

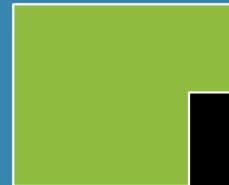


# 2020 M-STEP Test Administration Grade 11

Phoebe Gohs

M-STEP Test Administration and Reporting Consultant





# Before Test Administration

## Chapter 1: Preparing for Test Administration



# Objectives



Resources for Assessment Coordinators



Systems used for M-STEP Test Administration



Spring 2020 M-STEP Testing Schedule



Preparing for the 2020  
M-STEP Test Administration

Preparing Students  
Preparing Staff

# Resources: New Assessment Coordinator Training Guide



[www.michigan.gov/mstep](http://www.michigan.gov/mstep)

## Assessment Coordinator Training Guide

Michigan Department of Education

Relevant assessments:

All Michigan state assessments:

- **M-STEP**
- **MME**
  - » ACT WorkKeys®
  - » SAT® with Essay
  - » M-STEP (Science and Social Studies)
- **MI-Access**
  - » MI-Access Functional Independence (FI)
  - » MI-Access Supported Independence (SI)
  - » MI-Access Participation (P)
- **WIDA™**
  - » WIDA ACCESS for ELLs
  - » WIDA Alternate ACCESS for ELLs
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

- Overviews of Assessments and Systems
- Policies, Procedures, and Security
- Supports and Accommodations
- Preparing, Administering, and Completing
- Data and Reporting

# Other Resources



## → 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), PSAT Assessments, MI-Access alternate assessments, WIDA, and Early Literacy and Mathematics Benchmark Assessments.

MDE saw continued successes during the 2018-2019 school year. These successes included:

- over 99% of schools administered assessments online
- on average, a total testing time of 3 hours or less for mathematics and English language arts combined
- 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

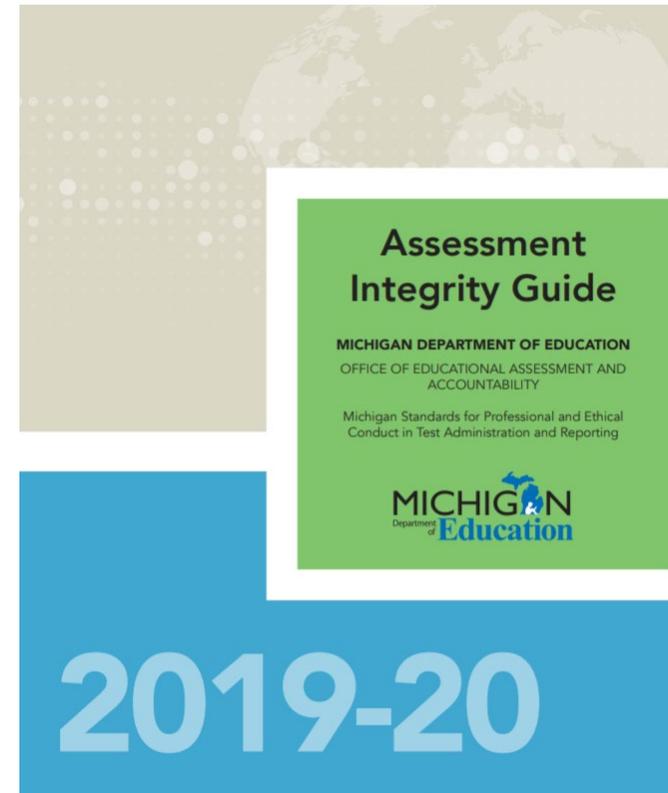
M-STEP science assessments will be fully operational this spring! These new science assessments are fully aligned to Michigan's current science content standards.

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 working together to build on our successes and having another great assessment year.

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# More Resources

M-STEP Test Administration Manual includes information about:

- **Test Administration Policies:**

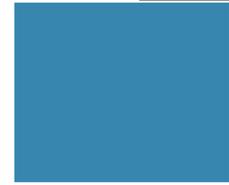
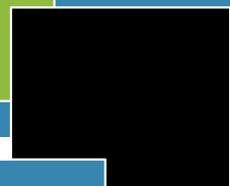
- Scratch Paper, Calculators
- Supports & Accommodations
- Incident Reporting,
- Test Security

- **Responsibilities and Checklist of Tasks for each role:**

- District Assessment Coordinator
- Building Assessment Coordinator
- Test Administrators



[www.michigan.gov/mstep](http://www.michigan.gov/mstep)



# What's New in 2020

# Important Dates Document and Spreadsheet

Excel spreadsheet showing the 2020 M-STEP List of Important Dates. The spreadsheet includes columns for Assessment, Start, End, Task/Activity, Mode, and Testing Window.

