

# 2021 M-STEP Administration Training for Building and District Assessment Coordinators Chapter One: Before Testing

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Welcome to our Spring 2021 M-STEP Administration Training for Building and District Assessment Coordinators training series! This chapter will review important information and tasks that need to be done Before testing.

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## COVID-19 Pandemic and Spring 2021 Testing

- The COVID-19 pandemic continues to present challenges for schools.
  - The health, safety, and well-being of students, educators, and their families is MDE's first priority.
- MDE has submitted a request to USED to waive certain assessment and accountability federal requirements for Spring 2021.
  - Until the request is approved, MDE and schools must continue to prepare for the federal and state required spring assessments.

Before we get started, I want to note that in the midst of the COVID-19 pandemic the health, safety, and well-being of students, educators, and their families is MDE's first priority.

MDE has submitted a request to the US Department of Education to waive certain assessment and accountability requirements. At this point, we have not received an assessment waiver, so MDE and schools must continue to prepare for the federal and state required spring assessments.

## Notes for the 2021 Administration

1. There is no option for remote administration of the M-STEP. All tests must be administered in-person by an in-person Test Administrator.
2. “Virtual schools” are schools whose primary mode of instruction is virtual; these are not schools who are providing remote instruction during the 2020-2021 school year due to the COVID-19 pandemic.
3. To record your school’s COVID-19 related closures or remote instruction, there is a new page in the OEAA Secure Site. This presentation includes information about this page.
4. Updates regarding the administration will be communicated through the weekly Spotlight newsletter. Be sure you receive Spotlight.

Next, let’s start with some notes regarding how the COVID-19 pandemic will—or will not—impact testing.

First, there is no remote option for administration of the M-STEP. All tests must be administered in-person by an in-person Test Administrator.

Second, sometimes we refer to “virtual schools” in our documentation and in this presentation. So, to be clear, “virtual schools” are schools that always provide instruction virtually, like cyber schools. We are not talking about schools that provide remote instruction as a result of the COVID-19 pandemic in those instances. That is an important distinction to remember.

Next, there’s a new page in the OEAA Secure Site that allows you to communicate with OEAA about COVID-related school closures. This is a place for documentation and communication but doesn’t impact accountability at all. There’s a slide in this presentation where I’ll go into more information about the page.

Finally, and you’ll probably hear this a few more times in this presentation, but it’s especially important this year, make sure you’re signed up for Spotlight. As things

change or we have updated information, we communicate that through the Spotlight. So that's the best way for you to make sure you are getting the most up-to-date information that we have.

## Objectives

- What's new in 2021
- OEAA Secure Site
- DRC INSIGHT Portal (formerly eDIRECT)
- Student Supports and Accommodations
- Preparing Staff & Students for M-STEP

I am going to begin this training session by introducing everything that's new for the M-STEP in 2021. As a note here, we didn't make significant changes to the M-STEP for the Spring 2021 administration, however there were updates that were planned for Spring 2020 that weren't implemented when testing was cancelled. So the items included as "new" are just kind-of new. I will identify a couple of spots with new-for-2021 information.

Next, I will review the tasks that need to be done in the OEAA Secure Site.

eDIRECT has been updated and is now called the DRC INSIGHT Portal. We will review the tasks that are done in the DRC INSIGHT Portal.

Student Supports and Accommodations will be discussed.

And then, I will discuss what needs to be done to prepare staff and students for the M-STEP.

## What's New in 2021

- Social Studies is a one-part test for all grades
- Science is operational; two parts for grades 5 and 8 and one part for grade 11

Social studies is now a one part test for all tested grades – grades 5, 8, and 11.

Science will be operational this year. There are two parts for grades 5 and 8 and one part for grade 11.

## What's New in 2021 Important Dates Excel File

Provides users the ability to filter for:

- programs applicable to their school/district and/or assessment role
- Test mode (online or paper/pencil)
- Testing window
- And more!
- [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep)

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The 2021 important dates excel file is available and allows users to filter according to assessment program, whether they are looking at online or paper/pencil testing, testing window, and more.

In addition to the excel file, we also have created a Google calendar that you can view all of the assessment program dates from. You have the ability to filter which assessment programs to view on the calendar.

And we still have all of the PDFs available with different assessment programs and groups of assessment programs listed.

Go to the M-STEP web page to view the PDFs, excel file, and-or- the google calendar.

# What's New in 2021: Assessment Calendars Page

## Assessment Calendars



The Assessment Calendars page pulls together the different formats available of important dates, related to state assessments, that have been created by OEAA. The formats available are excel, pdf, and google calendars. The dates are the same across each format, but some do have more detail than others. The high school assessments, PSAT for grades 9 and 10, and the MME (SAT with Essay, WorkKeys, and M-STEP) do have different combinations of the assessments, which can be helpful based on an assessment coordinator's responsibilities.

- Important Dates Document formats:

- PDF
- Google Calendar
- Excel File



3-Year OEAA Calendar



Summative Testing Schedule



Excel File Includes all Assessments

- [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep)

Grade Levels	Important Dates (pdf)	Google Calendar Link	Date Last Revised
K-12	N/A	All Assessments	02/09/2021
K-2	ELMBA.pdf	Early Literacy and Mathematics Benchmark (K-2)	02/09/2021
3-8, 11	MI Access.pdf	MI Access	02/19/2021
11	MME (SAT, WorkKeys, M-STEP).pdf	MME	02/21/2021
3-7, 11	M-STEP.pdf	M-STEP	02/19/2021
8	PSAT Grade 8.pdf	PSAT - Grade 8	02/11/2021
9, 10	PSAT Grades 9 and 10.pdf	PSAT - Grades 9 and 10	12/22/2020
11, 9, 10	SAT, PSAT Grades 9 and 10.pdf	SAT and PSAT for Grades 9 and 10	12/22/2020
K-12	WIDA.pdf	WIDA for English Learners	01/20/2021
11	WorkKeys.pdf	WorkKeys	12/20/2020

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The new Assessment Calendars page pulls together all of the different formats available of important dates documents: PDFs, Google Calendars, and the Excel file of Important dates.

You access this page by going to the M-STEP web page, [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep), and then select "Important Dates" under the Current Assessment Administration section. Once there, you can download a PDF, the google calendar, or excel files of Important dates.

## What's New in 2021 TTS for Directions Only

All M-STEP tests will have TTS available on directions screens.

District or Building Assessment Coordinators need to determine whether to use TTS for directions in their district or school.

Test directions include a section to use if administering with TTS for directions and without TTS for directions.

The test selection screen, welcome screen, and audio check screen are all completed together (without TTS), then students listen to the rest of the directions using TTS.

All M-STEP assessments will have TTS available on directions screens. You do not need to assign this through the DRC INSIGHT Portal.

District or Building Assessment Coordinators need to decide whether to use TTS for directions in their district or school and let Test Administrators know which directions to use when administering the assessment.

The Test Administrator's Directions and Manual documents include sections to use both for administering with TTS for directions and when not using TTS for directions.

When using TTS for directions, there are a few screens that the whole class does together, and then directions are provided to instruct students to begin TTS.

## What's New in 2021 TTS for Directions Only

### Important Note for schools NOT using TTS for Directions:

- The audio check exists on all tests; if you have students in a test session not using TTS as a designated support or accommodation, they will still have to complete the audio check screen (even if they do not have or need headphones).
- Devices not using audio should be muted to avoid the sound check playing aloud in the testing room.
- For test sessions with some students using TTS as designated support and some not, there are directions for the different actions to take on the audio check screen

A note for those schools that elect not to use TTS for directions – the audio check exists on all tests now. That means you could have students in your session who are not using TTS as a designated support or accommodation who will still have to complete the audio check in order to move past that screen. Even if they do not have or need headphones.

In order to avoid the sound playing aloud in the classroom, saying “If you can hear my voice, select the sound is working button” from each student’s computer, all testing devices not using audio during the test should be muted before logging in to INSIGHT.

You’ll likely have test sessions that have some students using TTS and some who are not. There are directions provided for Test Administrators to read based on the different actions students should take on the audio check screen.

## What's New in 2021

### Test Administrator's Directions and Manual

- This new document combines the Test Administration Directions and the sections of the Test Administration Manual (TAM) for Test Administrators
- Test Administrators are required to read the entire Test Administrator's Directions and Manual

The Test Administrator's Directions and Manuals were developed last year, but may be new to Test Administrators this year. They combine the content from the Test Administration Manual that Test Administrators used to read there. So now, Test Administrators read the Test Administrator's Directions and Manual only and have all of the information they need.

## What's New in 2021: Test Administration Training Toolkit

### Checklist

This checklist can be used by:

- **District or Building Assessment Coordinators** to plan test administration training
- **Test Administrators** to verify they have received required test administration training

The Test Administration Training Toolkit is available. This was also available in 2020, but if you did not get a chance to check this resource out, be sure to take a look. You can use it as a Building or District Assessment Coordinator to verify that you are including all of the content in your training, and Test Administrators can use it to verify they've received training and understand all of the information they need to know.

## What's New in 2021: Test Administration Training Toolkit

### PowerPoint Template

This PowerPoint can be used by **District or Building Assessment Coordinators** to prepare comprehensive test administration training for Test Administrators and Proctors

Modify to include specific building policy:

- People to Know
- Cell Phone Policy
- Testing Schedule
- Test Materials handling

The Test Administration Training Toolkit also includes a PowerPoint template that you can use to help prepare for test administration training that must be provided to Test Administrators and Proctors.

