

---

Michigan Department of Education

# **BENCHMARK** **ASSESSMENTS**

**Early Literacy & Mathematics**

2025-2026

Test  
Administration  
Manual  
(TAM)



# Table of Contents

|                                                                                         |    |                                                         |    |
|-----------------------------------------------------------------------------------------|----|---------------------------------------------------------|----|
| How to Use this Manual . . . . .                                                        | 4  | Roles and Responsibilities . . . . .                    | 19 |
| Introduction . . . . .                                                                  | 4  | Roles and Responsibilities . . . . .                    | 19 |
| Navigating the DRC<br>INSIGHT Portal. . . . .                                           | 6  | District Coordinator. . . . .                           | 21 |
| Overview . . . . .                                                                      | 9  | Roles and Responsibilities . . . . .                    | 21 |
| What's New . . . . .                                                                    | 9  | Assigning Roles for District Users . . . . .            | 21 |
| Assessments . . . . .                                                                   | 10 | Pre-Identification of Students . . . . .                | 22 |
| Call Center Contact Information. . . . .                                                | 10 | Training Requirements and Resources. . . . .            | 22 |
| OEAA Communications with Schools<br>and Districts . . . . .                             | 11 | Loading Students in the DRC<br>INSIGHT Portal . . . . . | 24 |
| Assessment System Access for District<br>and Building Assessment Coordinators . . . . . | 11 | Assigning/Editing Sessions . . . . .                    | 24 |
| Valid, Equitable, and Ethical Assessment. . . . .                                       | 12 | Reporting Codes and Research Fields . . . . .           | 24 |
| Security Compliance. . . . .                                                            | 12 | Research I and II Fields . . . . .                      | 24 |
| Students to be Tested. . . . .                                                          | 13 | District Coordinator Online Checklist. . . . .          | 25 |
| Absences and Makeup Testing . . . . .                                                   | 14 | Building Coordinator. . . . .                           | 26 |
| Incident Reporting . . . . .                                                            | 14 | Roles and Responsibilities . . . . .                    | 26 |
| Testing Irregularities . . . . .                                                        | 14 | Pre-Identification of Students (Secure Site). . . . .   | 26 |
| Training Tools . . . . .                                                                | 15 | Supports and Accommodations . . . . .                   | 27 |
| Security . . . . .                                                                      | 17 | Training Requirements and Resources. . . . .            | 27 |
| Materials Permitted or Required<br>During Testing . . . . .                             | 18 | Loading Students in the DRC<br>INSIGHT Portal . . . . . | 28 |
| Software and Testing Devices . . . . .                                                  | 18 | Assigning/Editing Sessions . . . . .                    | 28 |
|                                                                                         |    | Assigning Supports and Accommodations . . . . .         | 29 |
|                                                                                         |    | Test Ticket Printing. . . . .                           | 29 |

# Table of Contents

|                                                                          |           |
|--------------------------------------------------------------------------|-----------|
| Creating Testing Schedules . . . . .                                     | <b>30</b> |
| Managing Student Test Tickets. . . . .                                   | <b>30</b> |
| Testing Status . . . . .                                                 | <b>30</b> |
| Test Monitoring Application . . . . .                                    | <b>31</b> |
| Testing Irregularities . . . . .                                         | <b>31</b> |
| Video Surveillance Cameras . . . . .                                     | <b>31</b> |
| End-of-Test Window Activities . . . . .                                  | <b>31</b> |
| Building Coordinator Online Checklist . . . . .                          | <b>32</b> |
| Test Administrator . . . . .                                             | <b>33</b> |
| Roles and Responsibilities . . . . .                                     | <b>33</b> |
| Managing Test Sessions . . . . .                                         | <b>33</b> |
| Verifying Supports and Accommodations<br>on Test Tickets. . . . .        | <b>34</b> |
| Moving Online Testers to a Different<br>Testing Device or Room . . . . . | <b>34</b> |
| Test Directions. . . . .                                                 | <b>35</b> |
| Ending a Test Session. . . . .                                           | <b>35</b> |
| Test Administrator Online Checklist . . . . .                            | <b>36</b> |

|                                                                                   |           |
|-----------------------------------------------------------------------------------|-----------|
| Supports and<br>Accommodations . . . . .                                          | <b>37</b> |
| What Are Supports and Accommodations? . .                                         | <b>37</b> |
| Nonstandard Accommodations. . . . .                                               | <b>37</b> |
| Other Reminders for Test Administrators<br>and Accommodations Providers . . . . . | <b>37</b> |
| Appendix A . . . . .                                                              | <b>38</b> |
| Scratch Paper Policy . . . . .                                                    | <b>38</b> |
| Appendix B . . . . .                                                              | <b>39</b> |
| Early Literacy and Mathematics<br>Incident Reporting Guide . . . . .              | <b>39</b> |
| Appendix C. . . . .                                                               | <b>43</b> |
| DRC INSIGHT Portal User Guide. . . . .                                            | <b>43</b> |

# How to Use this Manual

## Introduction

This manual is intended to be used for all administrations (fall, winter, and spring) of the MDE developed Early Literacy and Mathematics Benchmark Assessments. The information in this manual will help those involved in the administration of the Early Literacy and Mathematics Benchmark Assessments to understand

1. how the administration process works from beginning to end;
2. key dates when specific assessment activities take place;
3. the roles that school personnel play in the administration process; and,
4. how to use available supports and accommodations.

To make it easier to read, the manual is divided into seven sections:

- **Important Dates and Documents** gathers calendar-related information in one place to help school personnel prepare for, schedule, and administer the tests.
- **Overview** describes general information that everyone involved in the administration process needs to know, including District Coordinators, Building Coordinators, Test Administrators, Technology Coordinators, and other relevant school personnel.
- **Roles and Responsibilities** explains the four roles associated with testing: District Coordinators, Building Coordinators, Test Administrators, and Technology Coordinators.

- **District Coordinators** covers information specific to fulfilling the role of a District Coordinator before, during, and after testing.
- **Building Coordinators** covers information specific to fulfilling the role of a Building Coordinator before, during, and after testing.
- **Test Administrator** covers information specific to fulfilling the role of a Test Administrator. **Please note** that this section does not include actual test directions; Online Test Directions can be downloaded from the [Early Literacy and Mathematics Benchmark Assessments web page](#) or from the [DRC INSIGHT Portal](#).
- **Supports and Accommodations** discusses the supports and accommodations available to students when taking the tests, as well as how and when to use them and where to obtain additional information.
- **Appendices** include detailed information about assessment policies, common test misadministration scenarios, and a link to the DRC INSIGHT Portal User Guide.

All staff members involved in testing must read the Important Dates and Overview sections of the manual. They also must read the section (or sections) related specifically to their role(s) in the test administration process. All other sections are optional; however, it is strongly encouraged that anyone involved in the administration of the Early Literacy & Mathematics Benchmark Assessments read the entire manual, if time permits, to better understand how their role fits into the overall administration process.

The table below shows the required reading sections by role, as well as where to find those sections.

# How to Use This Manual

| Role                 | Required Sections                                                                                                                                                                                                                                                                                                                                                                       | Pages                                                             |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| District Coordinator | <ul style="list-style-type: none"><li>• All sections of this manual should be read by the District Coordinator.</li></ul>                                                                                                                                                                                                                                                               | All Pages<br>1-43                                                 |
| Building Coordinator | <ul style="list-style-type: none"><li>• Important Dates and Documents</li><li>• Overview</li><li>• Roles and Responsibilities</li><li>• Building Coordinator</li><li>• Test Administrator</li><li>• Supports and Accommodations</li><li>• Appendix A: Scratch Paper Policy</li><li>• Appendix B: Incident Reporting Guide</li><li>• Appendix C: DRC INSIGHT Portal User Guide</li></ul> | 7-8<br>9-18<br>19-20<br>26-32<br>33-36<br>37<br>38<br>39-42<br>43 |
| Test Administrator   | <ul style="list-style-type: none"><li>• Important Dates and Documents</li><li>• Overview</li><li>• Test Administrator</li><li>• Supports and Accommodations</li><li>• Appendix A: Scratch Paper Policy</li></ul>                                                                                                                                                                        | 7-8<br>9-18<br>33-36<br>37<br>38                                  |

# Navigating the DRC INSIGHT Portal

Users can access documents and training materials on the [DRC INSIGHT Portal](#). Select the **Documents and Training Materials** link to view all of the materials that are available without secure access.

The screenshot shows the DRC INSIGHT Portal landing page. On the left is a 'Sign In' form with fields for 'Username' (with the example 'smith@example.com') and 'Password', and a 'Sign In' button. On the right is a 'Welcome to the DRC INSIGHT Portal' message. A red callout box points to the 'Documents and Training Materials' link under the 'Without a login' section.

**Welcome to the DRC INSIGHT Portal**

The DRC INSIGHT Portal is used to manage M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments.

Enter your Username (email address) and Password to the left and select **Sign In**. To obtain a login and password follow these [directions](#).

**Without a login - You can access:**

- Documents and Training Materials** (highlighted with a red box and arrow)
- Manuals and Test Directions
- Mini-modules and training presentations
- Accommodations videos

**With a login - You can access:**

- Student Management tools**
  - Assign accommodations
  - Monitor Student testing status
- Test Management tools**
  - Create and update test sessions
  - Print test tickets
- Software downloads**

**MI-Access Online Answer Document Portal**

The MI-Access Online Answer Document Portal for Supported Independence and Participation score entry is only available during the MI-Access testing window. Test tickets are required for score entry.

Need assistance? Customer Support can be contacted at 877-560-8378 or [misupport@datarecognitioncorp.com](mailto:misupport@datarecognitioncorp.com).

On the right side of the landing page, there is a 'Documents' tab selected, showing a list of documents with columns for 'Administration', 'Document Type', and 'Audience'.

District and Building Coordinators with secure access to the [DRC INSIGHT Portal](#) can sign in and select **My Applications** and then **General Information**. Alternatively, documents can be accessed by selecting the **View Documentation and Training Materials** tile from the [DRC INSIGHT Portal](#) landing page.

The screenshot shows the 'My Applications' menu in the DRC INSIGHT Portal. A red arrow points to the 'General Information' link under the 'TEST PREPARATION' section. On the right side of the page, there is a 'What would you like to do today?' section with several tiles. The 'View Documentation & Training Materials' tile is highlighted with a red box.

**My Applications**

- PARTICIPANT PREPARATION**
  - Student Management
  - User Management
- TEST PREPARATION**
  - Test Management
  - TEST ADMINISTRATION
  - Test Monitoring
  - POST-TEST ACTIONS
- SCORING AND REPORTING**
  - Educator Scoring
  - Report Delivery
- GENERAL INFORMATION** (highlighted with a red arrow)
- TECHNOLOGY SETUP**
  - Central Office Services
  - IMAC
  - Tools for Teachers
  - Smarter Reporting
- OTHER LINKS**
  - DRC INSIGHT Dashboard

**What would you like to do today?**

- View Documentation & Training Materials** (highlighted with a red box)
- Install & Configure Testing Software
- DRC INSIGHT Dashboard

Then, select the **Documents** tab.