Assessment	Start	End	Task/Activity	Mode	Testing Window
WIDA Screener	08/01/19	08/01/20	EL Screener Cycle open in OEAA Secure Site for score entry	BOTH	WIDA
WIDA Screener	08/14/19	11/30/19	K W-APT and WIDA Screener Cycle I open	BOTH	WIDA
PSAT 10	09/30/19	02/24/20	Request College Board approved accommodations	PP	PSAT
PSAT 8/9 Grade 8	09/30/19	02/24/20	Request College Board approved accommodations	PP	PSAT
PSAT 8/9 Grade 9	09/30/19	02/24/20	Request College Board approved accommodations	PP	PSAT
SAT	09/30/19	02/24/20	Request College Board approved accommodations	PP	SAT
PSAT 10	10/01/19	12/20/19	Off-site Test Administration Request	PP	PSAT
PSAT 8/9 Grade 8	10/01/19	12/20/19	Off-site Test Administration Request	PP	PSAT
PSAT 8/9 Grade 9	10/01/19	12/20/19	districts receive test materials	PP	PSAT
SAT	10/01/19	12/20/19	<b>Off-site Test Administration Request</b>	PP	All Grades
MI-Access	10/21/19	11/26/19	Online waiver window – request waiver to administer paper/pencil <b>by 5:00 PM</b>	PP	All Grades
M-STEP	10/21/19	11/26/19	Online waiver window – request waiver to administer paper/pencil <b>by 5:00 pm</b>	PP	All Grades
WIDA ACCESS	10/21/19	11/26/19	Online waiver window – request waiver to administer paper/pencil <b>by 5:00 pm</b>	PP	WIDA
PSAT 10	10/21/19	11/29/19	Intent to Participate (i.e. Establishment)	PP	PSAT
PSAT 8/9 Grade 8	10/21/19	11/29/19	Intent to Participate (i.e. Establishment)	PP	PSAT
PSAT 8/9 Grade 9	10/21/19	11/29/19	Intent to Participate (i.e. Establishment)	PP	PSAT
SAT	10/21/19	11/29/19	Intent to Participate (i.e. Establishment)	PP	SAT
ACT WorkKeys	11/04/19	11/29/19	Manage Participation (i.e. Establishment)	PP	ACT
PSAT 10	11/07/19	11/07/19	Implementation Overview Webinar (9:00 - 10:30 AM)	PP	PSAT
PSAT 8/9 Grade 8	11/07/19	11/07/19	Implementation Overview Webinar (9:00 - 10:30 AM)	PP	PSAT
PSAT 8/9 Grade 9	11/07/19	11/07/19	Implementation Overview Webinar (9:00 - 10:30 AM)	PP	PSAT
SAT	11/07/19	11/07/19	Implementation Overview Webinar (9:00 - 10:30 AM)	PP	SAT
ELMB- Winter	11/18/19	12/09/19	Online test session setup in the OEAA Secure Site <b>by 5:00 PM</b>	OL	ELMBA
ELMB- Winter	11/18/19	01/30/20	Pre-identification of students <b>by 5:00 PM</b>	OL	ELMBA
Passage-based	11/18/19	01/30/20	Pre-identification of students <b>by 5:00 PM</b>	OL	
Writing Field Test					
WIDA Screener	12/01/19	08/14/20	K W-APT and WIDA Screener Cycle II open	BOTH	WIDA
PSAT 10	12/05/19	12/05/19	Accommodations and EL Supports Webinar (1:00-2:30 PM)	PP	PSAT
PSAT 8/9 Grade 8	12/05/19	12/05/19	Accommodations and EL Supports Webinar (1:00-2:30 PM)	PP	PSAT
PSAT 8/9 Grade 9	12/05/19	12/05/19	Accommodations and EL Supports Webinar (1:00-2:30 PM)	PP	PSAT
SAT	12/05/19	12/05/19	Accommodations and EL Supports Webinar (1:00-2:30 PM)	PP	SAT
WIDA ACCESS	12/11/19	12/27/19	Initial Material Order Window (Braille & Enlarged Print) <b>by 5:00 PM</b>	PP	WIDA
WIDA ACCESS	12/11/19	12/27/19	Pre-identification of students in OEAA Secure Site for barcode labels <b>by 5:00 PM</b>	PP	WIDA
WIDA Alternate	12/11/19	12/27/19	Pre-identification of students as Tier 1 for barcode labels in OEAA Secure Site <b>by 5:00 PM</b>	PP	WIDA

2020 M-STEP List of Important Dates

Start	End	Task/Activity	Mode
10/21/19	11/26/19	Online Waiver Window – request waiver to administer paper/pencil <b>by 5:00 PM</b>	PP
01/08/20	02/12/20	Pre-identification of students for barcode labels <b>by 5:00 PM</b>	PP
01/08/20	02/12/20	Initial Material Order Window (all grades) <b>by 5:00 PM</b>	PP
01/08/20	02/24/20	Online test session setup in the OEAA Secure Site <b>by 5:00 PM</b>	OL
01/08/20	05/28/20	Pre-identification of students <b>by 5:00 PM</b>	OL
01/13/20	03/06/20	Alternate Insight Availability Request	OL
02/10/20	05/29/20	Off-site Test Administration Request	Both
02/13/20	05/28/20	Pre-identification of students for local printing of barcode labels	PP
03/03/20	03/03/20	Online District and Building Coordinator Training – DRC INSIGHT Portal (formerly known as eDIRECT) & Test Setup at <b>10:00 AM</b> – recording available <b>03/04/20</b>	OL
03/06/20	05/29/20	Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal (formerly known as eDIRECT)	OL
03/30/20	04/01/20	Materials arrive in schools – Grades 5, 8, and 11	Both
04/06/20	04/08/20	Materials arrive in schools – alternate delivery date requested – Grades 5, 8, and 11	Both
04/07/20	04/28/20	Additional Material Order Window ( <b>closes at noon</b> ) – Grades 5, 8, and 11	PP
<b>04/13/20</b>	<b>05/08/20</b>	<b>Online Test Administration Window – Grades 5, 8, and 11</b>	<b>OL</b>
04/14/20	04/14/20	ELA Day 1 Paper/Pencil Test Day – Grade 5	PP
04/15/20	04/15/20	ELA Day 2 Paper/Pencil Test Day – Grade 5	PP
04/15/20	TBD	Preliminary Reports (within 48 hours of online test completion)	OL
04/16/20	04/16/20	Science and Social Studies Test Day – Grade 11	PP
04/17/20	05/01/20	Science and Social Studies Makeup Window – Grade 11	PP
04/16/20	04/20/20	ELA Makeup Window – Grade 5	PP

# Test Administrator's Directions and Manual

Updated document that includes everything that a Test Administrator needs to know about the test administration process. TAs are no longer required to read sections of the Test Administration Manual (TAM)

## Online Test Administrator's Directions and Manual

- Online Test Directions are by grade
- Preview the Test Directions before administering the test

## Paper/Pencil Test Administrator's Directions and Manual

- Grade specific, as in previous administrations
- Preview the Test Directions before testing.

