



  Administrator and
 Assessment Coordinator

PRIMER





Table of Contents

Assessments	3	ACT WorkKeys Reports	12
Accountability	4	MME and High School Documents and Available Resources:	12
Reporting	5	Parent Resources	12
Acronyms	5	MI-Access:	13
Initial To-Do List	6	Michigan’s Alternate Assessment	13
People to Know in Your District	7	Acronyms	13
Designated Supports and Accommodations	8	Documents and Resources	13
Resources	8	Resources for Communicating with Educators and Parents	13
Contact Information	8	Some common MI-Access administration pitfalls are:	14
M-STEP	9	Which Assessments Do Students Take?	14
Acronyms	9	When Do Students Take MI-Access?	14
Documents and Resources	9	Early Literacy and Mathematics	14
Designated Supports and Accommodations	10	Acronyms	14
Resources for Communicating with Parents	10	Documents and Resources	15
MME and High School	10	Designated Supports and Accommodations	15
MME/High School Assessment - Common Pitfalls	10	Resources for Communicating with Parents	15
PSAT 8/9 and PSAT 10	11		
Locating Scores and Reports for the HS assessments other than M-STEP and MI-Access	11		



Congratulations on your new role as an Administrator and/or Assessment Coordinator! This Assessment Coordinator Welcome Kit is designed to give you basic information about Michigan’s summative assessments as well as direct you to the many resources available to help you navigate through your first year as a new Administrator or Assessment Coordinator.

Assessments

The Michigan Department of Education provides schools with benchmark, screening, and summative assessments for all students in grades K-12. These assessments are:

- **M-STEP:** Michigan Student Test of Educational Progress is Michigan’s 21st century test given primarily online each spring to grades 3-8 in English language arts and mathematics, and grades 5, 8, and 11 in science and social studies. The M-STEP is based on Michigan’s academic standards and measures what students know and are able to do according to these standards.
- **PSAT 8/9:** Given to Michigan 9th graders to assist the students and their teachers in determining what skills students need to focus on to be ready for college upon high school graduation.
- **PSAT 10:** Given to Michigan students in grade 10 to spotlight improvement from grade 9 and personalize instruction through Kahn Academy. Both the PSAT 8/9 and PSAT 10 test the same skills and knowledge as the SAT.
- **MME:** The Michigan Merit Examination (MME) includes three components:
 - ❑ SAT with Essay college readiness assessment
 - ❑ ACT WorkKeys work skills assessment
 - ❑ Michigan Student Test of Educational Progress (M-STEP) in science and social studies
- **MI-Access:** Michigan’s alternative assessment system, which is designed for students who have, or function as if they have, cognitive impairments, and whose IEP team has determined that general assessments, even with accommodations, are not appropriate. The spring assessments for grades 3-8, and 11 cover English language arts and mathematics, grades 4, 7, and 11 for science, and grades 5, 8, and 11 for Social studies (FI).
- **Early Literacy and Mathematics (K-2):** Michigan’s new state Early Literacy and Mathematics Benchmark Assessments provide educators throughout the state with essential information to guide student learning in grades K–2. In the fall, testing provides a baseline measure of what students will learn throughout the school year. In the spring, data demonstrates what students learned through the school year in English language arts (ELA) and mathematics.
- **WIDA:** English Learner assessments:
 - ❑ **W-APT:** WIDA ACCESS Placement Test, this is the required assessment used for identifying and placing students into English Language (EL) services



- ❑ **WIDA ACCESS for ELLs 2.0:** This is the federally required yearly summative assessment used to evaluate an English Learners’ progress towards acquiring English language proficiency
- ❑ **WIDA Alternate ACCESS for ELLs:** This is the federally required yearly summative assessment used to evaluate ELs’, who are also students with disabilities, progress towards acquiring English language proficiency

Please note: For more information related to the WIDA Assessments, please visit the [Michigan WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida). A WIDA specific primer is also available.

Accountability

In the State of Michigan, student participation rates and performance results from statewide assessment programs such as M-STEP, MI-ACCESS, WIDA, and SAT with Essay are utilized to report on school accountability. The results are used to produce school report cards for parents and communities and to identify schools in need of increased supports. School accountability reports combine student assessment results with student enrollment and demographic data reported in Michigan’s student data collection system, the Michigan Student Data System (MSDS).