The screenshot shows the 'Documents' tab selected in the DRC INSIGHT Portal. A red arrow points to the 'Documents' tab in the top navigation bar. Below the navigation bar, there is a 'Documents' section with a list of documents. The 'Documents' tab is highlighted with a red box.

**Documents**

Administration: (All) Document Type: (All) Audience: (All)

**Documents**

| Document                           | Document Type  | Audience | Created    | Updated |
|------------------------------------|----------------|----------|------------|---------|
| Instructional Building Coordinator | Accommodations | General  | 11/18/2015 |         |
| Instructional Building Coordinator | Accommodations | General  | 11/18/2015 |         |
| Instructional Building Coordinator | Documents      | General  | 11/18/2015 |         |
| Instructional Building Coordinator | Documents      | General  | 11/18/2015 |         |

# Important Dates and Documents

## 2025-2026 Important Dates and Resources

| Important Dates                                                                                                                                           |                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activities                                                                                                                                                | Dates                                                                                                                                                                                                                          |
| <b>2025-2026 Early Literacy and Mathematics Benchmark Assessments Testing Windows</b>                                                                     | <a href="#">DRC INSIGHT</a> available: Monday - Friday, 7 a.m. – 4 p.m.<br><b>Fall:</b> August 18, 2025 – October 24, 2025<br><b>Winter:</b> January 5, 2026 – February 6, 2026<br><b>Spring:</b> April 6, 2026 – May 29, 2026 |
| <b>Pre-Identification of Students</b>                                                                                                                     | <b>Fall:</b> July 7, 2025 – October 24, 2025 by 5 p.m.<br><b>Winter:</b> November 11, 2025 – February 6, 2026 by 12 p.m.<br><b>Spring:</b> February 16, 2026 – May 29, 2026 by 12 p.m.                                         |
| <b>Create/Manage Online Test Sessions in <a href="#">DRC INSIGHT Portal</a></b><br><b>Note:</b> Pre-ID must be completed prior to creating test sessions. | <b>Fall:</b> August 1, 2025 – October 24, 2025<br><b>Winter:</b> December 12, 2025 – February 6, 2026<br><b>Spring:</b> February 20, 2026 – May 29, 2026                                                                       |

# Important Dates and Documents

| Resources                                                                              |                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Resources                                                                              | Dates/Locations                                                                                                                                                                                                                                                           |
| <b>Technology Coordinator Training Session (Recorded)</b>                              | Recorded session available in <a href="#">DRC INSIGHT Portal</a> : <b>July 31, 2025</b>                                                                                                                                                                                   |
| <b>Technology Coordinator Q&amp;A Session (Live)</b>                                   | Live Q&A session: <b>August 6, 2025</b> from 10:00 - 10:30 a.m.<br><a href="#">Click to join on Microsoft Teams</a><br>Meeting ID: 236 636 620 101 6<br>Passcode: 6DY7Md3A                                                                                                |
| <b>District and Building Coordinator Training Session (Live and Recorded)</b>          | Fall Live session: <b>August 12, 2025</b> from 10:00 - 11:00 a.m.<br><a href="#">Click to join on Microsoft Teams</a><br>Meeting ID: 272 505 287 136 3<br>Passcode: Ls34QB6E<br>Recorded session available in <a href="#">DRC INSIGHT Portal</a> : <b>August 13, 2025</b> |
| <b>Early Literacy and Mathematics Benchmark Assessment Tutorial</b>                    | Available <b>August 1, 2025</b> in both DRC INSIGHT and Google Chrome <a href="#">OTTs Chrome</a> (must use Google Chrome) – select the <a href="#">DRC INSIGHT Online Assessments Tutorials link</a>                                                                     |
| <b>Online Training Tools (OTTs)</b>                                                    | <b>Now Available</b> in both DRC INSIGHT and Google Chrome <a href="#">OTTs Chrome</a> (must use Google Chrome)                                                                                                                                                           |
| <b>Early Literacy and Mathematics Benchmark Assessments Test Administration Manual</b> | Available on <a href="#">Early Literacy and Mathematics Benchmark Assessments web page</a> and the <a href="#">DRC INSIGHT Portal</a> : <b>August 8, 2025</b>                                                                                                             |
| <b>Online Test Directions</b>                                                          | Available on <a href="#">Early Literacy and Mathematics Benchmark Assessments web page</a> and the <a href="#">DRC INSIGHT Portal</a> : <b>August 8, 2025</b>                                                                                                             |

**Please note:** Instructions in this manual may refer you to the Important Dates Document for available dates and locations. You may want to print or download these pages for reference. A stand-alone version of the current [Important Dates and Resources](#) document is also available.

| Manuals and Guides                                                |                                                                                                                                                     |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Technology User Guide</b>                                      | <b>Now available</b> on <a href="#">DRC INSIGHT Portal</a>                                                                                          |
| <b>DRC INSIGHT Portal User Guide</b>                              | <b>Now available</b> on <a href="#">DRC INSIGHT Portal</a>                                                                                          |
| <b>Assessment Integrity Guide</b>                                 | <b>Now available</b> on the <a href="#">Assessment Integrity Guide</a>                                                                              |
| <b>Early Literacy and Mathematics Benchmark Assessments Video</b> | <b>Now available</b> on the <a href="#">Early Literacy and Mathematics Benchmark Assessments web page</a> under the <b>Parent Resources</b> section |

# Overview

## What's New

This section outlines recent updates to the student-facing views in the DRC INSIGHT testing application. These changes include a refreshed application logo, an updated login page, and enhancements to the Online Tools Training (OTT) experience.

### DRC INSIGHT APPLICATION LOGO

The DRC INSIGHT application has been updated beginning with the Fall 2025 Early Literacy and Mathematics Benchmark Assessments:



Students will select this image to open the application and begin testing.

### INSIGHT LOGIN PAGE

The login page used to select an assessment has been redesigned for the 2025-26 academic year:



Students will select the Early Literacy & Mathematics Benchmark Assessments tab to open the login screen below:



### UPDATES TO ONLINE TOOLS TRAINING (OTT) LINK AND VIEW

The OTTs experience has been updated with a new access link and refreshed interface:

- **New Access Link:** <https://portal.te.drcedirect.com/MI>
- **Browser Requirement:** Students must continue to use the Chrome browser to access the OTTs.
- **Updated Interface:** The OTTs selection and login screens have a new look and feel:



# Overview

## Assessments

In the fall, winter, and spring, schools/districts will administer benchmark assessments to students in grades kindergarten, 1, and 2. There is no planned high stakes accountability for benchmark assessments.

Michigan's Early Literacy and Mathematics Benchmark Assessments provide educators throughout the state with essential information to guide student learning. Districts may choose to administer this state assessment or another qualified assessment. This manual addresses the MDE-developed Early Literacy and Mathematics Benchmark Assessments administration. In the fall, the pre-test measures student knowledge of what they will be learning during the whole year. In the winter and spring, data demonstrates what students learned through the school year, based on Michigan's academic standards in English language arts (ELA) and mathematics.

Michigan's Early Literacy and Mathematics Benchmark Assessments are on the [approved benchmark list](#) for students in kindergarten to grade 2 provided by the Michigan Department of Education.

## ENGLISH LANGUAGE ARTS

English language arts (ELA) is assessed in grades K, 1, and 2. It covers five domains:

- Reading—Literary Text
- Reading—Informational Text
- Reading—Foundational Skills
- Writing
- Language

## MATHEMATICS

Mathematics is assessed in grades K, 1, and 2. It covers four domains in grades 1 and 2 and five domains in Kindergarten:

- Operations and Algebraic Thinking
- Number and Operations in Base Ten
- Measurement and Data
- Geometry
- Counting and Cardinality (K only)

## Call Center Contact Information

The Office of Educational Assessment and Accountability (OEAA) has a call center to help answer questions related to testing. Agents are available to receive questions at the following toll-free phone number and email address during specific hours:

- **Call:** 1-877-560-8378  
7 a.m. – 5 p.m. (M–F)
- **Email:** [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

The table below shows the options related to testing that are available for selection when calling the OEAA Call Center.

| Topic                                                                                  | Option |
|----------------------------------------------------------------------------------------|--------|
| OEAA Secure Site and Test Administration policies                                      | 1      |
| DRC INSIGHT Portal, INSIGHT, Central Office Services (COS), or online assessment tools | 4      |
| Known or suspected cheating or unethical testing practices on any state assessment     | 5      |

# Overview

## 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:

- [Early Literacy and Mathematics Benchmark Assessments web page](#)
- **Training (live and recorded) and Video Tutorials** for Test Coordinators in the [DRC INSIGHT Portal](#)
- **Spotlight on Student Assessment and Accountability weekly newsletter** – sign up to receive the newsletter and/or read archived copies on the [Spotlight web page](#)
- [DRC INSIGHT Portal](#)
- the Announcement page on the [OEAA Secure Site](#)

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

## Assessment System Access for District and Building Assessment Coordinators

The OEAA Secure Site, the Educational Entity Master (EEM), and the DRC INSIGHT Portal are systems used for test administration tasks.

### OEAA SECURE SITE

Many testing functions take place on the [OEAA Secure Site](#), including:

- pre-identification of students
- assign tests
- add reporting codes and research codes
- incident reporting
- access to student scores and reports

### Accessing the OEAA Secure Site

If access is needed to the OEAA Secure Site, you will need to create or log into your MiLogin for Business account, add the Office of Educational Assessment and Accountability (OEAA) Secure Site service to your Home page, and request access through the site. Directions on how to get access along with training resources for the OEAA Secure Site can be found on the [Secure Site Training web page](#).

## EDUCATIONAL ENTITY MASTER (EEM)

The [Educational Entity Master \(EEM\)](#) is a repository that contains basic contact information for public schools, nonpublic schools, intermediate school districts, and institutions of higher education.

Because the EEM serves as the directory for identifying and linking educational entities with other data collection applications, it is imperative that districts and schools keep their information up to date. The OEAA will use that information in various ways throughout the testing process. Early Literacy and Mathematics updates will be sent to the person assigned to the role Early Literacy and Math Benchmark Coordinator.

The EEM may be accessed on the [EEM web page](#). The EEM may be viewed by anyone, but it can only be updated by the authorized district EEM user. If you do not know who your EEM authorized user is, you can locate their name, email, and phone number on the **District and School Contact page** of the OEAA Secure Site. The EEM authorized user is listed on the District and School Contact page.

# Overview

 **Helpful Hint:** Most districts review EEM contact lists at the beginning of each academic year to ensure they are still correct.