Test administration directions for all administrations are intended for use by Test Administrators

Test Administrators **MUST** have a printed copy of directions.

# TTS for Directions Only

Schools may choose to use TTS for test directions – **this is optional**

If schools choose to use TTS for test directions, the test administration directions must be followed to introduce and verify the correct students and correct test.

The test administration directions will direct Test Administrators where to begin TTS for test directions.

If schools do not choose to use TTS for test directions, the test administration directions are provided for Test Administrators to read.

# Required Assessment Security Training

Assessment Security Training Requirements have been updated:

- District/Building Assessment Coordinators: must complete the Michigan Virtual Assessment Security Modules and read the Assessment Integrity Guide
- Test Administrators: must complete the Michigan Virtual Assessment Security Modules and/or read the Assessment Integrity Guide

For those who have already completed the Assessment Security Modules, a refresher course is available in place of the full Assessment Security Modules.



# M-STEP Science Test



Operational in 2020

Students will receive seven clusters

Two parts for grades 5 and 8; one part for grade 11

Time estimate: 90 minutes

# M-STEP Social Studies

- Continues to measure the Michigan Academic Standards that were adopted in 2007
- One test part/test ticket

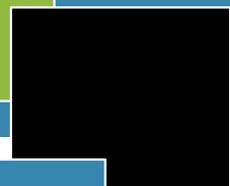
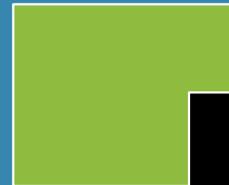
# Off-Site Test Administration Requests

New in 2020, Off-Site test administration requests are done through the OEAA Secure Site.

Go to [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)

Under the Assessment Registration tab select “Off-Site Test Administration Request”

The Off-Site Test Administration Request window for M-STEP is February 10, 2020-May 29, 2020.



# Systems used for M-STEP Administration

# OEAA Secure Site

Pre-ID

Online Test Session Setup

Material Ordering

Incident Reporting

Student and aggregate level test score downloadable data file and reports

Access to OEAA Secure Site

- Go to [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) and select the “How do I get access to Secure Site?” link

# DRC INSIGHT Portal (formerly known as eDIRECT)

- Test Session Setup
- Assigning student supports and accommodations
- Printing test tickets and rosters
- Monitoring test completion
- The DRC INSIGHT Portal User Guide can be found in the DRC INSIGHT Portal at [mi.dracedirect.com](http://mi.dracedirect.com).
  - To access the User Guide, select **My Applications**, then **General Information**, then **Documents**, and then search for all.

# Identifying Users in the DRC INSIGHT Portal

Technology Coordinators, District Coordinators, and Building Coordinators need to have access to the DRC INSIGHT Portal.

- Test Administrators do NOT need access – student tutorials, mini-modules, and the TAM can all be accessed on the DRC INSIGHT Portal without a login

Access to the DRC INSIGHT Portal 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 the DRC INSIGHT Portal.
- New users will receive an email from the DRC INSIGHT Portal with username and password information

Secure Site Training has training documents available at

[www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining):

- How do I get access to the DRC INSIGHT Portal, for gaining access to the DRC INSIGHT Portal
- Create a new User or Disabling and changing user access for District Coordinators that want to assign user access.

# DRC INSIGHT Portal: Test Sessions

Users can create test sessions on the DRC INSIGHT Portal (<https://mi.drctdirect.com>) select **My Applications**, then **Test Management**, then **Manage Test Sessions**

The DRC INSIGHT Portal User Guide contains step-by-step instructions for adding test sessions.

**Edit Test Session**

Testing Window: 11/30/2018 - 06/07/2019

Eligible Grades: 08

**Instructions**

\* Indicates required fields

Session Name: UAT SOC 8 \*    Content Area: Social Studies \*    Eligible Grade:    Assessment: GR8 Social Studies \*

Mode: Online \*    Begin Date: 11/30/2018    End Date: 5/10/2019

Search for Available Students

Student Last Name:    Student First Name:    State Student ID (UIC):    Grade: 08

Demographic: (All)    Universal Tools - Designated Supports - Accommodations: (All)

Find Students    New Student    Clear

Available Students:    Students in Session:

IntegrationEightFix, TesterA (8003000001)  
IntegrationEightFix, TesterB (8003000002)  
IntegrationEightFix, TesterC (8003000003)  
IntegrationEightFix, TesterD (8003000004)

Double-click to edit Student    Double-click to edit Student

Save    Cancel

# DRC INSIGHT Portal: Test Sessions and Test Tickets

Test tickets are printed from the Test Session screen in the DRC INSIGHT Portal.

Select **My Applications**, then **Test Management**, then **Manage Test Sessions**

Complete the Administration, District, School, Content Area, and Eligible 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.

