



Spring 2018

M-STEP Test Administration

CHAPTER 1: PREPARING FOR M-STEP TEST ADMINISTRATION

PHOEBE GOHS
M-STEP TEST ADMINISTRATION AND REPORTING CONSULTANT

Objectives



- Resources for Assessment Coordinators
- Systems used for M-STEP Test Administration
- Spring 2018 M-STEP Testing Schedule
- Preparing for Spring Assessments
 - Administrative tasks in the systems used for M-STEP Administration
- Preparing for the 2018 M-STEP Test Administration
 - Preparing Students
 - Preparing Staff
- Tips from the Field
- Training Resources



Resources

FOR M-STEP TEST ADMINISTRATION

www.michigan.gov/mstep

New Assessment Coordinator Primer



Other Resources

2017 - 2018

Guide to State Assessments

MICHIGAN Department of Education
Published October 2017

→ **OVERVIEW**

The Michigan Department of Education (MDE) is pleased to continue the Michigan Student Test of Educational Progress (M-STEP), along with the Michigan Merit Exam (MME), MI-Access alternate assessments, WIUA, and the Early Literacy and Mathematics Benchmark Assessments.

The MDE saw continued successes during the 2016-2017 school year. These successes included:

- over 98% of schools administered assessments online
- preliminary reports available in less than 48 hours after a student completed an online test
- final M-STEP reports provided to schools before Labor Day

For Spring 2018, legislators charged MDE to reduce testing time in mathematics and English language arts (ELA) to a combined average of three hours. The MDE made adjustments to M-STEP mathematics

and ELA, and believes the assessment timings will approach this target.

In addition, M-STEP science assessments will be administered in grades 5, 8, and 11 beginning Spring 2018, using the science standards adopted by the State Board of Education in November 2015.

Additional information on each state assessment is provided within this document.

Michigan's assessment system will continue to set national standards for quality and rigor, while measuring how well our students are doing in preparing for careers and college. We look forward to building on our successes and having another great assessment year.

Subscribe to the weekly newsletter [Spotlight on Student Assessment and Accountability](http://Spotlight.on.StudentAssessmentandAccountability) (www.michigan.gov/mde-spotlight) for timely information on assessment and accountability topics during the 2017-2018 school year.

Table of Contents

OVERVIEW	1	EARLY LITERACY AND MATHEMATICS BENCHMARK ASSESSMENTS (K-2)	13
SPRING 2018 SUMMATIVE ASSESSMENTS	2	RESOURCES	15
TEST SESSION TIMING	3	SUPPORTS AND ACCOMMODATIONS	16
TESTING IN M-STEP GRADES 3 – 8	5	TECH CORNER	18
TESTING IN HIGH SCHOOL	7	SUMMATIVE TESTING SCHEDULE	19
MI-ACCESS ALTERNATE ASSESSMENTS	9		
WIUA	11		

MICHIGAN Department of Education

Assessment Integrity Guide

Michigan Standards for Professional and Ethical Conduct in Test Administration and Reporting

Developed by the Michigan Department of Education Office of Standards and Assessment

