

Please see **5 IMPORTANT ANNOUNCEMENTS** below regarding: 1) Students Not Tested for Fall 2012 Assessments Closes Thursday, December 20 at 11:59 p.m., 2) Science and Social Studies Interim Assessments Review Committee Members Needed, 3) Reminder: Spring 2013 EXPLORE-PLAN Pilot Orders Due Friday, December 21, 2012, 4) MME Test Administration Training for Previously Trained Staff, and 5) Reminder: Michigan's New K-12 Online Interim Assessments-Informational Webinar Scheduled Monday, December 17, 2012 2:00-3:00 p.m.

1) Students Not Tested for Fall 2012 Assessments Closes Thursday, December 20, 2012 At 11:59pm

Purpose of Students Not Tested

During the Students Not Tested window, schools provide a reason for why a student was not assessed in Fall 2012 using the MEAP, MEAP-Access, or MI-Access in one or more content areas. This information is used to meet federal reporting requirements and calculate accountability. This process must be completed for all subject areas.

How to Complete Students Not Tested

It is very important for schools to provide a reason for why any student was not assessed in Fall 2012. The Students Not Tested screen on the BAA Secure Site (www.michigan.gov/baa-secure) will display a list of students that BAA has identified as enrolled in the school during the Fall 2012 assessment window (using the Michigan Student Data System). A red "N" will display for a content area in which a student should have been assessed and was not (based on the student's grade level). Where a red "N" is displayed, a reason for why the student did not test needs to be submitted. The Students Not Tested page will remain open until **Thursday, December 20, 2012 at 11:59 p.m.**

Not all reasons listed in the drop down menu are valid exemption reasons for accountability purposes. When a *Not Tested* reason is selected that is not a valid accountability exemption, a message will display informing the user. Selections from the drop down menu which may be a valid exemption reason are automatically submitted electronically to BAA for review. You can check the status of submitted issues on the "Not Tested Issues" screen. **After *Not Tested* issues are submitted, please check back periodically, as BAA may have requested additional information. If additional information is requested, this information is required before the submitted issue can be processed.** Student demographics (including unique identification codes), entry/exit dates, and Primary Education Providing Entity (PEPE) issues are no longer appealable (after 12/4/12) and cannot be corrected during the Students Not Tested window.

Instructions for the "Students Not Tested" page can be found in the BAA Secure Site User Manual (<https://baa.state.mi.us/meap/Help/BAA%20secure%20website%20Manual.pdf>).

Assessment Participation Summary Report

Once *Not Tested* reasons have been selected for all students and all exemptions for math and reading have been reviewed and processed by BAA, schools can get an Assessment Participation Summary Report by clicking on the REPORT button on the Students Not Tested screen. This will give the school an accurate reporting of participation for accountability purposes.

2) Science and Social Studies Interim Assessments Review Committee Members Needed

The Bureau of Assessment and Accountability (BAA) is actively recruiting item review committee members for the new online Science and Social Studies Interim Assessments, in grades 3-8. The review committees for grades 3-8 Science and Social Studies Interim Assessments are scheduled to convene in January. If you are interested in applying to become an interim assessment item review committee member, please follow complete the online application at <http://www.cvent.com/d/pcq0t9>.

In addition, BAA is also recruiting item reviewers for K-2 English Language Arts and Mathematics (reviews to occur in June 2013), and is continuing to recruit for High School Science and Social Studies Interim item review committee members. Please use the link above to apply for these opportunities as well.

There are also ongoing opportunities for educators to be involved in the development of other statewide assessments including the Michigan Education Assessment of Program (MEAP), MEAP-Access, MI-Access, and the Michigan Merit Examination (MME). Again, please use the link above to complete the online application. There is no application deadline for these ongoing Michigan assessment development opportunities.

3) Reminder: Spring 2013 EXPLORE-PLAN Pilot Orders Due Friday, December 21, 2012

All orders for the Spring 2013 EXPLORE-PLAN Pilot are due by **Friday, December 21, 2012**. Any orders placed after this date will not be considered part of the pilot and will be the financial responsibility of the district placing the order. The District Participation Agreement is now part of the online ordering process. Instructions on ordering, frequently asked questions, and a checklist of critical dates can be found on the main BAA webpage at www.michigan.gov/baa.

4) MME Test Administration Training for Previously Trained Staff

The Michigan Merit Examination (MME) administration is right around the corner. This webcast is made available for those individuals that have completed the MME training for a previous administration but need updated information about what's new for the 2012-13 testing year. Included in the webcast are important dates for the upcoming year and reminders of the more critical guidelines for a successful administration. This webcast lasts less than 30 minutes but contains a great deal of helpful information for Test Supervisors, Backup Test Supervisors and Test Accommodations Coordinators. The webcast will be available at www.act.org/aap/michigan/trained.html.

**5) Reminder: Michigan's New K-12 Online Interim Assessments–
Informational Webinar Scheduled Monday, December 17, 2012
2:00–3:00 pm EST**

Interim assessments have the potential to provide instructional data to educators. The **Michigan Interim Assessment Program** is a new program from the Bureau of Assessment & Accountability and is part of a comprehensive balanced assessment program. This webinar will introduce the interim assessment development plan with a focus on grade levels and content areas not included as part of the Smarter Balanced Assessment Consortium interim plans. The Michigan interim assessments are optional and will be available for online administration. How might this new assessment fit into your building or district assessment program? How might the data provide information to assist in making instructional decisions? How might your school or district help in the interim assessment development?

Webinar Details:

Monday, December 17, 2012

2:00 p.m. – 3:00 p.m. EST

www.webmeeting.att.com

Meeting Number: 8773361831

Code: 8744425

For audio dial: 877.336.1831

Access Code: 8744425

If you are unable to join the live session, it will be recorded and archived on the BAA Interim Assessment page: www.michigan.gov/interimassessments. The PowerPoint presentation to be used is currently posted on the Interim Assessment page.

Questions?

Please email us at baa@michigan.gov or call 877-560-8378 and select the appropriate menu option.