The screenshot displays the 'Manage Test Sessions' interface. At the top, there is a section for 'Instructions' with a note: '\* Indicates required fields'. Below this are several input fields: 'Administration' (dropdown menu with 'M-STEP Spring 2019' selected and a red asterisk), 'District' (dropdown menu with 'DRC Use Only - Sample Dist' selected), 'School' (dropdown menu with '(All)' selected), 'Last Name' (text input), 'First Name' (text input), 'State Student ID (UIC)' (text input), 'Session' (text input), 'Content Area' (dropdown menu with '(All)' selected), 'Eligible Grade' (dropdown menu), and 'Assessment' (dropdown menu with '(All)' selected). Below the form are two buttons: 'Show Sessions' and 'Print All Tickets'. A red arrow points to the 'Print All Tickets' button. Below the form, there are two tabs: 'Sessions' and 'Status Summary'. The 'Sessions' tab is active, showing a table with the following data:

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>			UAT SOC 8	GR8 Social Studies	Not Started	11/30/2018	5/10/2019	     

# the DRC INSIGHT Portal: Printing Individual Test Tickets

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

Session Detail					
Session Name	Assessment	Status	Begin Date	End Date	Action
UAT SOC 8	GR8 Social Studies	Not Started	11/30/2018	5/10/2019	     

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

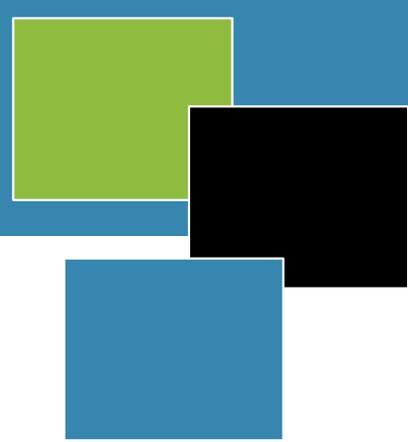
**Testing Status**

[Instructions](#)

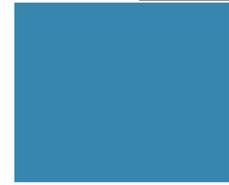
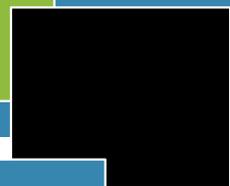
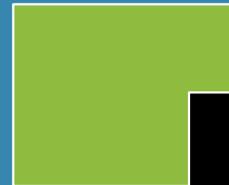
Last Name:  Status: (All) Status By Module: GR8 Social Studies - Part 1

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	IntegrationEightFix	TesterA	TINTEGRATIO35	M88FKC5C	Not Started			   
<input type="checkbox"/>	IntegrationEightFix	TesterB	TINTEGRATIO20	J9898Y53	Not Started			   
<input type="checkbox"/>	IntegrationEightFix	TesterC	TINTEGRATIO36	FX0XQZ87	Not Started			   
<input type="checkbox"/>	IntegrationEightFix	TesterD	TINTEGRATIO37	394BF2RZ	Not Started			   

# DRC INSIGHT Portal: District and Building Coordinator Training



Date	Event
Tuesday, March 5 10:00-11:00 am	M-STEP District and Building Coordinator Training



# Testing Schedule

# 2020 Test Schedule

Spring 2020 Testing Schedule for Summative Assessments

Assessment	Week of																		
	2/3-2/7	2/10-2/14	2/17-2/21	2/24-2/28	3/2-3/6	3/9-3/13	3/16-3/20	3/23-3/27	3/30-4/3	4/6-4/10	4/13-4/17	4/20-4/24	4/27-5/1	5/4-5/8	5/11-5/15	5/18-5/22	5/25-5/29		
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® w/Essay*											4/14 only		Makeup 4/28						
Accommodated Testing Window											4/14 – 4/28								
Work Skills: ACT® WorkKeys®											4/15 only		Makeup 4/29						
Accommodated Testing Window											4/15 – 4/28		Makeup 4/29-5/5						
PSAT™ 8/9 (grade 8)*											4/14	Makeup 4/15-21	Makeup 4/28-29						
Accommodated Testing Window											4/14 – 4/28								
PSAT 8/9 (grade 9) and PSAT 10**											4/14, 15, or 16	Makeup 4/15-21	Makeup 4/28-29						
Accommodated Testing Window											4/14 – 4/28								
WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs	7 weeks																		

\* Schools must administer the PSAT 8/9 for 8th grade and SAT with Essay on April 14, 2019 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

\*\* Schools must administer the PSAT 8/9 for 9th grade and PSAT 10 on April 14, April 15, or April 16, 2019 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

- Schools can choose which date works best for them as the initial test day.
- The same grade must test on the same day at the same time.
- Schools can administer multiple grades in one day.