April 2016

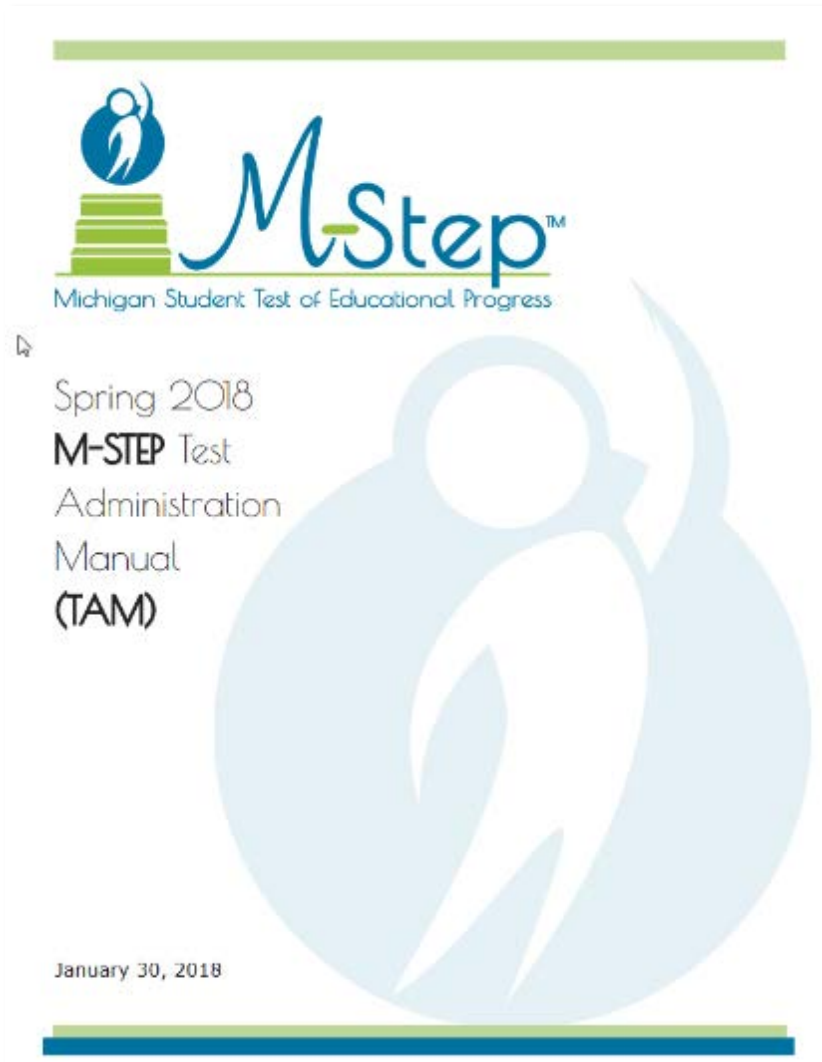
www.michigan.gov/SAA

MICHIGAN Department of Education

More Resources

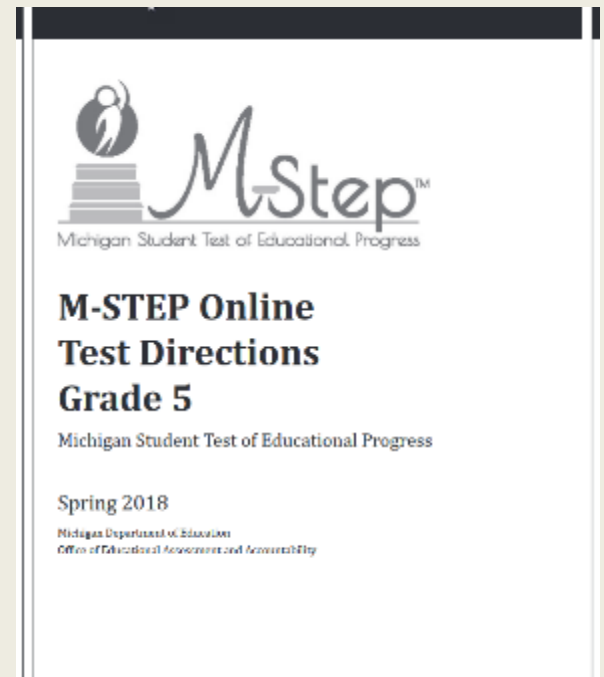
M-STEP Test Administration Manual includes information about:

- Test Administration Policies: Scratch Paper, Calculators, Supports & Accommodations, Incident Reporting, Test Security
- Responsibilities and Checklist of Tasks for each role:
 - District Coordinator
 - Building Coordinator
 - Test Administrators



Test Administration Directions

- Online Test Directions
 - Online Test Directions are by grade
 - Preview the Test Directions before administering the test
- Paper/Pencil Test Directions
 - Grade specific, as in previous administrations
 - Preview the Test Directions before testing.





What's New in 2018

Test Session Time Estimates



Spring 2018 Estimated Test Session Timings Grades 3–8

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00	2:00
Math Computer Adaptive	1:30	1:30	1:30	2:00	2:00	2:00
Science Field Test	NA	NA	0:45	NA	NA	0:45
Social Studies Part 1	NA	NA	0:30	NA	NA	0:30
Social Studies Part 2	NA	NA	0:30	NA	NA	0:30
Estimated Total Hours for Spring 2018	3:30	3:30	5:15	4:00	4:00	5:45

Times have been reduced from last year's estimated total hours:

Estimated Total Hours for Spring 2017	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.

Test Session Time Estimates: High School

Spring 2018 Test Session Timings - High School

Subject	Grade 9	Grade 10	Grade 11
Science Field Test	NA	NA	0:45
Social Studies	NA	NA	0:30
PSAT*	2:40	3:00	NA
College Entrance*	NA	NA	4:22
Work Skills*	NA	NA	3:00
Estimated Total Hours	2:40	3:00	8:37

* Includes scheduled breaks

M-STEP English Language Arts (grades 3-8)

- No Performance Tasks – all grades
- Passage based writing item at every grade
- Online Test is Computer Adaptive (CAT) and only one test ticket
 - All students testing ELA online will need headphones for the Listening items in the test.
- Paper/Pencil Test has three parts and is administered over two days

M-STEP Mathematics (grades 3-8)

- No Performance Tasks – all grades
- Online Test is Computer Adaptive (CAT) and only one test ticket
- Paper/Pencil test has two parts and is administered on one day

M-STEP Mathematics: Calculator Policy

- Grades 3,4,5 are NOT allowed to use a calculator on any item in either test mode (OL or P/P) – even with an accommodation
- Grades 6, 7, 8
 - Online Testers – All online testers use the calculator embedded within the online delivery engine – the online calculator appears on the toolbar for items on which it is allowed. Any use of a hand-held calculator by a student testing online may ONLY be done for students whose IEP documents their need for a handheld calculator and have received an accommodation for their use.
 - Paper/Pencil Testers: Part 1 is the non-calculator portion; Part 2 is the calculator portion

M-STEP Science Field Test (grades 5, 8, 11)

- Required for Participation for grades 5, 8 and 11
- Students will receive three clusters on the Field Test
- The full test will have 6-8 clusters
- Aggregate Reports only
 - no Preliminary reporting for Science Field Test
 - Because this is based on Field Test items, this data is not intended to provide proficiency information. Decisions about school improvement goals, curriculum, or other instructional decisions should be based on locally developed assessments.



M-STEP Social Studies (grades 5, 8, 11)