It includes required information and places to modify in order to include information from your local building or district, including who to know and how to contact with testing related questions, specific cell phone requirements, your testing schedule, and details about how to handle secure test materials.

## What's New in 2021 Required Test Security Training

- **Assessment Coordinators must:**
  - Complete the test security modules
  - Read the Assessment Integrity Guide (AIG)
- **Test Administrators must:**
  - Complete the test security modules
  - OR
  - Read the AIG
- **Any staff member who has completed the test security modules can take the refresher course available in place of the full test security modules.**

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There are updated requirements for test security training. These were also required last year, but I've kept it listed as 'new' because it might be 'new' for some folks, depending on where they were at in preparing for testing last year when it was cancelled.

Assessment Coordinators are required to both complete the test security modules and read the Assessment Integrity Guide – or AIG.

Test Administrators have to do one of these: either complete the test security modules or read the AIG.

Anyone who has already completed the test security modules can take the refresher course in place of the full test security modules.

To do this, you log into your Michigan Virtual account and select the MDE Assessment Security training modules. If the system recognizes that you have already complete the full course, it will deliver the refresher course to you. More information is available on the M-STEP web page. [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep).

## IMPORTANT Note!

Test Security Training does not replace  
required test administration training.

As an important note, test security training does not replace the required test administration training. Both are required.

## What's New in 2021 Incident Reporting

- Report any testing irregularity within two school days
- Test administered without a required designated support or accommodation:
  - If a **designated support**: must submit signed form from parent indicating the reason for the retest and parent permission to retest **and** signed form from educator responsible for day-to-day instruction in the content area affirming the student uses the assigned designated support as a part of daily instruction
  - If an **accommodation**: must submit signed form from parent indicating the reason for the retest and parent permission to retest **and** appropriate page(s) from IEP and/or Section 504 plan that indicates the required accommodation for the content-area test

There are some updates to required documentation for some incident reports.

One update is when a test is administered without a required designated support or accommodation. For example, TTS. TTS is a designated support when administered for mathematics, science, or social studies, and when not reading passages for ELA. However, TTS may be a required accommodation according to a student's IEP. So, if this occurs for your student, where they have a required accommodation to have TTS available on a mathematics assessment, for example, then treat it as an accommodation in this situation.

So, if you have a test where a student didn't receive a designated support, you submit the incident report, and use the MDE template that indicates to the parent the reason for the retest and the parent signs to approve, or not, the student retaking the entire test. In addition, the educator responsible for day to day instruction in the content area needs to sign the form affirming the student uses the assigned designated support as a part of daily instruction.

If you have a student who has a required accommodation that they didn't receive, then you still use the form notifying the parent and documentation parent permission

to retest. You also need to submit the appropriate page – or pages – from the IEP or Section 504 plan that indicate the required accommodation for that content-area test.

As a note, we do get a number of these types of incident reports each year, and for each one it means a student has to re-do work they've already done. So, to avoid this, be sure you are assigning supports and accommodations correctly in the DRC INSIGHT Portal. In addition, remember that you have to assign all embedded supports and accommodations BEFORE you print any test tickets. If you print test tickets and then assign the supports and accommodations, they will not be available on the students' tests.

## What's New in 2021 Incident Reporting

In three instances:

1. Student becomes ill and goes home on test day
2. Student spends less than 15 minutes (total) in test
3. Student does not take prescribed medication on day of test

**If an incident report is submitted by 11:59 PM on the day the incident occurred, then the test can be regenerated. This will require:**

- Documentation of parent permission
- Documentation of verification of incident

We've added these three scenarios where a regeneration is possible if you can document parent permission and provide verification of the occurrence of the incident.

In order to have any of these regenerated is it required to submit the incident report on the day that it occurred. MDE anticipates that you will not have the required documentation in time to submit on the same day of the incident, and that's okay. Just fill out what occurred, identify the impacted student and test, and then we will work with you to get the documentation together. But the report has to be submitted on the day of the incident for these situations.

These three instances are if a student is ill while testing and then goes home on that day. The thinking here is that if a student sat to take a test will not feeling well, then if parents agree, it would help provide more valid assessment results if the student completed the test when they are feeling better.

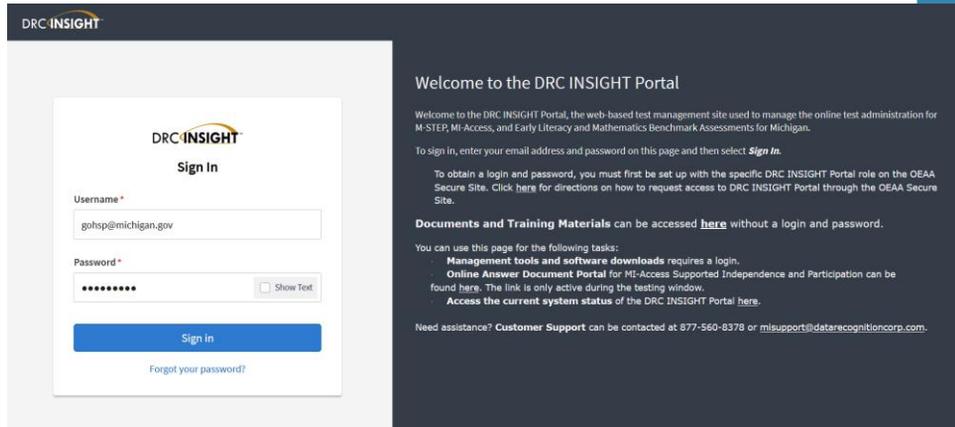
If you have a student who spends less than 15 total minutes in the test. For this one, you'll need parent permission, but MDE can see how much time was spent in the test through DRC, so there's not another verification document necessary. But the test has

to have been submitted and the student spent less than 15 minutes from beginning the test to submission.

Finally, if a student has prescribed medication that they did not take prior to testing on test day. Again, these have to be submitted on the day the incident occurred and we can get documentation together after it's submitted.

# What's New in 2021

## eDIRECT is now the DRC INSIGHT Portal



The screenshot shows the DRC INSIGHT Portal interface. On the left is a login form with the following fields and elements:

- Username: gohsp@michigan.gov
- Password: masked with dots, with a "Show Text" checkbox.
- A blue "Sign In" button.
- A link for "Forgot your password?"

On the right is a dark grey welcome message:

**Welcome to the DRC INSIGHT Portal**

Welcome to the DRC INSIGHT Portal, the web-based test management site used to manage the online test administration for M-STEP, Mi-Access, and Early Literacy and Mathematics Benchmark Assessments for Michigan.

To sign in, enter your email address and password on this page and then select **Sign In**.

To obtain a login and password, you must first be set up with the specific DRC INSIGHT Portal role on the OEAA Secure Site. [Click here](#) for directions on how to request access to DRC INSIGHT Portal through the OEAA Secure Site.

**Documents and Training Materials** can be accessed [here](#) without a login and password.

You can use this page for the following tasks:

- Management tools and software downloads requires a login.
- Online Answer Document Portal for MI-Access Supported Independence and Participation can be found [here](#). The link is only active during the testing window.
- Access the current system status of the DRC INSIGHT Portal [here](#).

Need assistance? **Customer Support** can be contacted at 877-560-8378 or [misupport@datarecognitioncorp.com](mailto:misupport@datarecognitioncorp.com).

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You probably saw this last year at some point, but eDIRECT is now the DRC INSIGHT Portal. It looks like this when you enter, but then it's pretty much the same once you enter the site.

## What's New in 2021

Off-Site Testing – available for schools testing off-site, students who are receiving homebound services, students who are suspended or who are expelled with services.

Off-Site Test Administration Requests are submitted through the OEAA Secure Site

Window to submit is January 6 – June 3, 2021.

Off-Site testing is testing that's done off site for students who are expelled with services, or students receiving homebound students, or virtual schools – again, schools whose regular instructional program is virtual, not for schools who are teaching remotely due to the COVID-19 pandemic.

The request for Off-Site test administration is submitted through the OEAA Secure Site, and the window is open until June 3.

## What's (Actually) New in 2021: Calculator Policy

### Calculator Policy

- Grades 3, 4, and 5: NO Calculators are allowed for any students – including students with accommodations for mathematics. **Basic calculators are allowed for grade 5 science test on all parts/items.**
- Grades 6 and 7: NO Calculators for any students on part 1 of the paper/pencil mathematics assessment
- Online: Calculators are embedded into the mathematics assessment and are available on items when a calculator is allowed. Handheld calculators are available as an accommodation only for students with documented Individualized Education Program (IEP) or 504 plans.
- **Grades 8 and 11: Scientific Calculators are allowed on all parts/items of the science assessment**

Here are a couple of updates that actually are new for the Spring 2021 administration

For the calculator policy, there's been no change for mathematics at all. Grades 3, 4, 5 cannot use a calculator – even as an accommodation, because it changes the construct of the test. And grades 6 and 7 calculators are not allowed for anyone on part one of the paper pencil assessment. For students in grade 6 and 7 testing online, the calculators are embedded into the assessment on items for which they are available, and handheld calculators are only allowed as an accommodation.