**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.

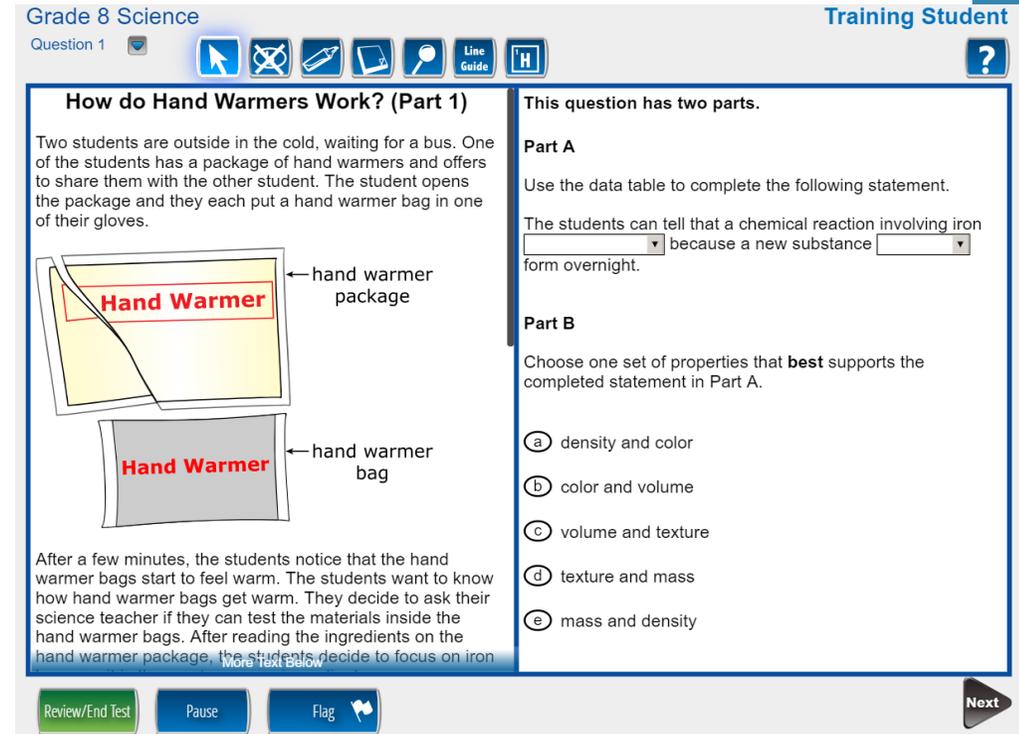
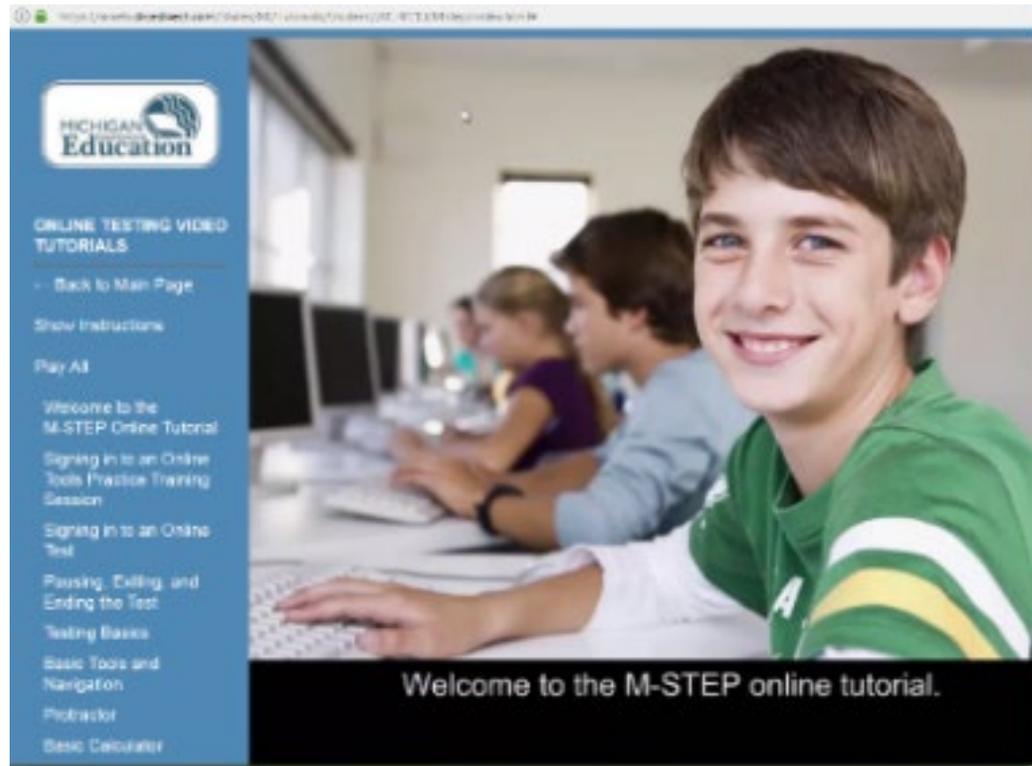
# Test Session Time Estimates: Grade 11

<b>Spring 2020 MME Component Test Session Timings</b>	
<b>Subject</b>	<b>Grade 11</b>
Science	1:30
Social Studies	0:30
College Entrance*	4:07
Work Skills*	3:00
<b>Estimated Total Hours</b>	<b>9:07</b>
* Includes scheduled breaks	



# Preparing Students & Staff

# Preparing Students: Tutorials and OTTs



# Preparing Staff: Staffing

Test Administrators (TAs) should be selected from the following list.

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: Test Schedules

## Must include:

- District and building name
- Building Assessment Coordinator's name
- Date of assessment administration
- Location of testing session(s) (room number, classroom)
- Starting and ending time of test session
- Test administered, content area and grade level
- Test administrator(s) and proctor(s) for each test session

# Preparing Staff: Sample Testing Schedule

## Appendix B – Sample Testing Schedules

Testing schedules must include the following information and be retained by the district or school for 3 years.

- District Name
- Building Name
- Building Coordinator's Name
- Location of testing session(s) (i.e. room number, classroom, etc.)
- Start and end time of testing session(s)
- Assessment/grade/content/form being administered for each testing session
- Test Administrator(s and proctors) for each testing session

<School Name> <District Name> <Assessment Name> Testing Schedule									
Building Coordinator:									
Date	Grade Level	Teacher Name	Test Administrator/Proctor	Testing Location/Room	Content/Form	Test Session 1 Time		Test Session 2 Time	
						Beg.	End	Beg.	End

# Assessment Security Training

The MDE Assessment Security Training has been updated with new information from the updated Assessment Integrity Guide (AIG).