Following the assessment administration window for each test, data review and verification windows are provided in the Secure Site to help you review, verify, and correct information before it is finalized in your school’s accountability reports. Please know that the verification windows are the only time when your student enrollment and demographic information, test participation, and answer documents can be reviewed and, if there are any issues, corrected. Once accountability reports are released, there are no further appeals or corrections allowed. The review and verification processes occur during the following windows provided in the Secure Site:

- Verification of Enrollment and Demographics
- Verification of Answer Documents
- Verification of Not Tested

To help you and your MSDS pupil accountant better understand the data elements in the MSDS and their connection to the verification windows in the Secure Site, the accountability office at MDE offers an annual guide: [Best Practices, MSDS Reporting Guide for Trouble Free Accountability Data](#) which can be found on the [Accountability web page](http://www.michigan.gov/baa-accountability) (www.michigan.gov/baa-accountability).

Additionally, the graphic on the bottom of the page represents the order of assessment, accountability, and MSDS events that take place each year leading up to the release of assessment and accountability reports.





Reporting

It's likely that you will be asked how to view test administration results. Reports and data files for most assessments are available through the Secure Site. Student Data Files for all assessments listed earlier (except WAPT) and reports for everything except WIDA and PSAT. Once you have access to the Secure Site, log in to your account and select Reports.

Documents are also available to help you learn more about accessing and viewing the reports:

- **How to Access and Navigate Michigan's Dynamic Score Reporting Site** – A guide for accessing and navigating score reports for M-STEP, MME, MI-Access, and Early Literacy and Mathematics – available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under **Reporting**.
- **Guide to Reports** – Provides detailed information about each report. There is one available for each assessment on the assessment web page.

The [MI School Data web page](http://www.mischooldata.org) (www.mischooldata.org) also offers information about student assessment results. Further information about gaining access to specific assessment administrations is available on the assessment-specific pages.

Acronyms

The world of education loves acronyms! Below is a list of frequently used acronyms that you will see in your work as an Assessment Coordinator:

CEPI: Center for Educational Performance Indicators

DESSS: Division of Educator, Student, and School Supports

DRC: Data Recognition Corporation

eDIRECT: Online test management tool

EEM: Educational Entity Master

INSIGHT: DRC's Online Testing Environment

MEIS: Michigan Education Information System

MI-Access: Michigan Alternate Assessment

MME: Michigan Merit Exam: the 11th grade tests including ACT Work Keys, SAT, and M-STEP MSDS: Michigan Student Data System

M-STEP: Michigan Student Test of Educational Progress

OEA: Office of Educational Assessment and Accountability

TAM: Test Administration Manual

TSM: Test Site Manager

SAT: College Entrance Exam

WIDA: English Learner assessments

WIDA AMS: Online Test management site for WIDA Assessments



Initial To-Do List

STEP 1 – Educational Entity Master (EEM)

Updated

The Center for Educational Performance Indicators (CEPI) manages a statewide database of school and district information. This includes addresses, phone numbers, grade levels serviced, and much more. The site also includes various types of contact names and information. The OEAA uses these contact types to communicate with the district and school. Please work with your district's authorized user to make sure contact names and information is updated in the EEM.

You can review your district's current users and roles on the Secure Site on the District and School Contacts page under the Assessment Registration tab.

The EEM can only be updated by the authorized district user. If you have trouble identifying the authorized district user, you can contact CEPI at cepi@michigan.gov.

STEP 2 – Sign up for the Spotlight on Student Assessment and Accountability

If you are not currently receiving the weekly Spotlight on Student Assessment and Accountability that comes out each Thursday, you can sign up to receive email updates and view the current and past Spotlight communications on the [Spotlight Newsletter web page](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight).

