

# Assessment Coordinator Training Guide Quick Reference

## Relevant assessments:

### All Michigan state assessments:

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



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Contact Info

## Assessment Coordinator Training Guide



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# Preface: How to use this MDE Assessment Coordinator Training Guide



This **Assessment Coordinator Training Guide** consists of a series of documents that will take you through the Assessment Coordinator's tasks and responsibilities **before, during, and after** administration of Michigan's statewide standardized assessments. NOTE: This series addresses **ONLY** state-provided academic assessments. It is not meant to address the entire range of assessment knowledge and skills needed to oversee a balanced, comprehensive system of assessments within a district.

The **Assessment Coordinator Training Guide** is not meant to replace the testing manuals, guides, and training resources provided for the preparation and administration of assessments. The guide will introduce you to Michigan's state assessment system in general, and link you to the people, trainings, materials, tools, and resources you will need throughout the process of coordinating state-provided assessments in your district.

New Assessment Coordinators should progress through the entire training guide in the order presented, starting with the **Overview** chapters and progressing through the chapters as they are listed in the **Table of Contents** that follows. This will help you understand not only the tasks required, but also the terminology, timing, training, and processes involved in completing many of those tasks.

Each module covers timely information you need for each stage of the state assessment administration process.

Returning Coordinators can use this guide as a refresher. You can run through the entire series or review select modules/chapters as you approach those tasks. It also can be a great training resource to use with your peers before a new school year begins.

Because this guide allows you to access any chapter as needed and includes a handy **Quick Reference** to the chapters, as well as list of assessment-related resources, it is intended to be a helpful tool you can use throughout the year to assist you with any questions you may have or guidance you made need regarding state assessment administration.

The Office of Educational Assessment and Accountability (OEAA) would appreciate your feedback on this **Assessment Coordinator Training Guide**. Our goal was to provide District and Building Coordinators, both new and returning, with information on what they need to know about their roles and the resources available to them for the preparation and administration of Michigan's state assessments. We welcome your thoughts on what you like or don't like, and whether this guide was a helpful resource for you before, during, and after assessment administration. Please send your comments and/or suggestions to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

# Assessment Coordinator Training Guide

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## Assessment Acronyms

Following is a list of frequently used acronyms that you will see in your work as an Assessment Coordinator.

**ACT®:** American College Testing

**AIG:** Assessment Integrity Guide

**ASL:** American Sign Language

**CAT:** Computer Adaptive Testing

**CC:** Color Choices (accommodation)

**CCaption:** Closed Caption

**CEPI:** Center for Educational Performance and Information

**CTC:** Contrasting Color (accommodation)

**DRC:** Data Recognition Corporation

**eDIRECT:** Online test management tool

**EEM:** (Educational Entity Master): a statewide database of school and district information managed by CEPI

**ELA:** English language arts

**EL:** English Learner

**FEL:** Former English Learner

**FLEP:** Former Limited English Proficient

**IEP:** Individualized Education Program

**INSIGHT:** DRC's online testing environment

**MI-Access:** Michigan's alternate assessment for students with the most significant cognitive disabilities –

**P:** Participation

**SI:** Supported Independence

**FI:** Functional Independence

**MDE:** Michigan Department of Education

**MEIS:** Michigan Education Information System

**MSK:** Masking (accommodation)

**MME:** Michigan Merit Exam (the 11th grade tests that include the M-STEP, SAT, and ACT WorkKeys)

**MSDS:** Michigan Student Data System

**M-STEP:** Michigan Student Test of Educational Progress

**OEAA:** Office of Educational Assessment and Accountability, at the Michigan Department of Education

**OTT:** Online Tools Training

**PAA:** Primary Assessment Administrator

**PEPE:** Primary Educational Providing Entity

**PSAT™:** Preliminary Scholastic Aptitude Test

**REP:** Registry of Educational Personnel

**S2E2:** Specialized Shared Educational Entities

**SAA:** Shadow Assessment Administrator

**SAT® with Essay:** Scholastic Assessment Test (college entrance exam)

**SEE:** Shared Educational Entities

**SIS:** Student Information System

**SRM:** Student Record Maintenance

**TAM:** Test Administration Manual

**TC:** Technology Coordinators

**TSM:** Testing Site Manager (legacy software)

**TTS:** Text-to-Speech

**UIC:** Unique Identification Code

**VSL:** Sign Language ASL Video (Video Sign Language)

**WIDA™:** World-Class Instructional Design and Assessment (English learner assessment)

**WIDA AMS:** WIDA Assessment Management System (online test management site for WIDA assessments)

**W-APT:** WIDA-ACCESS Placement Test

## Web Links

### Assessment Dates, Deadlines, and Schedules

#### [Early Literacy and Mathematics Benchmark Assessments List of Important Dates](https://www.michigan.gov/documents/mde/Early_Literacy_and_Mathematics_Benchmark_Assessments_List_of_Important_Dates_634787_7.pdf)