What is new is that calculators are allowed on the science assessment for all items, on both parts, in all tested grades – grades 5, 8, and 11. For grade 5, students use the basic calculator and grades 8 and 11 use the scientific calculator.

## What's New in 2021: Desmos Calculator

- DRC INSIGHT will use Desmos calculators.
- The M-STEP Student Tutorial includes tutorials for both “Basic” and “Scientific” calculators.
- Further information on the Desmos calculators can be found at [www.desmos.com](http://www.desmos.com)



New to the Spring 2021 administration is the Desmos calculator. Students can view the tutorials for both the Basic Calculator and Scientific Calculator and practice using the Desmos calculator in the OTTs.

You can also find more information about the Desmos calculators at [www.desmos.com](http://www.desmos.com).

# What's (Actually) New in 2021: COVID-19 School Closures

COVID-19 School Closure Details

\* Indicates required field

COVID-19 School Closure ID: 371

Created Date and Time: 12/30/2020 12:29:46 PM

Created By: [Field]

Created By User Phone: [Field]

Created By User Email: [Field]

CC Email: [Field]

Last Modified By: [Field]

Last Modified Date and Time: 12/30/2020 12:29:46 PM

Last Modified By User Phone: [Field]

Last Modified By User Email: [Field]

\* Academic Year: 2020-2021

\* ISD: [Field]

\* District: [Field]

\* School: [Field]

\* COVID-19 School Closure Start Date and Time: 9/28/2020 12:00 AM

\* Anticipated COVID-19 School Closure End Date and Time: 12/31/2020 11:59 PM

Please provide details about the COVID-19 school closure

0/1000

Save

This is another ‘actually’ new item for Spring 2021 – the COVID-19 school closures page that has been added to the OEAA Secure Site.

This page is available under the “Assessment registration” tab on the Secure Site.

Use this form to document your school’s closure dates and dates of remote instruction that are related to the COVID-19 pandemic.

This form provides a way for schools to document their COVID-related closures and for MDE to understand which schools and districts are impacted by COVID closures. It does not remove or impact accountability requirements at this time. Watch the Spotlight for the most up-to-date information about accountability requirements.

## What's New in 2021: Read by Grade 3 Legislation

At the time of this presentation, the Read by Grade 3 legislation remains in effect. This includes the use of M-STEP results for identifying 3<sup>rd</sup> grade students who require support in reading and who are eligible for possible grade retention. Until the law is modified, OEAA must continue planning for the full implementation of the law. Any updates will be communicated through Spotlight.

Preliminary scale scores will be used to determine:

- > 1271 Meets Requirements
- 1253-1271 Needs Support
- < 1253 Eligible for Retention

Per the legislation, letters will be sent by CEPI directly to parents of students who are eligible for retention.

Schools can view student preliminary scores within 48 hours of the student submitting the test (usually by the next day) and an indicator will be added to the grade 3 ELA reports. MDE encourages schools to monitor Preliminary Reports to identify students who are eligible for retention before parents receive letters.

Unless there is a change in the legislation, MDE must still prepare for implementation of the Read by Grade 3 legislation. At the time of this presentation, the Read by Grade 3 legislation is still in effect, including using M-STEP results to identify 3<sup>rd</sup> grade students who require support for reading and who are eligible for grade retention. Until – or unless – the law is modified, OEAA must continue planning for the full implementation of the law. Any changes or updates will be promptly communicated through Spotlight.

So, to determine students who meet requirements, need support, or are eligible for retention, MDE will use preliminary scale scores. You can see here, students scoring higher than 1271 will meet the requirements of the law, students scoring between 1253 and 1271 will be identified as needs support, and students scoring below 1253 will be eligible for retention.

According to the requirements of the legislation, letters will be sent by CEPI directly to parents of students who are eligible for retention.

Schools will be able to view student preliminary scores within 48 hours of the student submitting the test – and usually by the next day. There will be an indicator on the

grade 3 ELA reports so that schools can monitor the Preliminary Reports to know which students are eligible for retention before parents begin receiving their letters.

# Student Supports and Accommodations Overview

I'm going to take a few minutes here to review Student Supports and Accommodations. During testing, issues with supports and accommodations are a frequent testing irregularity that is reported through our incident reporting tool, and accurate identification of student designated supports and accommodations before testing begins can help prevent a lot of these issues from occurring. So I'm going to walk through what they are, some suggestions for helping keep track of what supports each student needs, and then how to assign them in the DRC INSIGHT Portal.

# Universal Tools, Designated Supports, Accommodations

## Universal Tools

- Available to all students - use is primarily student driven

## Designated Supports

- Available to students who have a specific need - use is primarily educator driven

## Accommodations

- Available to students with disabilities whose need for that specific accommodation is documented in IEP/504 plan

First, when we speak about universal tools, these are tools that are available to all students. An example of this would be the highlighter. It's available on each item on the online test for all students, and schools are allowed to provide highlighters for paper/pencil testers to students – just make sure they're not using it on the answer document! So this is a tool for everyone, students can use it if they find it helpful.

Designated supports are available for students based on their specific need. These are decided by educators, and they should be supports that are used in day-to-day instruction. The most common example of a designated support is TTS for items only. Again, this should be decided individually by student – never assigned to a whole class, grade, or content area – and it should be something that the student is using in day to day instruction.

Finally, accommodations are available for students whose IEP or 504 plan documents the need for this accommodation.

## Text to Speech

There are two types of Text-to-Speech available for M-STEP - the availability of each differs by content area and grade.

1. Designated Support - Text-to-Speech (TTS)
2. Accommodation - Text-to-Speech Passage (TTSPASSAGE)

To help clarify about Text-to-Speech, or TTS, there are two different types of TTS:

TTS for items only – or just TTS, and TTS – Passage.

TTS is a designated support. It reads only the items on the test and can be assigned based on the specific need of the student.

TTS Passage is an accommodation that is available for grades 6 and 7 ELA only. TTS Passage reads the passages and the items. This can only be assigned if TTS or read-aloud is listed in the student's IEP or 504 plan. This is not available as an accommodation at all for anyone for grades 3-5 ELA because it would change the construct – or what is being measured – on the test.

# Text to Speech

## Designated Support - Text-to-Speech (TTS)

- Available for ELA, Mathematics, Science, and Social Studies
- Reads questions and answer options for students
- There are no reading passages on the mathematics, science, or social studies assessments

## Accommodation - Text-to-Speech Passage (TTSPASSAGE)

- Available for ELA grades 6 & 7 only

This slide reviews what is included for TTS and for TTS Passage.

TTS is available in all content areas, and it will read questions and answer options. There are no reading passages on the mathematics, science, or social studies assessments.

TTS Passage for grades 6 and 7 ELA will read the passages as well as the question and answer options.

## Student Supports and Accommodations

Create a process to review which tools students are using in the classroom.

Is there a match between what is used in the classroom and what is available/allowable on the state tests?

Review the Supports & Accommodations Guidance Document.

It's important that you take time before testing to create a process that you will use to review which tools students are using in the classroom as a first step in thinking about supports and accommodations on the test.

Then, you should work with your team to determine if there is a match between what is used in the classroom and what is available on the M-STEP. Do not review the list of available designated supports and accommodations and then try to fit them to the student or students. Start with what happens in the classroom, then find what matches in the Supports and Accommodations Guidance.

You can find the Supports and Accommodations Guidance document on the M-STEP web page at [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep) under the Student Supports and Accommodations heading. There is some good information in there, including some template documents that will help you keep track of what you should – and should not! – be assigning for students. Make sure you take a look at this document.

## Assigning Student Supports and Accommodations

Before testing begins:

1. Meet with special education staff, educators to ensure you know all students who need any universal tools, designated supports or accommodations
2. Assign all appropriate universal tools, designated supports, or accommodations
3. Make sure all test administrators are aware of all universal tools, designated supports, and/or accommodations for all students in their test session(s)
4. Make sure test administrators have access to necessary materials for providing universal tools, designated supports and/or accommodations

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Before testing – which means now – you should meet with staff who are involved in student’s day to day instruction, including special education staff, to determine what students need during testing. Once you have this information – either using the template provided on the M-STEP web page or in another format that you have, then you should assign all of the universal tools, designated supports, or accommodations in the DRC INSIGHT Portal.

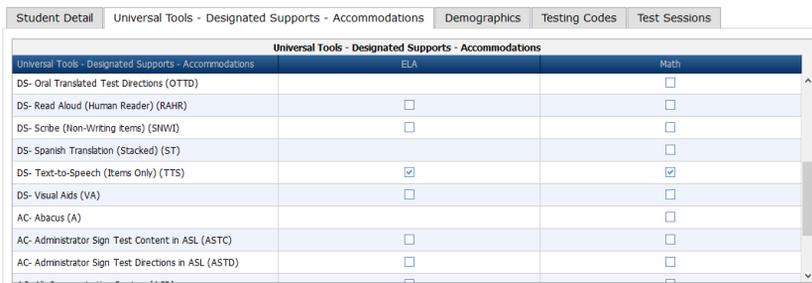
Once this is done, make sure that your test administrators are made aware of all supports and accommodations that students need in their test sessions. This is important because not every support or accommodation is necessarily delivered through the testing engine and if there are any issues with anything the students will be notifying their test administrator. Some schools use google sheets or other collaborative software to make sure that everyone’s aware of what is needed. Again, you can use this process or another process, but the important thing is that all test administrators know every support and accommodation that each student should or should not have in each test session. This is an important role of the Assessment Coordinator.

