Michigan Department of Education

BENCHMARK ASSESSMENTS

Early Literacy & Mathematics

2018-2019

Test Administration Manual (TAM)

Updated December 2018

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How to Use This Manual

Introduction

This manual is intended to be used for all administrations (fall, winter, and spring) of the MDE developed Early Literacy and Mathematics benchmark Assessments. The information in this manual will help those involved in the administration of the Early Literacy and Mathematics Benchmarks understand

1. how the administration process works from beginning to end,
2. key dates when specific assessment activities take place,
3. the roles that school personnel play in the administration process, and
4. how to use available supports and accommodations.

To make it easier to read, the manual is divided into seven sections:

- **Important Dates and Documents** gathers calendar-related information in one place to help school personnel prepare for, schedule, and administer the tests.
- **Overview** describes general information that everyone involved in the administration process needs to know, including District Coordinators, Building Coordinators, Test Administrators, Technology Coordinators, and other relevant school personnel.
- **District Coordinators** covers information specific to fulfilling the role of a District Coordinator before, during, and after testing.
- **Building Coordinators** covers information specific to fulfilling the role of a Building Coordinator before, during, and after testing.
- **Test Administrator** covers information specific to fulfilling the role of a Test Administrator. (**Please note** that this section does not include actual test directions; Online Test Directions can be downloaded from the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath) or from eDIRECT (https://mi.drcedirect.com).
- **Supports and Accommodations** discusses the supports and accommodations available to students when taking the tests, as well as how and when to use them and where to obtain additional information.
- **Appendices** includes detailed information, common test administration scenarios and a direct link to the eDIRECT User Guide.

Everyone involved in testing must read the Important Dates and Overview sections of the manual. They also must read the section (or sections) related specifically to their role(s) in the test administration process. All other sections are optional; however, it is strongly encouraged that anyone involved in the administration of the Early Literacy & Mathematics Benchmark Assessments read the entire manual, if time permits, to better understand how their role fits into the overall administration process.

How to Use this Manual

The table below shows the required reading sections by role, as well as where to find those sections.

Role	Required Sections	Pages
District Coordinator	• All sections of this manual should be read by the District Coordinator.	
Building Coordinator	• Important Dates and Documents • Overview • Building Coordinator • Test Administrator • Supports and Accommodations • Appendix A: Scratch Paper Policy • Appendix B: Incident Reporting Guide • Appendix C: eDIRECT User Guide	6-7 8-17 24-31 32-36 37 38 39 43
Test Administrator	• Important Dates and Documents • Overview • Test Administrator • Supports and Accommodations • Appendix A: Scratch Paper Policy	6-7 8-17 32-36 37 38

Important Dates and Documents

Michigan Department of Education
BENCHMARK ASSESSMENTS
Early Literacy & Mathematics

2018-2019 Important Dates and Resources

Important Dates	
Activites	**Dates**
2018-2019 Early Literacy and Mathematics Benchmark Assessments Testing Windows	**Insight Available: M – F 7:00 A.M. – 4:00 PM** **Fall: September 10 – October 5, 2018** **Winter: January 7 – February 1, 2019** **Spring: April 8 – May 24, 2019**
Off-site Test Administration Request	**Fall: August 1 – August 24, 2018** **Winter: December 3 – December 21, 2018** **Spring: November 5, 2018 – January 11, 2019**
Pre-Identification of Students	**Fall: August 1 – October 4, 2018** **Winter: November 19, 2018 – January 31, 2019** **Spring: February 4 – May 23, 2019**
Create/Manage Online Test Session in Secure Site **Note:** Pre-ID must be completed prior to creating test sessions.	**Fall: August 1 – August 16, 2018** **Winter: November 19 – December 10, 2018** **Spring: February 4 – February 25, 2019**
Create/Manage Online Test Sessions in eDirect **Note:** Pre-ID must be completed prior to creating test sessions.	**Fall: August 22 – October 5, 2018** **Winter: December 14, 2018 – February 1, 2019** **Spring: March 7 – May 24, 2019**

Important Dates and Documents

Resources	
Resources	**Dates/Locations**
Technology Coordinator Training Session (Live and Recorded)	Live session: **August 16, 2018 from 10:00 – 11:00 AM EST** Technology Training Webex Recorded Session Available in eDIRECT: **August 17, 2018**
District & Building Coordinator Training Session (Live and Recorded)	Live session: **August 21, 2018 from 11:00 – 12:00 AM EST** Administration Training Webex Recorded Session Available in eDIRECT: **August 22, 2018**
Early Literacy and Mathematics Benchmark Assessment Tutorial	**Now Available** in eDIRECT
Online Training Tools (OTTs)	**Now Available** in both Insight and Google Chrome OTTs Chrome (must use Google Chrome)
Early Literacy and Mathematics Benchmark Assessments Test Administration Manual	Available on Early Literacy and Mathematics web page and eDIRECT **August 13, 2018**
Online Test Directions	Available on Early Literacy and Mathematics web page and eDIRECT **August 31, 2018**

Please note: Instructions in this manual may refer you to the Important Dates Document for available dates and locations. You may want to print or download these pages for reference. The Important Dates and Resources document is also located on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath).

Manuals and Guides	
Technology User Guide	**Now Available** *on* eDIRECT (www.mi.drcedirect.com)
eDIRECT User Guide	**Now Available** on eDIRECT (www.mi.drcedirect.com)
Assessment Integrity Guide	**Now Available** on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
Early Literacy and Mathematics Overview Video	**Now Available** on the Early Literacy and Mathematics web page under the **Early Literacy and Mathematics Resources** section (www.michigan.gov/earlylitandmath)

Overview

Assessments

In the fall, winter, and spring, schools/districts will administer benchmark assessments to students in grades kindergarten, 1, and 2. There is no planned high stakes accountability for benchmark assessments.

Michigan's Early Literacy and Mathematics Benchmark Assessments provide educators throughout the state with essential information to guide student learning. Districts may choose to administer this state assessment or another qualified assessment. This manual addresses the MDE-developed Early Literacy and Mathematics Benchmark Assessments administration. In the fall, the pre-test measures student knowledge of what they will be learning during the whole year. In the winter and spring, data demonstrates what students learned through the school year, based on Michigan's academic standards in English language arts (ELA) and mathematics.

Michigan's Early Literacy and Mathematics Benchmark Assessments for ELA is on the approved list of initial assessments that are required by the Third Grade Reading Law in the first 30 days of the school year.

ENGLISH LANGUAGE ARTS

English language arts (ELA) is assessed in grades K, 1, and 2. It covers five domains:

- Reading—Literary Text
- Reading—Informational Text
- Reading—Foundational Skills
- Writing
- Language

MATHEMATICS

Mathematics is assessed in grades K, 1, and 2. It covers four domains in grades 1 and 2 and five domains in Kindergarten:

- Operations and Algebraic Thinking
- Number and Operations in Base Ten
- Measurement and Data
- Geometry
- Counting and Cardinality (K only)

Scratch Paper Guidelines

Scratch paper is allowed, but not required, in all test sessions and on all test parts. For all grades, scratch paper must be **blank** ruled or unruled paper. Used scratch paper is considered secure and must be collected and destroyed. See Appendix A for the complete Scratch Paper Policy.

Supports and Accommodations

The **Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources** identify appropriate accommodations, supports, identification processes, classroom considerations, and guidelines. The documents can be found on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath). The guidance in the documents pertains to general education students, as well as English learners (ELs), students with disabilities (SWDs), and students who are considered ELs and are also identified as SWDs.

Please see the Supports and Accommodations section on page 37 of this manual for more detailed information.

Resources for Students to Prepare for Testing

A number of resources and tools have been developed to help students gain valuable experience with testing. It is highly recommended

that schools provide students opportunities to practice using these resources before they take the online tests.

Student Tutorial- Student Tutorials are designed to be viewed with students in a classroom environment to provide an overview of the INSIGHT testing engine and tools. It is a companion activity that prepares students for the Online Tools Trainings (OTTs). The tutorials cover test overview, test sign-in, as well as pausing, exiting, and ending procedures, basic tools and navigation.

Watch the Student Tutorial with your students – located in eDIRECT (https://mi.drcdirect.com) → All Applications → General Information → Test Tutorials.

Online Tools Training- The OTTs are not scored. OTTs give students opportunities to see what different test items look like and practice using the online testing tools. Providing students with ample practice opportunities will ensure they are familiar with item types, navigation strategies, and system tools on test day.

Provide students with online test practice by having each student complete the ELA & Math Online Tools Training (OTT) (https://wbte.drcedirect.com/MI/portals/mi/) – you must access the OTTs using the Chrome Browser.

The Secure Site

Many testing functions take place on the Secure Site (www.michigan.gov/oeaa-secure), including:

- pre-identification of students
- assign test
- add reporting codes and research codes
- incident reporting

If District or Building Coordinators do not have a Secure Site user ID and password (which are required to enter the site), they should contact their district administrator (as assigned by the District Superintendent), who has responsibility for maintaining the site at the district level. A user must have a MEIS Login to log in to the Secure Site system. The Secure Site login screen will contain a link to the "Request MEIS ID" process. If the user has a MEIS ID but does not have access to the Secure Site, the system will display a screen to request access after logging on. Users requesting district, school administrator, and/or school user access will have the ability to submit a request using the request access screen.