STEP 3 – Access to Secure Site

Staff involved in testing will need access to the [Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) to assist with some testing functions and it is important that they have the access they need to the Secure Site. The Secure Site is used for:

- Managing users
- Pre-identification of Students
- Creating online testing sessions
- Order materials including accommodated materials
- Submitting a WIDA Test Exception
- Printing barcode labels for answer documents (except WIDA)
- Submitting Incident Reports
- Verifying Account Students
- Verifying Answer Documents Received
- Reporting Not Tested Reasons
- Viewing Score Reports
- Viewing and appealing school Scorecards
- Verify District and School Contacts
- Verify School Establishment for PSAT, 8/9, PSAT 10, SAT and WorkKeys

Before requesting Secure Site access, a user must have a MEIS account. If you do not have a MEIS account or you do not remember your



MEIS login and password, you can go to the [MEIS login page](https://mdoe.state.mi.us/meis/Login.aspx) (https://mdoe.state.mi.us/meis/Login.aspx) to create one or retrieve your information.

You can find instructions and documentation for the Secure Site on the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining).

STEP 4 – eDIRECT Access

eDIRECT is the online management tool that schools use to manage the M-STEP, MI-Access, and Early Literacy and Mathematics online assessments. eDIRECT is used to manage test sessions, assign accommodations, print test tickets, monitor testing progress, download the Testing Site Manager (TSM), and download INSIGHT (student testing software).

Access to eDIRECT is set up based on the user role assigned in the Secure Site. You can find the specific roles needed in order to access eDIRECT on the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining) in the **Security** section. You will receive an email from DRC with their eDIRECT login and password.

STEP 5 – Assessment Integrity Guide

Review the Assessment Integrity Guide for important information and requirements for test security. The Assessment Integrity Guide is a document that outlines the expected professional and ethical conduct surrounding the administration of all assessment programs administered by the Michigan Department of Education. This document explains in detail the prevention, detection, follow-up, and resolution

of testing irregularities and misadministration, as well as the rationale for test security and compliance. All personnel responsible for the administration of state summative assessment programs are required to review the guide. The [Assessment Integrity Guide](#) is located on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) and [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) web pages in the **Current Administration Information** section.

Step 6 – Review Resources


As a new Assessment Coordinator, there will be questions and challenges that may arise. Be sure to review the many available resources:

- Test Administration Manuals
- Assessment Integrity Guide
- Guide to State Assessments
- Assessment Specific pages in this guide

People to Know in Your District

Michigan Student Data System (MSDS): This person is responsible for entering student information into the Student Information System and ensuring that student information is correctly uploaded to MSDS. This is usually, but not always, the district pupil accounting person.

EEM: This person is responsible for updating the district and school information in the EEM. This



is done at a district level and is usually, but not always, the district pupil accounting person.

Special Education Director: This person is responsible for implementation of programs, IEPs, and services according to the Michigan Administration rules for Special Education within a school/district.

District Assessment Coordinator: This person oversees all state assessments for the district and is a good initial contact with questions and problems regarding state testing.

Technology Coordinator: This person is responsible for overseeing numerous tasks related to the online testing and for working with the District Assessment Coordinator to ensure that all computer workstations and devices are operating properly and prepared for testing.

Designated Supports and Accommodations

Supports are sorted into three categories:

Universal Tools –available to all students

Designated Supports – supports designated by a teacher or administrator who works with the student

Accommodations –supports that require designation by an Individualized Education Program (IEP) or Section 504 plan

Be sure to review and understand these supports and accommodations and the appropriate use of

each during test administration; these supports are restricted and appropriate use is defined in the assessment specific Supports and Accommodations Table and TAM found on each corresponding web page.

Resources

- Assessment websites
 - ❑ [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
 - ❑ [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)
 - ❑ [Early Literacy and Mathematics Benchmark](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)
 - ❑ [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
 - ❑ [WIDA](http://www.michigan.gov/wida) (www.michigan.gov/wida)
 - ❑ [Accountability](http://www.michigan.gov/baa-accountability) (www.michigan.gov/baa-accountability)
- [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining)
- [Assessment Integrity Guide](http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf) (http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf)

Contact Information

- Email: mde-oeaa@michigan.gov
- Phone: 877-560-8378, select Option 3

M-STEP

Acronyms

- CAT:** Computer Adaptive Test
- OTT:** Online Tools Trainings
- ED:** Economically Disadvantaged
- SE:** Special Education
- LEP:** Limited English Proficient
- MS:** Migrant Status
- SS:** Scale Score
- SSSE:** Scale Score Standard Error
- PL:** Performance Level
- SGP:** Student Growth Percentile
- EL:** English Learner
- FEL:** Former English Learner
- MOE:** Margin of Error
- SWD:** Students with Disabilities
- AED:** All Except students with Disabilities

