

  - ♦ 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) if students will be taking WIDA online.

- The Device Toolkit is a new tool connecting INSIGHT and the TSM. It makes it easier to manage many devices and to switch between TSMs, especially useful if students are also taking WIDA online.

A wide range of devices is supported for Spring 2016 testing. This includes non-touchscreen Windows-, Mac-, Chrome-, and Linux-based computers and laptops, along with iPads and some Androids and touchscreen devices. Older operating systems such as Windows XP and OS X 10.6 will not be supported.

Click the following link for the device and OS requirements for online testing (http://22itrig.org/downloads/m-step/insight_system_requirements_as_of_8_5_15.pdf) or you can find them in the Technology User Guide, which offers installation instructions for the supported operating systems.

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2016 Testing Schedule
for Online and Paper/Pencil Assessments

The Michigan Department of Education (MDE) Spring 2016 testing windows and dates for all summative online and paper/pencil assessments are included in this document.

For Spring 2016, students in grades 3–8 will be taking M-STEP English language arts (ELA) and mathematics (3–8), science (4 and 7), and social studies (5 and 8). Students in grade 11 will be taking the SAT™ College Entrance exam, which includes the ELA and mathematics components; the ACT WorkKeys®, and the M-STEP science and social Studies assessments. **New this year**: students in grades 9 and 10 will take the PSAT™.

The following table shows the testing windows for summative assessments in grades 3–11. Please note that designated dates for paper/pencil assessment are provided in the calendars on the following pages.

Spring 2016 Testing Schedule for Summative Assessments

Assessment	Week Beginning															
	2/8	2/15	2/22	2/29	3/7	3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23
M-STEP Grades 5, 8, and 11 🖥️✏️										3 weeks						
M-STEP Grades 3 and 6 🖥️✏️												3 weeks				
M-STEP Grades 4 and 7 🖥️✏️														3 weeks		
MI-Access Alternate Assessments 🖥️✏️										7 weeks						
College Entrance: SAT with Essay ✏️										4/12 only		4/26 only				
Accommodations Testing										4/12-4/15		4/26-4/29				
Work Skills: ACT WorkKeys ✏️										4/13 only		4/27 only				
Accommodations Testing										4/13 – 4/27						
PSAT* ✏️										4/12 or 4/13		4/26 or 4/27				
Accommodations Testing										4/12 – 4/27						
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.

Icon Legend 🖥️ Online Assessment ✏️ Paper/Pencil Assessment

10/12/15

2016 Testing Schedule
for Online and Paper/Pencil Assessments

ONLINE Test Administration Dates*

- **Grades 5, 8, and 11:** the online tests may be administered on any instructional day **April 11 – April 29, 2016**

- **Grades 3 and 6**: the online tests may be administered on any instructional day **April 25 – May 13, 2016**

- **Grades 4 and 7:** the online tests may be administered on any instructional day **May 9 – May 27, 2016**

- **MI-Access Alternate Assessments—Grades 3–8 and 11:** the online tests may be administered on any instructional day **April 11 – May 27, 2016**

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

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

Paper/Pencil Test Dates — Grade 11

April 2016						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
					1	2
3	4	5	6	7	8	9
10	11	12 SAT	13 ACT WorkKeys	14 M-STEP SCI/SS	15 Makeup SCI/SS	16
17	18	19	20	21	22	23
		Makeup SCIENCE/SOCIAL STUDIES				
24	25	26 Makeup SAT	27 Makeup ACT WorkKeys	28	29	30
		Makeup SCIENCE/SOCIAL STUDIES				

Paper/Pencil Test Dates — Grades 9 and 10

April 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12 PSAT	13 PSAT	14	15	16
17	18	19	20	21	22	23
24	25	26 Makeup PSAT	27 Makeup PSAT	28	29	30

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

Paper/Pencil Test Dates — Grades 5 and 8

April 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12 ELA Day 1	13 ELA Day 2	14 ELA Day 3	15 Makeup ELA	16
17	18 Makeup ELA	19 MATH Day 1	20 MATH Day 2	21 SOCIAL STUDIES	22 Makeup any content area	23
24	25	26	27	28	29	30
	Makeup - any content area					

Paper/Pencil Test Dates — Grades 3 and 6

April 2016

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

May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Makeup ELA	3 MATH Day 1	4 MATH Day 2	5 Makeup any content area	6 Makeup any content area	7
8	9	10	11 Makeup - any content area	12	13	14
15	16	17	18	19	20	21

Paper/Pencil Test Dates — Grades 4 and 7

May 2016

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 Day 1	18 MATH Day 2	19 SCIENCE	20 Makeup any content area	21
22	23	24	25 Makeup - any content area	26	27	28
29	30	31				