

M-STEP Online Test Administrator's Directions and Manual Grade 4

Michigan Student Test of Educational Progress

Spring 2022

Michigan Department of Education
Office of Educational Assessment and Accountability

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The M-STEP Online Grade 4 Test Administrator’s Directions and Manual includes all information that a Test Administrator needs to know to administer any grade 4 M-STEP assessment. With the exception of the Test Directions for content you will **not** administer, Test Administrators are required to read this document in its entirety **before** administering any grade 4 M-STEP assessment.

The following sections are included in this document:

- Overview
- Before Testing
- During Testing
- After Testing
- Online Test Administration Directions

Online Assessments Covered

These test directions apply to the following Grade 4 assessments:

- English Language Arts Computer Adaptive Test (CAT)
- English Language Arts Computer Adaptive Test (CAT) with Text-to-Speech (TTS) enabled
- English Language Arts—Video Sign Language (VSL) and Closed Captioning (CCAPTION) fixed form
- Math Computer Adaptive Test (CAT)
- Math Computer Adaptive Test (CAT) with Text-to-Speech (TTS) enabled
- Math—Stacked Spanish (ST) fixed form
- Math—Stacked Spanish (ST) fixed form with Human Voice Audio (HVA) enabled
- Math—Video Sign Language (VSL) fixed form

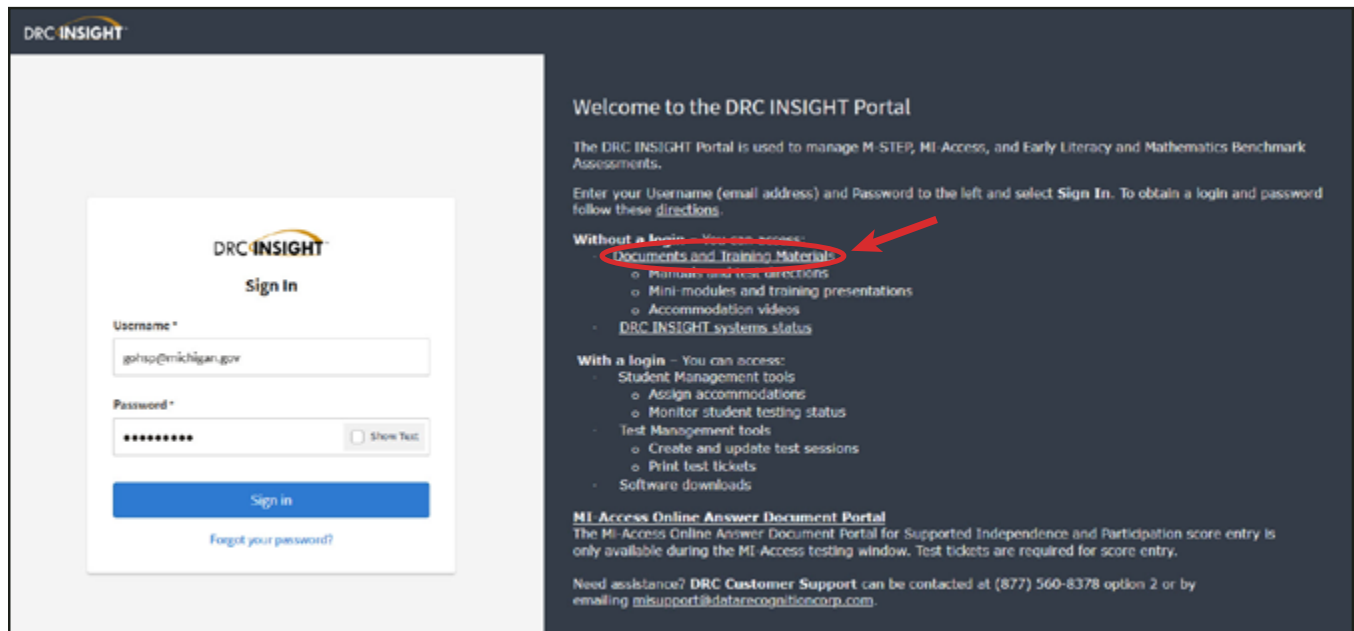
DRC INSIGHT Portal

Important Note: eDIRECT has been renamed **DRC INSIGHT Portal**. The URL has not changed. This manual now refers to eDIRECT as the [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>).

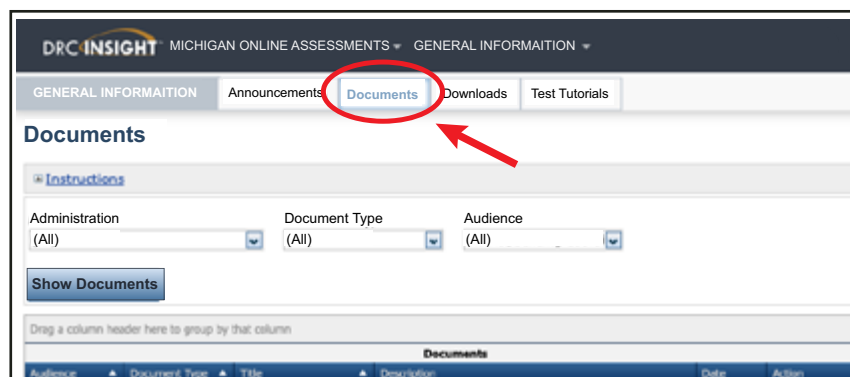
Instructions for easy navigation to documents in the DRC INSIGHT Portal are below.

Users can access documents and resources in the [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>).

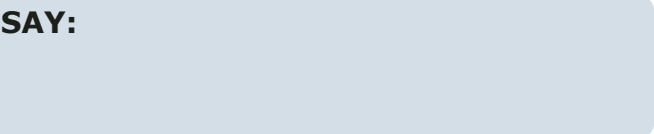

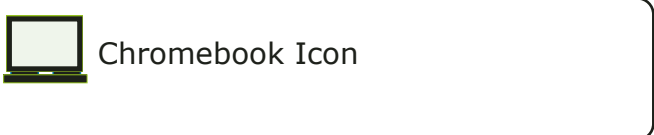
Test Administrators select **“here”** in the **Documents and Training Materials** bullet point to view all of the materials that are available without secure access.



Then, select the **Documents** tab.



Key

Icons	Descriptions
	<p>Speak the words in the shaded box.</p>
	<p>This is a tip to help with a smooth testing experience.</p>
	<p>Information specific to Chromebooks</p>

Online Tools Training (OTT) and Student Tutorials

The Online Tools Training (OTT) is an essential part of the testing process. For detailed instructions on how to administer OTTs, please refer to the Student Tutorials found on the [DRC Insight Portal](https://mi.drcedirect.com) (<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 Test Administration Manual (TAM) will provide more information about using OTTs as well as accessing and using the Student Tutorials.

M-STEP Assessments

The Spring 2022 Michigan Student Test of Educational Progress (M-STEP) includes summative assessments designed to measure student performance relative to the Michigan Academic Standards in English language arts (ELA), mathematics, science, and social studies. This overview will describe the unique characteristics of these content-area tests.

What's New

Testing windows have been updated.

- Grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11 online testing is one six-week window, from April 11 through May 20, 2022.
- Grade 3 ELA is one four week window from April 11 through May 6, 2022.

Available this year for M-STEP mathematics are the Arabic Glossary and Spanish Glossary. These Designated Supports are useful for ELs who have literacy in Arabic and Spanish and who have intermediate to high English proficiency. When enabled, a student will select the References button and they will be provided with a list of selected English words for each test question and their corresponding Arabic or Spanish translation. Please note that not all words in a test question are provided for students which is the reason why students who will benefit the most from this Designated Support should have an intermediate to high English proficiency level.

The new (optional) Test Monitoring application in the DRC INSIGHT Portal allows Test Administrators to monitor student test progress during a test session. Test Administrators are able to see student status, including the question number students are working on and progress toward completion for students, in the Test Monitoring Dashboard. District or Building Assessment Coordinators determine whether to use the Test Monitoring Application. If the Test Monitoring Application is used, Test

Administrators must have a secure log in to the DRC INSIGHT Portal, which is assigned in the OEAA Secure Site. More information is available in the M-STEP Test Administration Manual.

English Language Arts

English language arts (ELA) is assessed with the M-STEP in grades 3-7. ELA covers four claims: reading, writing, listening, and research. There is one test ticket for students testing online.

Listening

Listening is part of the ELA assessment for all students. Students testing online will be required to have headphones to hear the audio presented for this portion of the test.

Mathematics

Mathematics is assessed with the M-STEP in grades 3-7. It covers four claims: concepts and procedures, problem-solving, communicating reasoning, and modeling and data analysis. There is one test ticket for students testing online.

Calculator Policy

Calculator use varies by grade and assessment type (online or paper/pencil). Therefore, it is important for Test Administrators to understand the state's policy on their use.

No Calculators Allowed in Grades 3, 4, and 5

Regardless of the type of test a student is taking (online or paper/pencil), calculators may not be used for any item on the mathematics grades 3, 4, and 5 assessments; calculator use would change the construct of the items, or what they are intended to measure. All students must abide by this policy, even students whose Individualized Education Programs (IEPs) or Section 504 Plans specify otherwise. The use of a calculator at grades 3, 4, and 5 is considered a nonstandard Accommodation, which will

render the assessment invalid. If a student in one of these grades uses a calculator, an incident report must be submitted. Refer to the **Incident Reporting Guide** in [Appendix C](#).

The state’s full **Calculator Policy** can be found in [Appendix A](#). Coordinators and/or Test Administrators may copy and share it in its entirety with others involved in testing mathematics.

Scratch Paper Guidelines

Scratch paper use varies by test grade, and content area. Be sure to review the state’s full **Scratch Paper Policy** in [Appendix B](#).

Designated Supports and Accommodations

The [Michigan Supports and Accommodations Guidance Document](#), which includes the **Supports and Accommodations Tables**, presents appropriate Universal Tools, Designated Supports, Accommodations, identification processes, classroom considerations, and guidelines for all state assessments. The document can be found on the [M-STEP web page](#) (www.michigan.gov/mstep). Guidance in the documents pertains to general education students, as well as to English learners (ELs), students with disabilities (SWDs), and students who are considered ELs and are also identified as SWDs.

Call Center Contact Information

The Office of Educational Assessment and Accountability (OEAA) has a call center to answer questions related to M-STEP testing.

Agents are available to receive questions at the following toll-free phone number and email address during the specified hours.

- **Call:** 1-877-560-8378

- **Email:** mde-oeaa@michigan.gov
- **December 1, 2021 - April 10, 2022:** 8:00 AM–5:00 PM (M–F)
- **April 11, 2022 - May 20, 2022:** 7:00 AM–5:00 PM (M–F)

The following table shows the options related to the M-STEP that are available on the call center phone menu. Select the appropriate option when contacting the OEAA, either through our toll-free number (877-560-8378) or the Lansing-area local number (517-241-4102).

Topic	Option
Known or suspected cheating or unethical testing practices on any state assessment	1
DRC INSIGHT Portal, INSIGHT, Central Office Services (COS), or online assessment tools related to the online M-STEP	2
OEAA Secure Site, testing policies and paper/pencil materials regarding the M-STEP, MI-Access, and Accountability reporting	3

OEAA Communications with Schools and Districts

Keeping educators up to date regarding changes in assessment and accountability is critical. The OEAA communicates with the field in a number of different ways, including:

- **Spotlight on Student Assessment and Accountability weekly newsletter** – sign up to receive the newsletter and/or read archived copies on the [Spotlight web page](#) (www.michigan.gov/mde-spotlight)
- [M-STEP web page](#) (www.michigan.gov/mstep)
- [DRC INSIGHT Portal](#) (<https://mi.drcedirect.com>)
- the Announcement page on the [OEAA Secure Site](#) (www.michigan.gov/oeaa-secure)

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- presentations at state conferences, including the Michigan School Testing Conference held each year in February

Check these sources regularly to stay up to date on assessment- and accountability-related issues and activities.

Standardized Testing

Uniform procedures are essential to a standardized testing program. To ensure comparable scores, all testing staff must

follow the same testing procedures and give instructions exactly as they appear in this manual.

Ensure that you and all testing staff comply with all applicable laws, including those relating to discrimination. By strictly following policies and procedures, you give students the best guarantee of fair testing and the best possible test day experience.

Test Session Timings

Spring 2022 Estimated Test Session Timings Grades 3–7					
Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00
Mathematics Computer Adaptive	1:30	1:30	1:30	2:00	2:00
Science	NA	NA	1:30	NA	NA
Social Studies	NA	NA	0:60	NA	NA
Estimated Total Hours	3:30	3:30	6:00	4:00	4:00

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

Assessment Security

The primary goals of test security are to protect the integrity of the assessment and to ensure that results are accurate and meaningful. Test security is integral in ensuring that no student has an unfair advantage or a disadvantage in assessment performance.