Documents and Resources

A variety of resources are available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)

- **M-STEP Test Administration Manual (TAM)** – provides detailed information on test administration, M-STEP assessments, M-STEP administration rules and guidelines, and roles

and responsibilities of building- and district-level assessment coordinators. (updated annually)

- **M-STEP Checklist of Important Dates** – a checklist of important tasks for assessment coordinators (when available)
- **M-STEP Guide to Reports** – provides detailed information about item types and scoring, performance level ranges, and each report in the Dynamic Score Reporting System.
- **Supports and Accommodations Table** – a table that defines the universal tools, designated supports, and accommodations allowable for M-STEP, and their use.
- **Assessment Integrity Guide** – details Michigan Standards for Professional and Ethical Conduct in Test Administration and Reporting
- **Secure Site Training Documentation and Videos** – on-demand training opportunities for Secure Site users

There are also many resources available on DRC's [eDIRECT website](https://mi.drccedirect.com) (<https://mi.drccedirect.com>). By selecting **All Applications** → **General Information**, users can view test tutorials and training documents, including:

- **eDIRECT User Guide** – discusses eDIRECT, including how to access and log on, common menu functions, test setup, and how to check student testing status.
- **DRC INSIGHT Technology User Guide** – describes system requirements for DRC INSIGHT and the Testing Site Manager (TSM)



Designated Supports and Accommodations

The [Supports and Accommodations Table](#) is available on the [M-STEP web page](#) (www.michigan.gov/mstep). Information regarding supports and accommodations on the M-STEP is also available in the Test Administration Manual (TAM).

Resources for Communicating with Parents

- **M-STEP Communications Tool-Kit** – available on the [M-STEP web page](#) (www.michigan.gov/mstep) Offers hand-outs describing the test, test results, press releases, and much more.
- **M-STEP Parent Report Video** – available on the [M-STEP web page](#) (www.michigan.gov/mstep). This video provides an easy to understand summary of the M-STEP and explains how to read and interpret student scores within the M-STEP.
- **M-STEP – How to Read Your Child’s Score Report for Grades 3-8** – parent information that is available on the [M-STEP web page](#) (www.michigan.gov/mstep)
- **Parent Engagement and Information Tool Kit** – available on the [M-STEP web page](#) (www.michigan.gov/mstep). Provides parent engagement tools and resources for parents and schools.
- **Parent Dashboard Resources** – Information and tools on the Parent Dashboard for School Transparency (www.michigan.gov/mde/0,4615,7-140-81376_84024---,00.html)

MME and High School

The Michigan Merit Examination (MME) includes three components:

- the SAT with Essay college readiness assessment
- ACT WorkKeys work skills assessment
- Michigan Student Test of Educational Progress (M-STEP) in science and social studies

These three components provide a measure of individual performance based on Michigan’s high school content standards as well as college and career readiness. English language arts and mathematics accountability measures are derived from the SAT Evidence-based Reading and Writing and mathematics benchmarks.

The MME is a standardized assessment that must be administered with identical procedures at all testing sites. All schools must follow the administration processes and procedures outlined in the manual for each component. All staff **MUST** read these manuals – as well as other materials provided by the Office of Standards and Assessment (OSA), College Board , and ACT.

MME/High School Assessment - Common Pitfalls

- Using the wrong label to return materials and/or sending materials to the wrong contractor



- Not applying barcode labels to all answer documents
- Not placing makeup material orders by the deadline
- Not applying for College Board Accommodations
- Not ordering accommodated materials
- Students using an answer document with another student's barcode label
- Using an incorrect Attending Institution Code (AI) and/or incorrect Test Center Code (TC)
- Not updating the Education Entity Master (EEM)
- Staff not completed the assessment training modules
- Staff not reviewing administration manuals prior to testing
- Students not participating in the M-STEP OTT's

PSAT 8/9 and PSAT 10

PSAT 8/9 – Part of the College Board Suite of Assessments provided by the Michigan Department of Education in the spring of grade 9 establishes a baseline measurement of a student's college- and career-readiness as he or she enters high school. The PSAT 8/9 is a test that will help teachers figure out

what students need to work on most so that they are ready for college when they graduate from high school. It tests the same skills and knowledge as the SAT and PSAT 10 — in a way that makes sense for 9th graders.