- Fixed-Form
- Two parts – grades 5 and 8; One part – grade 11

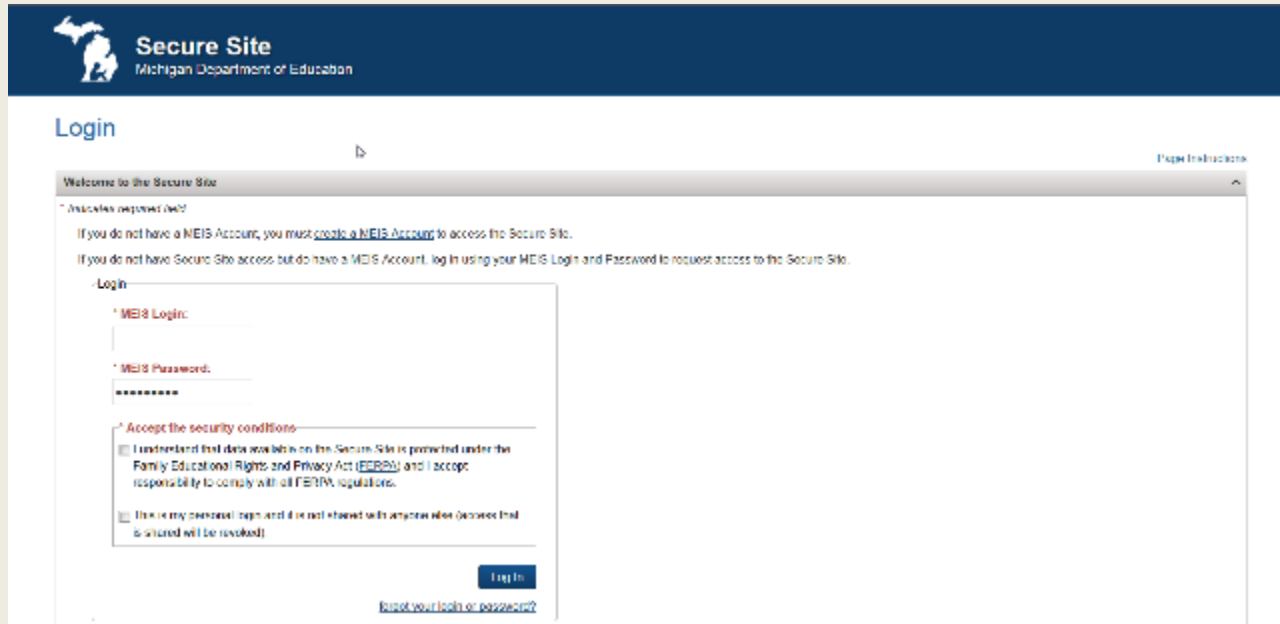
Systems used for M-STEP Assessment

SECURE SITE

E-DIRECT

OFF-SITE TESTING REQUESTS

Secure Site



The screenshot shows the login page for the Michigan Department of Education's Secure Site. At the top, there is a dark blue header with the Michigan state logo and the text "Secure Site Michigan Department of Education". Below the header, the page title is "Login". A "Page Instructions" link is visible in the top right corner. The main content area is enclosed in a light gray border and contains the following text:

Welcome to the Secure Site

* Access required here?

If you do not have a MEIS Account, you must [create a MEIS Account](#) to access the Secure Site.

If you do not have Secure Site access but do have a MEIS Account, log in using your MEIS Login and Password to request access to the Secure Site.

Login:

* MEIS Login:

* MEIS Password:

* Accept the security conditions:

I understand that data available on the Secure Site is protected under the Family Educational Rights and Privacy Act (FERPA) and I accept responsibility to comply with all FERPA regulations.

This is my personal login and it is not shared with anyone else (access that is shared will be revoked).

Log In

[Reset your login or password?](#)

- Access to Secure Site

- Go to www.Michigan.gov/securesitetraining and click on “How do I get access to the OEAA Secure Site?” link

Pre-ID in Secure Site

The screenshot displays the 'Secure Site - Quality Assurance' interface for the Michigan Department of Education. The top navigation bar includes links for Home, Admin, Security, Assessment Registration, Student Assessments, Reports, Accountability, and Review Requests. The 'Assessment Registration' menu is open, showing options: Pre-Id, Material Orders, Online Sessions, Barcode Labels, Online Waiver Requests, WIDA Test Exceptions, District and School Contacts, and Test Center Establishment. The 'Pre-Id' sub-menu is also open, listing: Pre-Id Students, Pre-Id Student Report, Early Roster Load Results, and Pre-Id File Upload Results. Below the menu, there are search filters for 'Test Period' and 'Test Cycle', each with a dropdown menu and a 'Filter' button. A 'Reset' button is also present. The page includes a 'Page Instructions' link and a 'General Announcements' section at the bottom.

- To view your school's Pre-ID Student list, select Pre-ID Student Report
- To manually Pre-ID individual students using the MSDS copy option, select Pre-ID Students, then select MSDS Copy for the Pre-ID method.
- Detailed directions are available on the Secure Site Training page. Go to www.Michigan.gov/seuresitetraining

Pre-ID File Format



Secure Site

Michigan Department of Education

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

Pre-ID Students

[Page Instructions](#)

Select the method to be used to pre-identify students to a test cycle. The available options from this screen are MSDS Copy (using current student data in the Michigan Student Data System) and File Upload (using the file format located on the log in page of the site). The Pre-ID File Template and Pre-ID File Format document can be found on the log in page of the Secure Site before you log in. **When using MSDS Copy, it is important to select the grade the students are currently in MSDS. For example, for the Fall Early Literacy and Mathematics, students have not yet been submitted in MSDS for the 2016/17 school year and you will search by last year's grade level but use this year's grade as the destination grade.**

Pre-ID Students

* Indicates required field

Pre-ID Method

MSDS Copy

File Upload

*** Test Period**

*** ISD**

*** District**

*** File to Upload** (the format of the file must be comma delimited .csv or .txt)

Pre-ID File Format

[Pre-ID File Upload Template\(modified 6/2017\)](#)

[Pre-ID File Upload Layout\(modified 6/2017\)](#)



Pre-ID File Format

Column	Field Name	Field Length	Data Type	Data Requirements
A	School Building Code	5	Text	State assigned school number, cannot be blank
B	AssessmentShortName	10	Text	Abbreviated assessment name (See Assessments Table above)
C	SDSGradeCode	2	Text	Student Grade – 00 = K, 01-12, cannot be blank
D	Last Name	50	Text	Student Last Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank; <i>the field cannot contain commas.</i>
E	First Name	50	Text	Student First Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank; <i>the field cannot contain commas.</i>
F	Middle Name	50	Text	Student Middle Name – ‘a-z’, ‘A-Z’ or a space; <i>the field cannot contain commas.</i>
G	Ethnicity	1	Numeric	Student Ethnicity 1 - American Indian or Alaska Native 3 – Black or African American 4 – Hispanic or Latino 5 – White 6 – Two or More Races 9 – Asian

Pre-ID File Template

The screenshot shows the Microsoft Excel interface with the following elements:

- Excel Title Bar:** Excel, Foote, Tina (MDE)
- Ribbon:** FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW
- Font Group:** Arial, 10, Bold (B), Italic (I), Underline (U), Color, Background Color
- Alignment Group:** Wrap Text, Merge & Center
- Number Group:** General, \$, %, .00, .00
- Styles Group:** Conditional Formatting, Format as Table, Cell Styles
- Cells Group:** Insert, Delete, Format
- Editing Group:** AutoSum, Fill, Clear, Sort & Filter, Find & Select
- Formula Bar:** J15, fx
- Worksheet Grid:** Columns A through Q. Row 1 contains headers: School Building Code, Assessment ShortName, SDSGrade Code, Last Name, First Name, Middle Name, Ethnicity, Date Of Birth, Gender, Birth Order, Street Address, City, State Code, Zip Code, UIC, Student Number. Rows 2-14 are empty. Row 15 has a small green box in column J.
- Sheet Bar:** Template, Instructions (with a red arrow pointing to it), and a plus sign (+).