Then, once everyone knows everything they need to know, you’ll need to make sure

they have access to all of the materials to provide the supports and accommodations. This means things like headphones for TTS, or calculators for grade 6 or 7 students who are using a handheld calculator.

## Assigning Universal Tools, Designated Supports, and Accommodations in the DRC INSIGHT Portal

Users can see whether a tool is considered a Universal Tool (UT), Designated Support (DS), or Accommodation (AC) while assigning tools.



The screenshot shows a web interface with tabs for 'Student Detail', 'Universal Tools - Designated Supports - Accommodations', 'Demographics', 'Testing Codes', and 'Test Sessions'. The active tab is 'Universal Tools - Designated Supports - Accommodations'. Below the tabs is a table with columns for 'Universal Tools - Designated Supports - Accommodations', 'ELA', and 'Math'. The table lists various tools and supports with checkboxes indicating their assignment status for each subject.

Universal Tools - Designated Supports - Accommodations	ELA	Math
DS- Oral Translated Test Directions (OTTD)		<input type="checkbox"/>
DS- Read Aloud (Human Reader) (RAHR)	<input type="checkbox"/>	<input type="checkbox"/>
DS- Scribe (Non-Writing Items) (SNWI)	<input type="checkbox"/>	<input type="checkbox"/>
DS- Spanish Translation (Stacked) (ST)		<input type="checkbox"/>
DS- Text-to-Speech (Items Only) (TTS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DS- Visual Aids (VA)	<input type="checkbox"/>	<input type="checkbox"/>
AC- Abacus (A)		<input type="checkbox"/>
AC- Administrator Sign Test Content in ASL (ASTC)	<input type="checkbox"/>	<input type="checkbox"/>
AC- Administrator Sign Test Directions in ASL (ASTD)	<input type="checkbox"/>	<input type="checkbox"/>

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M-STEP Administration Training for Building and District Assessment Coordinators

Spring 2021



You assign students' universal tools, designated supports, and accommodations in the DRC INSIGHT Portal to ensure that students receive the appropriate supports during testing.

You can see whether a support is a universal tool – abbreviated UT, designated support – abbreviated DS, or accommodation – abbreviated AC – in the DRC INSIGHT Portal on the screen where you assign them. Make sure that you are working with educators to assign these appropriately. Also, you must assign all designated supports and accommodations before you print any test tickets – if test tickets are printed before you have assigned designated supports and accommodations, they will not be available on the student's test.

# Before Testing

Next, we are going to discuss the tasks that need to be done before testing. This is the bulk of the tasks that need to be done by Assessment Coordinators – getting everything set up and ready for the test administration. We'll go through each of these tasks one-by-one.

I will go over general information about each of these tasks, but in some cases I will refer you to training resources that are extant on the web pages or in other trainings.

## Test Schedules

Test Schedules are required and must be maintained for three years.

- Test Schedules must include:
  - District name
  - Building name
  - Building Assessment Coordinator's name
  - Date of assessment administration
  - Location of testing session (i.e., room number, classroom, etc)
  - Starting and ending time of testing session
  - Assessment/grade/content being administered for each testing session
  - Test Administrator(s) and proctor(s) for each testing session

Before testing begins, you're going to need to create your building or district testing schedule. These are required to be maintained for three years, and they must include the information included on this slide: district and building name, Building Assessment Coordinator's name, the date, location, and starting and ending time of the test administration, the assessment grade and content, and finally test administrator and proctor names for each testing session.

There's a template available in the Assessment Integrity Guide (AIG) on the M-STEP web page – again that's [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep) – under the **Current Assessment Administration** section. You are not required to use the template, you can create your own, but you need to have this information on it.

## Test Session Time Estimates: Grades 3-7



**Spring 2021 Estimated Test Session Timings Grades 3–7**

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00
Mathematics Computer Adaptive	1:30	1:30	1:30	2:00	2:00
Science Part 1	NA	NA	0:45	NA	NA
Science Part 2	NA	NA	0:45	NA	NA
Social Studies	NA	NA	0:60	NA	NA
<b>Estimated Total Hours</b>	<b>3:30</b>	<b>3:30</b>	<b>6:00</b>	<b>4:00</b>	<b>4:00</b>

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

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M-STEP Assessment Administration Updates

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Test session time estimates have not changed for M-STEP. You can see here the estimates for the time students spend testing – for your schedules you need to add in time for Test Administrators to read directions, for students to log in and for other administrative tasks. There are MDE recommendations for how to schedule in the M-STEP TAM.

Also remember that M-STEP is not a timed test. Students need to be provided adequate time for them to complete testing.

For ELA, student testing should take approximately two hours. Math, grades 3 through 5 is estimated for an hour and a half, and two hours in grades 6 and 7. and Science is estimated in 5<sup>th</sup> grade for 45 minutes per part. Finally 60 minutes is the estimate for social studies.

## Test Session Time Estimates: Grade 8

### Spring 2021 Estimated Test Session Timings Grade 8

Subject	Grade 8
PSAT 8/9 (ELA and Mathematics)	2:35
M-STEP Science Part 1	:45
M-STEP Science Part 2	:45
M-STEP Social Studies	:60
<b>Estimated Total Hours</b>	<b>5:05</b>

These estimates are for grade 8. Remember, unlike PSAT 8/9, the M-STEP is not a timed test. Students should be given the time they need to complete. Science is again estimated at 45 minutes for each part, and social studies for on hour.

## Test Session Time Estimates: Grade 11

### Spring 2021 MME Component Test Session Timings

Subject	Grade 11
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

Grade 11 has an estimate of an hour and a half for science and 30 minutes for social studies. You can also see the college entrance and work skills times here. Again, remember that M-STEP is not timed.

## OEAA Secure Site

- OEAA web-based application
- Pre-identify students for state assessments
- Print barcode labels for paper answer documents
- Order paper/pencil assessment materials
- Group students into online sessions
- Incident Reporting
- Accountable Students and Test Verification process
- Student test scores, downloadable data file and reports

We'll start with the OEAA Secure Site. This is a site that you will use quite frequently throughout testing. It's an OEAA web application that is used for many testing tasks, and a lot of those tasks are done before testing, but a few are during and after testing.

In the OEAA Secure Site, you will pre-identify your students for all state assessments, it's where you print barcode labels for paper/pencil answer documents – in case you were not able to pre-ID before the deadline for shipping of barcode labels. As a note, if you did have any students pre-ID'ed for paper/pencil testing before the Initial Material Order window, then you will get a blank sheet of labels that you can use to print your barcode labels from the Secure Site.

Which leads me to ordering paper/pencil assessment materials. Your Pre-ID list of students is what determines your Initial Material Order, unless you go in to select additional items at that time. If something changes after the Initial Material Order – you have a student who needs paper/pencil materials that you didn't previously plan on, or you have students enroll who need testing materials – then you can place an Additional Material order – according to the dates in the Important Dates documents. And you place all of these orders in the OEAA Secure Site.

Prior to February 23, you could group students into online sessions in the OEAA Secure Site and those were pulled into the DRC INSIGHT Portal. It's okay if you didn't get this done by February 23, you can still group students into online test sessions within the DRC INSIGHT Portal – that opened on March 5.

During testing, you report any testing irregularities for M-STEP in the OEAA Secure Site, and after testing you use the Secure Site for the accountable students and test verification processes, and you access student test scores, data files, and reports through the OEAA Secure Site.

## OEAA Secure Site

How do I get access to the OEAA Secure Site?

- Log into the OEAA Secure Site with your MEIS login and password and complete the Request Access page
- Instructions can be found at [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) using the “How do I get access to Secure Site?” link

So, as you can see, you’re going to need access to the OEAA Secure Site throughout testing.

If you don’t already have access, this slide tells you how to fix that. You log into the OEAA Secure Site using your MEIS login and password. That will bring up the Request Access page, which gives you direction for how to request access.

If you need detailed instructions or additional help, then the Secure Site training page can help you! Go to [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) and click right at the top the link “How do I get access to Secure Site?”.

## Pre-Identification of Students

- OEAA will Pre-ID students using the fall MSDS general collection (student count day data).
  - OEAA will NOT do additional pulls from MSDS for pre-identification of students.
- District/school are responsible for pre-identifying additional students directly on the OEAA Secure Site.
  - One student at a time through Student Search
  - Pre-ID File Upload
    - Pre-ID File Format and Template available on login page of the Secure Site before logging in
  - MSDS Copy Function on Secure Site
- More information about how to Pre-ID students is available on the OEAA Secure Site training page at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)

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The OEAA Pre-ID'd students based on your fall MSDS general collection – student count day – on January 6. There are no additional pulls for pre-ID that are done by MDE after that date – which means that any enrollment changes after your fall student count day needs to be inputted by you into the OEAA Secure Site.

Depending on the changes that you've had in enrollment (and the accuracy of the MSDS general collection data) for your school or district, you can Pre-ID students one at a time using the Student Search, or if you have a lot of students to add you can follow the Pre-ID file format and template to upload a lot of students. Or, if you are confident in the accuracy of the data in MSDS, you can use the MSDS copy function on the Secure Site.