If any changes in staffing are made during the year, it is important for the authorized district EEM user to update the EEM with the correct information.

Be sure to notify your authorized district EEM user if you have any changes or updates to your assessment staff!

## DRC INSIGHT PORTAL

The DRC INSIGHT Portal is used for online test administration tasks, including:

- assigning online Universal Tools, Designated Supports, and Accommodations
- test session setup
- printing test tickets and test rosters
- monitoring student completion of assigned tests

### Accessing the DRC INSIGHT Portal

Secure access to the DRC INSIGHT Portal for Building and District Assessment Coordinators is assigned through the OEAA Secure Site. Refer to the [How do I get access to the OEAA Secure Site](#) document on the [OEAA Secure Site Training web page](#).

## Valid, Equitable, and Ethical Assessment

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) 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. Test Coordinators are responsible for ensuring all other testing staff are properly trained in test security according to their role.

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 violations of test security

## Security Compliance

All staff involved in the administration of Early Literacy and Mathematics Benchmark Assessments 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 administration process, and that they understand their role and responsibilities.

Completed forms are required from Technology Coordinators, District and Building Test Coordinators, 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 or District Coordinator and kept on file for three years. Anyone involved in the administration is obligated to report any suspected violations of test security.

# Overview

## Students to be Tested

Schools/districts should administer benchmark assessments in the fall, spring, and optionally winter in grades kindergarten, 1, and 2. The [Updated Guidance on Early Literacy and Mathematics Benchmark Assessments](#) provides additional details. There is no planned high stakes accountability for these assessments.

Options:

- MDE-developed Early Literacy and Mathematics Benchmark Assessments in ELA and mathematics
- A different benchmark assessment aligned to Michigan-approved academic standards in ELA and mathematics

Testing for students who are homeschooled or who attend nonpublic schools is optional.

Following is a detailed description of testing requirements for students in various populations, locations, and unique circumstances.

## STUDENT POPULATIONS

### Students with Disabilities

Students with a variety of specialized needs stemming from a disabling condition may require accommodations to properly access the assessment. These accommodations would be outlined by the student's Individualized Education Program (IEP) or Section 504 plan. These required accommodations should be taken into consideration, along with other available universal tools and designated supports that a student may need when scheduling students to take the assessment.

Students for whom an IEP team determines that the Early Literacy and Mathematics Benchmark Assessments are not appropriate would not be required to take the assessment. An example might be the case of a student with a significant cognitive impairment whose progress is better assessed in another way.

To learn more about the supports and accommodations allowed for all students, including students with disabilities, refer to the [Early Literacy and Mathematics Benchmark Assessments \(K-2\) Supports and Accommodations Table and Resources](#) located on the [Early Literacy and Mathematics Benchmark Assessments web page](#). There also is a section of this manual dedicated to the topic (refer to [page 37](#)).

### English Learners (ELs)

Schools may choose to administer the Early Literacy and Mathematics assessments to English Learners (ELs). It is recommended that schools follow similar requirements for ELs taking content area assessments in grades 3-8 and 11. ELs in those grades who are in their first year in a U.S. school (defined as the first twelve months of enrollment) may not be required to participate in the ELA assessment IF they have taken the WIDA Screener or WIDA ACCESS. However, there is no application process necessary for this school level exception in grades K-2.

## STUDENT GRADE CONSIDERATIONS

### Students Who Repeat a Grade Level or are in Advanced Classes

Students must take the Early Literacy and Mathematics test for the grade level in which they are enrolled.

## STUDENTS IN DIFFERENT LOCATIONS

### Homeschooled Students

Homeschooled students are eligible for testing, but they are not required to test. If they opt to participate in testing, they must contact their local public school and arrange for their participation. Homeschooled students must also have a state-assigned unique identification code (UIC) and the correct residency code entered in the MSDS. Students are expected to follow the school-established test schedule (the school is not required to provide makeup testing).

# Overview

When homeschooled students take the test, their test results will not be included in school and district test results. Those entries must match what is entered for the student in MSDS.

When returning test results to homeschooled students, schools may request a stamped, self-addressed envelope from the parent.

## Students Enrolled in Private/Non-public Schools

Private/non-public students are eligible for testing, but they are not required to test. If they opt to participate in testing, they may only take tests at their own school, unless the students also take courses at a public school. In that case, students may take the tests in the public school.

## Virtual Schools

Students in online or virtual schools may administer the Early Literacy and Mathematics Benchmark assessments at an off-site location or as a remote administration.

Virtual school personnel should plan to work closely with the OEAA to ensure that testing at remote sites is managed in a secure fashion.

## Remote Test Administration

Due to the young ages of these students, schools should first carefully consider all options for an in-person test administration, especially for students who might require some form of in-person accommodation or support or those who might lack computer skills.

[Remote Testing Documents](#) are provided to support districts and schools who choose to administer the assessments remotely. Since there is wide variance across the state in how schools are supporting students and families remotely, the documents can be modified to meet your specific needs and requirements. If you have questions, contact the Call Center at 877-560-8378 and select option 1, or email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

## UNIQUE IDENTIFICATION CODES

Each student in Michigan is assigned a unique identification code (UIC) when they enroll in a

public school. **Homeschooled, private, and non-public students are also required to have a UIC.** UICs are used to identify students and report their test results; therefore, it is critically important that the codes are correctly applied.

## Absences and Makeup Testing

All makeup testing **must be completed during the student's designated test window.**

For online students who never started a test, there is no need to create a new test session for makeups. Students can remain in the same test session to which they were originally assigned.

## Incident Reporting

Incident reports must be completed by District Coordinators when:

- requesting a new test
- reporting test irregularities and misadministrations
- marking a test "Prohibited Behavior"
- marking a test "Nonstandard Accommodation"

For more detailed information on situations requiring incident reports, see [Appendix B](#) of this manual.

## Testing Irregularities

Examples of test irregularities which would require an Incident Report include, but are not limited to:

- not removing or covering posters, maps, and other instructional aids in the testing room(s)
- not allowing a student to complete a test (tests are untimed, so time should not be a factor if scheduled properly)
- allowing students to be unsupervised during testing

Any irregularities that occur outside the scope of [Appendix B](#) must be reported to the OEAA Call Center as quickly as possible (1-877-560-8378).

# Overview

## Training Tools

The OEAA and its testing contractors have developed a number of resources to help staff prepare for test administration.

### RECORDED PRESENTATIONS IN THE DRC INSIGHT PORTAL

The presentations on the following page are available in the [DRC INSIGHT Portal](#) (under **Document Type: Training Presentations & FAQs**). DRC INSIGHT Portal navigation instructions are on [page 6](#).

| Recorded Presentation                                 | Description                                                                                                                                           | Date Available                                    |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Technology Coordinator Power Point Presentation       | Provides an overview of the software and technology setup required for testing. It is <b>optional</b> viewing for District and Building Coordinators. | Refer to <a href="#">Important Dates</a> document |
| District and Building Coordinator Training (recorded) | Provides (a) an overview of what's new, (b) where to find resources, (c) software required for the implementation of online testing, and (d) a Q&A.   | Refer to <a href="#">Important Dates</a> document |

### MANUALS

The following manuals are available in the [DRC INSIGHT Portal](#). Test Coordinators must read both manuals. Test Administrators must read and follow the Online Test Administration Directions. DRC INSIGHT Portal navigation instructions are on [page 6](#).

| Manual                                      | Description                                                                     | Where to find it                | Date Available                                    |
|---------------------------------------------|---------------------------------------------------------------------------------|---------------------------------|---------------------------------------------------|
| Test Administration Manual (TAM)            | This manual (electronic only)                                                   | Web page and DRC INSIGHT Portal | Refer to <a href="#">Important Dates</a> document |
| Online Test Administration Directions (TAD) | Online test administration directions for Test Administrators (electronic only) | Web page and DRC INSIGHT Portal | Refer to <a href="#">Important Dates</a> document |

# Overview

## MINI-TUTORIALS

Mini-tutorials are short videos designed to help District Coordinators, Building Coordinators, and Test Administrators better understand online testing tasks. They are available in the [DRC INSIGHT Portal](#) under **Document Type: Mini-Modules**. DRC INSIGHT Portal navigation instructions are on [page 6](#).

| Mini-Tutorial                                                                                                                                                                                            | Role      | Date Available      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------|
| <a href="#">Accessing Documents on the DRC INSIGHT Portal</a>                                                                                                                                            | All       | Currently Available |
| <a href="#">Accessing the Online Tools Trainings</a> student practice tests                                                                                                                              | All       | Currently Available |
| <a href="#">Searching for Students in the DRC INSIGHT Portal</a>                                                                                                                                         | DC,<br>BC | Currently Available |
| <a href="#">Assigning Student Supports and Accommodations in the DRC INSIGHT Portal</a> : a mini-module on how to add, edit, and mass-assign accommodations to students' tests in the DRC INSIGHT Portal | DC,<br>BC | Currently Available |
| <a href="#">Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal</a>                                                                                                               | DC,<br>BC | Currently Available |
| <a href="#">Finding Student Testing Status in the DRC INSIGHT Portal</a> : a mini-module on using the Student Status Dashboard and viewing testing status by module                                      | DC,<br>BC | Currently Available |
| <a href="#">Using Test Monitoring in the DRC INSIGHT Portal</a> : a mini-module outlining how to use the optional Test Monitoring Application                                                            | All       | Currently Available |

# Overview

## ASSESSMENT SECURITY TRAINING SERIES THROUGH MICHIGAN VIRTUAL (MV)

This series, which consists of four modules that will help prepare testing personnel to establish and maintain appropriate and secure test administration practices, is available through [Michigan Virtual](#).

On the Michigan Virtual page:

1. select **Login**
2. type **Assessment Security** in the **Search for Course** field
3. select **Find Course**



| Training Module                            | Description                                                                                                                                                                                                                             | Date Available             |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Module 1: An Introduction to Test Security | This module covers why test security is important.                                                                                                                                                                                      | Course Currently Available |
| Module 2: Getting Ready for Testing        | This module covers steps to take before testing, such as staff training and preparing the test environment. These steps will help you avoid common security problems, protecting both your staff and the validity of your test results. | Course Currently Available |
| Module 3: Test Administration              | This module covers security concerns and considerations during testing. What should test administrators do on-site? What student behaviors should you watch for?                                                                        | Course Currently Available |
| Module 4: Incident Response                | This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring, and most can be mitigated with a quick and careful response.                                                     | Course Currently Available |
| Assessment Security Refresher Course       | This refresher course can be used by educators who completed modules one through four in the previous assessment administration in place of modules one through four.                                                                   | Course Currently Available |

## Security

All materials that 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 used scratch paper, online test tickets, and test rosters. Following is more detailed information related to security that District Coordinators, Building Coordinators, and Test Administrators must keep in mind when they have secure test materials in their possession.

