Guide to State Assessments

MICHIGAN Department of **Education**

→ OVERVIEW

The Michigan Department of Education (MDE) is pleased to continue the Michigan Student Test of Educational Progress (M-STEP) into its third year, along with the Michigan Merit Exam (MME), MI-Access alternate assessments, WIDA and the now-operational Early Literacy and Mathematics Benchmark Assessments in grades K, 1, and 2.

We saw successes during the past year of our assessments including transitioning to over 95% of schools administering assessments online, offering preliminary M-STEP reports in less than 48 hours after a student completed a test, and getting all data and reports into the schools before Labor Day.

Michigan's assessment system continues to set national standards for quality and rigor, while measuring how our students are doing in preparing for careers and college. We look forward to building on our successes and providing an even better assessment experience this year.

Spring 2017 Summative Assessments:

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

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

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

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

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

MME in grade 11 includes:

- The SAT, with Essay: paper/pencil assessment

- The ACT WorkKeys: paper/pencil assessment

- M-STEP Science: fixed-form online assessment

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

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PSAT in grades 9 and 10:

- PSAT 8/9 for grade 9: paper/pencil assessment
- PSAT 10 for grade 10: paper/pencil assessment

It is expected that all students take the PSAT in 9th and 10th grades, but it will not be part of our accountability system for 2017.

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

- English Language Arts
  - ♦ Expressing Ideas (Grades 3–8 and 11): paper/pencil assessment for all students
  - ♦ Accessing Print and Using Language (Grades 3–8 and 11): fixed-form online assessments
- Mathematics (Grades 3–8 and 11): fixed-form online assessments
- Science (Grades 4, 7, and 11): fixed-form online assessments
- Social Studies (Grades 5, 8, and 11): fixed-form online assessments

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

- English Language Arts and Mathematics combined administrator booklets (Grades 3, 5–6, 8, and 11): paper/pencil (online answer document)
- English Language Arts, Mathematics, and Science combined administrator booklets (Grades 4, 7, and 11): paper/pencil (online answer document)

Spring 2017 Testing Windows

The M-STEP and MI-Access testing windows for Spring 2017 will span 7 weeks from April 10 – May 26, 2017.

- The M-STEP window is divided into two 4-week grade level sub-windows:

  - ♦ **Online testing for Grades 5, 8, and 11:** April 10 – May 5, 2017
  - ♦ **Online testing for Grades 3, 4, 6, and 7:** May 1 – 26, 2017
  - ♦ **Paper/pencil testing for grades 3–11:** falls on designated dates within these windows

This avoids as many spring breaks as possible, ends before Memorial Day, and provides maximal flexibility within two extended testing windows.

- The 7-week testing window for MI-Access is for **both online and paper/pencil:** April 10 – May 26, 2017.

- The 7-week testing window for WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs for **both online and paper/pencil** is February 6 – March 24, 2017.

Thank you for continuing to partner with the MDE as we work to improve student assessment in Michigan! Stay tuned to future [Spotlight on Student Assessment and Accountability newsletters](www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) as we provide information as timely as possible to prepare for the 2017 assessment season.

→ **TEST SESSION TIMING**

Spring 2017 M-STEP tests are untimed and student-paced. Therefore, students **must** be given as much time as needed to complete each session or part of the test. The times listed below are **estimated** times and are provided for planning purposes. You may expect some students will complete the test in less time than estimated while others may require additional time. Be sure to plan for both contingencies.

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Online tests will remain open and available for testing until the student ends or submits his or her test. This means that students will have the capability to exit their test at the end of the test session and resume testing in another scheduled session during the 4-week grade-level testing window. A school can determine the appropriate amount of time for students to spend in a single test session. **For example**, if the estimated time for a test session is 90 minutes, you may decide to schedule

- one 2-hour session with a break;

- two 60-minute sessions;

- three 40-minute sessions; or

- one 60- and two 30-minute sessions.

The net result for schools is that **you schedule what you think is an appropriate amount of time for students to be in test sessions**. Students can exit the test without submitting, allowing them to finish the test in another scheduled session.