There is a ton of step-by-step instructions available for each of these methods of pre-ID on the Secure Site training page – again, it's [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining). And I will suggest you may want to either memorize that web address or add it to your bookmarks in your browser – again, it's helpful for Pre-ID and for login information, but it has help documents for anything you need to do in the Secure Site.

# Pre-identification of Students

## Student Search

Students must have a UIC number in order to locate them in the Secure Site and assign to a test cycle. When searching for a student, the search will include student records from the Secure Site and from the Michigan Student Data System (MSDS). If a student is new to the state or new to the public school system and does not have a UIC number, they will not come up in the search and you will need to work with the student pupil accounting person to get a UIC number for the student.

[Page Instructions](#)

**Search Criteria**

\* Indicates required field

**Search by**

Student Information  
 UIC  
 Barcode

\* Student Last Name 

  
Student Birth Date  
MM/DD/YYYY 

\* Student First Name 

Student Middle Initial

**Search Results**

PRIMARY UIC	SECONDARY UICs	STUDENT NAME	BIRTH DATE	GENDER	ETHNICITY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Male	<input type="text"/>

Page size: 150 1 items in 1 pages

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This is a screenshot of the Student Search page – with obfuscated data on it. That first column lists the student’s UIC, and then where the arrow is is where the student name is. Then you can see birth date and gender.

As a note, you can search by student information (which is what is selected here, in the upper left), or by UIC or barcode. MDE does suggest that you use, or at least verify, the student UIC number. There are a lot of students who have the same or similar name, and even birth date isn’t always different among students in the whole state who have the same name. We do get a few incident reports each year where the wrong UIC student has been pre-ID’ed for testing and then they complete the test with the wrong UIC and it’s showing as Out of Level because they took a test that is in a different grade level than the actual student, or the student who was actually expected to test according to MSDS is listed as not tested because the student took the test under the wrong UIC. These are difficult to resolve because it’s a manual process to move student test data from one UIC to another and it is not something that is often done. So be sure that you Pre-ID the correct student with the correct UIC and you can avoid all of that.

# Pre-Identification of Students for State Assessments

## One Student at a Time/Student Search

### Student Summary

**Pre-ID Student (previously known as Add Test Cycle)** - before clicking the Pre-ID Student button to add a student to a state assessment, please ensure that you have the correct student.

[Page Instructions](#)

**Unassign** - students can be unassigned from a state assessment but this does not remove them from accountability. If a student is no longer attending a school, they need to be exited in MSDS.

**View Scores** - to view a new student's scores, an enrollment record must be submitted in MSDS first. This changes the schools to the primary educational providing entity (PEPE) for the student.

**District and School Contacts** - for a new student, select the assessment record for the previous school and click the District and School Contacts button to find the assessment coordinator information to contact to verify the assessments/contents that a student already completed.

**Student Demographics**

Student Name	Birth Date	Gender
Primary UIC	Secondary UIC(s)	Ethnicity
Address		

*Data not available*

**Current Assessments**

Pre-ID Student | Unassign | Reassign | District and School Contacts

SELECT	BARCODE	SCHOOL	GRADE	ASSESSMENT	CONTENT AREA	TEST MODE	STATUS
No records to display.							

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So, once you've found the student, and you know that you have the correct UIC, then you can select Pre-ID student. That is this screen that you see here.

# Pre-Identification of Students for State Assessments

## One Student at a Time/Student Search

**Student Demographics**

\* Indicates required field

\* Test Cycle: Spring 2019 M-STEP

\* ISD: [Dropdown]

\* District: [Dropdown]

\* School: [Dropdown]

\* Last Name: [Text Box]

\* First Name: [Text Box]

Middle Name: A [Text Box]

\* Gender: Female [Dropdown]

\* Birth Date: [Text Box]

\* Primary UIC: [Text Box]

UIC Status: Resolved

\* Ethnicity: White [Dropdown]

\* Grade: 07 [Dropdown]

Birth Order: 0 [Text Box]

Additional UICs: [Text Box]

Student Number: [Text Box]

Address: [Text Box]

City: [Text Box]

State: Michigan [Dropdown]

Zip Code: [Text Box]

**Other Student Information**

WIDA Tier (EL Students Only): Select a Tier [Dropdown]

Years of Schooling (EL Students Only): n/a [Dropdown]

Year First Entered USA School (EL Students Only): [Text Box]

Feeder School Code: [Text Box]

EL  FEL  SE  **HS**  MS  ED  HL  FC  MC

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You'll need to make sure that you Pre-ID to the correct test cycle, ISD, District, School and grade. Also, you can see the required information is listed here in red.

At the bottom of the screen you can see other student information – such as if the student is identified as EL, Former English Learner, Special Education, Homeschooled, Migrant, Economically Disadvantaged, Homeless, in Foster Care or Military Connected.

# Pre-Identification of Students for State Assessments One Student at a Time/Student Search

SELECT	CONTENT AREA	CONTENT AREA SELECTED	TEST MODE	INCLUDED IN ONLINE SESSION	ONLINE SESSION NAME	REPORTING CODE	RESEARCH CODE 1	RESEARCH CODE 2
<input type="checkbox"/>	English Language Arts	No	<input type="radio"/> Paper/Pencil <input type="radio"/> Online	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mathematics	No	<input type="radio"/> Paper/Pencil <input type="radio"/> Online	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



This is where you'll enter the test mode – that means paper/pencil or online, and you can also assign your reporting codes or research codes here.

# Pre-Identification of Students for State Assessments

## Pre-ID File

Welcome to the Secure Site

*\* Indicates required field*

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](#)

[forgot your login or password?](#)

**Pre-ID File Format**  
[Pre-ID File Upload Template](#) (modified 9/2018)  
[Pre-ID File Upload Layout](#) (modified 9/2018)

**Want to stay connected?**  
[Subscribe to Spotlight Listserv](#)

**Need administrator access to the Secure Site?**  
[Request District Administrator Access](#)  
[Request Nonpublic School Administrator Access](#)

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Next we will discuss pre-identification using the Pre-ID file upload.

On the login screen, you can download the pre-ID file upload template. This is important because you need to use this specific layout in order for your upload to work in the OEAA Secure Site, and you need to follow the codes and abbreviations that are listed in the template. I'll show you a part of the template on the next page.

# Pre-Identification of Students for State Assessments

## Pre-ID File Format

### Field Descriptions

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

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So this is just a section of the Pre-ID File Upload Template. You can see that it shows you the field length, the data type to be inputted, and then the field name and the specific information about how to complete each row. You can see, for example, the SDS Grade code must be inputted, and you input kindergarten as zero zero – not K, or just zero. You can also see the requirements for inputting the student last, first and middle name. And the specific codes used to identify student ethnicity.

Again, this is a part of the Pre-ID File Upload Template – if you are going to Pre-ID using this method, make sure that you follow the requirements listed here.



# Pre-Identification of Students for State Assessments MSDS Copy

## Pre-ID Students

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.

[Page Instructions](#)

The screenshot shows a web form titled "Pre-ID Students". At the top left, there is a note: "\* Indicates required field". Below this, the "Pre-ID Method" section has two radio buttons: "MSDS Copy" (which is selected) and "File Upload". To the right of this section are four dropdown menus, each with a blue question mark icon: "ISD Enrollment in MSDS" (with "Select an ISD" below it), "District Enrollment in MSDS" (with "Select a District" below it), "School Enrollment in MSDS" (with "Select a School" below it), and "Grade Enrollment in MSDS" (with "Select a Grade" below it). Below these are two more sections: "Special Education (SE) in MSDS" and "English Learner (EL) in MSDS", each with three radio buttons: "All" (selected), "Yes", and "No". A blue "Search" button is located at the bottom right of the form area.

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This screen shows you the MSDS Copy process for pre-identifying students. You can see in the box under “Pre-ID Method” the MSDS Copy option has been selected.

It’s important that you use the information as submitted in MSDS in order for this to work, and in order to make sure that you have accurate reporting of results – both for the students who are expected to test for accountability calculations but also in order to view the student’s results.

# Pre-Identification of Students for State Assessments MSDS Copy

**Select Destination Information**

\* Indicates required field

\* Destination Test Cycle  
Select a Test Cycle

\* Destination Grade  
Select a Grade

\* Content Area

School  
Select a School

---

**Search Results**

Select All Unselect All

	SCHOOL	UIC	STUDENT NAME	BIRTH DATE	GENDER	AS OF DATE	GRADE
<input type="checkbox"/>					M	10/02/2019	03
<input type="checkbox"/>					M	10/02/2019	03
<input type="checkbox"/>					F	10/02/2019	03
<input type="checkbox"/>					M	12/11/2019	03

Back Submit

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Once you've inputted the information on the previous screen, you will view this screen (again obfuscated for privacy). You need to select the destination test cycle – that is the test cycle that you are pre-identifying the student to test in, then grade and content area.

# Pre-Identification of Students for State Assessments Mass Update Assessments

The screenshot displays a web application interface for 'Mass Update Assessments'. It is divided into two main sections: 'Search Criteria' and 'Search Results'.

**Search Criteria:** This section contains several filters:
 

- Test Cycle:** Spring 2020 M-STEP
- ISD:** Sample ISD
- District:** Sample District
- School:** Sample School
- Special Education (SE):** Radio buttons for All (selected), Yes, and No.
- Homeschooled (HS):** Radio buttons for All (selected), Yes, and No.
- Assigned:** Radio buttons for All (selected), Yes, and No.
- English Learner (EL):** Radio buttons for All (selected), Yes, and No.
- Grade:** A dropdown menu currently set to 'All'.