Those who are unfamiliar with the Secure Site can find training resources on the Secure Site Training web page (www.michigan.gov/securesitetraining).

Call Center Contact Information

The Office of Educational Assessment and Accountability (OEAA), has a call center to help answer questions related to testing. Agents are available to receive questions at the following toll-free phone number and email address during specific hours.

- Call: 1-877-560-8378
  7:00 AM–5:00 PM (M–F)
- Email: mde-oeaa@michigan.gov

The table below shows the options related to testing that are available for selection when calling the OEAA Call Center.

Topic	Option
Known or suspected cheating or unethical testing practices on any state assessment	1
eDIRECT, INSIGHT, TSM, or online assessment tools	2
Secure Site, Test Administration, Accountability Reporting, or Educator Evaluations	3

OEAA Communications with Schools and Districts

Keeping educators up to date regarding changes in assessment and accountability is critical. The OEAA communicates with the field in a number of different ways, including:

- Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
- WebEx (live and recorded) and video tutorials for online Coordinators in eDIRECT (https://mi.drcedirect.com)
- A weekly newsletter called SPOTLIGHT on Student Assessment and Accountability. Sign up to receive the newsletter and/or read archived copies on the Spotlight web page (www.michigan.gov/mde-spotlight).
- eDIRECT (https://mi.drcedirect.com)
- The "Announcement" page on the Secure Site (www.michigan.gov/oeaa-secure)

Please check these sources regularly to stay up to date on assessment-related issues and activities.

The Educational Entity Master (EEM)

The Educational Entity Master (EEM) is a repository that contains basic contact information for public schools, nonpublic schools, intermediate school districts, and institutions of higher education.

Because the EEM serves as the directory for identifying and linking educational entities with other data collection applications, it is imperative that districts and schools keep their information up to date. The OEAA will use that information in various ways throughout the testing process. Early Literacy and Mathematics updates will be sent to the person assigned the role Early Literacy and Math Benchmark Coordinator.

The EEM may be accessed on the EEM web page (www.michigan.gov/eem). The EEM may be viewed by anyone, but it can only be updated by the authorized district EEM user. This is usually, but not always, the district student pupil accounting person. The EEM authorized user is listed on the District and School Contact page of the OEAA Secure Site.

Roles and Responsibilities

District and school professional staff members play a key role in the fair and equitable administration of state assessments. While districts may adjust the roles and responsibilities to fit their size and organizational structure, all roles must be filled in some way. Each role may be carried out by one individual or split among several individuals. No function or responsibility, however, should be ignored.

There are four roles associated with testing: District Coordinators, Building Coordinators, Test Administrators, and Technology Coordinators. Each of the first three roles has a section in this manual dedicated entirely to describing the responsibilities that must be carried out before, during, and after assessment administration.

Following is a brief description of each role.

DISTRICT COORDINATORS

District Coordinators are responsible for overseeing ALL testing at the district level and acting as backup support at the school or building level. The person (or people) fulfilling this role must develop necessary testing policies, ensure that all other roles associated with testing are filled, lead professional development activities associated with testing, ensure that Building Coordinators and Test Administrators are aware of training opportunities for students, and so forth. In addition, the person fulfilling this role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **District**

Assessment Coordinator. For more detailed information, please see the District Coordinator section on pages 18-23 of this manual.

BUILDING COORDINATORS

Each school building involved with testing (including alternative education programs, SEEs, and S2E2s) must have a Building Coordinator. This person may be the school principal or another professional staff member. The Building Coordinator is responsible for arranging training opportunities for Test Administrators and students, making all testing arrangements, developing test schedules based on the school's resources (i.e., available computers, testing rooms, etc.) and needs, and ensuring the overall integrity of the assessment process. In addition, the person fulfilling this role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **Early Literacy and Math Benchmark Coordinator**. For more detailed information, please see the Building Coordinator section on pages 24-31 of this manual.

TEST ADMINISTRATORS

Test Administrators are responsible for preparing for and administering the tests directly to students. This manual provides an overview of what Test Administrators are expected to do before, during, and after testing; Online Test Directions can be downloaded from the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath) or from eDIRECT (https://mi.drcedirect.com). For more detailed information on this role, please see the Test Administrator section on pages 32-36 of this manual.

TECHNOLOGY COORDINATORS

Technology Coordinators (TCs) are responsible for tasks related to the software used for testing (INSIGHT) and the local caching system for securely storing test content (Testing Site Manager [TSM] or Central Office. TCs must:

- complete a security compliance form
- download and install INSIGHT and the TSM (for any devices new to testing)
- verify that the latest versions of INSIGHT and the caching system are installed (if the school participated in online testing before, this may require that old programs be uninstalled)
- configure all devices used for testing in schools to communicate with the caching system (if not already done)
- be available during testing to troubleshoot and help Building Coordinators and Test Administrators
- provide contact information to District and Building Coordinators so they can easily request help in solving any technology issues that arise before, during, or after testing
- clear the response cache at the end of each testing window (this can be done daily, if desired, but only after testing is finished for the day)

Detailed information on how to install and configure the software used for testing is available for TCs in the **Technology User Guide**, which can be found in eDIRECT (https://mi.drcedirect.com).

The person fulfilling the Technology Coordinator role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **Technology Director**.

Valid, Equitable, and Ethical Assessment

In April 2016, the State Board of Education approved the **Assessment Integrity Guide**. This document, which is available on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath), establishes ground

rules for how each state-level assessment should be administered. It also includes information on roles and responsibilities, test preparation, administration irregularities, and security.

It is required that the **Assessment Integrity Guide** be downloaded from the web page and read in its entirety prior to the assessment cycle, as it contains specific information and directions for individuals based on their assessment responsibilities.

By following the guidelines in the **Assessment Integrity Guide**, schools ensure that

- the testing context is equitable for all students; and
- all practices are ethical.

OEAA Security Compliance Forms

OEAA Security Compliance Forms are available on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath). All staff involved in the administration of tests must read and sign an OEAA Security Compliance Form asserting that they (1) have read the required assessment materials related to their role in the administration process, (2) understand their role and responsibilities.

All OEAA Security Compliance Forms must be returned to the District Coordinator and kept on file for three years.

Students to be Tested

Schools/districts should administer benchmark assessments in the fall, spring, and optionally winte in grades kindergarten, 1, and 2 beginning in the 2018-19 school year. There is no planned high stakes accountability for these assessments.

Options:

- MDE-developed Early Literacy and Mathematics Benchmark Assessments in ELA and mathematics
- A different benchmark assessment aligned to Michigan-approved academic standards in ELA and mathematics

Testing for students who are home schooled or who attend nonpublic schools is optional.

Following is a detailed description of testing requirements for students in various populations, locations, and unique circumstances.

STUDENT POPULATIONS

Students with Disabilities

Students with a variety of specialized needs stemming from a disabling condition may require accommodations to properly access the assessment. These accommodations would be outlined by the student's Individualized Education Program (IEP) or Section 504 plan. These required accommodations should be taken into consideration, along with other available universal tools and designated supports that a student may need when scheduling students to take the assessment.

Students for whom an IEP team determines that the Early Literacy and Mathematics Benchmark Assessments are not appropriate, would not be required to take the assessment. An example might be the case of a student with a significant cognitive impairment whose progress is better assessed in another way.

To learn more about the supports and accommodations allowed for all students, including students with disabilities, please refer to the **Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources**. See the **Early Literacy and Mathematics Benchmark Assessments**

Supports and Accommodations Table and Resources on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath). There also is a section of this manual dedicated to the topic (see page 37).

English Learners (ELs)
Schools may choose to administer the Early Literacy and Mathematics assessments to English Learners (ELs). It is recommended that schools follow similar requirements for ELs taking content area assessments in grades 3-8 and 11. For ELs in those grades who are in their first year in a U.S. school (defined as the first twelve months of enrollment) may not be required to participate in the ELA assessment IF they have taken the WIDA-ACCESS Placement Test (W-APT) or WIDA ACCESS for ELLs. However, there is no application process necessary for this school level exception in grades K-2.

STUDENT GRADE CONSIDERATIONS

Students Who Repeat a Grade Level or are in Advanced Classes
Students must take the Early Literacy and Mathematics test for the grade level in which they are enrolled.

STUDENTS IN DIFFERENT LOCATIONS

Home-schooled Students
Home-schooled students are eligible for testing, but they are not required to test. If they opt to participate in testing, they must contact their local public school and arrange for their participation. Home-schooled students must also have a state-assigned unique identification code (UIC) and the correct residency code entered in the MSDS. Students are expected to follow the school-established test schedule (the school is not required to provide makeup testing).

When home-schooled students take the test, their test results will not be included in school and district test results **IF** the student is appropriately flagged in eDIRECT. Those entries must match what is entered for the student in the MSDS.

When returning test results to home-schooled students, schools may request a stamped, self-addressed envelope from the parent.

Students Enrolled in Private/Non-public Schools
Private/non-public students are eligible for testing, but they are not required to test. If they opt to participate in testing, they may only take tests at their own school, unless the students also take courses at a public school. In that case, students may take the tests in the public school.