Pre-ID Student Report



Secure Site

Michigan Department of Education

- Home
- Admin
- Security
- Assessment Registration
- Student Assessments
- Reports
- Accountability
- Review Requests

Pre-ID Student Report Search

[Page Instructions](#)

The Pre-ID Student Report will display students identified for testing in the selected Test Period or Test Cycle. All students, including home schooled students, taking online or paper and pencil assessments must be pre-identified. Once the list of students is displayed, you can also select students using the check box to the far left and unassign them from the test cycle by clicking the "Unassign" button at the bottom right.

Search Criteria

* Indicates required field

* **Test Period** OR * **Test Cycle**

Select a Test Period Testing Mode: All Online Paper and Pencil

* **ISD** * **District** School

Select Content Areas: Check All English Language Arts Mathematics

Reporting Code

Pre-IDed Students

SCHOOL	LIC	STUDENT ID	STUDENT NAME	BIRTH DATE	GENDER	GRADE	ETHNICITY	LEP	SE	ED	HL	MS	HS	PREID DATE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auburn Elementary School (00150)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	03	White	N	N	Y	N	N	N	<input type="checkbox"/>	<input type="button" value="U"/>
Auburn Elementary School (00150)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	03	White	N	N	N	N	N	N	<input type="checkbox"/>	<input type="button" value="U"/>
Auburn Elementary School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M	03	White	N	N	Y	N	N	N	<input type="checkbox"/>	<input type="button" value="U"/>

Pre-ID: Mass Update



Secure Site

Michigan Department of Education

[Home](#) | [Admin](#) | [Security](#) | [Assessment Registration](#) | [Student Assessments](#) | [Reports](#) | [Accountability](#) | [Review Requests](#)

Pre-ID Students

[Page Instructions](#)

Select the method to be used to pre-identify students to a test cycle. The available options from this screen are MSDS Copy (using current student data in the Michigan Student Data System) and File Upload (using the file format located on the log in page of the site). The Pre-ID File Template and Pre-ID File Format document can be found on the log in page of the Secure Site before you log in. **When using MSDS Copy, it is important to select the grade the students are currently in MSDS. For example, for the Fall Early Literacy and Mathematics, students have not yet been submitted in MSDS for the 2016/17 school year and you will search by last year's grade level but use this year's grade as the destination grade.**

Pre-ID Students

* Indicates required field

* Pre-ID Method

MSDS Copy

File Upload

* Test Period:

* ISD:

* District:

* File to Upload (the format of the file must be comma delimited .csv or .txt)

Pre-ID File Format

[Pre-ID File Upload Template\(modified 6/2017\)](#)

[Pre-ID File Upload Layout\(modified 6/2017\)](#)

Mass Update Assessments



Mass Update Assessments

Use this screen to perform mass updates such as: copying students from one test cycle to another for SAT, WorkKeys, M-STEP and MI-Access, unassigning a group of group of students from a test cycle, assigning Reporting Codes and Research Codes to students, unassigning content areas and changing students between online and paper/pencil testing.

[Page Instructions](#)

Search Criteria

** Indicates required field*

*** Test Cycle** *** ISD** *** District** **School**

Special Education (SE) All Yes No
 Homeschooled (HS) All Yes No
 Assigned All Yes No
 Limited English Proficient (LEP) All Yes No

Grade

Search Results

** Indicates required field*

*** Mass Update Type**

SELECT	SCHOOL	ASSIGNED	STUDENT NAME	LIC	BIRTH DATE	GRADE	CONTENT AREA SELECTED - TEST MODE					
							ELA	MA	SC	SS	ELA	
<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

criptvoid(0);

Secure Site

- Incident Reporting
- Student test score downloadable data file and reports
 - Can also access new student scores
- Answer Document and Test Verification window
- Scorecard review and appeals
- Access to Secure Site
 - Go to www.Michigan.gov/securesitetraining and click on “How do I get access to Secure Site?” link

eDIRECT

- Access to eDIRECT
 - District Coordinators, Building Coordinators, Technology Coordinators need access
 - Test Administrators do NOT need access – student tutorials, mini-modules, and the TAM can all be accessed on eDIRECT *without* a login by navigating to All Applications → General Information

Identifying Users in eDIRECT

- Technology Coordinators, District Coordinators, and Building Coordinators need to have access to eDIRECT.
- Access to eDIRECT is assigned through the Secure Site:
 - District Coordinators work with the District Administrator to assign the role in the Secure Site
 - User information is pulled from the Secure Site into eDIRECT.
 - New users will receive an email from eDIRECT with username and password information
- Secure Site Training has training documents available at www.michigan.gov/securesitetraining:
 - *How do I get access to eDIRECT*, for gaining access to eDIRECT
 - *Create a new User or Disabling and changing user access* for District Coordinators that want to assign user access.

eDIRECT: Test Sessions

- Users can create Test Sessions in eDIRECT.
- From the eDIRECT main page, select Test Management, then select the Manage Test Sessions tab:

Add Test Session

Testing Window: 04/09/2018 - 05/04/2018

Eligible Grades: 03

Instructions

* Indicates required fields

Session Name * Content Area * Eligible Grade * Assessment *

Mode * Begin Date End Date

Search for Available Students

Student Last Name Student First Name State Student ID (UIC) Grade

Demographic Accommodation

Available Students:

Students in Session:

Double-click to edit Student





Double-click to edit Student

eDIRECT: Test Sessions

To add a test session, do the following:

1. Navigate to the **Test Management** section and select **Manage Test Sessions** at the top of the screen. Select a district and school (these fields are required to add a test session).
2. Scroll to the bottom of the screen and click the **Add Session** button. The Add Test Session window displays.
3. Enter the required information (indicated by an asterisk *) and any other student search criteria.
4. Click the **Find Students** button.
5. Select a student from the Available Students list. To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them.

