

2016 M-STEP Online Administration Directions Supplement – Science/Social Studies

This document is a supplement to the *2016 M-STEP Online Administration Directions*. This supplement is to be used as a companion to the *2016 M-STEP Online Administration Directions*, not replace it.

Important reference materials include the following documents. They can be downloaded from the M-STEP web page at www.michigan.gov/mstep.

- *Spring 2016 M-STEP Test Administration Manual*
- *2016 M-STEP Online Administration Directions*
- *Assessment Integrity Guide*
- *M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA Student Supports and Accommodations Table*
- *M-STEP, MI-Access, and WIDA Supports and Accommodations Manual*
- *Companion Document for Supports and Accommodations*

Introduction

The 2016 M-STEP Science and Social Studies online assessments are fixed form. For grades 4 and 7, the online M-STEP Science assessment consists of two parts. Each part requires its own test ticket. The M-STEP Science assessment for 11 grade students consists of only one part.

For grades 5 and 8, the online M-STEP Social Studies assessment consists of two parts. Each part requires its own test ticket. The M-STEP Social Studies assessment for 11th grade students consists of only one part.

Use of this supplement is not required. Test Administrators may rely solely on the *2016 M-STEP Online Administration Directions*; however, this supplement is meant to streamline and simplify the delivery of online test administration directions by clarifying the impact of the Text-to-Speech designated support on the directions.

Scratch Paper

Scratch paper is a universal tool and is allowed for all students. Please reference Appendix B in the *Spring 2016 M-STEP Test Administration Manual* for the complete Spring 2016 M-STEP Scratch Paper Policy. Students will need a pencil to use with the scratch paper.

Accommodations

Students assigned the **Text-to-Speech (Items Only-TTS)** designated support, through eDIRECT will require headphones for the test session. Be sure to check the audio prior to starting the test. Students assigned TTS will have the test directions read to them by the computer. If TTS is enabled, the Follow Along default is enabled. Follow Along can be turned off by selecting options and unchecking the box next to Follow Along.

Please note: during MDE’s customer acceptance testing of the test forms it was discovered that the **Reverse Contrast (RC)** accommodation may adversely impact students’ testing experience. To remedy this, Reverse Contrast (RC) will not be offered in spring 2016. Test Tickets printed prior to April 06, 2016

that reflect reverse contrast will not have it available. For those students, please consider using Color Chooser (CC) or Color Contrast (CTC) an alternative to the reverse contrast.

How to Use this Supplement

The complete test directions to be followed during the administration of an online Science or Social Studies session are detailed in the *2016 M-STEP Online Administration Directions*. Test Administrators should read and be familiar with that document prior to testing. The directions below consolidate the directions pertaining to fixed form assessments to assist the Test Administrator with the flow of the directions. The directions below do not include the graphics found in the complete online administration directions.

The consolidated directions are provided in a table. Rows in gray should be read exactly as written to the students. The table contains three columns:

1. The **SAY** column indicates directions that should be read aloud or provides information that pertains to specific grades or accommodations/supports.
2. The **Directions** column are the directions to be read or followed.
3. The **Page** column references the page in the *2016 M-STEP Online Administration Directions* where the direction can be found with graphics and tips.

Test Directions for Both Parts of the 2016 M-STEP Science and Social Studies Assessments

SAY	Directions	Page
	Read and be familiar with the directions and information found in the <i>2016 M-STEP Online Administration Directions</i> on pages 1 through 5.	1-5
	Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.	6
	Make sure that no student is in possession of a cell phone, camera, or other personal electronic device. It is recommended that Test Administrators collect any electronic devices prior to distributing any test materials.	6
	All tools may not be available for every assessment. For example, calculators will not be used for Science, or Social Studies tests.	6
		6

SAY	Directions	Page
	Instruct students that they should not open anything on their computers until they are told to do so. The device desktop/home screen should be visible until you instruct students to open INSIGHT.	
TTS Only	Headphones are required for students with Text-to-Speech enabled. Distribute headphones to these students and assist students with sound checks. Note: If TTS is enabled, the Follow Along default is enabled. Follow Along can be turned off by selecting Options and unchecking the box next to Follow Along.	
	Students in schools that administered WIDA online in 2016 will see a screen upon launching INSIGHT that will ask students to “Select your testing program”. Instruct students to select “Michigan”.	
SAY	Welcome to the M-STEP (Please insert name of the test). We are now ready to begin. It is important that you give this test your best effort so that you can show yourself, your teachers, and your parents what you know and can do. Please carefully follow these directions. I will now pass out your test ticket. Do not select anything on your computer until I tell you to do so.	6
	Distribute test tickets.	6
	If your school is using scratch paper as a universal tool, read the following section:	6
SAY	I will now pass out scratch paper for you to use during your test. Please write your name on the scratch paper.	6
	Distribute scratch paper if being used.	6
SAY	Each of you now has a test ticket. Check to make certain that your name and correct date of birth appear on the test ticket and it has the correct name of the assessment Grade (<i>grade</i> and name of assessment). Raise your hand if your test ticket does not have your name, your correct date of birth, or the correct assessment name on it.	7