Virtual Schools
Students in online or virtual schools must be tested by those schools at a remote site. Virtual school personnel should plan to work closely with the OEAA to ensure that testing at remote sites is managed in a secure fashion (**students may NOT be tested online in their homes or in any unproctored session**). An offsite test administration request must be submitted and approved. You will need to complete this request form (https://baameap.wufoo.com/forms/kog4na00vkhs3n/).

UNIQUE IDENTIFICATION CODES

Each student in Michigan is assigned a unique identification code (UIC) when he or she enrolls in a public school. **Home-schooled, private, and non-public students are also required to have a UIC**. UICs are used to identify students and report their test results; therefore, it is critically important that the codes are correctly applied.

Absences and Makeup Testing

All makeup testing **must be completed during the student's designated test window**.

For online students who never started a test, there is no need to create a new test session for makeups. Students can remain in the same test session to which they were originally assigned.

Incident Reporting

Incident reports must be completed by District Coordinators when

- requesting a new test
- reporting test irregularities and misadministrations
- marking a test "Prohibited Behavior"
- marking a test "Nonstandard Accommodation"

For more detailed information on situations requiring incident reports, see Appendix C of this manual.

Testing Irregularities

Examples of test irregularities which would require an Incident Report include, but are not limited to:

- not removing or covering posters, maps, and other instructional aids in the testing room(s);
- not allowing a student to complete a test (tests are untimed, so time should not be a factor if scheduled properly);
- allowing students to be unsupervised during testing.

Any irregularities that occur outside the scope of Appendix B must be reported to the OEAA Call Center as quickly as possible (1-877-560-8378).

Training Tools

The OEAA and its testing contractors have developed a number of resources to help staff prepare for test administration.

RECORDED PRESENTATIONS IN EDIRECT

The following presentations are available in eDIRECT (https://mi.drcedirect.com). Click on All Applications → General Information → Documents → Document Type: Training Presentations & FAQs.

Recorded Presentation	Description	Date Available
Technology Coordinator Power Point Presentation	Provides an overview of the software and technology setup required testing. It is **optional** reading for District and Building Coordinators.	Refer to Important Dates document
District and Building Coordinator Training (recorded)	Provides (a) an overview of what's new, (b) where to find resources, (c) software required for the implementation of online testing, and (d) a Q&A.	Refer to Important Dates document

MANUALS

The following manuals are available in eDIRECT (https://mi.drcedirect.com). Click on All Applications → General Information → Documents.

Manual	Description	Where to find it	Date Available
Test Administration Manual (TAM)	This manual (electronic only)	Web page and eDIRECT	Refer to Important Dates document
Online Test Administration Directions (TAD)	Online test administration directions for Test Administrators (electronic only)	Web page and eDIRECT	Refer to Important Dates document

MINI-TUTORIALS

Mini-tutorials are short videos designed to help District Coordinators, Building Coordinators, and Test Administrators better understand online testing tasks. They are available in eDIRECT (https://mi.drcedirect.com). Click on All Applications → General Information → Documents → Document Type: Mini-Modules.

Mini-Tutorial	Description	Where to find it	Role	Date Available
Accessing Documents in eDIRECT	How to access, sort, and filter documents on the eDIRECT test management website	eDIRECT	All	Available Now
Accessing Online Tools Trainings (OTTs) for Students	How to access OTTs – the student practice tests	eDIRECT	All	Available Now
Searching for Students in eDIRECT	How to find students that have been pre-loaded into eDIRECT	eDIRECT	DC, BC	Available Now
Accommodations: Adding, Editing, and Mass-Assigning	How to add, edit, and mass-assign accommodations to students' tests in eDIRECT	eDIRECT	DC, BC	Available Now
Creating Test Sessions in eDIRECT	How to create and edit test sessions, and print test tickets	eDIRECT	DC, BC	Available Now
Checking Student Test Status	How to check where students are in the testing process at any given time (not started, in progress, or completed)	eDIRECT	DC, BC	Available Now

ASSESSMENT SECURITY TRAINING SERIES THROUGH MICHIGAN VIRTUAL UNIVERSITY (MVU)

This series, which consists of four modules that will help prepare testing personnel to establish and maintain appropriate and secure test administration practices, is available through Michigan Virtual University (https://bit.ly/MDEAssessmentSecurity).

Training Module	Description	Date Available
Module 1: An Introduction to Test Security	This module covers why test security is important.	1/26/18
Module 2: Getting Ready for Testing	This module covers steps to take before testing, such as staff training and preparing the test environment. These steps will help you avoid common security problems, protecting both your staff and the validity of your test results.	1/26/18
Module 3: Test Administration	This module covers security concerns and considerations during testing. What should test administrators do on-site? What student behaviors should you watch for?	1/26/18
Module 4: Incident Response	This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring, and most can be mitigated with a quick and careful response.	1/26/18

Security

All materials that contain test questions or student responses are considered secure materials and must be handled in a way that maintains their security before, during, and after testing. This includes used scratch paper, online test tickets, and test rosters. Following is more detailed information related to security that District Coordinators, Building Coordinators, and Test Administrators must keep in mind when they have secure test materials in their possession.

- Test tickets used to log students into each online test are considered secure materials and must be treated as such. (Test rosters, which automatically print along with test tickets, are also considered secure.)
- All secure materials must be retained in one secure, locked location within the school. During the test administration window, they must be distributed and collected daily.
- All scratch paper must be collected and returned to the Building Coordinator immediately after testing for shredding. No used scratch paper may be kept in the classroom. Used scratch paper must never be taken from one test session to another.
- **No test materials that contain test questions or student responses may be copied at any time or retained in the schools**.
- Using cameras or cell phones and posting pictures to social media sites is an serious and significant security risk. **Therefore, photographs may not be taken at any time** by students or district/school personnel. If students violate this policy, their tests will be marked as "Prohibited Behavior."

Materials Permitted or Required During Testing

HEADPHONES

- All kindergarten and grade 1 testers will receive Human Voice Audio (HVA) for both math and English Language Arts. Headsets are required. HVA will be automatically turned on, nothing needs to be set in eDIRECT.
- Any grade 2 tester who is in need of Text-to-Speech (TTS) support will need headphones. TTS must be set in eDIRECT before test tickets are generated. (Note: For the ELA assessment, only test items are read aloud, the passages are not read.) **Tip:** Both the volume and the speed of TTS can be adjusted. Go to Options → Audio Settings → Volume or Speed.
- Students may use their own headphones or earbuds, but Test Administrators should check them to ensure they are working properly.

Software and Testing Devices

eDIRECT (https://mi.drcedirect.com)
eDIRECT is Data Recognition Corporation's (DRC's) custom-built web application that allows Michigan users to access training materials, download testing software, manage online test sessions, print test tickets, assign and manage online testing accommodations, and monitor testing progress. Each eDIRECT user will receive his/her own login information and password with specific permissions based on his/her role as entered in the Secure Site. eDIRECT is used in connection with DRC's online test engine, INSIGHT.

INSIGHT AND TESTING SITE MANAGER

DRC's INSIGHT Online Learning System is software that provides a secure online testing environment. The software is available from eDIRECT and must be installed on each device used for testing. In addition, a caching server (Testing Site Manager and/or Central Office) is needed to (1) allow the audio components of the test to function properly, and (2) ensure a smooth and secure testing environment. The caching server helps manage network traffic, connectivity, and bandwidth issues, so that students are not kicked out of the system during testing. The caching server also reduces bandwidth consumption and provides backup response storage in the event of network issues. Please see the **Technology User Guide** available in eDIRECT (https://mi.drcedirect.com) for additional details.

SUPPORTED TESTING DEVICES

Students may test using the following devices:

- Windows-based desktops or laptops
- Mac-based desktops or laptops
- iPads
- Non-touchscreen Chromebooks, Chromeboxes, and Chromebases
- Android OS and some Android devices
- Select touchscreen devices, including
  - Acer C720P, Lenovo N20P, Dell Chromebook 11, HP Chromebook 14 G3, and HP Chromebook 14 G3, Lenovo N20

Please refer to the **DRC INSIGHT System Requirements** document in eDIRECT (https://mi.drcedirect.com) under All Applications → General Information → Documents for more detailed information about supported devices and versions.

TESTING DEVICES/OPERATING SYSTEMS NOT SUPPORTED

Thin Clients (for any test with audio) are NOT supported for testing. Please refer to the *Technology User Guide* or "DRC INSIGHT System Requirements" in eDIRECT (https://mi.drcedirect.com) for more detailed information about supported devices and versions.