Online Test Sessions

When scheduling **online** test sessions, please keep in mind the following:

- schools have flexibility to schedule test sessions anytime during the school day (7:00 AM – 4:00 PM) within the 4-week grade level test window

- not all students need to be administered the same assessment at the same time, nor on the same day

- headphones are required for the ELA CAT Test Session

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

  ♦ traveling to and from the testing room

  ♦ distributing and collecting test tickets and scratch paper

  ♦ signing into the test session

  ♦ reviewing online test directions with students

Paper/Pencil Test Days

When scheduling **paper/pencil** test days and parts (see pages 17–20 for designated paper/pencil test dates), please keep in mind the following:

- schools must administer each test on the designated test day (unlike online test sessions)

- test parts must be scheduled early enough in the school day to allow students to complete all parts of the test designated for that day

- makeup test days are reserved for students who are absent on the designated day of testing

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

  ♦ traveling to and from the testing room

  ♦ distributing and collecting test booklets, answer documents, and, when allowed, calculators

  ♦ completing the first page (demographic page) of the answer document

  ♦ reviewing paper/pencil test directions and sample items with students

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→ TESTING IN M-STEP GRADES 3 – 8

The tables on the following pages provide overall test session timing and information on online and paper/pencil timings by content area and grade.

Spring 2017 Test Session Timings Grades 3–8

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

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

English Language Arts (ELA)

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

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

Mathematics

Grade	Online 💻	Paper/Pencil ✏️

3 – 5	• 4-week testing window
	• 2 sessions (2 test tickets)
	  ♦ **Computer Adaptive Test (CAT) – 1:30**
	  ♦ **Performance Task (PT) – 1:00**
	• no calculators permitted in grades 3 – 5
	• Breaks can be provided during the test sessions using the software's pause feature.
		• **Day 1: Part 1 – 45 minutes**
		      Part 2 – 45 minutes
		• **Day 2: Part 3 – Performance Task (PT) – 1:00**
		• no calculators permitted in grades 3 – 5
		• Breaks can be provided at STOP signs in test booklet.

6 – 8	• 4-week testing window
	• 2 sessions (2 test tickets)
	  ♦ **Computer Adaptive Test (CAT) – 2:00**
	  ♦ **Performance Task (PT) – 1:00**
	• Grade 6 – embedded basic calculator
	• Grades 7/8 – embedded scientific calculator
	• Breaks can be provided during the test sessions using the software's pause feature.
		• **Day 1: Part 1 – 45 minutes**
		      Part 2 – 1:15
		• **Day 2: Part 3 – Performance Task (PT) – 1:00**
		• Grade 6 – basic calculator
		• Grades 7/8 – scientific calculator
		• Breaks can be provided at STOP signs in test booklet.

Science

Grade	Online 💻	Paper/Pencil ✏️

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

Social Studies

Grade	Online 💻	Paper/Pencil ✏️

5 and 8	• 4-week testing window
	• 2 sessions (2 test tickets: Part 1, Part 2)
	  ♦ **Part 1 – 50 minutes**
	  ♦ **Part 2 – 50 minutes**
	• Breaks can be provided during the test sessions using the software's pause feature.
		• **Day 1: Part 1 – 50 minutes**
		      Part 2 – 50 minutes
		• Breaks can be provided at STOP signs in test booklet.

→ TESTING IN HIGH SCHOOL

In addition to the Michigan Merit Exam (MME) for 11th graders, students in grade 9 will take the PSAT 8/9 and students in grade 10 will take the PSAT 10. The 9th and 10th grade PSAT will NOT count towards Spring 2017 accountability.

Spring 2017 Test Session Timings - High School

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

* Includes scheduled breaks.

PSAT

PSAT Sections	PSAT 9 (in minutes)	PSAT 10 (in minutes)
Reading	55	60
Break	5	5
Writing and Language	30	35
Math (no calculator)	20	25
Break	5	5
Math (with calculator)	40	45
Break	5	N/A
Variable section with Reading, Writing, or Math Questions	20	N/A
Book collection	5	5
Total (hours, minutes)	**3h, 5m**	**3h**

Michigan Merit Examination (MME)

Students in 11th grade (and eligible 12th grade students) must be administered all three components of the MME:

- SAT with Essay
- ACT WorkKeys
- M-STEP Science and Social Studies

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Testing times for the MME components are below and on the following pages. For detailed information on online testing windows and paper/pencil testing dates, see the **Spring 2017 Testing Schedule for Online and Paper/Pencil Assessments** on pages 17–20 of this document.

