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)
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.
# BEFORE TESTING

» **Overview**
  - Assessment Coordinator Training Guide Quick Reference
  - Introduction to State Assessment in Michigan
  - Quick Start Guide

» **Assessment Systems**
  - Introduction to Testing Technology
  - eDIRECT Basics
  - OEAA Secure Site
  - Educational Entity Master (EEM)
  - Michigan Student Data System (MSDS)
  - WIDA AMS Basics
  - WIDA Secure Portal
  - College Board Systems Used in State Assessments
  - ACT PearsonAccess

» **Student Supports and Accommodations**
  - Student Supports and Accommodations Overview
  - Selecting and Assigning Universal Tools, Designated Supports, and Accommodations

» **Test Security**
  - Overview of Test Security
  - Appropriate Practices for Test Security
  - Incident Reporting

# Getting Ready for Testing

» **College Board and ACT Participation Process**
  - Pre-Identification of Students for State Assessments
  - Reporting Codes and Research Codes
  - Preparing Yourself and Staff as a Building Coordinator
  - Preparing Yourself and Staff as a District Coordinator
  - Preparing Students and Parents for Testing
  - Initial Material Orders
  - Additional Material Orders
  - MI-Access: Who Takes an Alternate Assessment?
  - Understanding the WIDA ACCESS for ELLs Assessment
  - M-STEP Assessment Preparation
  - MI-Access Assessments Preparation
  - College Board Assessments Preparation
  - ACT WorkKeys Assessment Preparation
  - WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Assessment Preparation
  - Early Literacy and Mathematics Benchmark Assessments Preparation
DURING TESTING

» Test Administration
  • M-STEP Assessment Administration
  • MI-Access Assessments Administration
  • College Board Assessments Administration
  • ACT WorkKeys Assessment Administration
  • WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Assessment Administration
  • WIDA ACCESS Placement Test (W-APT) and WIDA Screener Preparation and Administration
  • Early Literacy and Mathematics Benchmark Assessments Administration

AFTER TESTING

» Post-Administration Tasks and Reports
  • Materials Return
  • Accountable Students Enrolled and Demographics
  • Answer Documents Received and Not Tested Students

» Data and Reporting
  • Preliminary Reports
  • Data Files
  • Final Reporting
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**: 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

- Grade 8 List of Important Dates (includes M-STEP for grade 8 and PSAT 8/9)

- MI-Access List of Important Dates

- MME List of Important Dates (includes ACT WorkKeys, SAT and grade 11 M-STEP)

- M-STEP List of Important Dates (includes grades 3–8 and 11)

- PSAT List of Important Dates (for 8th, 9th and 10th grade)

- Spring Summative Assessment Schedule

- WIDA List of Important Dates
Assessment Integrity, Policy, and Security Resources

**Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data**  

**Assessment Integrity Guide**  

**Assessment Security Training**  

**Assessment Security Training Modules**  

**Assessment Security Modules**  

**Assessment Misadministration Complaint or Allegation Online Submission Form**  
http://www.surveymonkey.com/s.aspx?sm=gKJUk4YYxsxxtiW22eXjqQ_3d_3d

**Guide to State Assessments**  

**OEAA Assessment Security Compliance Form**  

**Who Can/Must Take the MME?**  

**WIDA Alternate ACCESS for ELLs Guidance document**  
https://www.michigan.gov/documents/mde/WIDA_Alternate_Access_for_ELLs_641416_7.pdf

**WIDA Screener & W-APT Policy Manual (Michigan-Specific)**  
Web Links

Assessment Web Pages

ACT WorkKeys web page (Michigan-specific ACT web page)
www.act.org/stateanddistrict/michigan

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

College Board Suite of Assessments
https://collegereadiness.collegeboard.org/sat

Early Literacy and Mathematics Benchmark Assessments web page
www.michigan.gov/earlylitandmath

MI-Access web page
www.michigan.gov/mi-access

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

M-STEP web page
www.michigan.gov/mstep

PSAT 8/9/10 and SAT (MDE web page)
www.michigan.gov/psat

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

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

WIDA web page (MDE WIDA web page)
www.michigan.gov/wida

WIDA web page (Michigan-specific WIDA web page)
https://wida.wisc.edu/memberships/consortium/mi
Web Links