District Coordinators

Roles and Responsibilities

District Coordinators are responsible for overseeing all testing in their district. Specifically, they are expected to perform the following functions:

- establish and communicate a district scratch paper policy
- establish and communicate a district cell phone and personal electronic device policy
- lead test-related staff training activities and inform Building Coordinators about learning opportunities for Test Administrators and students
- manage Secure Site access and permissions
- manage the distribution, collection, and storage of OEAA Security Compliance Forms
- serve as the contact person between the district and the OEAA
- read and know where to find information related to testing
- disseminate all correspondence to relevant district and school staff members, as well as parents where and when appropriate
- coordinate the pre-identification of students for the assessment
- collaborate and communicate regularly with the Technology Coordinator (who is responsible for installing all software needed for testing)
- ensure the Technology Coordinator has cleared the TSM at the end of each test window
- ensure all student information is accurate in the Michigan Student Data System (MSDS)
- serve as backup support for Building Coordinators before, during, and after testing
- initiate and submit Incident Reports as needed
- investigate and inform the OEAA of any testing irregularities, including prohibited behavior, the use of nonstandard accommodations, and security breaches

Assigning Roles for District Users

One of the most important tasks that District Coordinators must complete is providing key players in the assessment process (Technology Coordinators, District Coordinators, and Building Coordinators) access to eDIRECT. To do that, District Coordinators must first work with their District Administrator (the person in the district who provides others with access to the Secure Site and assigns their role). User information will then be pulled from the Secure Site and loaded into eDIRECT. **Please note** that this is the only method for adding users to the eDIRECT system. Users may NOT be added manually over the phone.

Technology Coordinators will need access to eDIRECT to download testing software. Building Coordinators will need eDIRECT access to manage online test sessions, assign accommodations, and print test tickets. District Coordinators will need access to it to monitor testing progress and serve as backup support for Building Coordinators. Test Administrators do not need access to the password protected part of eDIRECT to obtain the materials they might need.

A document titled **Assigning Roles in the Secure Site for eDIRECT** is available on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Manuals and Guides** section. It is designed to help District Coordinators, working in cooperation with their District Administrator, make assignments. Once a user is entered into the Secure Site, it will take approximately two business days before he/she receives an email from eDIRECT with username and password information.

Everyone, including Test Administrators, has access to the "Documents" section of eDIRECT (https://mi.drcedirect.com) as it does not require a login (click on All Applications → General Information → Documents).

Pre-Identification of Students

Schools will need to pre-identify students that will be taking part in the Early Literacy and Mathematics assessment on the Secure Site (www.michigan.gov/oeaa-secure). Along with pre-identification of students, schools will also need to place students in an online testing session on the Secure Site or later in eDIRECT. Students must be pre-identified on the Secure Site before they will be copied into eDIRECT for management of the online assessment.

There are several different methods that can be used to pre-identify students:

- Pre-ID File Upload
- One Student at a Time
- MSDS Copy
- Early Roster Collection through the Michigan Student Data System (MSDS) (this option is available only for the fall Early Literacy and Mathematics Assessment)

One or more of the methods above can be used to pre-identify students on the Secure Site. Directions for all of the Pre-ID functions and also assigning students to online sessions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Manuals and Guides** section.

Check the Important Dates section of this manual for important dates related to pre-identification of students. For instructions on how to get access to the Secure Site, go to the Secure Site Training web page and click on the **How do I get access to the Secure Site?** link.

SUPPORTS AND ACCOMMODATIONS

Identifying the supports and/or accommodations that an individual student needs to test online must be done in eDIRECT.

Training Requirements and Resources

District Coordinators should review and become familiar with all sections of this manual. They also should make others in the district aware of the many training tools that are available to help Building Coordinators, Test Administrators, and students prepare for testing.

TRAINING OPPORTUNITIES FOR STAFF

The following training presentations are provided to assist testing personnel.

Dates for the **live presentations** are listed in the Important Dates document on page 6:

- **District and Building Coordinator Training – WebEx**
  - **Recorded version:** will be available the day after the live presentation in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations & FAQs.
- **Technology Coordinator Training – WebEx**
  - **Recorded version:** will be available the day after the live presentation in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations & FAQs.

ONLINE STUDENT TUTORIALS

Online Student Tutorials are designed to be viewed with students in a classroom environment to provide an overview of the INSIGHT testing engine and tools. It is a companion activity that

prepares students for the Online Tools Trainings (OTTs). They are NOT a substitute for the hands-on practice that the OTTs provide. The tutorials are available in two places: (1) in eDIRECT (https://mi.drcedirect.com), go to All Applications → General Information → Tutorials (a login is NOT needed), or (2) by opening the INSIGHT testing engine and selecting the tutorial link at the bottom of the screen.

ONLINE TOOLS TRAINING (OTT) FOR STUDENTS

The Online Tools Training (OTT) is designed to provide an introductory online experience for students in preparation for taking the Michigan Early Literacy and Mathematics Assessment. Assessment Administrators should have students do the OTTs only after first viewing the Video Tutorial themselves and with students. Assessment Administrators should then model for the students how to complete the various item types, tool usage, and navigation.

The purpose of the OTT is for the students to observe and practice features of INSIGHT, the online assessment software, prior to an actual administration. Although the test questions used for illustration purposes are indicative of the content of a given assessment, the OTT is **not** a practice test of content. That is, the OTT is not designed to demonstrate complete coverage of the tested content, and **it is not scored**. Test questions have been chosen to demonstrate the item types and tools of online testing for the content area. The goal is to familiarize students with the use of the computer and not to test content knowledge within any subject.

Remind students that the OTT is designed to allow students to experience taking a test on a computer and to experiment with the features available to them during an actual assessment.

- **Public OTTs (software not required—must be accessed in the Chrome browser)**

  These OTTs are available on the OTT portal (https://wbte.drcedirect.com/MI/portals/mi) If Chrome is not your default browser, you will need to copy and paste this address into a CHROME web browser.

- **Non-public OTTs (require INSIGHT software download)**

  To begin an Online Tools Training, students double-click on the DRC INSIGHT Online Assessments icon on their desktop. They should then select **Online Tools Training** under the Early Literacy and Mathematics Benchmark Asessments section, select a content area, then select a grade level. Once the program opens, all students should enter the **Username** and **Password** displayed on the sign-in screen. A sample sign-in screen is shown below.

The **Username** is the content and grade of the assessment (for example: ELAK, MATHK, ELA1, MATH1, ELA2, MATH 2, ELA2TTS, MATH2TTS).

The **Password** for each OTT is "TEST."

For students in Grade 2 with the designated support TTS, the username is the content and grade of the assessment with "TTS" (for example, "ELA2TTS").

- Assessment Administrators should encourage students to practice using the testing tools while answering the practice questions.
- Students with low vision who require enlarged text and graphics should use a large monitor. If one is not available, the magnifier is available for use. Use of the magnifier will require students to select the tool for each item.

Assessment Administrators must monitor students during Online Tools Training practice sessions and may help students with questions about the Online Tools Training or show them how to answer the different item types. OTT test directions are read to Kindergarten and Grade 1 students as well as Grade 2 students with the designated support Text to Speech (TTS). Students are directed to raise their hands when they reach the stop sign at the end of the test.

Loading Students in eDIRECT

Students CANNOT be loaded directly into eDIRECT. Instead, follow the procedures established to pre-identify students in the Secure Site. Then, once they are entered there, it will take one business day for them to be loaded into eDIRECT.

Assigning/Editing Sessions

While Building Coordinators are primarily responsible for assigning students to test sessions, District Coordinators may be called on to provide backup. Therefore, the following information (which is repeated in the Building Coordinator section on pages 24-31 of this manual) will be helpful.

- Schools administering assessments online will need to group students into online sessions on the Secure Site, or in eDIRECT.
- Create/Manage Online Test Session in Secure Site Window: Refer to the Important Dates document
- Instructions for completing this task can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining). Click on **Online Sessions** located under the **Pre-Identification/Student Search** section.
- After the deadline, pre-identified students will be pulled in their online session groups from the Secure Site and automatically entered into eDIRECT.
- After the Secure Site test session creation deadline, schools will need to place new students into test sessions directly in eDIRECT. Pre-identified students will continue to be pulled three times a day until the last day of the test window.

For detailed information on adding and editing test sessions, refer to the **Test Sessions – Adding, Editing, Printing Test Tickets** guide and mini-module found in eDIRECT (https://mi.drcedirect.com). Go to All Applications → Test Management → Manage Test Sessions.

Reporting Codes and Research Fields

Reporting Codes and Research Codes allow districts and schools to receive reports organized by class or group designation(s). It is up to the district or school to determine whether this option will be used and to define the codes that will be most helpful.

Users of the Secure Site can enter reporting codes and research fields for groups of students using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the

Secure Site Training web page (www.michigan.gov/securesitetraining) under Pre-Identification.

Refer to the Important Dates document on page 6 for the deadline to add Reporting Codes and Research Codes.

REPORTING CODES AND REPORTING CODE LABELS

Secure Site users can add a label to reporting codes that are created in the OEAA Secure Site. Reporting Codes can be used filter dynamic score reports, student data files, and be used when creating online sessions. For information on how to add labels to your reporting codes refer to Reporting Code Labels (www.michigan.gov/documents/mde/Reporting_Codes_Instructions_609853_7.pdf).

RESEARCH I AND II FIELDS

The use of research fields is optional. Research codes are reported in the student data file results only. (Dynamic online reports do not include the research code information.)

In the past, school districts have used the optional research fields to answer such questions as:

- Is there a relationship between the number of years students have attended school in our district and their test scores?
- Is there a difference in attainment of achievement objectives among those students who had reading program A vs. reading program B (vs. reading program C, etc.)?

The following important points should be considered before deciding to use research fields:

- Codes for research fields may be developed at the district or school level and assigned a different number from one to ten.
- Districts may elect to use one or both of the research code options at any or all of the grades assessed.
- Research codes can be entered into the Secure Site through the end of the test window.