[https://www.michigan.gov/documents/mde/Early\\_Literacy\\_and\\_Mathematics\\_Benchmark\\_Assessments\\_List\\_of\\_Important\\_Dates\\_634787\\_7.pdf](https://www.michigan.gov/documents/mde/Early_Literacy_and_Mathematics_Benchmark_Assessments_List_of_Important_Dates_634787_7.pdf)

#### [Grade 8 List of Important Dates \(includes M-STEP for grade 8 and PSAT 8/9\)](https://www.michigan.gov/documents/mde/Grade_8_List_of_Important_Dates_634813_7.pdf)

[https://www.michigan.gov/documents/mde/Grade\\_8\\_List\\_of\\_Important\\_Dates\\_634813\\_7.pdf](https://www.michigan.gov/documents/mde/Grade_8_List_of_Important_Dates_634813_7.pdf)

#### [MI-Access List of Important Dates](https://www.michigan.gov/documents/mde/MI-Access_List_of_Important_Dates_634789_7.pdf)

[https://www.michigan.gov/documents/mde/MI-Access\\_List\\_of\\_Important\\_Dates\\_634789\\_7.pdf](https://www.michigan.gov/documents/mde/MI-Access_List_of_Important_Dates_634789_7.pdf)

#### [MME List of Important Dates](https://www.michigan.gov/documents/mde/MME_List_of_Important_Dates_634790_7.pdf) (includes ACT WorkKeys, SAT and grade 11 M-STEP)

[https://www.michigan.gov/documents/mde/MME\\_List\\_of\\_Important\\_Dates\\_634790\\_7.pdf](https://www.michigan.gov/documents/mde/MME_List_of_Important_Dates_634790_7.pdf)

#### [M-STEP List of Important Dates](https://www.michigan.gov/documents/mde/M-STEP_List_of_Important_Dates_634788_7.pdf) (includes grades 3–8 and 11)

[https://www.michigan.gov/documents/mde/M-STEP\\_List\\_of\\_Important\\_Dates\\_634788\\_7.pdf](https://www.michigan.gov/documents/mde/M-STEP_List_of_Important_Dates_634788_7.pdf)

#### [PSAT List of Important Dates](https://www.michigan.gov/documents/mde/PSAT_List_of_Important_Dates_634792_7.pdf) (for 8th, 9th and 10th grade)

[https://www.michigan.gov/documents/mde/PSAT\\_List\\_of\\_Important\\_Dates\\_634792\\_7.pdf](https://www.michigan.gov/documents/mde/PSAT_List_of_Important_Dates_634792_7.pdf)

#### [Spring Summative Assessment Schedule](https://www.michigan.gov/documents/mde/Testing_Schedule_for_Summative_Assessments_635008_7.pdf)

[https://www.michigan.gov/documents/mde/Testing\\_Schedule\\_for\\_Summative\\_Assessments\\_635008\\_7.pdf](https://www.michigan.gov/documents/mde/Testing_Schedule_for_Summative_Assessments_635008_7.pdf)

#### [WIDA List of Important Dates](https://www.michigan.gov/documents/mde/WIDA_List_of_Important_Dates_634791_7.pdf)

[https://www.michigan.gov/documents/mde/WIDA\\_List\\_of\\_Important\\_Dates\\_634791\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_List_of_Important_Dates_634791_7.pdf)





## Assessment Integrity, Policy, and Security Resources

### [Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data](#)

[https://www.michigan.gov/documents/mde/Accountability\\_Best\\_Practices\\_625027\\_7.pdf](https://www.michigan.gov/documents/mde/Accountability_Best_Practices_625027_7.pdf)

### [Assessment Integrity Guide](#)

[www.michigan.gov/documents/mde/Assessment\\_Integrity\\_Guide\\_291950\\_7.pdf](http://www.michigan.gov/documents/mde/Assessment_Integrity_Guide_291950_7.pdf)

### [Assessment Security Training](#)

[https://www.michigan.gov/documents/mde/MDE\\_Assessment\\_Security\\_Flyer\\_560138\\_7.pdf](https://www.michigan.gov/documents/mde/MDE_Assessment_Security_Flyer_560138_7.pdf)

### [Assessment Security Training Modules](#)

<http://bit.ly/MDEAssessmentSecurity>

### [Assessment Security Modules](#)

[https://www.michigan.gov/documents/mde/MDE\\_Assessment\\_Security\\_Registration\\_560139\\_7.pdf](https://www.michigan.gov/documents/mde/MDE_Assessment_Security_Registration_560139_7.pdf)