## Assessment Security Training Requirements:

- Assessment Coordinators must complete the Assessment Security Modules and read the AIG
- Test Administrators must complete the Assessment Security Modules and/or read the AIG

For those who have already completed the Assessment Security Modules, a refresher course is available in place of the full Assessment Security Modules.



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.



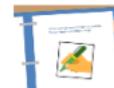
### Module 2: Getting Ready for Testing

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?



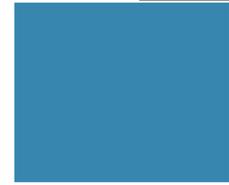
### Module 4: Incident Response

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.

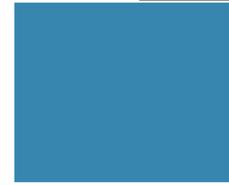
Register at <http://bit.ly/MDEAssessmentSecurity>





# During Test Administration

Chapter 2: During M-STEP Test Administration



Getting Started

*Online*

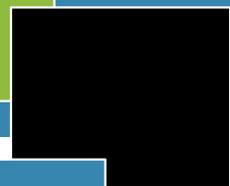
*Paper/Pencil*



During the Test Administration



Common Problems and What to Do

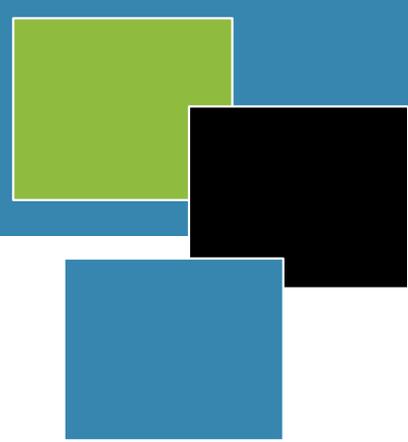


# Getting Started

Online Administration

Paper/Pencil administration

# Getting Started: Supports and Accommodations Guidance Document



## Supports and Accommodations Guidance Document

- Includes important information about Universal Tools, Designated Supports, and Accommodations
- Any accommodation that is required by a student per his or her IEP that is not listed in the supports and accommodations table may be made by special request by contact the MDE to determine if the accommodation will be accepted as standard or non-standard.
- Supports and Accommodations Table is in the Guidance Document and provides information about the Universal Tools, Designated Supports, and Accommodations that are available by content and grade.

# Getting Started: Online Administration

Schedule Test Sessions and create or edit test sessions in the DRC INSIGHT Portal.

Monitor the assignment of appropriate accommodations in the DRC INSIGHT Portal **before** test tickets are generated.

Print, sort, and distribute test tickets to Test Administrators.

Monitor testing, provide support to Test Administrators as needed.

- Incident Reports are expected to be submitted within two school days of a testing irregularity

# Getting Started: Online Administration

## Online Test Administrator's Directions and Manual

- These are available by grade
- Preview the Test Directions before administering the test

## Test Tickets

- Secure Material – be sure to collect these after testing
- Students may only have one test ticket at a time. Test Directions must be read if students are to start another session
- Be sure you are aware of student supports and accommodations before administering a test – it is possible that universal tools, designated supports, or accommodations may not be listed on the roster or test ticket.

# Getting Started: Paper/Pencil Administration

Schedule test sessions according to published paper/pencil testing schedule

Ensure answer documents have barcode labels affixed

Securely maintain all testing materials throughout the testing window

Monitor and address any testing irregularities as they occur

# Getting Started: Paper/Pencil Administration

## Test Directions

- Paper/Pencil Test Directions are by grade
- Preview the Test Directions before administering the test

## Answer Documents

- Be sure the Barcode Labels are affixed to each student's Answer Document in the space provided
- If necessary, barcode labels can be printed from the Secure Site
- Accommodations and Supports should be completed by a Test Administrator or Building Coordinator ONLY

## Test Booklets

# Scratch Paper

## Scratch Paper

- Secure Material – be sure to collect these after testing for secure destruction or storage
- Student name must be written on scratch paper if testing will be resumed in a later test session
- Scratch paper must be blank lined or unlined paper