End-of-Test Window Activities

There are a number of tasks that must be completed at the end of each test window. Although District Coordinators may not complete the tasks themselves, they are responsible for making sure that others do.

CLEARING THE TSM

District Coordinators should work with Building Coordinators to remind Technology Coordinators that the TSM needs to be cleared of any stored responses at the end of the online testing window. If Technology Coordinators choose to, they may clear the TSM on a daily basis. Usually the TSM would only need to be cleared at the end of the day after all testing has been completed, however if students are having problems logging into tests, the TSM may be cleared more frequently.

Once a testing session starts caching responses on the TSM, it will continue doing so until the student logs out. There is no benefit to repeatedly manually pushing responses from a student who is still testing. There is also no harm. If a student cannot log back into a test because responses are waiting on the TSM, it is simplest to send all pending responses to DRC.

District Coordinator Online Checklist

A single-page checklist is provided on the following page to help District Coordinators manage the many tasks that must be completed for online testing. The checklist can be also be downloaded from eDIRECT (https://mi.drcedirect.com). Click on All Applications → General Information → Documents.

Online Assessments

District Coordinator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES

Test Windows	
Fall 2018 (Grades K– 2)	**September 10 – October 5, 2018**
Winter 2019 (Grades K–2)	**January 7 – February 1, 2019**
Spring 2019 (Grades K–2)	**April 8 – May 24, 2019**

eDIRECT**:** https://mi.drcedirect.com
Access reference documents in eDIRECT: Select General Information → Documents → filter for documents.

District Coordinator Checklist:
This checklist is intended to be used in conjunction with the **Test Administration Manual**, which is found in eDIRECT. **All steps below are required for successful implementation**.

✓	Task
	1. Watch the **District/Building Coordinator WebEx** (Live: Refer to the Important Dates document) or a Training Session PowerPoint (posted shortly after the live presentation) in eDIRECT under All Applications → General Information → Documents → Document Type: Training Presentations & FAQs and on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
	2. Review and become familiar with the **Assessment Integrity Guide**, the **Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources,** the **Test Administration Manual**, and online **Test Administration Directions** posted on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
	3. Ensure all Building Coordinators have been trained and that all students taking online assessments have opportunities to practice using training materials
	4. Coordinate student use of the **Tutorial** and **Online Tools Trainings (OTTs)**
	5. Assign Secure Site access and permission to Technology Coordinators and Building Coordinators who will manage the **Student Roster** on eDIRECT and update incorrect/missing information in the Secure Site 5b. Oversee the pre-identification of students in the secure site
	6. Oversee the scheduling, creation, and editing of **Test Sessions** by Building Coordinators in eDIRECT
	7. Oversee the printing, sorting, and distribution of **Student Test Login Tickets** to Test Administrators
	8. Monitor testing and support Technology Coordinators, Building Coordinators, and Test Administrators during the testing window
	9. **Monitor testing** and support Test Administrators during testing window (daily)
	10. Report all test administration irregularities and submit Incident Reports, as needed
	11. **Post-Test Tasks** – Ensure that all test tickets, test rosters, scratch paper have been collected and destroyed; verify that student statuses show "completed" for each student (eDIRECT: All Applications → Student Management → Student Status); monitor makeup sessions for students as needed. Update student demographics in MSDS as needed.

Questions Regarding eDIRECT, INSIGHT, or the above steps?

- Consult the Test Administration Manual
- Call the OEAA Call Center: 1-877-560-8378 (choose option 2)

Building Coordinators

Roles and Responsibilities

Building Coordinator responsibilities include, but are not limited to, the following:

- distribute and discuss district cell phone and personal electronic device policy with Test Administrators
- distribute and discuss district scratch paper policy with Test Administrators
- serve as the contact person between the school and the District Coordinator
- read and become familiar with the information in this manual prior to testing
- carry out building-level duties related to the distribution, security, and collection of test materials
- schedule and conduct training of Test Administrators
- schedule and coordinate student test practice, including viewing the Student Tutorials and use of Online Tools Trainings (OTTs)
- ensure student data in the Michigan Student Data System (MSDS) is completed and up to date
- ensure students are pre-identified in the secure site
- ensure students are assigned to the correct online test sessions through the secure site or in eDIRECT
- assign the appropriate accommodations to students in eDIRECT (online)
- schedule and coordinate testing during the testing window
- ensure that rooms used for testing do not contain any visual materials that would provide students with clues or answers to questions
- print and distribute student test tickets before each test
- control test ticket and test roster security
- collect tickets, test rosters, and scratch paper for destruction after each test session
- report any incidents promptly to the District Coordinator so that he/she may file an Incident Report
- ensure the Technology Coordinator has cleared the TSM at the end of each testing window (this can be done on a daily basis if desired, but only AFTER all students are finished testing for the day)

Pre-Identification of Students (Secure Site)

Schools that will be administering the Early Literacy and Mathematics test will need to pre-identify students on the Secure Site (www.michigan.gov/oeaa-secure) for each test cycle:

- Fall 2018 Early Literacy Test Cycle
- Winter 2019 Early Literacy Test Cycle
- Spring 2019 Early Literacy Test Cycle

The MDE does not pre-identify any students for the Early Literacy and Mathematics. It is the responsibility of the district or school.

Dates for the following are listed in the Important Dates document on page 6.

- **Pre-identification** on the Secure Site
- **Initial load to eDIRECT** of pre-identified students
  - It will take a few days to load and verify the data. Once that is done, schools will have access to the students in eDIRECT.
  - After the initial load of students into eDIRECT, students must still be pre-identified on the Secure Site and then DRC will copy them into eDIRECT three times a day through the end of testing.

- Students can be pre-identified on the Secure Site using any of the following methods:
  - Pre-ID File Upload
  - MSDS Copy
  - One Student a Time
  - **(Only available in the fall)** Early Roster file upload through the Michigan Student Data System (MSDS)

Complete instructions for pre-identification of students for Early Literacy and Mathematics can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Manuals and Guides** section. Once students are pre-identified, they will need to be put into online test sessions.

Note: A student must be pre-identified in order to be assigned into a test session

- **Secure Site Test Sessions** – Test sessions can be assigned in the Secure Site. Students who have been put into an online testing sessions on the Secure Site by deadline will also be copied into eDIRECT.

  Create/Manage Online Test Session in Secure Site Available - Refer to the Important Dates document

AFTER these dates, students must be placed in test sessions in eDIRECT.

- **eDIRECT Test Sessions** –Students can be put into test sessions in eDIRECT when it becomes available to schools. Students can only be put into an online test session in eDIRECT after deadlines for creating the Secure Site test sessions.

Complete instructions for Online Sessions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Quick Reference** section.

If you do not have access to the Secure Site and need access, instructions on how to get access can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on **How do I get access to the Secure Site?**

SUPPORTS AND ACCOMMODATIONS

Identifying the supports and/or accommodations that an individual student needs to test online must be done in eDIRECT.

Training Requirements and Resources

Building Coordinators should review and become familiar with all sections of this manual. They also should make others in the district aware of the many training tools that are available to help Test Administrators and students prepare for testing.

TRAINING OPPORTUNITIES FOR STAFF

The following training presentations are provided to assist testing personnel.

Dates for the **live presentations** are listed in the Important Dates document on page 6:

- **District and Building Coordinator Training – WebEx**
  - A recorded version will be available the day after the live presentation in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations & FAQs.
  - A Training Session PowerPoint will be available the day after the live presentation in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations & FAQs.

- **Technology Coordinator Training – WebEx**
  - A recorded version will be available the day after the live presentation in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Training Presentations & FAQs.

ONLINE STUDENT TUTORIALS

Online Student Tutorials are designed to be viewed with students in a classroom environment to provide an overview of the INSIGHT testing engine and tools. It is a companion activity that prepares students for the Online Tools Trainings (OTTs). They are NOT a substitute for the hands-on practice that the OTTs provide. The tutorials are available in two places: (1) in eDIRECT (https://mi.drcedirect.com), go to All Applications → General Information → Tutorials (a login is NOT needed), or (2) by opening the INSIGHT testing engine and selecting the tutorial link at the bottom of the screen.

ONLINE TOOLS TRAINING (OTT) FOR STUDENTS

Online Tools Trainings (OTTs) give students opportunities to see what different test items look like and practice using the online testing tools.

OTTs are available to practice before testing software is installed.

Public OTTs (software not required—must be accessed in the Chrome browser)

- All ELA and mathematics OTTs

These OTTs are available on the OTT portal (https://wbte.drcedirect.com/MI/portals/mi/). If Chrome is not your default browser, you will need to copy and paste this address into a CHROME web browser.

Non-public OTTs (require software download)

- All ELA and mathematics OTTs are using Insight

Building Coordinators are responsible for scheduling opportunities for students to practice using the OTTs. The more opportunities they have to practice, the more familiar they will be with the item types, navigation strategies, and system tools on test day (and, hence, the more they will be able to concentrate solely on the test content and not the testing process).

Loading Students in eDIRECT

Students CANNOT be loaded directly into eDIRECT. To add students in eDIRECT, follow the procedures established to pre-identify students in the Secure Site. Once that has been completed, students will be imported into eDIRECT about one business day later.