The [Assessment Integrity Guide \(AIG\)](#) was revised and updated in November 2021. This document, available for download on the [M-STEP web page](#) (www.michigan.gov/mstep), details how state-level assessments should be securely administered. The AIG also includes information on roles and responsibilities of testing staff, test preparation, administration irregularities,

and security. District and Building Coordinators are required to read the AIG in its entirety. By following the guidelines in the Assessment Integrity Guide, schools ensure that:

- student test results are valid and reliable
- the testing context is equitable for all students
- all practices are ethical

Overview of Required Security Practices

For additional information on required security practices before, during, and after the test administration, refer to the checklists in Appendix G of the AIG.

Assessment Security Training

All staff members who participate in a state assessment must be fully trained in assessment security.

Test Administrators/Room Supervisors/Proctors/ Training Requirements:

- complete the MDE Assessment Security online course **and/or** read the Assessment Integrity Guide (determined by the District or Building Coordinator)

Any educator who completed the Assessment Security training modules in the past are allowed to take the Assessment Security Refresher course in place of the full Assessment Security Training modules. More information about the Assessment Security Refresher course is available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **Professional Development** section.

Material Security

- All materials that allow access to or contain test questions or student responses are considered secure materials and must be handled in a way that maintains their security before, during, and after testing. This includes accommodated materials, used scratch paper, online test tickets, and test rosters.
- All secure materials must be retained in one secure, locked location within the school. During the test administration window, the materials must be distributed and collected daily.
- Test tickets used to log students into each online test are considered secure materials and must be treated as such. Test rosters, which automatically print along with test tickets, are also considered secure.
- All used scratch paper (including graph paper) must be collected and returned to the building M-STEP Coordinator

immediately after testing, to be shredded. No used scratch paper may be kept in the classroom. Used scratch paper must never be taken from one test session to another.

- No test materials that contain test questions or student responses may be copied at any time or retained in the schools.
- The use of cameras or cell phones and the posting of pictures to social media sites during testing is an enormous security risk. Therefore, students or testing personnel may not take photographs at any time during testing. If students violate this policy, their tests will be marked "Prohibited Behavior" and no emergency tests will be permitted.

Test Administration

All testing staff must adhere to these guidelines.

- Ensure an appropriate testing environment is maintained.
- Begin all standardized test administration procedures according to the explicit directions in this document.
- If not using the Text-to-Speech (TTS) for directions option, read test directions to the students exactly as they are written, as required.
- Monitor student behavior closely for adherence to proper test-taking practices. Ensure that there are no distractions during the test administration period, including talking, noises, and other interactions among students; prevent students from viewing another student's computer screen or answer document.
- Ensure that students whose IEP and/or section 504 plan requires them to use Universal Tools, Designated Supports, and Accommodations have these available to them at the time of testing.

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- Ensure that any student who needs an allowable Universal Tool or Designated Support has these resources available to them at the time of testing.
- Maintain material security.
- Ensure students are not able to access cell phones, smart watches, or any additional technology during testing.

Security Compliance

All staff involved in the administration of M-STEP tests must read and sign an Office of Educational Assessment and Accountability (OEAA) Assessment Security Compliance Form, affirming that they have read the required assessment materials related to their role in the M-STEP administration process, and that they understand their role and responsibilities. Completed forms are required from Test Administrators, proctors, and all other staff or volunteers with access to secure test materials or student responses. All OEAA Assessment Security Compliance Forms must be returned to the Building M-STEP Coordinator and kept on file for three years.

Anyone involved in the administration of the M-STEP is obligated to report any suspected violations of test security.

Materials Permitted or Required During Testing

MDE-Approved INSIGHT Tools Poster

The MDE-approved [INSIGHT Tools Poster](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-407429--,00.html) (https://www.michigan.gov/mde/0,4615,7-140-22709_70117-407429--,00.html) poster is the **only** INSIGHT Tools poster that may be posted during testing. No other tools poster or testing help/tips may be displayed at any time during testing.

The **INSIGHT Tools** poster must not be within reach of students during testing; the poster is to be displayed in the classroom, but not placed at or on student desks or computers.

Any other use of these posters, or any other INSIGHT Tools poster, is prohibited.

Number 2 Pencils

Number 2 pencils should be made available to students testing online to use with scratch paper or graph paper.

Additional Paper

- Scratch paper is allowed for both the online and paper/pencil tests.
- The school may choose to provide additional graph paper to students testing with paper/pencil; however, no formulas, reference materials, or information of any kind can appear on that paper.
- Under no circumstances can used scratch paper, graph paper, or notes be taken from one test session or test part to another.
- All scratch paper and graph paper must be collected immediately after testing, returned to the Building Coordinator, and securely shredded.

For more detailed information on scratch paper, refer to the **Scratch Paper Policy** in [Appendix B](#).

Headphones

- Headphones are required for (1) ELA online listening items, (2) students testing online who need text-to-speech accommodations, and (3) for any test session using the TTS test directions.
- Students may use their own headphones or earbuds, but Test Administrators should check them prior to testing to ensure they are working properly and not connected to any bluetooth device.

Training Requirements and Resources for Students

Resources for Students to Prepare for Testing

A number of resources and tools have been developed to help students gain valuable experience with testing. The resources for online testing may be accessed in the **Accessing Online Tools Training** mini-module available on the [DRC INSIGHT Portal](https://www.mi.drctdirect.com) (www.mi.drctdirect.com) by selecting **Show Documents**. Instructions for easy navigation to documents in the DRC INSIGHT Portal are on [page 2](#).

Available resources include:

- grade-level Sample Item Sets
- sample essay prompts
- Student Tutorials (for use with classrooms of students to provide an overview of what they will practice using the OTTs)
- Online Tools Trainings (OTTs) for general education students
- OTTs for students using Supports and Accommodations

It is highly recommended that schools provide students with opportunities to practice using these resources before they take the online or paper/pencil tests.

Online Student Tutorials

Online Student Tutorials are designed to be viewed with students in a classroom environment to provide an overview of the INSIGHT testing engine and tools. It is a companion activity that prepares students for the Online Tools Training (OTTs). The tutorials are not a substitute for the hands-on practice that the OTTs provide.

The tutorials are available in two places.

- [DRC INSIGHT Portal](https://www.mi.drctdirect.com) (<https://www.mi.drctdirect.com>) – select “here” in the **Documents and Training Materials** bullet point and then

select the Test Tutorials tab. Instructions for easy navigation to documents in the DRC INSIGHT Portal are on [page 2](#).

- INSIGHT testing engine – select the tutorial link at the bottom of the screen

Online Tools Training for Students

Online Tools Trainings (OTTs) allow students to see what different test items look like and to practice using the online testing tools. Before the testing software is installed, you must use the Google **Chrome** web browser to access the OTTs at the [OTT Portal](https://wbte.drctdirect.com/MI/portals/mi/) (<https://wbte.drctdirect.com/MI/portals/mi/>). **Note:** If Chrome is not your default browser, you will need to copy and paste this url address into a CHROME web browser. You can access the OTTs through the testing software, once it is installed.

OTT resources include:

- all ELA, mathematics, science, and social studies sample item sets
- calculator practice module
- graphing practice
- masking (Designated Support)
- color choices/contrasting color (Designated Supports)
- mathematics stacked Spanish translation (Designated Support)
- mathematics Spanish and Arabic glossary (Designated Support)
- text-to-speech (TTS):
 - ELA and mathematics TTS – items only (Designated Support)
 - ELA TTS – items and passages (Accommodation)
- Video Sign Language (VSL) (Accommodation)
- Closed Captioning – ELA (Accommodation)

Providing students with ample practice opportunities will ensure they are familiar with the test content, item types, navigation strategies, and system tools on test day.

Before Testing Checklist

- ❑ With the exception of the Test Directions for content you will **not** administer, Test Administrators are required to read this document in its entirety **before** administering any grade 4 M-STEP assessment.
- ❑ Complete the MDE Assessment Security online course **and/or** read the Assessment Integrity Guide (determined by the District or Building Coordinator)
- ❑ Sign the OEAA Assessment Security Compliance Form
- ❑ Verify INSIGHT software is installed on all testing devices
- ❑ Ensure you know how to launch INSIGHT on the device students will be using to test
- ❑ Ensure students have viewed the student tutorials and practiced using the OTTs
- ❑ Ensure student’s Designated Supports and/or Accommodations (if applicable) have been set and/or that all materials necessary to administer assigned Designated Supports and/or Accommodations are available, such as headphones for TTS
- ❑ If administering any ELA test or using TTS—either for directions only or as a Designated Support and/or Accommodation—ensure that headphones are available
- ❑ Clearly understand the scheduled testing time, including planned breaks
- ❑ Prepare the classroom for testing:
 - Remove or cover all classroom instructional materials that may affect the validity of the assessment. All instructional materials must be removed or covered. This includes all information regarding the content area of the test being administered or test-taking strategies. Examples include, but are not limited to:

- » tips for taking tests
- » content displays
- » word lists
- » writing formulas
- » definitions
- » mathematical formulas/theorems
- » multiplication tables
- » charts or maps

Note: The INSIGHT Tools poster is allowed if it is posted in the classroom (not at students’ desks).

- 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, return to the Building Test Coordinator.
- Verify the testing 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
ELA	One
Math	One

- ❑ 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.

Test Materials Needed for M-STEP

Materials Needed by Test Administrator	Materials Needed by Students
This booklet	Test ticket
Class set of test tickets and roster for the test session being administered	Testing device
	Pencil (optional—needed if scratch paper is used)
	Headphones for ELA listening or the TTS/HVA Designated Support or TTS for Directions Only
	Blank scratch paper (optional—Universal Tool)



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.



CHROMEBOOK: If your students are testing on a Chromebook, there are a few additional tasks you'll need to be aware of. It is important to review the information on [page 17](#) BEFORE the first day of testing to ensure a smooth testing experience.

Important Tasks During Testing

The following tasks should be performed in the order listed.

Managing Student Test Tickets

Test tickets and rosters are secure materials. Once printed, they must be kept in a secure location until the test session is scheduled to begin. Test Administrators are instructed to distribute test tickets just prior to student login, and to collect test tickets after all students have logged in and begun testing.

Only one test ticket should be distributed at a time; students should not have access to any test ticket other than the test the student is currently taking.

After a testing session is complete, the Test Administrator should return all test tickets (and rosters, if printed) to the Building M-STEP Coordinator for:

- destruction (if all students finished the test)

OR

- secure storage (if students have not completed the test)



Some schools sort test tickets into envelopes for “complete” “in progress” and “not started” to help manage test tickets.

Verifying Supports and Accommodations on Test Tickets

For students with Supports and Accommodations, some of those Supports/ Accommodations will be displayed at the bottom of their test ticket (see the following sample test ticket).

<p>M-STEP Spring 20XX Test Ticket - G4 ELA</p> <p>Student Name: Smith, John J. Date of Birth: 11/3/20XX</p>
<p>Username: JSMITH1 Password: 234K79HQ</p>
<p>(Note: Username and password are not case sensitive) Universal Tools - Designated Supports - Accommodations: MSK Test Session: gr 4 ela</p>

Supports and Accommodations are abbreviated on the test tickets as follows:

Supports/Accommodations	Test Ticket Abbreviation
Abacus	A
Auditory Amplification	AA
Alt communication devices	ACD
Administered Individually/ Small Group	AISG
Sign Language ASL Video	ASL
Administrator Sign Test Content in ASL	ASTC
Administrator Sign Test Directions in ASL	ASTD
Arabic Glossary	AG
Bilingual word-to-word dictionary	BWWD
Color Choices	CC
Continuous Magnification	CM
Closed Captioning	CCAPTION
Contrasting Color	CTC
Masking	MSK
Noise Buffers	NB
Non-embedded Calculator	NEC
OEAA Multiplication Table	OMT
Oral Translated Test Directions	OTTD
Read Aloud (Human Reader)	RAHR
Scribe (Non-Writing items)	SNWI

Supports/Accommodations	Test Ticket Abbreviation
Spanish Glossary	SG
Spanish Translation (Stacked)	ST
Scribe (Writing items)	SWI
Text-To Speech (Items Only)	TTS
Text-to-Speech (Items & Passages)	TTSPASSAGE
Visual Aids	VA

Test Administrators need to know which Universal Tools, Designated Supports, and Accommodations are needed for all students prior to the test administration.

Students or Test Administrators will be required to turn on some Accommodations once the student has launched INSIGHT.

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 <i>allowed</i> for ELA, social studies, science, and mathematics as a Universal Tool.