Please note: The SAT Accommodations Testing window has been extended to two weeks for students with certain non-standard accommodations. Only students who appear on the Non-standard Accommodations Report (NAR) are eligible to test within the 2-week window. Students approved for testing over two days must be tested on consecutive days.

SAT with Essay

SAT Sections	Time (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Variable section with Reading, Writing, or Math Questions	N/A
Book collection/Essay distribution	15
Essay	50
Total (hours, minutes)*	**4h, 22m**

*does not include pre-administration time

ACT WorkKeys

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

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

M-STEP Science and Social Studies

Grade	Online 💻	Paper/Pencil ✏️
11	• 4-week testing window • **Science:** 1 session (1 test ticket) **– 50 minutes** • **Social Studies:** 1 session (1 test ticket) **– 50 minutes** • Breaks can be provided during the test sessions using the software's pause feature	• Designated paper/pencil test date • **Science:** 1 Part **– 50 minutes** • **Social Studies:** 1 Part **– 50 minutes**

→ MI-ACCESS ALTERNATE ASSESSMENTS

MI-Access Alternate Assessments are administered at three levels:

MI-Access Functional Independence (FI) – For students who have, or function as if they have, a mild but significant cognitive impairment, and whose instruction is most closely aligned with the "high" range of the Essential Elements Range of Complexity.

MI-Access Supported Independence (SI) – For students who have, or function as if they have, a moderate cognitive impairment, and whose instruction is most closely aligned with the "medium" range of the Essential Elements Range of Complexity.

MI-Access Participation (P) – For students who have, or function as if they have, a severe cognitive impairment, and whose instruction is most closely aligned with the "low" range of the Essential Elements Range of Complexity.

MI-Access assessments are based on the Essential Elements with Michigan Range of Complexity for ELA and Mathematics, Extended Grade Level Content Expectations for Social Studies (FI only), and Extended Benchmarks for Science. The alternate content standards can be found on the MI-Access web page (www.michigan.gov/mi-access).

MI-Access Functional Independence (FI)

The MI-Access FI assessments will be administered online in Spring 2017. A paper/pencil format will be available for those students and schools that are not able to test online.

The FI assessments include:

- **English language arts** (Grades 3–8 and 11) which consists of two parts – both parts **must** be completed:
    1. Accessing Print and Using Language – **online and paper/pencil**
    2. Expressing Ideas (Constructed Writing) – **paper/pencil ONLY**
- **Mathematics** (Grades 3–8 and 11)
- **Science** (Grades 4, 7, and 11)
- **Social Studies** (Grades 5, 8, and 11)

MI-Access FI Online Assessments

Online tests in each content area will have two parts and will remain untimed. Students can complete one part in a single day with the flexibility to have multiple breaks during the day when needed, or test over multiple days.

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

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

It is strongly recommended that Primary and Shadow Assessment Administrators view the **MI-Access Participation and Supported Independence Scoring Rubrics Online Training Program**. A link to this video program is found on the MI-Access web page (www.michigan.gov/mi-access) under **Professional Development Opportunities**.

The P/SI assessments include:

- **English language arts** (Grades 3-8 and 11)
- **Mathematics** (Grades 3-8 and 11)
- **Science** (Grades 4, 7, and 11)

NOTE: There is no social studies test for P/SI therefore, the IEP teams must determine which locally developed or approved tests for students in grades 5, 8, and 11 will be used.

College Entrance and Work Skills Assessments

Students taking the MI-Access assessments are not required to take the college entrance or work skills components of the MME. These students may take the ACT WorkKeys assessment if the Individualized Education Program (IEP) team determines its an appropriate assessment.