### [Assessment Misadministration Complaint or Allegation Online Submission Form](#)

[http://www.surveymonkey.com/s.aspx?sm=gKJUk4YYxskxtiW22eXjqQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=gKJUk4YYxskxtiW22eXjqQ_3d_3d)

### [Guide to State Assessments](#)

[https://www.michigan.gov/documents/mde/Guide\\_to\\_State\\_Assessments\\_622260\\_7.pdf](https://www.michigan.gov/documents/mde/Guide_to_State_Assessments_622260_7.pdf)

### [OEAA Assessment Security Compliance Form](#)

[https://www.michigan.gov/documents/mde/OEAA\\_Security\\_Compliance\\_Form\\_634992\\_7.pdf](https://www.michigan.gov/documents/mde/OEAA_Security_Compliance_Form_634992_7.pdf)

### [Who Can/Must Take the MME?](#)

[www.michigan.gov/documents/mde/MME\\_Eligibility\\_544301\\_7.pdf](http://www.michigan.gov/documents/mde/MME_Eligibility_544301_7.pdf)

### [WIDA Alternate ACCESS for ELLs Guidance document](#)

[https://www.michigan.gov/documents/mde/WIDA\\_Alternate\\_Access\\_for\\_ELLs\\_641416\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_Alternate_Access_for_ELLs_641416_7.pdf)

### [WIDA Screener & W-APT Policy Manual \(Michigan-Specific\)](#)

[https://www.michigan.gov/documents/mde/WIDA\\_Screener\\_and\\_W-APT\\_Michigan\\_Policy\\_Manual\\_635005\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_Screener_and_W-APT_Michigan_Policy_Manual_635005_7.pdf)

# Web Links

## Assessment Web Pages

[ACT WorkKeys web page \(Michigan-specific ACT web page\)](http://www.act.org/stateanddistrict/michigan)

[www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)

[College Board \(Michigan-specific College Board web page\)](https://www.collegeboard.org/michigan)

<https://www.collegeboard.org/michigan>

[College Board Suite of Assessments](https://collegereadiness.collegeboard.org/sat)

<https://collegereadiness.collegeboard.org/sat>

[Early Literacy and Mathematics Benchmark Assessments web page](http://www.michigan.gov/earlylitandmath)

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

[MI-Access web page](http://www.michigan.gov/mi-access)

[www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)

[Michigan Merit Exam \(MME\) \(includes M-STEP, SAT, ACT WorkKeys, PSAT 8/9, and PSAT 10\)](http://www.michigan.gov/mme)

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

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

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

[PSAT 8/9/10 and SAT \(MDE web page\)](http://www.michigan.gov/psat)

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

[PSAT 8/9/10 and SAT \(Michigan-specific College Board web page\)](https://www.collegeboard.org/michigan)

<https://www.collegeboard.org/michigan>

[Student Assessment web page \(Office of Student Assessment and Accountability web page\)](https://www.michigan.gov/oeaa)

<https://www.michigan.gov/oeaa>

[WIDA web page \(MDE WIDA web page\)](http://www.michigan.gov/wida)

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

[WIDA web page \(Michigan-specific WIDA web page\)](https://wida.wisc.edu/memberships/consortium/mi)

<https://wida.wisc.edu/memberships/consortium/mi>

# Web Links

## Systems Used for Assessments and Reporting

### [ACT PearsonAccess<sup>next</sup>™](https://testadmin.act.org/customer/index.action)

<https://testadmin.act.org/customer/index.action>

### [CEPI web page](http://www.michigan.gov/cepi)

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

### [College Board K-12 Score Reporting Portal](https://k12reports.collegeboard.org/login)

<https://k12reports.collegeboard.org/login>

### [College Board Professional Account](https://collegereadiness.collegeboard.org/state-partnerships/michigan?excmpid=MTG308-AL-1-mat)

<https://collegereadiness.collegeboard.org/state-partnerships/michigan?excmpid=MTG308-AL-1-mat>

### [College Board Services for Students with Disabilities \(SSD\) Online System](https://www.collegeboard.org/students-with-disabilities/ssd-online)

<https://www.collegeboard.org/students-with-disabilities/ssd-online>

### [College Board Online Student Score Reports](https://studentscores.collegeboard.org/home)

<https://studentscores.collegeboard.org/home>

### [District and School Accountability web page](http://www.michigan.gov/mde-accountability)

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

### [eDIRECT](https://mi.drceirect.com)

<https://mi.drceirect.com>

### [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem)

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

### [INSIGHT](https://www.drceirect.com/all/eca-portal-ui/welcome/MI)

<https://www.drceirect.com/all/eca-portal-ui/welcome/MI>

### [MEIS \(Michigan Education Information System\)](https://mdoe.state.mi.us/MEIS/Login.aspx)

<https://mdoe.state.mi.us/MEIS/Login.aspx>

### [MI School Data web page](http://www.mischooldata.org)

[www.mischooldata.org](http://www.mischooldata.org)