Item	Permitted?
CD and DVD Players	NO – Not needed for online testing.
Headphones (provided by School/District)	YES – For tests with an audio component (ELA does have a listening component for each grade) or students using the TTS/HVA Designated Support or if TTS for Directions Only will be used. NO – For tests that do not have an audio component or students not using the TTS/HVA Designated Support.
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 the students’ work surfaces until the test has been submitted.

Providing Assistance

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 Universal Tools, Designated Supports, or Accommodation, 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.

Student Log In and Questions

- **Assisting a student to log in:** if a student is struggling to log in, the Test Administrator should first verify that the student has selected the M-STEP assessment on the INSIGHT screen (and not the OTTs). Next, the Test Administrator can tell the student that login and password are not case sensitive and observe the student typing the login and password. If the student is still unable to login, the Test Administrator may type the student login and password with the student observing.
- **Answering student questions:** Test Administrators must not help students with any content of the test.
 - » Prohibited practices include (but are not limited to):
 - providing hints
 - defining any words
 - helping to read or pronounce any word
 - pointing out important information in the question or suggesting a student read a certain section of the item or highlight any part of the question
 - in any way provide any verification of a correct/incorrect answer if asked by a student

Any of these activities are inappropriate and violate ethical test administration practices and will result in test scores being invalidated.

- » Allowable practices include:
 - telling the student to “do their best work”
 - telling the student to select their best answer for a question

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 the **Exit** button, and then select the **Yes, Exit** button on the pop-up screen. The student will need their test ticket to log in again. The test will remain “In Progress.”

Test Directions – All M-STEP Grade 4 Assessments

Introduction

1. The Introduction section of Online Test Directions is the same for all online tests. Insert the test name in the appropriate blank as you read the directions to students. ([Page 26](#) lists pages for subject-specific directions that are read after the Introduction for schools administering the M-STEP without TTS for Directions Only.)
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. Any electronic devices must be powered off and stored away from the students' work area at all times during a test session.

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 (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.

Pass out test tickets.

SAY: Each of you now has a test ticket. Check to make sure 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, report the issue to your Building Assessment Coordinator immediately.

DURING TESTING

**M-STEP Spring 20XX
Test Ticket - G4 ELA**

Student Name: Smith, John J.
Date of Birth: 11/3/20XX

Username: **JSMITH1**
Password: **234K79HQ**

(Note: Username and password are not case sensitive)
Universal Tools - Designated Supports - Accommodations: MSK
Test Session: gr 4 ela



TIP! A list of Accommodations and the abbreviations used are available on [page 12](#).

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.

Pass out scratch paper.

If headphones are needed, read the following section:

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

Pass out headphones.



TIP! If students are using headphones, make sure the computer volume is turned on (not muted) before launching INSIGHT.

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, and a picture for Early Literacy and Mathematics. Is there anyone who does not see this screen?



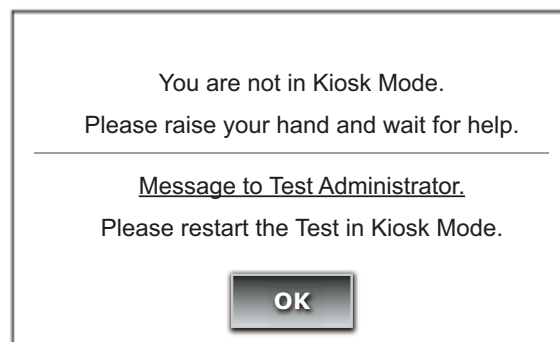
Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the M-STEP Technology Coordinator or M-STEP Building Assessment Coordinator. It is acceptable to move the student to another computer.

DURING TESTING



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.

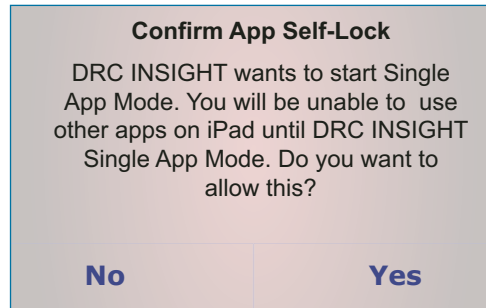
Login steps are the same as for the desktop/laptop version, except that students will use their finger to move the cursor (instead of a mouse). MDE recommends that students use an external keyboard, and if they’ve already been taught, they can use the “tab” key to move the cursor between fields.



Chromebook Not in Kiosk Mode
Error Message



Note about iPads: When testing on iPads, after logging in to the test, students will receive the following message:



Students should be instructed to select "Yes" which will open the test sign-in screen.

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?

Pause to assist students as necessary.



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.

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 or Early Literacy and Mathematics icons or the OTT) 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 Training Student!

Before you begin testing, please confirm your profile information is correct.

Test Name:	Grade # Math
Test Session:	Student's Session

Your Date of Birth is: 01/02/XXXX
 Your State Student ID (UIC) is: 123456789
 Your District Student ID is: 012345678
 Tools - Supports - Accommodations:

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Assessment Administrator.

Continue

Exit

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 first name, middle initial (if available), and last name
- Your test name
- Your test session
- Your date of birth
- Your State Student ID (also called your UIC)
- Your District Student ID (if available)

Welcome Training Student!

Before you begin testing, please confirm your profile information is correct.

Test Name: Grade # ELA
Test Session: Student's Session

Your Date of Birth is: 01/02/XXXX
Your State Student ID (UIC) is: 123456789
Your District Student ID is: 012345678

Tools - Supports - Accommodations: DS - Masking (MSK), DS - Color Choices (CC), DS - Contrasting Color (CTC)

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Assessment Administrator.

Continue

Color Choices
Contrasting Color
Options

Exit

Welcome Screen with Color Chooser Option

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 Designated Supports**. Color Choices (CC) and Contrasting Color (CTC) are available using the Options button when assigned in the DRC INSIGHT Portal by the Building Assessment Coordinator. You may need to assist these students.

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.

For Administration with the Test Monitoring Application

If you are administering the test using the Test Monitoring Application, students may need to enter your monitoring code from the DRC INSIGHT Portal.

Welcome **Sample A Student!**

Before you begin testing, please confirm your profile information is correct.

Test Name: **Grade # ELA**
 Test Session: **Student's Session**

Your Date of Birth is: **09/03/XXXX**
 Your State Student ID (UIC) is: **012345678**
 Your District Student ID is:

If the above information is correct, please select **Continue**.
 If any of the above information is not correct, please raise your hand and notify your Assessment Administrator.

Enter Monitoring Code: **Save**

Continue

Diagnose **Exit**

SAY: Enter the monitoring code _____ in the space after “Enter Monitoring Code” and select the Save button.

It may be necessary for the Test Administrator to allow the test session to begin in the DRC INSIGHT Portal. See [Appendix D](#) for more information.

For Administration with All Students

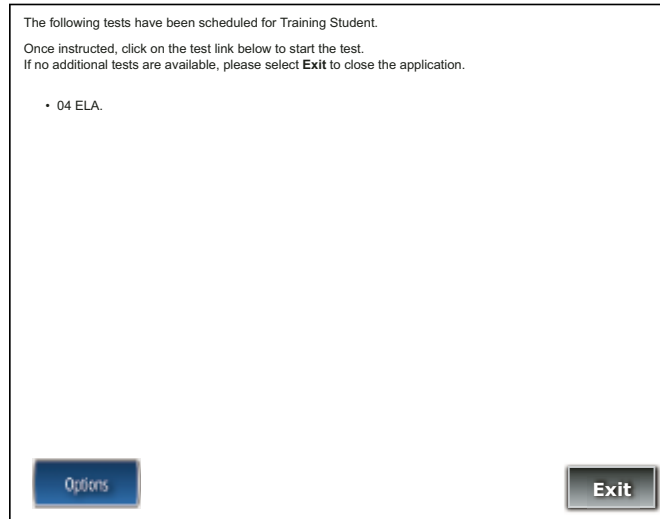
When all students are ready,

SAY: If the information about you is correct, select the Continue button.

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.



- If you are administering this assessment with TTS for Test Directions Only, go to [page 23](#).
- If you are administering this assessment without TTS for Test Directions Only, go to [page 24](#).

TIP!

If a student experiences technology difficulties during a test, contact your local Technology Coordinator. **Do not** tell the student to continue testing under adverse circumstances; MDE is unable to unlock or regenerate a test due to an unaddressed or unresolved technology issue during testing.

For Administration with TTS Directions Only – All Grade 4 Tests

SAY: Use your pointer to select (test name). Once you have selected the test name, the audio check screen should open. Is there anyone who does not see the audio check screen?

You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:

1. Select Play Audio.
2. If you hear 'If you can hear my voice, select the sound is working button', select The **Sound is Working** button.
3. If you do not hear 'If you can hear my voice, select the sound is working button', select The **Try Again** or raise your hand and ask for help.



SAY: You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:

1. Select **Play Audio**.
2. If you hear "If you can hear my voice, select The Sound is Working button," select **The Sound is Working** button.
3. If you do not hear "If you can hear my voice, select The Sound is Working button," select **Try Again** or raise your hand and ask for help.

TIP!

If a student's headphones are plugged in and the volume on the headphones is turned up but the student does not hear the test, the student must log out, close INSIGHT, and verify that the computer volume is turned up and not muted.

When all students are ready,

SAY: When you are listening to the test directions, you can increase the volume by selecting the **Options** button. You can pause by selecting the **pause** button or stop the directions by selecting the **stop** button.

You will listen to several directions screens that will tell you what you are allowed to do and what you are not allowed to do during the test. It will also show you the tools that are available to you during the test.

Be sure to listen to these directions carefully. Does anyone have any questions?

Answer any questions.

SAY: If you have any questions after listening to the directions, raise your hand and I will come over to answer your question.

Select the blue play button on your screen to listen to the directions.

For Administration without TTS Directions Only – All Grade 4 Tests

SAY: Use your pointer to select (test name). Once you have selected the test name, the audio check screen should open. Is there anyone who does not see the audio check screen?

You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:

1. Select Play Audio.
2. If you hear *'If you can hear my voice, select the sound is working button'*, select The **Sound is Working** button.
3. If you do not hear *'If you can hear my voice, select the sound is working button'*, select The **Try Again** or raise your hand and ask for help.

 Play Audio

If you are administering the test without TTS for Directions and have **no students** using the TTS Designated Support:

SAY: This screen plays an audio check. You will not be using any audio on this test. Press the "Play Audio" button, you may not hear anything, but in a moment a green button that reads "The Sound is Working" will appear. When you see the green "The Sound is Working" button, select this button to move to the next page and wait for further instructions.

If you are administering the mathematics test without TTS for Directions and have **some students** using the TTS Designated Support:

SAY: This screen plays an audio check. If you have not been provided headphones, you will not be using any audio on this test. Press the "Play Audio" button, you may not hear anything, but in a moment a green button that reads "The Sound is Working" will appear. When you see the green "The Sound is Working" button, select this button to move to the next page.

If you have been provided headphones, you will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps: select Play Audio. If you hear *"If you can hear my voice, select the sound is working button"*, select The **Sound is Working** button. If you do not hear *"If you can hear my voice, select the sound is working button"*, select **Try Again** or raise your hand and ask for help.



Tip! If you have devices with volume turned on but no headphones, you may hear the audio play on these devices. Instruct students to select the Sound is Working button to go to the next screen.

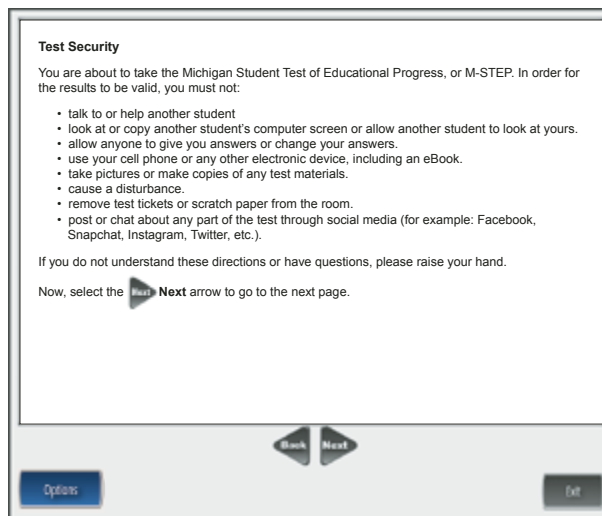
System Check and Test Security

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.

Note: For students taking the Math Accommodated Stacked Spanish (ST) form, the Spanish test directions will appear first, followed by the English version. For students using the Human Voice Audio (HVA) feature, only the Spanish portions will be read aloud.

(Read Aloud for ALL ASSESSMENTS)

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:

- talk to or help another student
- look at or copy another student's computer screen or allow another student to look at yours
- allow anyone to give you answers or change your answers
- use your cell phone or any other electronic device, including an eBook
- take pictures or make copies of any test materials
- cause a disturbance
- remove test tickets or scratch paper from the room
- post or chat about any part of the test through social media (for example: Facebook, Snapchat, Instagram, Twitter, etc.)