- 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 secure materials must be retained in one secure, locked location within the school. During the test administration window, they must be distributed and collected daily.

# Overview

- All scratch paper must be collected and returned to the Building Coordinator immediately after testing for shredding. 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.**
- Using cameras or cell phones and posting pictures to social media sites is a serious and significant security risk. **Therefore, photographs may not be taken at any time** by students or district/school personnel. If students violate this policy, their tests will be marked as “Prohibited Behavior.”

## Materials Permitted or Required During Testing

### HEADPHONES

- All kindergarten and grade 1 testers will receive Human Voice Audio (HVA) for both math and English Language Arts. Headsets are required. HVA will be automatically turned on; nothing needs to be set in the DRC INSIGHT Portal.
- Any grade 2 tester who is in need of Text-to-Speech (TTS) support will need headphones. TTS must be set in the DRC INSIGHT Portal before test tickets are generated. (Note: For the ELA assessment, only test items are read aloud; the passages are not read.) **Tip:** Both the volume and the speed of TTS can be adjusted. Go to Options, then Audio Settings, and then Volume or Speed.
- Students may use their own headphones or earbuds, but Test Administrators should check them to ensure they are working properly. Refer to the [DRC INSIGHT Headset Guidance](#) document found in the DRC INSIGHT Portal Documents section, to help maximize the potential for testing success.

## Software and Testing Devices

### DRC INSIGHT PORTAL

DRC INSIGHT Portal is Data Recognition Corporation’s (DRC’s) custom-built web application that allows Michigan users to access training materials, download testing software, manage online test sessions, print test tickets, assign and manage online testing accommodations, and monitor testing progress. Each DRC INSIGHT Portal user will receive his/her own login information and password with specific permissions based on his/her role as entered in the Secure Site. DRC INSIGHT Portal is used in connection with DRC’s online test engine, INSIGHT. Refer to the **DRC INSIGHT User Guide**, available in the [DRC INSIGHT Portal](#), for more information.

### INSIGHT AND CENTRAL OFFICE

DRC’s INSIGHT Online Learning System is software that provides a secure online testing environment. The software is available from the DRC INSIGHT Portal and must be installed on each device used for testing. In addition, MDE recommends that schools use a Central Office Services (COS) Service Device to support testing. A COS Service Device securely stores a local copy of test content, reducing bandwidth consumption and managing the testing experience. Refer to the **Technology User Guide**, available in the [DRC INSIGHT Portal](#) for additional details.

### TESTING DEVICES/OPERATING SYSTEMS

Students may test using the following devices:

- Windows-based desktops or laptops
- Mac-based desktops or laptops
- iPads
- Chromebooks, Chromeboxes, and Chromebases

Refer to the **DRC INSIGHT System Requirements** document in the [DRC INSIGHT Portal](#) for detailed information on hardware and software supported for DRC INSIGHT and/or COS Service Devices. DRC INSIGHT Portal navigation instructions are on [page 6](#).

# Roles and Responsibilities

## Roles and Responsibilities

District and school professional staff members play a key role in the fair and equitable administration of state assessments. While districts may adjust the roles and responsibilities to fit their size and organizational structure, all roles must be filled in some way. Each role may be carried out by one individual or split among several individuals. No function or responsibility, however, should be ignored.

There are four roles associated with testing: District Coordinators, Building Coordinators, Test Administrators, and Technology Coordinators. Each of the first three roles has a section in this manual dedicated entirely to describing the responsibilities that must be carried out before, during, and after assessment administration.

Following is a brief description of each role.

### DISTRICT COORDINATORS

District Coordinators are responsible for overseeing ALL testing at the district level and acting as backup support at the school or building level. The person (or people) fulfilling this role must develop necessary testing policies, ensure that all other roles associated with testing are filled, lead professional development activities associated with testing, ensure that Building Coordinators and Test Administrators are aware of training opportunities for students, and so forth. In addition, the person fulfilling this role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **District Assessment Coordinator**. For more detailed information, refer to the District Coordinator section on [pages 20-25](#) of this manual.

### BUILDING COORDINATORS

Each school building involved with testing (including alternative education programs, SEEs, and S2E2s) must have a Building Coordinator. This person may be the school principal or another professional staff member. The Building Coordinator is responsible for arranging training opportunities for Test Administrators and students, making all testing arrangements, developing test schedules based on the school's resources (such as available computers and testing rooms) and needs, and ensuring the overall integrity of the assessment process. In addition, the person fulfilling this role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **Early Literacy and Math Benchmark Coordinator**. For more detailed information, refer to the Building Coordinator section on [pages 26-33](#) of this manual.

### TEST ADMINISTRATORS

Test Administrators are responsible for preparing for and administering the tests directly to students. This manual provides an overview of what Test Administrators are expected to do before, during, and after testing; Online Test Directions can be downloaded from the [Early Literacy and Mathematics Benchmark Assessments web page](#) or from the [DRC INSIGHT Portal](#). For more detailed information on this role, refer to the Test Administrator section on [pages 34-37](#) of this manual. If the district or school intends to use the Test Monitoring Application (Appendix D), Test Administrators will need either a **"Public School Online Test Administrator"** or **"Nonpublic School Online Test Administrator"** role assigned through the OEAA Secure Site in the DRC INSIGHT Portal.

# Roles and Responsibilities

## TECHNOLOGY COORDINATORS

Technology Coordinators (TCs) are responsible for tasks related to the software used for testing (DRC INSIGHT) and the local caching system for securely storing test content Central Office Services [COS] Service Devices). TCs must:

- complete a security compliance form
- download and install DRC INSIGHT and the COS (for any devices new to testing)
- verify that the latest versions of DRC INSIGHT and COS are installed (if the school participated in online testing before, this may require that old programs be uninstalled)
- configure all devices used for testing in schools to communicate with COS (if not already done)
- be available during testing to troubleshoot and help Building Coordinators and Test Administrators
- provide contact information to District and Building Coordinators so they can easily request help in solving any technology issues that arise before, during, or after testing

Detailed information on how to install and configure the software used for testing is available for TCs in the **Technology User Guide**, which can be found in the [DRC INSIGHT Portal](#).

The person fulfilling the Technology Coordinator role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **Technology Director**.

# District Coordinator

## Roles and Responsibilities

District Coordinators are responsible for overseeing all testing in their district. Specifically, they are expected to perform the following functions:

- establish and communicate a district scratch paper policy
- establish and communicate a district cell phone and personal electronic device policy
- lead test-related staff training activities and inform Building Coordinators about learning opportunities for Test Administrators and students
- manage Secure Site access and permissions
- manage the distribution, collection, and storage of OEAA Security Compliance Forms
- serve as the contact person between the district and the OEAA
- read and know where to find information related to testing
- disseminate all correspondence to relevant district and school staff members, as well as parents where and when appropriate
- coordinate the pre-identification of students for the assessment
- collaborate and communicate regularly with the Technology Coordinator (who is responsible for installing all software needed for testing)
- ensure all student information is accurate in the Michigan Student Data System (MSDS)
- serve as backup support for Building Coordinators before, during, and after testing
- initiate and submit Incident Reports as needed
- investigate and inform the OEAA of any testing irregularities, including prohibited behavior, the use of nonstandard accommodations, and security breaches

## Assigning Roles for District Users

One of the most important tasks that District Coordinators must complete is providing key players in the assessment process (Technology Coordinators, District Coordinators, Test Administrators, and Building Coordinators) access to DRC INSIGHT Portal. To do that, District Coordinators must first work with their District Administrator (the person in the district who provides others with access to the Secure Site and assigns their role). User information will then be pulled from the Secure Site and loaded into the DRC INSIGHT Portal. This is the only method for adding users to the DRC INSIGHT Portal system. Users may NOT be added manually over the phone.

Technology Coordinators will need access to the DRC INSIGHT Portal to download testing software. Building Coordinators will need DRC INSIGHT Portal access to manage online test sessions, assign accommodations, and print test tickets. District Coordinators will need access to it to monitor testing progress and serve as backup support for Building Coordinators. Test Administrators do not need access to the password protected part of the DRC INSIGHT Portal to obtain the materials they might need.

Staff that needs access to the DRC INSIGHT Portal should be directed to the [Request Access](#) instructions available on the [Secure Site Training web page](#) under the **Security** section. Once staff have submitted their request for access through the OEAA Secure Site, the district administrator level user of the Secure Site will need to approve it. Once approved on the Secure Site, the user will receive an email from DRC with a login and password for the INSIGHT Portal within 1 to 2 business days.

Everyone, including Test Administrators, has access to the "Documents" section of the [DRC INSIGHT Portal](#) as it does not require a login.

# District Coordinator

## Pre-Identification of Students

Schools will need to pre-identify students that will be taking part in the Early Literacy and Mathematics assessment on the [OEAA Secure Site](#). Students must be pre-identified on the Secure Site before they will be copied into the DRC INSIGHT Portal for management of the online assessment.

There are several different methods that can be used to pre-identify students:

- [Pre-ID File Upload](#)
- [One Student at a Time/Student Search](#)
- [MSDS Copy](#)

One or more of the methods above can be used to pre-identify students on the Secure Site for the Fall 2025 Pre-ID for Early Literacy and Mathematics Benchmark Assessments.

Directions for all of the Pre-ID functions can be found on the [Secure Site Training web page](#) under the **Pre-Identification of Students** section.

Check the Important Dates section of this manual for important dates related to pre-identification of students. For instructions on how to get access to the OEAA Secure Site, go to the [OEAA Secure Site Training web page](#) and select the [Request Access](#) link under the **Security** section.

## SUPPORTS AND ACCOMMODATIONS

Identifying the supports and/or accommodations that an individual student needs to test online must be done in advance of testing. Some supports and accommodations must be assigned in the [DRC INSIGHT Portal](#).

## Training Requirements and Resources

District Coordinators should review and become familiar with all sections of this manual. They also should make others in the district aware of the many training tools that are available to help Building Coordinators, Test Administrators, and students prepare for testing.

### TRAINING OPPORTUNITIES FOR STAFF

The following training presentations are provided to assist testing personnel.

Dates for the live presentations are listed in the **Important Dates** document on [page 7](#):

- **District and Building Coordinator Training – WebEx**
  - **Recorded version:** will be available the day after the live presentation in the [DRC INSIGHT Portal](#) under **Document Type: Training Presentations & FAQs**. DRC INSIGHT Portal navigation instructions are on [page 6](#).
- **Technology Coordinator Training – WebEx**
  - **Recorded version:** will be available the day after the live presentation in the [DRC INSIGHT Portal](#) under **Document Type: Training Presentations & FAQs**.

### 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 Trainings (OTTs). They are NOT a substitute for the hands-on practice that the OTTs provide. The tutorials are available in two places: (1) in the [DRC INSIGHT Portal](#) under [Test Tutorials](#) (a login is NOT needed), or (2) by opening the INSIGHT testing engine and selecting the tutorial link at the bottom of the screen.