### [Michigan Student Data System \(MSDS\)](https://cepi.state.mi.us/msds)

<https://cepi.state.mi.us/msds>

### [OEAA Secure Site](http://www.michigan.gov/oeaa-secure)

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

### [WIDA AMS](https://www.wida-ams.us)

<https://www.wida-ams.us>

### [WIDA Secure Portal](http://portal.wida.us)

<http://portal.wida.us>

## Web Links

### Assessment Practice, Training, and Resources for Coordinators, Students, and Parents

#### [Accessing Student Test Score Reports and Data Files](#)

[https://www.michigan.gov/documents/mde/Accessing\\_Student\\_Test\\_Score\\_Reports\\_Directions\\_522899\\_7.pdf](https://www.michigan.gov/documents/mde/Accessing_Student_Test_Score_Reports_Directions_522899_7.pdf)

#### [ACT WorkKeys Resources](#)

<https://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation.html>

#### [ACT WorkKeys Sample Questions and Practice Test](#)

<http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation.html>

#### [Assessment Selection Guidelines Training](#) (video)

<https://mdoe.state.mi.us/mde/documents/AssessmentSelectionGuidelinesTraining/index.html>

#### [Answer Documents Received and Not Tested Students Function – OEAA Secure Site Directions](#)

[https://www.michigan.gov/documents/mde/Answer\\_Documents\\_Received\\_and\\_Not\\_Testing\\_Students\\_instructions\\_623116\\_7.pdf](https://www.michigan.gov/documents/mde/Answer_Documents_Received_and_Not_Testing_Students_instructions_623116_7.pdf)

#### [College Board FAQs](#)

<https://pages.collegeboard.org/account-help>

#### [College Board K-12 Assessment Reporting Help](#)

<https://collegereadiness.collegeboard.org/educators/k-12/reporting-portal-help>

#### [Communication Toolkit](#)

[www.michigan.gov/mstep](http://www.michigan.gov/mstep) (and other MDE assessment web pages)

#### [Dynamic Score Reporting Site User Guide](#)

[https://www.michigan.gov/documents/mde/How\\_to\\_Navigate\\_Dynamic\\_Score\\_Reports\\_532306\\_7.pdf](https://www.michigan.gov/documents/mde/How_to_Navigate_Dynamic_Score_Reports_532306_7.pdf)

#### [Guide to State Assessments](#)

[https://www.michigan.gov/documents/mde/Guide\\_to\\_State\\_Assessments\\_622260\\_7.pdf](https://www.michigan.gov/documents/mde/Guide_to_State_Assessments_622260_7.pdf)

#### [How Do I Get Access to eDIRECT?](#)

[www.michigan.gov/documents/mde/How\\_do\\_I\\_get\\_access\\_to\\_eDIRECT\\_604305\\_7.pdf](http://www.michigan.gov/documents/mde/How_do_I_get_access_to_eDIRECT_604305_7.pdf)

#### [How Do I Get Access to the OEAA Secure Site?](#)

[https://www.michigan.gov/documents/mde/how\\_to\\_access\\_secure\\_site\\_464585\\_7.pdf](https://www.michigan.gov/documents/mde/how_to_access_secure_site_464585_7.pdf)

#### [Dynamic Score Reporting Site User Guide](#)

[www.michigan.gov/documents/mde/How\\_to\\_Navigate\\_Dynamic\\_Score\\_Reports\\_532306\\_7.pdf](http://www.michigan.gov/documents/mde/How_to_Navigate_Dynamic_Score_Reports_532306_7.pdf)

#### [Mass Update Assessments Directions \(for the OEAA Secure Site\)](#)

[http://www.michigan.gov/documents/mde/Mass\\_Update\\_Assessments\\_quick\\_reference\\_509761\\_7.pdf](http://www.michigan.gov/documents/mde/Mass_Update_Assessments_quick_reference_509761_7.pdf)

#### [MI-Access Scoring Rubrics Online Learning Program](#) (use Firefox or Internet Explorer browser)

<http://video1.resa.net/mde/PSI/module1.html>

## Web Links

### [Michigan Virtual Online Learning Portal](https://michiganvirtual.org/course/mde-assessment-security/)

<https://michiganvirtual.org/course/mde-assessment-security/>

### [Michigan's State Assessment System: What it Is, What it Means – And What it Offers](https://www.michigan.gov/documents/mde/2017_MI_Assessment_System_-_What_it_is_What_it_means_What_it_offers_jl_555024_7.pdf) (a handout and companion PowerPoint presentation)