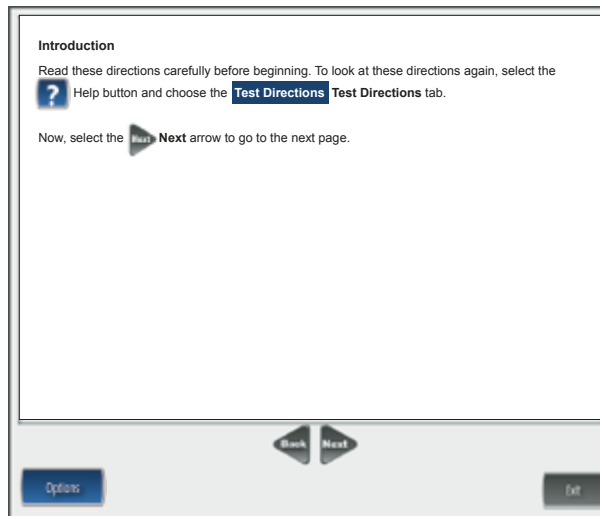
If you do not understand these directions or have questions, please raise your hand.

Pause for questions.

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

Introduction Page

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 to go to the next page.

For the remainder of the test directions, the directions differ depending on which assessments you are administering. 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.

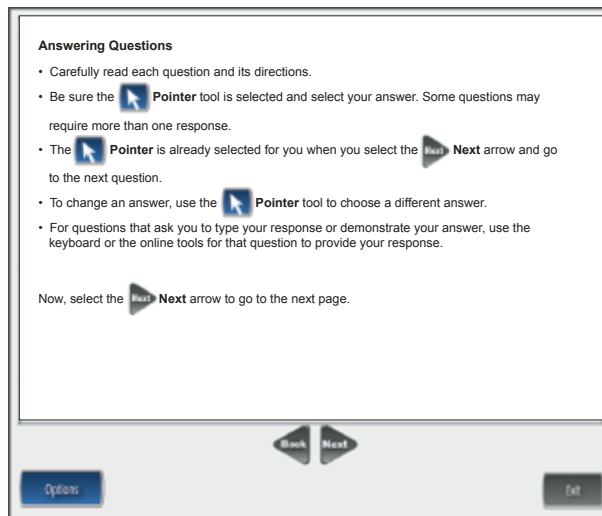
Assessment	Specific Test to Administer	Use These Pages
ELA CAT	<ul style="list-style-type: none"> English Language Computer Adaptive Test (CAT) English Language Arts Computer Adaptive Test (CAT) with Text-to-Speech (TTS) enabled 	Use pages 27 to 32
ELA Accommodated Forms	<ul style="list-style-type: none"> English Language Arts—Video Sign Language (VSL) and Closed Captioning (CCAPTION) fixed form 	Use pages 33 to 38
Math CAT	<ul style="list-style-type: none"> Math Computer Adaptive Test (CAT) Math Computer Adaptive Test (CAT) with Text-to-Speech (TTS) enabled 	Use pages 39 to 44
Math Accommodated Forms	<ul style="list-style-type: none"> Math—Stacked Spanish (ST) fixed form Math—Stacked Spanish (ST) fixed form with Human Voice Audio (HVA) Math—Video Sign Language (VSL) fixed form 	Use pages 45 to 50

Test Directions for Grade 4 ELA CAT Assessment

Answering Questions—ELA CAT

Be sure you have completed the directions on pages [15–26](#) before you start this section.

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



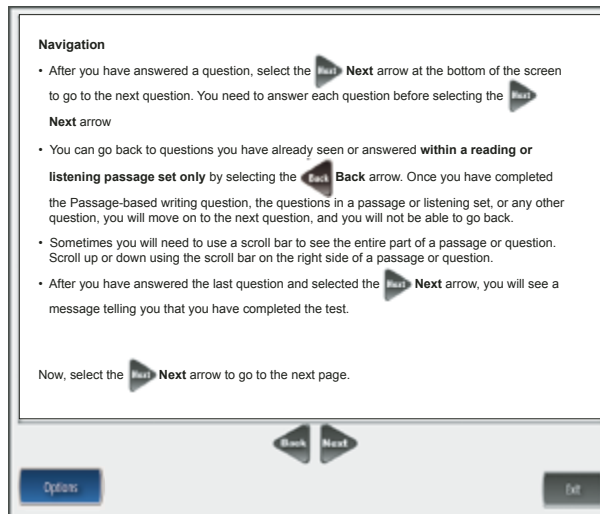
SAY: You should now be on the Answering Questions screen.

- **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.

Navigation—ELA CAT

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



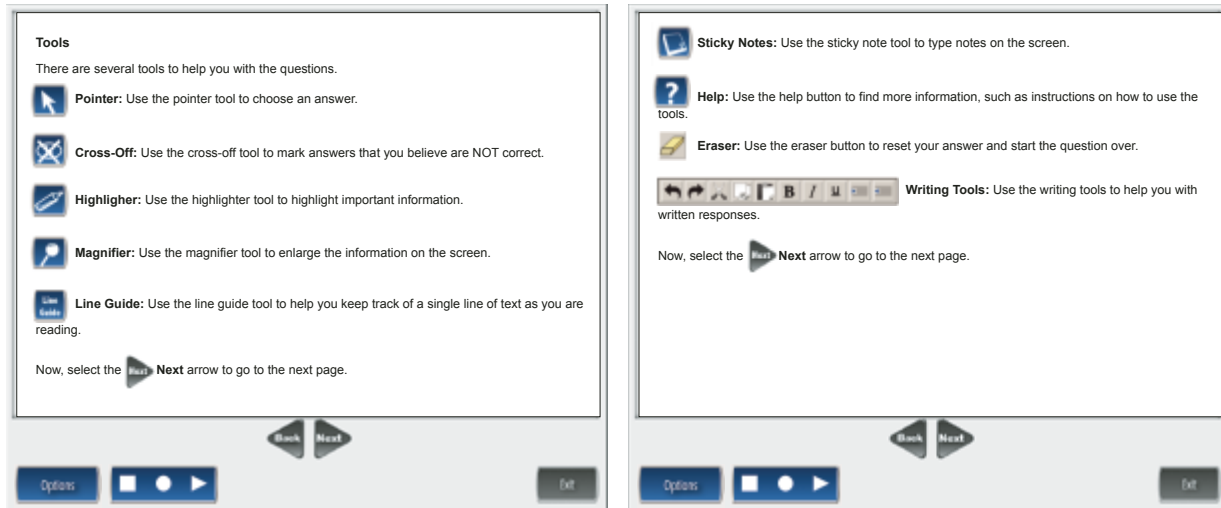
SAY: You should now be on the Navigation screen.

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question. You need to answer each question before selecting the Next arrow.**
- **You can go back to questions you have already seen or answered within a reading or listening passage set only by selecting the Back arrow. Once you have completed the Passage-based writing question, the questions in a passage or listening set, or any other question, you will move on to the next question, and you will not be able to go back.**
- **Sometimes you will need to use a scroll bar to see the entire part of a passage or question. Scroll up or down using the scroll bar on the right side of a passage or question.**
- **After you have answered the last question and selected the Next arrow, you will see a message telling you that you have completed the test.**

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

Tools—ELA CAT

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



SAY: You should now be on the Tools screen.

There are several tools to help you with the questions.

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 keep track of 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.

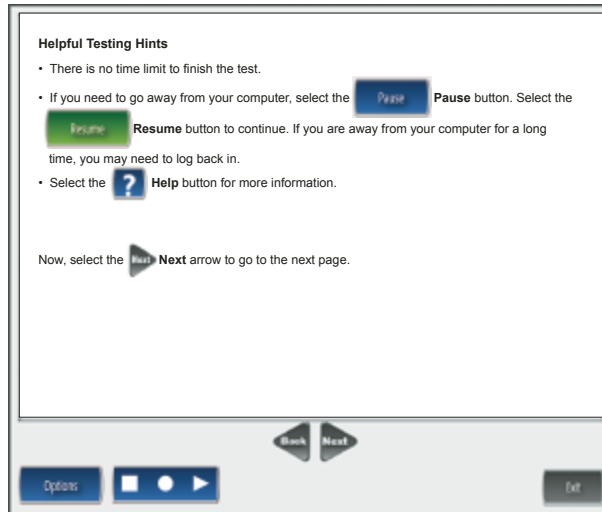
Writing Tools: Use the writing tools to help you with written responses.

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.

Helpful Testing Hints—ELA CAT

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



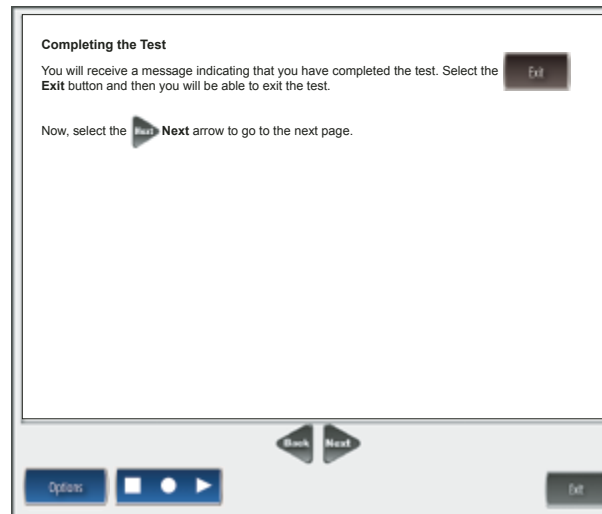
SAY: You should now be on the Helpful Testing Hints screen.

- **There is no time limit to finish the test.**
- **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 a long time, 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.

Completing the Test—ELA CAT

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



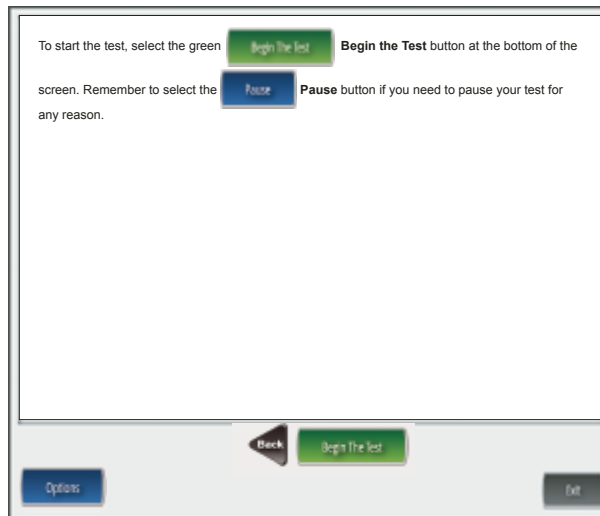
SAY: You will receive a message indicating that you have completed the test. Select the Exit button and then you will be able to exit the test.

Are there any questions about the test directions?

Answer all questions.

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

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



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.

SAY: You may begin.

TIP! Remind students using TTS as a Designated Support to put their headphones on and be sure they are working properly.

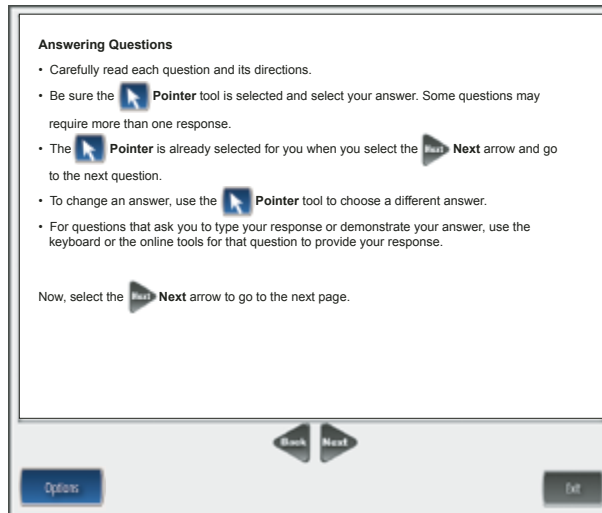
Turn to [page 51](#) for the Monitoring During Testing instructions.

Test Directions for Grade 4 ELA Accommodated Assessments

Answering Questions—ELA Accommodated

ELA Accommodated forms include: Video Sign Language (VSL) and Closed Captioning (CCAPTION).

Be sure you have completed the directions on pages [15–25](#) before you start this section.



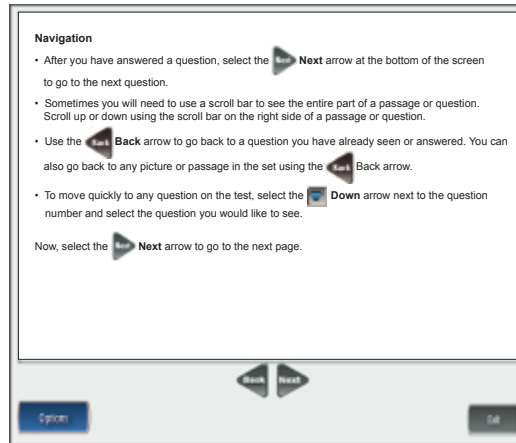
SAY: You should now be on the Answering Questions screen.

