

Fall 2012 MEAP Online Social Studies Pilot Pre-ID and Material Ordering Instructions

All students taking a Fall 2012 MEAP assessment must be pre-identified on the BAA Secure Site for the MEAP. This pre-ID requirement also applies to 6th and 9th grade students who will be participating in the Fall 2012 MEAP Online Social Studies Pilot.

For schools participating in the Fall 2012 MEAP Online Social Studies Pilot, the Bureau of Assessment and Accountability (BAA) takes the following steps:

- Upon receipt of the Agreement to Participate, the participating schools are flagged in the BAA Secure Site as online testing schools.
- Test booklet orders for 6th and/or 9th grade social studies are set to zero on the Initial Material Orders screen.
 - Participating schools will receive a small overage of social studies test booklets and answer documents as part of their Initial Order.
 - Orders for accommodated materials will not be changed.
- As students are pre-identified for the MEAP, they will automatically be flagged as online testing students. This means:
 - They will not receive social studies test booklets or answer documents.
 - They will be automatically identified to the MIST™ online testing system. (MIST™ is the online delivery system for the Fall 2012 MEAP Online Social Studies Pilot.)
- Please note, all students **must** be pre-identified in the BAA Secure Site. Students **cannot** be pre-identified in MIST. (That functionality will be disabled for the MEAP assessment.)

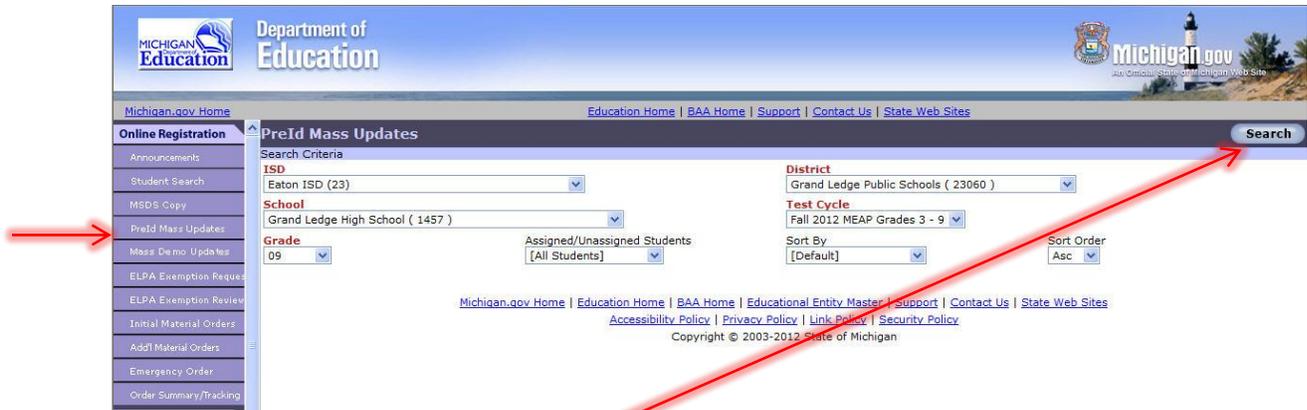
For those students who will be administered an accommodated version of the MEAP social studies test based on their IEP, 504 Plan, or ELL Plan, schools and districts will need to complete the following tasks. These steps will also apply to any special education student whose IEP team determines the online version of the assessment is not appropriate or who requires a standard accommodation not compatible with online testing. Please review the *Accommodations Summary Table* available at www.michigan.gov/meap carefully when considering the special education population.

- Place an order for the appropriate accommodated kit(s) following the guidelines in the *BAA Secure Site User Manual*.
- Place a test booklet order for any special education students who will be taking the paper and pencil version of the MEAP Social Studies test.
 - If this order is placed during the initial order window, answer documents will automatically be included with the order.
 - If this order is placed during the additional order window, answer documents must be ordered as well.
- Turn the online flag off for accommodated students who will be taking the paper and pencil MEAP Social Studies test. There are two ways to accomplish this and both are detailed on the following pages.