Assigning/Editing Sessions

Building Coordinators are responsible for assigning students to test sessions; however, District Coordinators may be called upon to provide backup. For that reason, the following information is included in this section and in the District Coordinator section of this manual. Be sure to clarify who will perform this important function for the 2018-2019 school year.

- Schools administering assessments online will need to group students into online sessions on the Secure Site.
- Refer to the Important Dates document on page 6 for the date assignments to online sessions must be completed in the Secure Site.
- Instructions for completing this task can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining). Click on **Online Sessions** located under the **Pre-Identification/Student Search** section.

- After the deadline, pre-identified students will be pulled in their online session groups from the Secure Site and automatically entered into eDIRECT.
- After the Secure Site test session creation deadline, schools will need to place new and/or additional students into test sessions directly in eDIRECT. Pre-identified students will continue to be pulled twice a day until the last day of the test window.

For detailed information on adding and editing test sessions, refer to the **Test Sessions – Adding, Editing, Printing Test Tickets** guide and mini-module found in eDIRECT (https://mi.drcedirect.com). Go to All Applications → Test Management → Manage Test Sessions.

Assigning Supports and Accommodations

The online assessments offer two kinds of supports and accommodations—embedded and non-embedded. Embedded supports and accommodations are those that are integrated into the online testing system. They are referred to as "online" accommodations in eDIRECT.

For detailed information on assigning accommodations, refer to the **Accommodations – Adding, Editing, Mass-assigning** guide and mini-module found in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Mini-Modules.

Test Ticket Printing

Each student will require a test ticket for every online test session. (Building Coordinators may want to print test tickets for each session on a different color paper to reduce potential confusion about which test tickets to use when.) Each test ticket has a username and a unique password. Usernames and passwords are the same for both parts of a test within a content area.

Test Tickets by Grade		
Grades	**Total Number of Tickets**	**Number of tickets per content area**
K, 1, and 2	4	ELA (2) / math (2)

A test roster will print with each set of test tickets. If a roster is not desired, it is possible to print only the tickets by adjusting the print settings to leave off the first 1–2 pages of the document. (Both the test tickets and test roster are secure materials.)

SAMPLE TEST TICKETS

Please note: usernames and password are **NOT** case sensitive. Following are examples of test tickets for a two–part test.

Early Literacy and Mathematics Test Ticket

G 1 ELA - Part 1

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2010
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: BOAT
Accommodation(s):

Early Literacy and Mathematics Test Ticket

G 1 ELA - Part 2

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2010
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: BOAT
Accommodation(s):

For detailed information on printing test tickets, refer to the **Test Sessions – Adding, Editing, Printing Test Tickets** guide and mini-module found in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Mini-Modules.

Creating Testing Schedules

Before testing begins, Building Coordinators will need to develop a testing schedule for the school. This is an untimed assessment. Each Michigan Early Literacy and Mathematics Benchmark assessment consists of **two parts** that are recommended to be scheduled as separate testing sessions. In each part of the assessment, a stop sign appears after the last question. The two parts of the test should be administered to the students in order, if possible. However, if a student is not present when Part 1 is administered to the class, the student should take Part 2 at the same time as the rest of the class and take Part 1 at a later scheduled time.

Enough time should be scheduled in a testing session for the preparation of the computers and testing space. Additional time should be allowed for other administration tasks, such as arranging seating, starting up computers (without students), distributing Test Tickets, etc.

Testing times provided below are approximate and are supplied for scheduling purposes only. To that end, the OEAA has prepared the following estimates of the time it expects each test component to take.

Test Session Timings
Grades K, 1, and 2 (in minutes)

Subject	Grade K	Grade 1	Grade 2
ELA Part 1	30-40	30-40	35-45
ELA Part 2	30-40	30-40	35-45
Math Part 1	25-35	25-35	35-45
Math Part 2	25-35	25-35	35-45

Note: These estimates DO NOT include:

- transition to the test room
- distribution of test tickets
- reading directions
- logging into test

Managing Student Test Tickets

Test tickets and rosters are considered secure materials. Once printed, they should be kept in a secure location until the test session is scheduled to begin. Test Administrators are instructed to distribute test tickets just prior to student login, and to collect test tickets after all students have logged in and begun testing.

After a testing session is complete, the Test Administrator should return all test tickets (and rosters, if printed) to the Building Coordinator for

- destruction (**IF** all students have finished the test), or
- secure storage (**IF** students have not completed the test).

The tests can be paused for up to 20 minutes. If the 20-minute limit expires, the student will need his/her test ticket to log back in. If a student cannot finish a single assessment on the same

day in which it was started, the Test Administrator should store it in a secure place for redistribution on the next testing day. All tickets must be destroyed when the test has been completed.

Testing Status

If Building Coordinators need to check a student's testing status, they can do so in eDIRECT. The table below defines the status notations that are used.

Status	Description
Not Started	Student has not started this test
In Progress	Student has started but not completed the test; the student has selected the "Begin Test" button but not the "End Test" button
Completed	Student completed and submitted the test or clicked "End Test"

Testing Irregularities

If there are any irregularities that occur before, during, or after testing, report them to the District Coordinator as soon as possible. (See Appendix C for examples of what is considered an irregularity and what follow-up may be required.)

If an irregularity occurs with an online tester, the Building Coordinator must work with the District Coordinator to complete an Incident Report.

Video Surveillance Cameras

If a school has surveillance video cameras in the computer lab(s), or any other room it will use for testing, it can create a security issue. However, in the interest of student and staff safety, the use of surveillance cameras during testing is allowed. Cameras should be directed at equipment and test materials in such a way that they do not compromise any test items or student responses. Then, once testing is complete, any tapes made during test sessions must be deleted as soon as possible. The video taping of any test session or material cannot be archived.

Reporting Codes and Research Fields

Reporting Codes and Research Codes allow districts and schools to receive reports organized by class or group designation(s). It is up to the district or school to determine whether this option will be used and to define the codes that will be most helpful.

Users of the Secure Site can enter reporting codes and research fields for groups of students using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under Pre-Identification.

Refer to the Important Dates document on page 6 for the deadline to add Reporting Codes and Research Codes.

REPORTING CODES AND REPORTING CODE LABELS

Secure Site users can add a label to reporting codes that are created in the OEAA Secure Site. Reporting Codes can be used filter dynamic score reports, student data files, and be used when creating online sessions. For information on how to add labels to your reporting codes refer to Reporting Code Labels (www.michigan.gov/documents/mde/Reporting_Codes_Instructions_609853_7.pdf).

RESEARCH I AND II FIELDS

The use of research fields is optional. Research codes are reported in the student data file results only. (Dynamic online reports do not include the research code information.)

In the past, school districts have used the optional research fields to answer such questions as:

- Is there a relationship between the number of years students have attended school in our district and their test scores?
- Is there a difference in attainment of achievement objectives among those students who had reading program A vs. reading program B (vs. reading program C, etc.)?

The following important points should be considered before deciding to use research fields:

- Codes for research fields may be developed at the district or school level and assigned a different number from one to ten.
- Districts may elect to use one or both of the research code options at any or all of the grades assessed.
- Research codes can be entered into the Secure Site through the end of the test window.

End-of-Test Window Activities

There are a number of tasks that must be completed at the end of each testing window. Although Building Coordinators may not carry out the tasks themselves, they are responsible for working with others to make sure they are completed.

CLEARING THE TSM

Building Coordinators should work with District Coordinators to remind Technology Coordinators that the TSM needs to be cleared of any stored responses at the end of each online testing window. If Technology Coordinators choose to, they may clear the TSM on a daily basis. Usually the TSM would only need to be cleared at the end of the day after all testing has been completed, however, if students are having problems logging into tests, the TSM may be cleared more frequently.

Building Coordinator Online Checklist

A single-page checklist is provided on the following page to guide Building Coordinators in carrying out the tasks associated with online testing. The checklist can also be downloaded from eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents.

Online Assessments

Building Coordinator Checklist of REQUIRED ONLINE TASKS AND ACTIVITIES

Test Windows	
Fall 2018 (Grades K– 2)	**September 10 – October 5, 2018**
Winter 2019 (Grades K–2)	**January 7 – February 1, 2019**
Spring 2019 (Grades K–2)	**April 8 – May 24, 2019**

eDIRECT**:** https://mi.drcedirect.com
Access reference documents in eDIRECT: Select General Information → Documents → filter for documents.

Building Coordinator Checklist:
This checklist is intended to be used in conjunction with the **Test Administration Manual**, which is found in eDIRECT. **All steps below are required for successful implementation**.