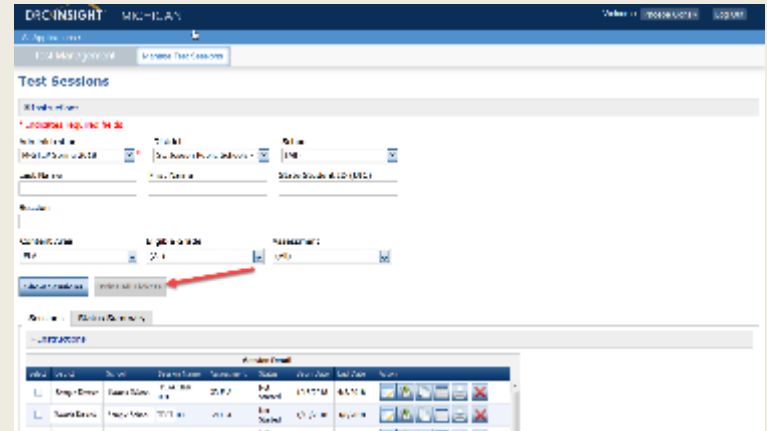
Note: Students with a pound sign (#) before their names are not available for the test session because they have reached their maximum number of test sessions for the assessment selected. Each student can only be in one test session per assessment.

6. Use the **Add Selected** , **Remove Selected** , **Add All** , and **Remove All** , icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
7. Click **Save** or **Save & Add Another**.

eDIRECT's User Guide contains step-by-step instructions for adding test sessions. The guide can be found in eDIRECT, select Documents, then search for all.







eDIRECT: Printing Test Tickets and Rosters

- Test tickets are printed from the Test Session screen in eDIRECT.
- Log in to eDIRECT, select Test Management and then go to Manage Test Sessions.
- Complete the Test, Entity Information, content and grade information and select Show Sessions.
- This will open to show test sessions.
- You can select any or all test sessions to Print All Tickets.



eDIRECT: Printing Individual Test Tickets

Test tickets can be printed for individual students. First, select the “Edit/Print” icon (shown below):

Session Detail				
Assessment	Status	Begin Date	End Date	Action
G3 ELA	Not Started	1/18/2018	4/8/2018	     

Next, select the student(s) whose test ticket you are printing, and then select, “Print Selected” (shown below):

Select	Last Name	First Name	User Name	Password	Status	Started	Complete
<input type="checkbox"/>	Smith1	John	JSmith1	Q76MSM2N	Not Started		
<input type="checkbox"/>	Smith2	Jane	JSmith2	C11M9GFS	Not Started		
<input type="checkbox"/>	Smith3	John	JSmith3	MSHJGDGP	Not Started		
<input type="checkbox"/>	Smith4	Jane	JSmith4	XHQF3KSM	Not Started		
<input type="checkbox"/>	Smith5	John	JSmith5	Z4ZOGTJY	Not Started		
<input type="checkbox"/>	Smith6	Jane	JSmith6	5RQ75GRX	Not Started		
<input type="checkbox"/>	Smith7	John	JSmith7	M0PREDDG1	Not Started		
<input type="checkbox"/>	Smith8	Jane	JSmith8	JUJ33DB7	Not Started		
<input type="checkbox"/>	Smith9	John	JSmith9	42553NGB	Not Started		

Page 1 of 6 (55 items) < Prev 1 2 3 4 5 6 Next >

eDIRECT: District and Building Coordinator Training

- There are also trainings for District and Building Coordinators available in eDIRECT.

Date	Event
Tuesday, March 6 10:00-11:00 am	M-STEP District and Building Coordinator Training
Wednesday, March 7 10:00-11:00 am	MI-Access Coordinator Training
Thursday, March 8 10:00-11:00 am	Early Literacy & Mathematics Assessment Coordinator Training
Friday, March 9	All District/Building Coordinator Training posted on eDIRECT

Off-Site Testing Request – M-STEP, MI-Access, WIDA, Early Literacy

Schoolwide Requests

- Schoolwide: November 6, 2017 – January 12, 2018
- For schools who cannot test on-site

- Survey at: <https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/>
- A link can also be found on the M-STEP webpage (www.michigan.gov/mstep)

Individual Student Requests

- January 15, 2018 – May 22, 2018
- For individual students who cannot test on-site – homebound, expelled with service students



Testing Schedule

SPRING 2018 M-STEP

2018 Test Schedule

Assessment	Week Of																	
	2/5 -2/9	2/12 -2/16	2/19 -2/23	2/26 -3/2	3/5 -3/9	3/12 -3/16	3/19 -3/23	3/26 -3/30	4/2 -4/6	4/9 -4/13	4/16 -4/20	4/23 -4/27	4/30 -5/4	5/7 -5/11	5/14 -5/18	5/21 -5/25		
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										4/10 only		4/24 only						
Accommodations Testing										4/10-4/24								
Work Skills: ACT WorkKeys										4/11 only		4/25 only						
Accommodations Testing										4/11-4/24		4/25-5/1						
PSAT*										4/10 or 4/11		4/24 or 4/25						
Accommodations Testing										4/10 - 4/24								
WIDA ACCESS for ELLs 2.0	7 weeks																	
WIDA Alternate ACCESS for ELLs	7 weeks																	

* 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.

NOTE: Paper/Pencil test dates for the M-STEP ELA, mathematics, science, and social studies assessments will occur on designated dates within the testing windows.