 Buttons for 'Search' and 'Reset' are located at the bottom right of this section.

**Search Results:** This section shows a table of results. A dropdown menu for 'Mass Update Type' is open, listing options such as 'Select Mass Update Type', 'Copy to Different Test Cycle', 'Reassign Assessment', 'Unassign Assessment', 'Content Areas Selected', 'Online or Paper/Pencil Test Mode', 'Reporting Code', 'Research Code 1', and 'Research Code 2'. The table below has columns for 'STUDENT NAME', 'UPC', 'BIRTH DATE', 'GRADE', 'CONTENT AREA SELECTED - TEST MODE', and 'REPORTING CODE'. The 'CONTENT AREA SELECTED - TEST MODE' column is further divided into ELA, MA, SC, and SS. The 'REPORTING CODE' column is also divided into ELA, MA, SC, and SS. The table shows three rows of data, all with '03' in the 'GRADE' column and 'Yes - ON' in the 'ELA' column under 'CONTENT AREA SELECTED - TEST MODE'.

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Here you can see the Mass Update Assessments screen. From here, you can change the testing mode – online or paper/pencil – you copy students from M-STEP to MI-Access (remember when you do this to remove the student from M-STEP for that content area!) and you can copy students from one component of MME to another component all done as groups of students, instead of individually.

I have a note about pre-identification of students for MI-Access. Each year MDE receives a few incident reports where a student has completed both the M-STEP and MI-Access assessment in the same content area. In order for this to occur, you have a student who sat down twice to take a test in the same content area – which is not something anyone wants to see happen.

One reason that this happens is that an Assessment Coordinator either forgets or is not aware that the student who is pre-identified to MI-Access has to be removed from M-STEP – this is not automatic. Make sure that you remove students from M-STEP who are taking MI-Access in that content area.

Another issue can happen if you haven't finalized your Pre-ID list before students are pulled into the DRC INSIGHT Portal – which this year happened on February 23. If you

have any students who are taking MI-Access in a content area that are still pre-ID'ed to M-STEP in that content area on February 23, then they will be pulled into the DRC INSIGHT Portal. And once a student is pulled into the DRC INSIGHT Portal they cannot be removed.

When this happens, if the student is listed in a test session, then there will be test tickets generated and printed when you print the test tickets. Once there is a printed test ticket, it is natural for the Test Administrator to administer the test, assuming that if a student has a test ticket then the student should test. One way that some schools have solved this potential problem is to create a test session that is called "Not Testing" – or something like that – where they can put those students so that there is no test ticket printed out and therefore no reason for the test to be taken. Remember – accountability calculations are made based on MSDS enrollment data, not what's in the DRC INSIGHT Portal, so it is not an issue if you have students who are in the DRC INSIGHT Portal as not testing.

If you need more information about how to use this screen, there are detailed step-by-step instructions available on the Secure Site Training Page – [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining).

## Pre-Identification of Students for State Assessments

### Pre-ID Student Report

- Once individual students are pre-identified for testing, they will be listed immediately on the pre-ID Student Report. The report will:
  - list the content area and mode of testing
  - list student demographics (updated from MSDS)
- Students can be unassigned from the assessment on the Pre-ID Report

The Pre-ID student report is available so that you can view students who are pre-identified for testing, including by grade and content area, mode of testing – that is, paper/pencil or online – and demographic information based on what exists in MSDS.

You can use this page to unassign students from an assessment, if you notice any errors in your Pre-ID list.

# Pre-Identification of Students for State Assessments

## Pre-ID Student Report

The screenshot shows the 'Pre-ID Student Report Search' page on the Secure Site. The page header includes the Michigan Department of Education logo and navigation tabs: Home, Admin, Security, Assessment Registration, Student Assessments, Reports, Accountability, and Renew Requests. The main content area is titled 'Pre-ID Student Report Search' and includes a 'Page Instructions' link. Below the title is a search criteria form with the following fields:

- Search Criteria:**
  - Search by:** Radio buttons for 'Test Cycle' (selected) and 'Test Period'.
  - Test Cycle:** A dropdown menu labeled 'Select a Test Cycle'.
  - ISD:** A dropdown menu labeled 'Select an ISD'.
  - District:** A dropdown menu labeled 'Select a District'.
  - School:** A dropdown menu labeled 'Select a School'.
  - Grade:** A dropdown menu labeled 'Select a Grade'.
  - Reporting Code:** A text input field.

At the bottom of the form are 'Search' and 'Reset' buttons. Below the form is a footer with links: MI.gov, Home, MDE Home, Assessment & Accountability, Contact, Change Profile, Log Out, Policies, EQA, Compliance, Secure Site Help, Educational Entry/Manage (EEM), and Copyright 2020 State of Michigan.

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Here is what the Pre-ID Student report looks like. Each column can be filtered so that you can look at this list based on any of the listed categories. You can also see the total count pre-ID'ed by content area and total according to test mode.

Remember you can unassign students from testing if you see them on this list but they should not be. This is another opportunity to verify that your students who are taking MI-Access in a content area are not also Pre-ID'ed for M-STEP. Search by Test Period and then select Spring 2021.

## Pre-Identification of Students for State Assessments

### Student Barcode Labels

- All paper/pencil answer documents must have a student barcode label
- If pre-identified by the posted deadline, their printed barcode labels will be provided by the vendor
- After the deadline, labels must be printed from the OEAA Secure Site

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Barcode labels are required for all paper/pencil answer documents. You have to have a student barcode label for each content area on each student's answer document.

If you pre-identified by February 17, then barcode labels will be printed and shipped with your Initial Material Order. If not, then you have to print them from the OEAA Secure Site.

# Pre-Identification of Students for State Assessments Student Barcode Labels

The screenshot shows the 'Secure Site' interface for the Michigan Department of Education. The main navigation bar includes 'Home', 'Admin', 'Security', 'Assessment Registration', 'Student Assessments', 'Reports', 'Accountability', and 'Review Requests'. The 'Barcode Labels' section is active, displaying a search form. The search criteria include: 'Test Cycle' (with 'Spring 2020 MI' selected), 'Last Name', 'Pre-Id Alter Date' (format MMDDYYYY), 'District', 'School', 'Student Name', 'UIC', and 'Grade'. The 'Testing Mode' options are 'All' (selected), 'Online', and 'Paper and Pencil'. A 'Search' button and a 'Reset' button are located at the bottom right of the form. The footer contains links for 'MI.gov', 'Home', 'MDE Home', 'Assessment & Accountability', 'Contact', 'Change Profile', 'Log Out', 'Policies', 'FOIA', 'Compliance', 'Secure Site Help', and 'Educational Entry Master (EEM)'. Copyright 2020 State of Michigan is noted at the bottom.

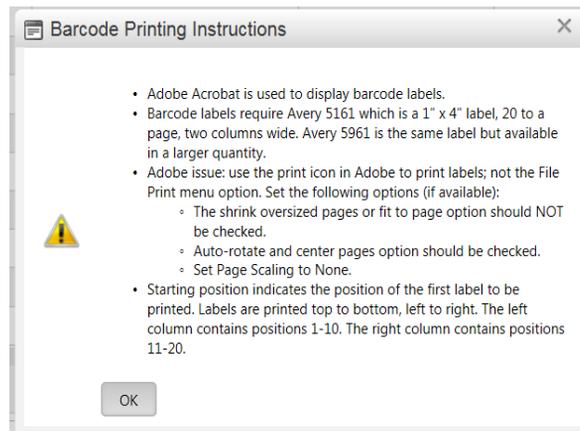
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To find barcode labels in the Secure Site, from this screen, you search by test cycle, ISD, district and school, and you can filter your results by student name, UIC, grade, or test mode – paper/pencil or online – to print barcode labels.

## Pre-Identification of Students for State Assessments Student Barcode Labels



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This note pops up on your screen when you select “Print Barcodes” on the lower left of the search results. There are specific labels and settings that are required when you are printing your barcodes, so make sure you read this so that your barcodes are printed correctly.

## Material Ordering

Initial Material Orders (IMO) are done through the OEAA Secure Site, based on pre-ID.

- IMOs are sent to the M-STEP Coordinator as listed in EEM
- Users can select the date for delivery: for example, the default delivery date for the first window is March 29 through 31, 2021. An alternate delivery date is available and can be selected for April 5-7, 2021.

Additional Material Orders (AMO) are also done through the OEAA Secure Site but are based on materials selected by the user after the IMO window has closed.

The dates for the IMO order window and AMO order window are posted in the M-STEP List of Important Dates document on the M-STEP web page ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

Initial Material Orders were done through the OEAA Secure Site and are based on your Pre-ID counts.

Additional materials orders will also be done in the OEAA Secure Site, these are available once the IMOs have arrived in schools. Dates for each testing window are available in the Important Dates documents.

Deliveries for AMOs are based on ordered materials.

# Initial Material Orders

This is the Initial Material Orders screen, or IMOs. You search by test cycle, and then you can select your shipping destination and your delivery dates for each window. The first date listed is the default date, but you can change that in case there's something happening in your district or building during that week.