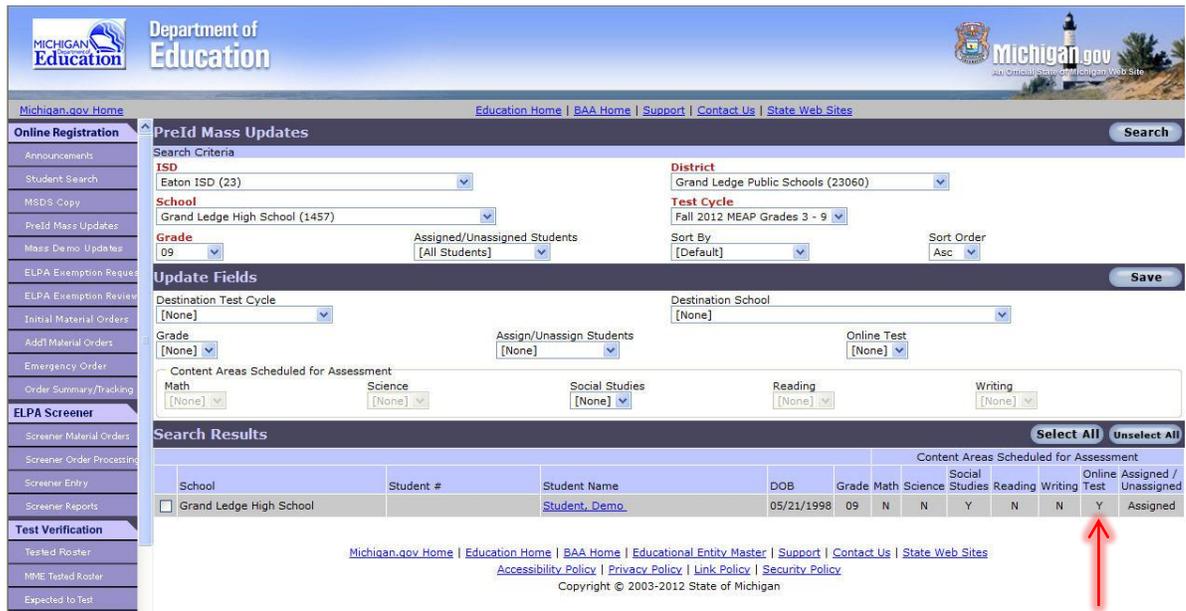
Options for Turning Off the Student Online Test Flag

Option 1:

- 1) Login to the BAA Secure Site
- 2) Select PreId **Mass Updates** from the menu on the left side of the page.
- 3) Select your **ISD, District, School, Test Cycle (Fall 2012 MEAP Grades 3 - 9)** and the **Grade** of students for which you want to change Pre-ID information.



- 4) Click **Search** in the top right corner.
- 5) You should then see a list of students at the bottom of the screen. All eligible students will have been automatically flagged for Online Testing.



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- 6) To unselect students for Online Testing click in the box on the same line as the student or students and then select **No** from the **Online Test** dropdown.

The screenshot shows the 'Update Fields' form with the following fields:

- Destination Test Cycle: [None]
- Destination School: [None]
- Grade: [None]
- Assign/Unassign Students: [None]
- Online Test: **No** (indicated by a red arrow)

Content Areas Scheduled for Assessment:

- Math: [None]
- Science: [None]
- Social Studies: [None]
- Reading: [None]
- Writing: [None]

Search Results table:

| Content Areas Scheduled for Assessment | | | | | | | | | | | |
|--|-------------------------|------------------------------|------------|-------|------|---------|----------------|---------|---------|-------------|-----------------------|
| School | Student # | Student Name | DOB | Grade | Math | Science | Social Studies | Reading | Writing | Online Test | Assigned / Unassigned |
| <input checked="" type="checkbox"/> | Grand Ledge High School | Student_Demo | 05/21/1998 | 09 | N | N | Y | N | N | Y | Assigned |

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- 7) When complete click **Save** on the right side of the page. You should then notice that the column for Online Test has been updated for the student(s) previously selected.