- 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.

Navigation—ELA Accommodated

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



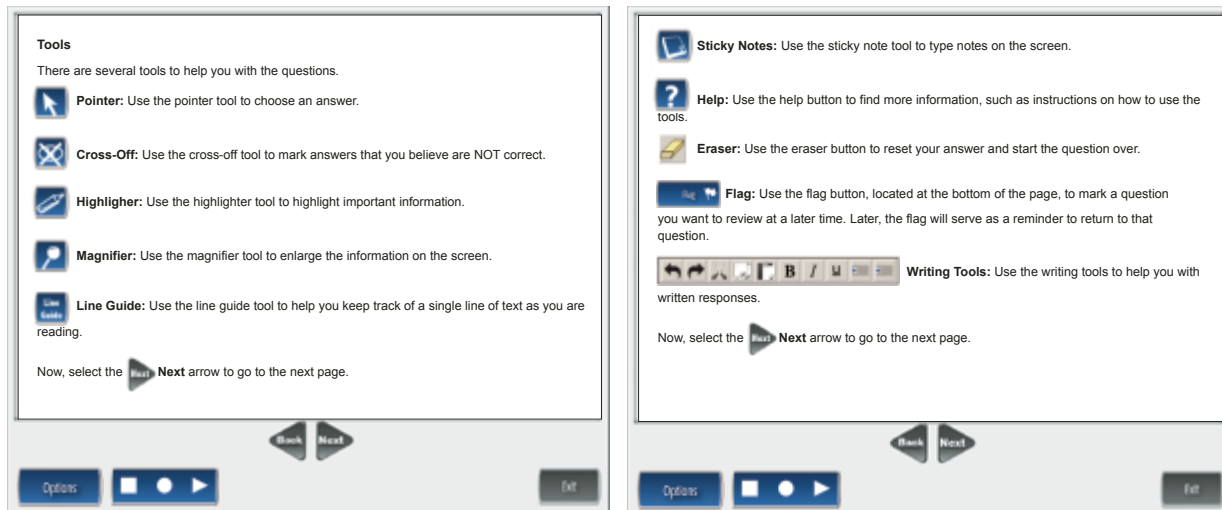
SAY: You should now be on the Navigation screen.

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.**
- **Sometimes you will need to use a scroll bar to see the entire part of a passage or question. Scroll up or down using the scroll bar on the right side of a passage or question.**
- **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.

Tools—ELA Accommodated

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



SAY: You should now be on the Tools screen.

There are several tools to help you with the questions.

***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 keep track of 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.**

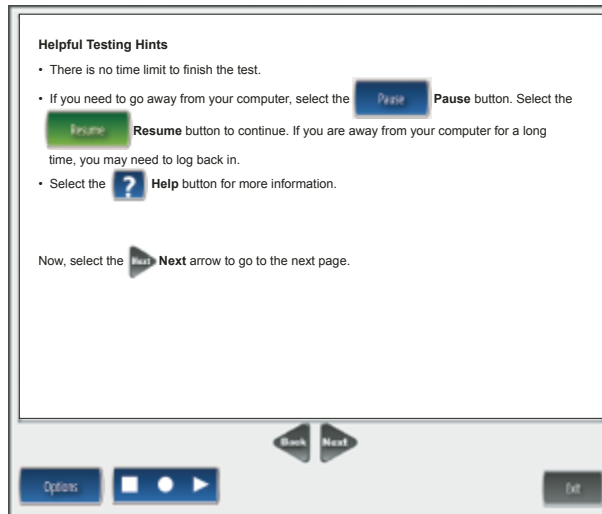
***Writing Tools:* Use the writing tools to help you with written responses.**

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.

Helpful Testing Hints—ELA Accommodated

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



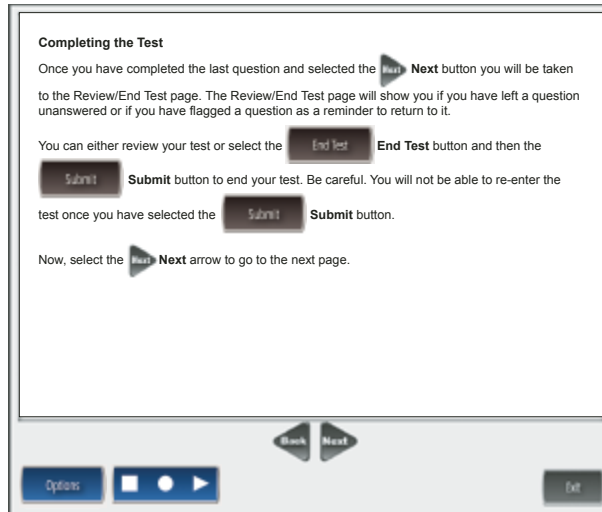
SAY: You should now be on the Helpful Testing Hints screen.

- There is no time limit to finish the test.
- 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 a long time, 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.

Completing the Test—ELA Accommodated

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 it. 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.

Are there any questions about the test directions?

Answer all questions.

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

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



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.**

SAY: You may begin.

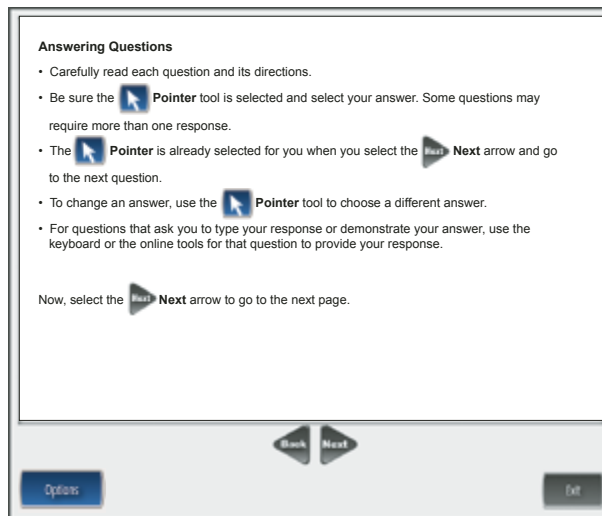
Turn to [page 51](#) for the Monitoring During Testing instructions.

Test Directions for Grade 4 Math CAT

Answering Questions—Math CAT

Be sure you have completed the directions on pages [15–26](#) before you start this section.

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



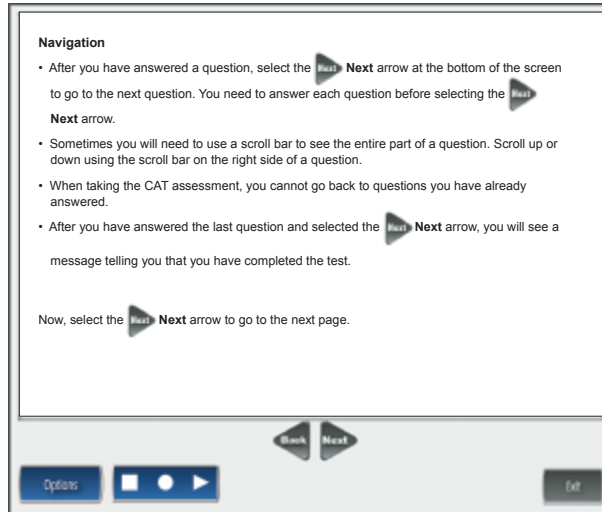
SAY: You should now be on the Answering Questions screen.

- 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.

Navigation—Math CAT

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



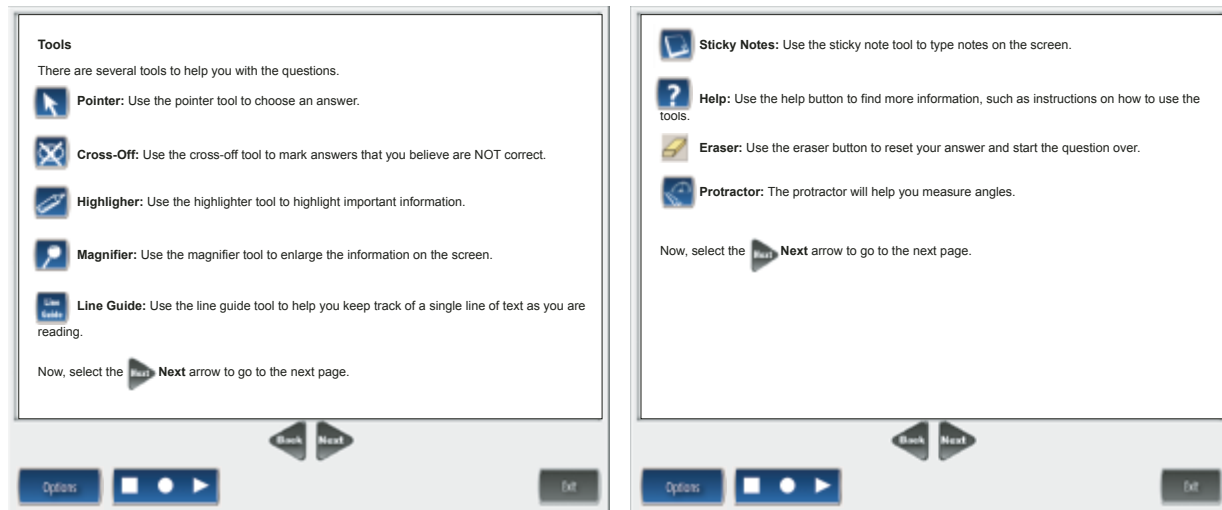
SAY: You should now be on the Navigation screen.

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question. You need to answer each question before selecting the Next arrow.**
- **Sometimes you will need to use a scroll bar to see the entire part of a question. Scroll up or down using the scroll bar on the right side of the question.**
- **When taking the CAT assessment, you cannot go back to questions you have already answered.**
- **After you have answered the last question and selected the Next arrow, you will see a message telling you that you have completed the test.**

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

Tools—Math CAT

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



SAY: You should now be on the Tools screen.

There are several tools to help you with the questions.

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 keep track of 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.

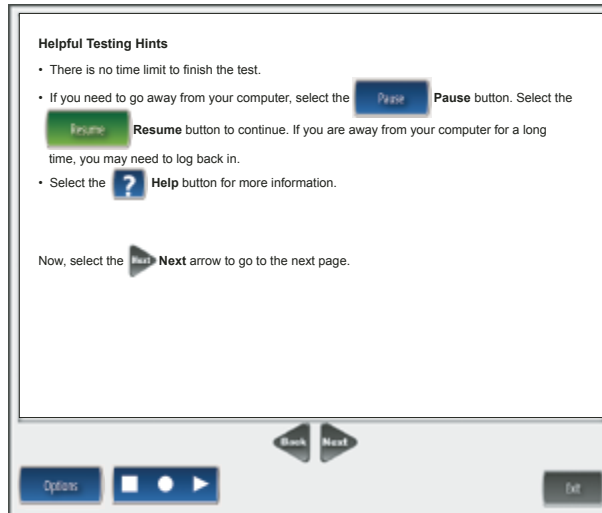
Protractor: The protractor will help you measure angles.

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.

Helpful Testing Hints—Math CAT

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



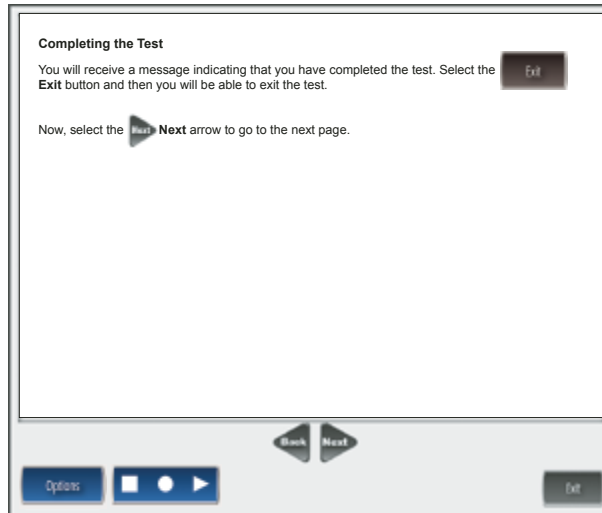
SAY: You should now be on the Helpful Testing Hints screen.

- There is no time limit to finish the test.
- 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 a long time, 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.