The address listed is based on the address for the M-STEP Coordinator in EEM. Make sure you verify that this is correct so that your materials are sent to the correct place.

IMOs are automatically generated based on your Pre-ID count – this window has closed for Spring 2021, but you can view your order from this screen.

## Additional Material Orders

- Schools will have the opportunity to order additional paper/pencil materials once initial materials have arrived in the schools
- M-STEP will be ordered through the OEAA Secure Site
  - Grades 5, 8, and 11 - April 8 – May 18, 2021 at noon
  - Grades 3, 4, 6, and 7 - April 15 – June 1, 2021 at noon

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You can still place material orders if you have any need for additional materials. The windows for Additional Materials Orders are listed here – April 8 through May 18 at noon for grades 5, 8, and 11 and April 15 through June 1 for grades 3, 4, 6, and 7.

These dates are also listed in the Important Dates documents.

# Materials Delivered

All buildings for online and paper/pencil testing receive:

- **OEAA Security Compliance Forms**
- **Return Kit**
  - FedEx Air bills
  - Instructions for Materials Return
  - Scorable Labels
  - Special Handling Envelopes
- **Test Administrator’s Directions and Manual (according to Pre-ID test mode)**

Online Testing	Paper/Pencil Testing
<b>Graph Paper</b> – one per Pre-IDed student in grade 6 or 7	<b>Blank Labels</b> - for schools that have any students Pre-IDed for paper/pencil testing
	<b>Listening Scripts, CDs</b> – based on number of ELA test booklets ordered for paper/pencil testing only
	<b>Paper/Pencil Test Booklets/Answer Documents</b> – based on students Pre-IDed for paper/pencil testing or available as ordered
	<b>Pre-ID Labels</b> – per student Pre-IDed for paper/pencil testing; one for each content area tested

We are asked frequently what comes in the Initial Material Orders – which are based on Pre-ID count. So, here we go:

Everyone receives OEAA Security Compliance Forms, the Return Kit, which includes the FedEx Air bills, Instructions for materials return, scorable labels, and special handling envelopes, plus they receive the Test Administrator’s Directions and Manual – either online and/or paper/pencil, depending on their Pre-ID count. The Test Administrator’s Directions and Manuals are sent at a rate of one per twenty pre-ID’ed students.

Then, for schools that only have online testing in their Pre-ID count, if they have 6<sup>th</sup> or 7<sup>th</sup> grade students, they will also receive one graph paper per student.

For schools that have any student pre-ID’ed for paper/pencil testing, then they will receive blank labels that you can print barcodes on, if necessary, listening scripts and CDs, of course the test booklets and answer documents, and your printed Pre-ID labels, based on the students who were Pre-ID’ed to paper/pencil testing on or before February 17.

## Materials Inventory

### Inventory materials upon receipt

Use the packing slip included with each order to verify that all materials listed are included in your order

Secure materials must be returned to the scoring contractor. If any secure materials are not returned by the materials return deadline, MDE will contact the school to locate the missing materials. If the missing materials were not identified by the receiving school as missing during the inventory process when received, MDE will expect the school to locate missing materials.

Make sure that you inventory all of your secure materials when you receive them. Use the packing slip that's included in your delivery to verify that everything listed on the packing slip is included in your order.

If there are any secure materials that are required to be returned to the scoring contractor – such as listening scripts or CDs, accommodated versions of the test, test booklets, et cetera – that are not returned, you will be required to locate the missing materials. You cannot say at that point that you didn't receive them – you need to tell us that at the time of delivery.

If you do your inventory and there are any materials that are on your packing list that you did not receive, send us an email at [mde-oeaa@Michigan.gov](mailto:mde-oeaa@Michigan.gov) so that we can locate the missing secure materials

# Managing Secure Materials

Must be retained in one secure, locked location within the school

During testing, must be distributed and collected each day

## Online testing:

- Test rosters and tickets
- Used scratch paper and used graph paper

## Paper/pencil testing:

- Test Booklets
- Used Answer Documents
- First language (L1) glossaries
- Accommodated versions of the test
- Used scratch paper and used graph paper

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On our random visits to schools, management of secure materials comes up as an issue in some schools. So this slide is a reminder:

All secure materials must be retained in a secure, locked location within the school. This cannot be just in a locked office – like on the principal or Assessment Coordinator’s desk – because it’s possible that the office can be left unattended and the materials are not secure. They need to be locked in a cabinet or drawer when not in use.

Next, all secure materials must be distributed and collected each day.

Secure materials for online testing are test rosters and test tickets, and any used scratch or graph paper.

For paper/pencil testing, secure materials include test booklets, used answer documents, L1 glossaries, any accommodation version of the test, listening CDs or scripts, reader’s scripts, used scratch or graph paper – and more. Make sure you review the TAM if you have any questions about what are secure materials, look on page 63 for more information about materials and materials handling.

## DRC INSIGHT Portal

### Data Recognition Corp. (DRC) application

#### System used to manage online testing for M-STEP

- Online test sessions
- Assigning online designated supports and accommodations
- Printing/managing test tickets
- Monitoring student testing status

#### Access is granted through the OEAA Secure Site

- District, nonpublic school, and public school administrators need access
- Test Administrators do not need secure login to access tutorials, manuals, or other documents

The DRC INSIGHT Portal is the system used to manage online test sessions, assign designated supports and accommodations, to print and manage test tickets, and during testing to monitor student testing status.

Access to the DRC INSIGHT Portal is granted through the OEAA Secure Site, based on role assignment in the OEAA Secure Site. If you need help getting access to the DRC INSIGHT Portal, go to the Secure Site training page at [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) and select the document under Security called “How do I get Access to DRC INSIGHT Portal?”.

## DRC INSIGHT Portal

### Available for online test administration tasks March 5, 2021

- Students who were pre-identified and put into online test sessions in the OEAA Secure Site by February 23 were copied into the DRC INSIGHT Portal test sessions.
- Students can continue to be pre-identified in the OEAA Secure Site and will be copied into the DRC INSIGHT Portal three times a day.
- Students pre-identified after February 23 will need to be added to test sessions directly in the DRC INSIGHT Portal.

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The DRC INSIGHT Portal will become available for online test administration tasks beginning on March 5.

Students who were Pre-ID'ed and put into online test sessions in the OEAA Secure Site by February 23 will be copied into the DRC INSIGHT Portal and put into test sessions.

But you can still Pre-ID students in the OEAA Secure Site and these students will be copied into the DRC INSIGHT Portal three times a day. These students who are pre-ID'ed after February 23 will need to be added to test sessions in the DRC INSIGHT Portal.

## DRC INSIGHT Portal: Printing Test Tickets and Rosters

- Test tickets are printed from the Test Session screen in the DRC INSIGHT Portal.
- Log in to the DRC INSIGHT Portal, 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.

Session	Entity	Grade	Assessment
001	001	001	001
002	002	002	002
003	003	003	003

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Once your Pre-ID is done, test sessions are set up, AND you have assigned all universal tools, designated supports, and accommodations, then you can print your test tickets. A quick reminder – you have to assign universal tools, designated supports, and accommodations before test tickets are generated. If you print your test tickets and then add a support afterwards, the support won't be available when the student logs in to test.

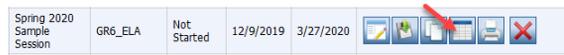
To print your test tickets, log into the DRC INSIGHT Portal, select Test Management, and then go to Manage Test Sessions.

Complete the Administration, entity information, grade, and content area and select Show Sessions.

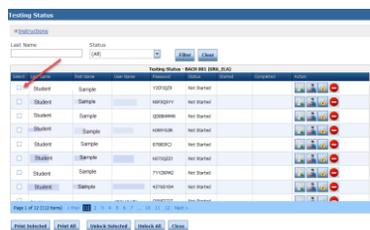
This will bring back all of the test sessions according to your filtered results. You can select test session test tickets to print, or you can select Print All Tickets to print all of the test tickets for the filtered results shown.

## DRC INSIGHT Portal: Printing Individual Test Tickets

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



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



Test tickets can also be printed individually. You select the Edit/Print icon shown in the first image, and then select the student or students whose test ticket you are printing, then select “Print Selected”

# DRC INSIGHT Portal Assessment Coordinator Training

## DRC INSIGHT

General Information Documents Test Tutorials

### Documents

# Instructions

Administration (All) Document Type Mini-Modules Audience (All)

Show Documents

Drag a column header here to group by that column

Documents						
Audience	Document Type	Title	Description	Date	Action	
District/Building Coordinator	Mini-Modules	How to Access Documents on the DRC INSIGHT Portal	A minimodule on how to access documents on the DRC INSIGHT Portal - Revised 8/23/19	8/23/2019		
District/Building Coordinator	Mini-Modules	How to Access the OTTs	Link to a mini-module on how to access the OTTs for student training	9/9/2019		
District/Building Coordinator	Mini-Modules	How to Assign and Mass-Assign Student Supports and Accommodations	A minimodule on adding, editing, and mass-assigning universal tools, designated supports, and accommodations for students - Revised 8/23/19	8/23/2019		
District/Building Coordinator	Mini-Modules	How to Create Test Sessions and Print Test Tickets	A minimodule on how to create test sessions and print test tickets - Revised 8/23/19	8/23/2019		
District/Building Coordinator	Mini-Modules	How to Enter Student Responses in the MI-Access Online Answer Document	A minimodule on how to enter student responses in an online answer document for MI-Access Supported Independence and Participation	2/25/2019		
District/Building Coordinator	Mini-Modules	How to Find Student Testing Status	A minimodule on how to find student testing status - Revised June 2019	6/27/2019		
District/Building Coordinator	Mini-Modules	How to Search for Students	A minimodule on how to search for students - Revised August 2019	8/26/2019		

There are mini-modules, each no longer than five minutes, that explain in detail how to do each function in the DRC INSIGHT Portal. Once you are logged in, go to General Information, then select the Documents tab, and filter on mini-modules and select Show Documents.