# District Coordinator

## ONLINE TOOLS TRAINING (OTTS) FOR STUDENTS

The Online Tools Training (OTTs) is designed to provide an introductory online experience for students in preparation for taking the Michigan Early Literacy and Mathematics Assessment. Assessment Administrators should have students do the OTTs only after first viewing the Video Tutorial themselves and with students. Assessment Administrators should then model for the students how to complete the various item types, tool usage, and navigation.

The purpose of the OTTs is for the students to observe and to practice features of INSIGHT, the online assessment software, prior to an actual administration. Although the test questions used for illustration purposes are indicative of the content of a given assessment, the OTTs are **not** a practice test of content. That is, the OTTs are not designed to demonstrate complete coverage of the tested content and **are not scored**. Test questions have been chosen to demonstrate the item types and tools of online testing for the content area. The goal is to familiarize students with the use of the computer and not to test content knowledge within any subject.

OTTs are designed to allow students to experience taking a test on a computer and to experiment with the features available to them during an actual assessment.

OTTs are available to practice before testing software is installed.

- **Public OTTs (software not required—must be accessed in the Chrome browser)**

[ELA and mathematics OTTs](https://portal.te.drcedirect.com/MI) using Chrome (<https://portal.te.drcedirect.com/MI>)

**Note:** If Chrome is not your default browser, you will need to copy and paste this address into a Chrome web browser.

- **Non-public OTTs (accessed via DRC INSIGHT testing software)**

To begin an Online Tools Training, students double-click on the DRC INSIGHT Online Assessments icon on their desktop. They should then select **Online Tools Training**, select a content area, then select a grade level. Once the OTT opens, students listen to the test directions before the OTT begins. A DRC INSIGHT screen similar to the one below will display.



- Assessment Administrators should encourage students to practice using the testing tools while answering the practice questions.
- Students with low vision who require enlarged text and graphics should use a large monitor. If one is not available, the embedded magnifier is available for use. Use of the magnifier will require students to select the magnifier tool for each item.

Assessment Administrators must monitor students during Online Tools Training practice sessions and may help students with questions about the Online Tools Training or show them how to answer the different item types. OTT test directions are read to Kindergarten and Grade 1 students using Human Voice Audio (HVA). Test directions are also read to Grade 2 students with the designated support Text to Speech (TTS). Students are directed to raise their hands when they reach the stop sign at the end of the test.

# District Coordinator

## Loading Students in the DRC INSIGHT Portal

Students **cannot** be loaded directly into the DRC INSIGHT Portal. Instead, follow the procedures established to pre-identify students in the Secure Site. Then, once they are entered there, it will take one business day for them to be loaded into the DRC INSIGHT Portal.

## Assigning/Editing Sessions

While Building Coordinators are primarily responsible for assigning students to test sessions, District Coordinators may be called on to provide backup. The section on [pages 26-33](#) of this manual provides detailed instructions for setting up test sessions.

Schools administering assessments online will need to group students into online sessions in the DRC INSIGHT Portal.

For detailed information on adding and editing test sessions, refer to the [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](#) mini-module found in the [DRC INSIGHT Portal](#).

## Reporting Codes and Research Fields

Reporting Codes and Research Codes allow districts and schools to receive reports organized by class or group designation(s). It is up to the district or school to determine whether this option will be used and to define the codes that will be most helpful.

Users of the Secure Site can enter reporting codes and research fields for groups of students using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the [Secure Site Training web page](#) under **Pre-Identification of Students**.

### REPORTING CODES AND REPORTING CODE LABELS

Secure Site users can add a label to reporting

codes that are created in the OEAA Secure Site. Reporting Codes can be used to filter dynamic score reports and student data files. For information on how to add labels to your reporting codes, refer to [Reporting Code Label](#) instructions.

## Research I and II Fields

The use of research fields is optional. Research codes are reported in the student data file results only. (Dynamic online reports do not include the research code information.)

In the past, school districts have used the optional research fields to answer such questions as:

- Is there a relationship between the number of years students have attended school in our district and their test scores?
- Is there a difference in attainment of achievement objectives among those students who had reading program A vs. reading program B (vs. reading program C, etc.)?

The following important points should be considered before deciding to use research fields:

- Codes for research fields may be developed at the district or school level and assigned a different number from one to ten.
- Districts may elect to use one or both of the research code options at any or all of the grades assessed.
- Research codes can be entered into the Secure Site through the end of the test window.

## District Coordinator Online Checklist

A single-page checklist is provided on the following page to help District Coordinators manage the many tasks that must be completed for online testing. The checklist can be also be downloaded from the [DRC INSIGHT Portal](#). DRC INSIGHT Portal navigation instructions are on [page 6](#).

# District Coordinator

## Online Assessments

### District Coordinator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES



[DRC INSIGHT Portal](https://www.drcdirect.com) (<https://www.drcdirect.com>)

Access reference documents in the DRC INSIGHT Portal: General Information → Documents → filter for documents.

#### District Coordinator Checklist:

This checklist is intended to be used in conjunction with the **Test Administration Manual**, which is found in the DRC INSIGHT Portal. **All steps below are required for successful implementation.**

| ✓ | Task                                                                                                                                                                                                                                                                                                                                                                                                          |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | 1. Watch the <b>District/Building Coordinator WebEx</b> (Live: Refer to the <a href="#">Important Dates</a> document) or a Training Session PowerPoint (posted shortly after the live presentation) in the DRC INSIGHT Portal under General Information → Documents → Document Type: Training Presentations & FAQs and on the <a href="#">Early Literacy and Mathematics Benchmark Assessments web page</a> . |
|   | 2. Review and become familiar with the <b>Assessment Integrity Guide</b> , the <b>Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources</b> , the <b>Test Administration Manual</b> , and online <b>Test Administration Directions</b> posted on the <a href="#">Early Literacy and Mathematics Benchmark Assessments web page</a> .                           |
|   | 3. Ensure all Building Coordinators have been trained and that all students taking online assessments have opportunities to practice using training materials.                                                                                                                                                                                                                                                |
|   | 4. Coordinate student use of the <b>Tutorial</b> and <b>Online Tools Trainings (OTTs)</b> .                                                                                                                                                                                                                                                                                                                   |
|   | 5. Assign Secure Site access and permission to Technology Coordinators and Building Coordinators who will manage the <b>Student Roster</b> on the DRC INSIGHT Portal and update incorrect/missing information in the Secure Site. Oversee the pre-identification of students in the Secure Site.                                                                                                              |
|   | 6. Oversee the scheduling, creation, and editing of <b>Test Sessions</b> by Building Coordinators in the DRC INSIGHT Portal.                                                                                                                                                                                                                                                                                  |
|   | 7. Oversee the printing, sorting, and distribution of <b>Student Test Login Tickets</b> to Test Administrators.                                                                                                                                                                                                                                                                                               |
|   | 8. Monitor testing and support Technology Coordinators, Building Coordinators, and Test Administrators during the testing window.                                                                                                                                                                                                                                                                             |
|   | 9. <b>Monitor testing</b> and support Test Administrators during testing window (daily).                                                                                                                                                                                                                                                                                                                      |
|   | 10. Report all test administration irregularities and submit Incident Reports, as needed.                                                                                                                                                                                                                                                                                                                     |
|   | 11. <b>Post-Test Tasks</b> – Ensure that all test tickets, test rosters, scratch paper have been collected and destroyed; verify that student statuses show “completed” for each student (DRC INSIGHT Portal: <b>Student Status</b> ); monitor makeup sessions for students as needed. Update student demographics in MSDS as needed.                                                                         |

#### Questions regarding the DRC INSIGHT Portal, INSIGHT, or the steps listed above?

- Consult the Test Administration Manual
- Call the OEAA Call Center: 1-877-560-8378 (choose option 1)

# Building Coordinator

## Roles and Responsibilities

Building Coordinator responsibilities include, but are not limited to, the following:

- distribute and discuss district cell phone and personal electronic device policy with Test Administrators
- distribute and discuss district scratch paper policy with Test Administrators
- serve as the contact person between the school and the District Coordinator
- read and become familiar with the information in this manual prior to testing
- carry out building-level duties related to the distribution, security, and collection of test materials
- schedule and conduct training of Test Administrators
- schedule and coordinate student test practice, including viewing the Student Tutorials and use of Online Tools Trainings (OTTs)
- ensure student data in the Michigan Student Data System (MSDS) is completed and up to date
- ensure students are pre-identified in the secure site
- ensure students are assigned to the correct online test sessions through the secure site or in the DRC INSIGHT Portal
- assign the appropriate accommodations to students in the DRC INSIGHT Portal (online)
- schedule and coordinate testing during the testing window
- ensure that rooms used for testing do not contain any visual materials that would provide students with clues or answers to questions
- print and distribute student test tickets before each test
- control test ticket and test roster security

- collect tickets, test rosters, and scratch paper for destruction after each test session
- report any incidents promptly to the District Coordinator so that he/she may file an Incident Report

## Pre-Identification of Students (Secure Site)

Schools that will be administering the Early Literacy and Mathematics test in the fall will need to pre-identify students on the [OEAA Secure Site](#) for the **Fall Early Literacy Test Cycle**.

Students who take the Early Literacy and Mathematics Benchmark Assessment in the fall will be pre-identified for Winter Early Literacy Test Cycle by the Office of Educational Assessment and Accountability (OEAA).

Students who take the test in the fall or winter will automatically be pre-identified to the Spring Early Literacy and Mathematics Benchmark Assessment by the OEAA.

The MDE does not pre-identify any students in the fall for the Early Literacy and Mathematics test. It is the responsibility of the district or school.

Dates for the following are listed in the **Important Dates** document on [page 7](#).

- **Pre-identification** on the Secure Site
- **Initial load to the DRC INSIGHT Portal** of pre-identified students
  - It will take a few days to load and verify the data. Once that is done, schools will have access to the students in the DRC INSIGHT Portal.
  - After the initial load of students into the DRC INSIGHT Portal, students must still be pre-identified on the Secure Site and then DRC will copy them into the DRC INSIGHT Portal three times a day through the end of testing.

# Building Coordinator

**Students can be pre-identified on the Secure Site** using any of the following methods:

- [Pre-ID File Upload](#)
- [One Student at a Time/Student Search](#)
- [MSDS Copy](#)

Complete instructions for pre-identification of students for Early Literacy and Mathematics can be found on the [Secure Site Training web page](#) under the **Pre-Identification of Students** section. Once students are pre-identified, they will need to be put into online test sessions.

**Note:** A student must be pre-identified in order to be assigned into a test session.

## Supports and Accommodations

Identifying the supports and/or accommodations that an individual student needs to test online must be done in advance of testing. Some supports and accommodations must be assigned in the [DRC INSIGHT Portal](#).