→ WIDA

WIDA ACCESS for ELLs 2.0

Michigan's federally required, summative assessment for students identified as English Learners (ELs), is the WIDA ACCESS for ELLs 2.0. This annual assessment is designed to measure K–12 ELs on their progress in learning the English language. This includes a status of their development of Reading, Listening, Writing, and Speaking skills. WIDA ACCESS for ELLs 2.0 is aligned to the WIDA English Language Development (ELD) standards that Michigan adopted in 2013.

This assessment can be administered online in grades 1–12. A paper/pencil form of the assessment is available in grades K–12 for schools and some students who may not yet be technology-ready or have a disability that requires this form of an assessment.

Test Session Timing and Sequence

Scheduling online testing sessions:

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

- Students do not need to be separated by tier (A, B, C) when being administered the assessment. However, students must still be tested in the appropriate grade-level cluster.

- Breaks can be provided during the test sessions using the software's pause feature. However, a single domain test should not be broken into separate administrations.

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- Each online domain requires a separate test ticket. Students in:
  - grades 1–3 will have three tickets:
    - Listening
    - Reading
    - Speaking
  - grades 4–12 will have four tickets:
    - Listening
    - Reading
    - Speaking
    - Writing
- Students must utilize a microphone for the Speaking domain.
- Students must utilize headphones for all domains.
- Although students may be group-administered the Speaking domain, WIDA recommends only 3–5 students per computer lab/test setting. A small number of students is necessary to ensure that student responses are not picked up by another student's microphone. It is possible that students' scores may be negatively impacted if a significant amount of background noise or interference is captured in their response.

Scheduling paper/pencil testing sessions:

- For students taking the paper version of the WIDA ACCESS for ELLs 2.0, the domains may be administered in any order.
- Breaks can be provided to students during the test sessions as long as materials are kept secure.

The table below and on the following page outlines key differences between grades 1–12 online and paper/pencil. Please note that all times listed are estimates.

	ACCESS for ELLs 2.0 – Online (Grades 1–12)	ACCESS for ELLs 2.0 – Paper/Pencil (Grades K*–12)
Grade Level Clusters	• 1, 2–3, 4–5, 6–8, and 9–12	• K*, 1, 2, 3, 4–5, 6–8, and 9–12
Listening	• test platform captures and scores student responses • up to 40 minutes	• **1-12:** 25–40 minutes
Reading	• up to 35 minutes	• 35–45 minutes
Speaking	• students listen to prompts and speak into headsets to record their answers • student responses are automatically sent to DRC for rating and scoring • up to 30 minutes	• test Administrator plays pre-recorded speaking prompts with a CD • students speak their responses to Test Administrators • test Administrators score student speech during administration • 15–35 minutes per student (administered individually)

	ACCESS for ELLs 2.0 – Online (Grades 1–12)	ACCESS for ELLs 2.0 – Paper/Pencil (Grades K*–12)

Writing	• **Grades 1–3:** students complete the full Writing test (prompts and responses) on paper
	• **Grades 4–12:** students read prompts on the computer screen
	• **Grades 4–12:** students keyboard or handwrite responses based on Michigan's guidelines—keyboarding is the default setting.
	• keyboarded responses are automatically sent to DRC; handwritten responses will need to be shipped
	• up to 65 minutes
		• **Tier A, Grade 1:** up to 35 minutes
		  ♦ students read prompts on a paper test form
		• **Tier A, Grades 2-12:** Up to 60 minutes
		• **Tier B/C:** up to 65 minutes
		  ♦ students handwrite responses on a paper test form
		  ♦ test booklets are returned to DRC and scored

* Test administrators planning to administer the Kindergarten form of the assessment can plan on an average of **45 minutes per student**. The Kindergarten assessment is administered individually and is semi-adaptive, which may change the administration time depending on students' English proficiency levels (low proficiency = shorter administration time, high proficiency = longer administration time).

WIDA Alternate ACCESS for ELLs

Districts have the option to use the WIDA Alternate ACCESS for ELLs paper/pencil assessment. This assessment is designed for students who are ELs and are also students with significant cognitive disabilities. This assessment is available in grades 1–12 only (Grade level clusters: 1–2, 3–5, 6–8, and 9–12). Each section of this test (Listening, Reading, Speaking, and Writing) is estimated to take approximately 20 minutes.