M-STEP Paper/Pencil Testing Schedule: 1st Window

Paper/Pencil Test Dates — Grades 5 and 8

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 ELA Day 1	11 ELA Day 2	12 Makeup ELA	13 Makeup ELA	14
15	16 Makeup ELA	17 MATH	18 SCIENCE	19 SOCIAL STUDIES	20 Makeup any content area	21
22	23	24	25	26	27	28
Makeup - any content area						
29	30	1	2	3	4	5

Paper/Pencil Test Dates — Grade 11

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 SAT w/Essay	11 ACT WorkKeys	12 SCI/SS	13 Makeup SCI/SS	14
15	16	17	18	19	20	21
Makeup Science/Social Studies						
22	23	24 Makeup SAT	25 Makeup ACT WorkKeys	26	27	28
Makeup Science/Social Studies						
29	30	1	2	3	4	5

M-STEP Paper/Pencil Testing Schedule: 2nd Window

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

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 ELA Day 1	2 ELA Day 2	3 Makeup ELA	4 Makeup ELA	5
6	7 Makeup ELA	8 MATH	9 10 11 Makeup - ELA and MATH			12
13	14	15 16 17 18 Makeup - ELA and Math				19
20	21	22	23	24	25	26
27	28	29	30	31		



Preparing Staff and Students

PREPARING STUDENTS

TEST SECURITY

STAFFING

ROOM SETUP

OTHER CONSIDERATIONS

Preparing Students: Tutorials

DRC INSIGHT MICHIGAN Log In

All Applications ▾

General Information Documents Test Tutorials

Test Setup General Information

Test Tutorials

▣ [Instructions](#)

Michigan Online Assessment Student Tutorials

test tutorials	
Title	Action
Michigan Online Assessment Student Tutorials	



MICHIGAN Education

ONLINE TESTING VIDEO TUTORIALS

- Back to Main Page
- Show Instructions
- Play All
- Welcome to the M-STEP Online Tutorial
- Signing in to an Online Tools Practice Training Session
- Signing in to an Online Test
- Pausing, Exiting, and Ending the Test
- Testing Basics
- Basic Tools and Navigation
- Protractor
- Basic Calculator

Welcome to the M-STEP online tutorial.

Preparing Students: OTTs

- Link to OTTs (Chrome Browser):
<https://wbte.drceirect.com/MI/portals/mi>

Graphing Tools Review Training Student

Question 2 ?

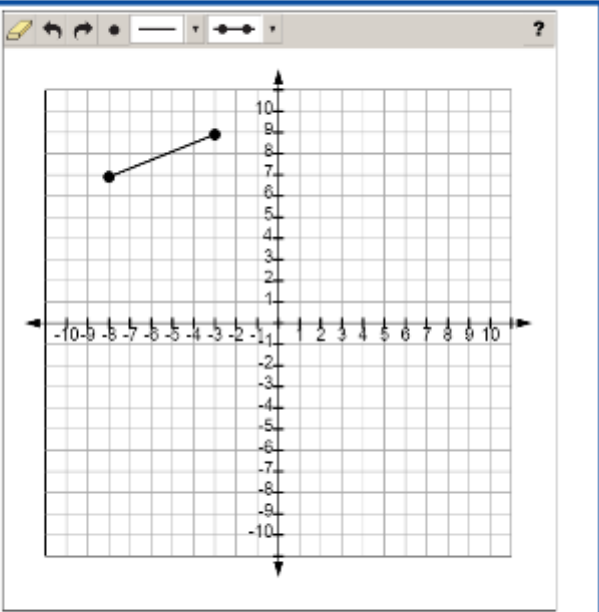
Coordinate Grid Graphing Tool

Here is the coordinate grid graphing tool.

For the purpose of this practice, you have been given a coordinate grid that has a range from -10 to 10, increasing in increments of 1, for each axis.

You have also been given all of the buttons in the toolbar which could appear with the coordinate grid graphing tool.

Please note that not all coordinate grids will have the same axes ranges, nor the same set of buttons. In general, you will be limited to only the buttons you need to answer each question.



Review/End Test Pause Flag Back Next

Preparing Students: Sample Items

Mathematics Grade 4 Sample Items

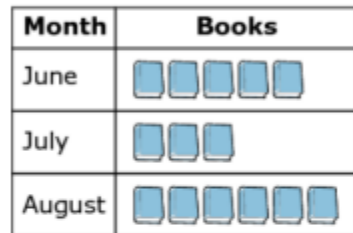
Training Student

Question 5



Marcia read books over the summer. She created the picture graph shown.

Summer Reading



= 2 books

Create another picture graph that shows these data with a different key. You may use whole books and half books in your graph.

- Select the key you will use.
- Select books to complete your picture graph.

?

A. Select the key you will use.

= 3 books = 4 books = 5 books = 6 books

?