✓	Task
	1. Watch the **District/Building Coordinator WebEx** Live: Refer to the Important Dates document, or a Training Session PowerPoint (posted shortly after the live presentation) in eDIRECT under All Applications → General Information → Documents → Document type: Training Presentations & FAQs and on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
	2. Review the **Test Administration Manual (TAM)** access in eDIRECT documents or on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
	3. Ensure all Test Administrators read the **Test Administration Directions (TAD)** (printed and in eDIRECT documents) The TAM can also be found on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath)
	4. Coordinate and verify **Test Engine (INSIGHT)** and **Testing Site Manager (TSM)** set up with the Technology Coordinator (test that the system is properly installed by accessing OTTs)
	5. Coordinate the student use of **Online Tools Trainings (OTTs)** and the **Tutorial**
	6. Manage the **Student Roster** in eDIRECT. Update incorrect/missing information in the Secure Site. (If you don't have access to the Secure Site, see the District Coordinator for assistance.)
	7. Schedule the **Test Sessions** and **Create** or **Edit Test Sessions** in eDIRECT, if necessary
	8. **Assign appropriate accommodations** to students who need them (must be done BEFORE generating login tickets)
	9. Print/sort/distribute student **Test Login Tickets** to Test Administrators (daily)
	10. **Monitor testing** and support Test Administrators during test window (daily)
	11. **Post-Test Tasks**—collect/destroy all login tickets, test rosters, and scratch paper; verify that student statuses show "completed" for each student (eDIRECT: All Applications → Student Management → Student Status).

Questions Regarding eDIRECT, INSIGHT, or the above steps?

- Consult the Test Administration Manual
- Call the OEAA Call Center at 1-877-560-8378 (choose option 2)

Test Administrators

Roles and Responsibilities

Test Administrators are responsible for helping to prepare for test administration and for administering the tests directly to students. That includes carrying out the following tasks:

- discuss and enforce cell phone and personal electronic device policy with all students
- arrange the testing environment (making sure that each student has a testing device and that all posters, formulas, maps, etc. that could cue the students have been removed)
- distribute test tickets provided by the Building Coordinator to students testing online
- read and follow all test directions
- collect test tickets immediately after login and deliver them to the Building Coordinator
- monitor students during testing
- report incidents promptly to the Building Coordinator
- collect scratch paper (if used) at the end of each test session and deliver to the Building Coordinator
- ensure that students using 1:1 testing devices (such as iPads or Chromebooks that go home with students) have completely exited from the testing system before leaving the testing room

Managing Test Sessions

TEST TICKETS

Each student will require a test ticket for every test session. **Note:** Username and password are **NOT** case sensitive. Examples of test tickets for a two-part test are shown below.

Building Coordinators will provide test tickets to Test Administrators prior to starting each test. The test tickets (and corresponding test rosters) are secure materials. They should be kept in a secure location until they are needed. Students should have their test tickets to log into a test, but not for any other reason.

It is good practice to count the number of test tickets at the start of a test session and again at the end of a test session to ensure that no test tickets are left behind. All test tickets should be returned to the Building Coordinator for destruction at the conclusion of each completed testing session.

SAMPLE TEST TICKETS

Early Literacy and Mathematics Test Ticket

G 1 ELA - Part 1

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2010
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: BOAT
Accommodation(s):

Early Literacy and Mathematics Test Ticket

G 1 ELA - Part 2

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2010
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: BOAT
Accommodation(s):

BREAKS DURING TESTING

Breaks ARE allowed during testing. During online test sessions, breaks can be provided using the software's "Pause" feature (do **NOT** click "Review/End Test;" that will cause the student's responses to be submitted). The tests can be paused for up to 20 minutes. If the 20-minute limit expires, the student will need his/her test ticket to log back in.

Verifying Supports and Accommodations on Test Tickets

Students with embedded designated supports will have some of those supports and accommodations displayed at the bottom of their test ticket (see the bold text at the bottom of the sample test ticket below).

Early Literacy and Mathematics Test Ticket

G 1 ELA - Part 1

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/2010
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: BOAT
Accommodation(s): TTS

Embedded online universal tools are abbreviated on the test tickets as follows:

Embedded Online Supports/Accommodations	Test Ticket Abbreviation
Text-to-Speech (items only)	TTS

Note: Text-to-Speech is only available for grade 2.

Non-embedded supports and accommodations do not display on test tickets.

Some designated supports will require Test Administrators to turn them on once the student has launched INSIGHT. Refer to the Online Test Directions for more information on enabling these features. This document is available in eDIRECT (https://mi.drcedirect.com) and on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath).

Moving Online Testers to a Different Testing Device or Room

There are two main reasons why it would be necessary to move an online tester from one computer to another during testing:

1. There are technology issues with the computer software or hardware that make it difficult and/or impossible for the student to continue testing on that computer.
2. The student requires additional time to complete the test and another location would be more suitable.

If a student needs to move from one computer to another after testing has begun, follow these steps:

1. Click on the "Pause" button and then click the "Exit" button (**Do NOT** click **"End Test"**).
2. Retrieve the student's test ticket to bring to the new testing computer.
3. Escort the student to the new location (or computer).
4. Launch the testing software.
5. Hand the test ticket back to the student.
6. Observe the student entering his/her username and password.
7. The student will be required to view and click through the test directions.
8. The student will click "Start Test" and will be taken to the same question where he/she left off prior to pausing.
9. Collect the student's test ticket.
10. Continue to monitor the test session with the normal security procedures.

The testing software expects a student to start and finish a test session (not necessarily all testing, but that test ticket) on the same TSM.

If your school uses more than one TSM, the test session will likely be locked if the student moves to a computer on a different TSM. Please work with the Technology Coordinator to identify any testing device-to-TSM relationships or contact DRC to have the test unlocked.

Test Directions

Detailed test directions are included in the Online Test Directions, which are available on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath) and in eDIRECT (https://mi.drcedirect.com) in electronic form, when preparing for and administering the tests. Test Administrators **must** use and explicitly follow the test directions during test administration.

ISSUES SPECIFIC TO ONLINE TESTERS

While reading test directions to online testers, it is very common for them to click ahead. Some students may reach the "Begin Test" button before you direct students to begin. In some cases, the student may even start taking the test. When the student realizes he or she has gone too far, there is a tendency to click "End Test" to get out of the test. If this happens, the test will become locked and it cannot be unlocked without assistance from the Call Center. This will result in the submission of a test with no responses. Therefore, before you begin reading the test directions, it may be helpful to remind students NOT to click ahead. If they do click the "Begin Test" button early, they should select the "Pause" button and wait for your directions.

Ending a Test Session

ONLINE TESTERS

When students have indicated that they have completed a part of the assessment and have reached the Stop sign page, Test Administrators must select "Yes," than select the Review/End Test button and follow the on-screen directions to ensure that the student has answered all the questions. Note: If "Yes" is not selected, it will show as a question not answered on the summary page. Check to see that all questions have been answered by each student. If there are test questions the student did not answer, the student must return to the test question (by clicking on the test question line). After the student has answered their last unanswered question, select the Review\End Test button to return to the review page screen. Verify that all question have been answered. Select the End Test button. Next, select the Submit button. Select the Exit button to close the testing application. Students may then read or sit quietly until everyone has finished.

If students are testing on devices they carry with them (commonly called 1:1 devices), Test Administrators need to check the devices to make sure the desktop or home screen is showing before students leave the testing room. This is the only way to be sure that students are not still logged into the testing software.

INTERNET CONNECTIVITY

Online testing requires a reliable connection to the Internet. If a student's computer loses contact with the TSM or DRC, or if response caching is not enabled, the student will be logged out of the test. The student can log back in once the connection is restored, usually immediately. If student responses were being cached, responses may need to be pushed from the TSM to DRC, either

manually or by a process set up by the Technology Coordinator that runs automatically every 15 minutes.

The connection is checked every 45 seconds or whenever an answer is submitted. At most the one answer is lost due to a lost connection. Testing resumes at the point where the connection was lost. Where available, wired connections usually have fewer disconnect "blips" than wireless connections.

Test Administrator Online Checklist

The single-page checklist on the following page of this manual is designed to help Test Administrators with the tasks associated with online testing. The checklist may also be downloaded from eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents.

Online Assessments

Test Administrator Checklist of
REQUIRED ONLINE TASKS AND ACTIVITIES

Test Windows	
Fall 2018 (Grades K– 2)	**September 10 – October 5, 2018**
Winter 2019 (Grades K–2)	**January 7 – February 1, 2019**
Spring 2019 (Grades K–2)	**April 8 – May 24, 2019**

eDIRECT**:** https://mi.drcedirect.com
Access Reference Documents in eDIRECT: Select All Applications → General Information → Documents → filter for "All" administration documents.

Test Administrator Checklist:

This checklist is intended to be used in conjunction with the **Test Administrator Manual** and the **Online Test Directions**, both of which can be found in eDIRECT. **All steps below are required for successful implementation**.

✓	Task
	Before Testing
	Ensure INSIGHT software is installed on all testing devices and that you know how to launch it on those devices
	Ensure students have practiced using the OTT/Sample Item Sets
	Ensure you and your students have viewed the tutorial available on eDIRECT and/or the INSIGHT engine
	Review all applicable sections of the **Test Administration Manual (TAM)**
	Read the entire **Online Test Directions**
	Clearly understand the scheduled testing time, including breaks
	Prepare the classroom for testing (see the **Test Administration Directions (TAD)** for more information)
	Obtain a student test ticket for each student who will be testing
	Count the test tickets you will be using for this test session
	During Testing
	Distribute test materials (headphones, if applicable, scratch paper, test tickets)
	Read Test Directions aloud to students (use the **Test Administration Directions**)
	If testing on an iPad, make sure the volume rocker buttons are enabled
	Collect test tickets after students have signed in. Retain tickets for students who need to log in again.
	Monitor students during testing
	After Testing
	Collect/Return to Building Coordinator all test tickets, test rosters, and scratch paper to be securely stored or destroyed
	For students testing on 1:1 devices (devices that leave the testing room), be sure you can see the desktop/home screen of the device before the student leaves (this ensures they are not still logged into the test)

Questions Regarding the above steps?