## Training Requirements and Resources

Building Coordinators should review and become familiar with all sections of this manual. They also should make others in the district aware of the many training tools that are available to help Test Administrators and students prepare for testing.

### TRAINING OPPORTUNITIES FOR STAFF

The following training presentations are provided to assist testing personnel.

Dates for the live presentations are listed in the **Important Dates** document on [page 7](#). DRC INSIGHT Portal navigation instructions are on [page 6](#).

- **District and Building Coordinator Training – WebEx**

- a recorded version will be available the day after the live presentation in the [DRC INSIGHT Portal](#) under **Document Type: Training Presentations & FAQs**
- a Training Session PowerPoint will be available the day after the live presentation in the [DRC INSIGHT Portal](#) under **Document Type: Training Presentations & FAQs**

- **Technology Coordinator Training – WebEx**

- a recorded version will be available the day after the live presentation in the [DRC INSIGHT Portal](#) under **Document Type: Training Presentations & FAQs**

## 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 Trainings (OTTs). They are **not** a substitute for the hands-on practice that the OTTs provide. The tutorials are available in two places: (1) in the [DRC INSIGHT Portal](#) under **Test Tutorials** (a login is **not** needed), or (2) by opening the INSIGHT testing engine and selecting the tutorial link at the bottom of the screen.

# Building Coordinator

## ONLINE TOOLS TRAININGS (OTTs) FOR STUDENTS

Online Tools Trainings (OTTs) give students opportunities to see what different test items look like and practice using the online testing tools.

OTTs are available to practice before testing software is installed.

- **Public OTTs (software not required—must be accessed in the Chrome browser)**

[ELA and mathematics OTTs](https://portal.te.drcedirect.com/MI) using Chrome (<https://portal.te.drcedirect.com/MI>)

**Note:** If Chrome is not your default browser, you will need to copy and paste this address into a CHROME web browser.

- **Non-public OTTs (accessed via INSIGHT testing software)**

ELA and mathematics OTTs using INSIGHT

Building Coordinators are responsible for scheduling opportunities for students to practice using the OTTs. The more opportunities they have to practice, the more familiar they will be with the item types, navigation strategies, and system tools on test day (and, hence, the more they will be able to concentrate solely on the test content and not the testing process).

## Loading Students in the DRC INSIGHT Portal

Students **cannot** be loaded directly into the DRC INSIGHT Portal. To add students in the DRC INSIGHT Portal, follow the procedures established to pre-identify students in the Secure Site. Once that has been completed, students will be imported into the DRC INSIGHT Portal about one business day later.

## Assigning/Editing Sessions

Building Coordinators are responsible for assigning students to test sessions; however, District Coordinators may be called upon to provide backup. For that reason, the following information is included in this section and in the District Coordinator section of this manual. Be sure to clarify who will perform this important function.

Once the DRC INSIGHT Portal opens for updates, schools will need to place new and/or additional students into test sessions directly in the DRC INSIGHT Portal. Pre-identified students will continue to be pulled twice a day until the last day of the test window.

For detailed information on adding and editing test sessions, refer to the [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](#) mini-module found in the [DRC INSIGHT Portal](#) under **Document Type: Mini-Modules**. DRC INSIGHT Portal navigation instructions are on [page 6](#).

# Building Coordinator

## Assigning Supports and Accommodations

The online assessments offer two kinds of supports and accommodations—embedded and non-embedded. Embedded supports and accommodations are those that are integrated into the online testing system. They are referred to as “online” accommodations in the DRC INSIGHT Portal.

For detailed information on assigning accommodations, refer to the [Assigning Student Supports and Accommodations in the DRC INSIGHT Portal](#) mini-module found in the [DRC INSIGHT Portal](#) under **Document Type: Mini-Modules**.

## Test Ticket Printing

Each student will require a test ticket for every online test session. (Building Coordinators may want to print test tickets for each session on a different color paper to reduce potential confusion about which test tickets to use when.) Each test ticket has a username and a unique password. Usernames and passwords are the same for both parts of a test within a content area.

| Test Tickets by Grade |                         |                                    |
|-----------------------|-------------------------|------------------------------------|
| Grades                | Total Number of Tickets | Number of tickets per content area |
| K, 1, and 2           | 4                       | ELA (2) / math (2)                 |

A test roster will print with each set of test tickets. If a roster is not desired, it is possible to print only the tickets by adjusting the print settings to leave off the first 1–2 pages of the document. (Both the test tickets and test roster are secure materials.)

## SAMPLE TEST TICKETS

**Please note:** usernames and passwords are **NOT** case sensitive. Following are examples of test tickets for a two-part test.

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Early Literacy and Mathematics Spring 20XX</b><br><b>Test Ticket - ELA - Grade 2 Part 1</b><br>Student Name: Johns, Jimmy C<br>Date of Birth: 1/21/0000 |
| Username: <b>JIMMY J3</b><br>Password: <b>TREE</b>                                                                                                         |
| (Note: Username and password are not case sensitive.)<br>Universal Tools - Designated Supports - Accommodations: TTS<br>Test Session: ELA 2 - MDE          |

  

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Early Literacy and Mathematics Spring 20XX</b><br><b>Test Ticket - ELA - Grade 2 Part 2</b><br>Student Name: Johns, Jimmy C<br>Date of Birth: 1/21/0000 |
| Username: <b>JIMMY J3</b><br>Password: <b>TREE</b>                                                                                                         |
| (Note: Username and password are not case sensitive.)<br>Universal Tools - Designated Supports - Accommodations: TTS<br>Test Session: ELA 2 - MDE          |

For detailed information on printing test tickets, refer to the [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](#) mini-module found in the [DRC INSIGHT Portal](#) under **Document Type: Mini-Modules**. DRC INSIGHT Portal navigation instructions are on [page 6](#).

# Building Coordinator

## Creating Testing Schedules

Before testing begins, Building Coordinators will need to develop a testing schedule for the school. Each Michigan Early Literacy and Mathematics Benchmark Assessment is untimed and consists of **two parts** that are recommended to be scheduled as separate testing sessions. In each part of the assessment, a stop sign appears after the last question. The two parts of the test should be administered to the students in order, if possible. However, if a student is not present when Part 1 is administered to the class, the student should take Part 2 at the same time as the rest of the class and take Part 1 at a later scheduled time.

Enough time should be scheduled in a testing session for the preparation of the computers and testing space. Additional time should be allowed for other administration tasks, such as arranging seating, starting up computers (without students), distributing Test Tickets, etc.

Testing times provided below are approximate and are supplied for scheduling purposes only. To that end, the OEAA has prepared the following estimates of the time it expects each test component to take.

### Test Session Timings Grades K, 1, and 2 (in minutes)

| Subject     | Grade K | Grade 1 | Grade 2 |
|-------------|---------|---------|---------|
| ELA Part 1  | 30-40   | 30-40   | 35-45   |
| ELA Part 2  | 30-40   | 30-40   | 35-45   |
| Math Part 1 | 25-35   | 25-35   | 35-45   |
| Math Part 2 | 25-35   | 25-35   | 35-45   |

**Note:** These estimates **do not** include:

- transition to the test room
- distribution of test tickets
- reading directions
- logging into test

## Managing Student Test Tickets

Test tickets and rosters are considered secure materials. Once printed, they should 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.

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

- destruction (if all students have finished the test), or
- secure storage (if all students have not completed the test).

The tests can be paused for up to 20 minutes. If the 20-minute limit expires, the student will need his/her test ticket to log back in. If a student cannot finish a single assessment on the same day in which it was started, the Test Administrator should store it in a secure place for redistribution on the next testing day. All tickets must be destroyed when the test has been completed.

## Testing Status

If Building Coordinators need to check a student's testing status, they can do so in the DRC INSIGHT Portal. The table below defines the status notations that are used.

| Status      | Description                                                                                                                    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------|
| Not Started | Student has not started this test                                                                                              |
| In Progress | Student has started but not completed the test; the student has selected the "Begin Test" button but not the "End Test" button |
| Completed   | Student completed and submitted the test or clicked "End Test"                                                                 |

# Building Coordinator

## Test Monitoring Application

The Test Monitoring Application in the DRC INSIGHT Portal allows users to see students who have logged in to a test and are registered to a Test Monitoring Dashboard. The Test Monitoring Application provides information about each student's status throughout the test session, including the screen or question on which the participant is currently working and progress toward completion of the test. The information displayed on the Test Monitoring Dashboard updates in near real time.

## Testing Irregularities

If there are any irregularities that occur before, during, or after testing, report them to the District Coordinator as soon as possible. (See [Appendix B](#) for examples of what is considered an irregularity and what follow-up may be required.)

If an irregularity occurs with an online tester, the Building Coordinator must work with the District Coordinator to complete an Incident Report.

## Video Surveillance Cameras

If a school has surveillance video cameras in the computer lab(s) or in any other room it will use for testing, it can create a security issue. However, in the interest of student and staff safety, the use of surveillance cameras during testing is allowed. Cameras should be directed at equipment and test materials in such a way that they do not compromise any test items or student responses. Then, once testing is complete, any tapes made during test sessions must be deleted as soon as possible. The videotaping of any test session or material cannot be archived.

## End-of-Test Window Activities

There are a number of tasks that must be completed at the end of each testing window. Although Building Coordinators may not carry out the tasks themselves, they are responsible for working with others to make sure they are completed.

## Building Coordinator Online Checklist

A single-page checklist is provided on the following page to guide Building Coordinators in carrying out the tasks associated with online testing. The checklist can also be downloaded from the [DRC INSIGHT Portal](#). DRC INSIGHT Portal navigation instructions are on [page 6](#).

# Building Coordinator

## Online Assessments

### Building Coordinator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES



[DRC INSIGHT Portal](https://www.drcdirect.com) (<https://www.drcdirect.com>)

Access reference documents in DRC INSIGHT Portal: General Information → Documents → filter for documents.