B. New picture graph

Summer Reading

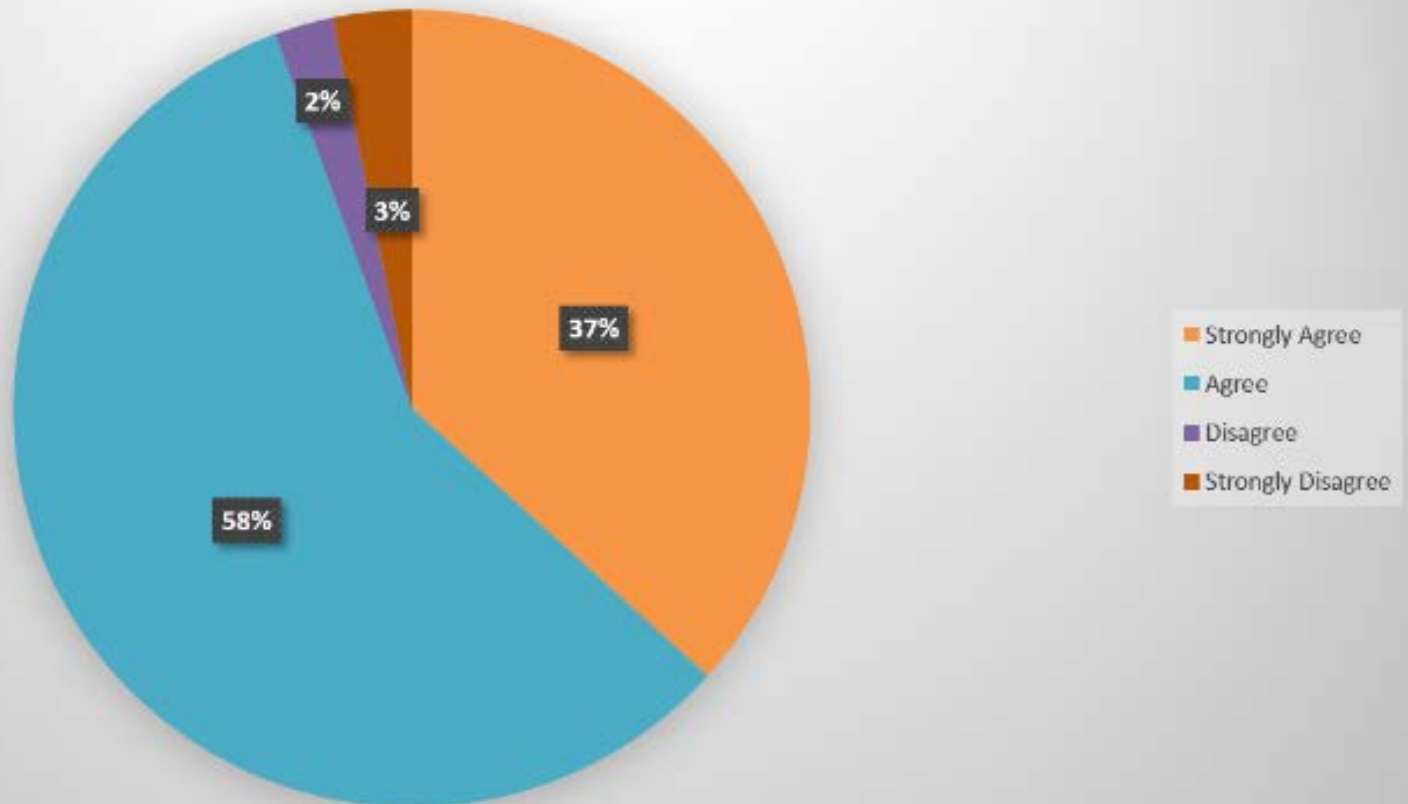
Month	Books
June	
July	
August	

Pause

Next

Spring 2017 M-STEP Survey Results

STUDENTS FOUND THE ONLINE TOOLS HELPFUL IN PREPARING FOR THE M-STEP



Preparing Staff: Test Security

- Assessment Integrity Guide and Training
- The Assessment Integrity Guide states that all staff who participate in a state assessment or handle secure assessment materials must be fully trained in assessment integrity, roles and responsibilities, and the test administration manual.

Assessment Integrity Guide

Section	Summary
Prevention of Testing Irregularities	Standards for assessment integrity and security aspects of the design, development, operation, and administration of paper/pencil and online state assessments used to prevent irregularities from occurring.
Detection of Irregularities	Procedures for monitoring and detecting testing irregularities and maintaining the integrity of the state assessment.
Follow Up Investigations	Self and Independent investigations used to determine if security and validity of the state assessment were maintained during test administration.
Remediation	Resolution to allegations and irregularities in test administration.

Assessment Security Training



Assessment Security is a vital consideration to ensure fair, reliable, and valid test scores, and prevent misadministration. This four-module training series can be used as a supplement to your regular district training to help your staff:

- understand the importance of test security before, during, and after test administration,
- properly prepare for a smooth test administration, and
- understand the steps to take if something does go awry.

Each module is designed to be completed in 10-15 minutes and contains a variety of engaging and interactive content pieces. Module descriptions are included below.



Module 1: An Introduction to Test Security and Planning

This module covers why test security is important.



Module 2: Getting Ready for Testing

This module covers steps to take before testing, such as staff training and preparing the testing environment. These steps will help you avoid common security problems, protecting both your staff and the validity of your test results.



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?



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.

Learners who complete all four modules and demonstrate their knowledge on a short test will be able to print a Certificate of Completion at the end of the training, which may be kept on file with other test administration documentation. This course is available free of charge through [MVU's Professional Learning Portal](#). Click on the link below to register.

Register at <http://bit.ly/MDEAssessmentSecurity>



This four module training series can be used as a supplement to your regular district training to help your staff and school understand the importance of test security before, during, and after test administration.

Register at:

<http://bit.ly/MDEAssessmentSecurity>



Assessment Security Modules

The screenshot shows a web-based training module interface. On the left is a navigation menu with the Michigan Department of Education logo at the top. The menu includes sections for 'Menu' and 'Transcript'. Under 'Menu', there are options for 'An Introduction to Test Security', 'Module 1', 'Welcome', 'Navigation', 'An Introduction to Test Security', 'Quizzes and Exam', and 'Let's Get Started'. Under 'Transcript', there are options for 'Why Test Security Matters', 'Welcome to Happy Valley', 'Preparing the Happy Valley Team', 'Preparing for Testing', 'Module 1 Review', 'Quiz', and 'End of Module 1'. The main content area is titled 'Assessment Security Module 1' and features a large speech bubble with the following text: 'Welcome to the Michigan Department of Education Test Security Training Series! These modules, along with the Assessment Integrity Guide, will prepare you and your team to establish and maintain appropriate and secure test administration practices.' To the right of the speech bubble is a cartoon illustration of a woman with dark hair, wearing a red jacket, with her hands open in a welcoming gesture. In the top right corner of the main content area, there is a 'Resources' link with a mouse cursor. At the bottom of the main content area, there is a video player control bar with a play button, a progress bar, a refresh button, and 'PREV' and 'NEXT' navigation buttons.

- After completion of the four modules participants participate in a comprehensive test and can earn a certificate of completion.

Preparing Staff: Staffing

- Test Administrators (TAs) should be selected from the highest possible ranking from the following list. If a school has exhausted the availability of persons in category “1”, it should select staff in category “2” and so on.
 1. Licensed teachers or licensed educational administrators employed by the school district
 2. Paraprofessionals or non-licensed administrative personnel employed by the school district
 3. Licensed substitute teachers who are employed by the district for the purpose of administering the test

Preparing Staff: Testing Environment

- Quiet, orderly, have adequate lighting and ventilation conducive to testing
- Seating arranged to discourage any sharing of responses
- All content-related posters or classroom displays must be removed or covered.
 - Do Your Best! Or other encouragement posters are permitted
 - MDE-Approved INSIGHT Tools poster may be displayed – but NOT at student desks or computers.
 - “Test-Taking Tips”, word lists, maps, Math formulas, and any other content is prohibited and must be covered or removed.

Preparing Staff: Seating Charts

- **Must include:**
 - Test session start and stop times
 - Online only: Test session name and student login name
 - Test Administrator's name
 - Names of proctors, as applicable
 - Room number and description of testing area
 - Test administered, content area and grade level
 - Paper Pencil only: Test Booklet number
- Seating Charts may be required by MDE staff in the event of an Incident Report or Missing Test Issue.