PSAT 10 - The PSAT 10 provides early feedback to help students identify the knowledge and skills they need to be college and career ready.

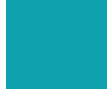
- They are both great practice for the SAT because they test the same skills and knowledge as the SAT
- They both provide score reports students can use to personalize their Khan Academy® SAT practice.
- These score reports also list which AP courses students should check out.

Locating Scores and Reports for the HS assessments other than M-STEP and MI-Access

College Board Reporting Portal – Has both a Student Reporting Portal and an Educator Reporting Portal.

The Student Reporting Portal is a centralized portal for students to access their SAT, PSAT 10, and PSAT 8/9 score reports.

- Students will need to create a College Board Account to access their scores online. View scores at this [link](https://studentscores.collegeboard.org/home) (https://studentscores.collegeboard.org/home)
- Students can also send scores to colleges and universities after the SAT



The Educator Reporting Portal is a centralized portal for schools, districts, and states.

- Report Center provides reporting tools that allow educators to configure and run online reports, apply filters for data analysis and print student reports.
- Download Center provides data files that allow students to manage electronic score downloads both manually and automatically

Schools will need to appoint a Data Access Tool (DAT) Manager who will provide access to educators based on the level of reporting that is required.

Access the portal at this [link](https://k12reports.collegeboard.org/login) (https://k12reports.collegeboard.org/login).

ACT WorkKeys Reports

ACT provides a [student website](#) (MyWorkKeys.com) where students can view their WorkKeys scores and make their National Career Readiness Certificate (NCRC) available to employers.

Once individuals access their MyWorkKeys account, they can order a National Career Readiness Certificate and allow their scores to be made public, but only in the sense that they could provide access to whomever they'd like – primarily employers. These employers would then log in at the same website – but go through a different portal – to see the student's NCRC.

MME and High School Documents and Available Resources:

- [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [Michigan Assessment Integrity Guide](http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf) (http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf)
- [College Board Michigan website](https://www.collegeboard.org/michigan) (https://www.collegeboard.org/michigan)
- [College Readiness Benchmarks for the College Board Suite of Assessments](http://www.michigan.gov/documents/mde/educator-benchmark-brief_534360_7.pdf) (http://www.michigan.gov/documents/mde/educator-benchmark-brief_534360_7.pdf)
- [ACT Michigan Website](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) (http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html)
- [ACT WorkKeys National Career Certificate](http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-national-career-readiness-certificate/how-to-use-the-act-national-career-readiness-certificate.html) (http://www.act.org/content/act/en/products-and-services/workforce-solutions/act-national-career-readiness-certificate/how-to-use-the-act-national-career-readiness-certificate.html)

Parent Resources

- [M-STEP/MME Parent Report Video](https://www.youtube.com/watch?v=NYBG_VnkshE) (https://www.youtube.com/watch?v=NYBG_VnkshE)
- [How to Read your child Grade 11 Score Report](http://www.michigan.gov/documents/mde/How_to_Read_Score_Report_Grade_11_Final_531964_7.pdf) (http://www.michigan.gov/documents/mde/How_to_Read_Score_Report_Grade_11_Final_531964_7.pdf)



- [SAT Free Practice and Personalized Study](https://collegereadiness.collegeboard.org/sat/practice) (<https://collegereadiness.collegeboard.org/sat/practice>)
- [Parent Dashboard Resources](http://www.michigan.gov/mde/0,4615,7-140-81376_84024---,00.html) – (www.michigan.gov/mde/0,4615,7-140-81376_84024---,00.html)

These are only a few of the resources available, by visiting the links above you will have access to additional links for more resources.