#### Building Coordinator Checklist:

This checklist is intended to be used in conjunction with the **Test Administration Manual**, which is found in DRC INSIGHT Portal. **All steps below are required for successful implementation.**

| ✓ | Task                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | 1. Watch the <b>District/Building Coordinator WebEx</b><br>Live: Refer to the <a href="#">Important Dates</a> document, or a Training Session PowerPoint (posted shortly after the live presentation) in DRC INSIGHT Portal under All Applications → General Information → Documents → Document type: Training Presentations & FAQs and on the <a href="#">Early Literacy and Mathematics Benchmark Assessments web page</a> . |
|   | 2. Review the <b>Test Administration Manual (TAM)</b> access in DRC INSIGHT Portal documents or on the <a href="#">Early Literacy and Mathematics Benchmark Assessments web page</a> .                                                                                                                                                                                                                                         |
|   | 3. Ensure all Test Administrators read the <b>Test Administration Directions (TAD)</b> (printed and in DRC INSIGHT Portal documents) The TAM can also be found on the <a href="#">Early Literacy and Mathematics Benchmark Assessments web page</a> .                                                                                                                                                                          |
|   | 4. Coordinate and verify <b>Test Engine (INSIGHT)</b> and <b>Central Office (COS)</b> set up with the Technology Coordinator (test that the system is properly installed by accessing OTTs).                                                                                                                                                                                                                                   |
|   | 5. Coordinate the student use of <b>Online Tools Trainings (OTTs)</b> and the <b>Tutorial</b> .                                                                                                                                                                                                                                                                                                                                |
|   | 6. Manage the <b>Student Roster</b> in DRC INSIGHT Portal. Update incorrect/missing information in the Secure Site. (If you don't have access to the Secure Site, see the District Coordinator for assistance.)                                                                                                                                                                                                                |
|   | 7. Schedule the <b>Test Sessions</b> and <b>Create</b> or <b>Edit Test Sessions</b> in DRC INSIGHT Portal, if necessary.                                                                                                                                                                                                                                                                                                       |
|   | 8. <b>Assign appropriate accommodations</b> to students who need them (must be done BEFORE generating login tickets).                                                                                                                                                                                                                                                                                                          |
|   | 9. Print/sort/distribute student <b>Test Login Tickets</b> to Test Administrators (daily).                                                                                                                                                                                                                                                                                                                                     |
|   | 10. <b>Monitor testing</b> and support Test Administrators during testing window (daily).                                                                                                                                                                                                                                                                                                                                      |
|   | 11. <b>Post-Test Tasks</b> —collect/destroy all login tickets, test rosters, and scratch paper; verify that student statuses show “completed” for each student (DRC INSIGHT Portal: All Applications → Student Management → Student Status).                                                                                                                                                                                   |

#### Questions regarding DRC INSIGHT Portal, INSIGHT, or the above steps?

- Consult the Test Administration Manual
- Call the OEAA Call Center at 1-877-560-8378 (choose option 1)

# Test Administrator

## Roles and Responsibilities

Test Administrators are responsible for helping to prepare for test administration and for administering the tests directly to students. That includes carrying out the following tasks:

- discuss and enforce cell phone and personal electronic device policy with all students
- arrange the testing environment (making sure that each student has a testing device and that all posters, formulas, maps, etc. that could cue the students have been removed)
- distribute test tickets provided by the Building Coordinator to students testing online
- read and follow all test directions
- collect test tickets immediately after login and deliver them to the Building Coordinator
- monitor students during testing
- report incidents promptly to the Building Coordinator
- collect scratch paper (if used) at the end of each test session and deliver to the Building Coordinator
- ensure that students using 1:1 testing devices (such as iPads or Chromebooks that go home with students) have completely exited from the testing system before leaving the testing room

## Managing Test Sessions

### TEST TICKETS

Each student will require a test ticket for every test session. **Note:** Username and password are **not** case sensitive. Examples of test tickets for a two-part test are shown below.

Building Coordinators will provide test tickets to Test Administrators prior to starting each test. The test tickets (and corresponding test rosters) are secure materials. They should be kept in a secure

location until they are needed. Students should have their test tickets to log into a test, but not for any other reason.

It is good practice to count the number of test tickets at the start of a test session and again at the end of a test session to ensure that no test tickets are left behind. All test tickets should be returned to the Building Coordinator for destruction at the conclusion of each completed testing session.

### SAMPLE TEST TICKETS

|                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Early Literacy and Mathematics Spring 20XX</b></p> <p><b>Test Ticket - ELA - Grade 2 Part 1</b></p> <p>Student Name: Johns, Jimmy C<br/>Date of Birth: 1/21/0000</p> |
| <p>Username: <b>JIMMY J3</b><br/>Password: <b>TREE</b></p>                                                                                                                 |
| <p>(Note: Username and password are not case sensitive.)<br/>Universal Tools - Designated Supports - Accommodations: TTS<br/>Test Session: ELA 2 - MDE</p>                 |

  

|                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Early Literacy and Mathematics Spring 20XX</b></p> <p><b>Test Ticket - ELA - Grade 2 Part 2</b></p> <p>Student Name: Johns, Jimmy C<br/>Date of Birth: 1/21/0000</p> |
| <p>Username: <b>JIMMY J3</b><br/>Password: <b>TREE</b></p>                                                                                                                 |
| <p>(Note: Username and password are not case sensitive.)<br/>Universal Tools - Designated Supports - Accommodations: TTS<br/>Test Session: ELA 2 - MDE</p>                 |

### BREAKS DURING TESTING

Breaks **are** allowed during testing. During online test sessions, breaks can be provided using the software's "Pause" feature (do **not** click "Review/End Test;" that will cause the student's responses to be submitted). The tests can be paused for up to 20 minutes. If the 20-minute limit expires, the student will need his/her test ticket to log back in.

# Test Administrator

## Verifying Supports and Accommodations on Test Tickets

Students with embedded designated supports will have some of those supports and accommodations displayed at the bottom of their test ticket (see the bold text at the bottom of the sample test ticket below).

|                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Early Literacy and Mathematics Spring 20XX</b><br><b>Test Ticket - ELA - Grade 2 Part 1</b><br>Student Name: Burns, George B<br>Date of Birth: 1/18/0000 |
| Username: <b>GEORGE B3</b><br>Password: <b>FEEL</b>                                                                                                         |
| (Note: Username and password are not case sensitive.)<br>Universal Tools - Designated Supports - Accommodations: TTS<br>Test Session: ELA 2 - MDE           |

Embedded online universal tools are abbreviated on the test tickets as follows:

| Embedded Online Supports/<br>Accommodations | Test Ticket<br>Abbreviation |
|---------------------------------------------|-----------------------------|
| DS-Text-to-Speech (items only)              | TTS                         |

**Note:** Text-to-Speech is only available for grade 2.

Non-embedded supports and accommodations do not display on test tickets.

Some designated supports will require Test Administrators to turn them on once the student has launched INSIGHT. Refer to the Online Test Directions for more information on enabling these features. This document is available in the [DRC INSIGHT Portal](#) and on the [Early Literacy and Mathematics Benchmark Assessments web page](#).

## Moving Online Testers to a Different Testing Device or Room

There are two main reasons why it would be necessary to move an online tester from one computer to another during testing:

1. There are technology issues with the computer software or hardware that make it difficult and/or impossible for the student to continue testing on that computer.
2. The student requires additional time to complete the test and another location would be more suitable.

If a student needs to move from one computer to another after testing has begun, follow these steps:

1. Click on the "Pause" button and then click the "Exit" button (**Do not** click **"End Test"**).
2. Retrieve the student's test ticket to bring to the new testing computer.
3. Escort the student to the new location (or computer).
4. Launch the testing software.
5. Hand the test ticket back to the student.
6. Observe the student entering his/her username and password.
7. The student will be required to view and click through the test directions.
8. The student will click "Start Test" and will be taken to the same question where he/she left off prior to pausing.
9. Collect the student's test ticket.
10. Continue to monitor the test session with the normal security procedures.

# Test Administrator

## Test Directions

Detailed test directions are included in the Online Test Directions, which are available on the [Early Literacy and Mathematics Benchmark Assessments web page](#) (and in the [DRC INSIGHT Portal](#)) in electronic form, when preparing for and administering the tests. Test Administrators **must** use and explicitly follow the test directions during test administration.

### ISSUES SPECIFIC TO ONLINE TESTERS

While reading test directions to online testers, it is very common for them to click ahead. Some students may reach the "Begin Test" button before you direct students to begin. In some cases, the student may even start taking the test. When the student realizes they have gone too far, there is a tendency to click "End Test" to get out of the test. If this happens, the test will become locked and it cannot be unlocked without assistance from the Call Center. This will result in the submission of a test with no responses. Therefore, before you begin reading the test directions, it may be helpful to remind students **not** to click ahead. If they do click the "Begin Test" button early, they should select the "Pause" button and wait for your directions.

## Ending a Test Session

### ONLINE TESTERS

When students have indicated that they have completed a part of the assessment and have reached the Stop sign page, Test Administrators must select "Yes," then select the Review/End Test button and follow the on-screen directions to ensure that the student has answered all the questions. Note: If "Yes" is not selected, it will show as a question not answered on the summary page. Check to see that all questions have been answered by each student. If there are test

questions the student did not answer, the student must return to the test question by clicking on the test question line. After the student has answered the last unanswered question, select the Review\End Test button to return to the review page screen. Verify that all questions have been answered. Select the End Test button. Next, select the Submit button. Select the Exit button to close the testing application. Students may then read or sit quietly until everyone has finished.

If students are testing on devices they carry with them (commonly called 1:1 devices), Test Administrators need to check the devices to make sure the desktop or home screen is showing before students leave the testing room. This is the only way to be sure that students are not still logged into the testing software.

### INTERNET CONNECTIVITY

Online testing requires a reliable connection to the Internet. If a student's computer loses contact with the COS, or if response caching is not enabled, the student will be logged out of the test. The student can log back in once the connection is restored, usually immediately.

The connection is checked every 45 seconds or whenever an answer is submitted. At most the one answer is lost due to a lost connection. Testing resumes at the point where the connection was lost. Where available, wired connections usually have fewer disconnect "blips" than wireless connections.

## Test Administrator Online Checklist

The single-page checklist on the following page of this manual is designed to help Test Administrators with the tasks associated with online testing. The checklist may also be downloaded from the [DRC INSIGHT Portal](#).

# Test Administrator

## Online Assessments Test Administrator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES



[DRC INSIGHT Portal](https://www.drcdirect.com) (<https://www.drcdirect.com>)

Access Reference Documents in the DRC INSIGHT Portal: General Information → Documents → filter for “All” administration documents.