[https://www.michigan.gov/documents/mde/2017\\_MI\\_Assessment\\_System\\_-\\_What\\_it\\_is\\_What\\_it\\_means\\_What\\_it\\_offers\\_jl\\_555024\\_7.pdf](https://www.michigan.gov/documents/mde/2017_MI_Assessment_System_-_What_it_is_What_it_means_What_it_offers_jl_555024_7.pdf)

### [MiLearn Demonstration Site](https://milearndemo.midatahub.org/#/home)

<https://milearndemo.midatahub.org/#/home>

### [M-STEP Final Reports Webcast](https://www.youtube.com/watch?v=QSPbsfPc_vE&feature=youtu.be)

[https://www.youtube.com/watch?v=QSPbsfPc\\_vE&feature=youtu.be](https://www.youtube.com/watch?v=QSPbsfPc_vE&feature=youtu.be)

### [M-STEP/MME: How to Read Your Child's Score Report](http://www.michigan.gov/documents/mde/How_to_Read_Score_Report_Grades_3-8_531963_7.pdf) (handouts)

[http://www.michigan.gov/documents/mde/How\\_to\\_Read\\_Score\\_Report\\_Grades\\_3-8\\_531963\\_7.pdf](http://www.michigan.gov/documents/mde/How_to_Read_Score_Report_Grades_3-8_531963_7.pdf)

### [M-STEP: What can students expect?](https://www.youtube.com/watch?v=s6YEkBQ6RVk) (a video resource)

<https://www.youtube.com/watch?v=s6YEkBQ6RVk>

### [New Administrator and Coordinator Primer - All Assessments](https://www.michigan.gov/documents/mde/Admin_and_Coordinator_Primer_jl_540251_7.pdf)

[https://www.michigan.gov/documents/mde/Admin\\_and\\_Coordinator\\_Primer\\_jl\\_540251\\_7.pdf](https://www.michigan.gov/documents/mde/Admin_and_Coordinator_Primer_jl_540251_7.pdf)

### [OEAA Secure Site Training Web Page](http://www.michigan.gov/secaresitetraining)

<http://www.michigan.gov/secaresitetraining>

### [OEAA Secure Site Support Documentation](https://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html)

[https://www.michigan.gov/mde/0,4615,7-140-22709\\_57003---,00.html](https://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html)

### [OEAA YouTube Channel for Training Modules](https://www.youtube.com/playlist?list=PLQNV-MrTjyhLZWGC8WhRGxoEmynfXUHuc)

<https://www.youtube.com/playlist?list=PLQNV-MrTjyhLZWGC8WhRGxoEmynfXUHuc>

### [Online Training Tools \(OTTs\) and Sample Item Sets](https://wbte.drcedirect.com/MI/portals/mi/) (for M-STEP, MI-Access, and the Early Literacy and Mathematics Benchmark Assessments)

<https://wbte.drcedirect.com/MI/portals/mi/>

### [Parent Guide to State Assessments in Michigan – National PTA](https://www.michigan.gov/documents/mde/PTA_MI_8PG_29DEC13_FINAL_WEB_498700_7.pdf)

[https://www.michigan.gov/documents/mde/PTA\\_MI\\_8PG\\_29DEC13\\_FINAL\\_WEB\\_498700\\_7.pdf](https://www.michigan.gov/documents/mde/PTA_MI_8PG_29DEC13_FINAL_WEB_498700_7.pdf)

### [Parent Guide to MI-Access](https://www.michigan.gov/documents/mde/Parent_Guide_to_MI-Access_Final_8.10.16_531866_7.pdf)

[https://www.michigan.gov/documents/mde/Parent\\_Guide\\_to\\_MI-Access\\_Final\\_8.10.16\\_531866\\_7.pdf](https://www.michigan.gov/documents/mde/Parent_Guide_to_MI-Access_Final_8.10.16_531866_7.pdf)

### [Pre-ID File Upload Directions \(for OEAA Secure Site\)](http://www.michigan.gov/documents/mde/Pre-ID_File_Upload_579415_7.pdf)

[http://www.michigan.gov/documents/mde/Pre-ID\\_File\\_Upload\\_579415\\_7.pdf](http://www.michigan.gov/documents/mde/Pre-ID_File_Upload_579415_7.pdf)

### [Pre-ID File Template \(for the OEAA Secure Site\)](http://www.michigan.gov/documents/mde/Pre-ID_File_Template_597163_7.xls)

[http://www.michigan.gov/documents/mde/Pre-ID\\_File\\_Template\\_597163\\_7.xls](http://www.michigan.gov/documents/mde/Pre-ID_File_Template_597163_7.xls)