Additional information about test administration can be found on the WIDA website (www.wida.us) as well as within the Secure WIDA Portal.

→ EARLY LITERACY AND MATHEMATICS BENCHMARK ASSESSMENTS (K–2)

The Early Literacy and Mathematics Benchmark Assessments for grades 1 and 2 will be operational in Fall 2016, and for grades K–2 in Spring 2017. These benchmark assessments are completely aligned to Michigan's academic content standards, and are administered online only (no paper/pencil version). The Michigan Department of Education (MDE) will provide the Michigan-developed Early Literacy and Mathematics Benchmark Assessments for grades 1 and 2 in the fall and grades K, 1, and 2 in the spring, or districts may choose to use a different benchmark assessment tool. There is no planned high stakes accountability for benchmark assessments in 2017.

If a district chooses to administer a benchmark assessment other than Michigan's Early Literacy and Mathematics Benchmark Assessment, the chosen assessment must meet the benchmark definition and criteria. The MDE has provided guidance around benchmark assessments by supplying a definition and specifying the criteria, detailed in the Guidance on Early Literacy and Mathematics Benchmark Assessments (K-2) document, which is posted on the Early Literacy and Mathematics Benchmark Assessments web page (www.michigan.gov/earlylitandmath). The MDE does not have an approved list of ELA or mathematics benchmark assessments. It is the district's responsibility to ensure their selected benchmark assessment meets both the definition and criteria of benchmark assessments set by MDE.

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Students for whom an IEP team determines that Michigan's Early Literacy and Mathematics Benchmark Assessment is not appropriate would not be required to take the assessment. For example, an IEP team may determine that the best course of instruction for a student is on alternate academic content expectations for ELA and mathematics (Essential Elements). That same IEP team may then determine and document that Michigan's Early Literacy and Mathematics Assessment is not appropriate for the student since it is aligned to the general academic standards, and not the alternate academic standards.

Early Literacy and Mathematics Testing Windows	
Fall 2016	October 3–21, 2016
Spring 2017	April 10–May 26, 2017

The Fall 2016 and Spring 2017 online administration of the benchmark assessments will use the same online delivery engine as the M-STEP assessments. The Fall 2016 testing window for grades 1 and 2 is October 3–21, 2016. The Spring 2017 grades K, 1, and 2 tests may be given at any time during the M-STEP testing window (April 10 – May 26, 2017) in order to allow schools maximum flexibility in scheduling. Schools participating in the Early Literacy and Mathematics online assessments need to pre-identify their students in the Secure Site using the Pre-ID function. There is no need to inform the Office of Standards and Assessment (OSA) via telephone or email on the intent to participate. (See the following tables for session and timing information.)

English Language Arts (ELA)

Grade	Online 💻 only

K–2	• 3-week testing window for grades 1 and 2 in Fall 2016
	• 7-week testing window for grades K, 1, and 2 in Spring 2017
	• 2 sessions (2 test tickets: Part 1, Part 2)
	• Breaks can be provided during test sessions using the software's pause feature.
	• **K – Part 1: 30–40 minutes**
	   Part 2: 30–40 minutes
	• **1 – Part 1: 30–40 minutes**
	   Part 2: 30–40 minutes
	• **2 – Part 1: 35–45 minutes**
	   Part 2: 35–45 minutes

Mathematics

Grade	Online 💻 only

K–2	• 3-week testing window for grades 1 and 2 in Fall 2016
	• 7-week testing window for grades K, 1, and 2 in Spring 2017
	• 2 sessions (2 test tickets: Part 1, Part 2)
	• Breaks can be provided during test sessions using the software's pause feature.
	• **K – Part 1: 25–35 minutes**
	   Part 2: 25–35 minutes
	• **1 – Part 1: 25–35 minutes**
	   Part 2: 25–35 minutes
	• **2 – Part 1: 35–45 minutes**
	   Part 2: 35–45 minutes

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→ RESOURCES

Student Tutorials

The Office of Standards and Assessment (OSA) has created Student Tutorials. These are student-narrated videos that introduce teachers and students to the online tests and tools contained in the Early Literacy and Mathematics, M-STEP, and MI-Access assessments this spring. The Student Tutorials are designed to be administered in a group setting, such as the classroom. The tutorials can be accessed on eDIRECT (https://mi.drcedirect.com/default.aspx), by selecting **All Applications → General Information**, and then clicking on the **Test Tutorials** tab. Click on the icon under the **Action** column. This takes you to the tutorial page. The student tutorials can also be accessed in INSIGHT. Open INSIGHT and on the bottom of the page select the DRC INSIGHT Online Assessments Tutorials link.