### Test Administrator Checklist:

This checklist is intended to be used in conjunction with the **Test Administrator Manual** and the **Online Test Directions**, both of which can be found in the DRC INSIGHT Portal. **All steps below are required for successful implementation.**

| ✓ | Task                                                                                                                                                                                                                   |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>Before Testing</b>                                                                                                                                                                                                  |
|   | Ensure INSIGHT software is installed on all testing devices and that you know how to launch it on those devices.                                                                                                       |
|   | Ensure students have practiced using the OTT/Sample Item Sets.                                                                                                                                                         |
|   | Ensure you and your students have viewed the tutorial available on the DRC INSIGHT Portal and/or the INSIGHT engine.                                                                                                   |
|   | Review all applicable sections of the <b>Test Administration Manual (TAM)</b> .                                                                                                                                        |
|   | Read the entire <b>Online Test Directions</b> .                                                                                                                                                                        |
|   | Clearly understand the scheduled testing time, including breaks.                                                                                                                                                       |
|   | Prepare the classroom for testing (see the <b>Test Administration Directions (TAD)</b> for more information).                                                                                                          |
|   | Obtain a student test ticket for each student who will be testing.                                                                                                                                                     |
|   | Count the test tickets you will be using for this test session.                                                                                                                                                        |
|   | <b>During Testing</b>                                                                                                                                                                                                  |
|   | Distribute test materials (headphones, if applicable, scratch paper, test tickets).                                                                                                                                    |
|   | Read Test Directions aloud to students (use the <b>Test Administration Directions</b> ).                                                                                                                               |
|   | If testing on an iPad, make sure the volume rocker buttons are enabled.                                                                                                                                                |
|   | Collect test tickets after students have signed in. Retain tickets for students who need to log in again.                                                                                                              |
|   | Monitor students during testing.                                                                                                                                                                                       |
|   | <b>After Testing</b>                                                                                                                                                                                                   |
|   | Collect/Return to Building Coordinator all test tickets, test rosters, and scratch paper to be securely stored or destroyed.                                                                                           |
|   | For students testing on 1:1 devices (devices that leave the testing room), be sure you can see the desktop/home screen of the device before the student leaves (this ensures they are not still logged into the test). |

### Questions regarding the above steps?

- Consult with the Building Coordinator

# Supports and Accommodations

## What Are Supports and Accommodations?

Supports and Accommodations are tools, resources, and strategies that allow all students equitable access to the content measured on the state's standardized assessments.

There are three broad categories into which these tools, resources, and strategies fall: (1) Universal Tools, which are available to ALL students; (2) Designated Supports, which are indicated as needed by an adult or team; and (3) Accommodations, which are specifically documented in a student's Individualized Education Plan (IEP) or Section 504 Plan.

It should be noted that what is considered a Support for one content area and/or one grade may be considered an Accommodation for another content area or grade, so it is imperative to approach the provision of Supports and Accommodations from a student-centered perspective (do not assume that what applies to one student in one grade taking a particular content area test will apply across the board to all students).

For more detailed information on Supports and Accommodations (as well as Universal Tools), refer to the [Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources](#), which is available on the [Early Literacy and Mathematics Benchmark Assessments web page](#).

## Nonstandard Accommodations

Any student who receives a nonstandard accommodation will receive scores; however, a notation will be displayed that will advise that the results should be reviewed in light of the use of a non-standard accommodation. Coordinators must also file an Incident Report. Contact the MDE Call Center (1-877-560-8378, Option 1) for assistance.

### Example of what is considered nonstandard:

In grade 2 the ELA test is intended to measure how well a student can read through decoding. Therefore, if the reading passages are read aloud to a student, it becomes a listening test and not a reading test. In this way, the construct of the test (or what it is designed to measure) is changed.

## Other Reminders for Test Administrators and Accommodations Providers

- The [Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources](#) can serve as a guide for providing supports and accommodations.
- All test supports and accommodations must be clearly defined by subject area in the testing section of each student's IEP, Section 504 Plan, or EL instructional record.
- New students with IEPs, Section 504 Plans, and EL services that move from one Michigan school to another must be identified quickly so that supports and accommodations from the previous school can be implemented.
- Plan ahead. The OEAA recommends that schools/districts maintain a spreadsheet of students with each student's needed supports and accommodations by subject area.
- Students may refuse to use a support or accommodation. If this happens, try to resolve the situation with each student's parents/guardians immediately. Document any change approved by parents/guardians.

# Appendix A

## Scratch Paper Policy

Scratch paper is an optional 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

Scratch paper is 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 paper that includes any student markings beyond the student's name

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 at the start of each new test session. That is, when a student receives a new test ticket for log in, then 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.

# Appendix B

## Early Literacy and Mathematics Incident Reporting Guide

| Incident Category: Test Not Completed               |                                                                                                                                                                           |                                                                                                              |                      |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------|
| Incident Sub-Category                               | Scenario                                                                                                                                                                  | Response for Online Testers                                                                                  | IR Required/Optional |
| Test Submitted prior to completion                  | Student accidentally ends/ submits test without answering all questions.                                                                                                  | Contact the Call center at 1-877-560-8378 Option 2 to request test to be unlocked.                           | Optional             |
| Student became ill                                  | Student becomes ill and goes home before finishing a test.                                                                                                                | Pause and Exit test (do not End test).<br>Resume testing with the original test ticket in a make-up session. | Optional             |
| Student was removed from school by parent/ guardian | Student is removed from class by parent or guardian during the test administration.                                                                                       | Pause and Exit test (do not End test).<br>Resume testing with the original test ticket in a make-up session. | Optional             |
| Do Not Score Requested                              | Student transfers or moves from school with an incomplete content area test.                                                                                              | Submit incident report with request for test to be marked Do Not Score.                                      | Required             |
| Student does not complete test by end of day        | Student does not complete testing by the end of the school day.<br>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).<br>Resume testing with the original test ticket in a make-up session. | Not Required         |

| Incident Category: Designated Support/Required Accommodation Not Provided |                         |                                                                                                                                                                   |                      |
|---------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Incident Sub-Category                                                     | Scenario                | Response for Online Testers                                                                                                                                       | IR Required/Optional |
| Student is not provided appropriate designated support or accommodations. | Test misadministration. | New test with appropriate support or accommodation may be administered with notification to and approval of parents or guardians, if reported within test window. | Required             |

# Appendix B

## Incident Category: Designated Support/Required Accommodation Not Provided

| Incident Sub-Category                                     | Scenario                                                                                                                                                 | Response for Online Testers                                                                                                                | IR Required/Optional |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Nonstandard Designated Support/<br>Accommodation provided | Nonstandard Accommodation provided. Refer to the <b>Nonstandard Accommodations section</b> on <a href="#">page 37</a> of the Test Administration Manual. | Mark the student's test as Nonstandard Accommodation on the Test Codes screen in the DRC INSIGHT Portal.<br>Inform the parent or guardian. | Required             |

## Incident Category: Misadministration

| Incident Sub-Category           | Scenario                                                 | Response for Online Testers                                                                                                                                     | IR Required/Optional |
|---------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Wrong test ticket used          | Student is issued wrong test ticket and begins the test. | Stop the test as soon as error is identified.<br>Pause and Exit the test (do not End the test).<br>Submit an Incident Report.                                   | Required             |
| Part missed or not administered | Student is not administered one part of a test.          | If it is identified within the testing window for the grade, administer the test.<br>If it is past the testing window for the grade, submit an Incident Report. | Required             |
| Other                           | Other misadministration not previously listed.           |                                                                                                                                                                 | Required             |

## Incident Category: Building Emergency

| Incident Sub-Category | Scenario                                                                                                          | Response for Online Testers                                   | IR Required/Optional |
|-----------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------|
| Building Emergency    | Building emergency occurs during the test and requires student to leave the room or otherwise interrupts testing. | Address the building emergency.<br>Submit an Incident Report. | Required             |

# Appendix B

## Incident Category: Prohibited Behavior

| Incident Sub-Category    | Scenario                                                                                                           | Response for Online Testers                                                                                                                                                                                                    | IR Required/Optional |
|--------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Electronics/Social Media | Use of electronics, including but not limited to taking photos of test items or using social media during testing. | Mark the student's test as Prohibited Behavior on the Test Codes Screen in the DRC INSIGHT Portal.<br>Submit an Incident Report.                                                                                               | Required             |
| Other                    | Disruptive behaviors impacting testing session/completion.                                                         | Disruptive students must be removed from the testing room.<br>Mark the student's test as Prohibited Behavior on the Test Codes Screen in the DRC INSIGHT Portal.<br>Inform parents or guardians.<br>Submit an Incident Report. | Required             |

## Incident Category: Technical Problems with Online Testing

| Incident Sub-Category                        | Scenario                                                          | Response for Online Testers                                                                                                                                                                                                                                                                                                                                                                                                                               | IR Required/Optional |
|----------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Repeated disconnections                      | Student has repeated disconnections during testing session.       | INSIGHT will attempt to reconnect automatically after an interruption at the point where the connection was lost. Answers are saved automatically.<br>If INSIGHT does not reconnect automatically, the student may be able to log back in immediately. Most connection issues are temporary and resolve themselves. The student may be moved to another computer to continue testing.<br>If these do not work, please check with your local tech support. | Optional             |
| INSIGHT freezing, crashing, or not advancing | INSIGHT stops working and the student(s) cannot continue testing. | Please wait a moment to see if the system is transmitting information or reconnecting.<br>The student may have missed a required portion of a question. The "Next" button in the lower-right may not be active until the student completes the question.<br>If the system is completely frozen non-functional, please reboot the computer. Testing will resume at the point where the connection was lost.                                                | Optional             |

# Appendix B

## Incident Category: Technical Problems with Online Testing

| Incident Sub-Category | Scenario                                                                                                                     | Response for Online Testers                                                                                                                                                                                                                                                                                                                                                                                               | IR Required/Optional |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 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. This may simply indicate that what the student thinks is the right answer is not a valid answer at all.<br><br>If you would like MDE to check whether the question has a technical error, please file an incident report with the student's UIC, what test and question number, and what sort of computer was used for testing (Windows PC, Mac, iPad, Chromebook). | Optional             |
| Hardware failure      | Power outage, Internet connection interrupted through local error, stolen computers.                                         | If the problem will be resolved in sufficient time to complete testing (restore power or internet connection), please continue testing another time or day.                                                                                                                                                                                                                                                               | Optional             |
| 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. Customer Support can be contacted at 877-560-8378 or <a href="mailto:misupport@datarecognitioncorp.com">misupport@datarecognitioncorp.com</a> .                                                                                                                                                                            | Optional             |

## Incident Category: Other

| Incident Sub-Category | Scenario                                                                                   | Response for Online Testers | IR Required/Optional |
|-----------------------|--------------------------------------------------------------------------------------------|-----------------------------|----------------------|
| Other                 | Use this category only if an incident occurs that does not fit into the listed categories. | Varies                      | Optional             |

# Appendix C

## DRC INSIGHT Portal User Guide

The DRC INSIGHT Portal User Guide discusses the DRC INSIGHT Portal, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The guide is divided into three main sections:

- **Working with the DRC INSIGHT Portal** – describes some of its more common menu functions and options
- **Test Setup** – describes the test setup options for editing student information and test sessions
- **Checking Student Testing Status** – describes the options for monitoring student testing status in the DRC INSIGHT Portal (watch a video on [Finding Student Testing Status in the DRC INSIGHT Portal](#))

Access the [DRC INSIGHT Portal User Guide for Michigan](#) in the [DRC INSIGHT Portal](#) under **Document Type: Manuals and Directions**. DRC INSIGHT Portal navigation instructions are on [page 6](#).



Early Literacy and Mathematics Benchmark Assessments  
Test Administration Manual (TAM)

Office of Educational Assessment and Accountability (OEAA)

Phone: 1-877-560-8378

Website: [www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath)

Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)