### [Pre-ID One Student at a Time/Student OEAA Secure Site Search Directions](http://www.michigan.gov/documents/mde/Student_Search_One_Student_at_a_Time_579416_7.pdf)

[http://www.michigan.gov/documents/mde/Student\\_Search\\_One\\_Student\\_at\\_a\\_Time\\_579416\\_7.pdf](http://www.michigan.gov/documents/mde/Student_Search_One_Student_at_a_Time_579416_7.pdf)

## Web Links

### [PSAT 8/9 Sample Questions and Practice Tests](https://collegereadiness.collegeboard.org/psat-8-9/inside-the-test)

<https://collegereadiness.collegeboard.org/psat-8-9/inside-the-test>

### [PSAT 10 Sample Questions and Practice Tests](https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice)

<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice>

### [SAT and Sample Questions and Practice Tests](https://collegereadiness.collegeboard.org/sat/practice)

<https://collegereadiness.collegeboard.org/sat/practice>

### [Spotlight on Student Assessment and Accountability Newsletter web page](http://www.michigan.gov/mde-spotlight)

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

### [State School Act](http://www.legislature.mi.gov/documents/2017-2018/publicact/pdf/2018-PA-0265.pdf)

<http://www.legislature.mi.gov/documents/2017-2018/publicact/pdf/2018-PA-0265.pdf>

### [Student Testing: What Parents Can Do to Help Students Prepare](https://www.michigan.gov/documents/mde/Student_Testing_What_Parents_Can_Do_to_Help_Students_Prepare_635046_7.pdf) (a handout)

[https://www.michigan.gov/documents/mde/Student\\_Testing\\_What\\_Parents\\_Can\\_Do\\_to\\_Help\\_Students\\_Prepare\\_635046\\_7.pdf](https://www.michigan.gov/documents/mde/Student_Testing_What_Parents_Can_Do_to_Help_Students_Prepare_635046_7.pdf)

### [Student Tutorials](https://assets.drcedirect.com/States/MI/Tutorials/Student/20180423/index.html) (M-STEP, MI-Access, and the Early Literacy and Mathematics Benchmark Assessments)

<https://assets.drcedirect.com/States/MI/Tutorials/Student/20180423/index.html>

### [Superintendent Parent Letter on M-STEP and MME](https://www.michigan.gov/documents/mde/Parent_Letter_032417_jl_555114_7.pdf) (includes opt-out information)

[https://www.michigan.gov/documents/mde/Parent\\_Letter\\_032417\\_jl\\_555114\\_7.pdf](https://www.michigan.gov/documents/mde/Parent_Letter_032417_jl_555114_7.pdf)

### [What Parents Should Know About Assessment](http://www.michigan.gov/documents/mde/What_Parents_Should_Know_618061_7.pdf)

[http://www.michigan.gov/documents/mde/What\\_Parents\\_Should\\_Know\\_618061\\_7.pdf](http://www.michigan.gov/documents/mde/What_Parents_Should_Know_618061_7.pdf)

### [WIDA ACCESS for ELLs Michigan State-Specific Directions](https://www.michigan.gov/documents/mde/WIDA_Michigan_State_Specific_Directions_635415_7.pdf)

[WIDA\\_Michigan\\_State\\_Specific\\_Directions\\_635415\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_Michigan_State_Specific_Directions_635415_7.pdf)

### [WIDA Checklist](https://wida.wisc.edu/sites/default/files/checklists/MI-checklist.pdf)

<https://wida.wisc.edu/sites/default/files/checklists/MI-checklist.pdf>

### [WIDA New Assessment Coordinator Primer](https://www.michigan.gov/documents/mde/WIDA_New_Assessment_Coordinator_Primer_634994_7.pdf)

[https://www.michigan.gov/documents/mde/WIDA\\_New\\_Assessment\\_Coordinator\\_Primer\\_634994\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_New_Assessment_Coordinator_Primer_634994_7.pdf)

### [WIDA New Principal's Primer](https://www.michigan.gov/documents/mde/WIDA_New_Principals_Primer_636102_7.pdf)

[https://www.michigan.gov/documents/mde/WIDA\\_New\\_Principals\\_Primer\\_636102\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_New_Principals_Primer_636102_7.pdf)

### [WIDA Sample Items \(online\)](https://wida.wisc.edu/assess/access/preparing-students)

<https://wida.wisc.edu/assess/access/preparing-students>

### [WIDA Sample Items \(paper/pencil\)](https://wida.wisc.edu/assess/access/preparing-students)

<https://wida.wisc.edu/assess/access/preparing-students>

## Web Links

### Student Supports and Accommodations Guidance, Resources, and Tools

#### [Accessibility Supports in the Classroom Tool](#)

[https://www.michigan.gov/documents/mde/Tool\\_4\\_ClassroomAccTool\\_622834\\_7.pdf](https://www.michigan.gov/documents/mde/Tool_4_ClassroomAccTool_622834_7.pdf)