The screenshot shows the 'Update Fields' form with the following fields:

- Destination Test Cycle: [None]
- Destination School: [None]
- Grade: [None]
- Assign/Unassign Students: [None]
- Online Test: [None]

Content Areas Scheduled for Assessment:

- Math: [None]
- Science: [None]
- Social Studies: [None]
- Reading: [None]
- Writing: [None]

Search Results table:

| Content Areas Scheduled for Assessment | | | | | | | | | | | |
|--|-------------------------|------------------------------|------------|-------|------|---------|----------------|---------|---------|-------------|-----------------------|
| School | Student # | Student Name | DOB | Grade | Math | Science | Social Studies | Reading | Writing | Online Test | Assigned / Unassigned |
| <input type="checkbox"/> | Grand Ledge High School | Student_Demo | 05/21/1998 | 09 | N | N | Y | N | N | N | Assigned |

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Option 2:

- 1) Students may also be unassigned from the Online Test by clicking directly on each student's name.

| Search Results | | Content Areas Scheduled for Assessment | | | | | | | | | |
|--------------------------|-------------------------|--|------------|-------|------|---------|----------------|---------|---------|-------------|-----------------------|
| School | Student # | Student Name | DOB | Grade | Math | Science | Social Studies | Reading | Writing | Online Test | Assigned / Unassigned |
| <input type="checkbox"/> | Grand Ledge High School | Student, Demo | 05/21/1998 | 09 | N | N | Y | N | N | Y | Assigned |

- 2) After clicking on the student's name, you will be transferred to the Student Demographics screen. Look for the **Online Test** box.

Other Student Information

Graduation Date (MM/YYYY) [] / [] / []

District Enrollment Date (MM/DD/YYYY) [] / [] / []

District Exit Date (MM/DD/YYYY) [] / [] / []

Years of Schooling (ELL students only) [None]

First Entered USA School (MM/DD/YYYY) [] / [] / []

Feeder School Code []

Limited English Proficiency

Formerly Limited English Proficiency

Special Education

Home Schooled

Migratory Status

Economically Disadvantaged

Homeless

Online Test

Assessment Information

Content Areas Scheduled for Assessment

Math Science Social Studies ELA Reading Writing

- 3) Click on the Online Test box to remove the checkmark and unassign the student from the Online Test.
- 4) Once complete, select Save from the upper right hand corner of the page. You will be transferred back to the PreID Mass Updates screen.

Initial Material Order

If a school or district participating in the Fall 2012 Online MEAP Social Studies Pilot did not place an order on the Initial Material Orders screen, Test Administration Manuals will still be shipped. All other supplies including paper and pencil assessments needed for accommodated students must be ordered during the Additional Orders Window. When placing an order during the Additional Orders Window be sure to order adequate supplies of the following materials:

- Test booklets and/or accommodated kits
- Answer Documents
- School/Grade Header Sheets
- Class/Group Code Sheets
- FedEx Airbills
- Scorable Stickers
- Nonscorable Stickers
- Special Handling Envelopes

The following supplies may be downloaded from the MEAP website at www.michigan.gov/meap.

- Test Administration School/Grade Sheets
- Security Compliance Forms
- Return Verification Forms
- Return Instructions

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Important Dates:

| | |
|------------------------|---|
| 7/26/2012 | Last day of the Initial Order window and Early Pre-ID window. <ul style="list-style-type: none">• Last day to change the online flag for pre-identified students who will need a paper and pencil version of the MEAP Social Studies test and receive answer documents with pre-sprayed barcode labels. |
| 9/11/2012 | Last day of the Late Pre-ID window. <ul style="list-style-type: none">• Last day to pre-id students and change the online flag for those students who will need a paper and pencil version of the MEAP Social Studies test and receive pre-printed barcode labels to apply to answer documents.• After this date Barcode labels will need to be generated and printed from the BAA Secure Site for any student pre-identified for the paper and pencil MEAP Social Studies assessment. |
| 9/25/2012 – 10/23/2012 | Additional Orders Window <ul style="list-style-type: none">• Place orders for needed testing materials (i.e. accommodated kits, answer documents, etc.) for students taking the paper and pencil MEAP Social Studies assessment. |
| 10/01/2012 | Date MIST™ is loaded with students pre-identified for the online MEAP Social Studies assessment. <ul style="list-style-type: none">• Reminder: all students must be pre-identified on the BAA Secure Site before they can be identified to MIST™.• Students pre-identified after 10/1/12 for online testing will be pulled at the end of each business day and loaded to MIST™.<ul style="list-style-type: none">○ This daily load will continue through 11/06/12.○ Students pre-identified in the BAA Secure Site will not appear on the MIST™ Student Roster until the next business day and cannot be tested until they are properly loaded to MIST™. |
| 10/17/2012- 11/07/2012 | Window for administering the MEAP Online Social Studies assessment. <ul style="list-style-type: none">• Reminder: the paper and pencil assessment window closes on 10/26/12. |

Questions?

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