Systems Used for Assessments and Reporting

**ACT PearsonAccess™**
https://testadmin.act.org/customer/index.action

**CEPI web page**
www.michigan.gov/cepi

**College Board K-12 Score Reporting Portal**
https://k12reports.collegeboard.org/login

**College Board Professional Account**
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

**College Board Online Student Score Reports**
https://studentscores.collegeboard.org/home

**District and School Accountability web page**
www.michigan.gov/mde-accountability

**eDIRECT**
https://mi.drcedirect.com

**Educational Entity Master (EEM)**
www.michigan.gov/eem

**INSIGHT**
https://www.drcedirect.com/all/eca-portal-ui/welcome/MI

**MEIS (Michigan Education Information System)**
https://mdoe.state.mi.us/MEIS/Login.aspx

**MI School Data web page**
www.mischooldata.org

**Michigan Student Data System (MSDS)**
https://cepi.state.mi.us/msds

**OEAA Secure Site**
www.michigan.gov/oeaa-secure

**WIDA AMS**
https://www.wida-ams.us

**WIDA Secure Portal**
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

ACT WorkKeys Resources

ACT WorkKeys Sample Questions and Practice Test

Assessment Selection Guidelines Training (video)
https://mdoe.state.mi.us/mdedocuments/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_Tested_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 (and other MDE assessment web pages)

Dynamic Score Reporting Site User Guide

Guide to State Assessments

How Do I Get Access to eDIRECT?

How Do I Get Access to the OEAA Secure Site?

Dynamic Score Reporting Site User Guide

Mass Update Assessments Directions (for the OEAA Secure Site)

MI-Access Scoring Rubrics Online Learning Program (use Firefox or Internet Explorer browser)
http://video1.resa.net/mde/PSI/module1.html
Michigan Virtual Online Learning Portal
https://michiganvirtual.org/course/mde-assessment-security/

Michigan’s State Assessment System: What it Is, What it Means – And What it Offers (a handout and companion PowerPoint presentation)

MiLearn Demonstration Site
https://milearndemo.midatahub.org/#/home

M-STEP Final Reports Webcast
https://www.youtube.com/watch?v=QSPbsfPC_vE&feature=youtu.be

M-STEP/MME: How to Read Your Child’s Score Report (handouts)

M-STEP: What can students expect? (a video resource)
https://www.youtube.com/watch?v=s6YEkBQ6Rvk

New Administrator and Coordinator Primer - All Assessments

OEAA Secure Site Training Web Page
https://www.michigan.gov/securesitetraining

OEAA Secure Site Support Documentation
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

Online Training Tools (OTTs) and Sample Item Sets (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

Parent Guide to MI-Access

Pre-ID File Upload Directions (for OEAA Secure Site)

Pre-ID File Template (for the OEAA Secure Site)
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
Web Links

PSAT 8/9 Sample Questions and Practice Tests
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

SAT and Sample Questions and Practice Tests
https://collegereadiness.collegeboard.org/sat/practice

Spotlight on Student Assessment and Accountability Newsletter web page
www.michigan.gov/mde-spotlight

State School Act

Student Testing: What Parents Can Do to Help Students Prepare (a handout)

Student Tutorials (M-STEP, MI-Access, and the Early Literacy and Mathematics Benchmark Assessments)

Superintendent Parent Letter on M-STEP and MME (includes opt-out information)

What Parents Should Know About Assessment

WIDA ACCESS for ELLs Michigan State-Specific Directions
WIDA_Michigan_State_Specific_Directions_635415_7.pdf

WIDA Checklist
https://wida.wisc.edu/sites/default/files/checklists/MI-checklist.pdf

WIDA New Assessment Coordinator Primer

WIDA New Principal’s Primer

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

WIDA Sample Items (paper/pencil)
https://wida.wisc.edu/assess/access/preparing-students
Web Links

Student Supports and Accommodations Guidance, Resources, and Tools

Accessibility Supports in the Classroom Tool

Accommodations Matrix for SAT, PSAT 8/9, and PSAT 10

ACT WorkKeys Accessibility Supports Guide

http://www.act.org/content/dam/act/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

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

Michigan Entrance and Exit Protocol

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

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

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

Supports and Accommodations Frequently Asked Questions

Student Supports and Accommodations Webinars
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

Tracking Sheet for Supports and Accommodations for M_STEP, MI-Access or WIDA
www.michigan.gov/documents/mde/Supports_Tracking_481399_7.xlsx

WIDA ACCESS for ELLs Accessibility and Accommodations Supplement
Test Administration Manuals (TAMs) and other Manuals

Early Literacy and Mathematics Benchmark Assessments Test Administration Manual

MI-Access FI Test Administration Manual

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

M-STEP Test Administration Manual

WIDA Test Administration Manual (Michigan-Specific)

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)
  www.act.org/stateanddistrict/michigan
- Michigan PSAT 8/9 Coordinator Manual
- Michigan PSAT 10 Coordinator Manual

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

**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
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
Phone: 517-241-5385

**Other**

**ACT WorkKeys**
Email: 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
Phone: 517-335-0505, **Option 3**

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