#### [Accommodations Matrix for SAT, PSAT 8/9, and PSAT 10](#)

<https://collegereadiness.collegeboard.org/pdf/michigan-accommodations-categories.pdf>

#### [ACT WorkKeys Accessibility Supports Guide](#)

<http://www.act.org/content/dam/act/unsecured/documents/WorkKeysAccessibilitySupportsGuide.pdf>

#### [ACT WorkKeys Available Accommodations \(ACT WorkKeys Admin Manual - Accomms Paper\)](#)

<http://www.act.org/content/dam/act/secured/documents/pdfs/WK-Admin-SD-Accoms-Secured.pdf#page=9>

#### [After-Test Accessibility Questions Tool](#)

[https://www.michigan.gov/documents/mde/Tool\\_5\\_AfterTestAccTool\\_622838\\_7.pdf](https://www.michigan.gov/documents/mde/Tool_5_AfterTestAccTool_622838_7.pdf)

#### [Home Language Survey](#) (approved by the State Board of Education)

[www.michigan.gov/documents/mde/English\\_Home\\_Language\\_Survey\\_485363\\_7.pdf](http://www.michigan.gov/documents/mde/English_Home_Language_Survey_485363_7.pdf)

#### [Michigan Entrance and Exit Protocol](#)

[www.michigan.gov/documents/mde/Entrance\\_and\\_Exit\\_Protocol\\_updated\\_May\\_2016\\_550634\\_7.pdf](http://www.michigan.gov/documents/mde/Entrance_and_Exit_Protocol_updated_May_2016_550634_7.pdf)

#### [Protecting Students With Disabilities](#)

<https://www2.ed.gov/about/offices/list/ocr/504faq.html#interrelationship>.

#### [Student Supports and Accommodations Recording and Tracking Tools](#)

[https://www.michigan.gov/mde/0,4615,7-140-22709\\_70117-347506--,00.html](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-347506--,00.html)

#### [Student Supports and Accommodations Table for M-STEP, MI-Access, SAT, WorkKeys, and WIDA](#)

[http://www.michigan.gov/documents/mde/M-STEP\\_Supports\\_and\\_Accommodations\\_Table\\_477120\\_7.pdf](http://www.michigan.gov/documents/mde/M-STEP_Supports_and_Accommodations_Table_477120_7.pdf)

#### [Student Supports and Accommodations Table for Early Literacy and Mathematics Benchmark Assessments \(K-2\)](#)

[www.michigan.gov/documents/mde/K-2\\_Early\\_Literacy\\_Math\\_Accom\\_Table\\_532245\\_7.pdf](http://www.michigan.gov/documents/mde/K-2_Early_Literacy_Math_Accom_Table_532245_7.pdf)

#### [Supports and Accommodations Frequently Asked Questions](#)

[https://www.michigan.gov/documents/mde/Supports\\_and\\_Accommodations\\_FAQ\\_649167\\_7.pdf](https://www.michigan.gov/documents/mde/Supports_and_Accommodations_FAQ_649167_7.pdf)

#### [Student Supports and Accommodations Webinars](#)

[https://www.michigan.gov/mde/0,4615,7-140-22709\\_40192-397801--,00.html](https://www.michigan.gov/mde/0,4615,7-140-22709_40192-397801--,00.html)

#### [Supports and Accommodations Guidance Document for M-STEP, MI-Access, WIDA, PSAT, SAT, and WorkKeys](#)

[https://www.michigan.gov/documents/mde/Michigan\\_Accommodations\\_Manual.final\\_480016\\_7.pdf](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf)

#### [Tracking Sheet for Supports and Accommodations for M-STEP, MI-Access or WIDA](#)

[www.michigan.gov/documents/mde/Supports\\_Tracking\\_481399\\_7.xlsx](http://www.michigan.gov/documents/mde/Supports_Tracking_481399_7.xlsx)

#### [WIDA ACCESS for ELLs Accessibility and Accommodations Supplement](#)

<https://wida.wisc.edu/sites/default/files/resource/ACCESS-Accessibility-Accommodations-Supplement.pdf>

## Web Links

### Test Administration Manuals (TAMs) and other Manuals

[Early Literacy and Mathematics Benchmark Assessments Test Administration Manual](https://www.michigan.gov/documents/mde/Early_Literacy_and_Mathematics_Benchmark_TAM_635392_7.pdf)