SAY	Directions	Page
	Correct any ticket distribution errors. If a test ticket contains incorrect student information, please report the issue to your Building Assessment Coordinator immediately.	7
SAY	Now we are ready to begin. First, launch INSIGHT on your computer [or iPad]. You should see the Michigan Department of Education screen with a picture for M-STEP, a picture for MI-Access, and a picture for Early Literacy and Numeracy. Is there anyone who does not see this screen?	8
	<p>Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the M-STEP Technology Coordinator or M-STEP Building Assessment Coordinator. It is acceptable to move the student to another computer.</p> <p>When all students are ready,</p>	8
SAY	On the left-hand side of the screen, under M-STEP, select Test Sign In. You should then see the sign-in screen appear. Is there anyone who does not see the sign-in screen?	9
	<p>Pause to assist students if necessary.</p> <p>When all students are ready,</p>	9
SAY	<p>You may now enter your Username and Password in the spaces provided on the screen. Your Username and Password are found on your test ticket. If you need assistance, please raise your hand. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen.</p> <p>Please do not go ahead. We will do several screens together to review sign-in, navigation, and available tools.</p>	10
	<p>Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content/part; Usernames and Passwords are not case sensitive. The student’s date of birth should be used to verify that the correct test ticket is given to a student.</p> <p>Tip: If a student receives an “invalid login,” select the “back” button in the bottom left corner of the sign-in screen. Select Test Sign In below the M-STEP</p>	10

SAY	Directions	Page
	<p>icon (be sure you are not selecting below the MI-Access or K–2 icons) and try again. Verify correct Username and Password have been entered.</p> <p>When all students are ready,</p>	
SAY	When you have selected the Sign In button, a welcome screen with your name opens. Is there anyone who does not see the welcome screen with your name?	10
	<p>Pause to assist students as necessary.</p> <p>When all students are ready,</p>	10
SAY	<p>Look at the information on the welcome screen and make sure that the following facts about you are correct:</p> <ul style="list-style-type: none"> • Your first name, middle initial (if available), and last name • Your test name • Your test session • Your State Student ID (also called your UIC) • Your district student ID (if available) 	11
	<p>Tip: This screen is the first opportunity to turn on the color accommodations for students with vision impairments that require one or more of these accommodations. If turned on in eDIRECT, Color Choices or Contrasting Color are available using the Options button. You may need to assist these students.</p> <p>Note: If TTS is enabled, the Follow Along default is enabled. Follow Along can be turned off by selecting Options and unchecking the box next to Follow Along.</p>	11
SAY	If the information about you is correct, select the continue button. If the information is not correct, raise your hand.	11
	<p>Pause to assist students as necessary.</p> <p>When students are ready,</p>	11
SAY	After you have selected the continue button, the test selection screen will open. Is there anyone who does not see the test selection screen?	11

SAY	Directions	Page
	<p>Pause to assist students as necessary.</p> <p>When students are ready,</p>	11
TTS Only	<p>Have the TTS testers add headphones.</p> <p>Instruct TTS testers to use the pointer to select Grade (grade and name of assessment).</p> <p>The computer will read the remaining test directions to the students. Assist students with headphones and audio controls as needed.</p>	
SAY	<p>We are now ready to begin the test. Use your pointer to select Grade (grade and name of assessment). Once you have selected the test name, the Display Settings Test screen should open. Is there anyone who does not see the Display Settings Test screen?</p>	12
	<p>Pause to assist students as necessary.</p> <p>When students are ready,</p>	
SAY	<p>I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the <i>Next</i> button to move to the next page to follow along.</p> <p>You should now be on the Display Settings Test screen. This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.</p>	13
	<p>If a student’s screen does not show the three circles, have the student exit the test and move the student to an open workstation if available. Contact the Building Assessment Coordinator regarding the computer.</p> <p>When students are ready,</p>	13
SAY	<p>If you were able to clearly see three circles, please select the Next button to continue.</p>	14
	<p>Check monitors to confirm all students are now on the “Test Security” page.</p>	14

