


Answer Documents Received and Not Tested Students

Relevant assessments:

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

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Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs, of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
 - An interactive **Table of Contents** for the training guide
 - A reference list of acronym definitions, and
 - Important contact information

It is recommended that you keep the **Assessment Coordinator Quick Reference** readily available for future use.



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Intro

This chapter introduces the [Answer Documents Received and Not Tested Students](#) page in the Office of Educational Assessment and Accountability (OEAA) Secure Site. On that page, users can view the paper/pencil and electronic answer documents received, submit answer document issues, and report a reason a student did not test in order to be considered for accountability exemptions. This chapter includes information about the Answer Documents Received and Not Tested Students page, what to verify, and why reviewing this page is so important, by answering the following questions:

- ▶ What is the Answer Documents Received and Not Tested Students page?
- ▶ What do I verify on the Answer Documents Received and Not Tested Students page?
- ▶ Why is it important to review the Answer Documents Received and Not Tested Students page?

What is the OEAA Secure Site Answer Documents Received and Not Tested Students page?



The [Answer Documents Received and Not Tested Students page](#) on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) allows schools/districts to verify that student online and paper/pencil answer documents were received by the scoring vendors. It also allows schools/districts to submit the reason that a student did not test.

The student list includes:

- » **all students for whom the school is the Primary Educational Providing Entity (PEPE)**, whether the student tested or not
 - PEPE is determined by enrollment records in the Michigan Student Data System (MSDS). More information about PEPE can be found in the [Michigan Student Data System \(MSDS\)](#) chapter of this guide.
 - The students listed and identified as being accountable students are the same as those listed on the [Accountable Students Enrolled and Demographics](#) page of the Secure Site.
- » **all students for whom the school returned an answer document**, whether the school is the PEPE or not

During the review of answer documents received, schools can submit the reason for students that did not test from the same screen.

Exception: Reasons a student did not test for SAT cannot be submitted during the SAT answer document review period. Rather, coordinators can submit reasons a student did not test for SAT during the M-STEP and MI-Access answer document review period to ensure that we have accounted for all students that may have taken the MI-Access ELA and mathematics instead of the SAT.

Select the appropriate test period for the assessment you want to review based on the following:

- » Students in grades 3-8, 11, and required grade 12 students taking the **SAT, PSAT 8/9 (for students in grade 8), M-STEP**, and/or **MI-Access** will be available under the **Spring** test period
- » The English Learners (EL) taking the **WIDA Access for ELLs** or the **WIDA Alternate ACCESS for ELLs** in grades K-12 will be listed under the **Spring WIDA** test period and available separately from other spring assessments.

- Students in grade 11 and required grade 12 students taking the **WorkKeys** assessment will be available under the **Spring WorkKeys** test period.
- Students in grades 9 and 10 taking the **PSAT 8/9** and **PSAT 10** will be available under the **Spring PSAT** test period.

Important Note: Students taking PSAT 8/9 in grade 9, PSAT 10, and ACT WorkKeys are currently not included in accountability reporting. Therefore, schools do not need to, nor can they, submit a reason a student did not test. The Answer Documents Received should still be reviewed for missing tests and other answer document issues that can invalidate a student's test.

What do I verify on the Answer Documents Received and Not Tested Students page?



On the **Answer Documents Received and Not Tested Student** page, verify the following:

- all answer documents that were **submitted**, both electronically and paper/pencil, have been received and are showing as received
 - » If an answer document or content area is showing as not received, confirm whether or not the student tested.
 - If the student did test at your school and the answer document was submitted, submit a missing test issue to be investigated by the OEAA and the scoring contractor.
 - Submit a copy of the student's attendance for the day the test was given.
 - As noted above, the ability to submit not tested reason for SAT will not be available until the M-STEP and MI-Access answer document review period is open.
 - For students assessed in grades 4, 7, and 11 MI-Access Participation (P) or MI-Access Supported Independence (SI), enter information regarding an off the shelf or locally provided social studies assessment.
 - Enter a reason for students taking MI-Access Functional Independence (FI) in grades 5 and 8 who would have taken **MI-Access FI science** if available, for an accountability exemption.
 - » If a test is showing as being received from your school but the student did not test at your school, submit an Incorrect Tested School issue.
- answer documents **flagged** for prohibited behavior or nonstandard accommodation are appropriately identified
 - » If the student did not have a prohibited behavior but is marked as such, after investigating the possible issue at the school, submit an appeal.
 - » If the student did not use a nonstandard accommodation but is marked as such, after investigating the accommodation(s) that were used and the student's IEP, submit an appeal.
- students who appear as **testing out of level**
 - » Out-of-level testing occurs when a student takes a test for a grade other than the grade identified in the student's record in the MSDS.
 - » If the grade level identified in MSDS is incorrect, resolve the out-of-level status by updating the student's MSDS record during the review period.
 - » If the level in MSDS is correct, no action is required and the student's test will be invalidated as out-of-level.
- students **not enrolled** in MSDS
 - » Students who do not have a current enrollment record in MSDS will be displayed.
 - » An enrollment record will have to be submitted in MSDS by the posted OEAA deadline or the test will be invalidated.

- students who took the WIDA Alternate ACCESS for ELLs and MI-Access tests are marked as **Special Education (SE)**

- » If a student who is actually an SE student is not marked SE, resolve the issue by updating the student's record in the MSDS during the review period.

- students who took the WIDA ACCESS and WIDA Alternate ACCESS for ELLs are marked as **English Learners (EL)**

- » If a student who is actually an EL student is not marked EL, resolve the issue by updating the student's record in the MSDS during the review period.

- **Homeschooled students'** answer documents have been received and that each student is identified as a homeschooled student.

- » If a student who is actually a homeschooled student is not identified as such, update the student's record during the review period according the following guidelines:

- homeschooled students who are enrolled in a non-core class at the school can be updated in MSDS
- homeschooled students who do not take a class at the school can be identified as homeschooled in the student's demographic screen of the Secure Site

Always review the full list of Answer Documents Received. The OEAA cannot systematically identify all possible issues.

Why is it important to review the Answer Documents Received and Not Tested Students page?



The **Answer Documents Received and Not Tested Students** review period is the only opportunity schools and districts have to resolve answer document issues. Tests that are invalidated and students who do not receive scores will negatively influence the school's participation rate as reported in the **Michigan School Index System** and **Parent Dashboard**.

- » Missing answer documents that are not reported as missing will not receive a score.
- » Answer documents that are marked with prohibited behavior and nonstandard accommodation will be invalidated, and the student will not receive a score. If the student did engage in a prohibited behavior or nonstandard accommodation, then no action is needed.
- » Student tests that are marked as testing out of level will be invalidated, and the student will not receive a score.
- » Students who have taken the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs and are

not identified as EL students will have their tests invalidated.

- » Students who have taken WIDA Alternate ACCESS for ELLs or MI-Access and are not identified as special education will have their tests invalidated.

This review period is also the only opportunity to submit reasons why students did not test for a possible accountability exemption.

- » If a reason is not submitted, the student will be considered absent as the not tested reason.
- » If a MI-Access P or SI student took a locally created social studies assessment but it is not entered, the student is counted as not tested.
- » If a MI-Access FI student did not take the science assessment in grades 5 and 8 and the appropriate not tested reason is not entered, it will be assumed they should have taken M-STEP and the student will count as not tested.

Failure to review **Answer Documents Received and Not Tested Students** can create issues that will impact a student's score and/or accountability calculations for the school.

Watch the weekly **Spotlight on Student Assessment and Accountability** for information on Answer

Documents Received and Not Tested Students starting in May of each year.

Full instructions on reviewing **Answer Documents Received and Not Tested Students** can be found on the **Secure Site Training web page** under the **Accountable Students & Test Verification** section.

Practical Tips



- During testing, ask teachers to keep a list of students who did not test and why they did not test.
- Ensure that you have access to the seating charts prior to reviewing the **Answer Documents Received and Not Tested Students** page.
- Read through the instructions ahead of time to ensure that you know what type of issues you are looking for and how to resolve them, if they can be resolved.
- Know who the authorized district MSDS user is and work out a plan to make updates to MSDS if needed during this review process.