[https://www.michigan.gov/documents/mde/Early\\_Literacy\\_and\\_Mathematics\\_Benchmark\\_TAM\\_635392\\_7.pdf](https://www.michigan.gov/documents/mde/Early_Literacy_and_Mathematics_Benchmark_TAM_635392_7.pdf)

[MI-Access FI Test Administration Manual](https://www.michigan.gov/documents/mde/MI-ACCESS_Functional_Independence_TAM_635412_7.pdf)

[https://www.michigan.gov/documents/mde/MI-ACCESS\\_Functional\\_Independence\\_TAM\\_635412\\_7.pdf](https://www.michigan.gov/documents/mde/MI-ACCESS_Functional_Independence_TAM_635412_7.pdf)

[MI-Access P/SI Test Administration Manual](https://www.michigan.gov/documents/mde/Participation_and_Supported_Independence_TAM_635414_7.pdf)

[https://www.michigan.gov/documents/mde/Participation\\_and\\_Supported\\_Independence\\_TAM\\_635414\\_7.pdf](https://www.michigan.gov/documents/mde/Participation_and_Supported_Independence_TAM_635414_7.pdf)

[M-STEP Test Administration Manual](https://www.michigan.gov/documents/mde/M-STEP_Test_Administration_Manual_630729_7.pdf)

[https://www.michigan.gov/documents/mde/M-STEP\\_Test\\_Administration\\_Manual\\_630729\\_7.pdf](https://www.michigan.gov/documents/mde/M-STEP_Test_Administration_Manual_630729_7.pdf)

[WIDA Test Administration Manual \(Michigan-Specific\)](https://www.michigan.gov/documents/mde/WIDA_Michigan_Specific_TAM_635431_7.pdf)

[https://www.michigan.gov/documents/mde/WIDA\\_Michigan\\_Specific\\_TAM\\_635431\\_7.pdf](https://www.michigan.gov/documents/mde/WIDA_Michigan_Specific_TAM_635431_7.pdf)

NOTE: The following list of manuals can be found on their respective Michigan-specific web pages as listed:

- **ACT Test Coordinator Information Manual**
- **ACT WorkKeys Standard Time Administration Manual**
- **ACT WorkKeys Administration Manual for Accommodations and English Learner Supports**

[ACT WorkKeys web page \(Michigan-specific ACT web page\)](http://www.act.org/stateanddistrict/michigan)

[www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)

- **Michigan SAT School Day Accommodated Testing Manual**
- **Michigan SAT School Day Coordinator Manual**
- **Michigan SAT School Day Standard Testing Manual**
- **Michigan PSAT 8/9 Coordinator Manual**
- **Michigan PSAT 10 Coordinator Manual**

[College Board \(Michigan-specific College Board web page\)](https://www.collegeboard.org/michigan)

<https://www.collegeboard.org/michigan>



# Contacts Info

## MDE Offices

**Office of Field Services (OFS)** (to request English Language Survey forms in languages other than English)  
Phone: 517-373-3921

### **Office of Educational Assessment and Accountability (OEAA)**

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

Phone: 877-560-8378

**Option 1 – Tip Line** for anonymously reporting known or suspected cheating, unethical testing practices, or breaches of security on any state assessment

**Option 2** – Inquiries related to COS/TSM, eDIRECT, and INSIGHT used for M-STEP, MI-Access and Early Literacy and Mathematics online testing

**Option 3** – Inquiries related to any OEAA Secure Site functions, administration or policy questions related to M-STEP, MI-Access, and Early Literacy and Mathematics, and accountability reporting

**Option 4** – Inquiries related to SAT, PSAT, or ACT WorkKeys testing

- **Press 1** – Inquiries related to eligibility to test and Secure Site functions.
- **Press 2** – Inquiries related to administration of the College Board, PSAT 8/9, PSAT 10 and SAT
- **Press 3** – Inquiries related to WorkKeys

**Option 5** – WIDA Access for ELLs 2.0, WIDA Alternate Access for ELLs 2.0, WIDA Screener, W-APT and WIDA AMS

**Option 8** – all other calls

**Nonpublic School Office** (for changes to the EEM)

Email: [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov)

Phone: 517-241-5385

## Other

### **ACT WorkKeys**

Email: [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)

Phone: 800-553-6244 (when prompted, use state code 23)

### **Center for Educational Performance and Information (CEPI):**

Email: [cepi@michigan.gov](mailto:cepi@michigan.gov)

Phone: 517-335-0505, **Option 3**

**College Board Michigan Educator Hotline** (for material orders)

Email: [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

Phone: 866-870-3127, **Option 1**

**Data Recognition Corporation (DRC)** (WIDA AMS user access request line)

Phone: 877-560-8378, **Option 5**