An important component of the Student Tutorials is that they provide explicit training on the pause/exit/end test functionality of the online testing engine. In addition, the tutorials explain how to access and use specific tools.

The OSA recommends that classroom teachers introduce online testing to their students by playing the Student Tutorial video in class to show students how the online testing system and tools work. Once the Student Tutorial video is shown and discussed in the classroom, teachers then schedule time to provide students hands-on practice through the use of the **online Sample Item Sets and the Online Tools Training (OTTs)** described below.

Online Sample Item Sets and OTTs

Another important resource schools can access are Online Sample Item Sets for students in grades K–2, and grades 3–8. Sample Item Sets are a select group of test items in ELA, mathematics, science, and social studies that encompass different item types, such as multiple choice, constructed response, and various kinds of technology-enhanced items. The sets provide

students practice in solving grade-level and content-specific test items aligned to Michigan's content standards. Since the item sets are embedded in the online test engine used to deliver state assessments, students will develop familiarity with taking tests online while they practice using the test engine's online tools and navigation buttons. The Sample Items Sets are not considered "Practice Tests," as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

The Sample Item Sets are contained in a broader unit - Online Tools Tutorial (OTT).

- **INSIGHT OTTs (require INSIGHT software download)**
  To begin an Online Tools Training, have students double-click on the DRC INSIGHT Online Assessments icon. Once INSIGHT is open, the new screen will show the three separate programs: M-STEP, MI-Access, and Early Literacy and Mathematics with the OTT and Test Sign In links as well as a fourth Test Sign In for which is Reserved for Pilot Testing (see the sample on the following page). Students should then select the Online Tools Training link under the appropriate program, select a content area, then select a grade level. Once the program opens, all students should enter the Username and Password displayed on the sign-in screen.

- **Public OTTs (software not required—must be accessed in the Chrome browser)**
  These OTTs are available on the OTT portal (https://wbte.drcedirect.com/MI/portals/mi) If Chrome is not your default browser, you will need to copy and paste this address into a CHROME web browser. This page will show three separate programs: M-STEP, MI-Access, and Early Literacy and Mathematics. Students should then select appropriate Online Tools Training (see the sample screen on the following page), select a content area, then select a grade level. Once

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the program opens, all students should enter the Username and Password displayed on the sign-in screen. Some of the tutorials are being updated and the updates will be posted as they are completed.

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

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

Paper/Pencil Sample Item Sets

OSA has posted the Paper/Pencil sample item sets in ELA, mathematics, science, and social studies on the M-STEP web page (www.michigan.gov/mstep) under the **Content Specific Information** section. The sample item sets contain grade-level sample items showing the types of items students may encounter on the actual test. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards. The Sample Items Sets are not considered "Practice Tests," as practice test implies a test with the same number of items and similar level of difficulty as an actual test.

→ SUPPORTS AND ACCOMMODATIONS

Michigan is committed to ensuring all students, including English Learners (ELs) and Students with Disabilities, have access to a wide array of tools for students for specific needs across all state assessments. The tools are categorized into the following three tiers:

- **Universal (Accessibility) Tools:**
  Available for all students, use is student-driven

- **Designated Supports:**
  Available when indicated by an educator or team

- **Accommodations:**
  Available when need is documented in an IEP or 504 plan

Universal (Accessibility) Tools includes embedded default tools for an online assessment such as a highlighter or cross-off tool. A **Designated Support** may be Text-to-Speech (TTS) and an example of an **Accommodation** is a braille form of an assessment.