Preparing Staff: Sample Seating Chart

Assessment Integrity Guide

Test Administration Seating Chart - Sample 1

School:	Rm #:	Date:
Test Administered:	Subject/Grade Level:	
Test Administrator:		
Start Time:	End Time:	

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

Seat #	Student Name	P/P - Test Booklet Number CBT - Student Login ID	Form #	Test Completed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				



Helpful Tips we've heard from the Field

Helpful Tips from the Field

- Create a state assessments folder in your favorites on your browser and bookmark all of the different URLs.
- Download the Pre-ID Student Report from the Secure Site, then remove or add columns for:
 - Sign in sheets for testing
 - Student Roster
 - Check List for return of paper/pencil answer documents
 - Use it to keep track of who tested, what date, and if not tested, the reason not tested.

Helpful Tips from the Field (continued)

- When the Student Data File becomes available in July (always before the other reports) download and use the Student Data File Format file to determine the columns that contain scores and the data you are looking for, and then remove everything else that you are not going to use. This will give you a file of students and scores without extra data.



Helpful Tips from the Field (continued)

- Include your reporting codes in a Pre-ID file to upload to the Secure Site. Then use the reporting codes to create your online sessions more quickly and efficiently.
- Use Reporting Codes to organize reports and access groups of reports quickly and easily in Michigan's Dynamic Score Reporting Site.



Training Resources

Secure Site Trainings

www.michigan.gov/seuresitetraining

MDE / STUDENT ASSESSMENT / SECURE SITE TRAINING

Secure Site Training and Resource Materials

The Secure Site is a web based application used for state assessments and accountability. The primary functions of the Secure Site are 1) Pre-identification of Students for both paper and pencil and online assessment, 2) Ordering paper and pencil tests including accommodated versions of the assessments, 3) Incident Reporting, 4) Review of Accountable Students and Test Verification, 5) Review and appeal of preliminary Score Report, 6) Review and appeal of Annual Measurable Achievement Objectives (AMAO), 7) Retrieval of data score files and score reports.

The Secure Site is available to authorized district and school personnel only.

[How do I get access to the Secure Site?](#)

Manuals/Guides	
Secure Site User and Procedure Manual	The manual is currently being updated and not available at this time.
Spring 2017 Best Practices, MSDS Reporting Guide for Trouble-free Accountability Data	The guide gives information to assist in submitting data in the Michigan Student Data System (MSDS) for assessment and accountability reporting. This guide should be shared with all student pupil accounting staff.

Security	
Approving, Creating, Modifying Users	Only district and school administrator level users of the Secure Site can approve access request made through the Secure Site, create a new user directly on the Secure Site, disable a user and modify a users access. This document also contains the assessment data available on the Secure Site along with the role names and definitions.
Assigning Roles in Secure Site for AMS & eDIRECT	AMS is used to manage the online testing for WIDA. eDIRECT is used to manage the online testing for MI-Access and M-STEP. Access to AMS & eDIRECT can only be given through the Secure Site.
User Request Access and Roles	Requests for access to the Secure Site are done through the Secure Site by logging on to the site with your MEIS login and password. Request for additional access can also be done directly on the Secure Site.

M-STEP Trainings

- This training series
 - Chapter 1 : Preparing for the M-STEP Administration
 - Chapter 2 : During the M-STEP Administration
 - Chapter 3 : After the M-STEP Administration
- eDIRECT WebEx Training – available in eDIRECT
- Assessment Integrity Guide Training – available in MVU or on M-STEP Webpage

New Test Coordinator Resources

- The MDE has developed a new page on the M-STEP webpage called “New Test Coordinator Resources”. This is a one-stop place that important documents used in test administration can be found.
 - This is NOT the comprehensive list of everything that is needed, but it does contain the most important documents needed to get started.

Stay Informed

- Sign up to receive weekly Spotlight issues to stay up-to-date on all assessment-related issues at: www.michigan.gov/mde-spotlight
- You'll find:
 - Date Reminders
 - Assessment Task reminders
 - Administration Updates
 - Report Information
 - Much more!

Spotlight MICHIGAN Department of Education
on Student Assessment and Accountability

January 19, 2017

Quick Links... take you directly to articles or sections...

- New Science Pilot for Spring 2017
- WIDA Test Exceptions
- 2017 Michigan School Testing Conference
- Alternate INSIGHT Availability Request Window: January 19 – February 9, 2017
- New ESSA Notes Newsletter Available
- SAT Corner
- ACT WorkKeys
- Important Dates

New Science Pilot for Spring 2017

The Michigan Science Pilot Assessment will be available for Spring 2017 testing for students in grades 5, 8, and 11. This assessment is based on Michigan's recently adopted K-12 Science Standards. The Michigan Department of Education (MDE) is seeking schools and districts to volunteer to participate in the Science Pilot Assessment. This assessment is only offered online, and there are no accommodations provided other than typical online tools (highlighter, magnifier, color chooser, etc.). The science pilot will be conducted during the M-STEP testing window, **April 10, 2017 – May 26, 2017**.

Each participating student will be administered one item cluster consisting of a scenario and 5-8 questions. These item clusters are designed to take students 10-15 minutes to complete. There will also be a short survey for students at the end of the pilot assessment. Schools may decide whether an entire class will participate in the pilot, or a subset of the class.

Since this is a pilot assessment, no data will be returned to schools or districts. The data captured will help MDE create a valid operational test for the Michigan K-12 Science Standards in the future.

If your school or district is interested in participating in Michigan's Science Standards (MSS) Pilot this spring, you do not need to contact MDE – just complete the following steps:

Pre-Identification

- Participating students in grades 5, 8, and 11 must be pre-identified on the [Secure Site](http://www.michigan.gov/baa-secure) (www.michigan.gov/baa-secure) to the **Spring 2017 MSS Pilot**. The MDE will not pre-identify students for the Spring 2017 science pilot.

Key: Reminder (previously run article)

Information Tech Coordinators also need to know

(Continued on next page)

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions | Call Center: 877-560-8378

Thank you!