SAY	Directions	Page
SAY	<p>You should now be on the Test Security screen.</p> <p>You are about to take the Michigan Student Test of Educational Progress, or M-STEP. In order for the results to be valid, you must not</p> <ul style="list-style-type: none"> • communicate, collaborate, or help in any way with another student. • view another student’s computer screen for answers or allow another student to view yours. • allow anyone to give you answers or change your answers. • use your cell phone or other electronic devices or take pictures. • intentionally cause a disturbance of any kind. • remove test tickets and scratch paper from the room. <p>If you do not understand these requirements or have questions, please raise your hand.</p>	14
	Pause for questions.	14
SAY	Now select the Next arrow to go to the next page.	14
	Check monitors to confirm that all students are on the first directions page.	15
SAY	Read these directions carefully before beginning. To look at these directions again, select the Help button and choose the Test Directions tab. Select the Next arrow to go on.	15
	Check monitors to confirm that all students are on the Answering Questions page.	15
SAY	<p>You should now be on the Answering Questions screen.</p> <ul style="list-style-type: none"> • Carefully read each question and its directions. • Be sure the Pointer tool is selected and select your answer. Some questions may require more than one response. • The Pointer is already selected for you when you select the Next arrow and go to the next question. • To change an answer, use the Pointer tool to choose a different answer. <p>Now, select the Next arrow to go to the next page.</p>	

SAY	Directions	Page
	Check monitors to confirm that all students are on the Navigation page.	15
SAY	<p>You should now be on the Navigation screen.</p> <ul style="list-style-type: none"> • After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question. • Use the Back arrow to go back to a question you have already answered. • To move quickly to any question on the test, select the Down arrow next to the question number and select the question you’d like to see. • When you have reached the end of the test, the Next arrow will not appear. <p>Now, select the Next arrow to go to the next page.</p> <ul style="list-style-type: none"> • Once you are at the end of the test, select the Review/End Test button in the lower left-hand corner. • If you have left a question unanswered or if you have flagged a question as a reminder to return to a test question, you can return to that question. • To complete your test and submit your responses, select the “End Test” button and follow the on-screen directions. Remember: Do not select the “End Test” button until you are completely done with your test. You will not be able to get back into your test after selecting the “End Test” button. <p>Now, select the Next arrow to go to the next page.</p>	16
	Check monitors to confirm that all students are on the Tools page.	16/17
SAY	<p>You should now be on the Tools screen.</p> <ul style="list-style-type: none"> • Use the online tools to assist you during the test. • You can use more than one tool at a time. • To close a tool, select the tool again. 	18
	Note: Not all tools are available for every test.	18
SAY	Pointer: Use the pointer tool to choose an answer.	18

SAY	Directions	Page
	<p>Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.</p> <p>Highlighter: Use the highlighter tool to highlight important information.</p> <p>Magnifier: Use the magnifier tool to enlarge the information on the screen.</p> <p>Line Guide: Use the line guide tool to help you track a single line of text as you are reading.</p> <p>Now, select the Next arrow to go to the next page.</p> <p>Sticky Notes: Use the sticky note tool to type notes on the screen.</p> <p>Flag: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.</p>	
Say Science 7 & 11 only	<p>References: Use the References tool to view more information that may help you answer the questions. The Periodic Table of Elements can be found under the References tool.</p>	
SAY	<p>Help: Use the help button to find more information</p> <p>Eraser: Use the eraser button to reset your answer and start the question over.</p>	18
	<p>When you have read all applicable tools sections, prompt students to go on. Note that the tools may be listed on multiple pages.</p>	23
SAY	<p>Now select the Next arrow to go to the next page.</p>	23
	<p>Check monitors to confirm that all students are on the Helpful Testing Hints page.</p>	23
SAY	<p>You should now be on the Helpful Testing Hints screen.</p> <ul style="list-style-type: none"> • There is no time limit to finish the test. • Only one question at a time will appear on the screen. • If you need to go away from your computer, select the Pause button. Select the Resume button to continue. If you are away 	23

SAY	Directions	Page
	<p>from your computer for an extended period, you may need to log back in.</p> <ul style="list-style-type: none"> • Select the Help button for more information. <p>Are there any questions about the test directions?</p>	
	<p>Answer all questions.</p> <p>When all students are ready,</p>	23
SAY	<p>To start the test, select the green “Begin the Test” button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.</p> <p>You may begin.</p>	23
	<p>Follow the remaining directions found in the <i>2016 M-STEP Online Administration Directions</i> on pages 24 and 25.</p>	24-25