# During the Test Administration

## Active Monitoring

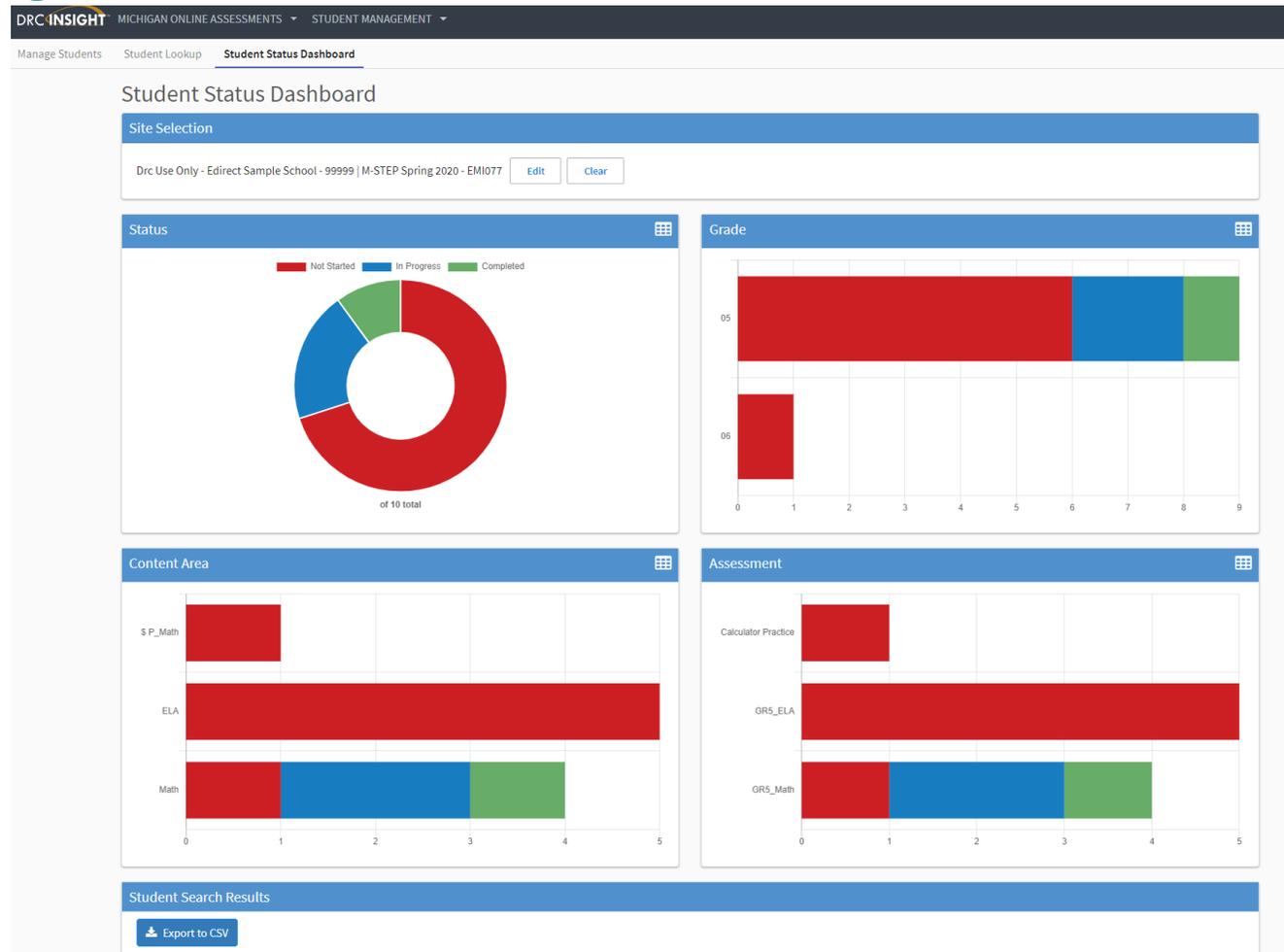
- Unobtrusively move through the room during testing
- Maintain an unobstructed view of all students
- Full attention should remain on testing at all times
- Avoid distracting behaviors:
  - Conversations with other staff
  - Reading books or newspapers
  - Eating
  - Working on a computer or phone
  - Grading papers

## Video Surveillance Cameras

- For safety and security, these are allowed during the test session. Cameras should be directed away from test items. Recordings of test sessions must be deleted as soon as possible.

# Online Administration: Monitoring test completion

In the DRC INSIGHT Portal, users can monitor progress toward test completion on the Student Status page:

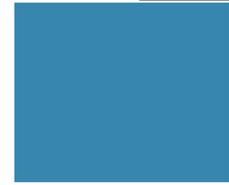
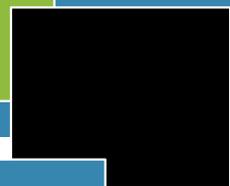


# Collecting Materials

Be sure to collect signed OEAA Security Compliance Forms from Test Administrators and Proctors prior to the testing session.

## Paper/Pencil Administrations

- Collect Test Booklets and Answer Documents
  - Ensure that all used Answer Documents have correct barcode label affixed - and the student information is completed and matches the barcode label.
  - Ensure or fill in appropriate accommodations' bubbles on Answer Documents



# Common Problems and What to Do

Common Problems  
Incident Reports

# Incident Reports

- If any testing irregularity occurs, an incident report is expected to be filed with the Office of Educational Assessment & Accountability within two school days
- The M-STEP Test Administration Manual has detailed information regarding when to submit an Incident Report in the Incident Reporting Table
- The Secure Site Training page has detailed information about how to access and use the Secure Site Incident Reporting Tool at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

# Examples of Testing Irregularities

- Student becomes ill and goes home before completing a test
- A student transfers from, or into, your school during the testing window
- Building emergency during the test session
- A student is not provided assigned accommodations, OR a student is provided accommodations that are not assigned
- Student Prohibited Behavior during the test session

# Incident Reporting Tool

**Secure Site**  
Michigan Department of Education

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

Secure Site

Check the Home page often for updated information [Page Instructions](#)

Search Filter

- Student Search
- Mass Update Assessments
- Incident Reports**
- Accountable Students & Test Verification ▶

\* Indicates required field

Due Date

Test Period

Test Cycle

General Announcements

**Secure Site Documentation and Support** General Announcement

Detailed instructions and information for Secure Site functions can be found on the [Secure Site Training](#) page.

**Email Communications from the Secure Site** General Announcement

Email confirmations and status updates from the Secure Site go to the email address on your [MEIS](#) account. Have you checked it lately to ensure you are receiving needed information from the Secure Site?