MI-Access: Michigan's Alternate Assessment

Acronyms

- ED:** Economically Disadvantaged
- FEL:** Former English Learner
- FI:** Functional Independence
- LEP:** Limited English Proficiency
- MS:** Migrant Status
- P:** Participation
- PAA:** Primary Assessment Administrator
- SAA:** Shadow Assessment Administrator
- SI:** Supported Independence
- SE:** Special Education
- SGP:** Student Growth Percentile (FI only)
- SS:** Scale Score (FI only)

Documents and Resources

The following resources are available on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access):

- **Test Administration Manuals (TAMs)** – are produced individually for the FI and P/SI and provide detailed information on administration of tests, test types, observation and scoring guidelines, by role and responsibilities of coordinators and test administrators
- **Checklist of Important Dates** – a list of critical dates for a successful administration
- **Supports and Accommodations** – a table that defines the universal tools, designated supports, and accommodations allowable for MI-Access FI, and their use

Resources for Communicating with Educators and Parents

The following resources for communicating with educators and parents are available on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access):

- **Parent Guide to MI-Access** – provides a brief explanation of the MI-Access assessments
- **Guide to State Assessments** – provides a brief overview of all state assessments
- **Guide to Reports** – provides a complete explanation of MI-Access reports
- **Professional Development section of the web page** – provides training and guidance documents for administration

- **General Information section of the web page** – provides calendars and regulatory documents
- **Parent Dashboard Resources** – Information and tools on the Parent Dashboard for School Transparency (www.michigan.gov/mde/0,4615,7-140-81376_84024---,00.html)

Some common MI-Access administration pitfalls are:

- Students taking FI ELA: Accessing Print and Using Language (online AND paper) must also complete the PAPER version of Expressing Ideas to receive a valid score.
- Students not flagged as Special Education in MSDS. Failing to complete this invalidates the test.
- P/SI student observation scores not entered properly in the online answer document.
- Returning paper answer documents must have proper label and valid form number marked.

Which Assessments Do Students Take?

MI-Access is administered to students in the same grades and content areas as the general assessments, except for science which remains in grades 4, 7, and 11. The state does not offer a Social Studies assessment for the SI and P assessments. Districts will need to administer a locally-developed or approved test, and report those results via the Secure Site.

NOTE: Students have the flexibility to participate in the FI assessments as well as M-STEP by different content areas, as directed by the IEP team. However, IEP teams may not mix and match the three assessment types within MI-Access.

When Do Students Take MI-Access?

Test administrations may be scheduled anytime during the seven week window. All students must be identified as “Special Education” in MSDS in order to receive valid scores.

Early Literacy and Mathematics

Acronyms

- ED:** Economically disadvantaged
- EL:** English Learner
- DS:** Designated Support
- HVA:** Human Voice Audio
- LEP:** Limited English Proficiency
- OTT:** Online Tools Trainings
- SE:** Special Education
- SWD:** Students with Disabilities
- TTS:** Text to Speech



Documents and Resources

The following Resources are available on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)

- **Early Literacy and Mathematics Test Administration Manual (TAM)** – provides detailed information on test administration, rules and guidelines, and roles and responsibilities of building- and district-level assessment coordinators
- **Online Test Directions** – provides the directions for the Test Administrator to administer the Early Literacy and Mathematics Benchmark Assessment
- **Checklists for District Coordinators, Building Coordinators, and Test Administrators** – checklists intended to be used in conjunction with the Test Administrator Manual and the Online Administration Directions to help deliver successful test administration
- **2016–2017 Guide to State Assessments** – provides an overview of all the Michigan Department of Education assessments, schedules, and other valuable information
- **Assessment Integrity Guide** – details Michigan Standards for Professional and Ethical Conduct in Test Administration and Reporting

There are many resources available on DRC’s [eDIRECT website](https://mi.drctdirect.com) (https://mi.drctdirect.com). By selecting **All Applications** → **General Information**, users can view helpful announcements, documents, downloads, and test tutorials, including:

- **eDIRECT User Guide** – discusses eDIRECT, including how to access and log on, common menu functions, test setup, and how to check student testing status
- **DRC INSIGHT Technology User Guide** – describes system requirements for DRC INSIGHT and the Testing Site Manager (TSM)

Designated Supports and Accommodations

The [Supports and Accommodations Table](#) is available on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) under **Current Assessment Administration**.

Resources for Communicating with Parents

- [Michigan Early Literacy and Mathematics Benchmark Assessments Video](https://www.youtube.com/watch?v=QVOX3M5TYgY) (https://www.youtube.com/watch?v=QVOX3M5TYgY)

Visit the [Early Literacy and Mathematics Benchmark Assessments web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath) for the most up to date information.



Produced:
January 30, 2018