Completing the Test—Math CAT

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



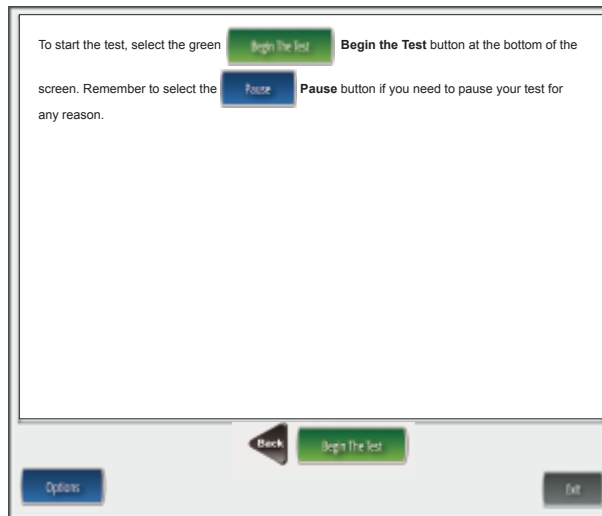
SAY: You will receive a message indicating that you have completed the test. Select the Exit button and then you will be able to exit the test.

Are there any questions about the test directions?

Answer all questions.

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

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



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.

SAY: You may begin.

TIP!

Remind students using TTS as a Designated Support to put their headphones on and be sure they are working properly.

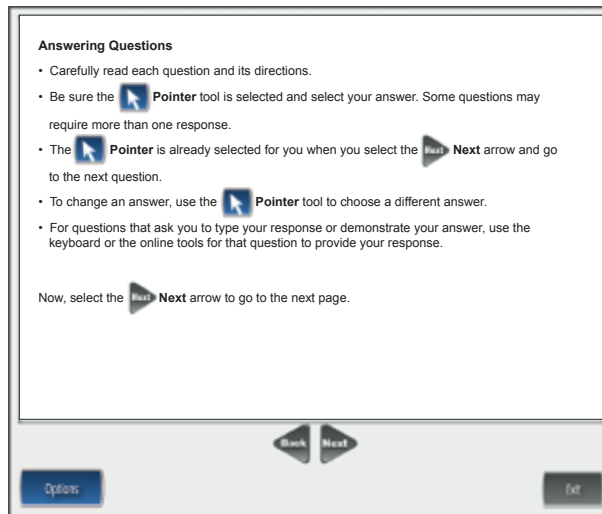
Turn to [page 51](#) for the Monitoring During Testing instructions.

Test Directions for Grade 4 Math Accommodated Assessments

Answering Questions—Math Accommodated

Math Accommodated forms include: Stacked Spanish (ST) and Video Sign Language (VSL).

Be sure you have completed the directions on pages [15–25](#) before you start this section.



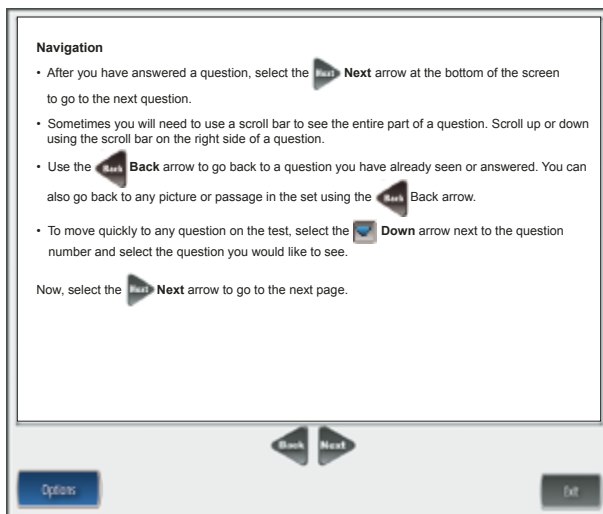
SAY: You should now be on the Answering Questions screen.

- 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.

Navigation—Math Accommodated

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



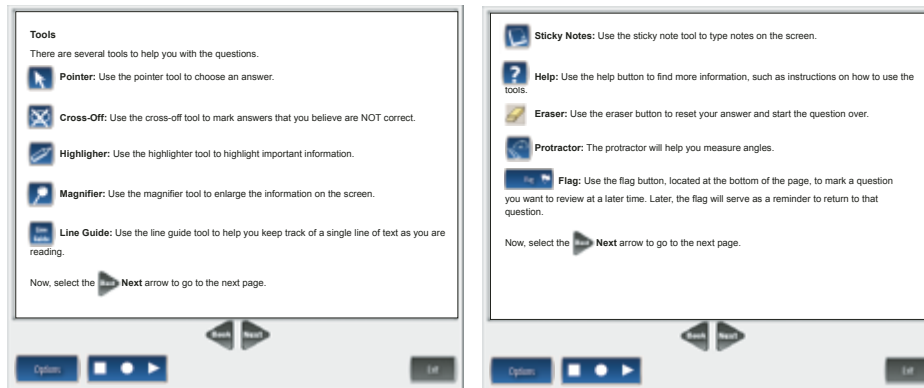
You should now be on the Navigation screen.

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.**
- **Sometimes you will need to use a scroll bar to see the entire part of a question. Scroll up or down using the scroll bar on the right side of the question.**
- **Use the Back arrow to go back to a question you have already seen or answered. You can also go back to any picture or passage in the set using the Back arrow.**
- **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.

Tools—Math Accommodated

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



SAY: You should now be on the Tools screen.

There are several tools to help you with the questions.

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 keep track of 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.

Protractor: The protractor will help you measure angles.

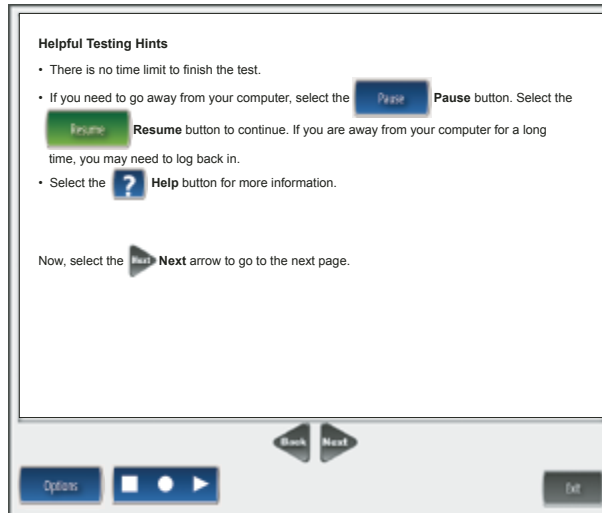
Flag: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.

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.

Helpful Testing Hints—Math Accommodated

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



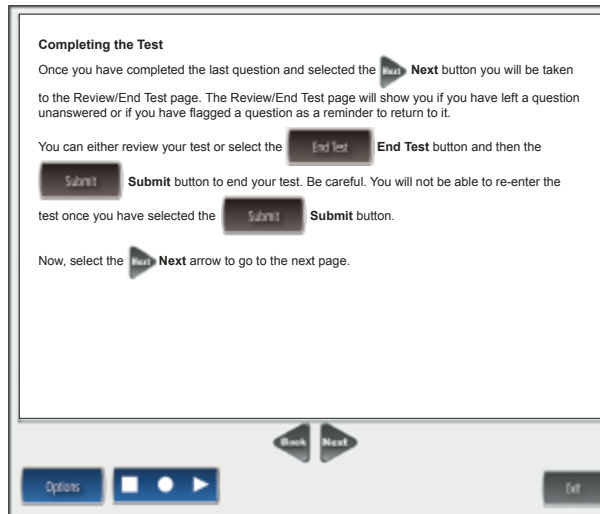
SAY: You should now be on the Helpful Testing Hints screen.

- **There is no time limit to finish the test.**
- **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 a long time, 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.

Completing the Test—Math Accommodated

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



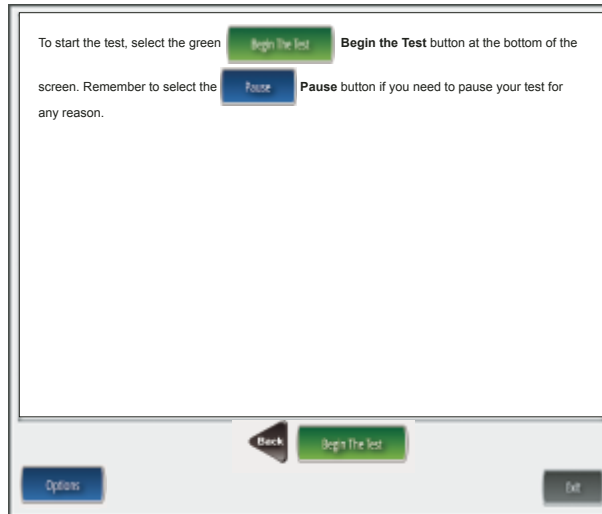
SAY: Once you have completed the last question and selected the Next button, you will be taken to the Review/End Test page. The Review/End Test page will show you if you have left a question unanswered or if you have flagged a question as a reminder to return to it. You can either review your test or 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.

Are there any questions about the test directions?

Answer all questions.

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

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



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.

SAY: You may begin.

TIP! Remind students using TTS or HVA as a Designated Support to put their headphones on and be sure they are working properly.

Turn to [page 51](#) for the Monitoring During Testing instructions.

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. **Test tickets must be returned to the Building Assessment 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 the Pause button, the Exit button, and then the “Yes, Exit” button to return to the test sign-in screen; **do not select the “Review/End Test” button.**

Maintain a secure and distraction-free test environment.

Testing Irregularities

Refer to [Appendix C](#).

Completing the Test Session

Collect and recount test tickets. All test tickets must be returned to the Building Assessment Coordinator unless the student did not complete the test and is being escorted to another location to complete the test. **Note:** Students are not allowed to transport test materials from one location to another. If students have NOT completed their test but will resume at a later time, 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, iPad, 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).



Some schools sort test tickets into envelopes for “complete” “in progress” and “not started” to help manage test tickets.

APPENDIX A: M-STEP Calculator Policy

Online and Paper/Pencil Testers

Mathematics

Students in grades 3, 4, and 5 are **not** allowed to use a calculator on ANY item in the mathematics assessment, as the use of calculators at these grade levels changes the construct of the items and what they are intended to measure. All students must abide by this no-calculator-allowed policy, even students whose IEP or 504 Plan specifies otherwise. **The use of a calculator at grades 3, 4, or 5 is considered a nonstandard Accommodation.** Nonstandard Accommodations render the assessment invalid.

Science

Students in grade 5, 8, and 11 are allowed to use a calculator on any item in the science assessment.

Online Testers

On grades 6 and 7 mathematics and grades 5, 8, and 11 science assessments, students will use the calculator embedded within the online delivery engine. The calculator will appear in the toolbar when items allow its use; it will not appear when items do not allow its use.

There are two types of embedded online calculators:

- Basic calculator - science grade 5 and mathematics grade 6
- Scientific calculator - science grades 8 and 11 and mathematics grade 7

The Office of Educational Assessment and Accountability (OEAA) has developed resources for online testers to help prepare them for online testing. One of the resources is an online calculator practice tool. It is recommended that online testers visit the practice environment to see sample items and familiarize themselves with the online calculator tool. To practice

using the M-STEP online calculators, go to the [Online Tools Training \(OTT\) portal](https://wbte.drceirect.com/MI/portals/mi/) (https://wbte.drceirect.com/MI/portals/mi/) using the Google Chrome browser.

Paper/Pencil Testers

On grades 6 and 7 mathematics and grades 5, 8 and 11 science assessments, students will use a handheld calculator.

Calculators are allowed on all items of the science assessments. Calculators are allowed only on Part 2 of the mathematics assessment.

Mathematics test booklets are divided into two parts. Part 1 of the paper/pencil mathematics assessment is considered non-calculator, and students must not have a calculator within reach. Part 2 of the paper/pencil mathematics assessment allows the use of a calculator. Once students start Part 2, they are not allowed to return to the non-calculator items on Part 1.

Since external hand-held graphing calculators are programmable, there is a potential of a security breach. All programmable calculators must be set to TEST mode during the testing session for both mathematics and science assessments.

Types of hand-held calculators:

- Basic calculator - science grade 5 and mathematics grade 6
- Scientific calculator - science grades 8 and 11 and mathematics grade 7

Important Notes

Alignment

The operational items on all of the assessments have been field-tested and are aligned to Michigan's standards.

Fairness

The issue of fairness between online testers and paper/pencil testers with regard to calculator usage has been raised. The OEAA decided not to burden schools by requiring them to purchase calculators specifically for

this assessment as a possible one-time use. Some schools may not have the grade-specific calculators for their paper/pencil testers to use. The OEAA has reviewed every item to determine if the use of an above-grade-level calculator gives those students an advantage. Students will not be advantaged or disadvantaged based on using an above-grade calculator on the assessment.