## DRC INSIGHT Portal: Student Preparation

Student Tutorials are available in DRC INSIGHT Portal

OTTs can be accessed through the INSIGHT Testing Engine or by the link on the M-STEP web page using a Chrome browser

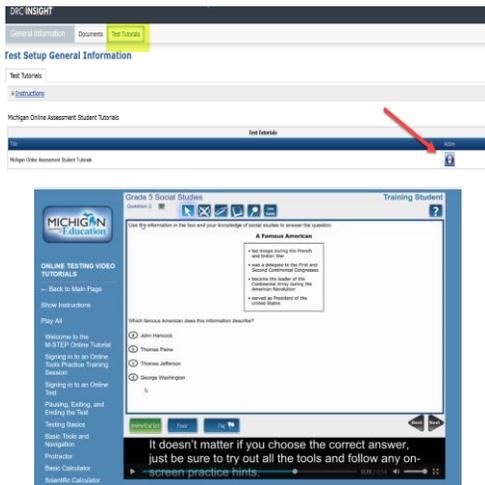


It is important that students are aware of how the items on the test work, and the tools that are available to them before testing day. This ensures that students can focus on the content – and not the testing engine – on testing day.

There are student tutorials and online tools training – or OTTs – that should be used. You can launch INSIGHT, and the tutorials are the yellow link at the bottom, and you can see the OTTs listed under each assessment logo.

You can also access them from the M-STEP web page, as long as you use a Chrome browser. Go to the Parent/Student Information section, and select the link “Online Practice for M-STEP ELA, Math, Science and Social Studies”. The page that opens has a link to the OTTs on the top portion of the page.

# DRC INSIGHT: Student Tutorials



## MDE recommendation:

- View tutorials with students
- Model use of OTTs
- Provide students opportunity to practice OTTs on the device the students will use during testing

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To prepare Online students for testing, MDE recommends that a teacher view the tutorials with students as a class and then models the use of OTTs. Once students are familiar with this, then they should have an opportunity to practice with the OTTs on the device that they will use during testing.

The image here shows you what the tutorials look like. They're each a short video that focuses on one thing in the test. They use a child voice, and there is closed captioning on each tutorial.

# Scratch Paper

## Scratch Paper Policy

- Universal Tool
- Graph Paper – required for grades 6 and 7 mathematics; optional for grades 3 – 5
- Secure Material – be sure to collect after testing

Here is a reminder about the scratch paper and calculator policies. The full policies are available on the M-STEP web page, in the Test Administration Manual, and in the Test Administrator’s Directions and Manual documents.

For scratch paper, it is available as a universal tool. On the mathematics test, graph paper is required for grades 6 and 7 and optional for grades 3 through 5.

Don’t forget that used scratch paper is a secure material. Be sure to collect after testing for secure destruction.

# Calculator Policy

## Calculator Policy

- Grades 3, 4, and 5: NO Calculators are allowed for any students – including students with accommodations for mathematics. Basic calculators are allowed for grade 5 science test on all parts/items.
- Grades 6 and 7: NO Calculators for any students on part 1 of the paper/pencil mathematics assessment
- Online: Calculators are embedded into the mathematics assessment and are available on items when a calculator is allowed. Handheld calculators are available as an accommodation only for students with documented Individualized Education Program (IEP) or 504 plans.
- Grades 8 and 11: Scientific Calculators are allowed on all parts/items of the science assessment

I discussed the calculator policy at the beginning of this presentation. But, again, you can find this on the M-STEP web page, in the TAM, and in the Test Administrator's directions and Manuals documents.

And, again, there are no changes in the calculator policy for mathematics. The update was to allow a basic calculator for grade 5 science and a scientific calculator for grades 8 and 11 science.

# Stay Informed!

## Spotlight

on Student Assessment and Accountability



### What's New

Week of March 4, 2021

- Statewide Assessment Waiver Request Update
- Return to Learn Local Benchmark Assessment Collection Now Available
- WIDA and Spring 2021 Summative Assessments Must Be Administered in Person
- MI Access Test Administration Manuals Now Available
- DRC Online Trainings for District and Building Coordinators - Recordings Available
- Who Takes the M-STEP Mathematics in Spanish?
- M-STEP Supports and Accommodations Office Hours
- Spring 2021 Michigan Educational Research Association (MERA) Virtual Conference

#### Statewide Assessment Waiver Request Update

Please refer to this Michigan Department of Education (MDE) [press release](#) that details recent communication from the U.S. Department of Education (USED). This communication does not provide for any change to MDE plans for testing at this time. It simply states that USED is open to receiving waiver requests for accountability and assessment from states. MDE is still waiting for a response to our waiver request that was submitted in January. Until USED responds directly to Michigan's request, schools/districts are to continue to administer WIDA assessments and prepare for other spring testing. Remember, MDE would need flexibility from both federal and state requirements to change testing plans.

#### Return to Learn Local Benchmark Assessment Collection Now Available

[Public Act 183 of 2020](#) requires all districts to administer benchmark assessments to all students in grades K-8. If a district chooses to provide either benchmark assessments with progress monitoring tools or local benchmark assessments, the district must report to the Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI):

- the benchmark assessment(s) administered
  - how that assessment measure change
  - the district's plan for addressing any losses in learning
- If a district uses multiple local assessments for different grade spans, each assessment and the grade served must be reported.

*(Continued on next page)*

Sign up for the Spotlight!

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

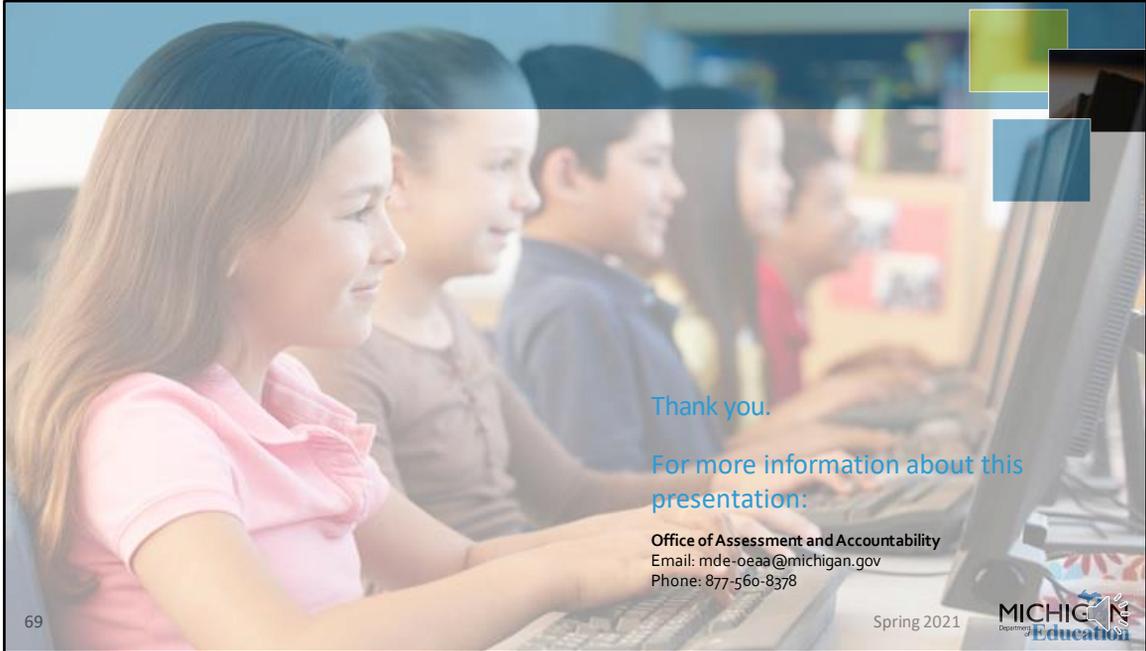
CR Center / ACT WorkKeys / Important Dates / Contacts

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Are you signed up for the Spotlight? It's our weekly newsletter that includes all of the important information that you need to know throughout the year. It comes out on Thursday afternoon.

If you're not signed up yet, go to [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep), scroll down until you see the Spotlight logo, click it, and you can sign up there!



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Thanks for joining me for this first chapter of the 2021 M-STEP Administration Training! You can see our contact information here if you have any questions - email [mde-oeaa@Michigan.gov](mailto:mde-oeaa@Michigan.gov) or call 877-560-8378 and follow the prompts.

Also, if you have ideas, suggestions, or ways that you manage your test administration tasks that you think other schools might find helpful, send us an email! We include those in Spotlight articles, and all of the Helpful Hints that you see in the TAM came from tips from folks from the field. Let us know what's working for you!

Make sure that you join me for chapter 2 of this training where we will discuss the tasks that need to be done during testing!