In tandem with making sure students can have needed options for accessing the content of the assessments, Michigan must also make sure that

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these options do not provide an unfair advantage to students using them. Students must always be able to show their own knowledge of a particular standard or skill. Calculators provide a perfect example of these concepts. Students are not always allowed to use a calculator on some sections or items on an assessment. This is due to specific standards being assessed. A student allowed to use a calculator on these items would not actually be able to show whether or not they know how to do some calculations required by the standards. However, there are some items for which a calculator would be permitted for all students, such as when calculation is required, but is not the standard being measured.

As educators prepare for the Spring 2017 state assessments, it's important to note that a Universal (Accessibility) Tool for one content area and assessment may be an Accommodation for another content area or assessment (for example, a calculator). Similarly, a Designated Support may also be an Accommodation, depending on the content target (for example, scribe). This approach is consistent with the emphasis that Michigan's assessment programs have placed on the validity of assessment results coupled with access. Allowable Universal (Accessibility) Tools, Designated Supports, and Accommodations all yield valid scores that count as participation in statewide assessments when used in a manner consistent with Michigan's Supports and Accommodations policies and guidelines.

All policies and guidelines can be found under the Student Supports and Accommodations sections of each of the MDE assessment web pages. Additional information can also be found in each test administration manual.

Making Decisions on an Individual Student Basis

The selection of appropriate tools, designated supports, and accommodations must be done for all students in the classroom as well as for each assessment. The tools, designated supports, and accommodations used on the assessments should be ones with which the student is already familiar using or are used during regular classroom instruction. A mismatch in these types of supports offered can cause significant difficulties for students at the time of testing and potentially negatively impact students' test scores.

For example, if a student is given the opportunity to take a mathematics assessment in Spanish but does not have sufficient literacy skills in the Spanish language, the student may struggle more than if he or she had taken the English version of the assessment. It would also be inappropriate for districts to make blanket decisions about assessment supports for particular student groups. Again, because we know all students have different needs, this could have a similarly negative impact on test scores.

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

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→ TECH CORNER

Online Testing Technology Information

All online testing will use an updated version of the software from Data Recognition Corporation (DRC) that was used in 2015 and 2016. The Technology User Guide and other support materials are available on eDIRECT (https://mi.drcedirect.com).

- INSIGHT is the secure browser your student will use. It prevents students from using other applications or visiting websites while testing. One INSIGHT installation works for all assessments, including M-STEP, MI-Access, Early Literacy and Mathematics, and WIDA ACCESS for ELLs 2.0. INSIGHT will prompt for a one-click update if a newer version is available.

- Testing Site Manager (TSM) is the local content caching server. You will need to uninstall last year's TSM.

  ♦ Any TSM version 9.1.0_0 or later will auto-update for the rest of the year. Please note that the TSM for WIDA ACCESS for ELLs 2.0 is a different TSM and schools will need to install the TSMs on separate computers (or virtual machines) if students will be taking WIDA online.

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

A wide range of devices are supported for Spring 2017 testing. These include non-touchscreen Windows-, Mac-, Chrome-, and Linux-based computers and laptops, along with iPads and some Androids and touchscreen devices. Please check the DRC INSIGHT System Requirements for online testing, located on eDIRECT (https://mi.drcedirect.com/) under **All Applications → General Information → Documents** or the Technology User Guide for all supported devices and operating systems.

Improvements for 2017 include better connectivity and automatic reconnect attempts, response load-balancing for all tests, a 64-bit TSM and support for more concurrent testers per TSM, improved download validation and transparency, and built-in customer service tools.

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2017 Summative Testing Schedule
for Online and Paper/Pencil Assessments

The Michigan Department of Education (MDE) Spring 2017 testing windows and dates for all summative online and paper/pencil assessments are included in this document.

For Spring 2017, students in grades 3–8 will be taking M-STEP English language arts (ELA) and mathematics (3–8), science (4 and 7), and social studies (5 and 8). Students in grades 9 will take the PSAT 8/9™ and student in grade 10 will take the PSAT 10™. Students in grade 11 will be taking the SAT™ with Essay College Entrance exam, which includes the ELA and mathematics components; the ACT WorkKeys®, and the M-STEP science and social studies assessments.