Managing Online Testers and External Hand-held Calculators

The OEAA prohibits online testers from using external handheld calculators instead of the embedded online calculator. The only online testers who may use an external calculator are those students whose IEP or Section 504 Plan specifies the use of a special adaptive calculator.

APPENDIX B: M-STEP Scratch Paper Policy

Scratch paper is a Universal Tool that may be made available to students during testing. Used scratch paper is a secure material. District Coordinators should develop and disseminate procedures for the secure handling and disposal of used scratch paper.

Terms

Graph Paper: blank, gridded paper provided by MDE for use in grades 6-7 mathematics

Scratch Paper: blank, lined, or unlined paper

Graph paper and scratch paper are separated into two types:

Unused Scratch/Graph Paper: scratch paper that does not include any student markings; unused scratch/ graph paper may include a student's name written on it

Used Scratch/Graph Paper: scratch/graph paper that includes any student markings beyond the student's name

Online Testers: Mathematics

Scratch paper is allowed in all test sessions. For students in grades 6-7, blank graph paper is required and is provided in the online initial material order. The grades 3-5 tests do not include items that require graph paper. Additional graph paper can be downloaded from the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

For grades 3-5, scratch paper must be blank ruled or unruled, or (optionally) graph paper.

For grades 6-7 the graph paper must be blank.

Fresh scratch/graph paper must be distributed

at the start of each new test session. That is, when a student receives a new test ticket for login, a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.

Students must write their names on the scratch paper. When students are given a break, the scratch paper must be collected and securely stored with test tickets until testing resumes.

If a student's name is clearly written on the used scratch paper, it can be returned to that student to use when resuming an in-progress test.

Online Testers: English Language Arts, Science, and Social Studies

Scratch paper is allowed in all test sessions. For all grades this must be blank ruled or unruled paper.

Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for login, a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.

Students must write their names on the scratch paper. When students are given a break, the scratch paper must be collected and securely stored with test tickets until testing resumes.

If a student's name is clearly written on the used scratch paper, it can be returned to that student to use when resuming an in-progress test.

Paper/Pencil Testers: Mathematics

Scratch paper is allowed in all test sessions and test parts. For grades 3-5 this must be blank ruled or unruled, or (optionally) graph paper. Testers in grades 6-7 may be provided blank graph paper in place of blank ruled or unruled paper; however, students may also use the graphs in their test booklets to solve problems. Additional graph paper can be downloaded from the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

Fresh scratch paper must be distributed with each part of a test and students must write their names on the scratch paper. After students encounter a “stop” sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.

Paper/Pencil Testers: English Language Arts, Science, and Social Studies

Scratch paper is allowed in all test sessions and test parts. For all grades this must be blank ruled or unruled paper.

Fresh scratch paper must be distributed with each part of a test and students must write their names on the scratch paper. After students encounter a “stop” sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are given a break not associated

with a test part, then used scratch paper must be placed inside their closed test booklets.

Note: In order to prevent the use of an inappropriate writing utensil on the answer document, students should only have access to number 2 pencils during paper/pencil testing.

Mathematics: Online and Paper/Pencil

Grade	Graph Paper (required)	Graph Paper (optional)	Scratch Paper (available Universal Tool)
3		X	X
4		X	X
5		X	X
6	X		X
7	X		X

English Language Arts, Science, and Social Studies: Online and Paper/Pencil

Grade	Scratch Paper (available Universal Tool)
3	X
4	X
5	X
6	X
7	X
8*	X
11*	X

*Does not apply to English language arts.

Appendix C: M-STEP Incident Reporting Guide

Any testing irregularities that occur before, during, or after testing must be reported to the Office of Educational Assessment and Accountability (OEAA) within two school days. All incidents are required to be reported; do not neglect to report an incident if more than two school days have passed since you were aware of it. This table identifies the incident categories and sub-categories that are used in the Secure Site Incident Reporting tool and provides sample scenarios for each category or sub-category.

You will find detailed information on how to access and use the tool at the [Secure Site Incident Reporting tool](http://www.michigan.gov/documents/mde/Incident_Reporting_520328_7.pdf) (www.michigan.gov/documents/mde/Incident_Reporting_520328_7.pdf).

Incident Category: Test Not Completed				
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Test submitted prior to completion	Student accidentally ends/ submits the test without answering all questions	If 5 or fewer questions have been answered, contact the Call Center at 1-877-560-8378 Option 2. If more than 5 questions have been answered, an Incident Report is required.	N/A	Online: Required if more than 5 item responses Paper/ Pencil: N/A
Student became ill	Student becomes ill and goes home before finishing a test	Pause and Exit test (do not End test). Resume testing with the original test ticket in a makeup session.	Collect test materials and flag the last question answered. Students are not allowed to return to previously answered questions.	Online: Optional Paper/ Pencil: Optional
Student was removed from school by parent/guardian	Student is removed from class by a parent or guardian during the test administration	Pause and Exit test (do not End test). Resume testing with the original test ticket in a makeup session.	Collect test materials and flag the last question answered. Students are not allowed to return to previously answered questions.	Online: No Incident Report Necessary Paper/ Pencil: Optional

Incident Category: Test Not Completed				
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Student moved from school	Student transfers or moves from school with an incomplete content area test NOTE: Be prepared to accept a phone call from student's receiving school requesting information on test completion and needed accommodations or designated supports.	Submit an incident report with request for test to be marked Do Not Score .	Mark the answer document Do Not Score and return it in the Special Handling Envelope.	Online: Required Paper/Pencil: Required
Do Not Score requested	Student has taken (or logged into) incorrect assessment (took M-STEP instead of MI-Access assessment) NOTE: A student who begins a test and subsequently becomes ill does not meet the requirements for the test to be marked Do Not Score .	Submit incident report with request for the test to be marked Do Not Score .	N/A	Online: Required Paper/Pencil: N/A
Student does not complete test by end of day	Student does not complete testing by the end of the school day NOTE: Testing must be completed by the end of the grade-level testing window. There are no exceptions.	Pause and Exit test (do not End test). Resume testing with the original test ticket in a makeup session. (Schools should consider the ages and needs of their students and schedule intentionally planned breaks as appropriate.)	With proper planning and scheduling, this should be avoided. <ul style="list-style-type: none">Schedule all testing early in the day to allow students to complete required testing. The schedule must allow for students who require additional time.Consider the multiple day testing designated support—this is allowable as intentional scheduling for some students who use additional supports.Exceptions for individual students will be considered on a case-by-case basis.	Online: No Incident Report necessary Paper/Pencil: Optional

Incident Category: Accommodation/Designated Support Issue				
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Designated support/required accommodation not provided	Student is not provided appropriate designated support or accommodations	<p>Test misadministration.</p> <p>Submit an Incident Report.</p> <p>For students with an IEP or Section 504 plan that requires the missing designated support or accommodation: A new test with appropriate designated support or accommodation may be administered with:</p> <ul style="list-style-type: none"> notification to and approval of parents or guardians documentation provided that identifies required designated support or accommodation (such as IEP plan) <p>For students who do not have an IEP or Section 504 plan the requires the missing designated support: A new test with appropriate designated support may be administered with:</p> <ul style="list-style-type: none"> notification to and approval of parents or guardians signed documentation from the person responsible for day-to-day instruction in the content area affirming the student's daily use of the designated support during regular instruction 	<p>Test misadministration.</p> <p>Submit an Incident Report.</p> <p>Emergency test with appropriate designated support or accommodation may be administered with notification to and approval of parents or guardians.</p> <p>Original answer document must be marked Do Not Score and returned in the orange Special Handling Envelope.</p>	<p>Online: Required</p> <p>Paper/ Pencil: Required</p>

Incident Category: Accommodation/Designated Support Issue				
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Nonstandard designated support/accommodation provided	Nonstandard accommodation provided (Refer to the "Nonstandard Accommodations" information in the Test Administration Manual.)	<p>The student's test is invalidated.</p> <p>Inform parents or guardians.</p> <p>Submit an Incident Report—working with the OEAA, in some cases students may be able to retest with the appropriate accommodation, if the student's parents and school agree it is in the best interest of the student.</p> <p>Perform an internal investigation as needed and keep the resulting documentation on file as Nonstandard Accommodations may be appealed during the Answer Document Verification window.</p>	<p>Mark the student's test as Nonstandard Accommodation on the answer document and return with scorable materials.</p> <p>The student's test is invalidated.</p> <p>Inform the parent or guardian.</p> <p>Submit an Incident Report—working with the OEAA, in some cases students may be able to retest with the appropriate accommodation, if the student's parents and school agree it is in the best interest of the student.</p> <p>Perform an internal investigation as needed and keep the resulting documentation on file as Nonstandard Accommodations may be appealed during the Answer Document Verification window.</p>	<p>Online: Required</p> <p>Paper/ Pencil: Required</p>

Incident Category: Misadministration				
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Wrong test administered	Student is administered the incorrect test (for example, an M-STEP test instead of a MI-Access test)	<p>Inform parents or guardians. Students must be assigned to the correct test in the Secure Site and the appropriate test must be given in order to be included in accountability calculations.</p> <p>Submit an Incident Report—the test will be marked Do Not Score.</p>	<p>Inform parents or guardians. Mark the answer document Do Not Score and return in the orange Special Handling Envelope. Student must be given the correct test in order to be included in accountability calculations — material orders should be ordered on the Secure Site using the normal additional material order process.</p>	<p>Online: Required</p> <p>Paper/Pencil: Required</p>
Wrong test ticket used	Student is issued wrong test ticket and begins the test	<p>Stop the test as soon as the error is identified.</p> <p>Pause and Exit the test (do not End the test)</p> <p>Submit an Incident Report.</p>	N/A	<p>Online: Required</p> <p>Paper/Pencil: N/A</p>
Part missed or not administered	Student is not administered one part of a test	<p>If it is identified within the testing window for the grade, administer the test.</p> <p>If it is past the testing window for the grade, submit an Incident Report. The test may not be administered.</p>	<p>If it is identified on the day of the administration or within the makeup window for the content area and grade, administer the test.</p> <p>If it is not identified on the test day or within the makeup window for the content area and grade, submit an Incident Report.</p> <p>Important reminder: This is for a Part missed in the test. It is not permissible to inspect answer documents for completion or to review student responses at this time.</p>	<p>Online: Optional</p> <p>Paper/Pencil: Optional</p>

Incident Category: Misadministration

Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Wrong answer document used	Student uses wrong answer document when testing	N/A	<p>If the wrong answer document is the correct grade and test, but has a wrong barcode label, then a new correct barcode label should be printed and affixed. An Incident Report is not required.</p> <p>If the answer document is the wrong grade and/or content, then mark the wrong answer document(s) used with Do Not Score and return in the orange Special Handling Envelope. Submit an Incident Report.</p> <p>(See Answer document transcription required/suggested Incident Sub-Category on page 67 of this manual.)</p>	<p>Online: N/A</p> <p>Paper/ Pencil: Optional</p>
Test administered outside of test window.	Test is administered outside of scheduled testing window	N/A	<p>Mark student's answer document Do Not Score and return in the Orange Special Handling Envelope. Submit an Incident Report.</p>	<p>Online: N/A</p> <p>Paper/ Pencil: Required</p>

Incident Category: Misadministration			
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil
	<p>Test administrator/proctor helps student by giving information other than test directions</p> <p>Test administrator/proctor indicating the correct answers to students</p> <p>Test administrator leaves students unattended during testing</p>		
Other	<p>Secure materials are not kept secure before, during, or after test administration</p> <p>Test administrator/proctor or other building staff taking photos of test items or test environment</p> <p>Staff posting test items or content to social media during testing</p>	<p>Submit an Incident Report—working with the OEAA, the district may be able to quickly resolve issues.</p>	<p>Submit an Incident Report—working with the OEAA, the district may be able to quickly resolve issues.</p>
			<p>Online: Required</p> <p>Paper/Pencil: Required</p>

Incident Category: Building Emergency			
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil
Building emergency	<p>Building emergency occurs during the test and requires student(s) to leave the room or otherwise interrupts testing.</p>	<p>Address the building emergency—pause tests as appropriate/possible. Submit an Incident Report.</p>	<p>Address the building emergency—secure test materials as appropriate/possible. Submit an Incident Report.</p>
			<p>Online: Required</p> <p>Paper/Pencil: Required</p>

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Incident Category: Prohibited Behavior				
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Electronics/ social media	Student(s) taking photos of test items, use of social media during testing.	The student's test will be marked Prohibited Behavior and invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Online: Required Paper/ Pencil: Required
Other	Disruptive behaviors impacting testing session/completion, cheating, use of calculator (mathematics) or dictionary/thesaurus (ELA) during non-permitted section of the test NOTE: The use of non-permitted tools results in test invalidation.	Students engaged in disruptive or egregious behavior must be removed from the testing room. Where feasible, students should be redirected and allowed to continue testing. Students engaged in prohibited behavior need not be removed from the testing room unless they are affecting other students. The student's test will be marked Prohibited Behavior and invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Students engaged in disruptive or egregious behavior must be removed from the testing room. Where feasible, students should be redirected and allowed to continue testing. Students engaged in prohibited behavior need not be removed from the testing room unless they are affecting other students. The student's test will be marked Prohibited Behavior and invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Online: Required Paper/ Pencil: Required

Incident Category: Technical Problems with Online Testing

NOTE: If a student experiences a technical issue during testing, the Test Administrator should instruct the student to stop testing until the issue is resolved. MDE does not unlock or regenerate tests because students were directed to continue testing in spite of ongoing technology issues.

Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Repeated disconnections	Student(s) has repeated disconnections during testing session	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.	N/A	Online: Optional Paper/Pencil: N/A
	Entire classroom has repeated disconnections during testing session	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.	N/A	Online: Optional Paper/Pencil: N/A
INSIGHT freezing, crashing, or not advancing	INSIGHT stops working and the student(s) cannot continue testing	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.	N/A	Online: Optional Paper/Pencil: N/A
Item functionality	An item on the test is not functioning as expected; for example, the student believes the correct answer cannot be selected	Instruct the student to answer as best they are able. Submit an Incident Report with the test and question number (if known), and computer used for testing (Windows PC, Mac, iPad, Chromebook).	N/A	Online: Required Paper/Pencil: N/A

APPENDIX C

Incident Category: Technical Problems with Online Testing

NOTE: If a student experiences a technical issue during testing, the Test Administrator should instruct the student to stop testing until the issue is resolved. MDE does not unlock or regenerate tests because students were directed to continue testing in spite of ongoing technology issues.

Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	Incident Report Required/Optional
Hardware failure	Power outage, internet connection interrupted through local error, stolen computers	If the problem is with just one computer, move the student to another computer and resume testing. (Refer to "Resumed Testing" information in the Test Administration Manual.) If the problem will be resolved in sufficient time to complete testing (restore power or internet connection), continue testing another time or day. If online testing becomes impossible, file an Incident Report.	N/A	Online: Required IF it is necessary to move to emergency paper forms; otherwise optional Paper/Pencil: N/A
Other	Use this category if your technical problem does not conform to the listed technical issues.	Contact your local IT staff, or if further support is required, contact DRC Customer Support.	N/A	Online: Optional Paper/Pencil: N/A

Incident Category: Materials				
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	IR Required/Optional
Answer document transcription required/suggested	Students write in the wrong section of an assessment; wrong answer document used; a writing utensil other than a number 2 pencil is used on an answer document	N/A	Student must transcribe all responses exactly as recorded from the original answer document to a fresh answer document in a one-on-one proctored section. Print and affix a bar code label to the new answer document and return with the scorable materials. Original answer document must be marked Do Not Score and returned in the Orange Special Handling Envelope.	Online: N/A Paper/ Pencil: Optional
Answer document damaged, defective, or lost	Answer document becomes damaged in such a way that will impact scanning—ripped, torn; is defective upon arrival; or is lost during test administration.	N/A	Student must transcribe all responses exactly as recorded from the original answer document in a one-on-one proctored session. Print and affix a bar code label to the new answer document and return with the scorable materials. Original answer document must be marked Do Not Score and be returned in the Orange Special Handling Envelope. NOTE: Biohazards should not be returned. Any secure material with biohazardous material should be securely destroyed.	Online: N/A Paper/ Pencil: Optional

Incident Category: Other			
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil
Other	Use this category only if an incident occurs that does not fit into the listed categories.	Varies	Varies

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Incident Category: Staff Unethical				
Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	IR Required/Optional
Staff Unethical	<p>District administration or management company needs to report an incident involving inappropriate test administration practices of District/Building Coordinators or Building Administration</p> <p>Note: When using this category, only the incident report submitter and anyone identified in the CC field of the report will receive notification of progress of this incident.</p>	<p>Submit an Incident Report; In working with the OEAA, the district may be able to quickly resolve issues.</p>	<p>Submit an Incident Report- In working with the OEAA, the district may be able to quickly resolve issues.</p>	<p>Online: Required</p> <p>Paper/ Pencil: Required</p>

The Michigan Department of Education (MDE) has updated incident reporting requirements to ensure accurate and valid student-level assessment data for the specific situations described below; that is, if a student:

- becomes ill and leaves school early due to illness on the day that the test was completed and submitted
- spends fewer than 15 minutes testing and submits a test
- did not take prescribed medication prior to testing and completes and submits a test

These tests can be regenerated if the incident report is submitted on the date of the incident (by 11:59 PM) and parent permission is documented. If it is not possible to obtain documentation of parent permission on the date of the incident, the school must submit the incident report on the date of occurrence and provide documentation of parent permission subsequently.

Regeneration of any test for any of these listed reasons will only occur once; for example, if a student does not take his or her medication one day and the test is regenerated, and then the student subsequently tests without his or her medication a second time, a new test will not be regenerated. Or, if a student becomes ill and goes home on one test day, the test is regenerated, then if the student spends less than 15 minutes on the test on the next test day, the second test will not be regenerated.

**Incidents Requiring Immediate Action
(must be submitted by 11:59 PM on the date of occurrence)**

Incident Category	Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	IR Required/Optional
Test Not Completed	Student became ill	Student becomes ill, completes and submits test, and then goes home from school sick	<p>Submit an Incident Report on the date of occurrence by 11:59 PM requesting regeneration</p> <p>Gather documentation that verifies:</p> <ul style="list-style-type: none"> • Parental permission to retest (use form provided in OEAA Secure Site) • The student left school early due to illness 	N/A	<p>Online: Optional</p> <p>Paper/Pencil: N/A</p>

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**Incidents Requiring Immediate Action
(must be submitted by 11:59 PM on the date of occurrence)**

Incident Category	Incident Sub-Category	Scenario	Response for Students Testing Online	Response for Students Testing with Paper/Pencil	IR Required/Optional
Misadministration	Other	Student submits test after spending fewer than 15 minutes testing	Submit an Incident Report on the date of occurrence by 11:59 PM requesting regeneration Gather documentation that verifies parent permission to retest (use form provided in OEAA Secure Site)	N/A	Online: Optional Paper/ Pencil: N/A
Misadministration	Other	Student takes test without prescribed medication	Submit an Incident Report on the date of occurrence by 11:59 PM requesting regeneration Gather documentation that verifies parent permission to retest (use form provided in OEAA Secure Site)	N/A	Online: Optional Paper/ Pencil: N/A

Appendix D: TECH BULLETIN: Using the Test Monitoring Application in the DRC INSIGHT Portal

Revision Date: December 18, 2020

Summary

This Tech Bulletin describes how to use the Test Monitoring application in the DRC INSIGHT Portal to monitor participant testing activity throughout the duration of their test using Monitoring Codes.

Test Monitors will be able to see participants who have logged in to a test and registered to a Test Monitoring Dashboard. The Test Monitoring application provides visibility to the participant's status throughout the testing session, including the screen or question on which the participant is currently working, and progress towards completion within the test. Information displayed on the Test Monitoring Dashboard updates in near real time.

The Test Monitoring application within the DRC INSIGHT Portal uses a Monitoring Code to assign a participant's test session to a Test Monitor's Test Monitoring Dashboard. To do this, a Test Monitor will open the Test Monitoring application where a random unique Monitoring Code will be assigned. The Test Monitor will share this code with the participants they will be monitoring. After logging in to a test, participants will enter the Monitoring Code and they will then show up on the Test Monitoring Dashboard. Participants can only be assigned to one Test Monitoring session per test unless the Test Monitor generates a new code and expires the existing code.

Test Monitors have the flexibility to track participants across different test administrations and across different locations, if needed. Test Monitors can only see participants using their Monitoring Code and cannot share their Monitoring Code with other DRC INSIGHT Portal users. Monitoring Codes can be used for assessments that are administered through either the DRC INSIGHT Secure Applications or DRC's public browser option. Upon launching the application, if there is not an active Monitoring Code, one is generated that will expire at the end of the day. Test Monitors can generate a new code and choose an expiration date of up to five days from when the code is generated. Monitoring Codes expire at 11:59 p.m., local time, on their expiration date.

When the administration has been setup so that the Test Monitoring and Restricted Access options are configurable on the test session level, the Add/Edit Test Session screen will allow the user to select how to configure the test session as it relates to Test Monitoring.

The test session can be configured to use Test Monitoring in multiple ways using Manage Test sessions in the DRC INSIGHT Portal Test Management application, including:

- **None** - the Student Verification page does not display the Enter Monitoring Code field for any participants.
- **Optional** - the Student Verification page displays the Enter Monitoring Code field for all participants, but participants are not required to enter a Monitoring Code to begin testing.
- **Required** - the Student Verification page displays the Enter Monitoring Code field for all participants.
- **Participants** are required to enter a Monitoring Code to begin testing.
- **Restricted Access** - the Student Verification page displays the Enter Monitoring Code field for all participants. Participants are required to enter a Monitoring Code and will be placed in a Waiting Room where the Test Monitor controls when participants begin testing.

The Test Monitoring application includes online help that is launched directly from the DRC INSIGHT Portal. The [Test Monitoring Online Help](#) covers all aspects of the Test Monitoring functionality.

TECH BULLETIN: Using the Test Monitoring Application in the DRC INSIGHT Portal



Revision Date: December 18, 2020

Prerequisites and Assumptions

This Tech Bulletin assumes that you have a DRC INSIGHT Portal account with a role that has the Test Monitoring - Access permission.

This Tech Bulletin assumes that you have already created your participants and test sessions in the DRC INSIGHT Portal.

Generating and Using a Monitoring Code

To generate and use a Monitoring Code, do the following:

1. Log in to your state's DRC INSIGHT Portal site.
2. Select **Test Monitoring** from the My Applications menu.
3. The Test Monitoring Dashboard is displayed.
 - If there is not an active Monitoring Code, one will be automatically generated that will expire at the end of the day.
 - If there is an active Monitoring Code, that code will be displayed along with its expiration date and the Test Monitoring Dashboard will display any participants registered to that code.
4. To generate a new code, click **Generate New Code**, and select an expiration date.
5. Click **Generate**. The expiration date now displays next to the Monitoring Code in the Test Monitoring Dashboard.

Note:

- This will cause the existing code to expire and will display a warning that any participants registered to the code will be removed from the dashboard. Participants who are actively testing when the Monitoring Code is regenerated will continue testing without disruption, but they will no longer appear on the Test Monitoring Dashboard.
 - Codes will expire at 11:59 p.m. local time on the expiration date.
6. Distribute the Monitoring Code to your participants.
 7. After logging in to the test, participants enter the Monitoring Code in the **Enter Monitoring Code** field on the Student Verification page and then click **Save**. If they entered a valid code, the participant is registered to the code and will appear on the Test Monitoring Dashboard.
 8. The participant clicks **Continue**.

TECH BULLETIN: Using the Test Monitoring Application in the DRC INSIGHT Portal



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Result

Once the participant clicks **Continue**, what happens next depends upon the configuration of your test session:

- If Restricted Access is not set, the participant can begin testing.
- If Restricted Access is set, the participant will be taken to the Waiting Room page. The participant will appear on the Waiting Room tab within the dashboard until the Test Monitor has allowed them into the test. The Test Monitor can allow waiting participants to begin testing one at a time, select multiple participants, or allow all of the participants into the test.

Once the participant is allowed into the test, they appear in the All tab within the Test Monitoring Dashboard with the following information:

- **Name** - the participant's first and last name
- **Actions**
 - Allow:
 - Enabled when participant has a status of Waiting
 - Clicking **Allow** will let that participant enter the test
 - Assessment - the name of the Assessment to which the participant is registered to the dashboard
 - Status
 - **Active** - Participant is registered to the Monitoring Code and may be actively testing; is not in one of the other statuses
 - **Waiting** - Participant is in the Waiting Room and needs to be allowed into the test
 - **Inactive** - Participant has done no navigation within the Test Engine for at least 5 minutes
 - **Paused** - Participant has Paused the test
 - **Exited** - Participant has exited the Test Engine either from using the Exit button, closing the Test Engine (either the Public or Secure Browser), or from timing out on the Pause Test screen
 - **Completed** - Participant has submitted that part of the test
 - **Navigation** - the part of the test and screen that the participant is currently viewing in the Test Engine. Example: Reading: Question 1 / 20 where Reading is the Test Module
 - **Progress** - the number of answers the participant has submitted out of the expected number of answers for that part of the test.
 - N/A will appear when the participant has not yet begun testing (they are still on Student Verification, Waiting Room, Test Modules, or Test Directions screen)
 - **Registration Start** - the date/time that the participant registered to the dashboard (entered a valid Monitoring Code on the Student Verification screen in the Test Engine)



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