- Consult with the Building Coordinator

Supports and Accommodations

What Are Supports and Accommodations?

Supports and accommodations are tools, resources, and strategies that allow all students equitable access to the content measured on the state's standardized assessments.

There are three broad categories into which these tools, resources, and strategies fall: (1) universal tools, which are available to ALL students, (2) designated supports, which are indicated as needed by an adult or team, and (3) accommodations, which are specifically documented in a student's Individualized Education Plan (IEP) or Section 504 Plan.

It should be noted that what is considered a support for one content area and/or one grade, may be considered an accommodation for another content area or grade, so it is imperative to approach the provision of supports and accommodations from a student-centered perspective (i.e., do not assume that what applies to one student in one grade taking a particular content-area test will apply across the board to all students).

For more detailed information on supports and accommodations (as well as universal tools), refer to the **Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources**, which is available on the Early Literacy and Mathematics web page (www.michigan.gov/earlylitandmath).

Nonstandard Accommodations

Any student who receives a nonstandard accommodation will receive scores, however a notation will be displayed that will advise that the results should be reviewed in light of the use of a non-standard accommodation. The Building Coordinator should mark the student as Yes for using Non-Standard Accommodations on the Testing Code tab of the student profile page in eDIRECT. Coordinators must also file an Incident Report. Contact the MDE Call Center (1-877-560-8378) for assistance, if needed.

Example of what is considered nonstandard: In grade 2 the ELA test is intended to measure how well a student can read through decoding. Therefore, if the reading passages are read aloud to a student, it becomes a listening test and not a reading test. In this way, the construct of the test (or what it is designed to measure) is changed.

Other Reminders for Test Administrators and Accommodations Providers

- The **Early Literacy and Mathematics Benchmark Assessments Supports and Accommodations Table and Resources** can serve as a guide for providing supports and accommodations.
- All test supports and accommodations must be clearly defined by subject area in the testing section of each student's IEP, Section 504 Plan, or EL instructional record. A state model IEP can be found on the MDE website (www.michigan.gov/mde). Search for "Model IEP."
- New students with IEPs, Section 504 Plans, and EL services that move from one Michigan school to another must be identified quickly so that supports and accommodations from the previous school can be implemented.
- Plan ahead. The OEAA recommends that schools/districts maintain a spreadsheet of students with each student's needed supports and accommodations by subject area.
- Students may refuse to use a support or accommodation. If this happens, try to resolve the situation with the students' parents/guardians immediately. Document any change approved by parents/guardians.

Appendix A

Scratch Paper Policy

Scratch paper is an optional universal tool that may be made available to students during testing. Used scratch paper is a **secure** material. District Coordinators should develop and disseminate procedures for the secure handling and disposal of used scratch paper.

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank** ruled or unruled paper.
- Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for log in, then a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.
- Students must write their names on the scratch paper. When students are provided a break, the scratch paper must be collected and securely stored with test tickets until testing resumes. If the scratch paper is clearly identified with each student's name, then the scratch paper may be redistributed when students resume testing within a test session. If not, fresh scratch paper is required.

Appendix B

Early Literacy and Mathematics Incident Reporting Guide

Incident Category: Test Not Completed			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**IR Required/ Optional**
Test Submitted prior to completion	Student accidentally ends/ submits test without answering all questions.	Contact the Call center at 1-877-560-8378 Option 2 to request test to be unlocked.	Optional
Student became ill	Student becomes ill and goes home before finishing a test.	Pause and Exit test (do not End test). Resume testing with the original test ticket in a make-up session.	Optional
Student was removed from school by parent/ guardian	Student is removed from class by parent or guardian during the test administration.	Pause and Exit test (do not End test). Resume testing with the original test ticket in a make-up session.	Optional
Do Not Score Requested	Student transfers or moves from school with an incomplete content area test.	Submit incident report with request for test to be marked Do Not Score	Required
Student does not complete test by end of day	Student does not complete testing by the end of the school day. Note: testing must be completed by the end of the grade level testing window. There are no exceptions.	Pause and Exit test (do not End test). Resume testing with the original test ticket in a make-up session	Not Required

Incident Category: Designated Support/Required Accommodation Not Provided			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**IR Required/ Optional**
Student is not provided appropriate designated support or accommodations.	Test misadministration.	New test with appropriate support or accommodation may be administered with notification to and approval of parents or guardians, if reported within test window.	Required
Nonstandard Designated Support/ Accommodation provided	Nonstandard Accommodation provided. See the Nonstandard Accommodations section on page 37 of the Test Administration Manual.	Mark the student's test as Nonstandard Accommodation on the Test Codes screen in eDIRECT. Inform the parent or guardian.	Required

Incident Category: Misadministration			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**IR Required/ Optional**
Wrong test ticket used	Student is issued wrong test ticket and begins the test.	Stop the test as soon as error is identified Pause and Exit the test (do not End the test) Submit an Incident Report	Required
Part missed or not administered	Student is not administered one part of a test.	If it is identified within the testing window for the grade, administer the test If it is past the testing window for the grade, submit an Incident Report.	Required
Other	Other misadministration not previously listed.		Required

Incident Category: Building Emergency			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**IR Required/ Optional**
Building Emergency	Building emergency occurs during the test and requires student to leave the room or otherwise interrupts testing.	Address the building emergency Submit an Incident Report	Required

Incident Category: Prohibited Behavior			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**IR Required/ Optional**
Electronics/Social Media	Use of electronics, including but not limited to, taking photos of test items or using social media during testing.	Mark the student's test as Prohibited Behavior on the Test Codes Screen in eDIRECT. Submit an Incident Report.	Required
Other	Disruptive behaviors impacting testing session/completion.	Disruptive students must be removed from the testing room. Mark the student's test as Prohibited Behavior on the Test Codes Screen in eDIRECT. Inform parents or guardians. Submit an Incident Report.	Required

Incident Category: Technical Problems with Online Testing			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**IR Required/ Optional**
Repeated disconnections	Student has repeated disconnections during testing session.	INSIGHT will attempt to reconnect automatically after an interruption at the point where the connection was lost. Answers are saved automatically. If INSIGHT does not reconnect automatically, the student may be able to log back in immediately. Most connection issues are temporary and resolve themselves. The student may be moved to another computer to continue testing. If these do not work, please check with your local tech support.	Optional
INSIGHT freezing, crashing, or not advancing	INSIGHT stops working and the student(s) cannot continue testing.	Please wait a moment to see if the system is transmitting information or reconnecting. The student may have missed a required portion of a question. The "Next" button in the lower-right may not be active until the student completes the question. If the system is completely frozen non-functional, please reboot the computer. Testing will resume at the point where the connection was lost.	Optional

Incident Category: Technical Problems with Online Testing			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**IR Required/ Optional**
TSM error	TSM Connection Error – Could Not Register TSM	This computer cannot connect to the Testing Site Manager (TSM). The problem must be corrected before the student can continue testing. Try logging in again or restarting INSIGHT. Otherwise, contact your local IT staff to verify network and TSM connections are working. They can contact DRC Customer Support if they need additional help to resolve the matter.	Optional
Item functionality	An item on the test is not functioning as expected. For example, the student believes the correct answer cannot be selected.	Instruct the student to answer as best they are able. This may simply indicate that what the student thinks is the right answer is not a valid answer at all. If you would like MDE to check whether the question has a technical error, please file an incident report with the student's UIC, what test and question number, and what sort of computer was used for testing (Windows PC, Mac, iPad, Chromebook).	Optional
Hardware failure	Power outage, Internet connection interrupted through local error, stolen computers.	If the problem will be resolved in sufficient time to complete testing (restore power or internet connection), please continue testing another time or day.	Optional
Other	Use this category if your technical problem does not conform to the listed technical issues.	Please contact your local IT staff, or, if further support is required, contact DRC Customer Support.	Optional

Incident Category: Other			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**IR Required/ Optional**
Other	Use this category only if an incident occurs that does not fit into the listed categories.	Varies	Optional

Appendix C

eDIRECT User Guide

The eDIRECT User Guide discusses eDIRECT, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The guide is divided into three main sections:

- **Working with eDIRECT** – describes how to access and log into eDIRECT, as well as some of its more common menu functions and options
- **Test Setup** – describes the test setup options for editing student information and test sessions
- **Checking Student Testing Status** – describes the options for monitoring student testing status in eDIRECT

Access the full guide in eDIRECT (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Manuals and Directions.

Appendix D

Change Log

12/06/18: Page 6 – Updated Important Dates table: Off-site Test Administration Request, Pre-Identification of Students, and Create/Manage Online Test Session in Secure Site

MICHIGAN Department of Education

Early Literacy and Mathematics Benchmark Assessments
Test Administration Manual (TAM)

Office of Educational Assessment and Accountability (OEAA)
Phone: 1-877-560-8378
Website: www.michigan.gov/earlylitandmath
Email: mde-oeaa@michigan.gov