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

Spring 2017 Testing Schedule for Summative Assessments

	Week of															
	2/6-2/10	2/13-2/17	2/20-2/24	2/27-3/3	3/6-3/10	3/13-3/17	3/20-3/24	3/27-3/31	4/3-4/7	4/10-4/14	4/17-4/21	4/24-4/28	5/1-5/5	5/8-5/12	5/15-5/19	5/22-5/26
M-STEP Grades 5, 8, and 11										4 weeks						
M-STEP Grades 3, 4, 6, and 7													4 weeks			
MI-Access Alternate Assessments										7 weeks						
College Entrance: SAT with Essay										4/11 only		4/25 only				
Accommodations Testing*										4/11 – 4/25						
Work Skills: ACT WorkKeys										4/12 only		4/26 only				
Accommodations Testing										4/12 – 4/26						
PSAT**										4/11 or 4/12		4/25 or 4/26				
Accommodations Testing*										4/11 – 4/25						
WIDA ACCESS for ELLs 2.0	7 weeks															
WIDA Alternate ACCESS for ELLs	7 weeks															

  * Only students who appear on the Non-standard Accommodation Report (NAR) are eligible to test within the 2-week window. Students approved for testing over two days must be tested on consecutive days.
** Schools can elect to administer the PSAT test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day. As long as all students in the **same grade** are tested on the **same day**, schools can choose which date works best for them for both the initial test dates and the makeup test dates.

2017 Summative Testing Schedule
for Online and Paper/Pencil Assessments

ONLINE Test Administration Dates*

- **Grades 5, 8, and 11:** the online tests may be administered on any instructional day **April 10 – May 5, 2017**

- **Grades 3, 4, 6, and 7:** the online tests may be administered on any instructional day **May 1 – May 26, 2017**

- **MI-Access Alternate Assessments—Grades 3–8 and 11:** the online tests may be administered on any instructional day **April 10 – May 26, 2017**

*For online testing, not all students need to be administered the same assessment at the same time, nor on the same day.

PAPER/PENCIL Test Administration Dates

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

- **MI-Access Alternate Assessments—Grades 3–8 and 11:** the paper/pencil tests may be administered on any instructional day **April 10 – May 26, 2017**

- **Grades 3 – 11:** The dates for the paper/pencil tests in each grade level sub-window are shown for all content areas in the following calendars.

Paper/Pencil Test Dates — Grade 11

April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 SAT	12 ACT WorkKeys	13 M-STEP SCI/SS	14 Makeup SCI/SS	15
16	17	18	19	20	21	22
		Makeup SCIENCE/SOCIAL STUDIES				
23	24	25 Makeup SAT	26 Makeup ACT WorkKeys	27	28	29
		Makeup SCIENCE/SOCIAL STUDIES				
30						

Paper/Pencil Test Dates — Grades 9 and 10

April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 ✎ PSAT	12 ✎ PSAT	13	14	15
16	17	18	19	20	21	22
23	24	25 ✎ Makeup PSAT	26 ✎ Makeup PSAT	27	28	29
30						

NOTE: Schools can elect to administer the PSAT test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day. As long as all students in the same grade are tested on the same day, schools can choose which date works best for them for both the initial test dates and the makeup test dates.

Paper/Pencil Test Dates — Grades 5 and 8

April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 ✎ ELA Day 1	12 ✎ ELA Day 2	13 ✎ ELA Day 3	14 ✎ Makeup ELA	15
16	17 ✎ Makeup ELA	18 ✎ MATH Day 1	19 ✎ MATH Day 2	20 SOCIAL STUDIES	21 ✎ Makeup any content area	22
23	24 ✎	25 ✎	26 ✎	27 ✎	28 ✎	29
	Makeup - any content area					
30						

Paper/Pencil Test Dates — Grades 3, 4, 6, and 7

May 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 ✏ ELA Day 1	3 ✏ ELA Day 2	4 ✏ Makeup ELA	5 ✏ Makeup ELA	6
7	8 ✏ Makeup ELA	9 ✏ MATH Day 1	10 ✏ MATH Day 2	11 ✏ SCIENCE	12 ✏ Makeup any content area	13
14	15 ✏	16 ✏	17 ✏	18 ✏	19 ✏	20
			Makeup - any content area			
21	22	23	24	25	26	27
28	29	30	31			