# Common Problems

## Online Session Locked

- If 5 or fewer questions have been answered, contact the Call Center at 1-877-560-8378 and select Option 2
- If more than 5 questions have been answered, an Incident Report is required

## Student becomes ill/parents remove student during test

- Online: Pause and Exit; then resume with the original test ticket in a makeup session
- Paper/Pencil: Collect materials and flag last question answered, resume during a makeup session, submit an Incident Report

# Common Problems

Chromebook testers – Keyboard MUST be set to US Keyboard – if it is not, the student will not be able to use quotation marks or apostrophes in text boxes

- BEFORE testing: Select ‘Settings’ then ‘Keyboard Settings’ and select US Keyboard
- DURING testing: click outside of the text box and press CTRL-SHIFT-SPACE BAR to select US Keyboard

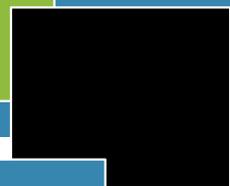


# Common Problems



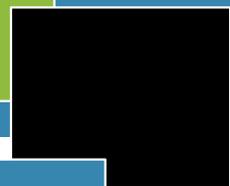
## INSIGHT disconnections, not advancing, or other technical error

- Contact your local tech support first
- If tech support cannot resolve the problem, the Technology Coordinator should contact DRC Customer Support and the M-STEP Coordinator submits an Incident Report



# After Test Administration

Chapter 3: After the M-STEP Test Administration



Handling secure and nonsecure materials



Packaging and return of materials



Reporting

# Disposition of Test Materials

## Secure Materials to be destroyed:

- Online:
  - Test Tickets and Rosters
  - Used Scratch Paper
- Paper/Pencil:
  - Used Scratch Paper
  - Unused Science and Social Studies Answer Documents

# Instructions for Materials Return

The M-STEP Test Administration Manual will contain information about:

- Secure and Non-secure materials to be returned
- Materials Return Dates: May 6, 2020 for the grades 5, 8, 11 window
- Instructions for packaging materials

Be sure to review the information in the Test Administration Manual to ensure compliance with materials return requirements.

# Preliminary Reports

Preliminary Reports are available through the OEAA Secure Site. Select **Reports**, then **Dynamic Score Reports**.

Preliminary Reports include only machine-scored responses and do not include any hand-scored items.

The Preliminary data is for school use only and may not be shared with the public. Treat this as embargoed data.

More detailed information about the Preliminary Reports, and the data in the Preliminary Reports, is available in the Guide to Preliminary Reports, which is available on the M-STEP webpage at [www.michigan.gov/mstep](http://www.michigan.gov/mstep), under the Reports section.

# Helpful Links

Best Practices MSDS Reporting Guide for Trouble-free  
Accountability Data

([http://www.mi.gov/documents/mde/MSDS\\_Best\\_Practices\\_400576\\_7.pdf](http://www.mi.gov/documents/mde/MSDS_Best_Practices_400576_7.pdf))

New Assessment Coordinator Training Guide

([https://www.michigan.gov/mde/0,4615,7-140-22709\\_63192-476290--,00.html](https://www.michigan.gov/mde/0,4615,7-140-22709_63192-476290--,00.html))

M-STEP Webpage [www.michigan.gov/mstep](http://www.michigan.gov/mstep)

Secure Site Training <http://www.mi.gov/secsitesite training>

# Stay Informed

## Spotlight



on Student Assessment and Accountability

November 14, 2019

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

- Pre-Identification for Winter 2020 Early Literacy and Mathematics Benchmark Assessment (K-2)
- Pre-Identification for Winter 2020 M-STEP Online Passage-Based Writing Field Test Grades 3-8
- Updated 2019-20 Assessment Integrity Guide Released
- Updated 2019-20 Assessment Security Compliance Form Released
- Updated Assessment Security Training Requirements
- 2020 Michigan School Testing Conference
- Michigan School Index System Reports and Accountability Student Datafiles Coming Soon
- Focus on Assessment Literacy
  - » Validity: the most important concept in educational testing
- College Board Corner
- ACT WorkKeys
- Important Dates
- Contacts

### Pre-Identification for Winter 2020 Early Literacy and Mathematics Benchmark Assessment (K-2)

Pre-identification for the Early Literacy and Mathematics Benchmark Assessment (grades K-2) will open on **November 18, 2019**. Students who took the Early Literacy and Mathematics Benchmark Assessment in the fall will automatically be pre-identified to the Winter 2020 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA).

If students tested in Fall 2019 and will not be testing in Winter 2020, no action is needed from schools, even if students are automatically pre-identified by OEAA.

Schools that choose to participate will need to pre-identify additional students for testing directly on the OEAA Secure Site using any of the following methods:

- MSDS Copy Function
- Pre-ID File Upload
- Student Search – one student at a time

Schools should also put students into online test sessions on the OEAA Secure Site through **December 9, 2019**. After December 9, students must be pre-identified on the OEAA Secure Site and then put into online test sessions in the DRC INSIGHT Portal (formerly known as eDIRECT).

Schools will have access to manage student data and test sessions in the DRC INSIGHT Portal starting **December 13, 2019**. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **January 30, 2020**.

Directions for all methods of pre-identification and for creating/managing Online Sessions on the OEAA Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)).

Key: Reminder (previously run article)

► [Sign up for Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) and/or access previous editions

Call Center: 877-560-8378

Sign up to receive weekly Spotlight issues to stay up-to-date on all assessment-related issues at:

[www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)

You'll find:

- Date Reminders
- Assessment Task reminders
- Administration Updates
- Report Information
- Much more!



Questions?

Phone: 1-877-560-8378

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

