

Fall 2009 MEAP Frequently Asked Questions

Q1. Are students allowed to read a book if they finish their test before the rest of the group?

A. Yes. Test administrators must collect the test booklet and answer document from students who finish early. These students are allowed to remain quietly in their seats and read a book that is not related to the subject area test being taken by other students around them. For example, a student is not allowed to take out and use a mathematics textbook while other students are still taking the MEAP mathematics test. After a student indicates he or she has completed testing and turns in the test materials, the answer document and test booklet may NOT be given back to the student.

Q2. Where is the Braille and Enlarged Print accommodated version for Reading Session 2?

A. There is no Braille or enlarged print version of the Reading Session 2 MEAP test. Students who have either of these accommodations use the Braille Reading test booklet or the enlarged print version for Reading Session 1. Students will receive a complete reading score without taking the Reading Session 2 test.

Q3. What kind of software is needed to play the video version (DVD) of the MEAP test?

A. *Computers/laptops need to have a DVD drive and the software to run it. If schools encounter problems, they need to contact their district or school technical support to make sure they have the proper equipment. Note: to use this accommodation during MEAP tests, this accommodation should be one that is routinely used by the student in classroom instruction. Therefore, if possible, the same equipment used in daily instruction should be used during the administration of MEAP tests.*

Q4. Are paraprofessionals allowed to administer MEAP tests?

A. Paraprofessionals may act as proctors and administer MEAP tests as long as they meet all of the following requirements:

1. Meet the qualifications as defined in the *Assessment Integrity Guide* approved by the State Board of Education in September 2009;
2. Receive the same MEAP test administration training as other assessment administrators;
3. Sign the OEAA Security Compliance Form and return it to the district/building assessment coordinator;
4. Directly supervised by a certified or licensed education professional that has received MEAP test administration training (e.g., a MEAP assessment administrator or building MEAP coordinator should periodically observe the test administration).

Q5. How can I order more Multiple Day test booklets?

A. Unless a school has run out of test booklets, there is no need to place an additional order. Schools are to use whatever form of the MEAP test booklets they received in their shipment. There is a bubble under the Standard Accommodations section of the student answer document to be filled in indicating the Multiple Day Testing accommodation was used. There is NOT a specific form of the test needed for multiple day testing.

Q6. If Reading Sessions 1 and 2 are on the same answer document, why does the school/grade header sheet have 2 separate bubbles, 1 for session 1 and 1 for session 2?

A. It is because Grade 3 is different from the other grades. Grade 3 answer documents/test booklets are separate documents for Reading Session 1 and Reading Session 2. Therefore the School/Grade Header sheet had to contain options for all grades. For Grades 4 – 8 Reading, schools can fill in the bubble for Reading Session 1, Reading Session 2, or both. Any of those options will get the Grades 4 - 8 Reading answer documents scanned in appropriately.

Q7. Can schools put a new label on the preprinted answer documents and Grade 3 answer documents/test booklets?

A. Yes. Schools can produce a barcode label and *carefully* place it over the preprinted information to ensure the previous information is completely covered by the new label.

Q8. Why do the OEAA Security Compliance Forms I received in my materials shipment still reference the old "Professional Assessment and Accountability Practices for Educators" publication when it has been replaced by the new "Assessment Integrity Guide"?

A. At the time we had to go to print for the fall 2009 assessments, the new Assessment Integrity Guide had not yet been approved by the Michigan State Board of Education. Therefore, the former publication was still in effect. The OEAA Security Compliance Form which is available on our assessment web pages has now been updated to reflect the new publication, and EITHER version will be accepted for fall 2009 assessments.

Q9. Where is the MEAP District and Building Coordinator Handbook?

A. The MEAP District and Building Coordinator Handbook was eliminated for fall 2009. Information formerly contained in the handbook is included in each grade level MEAP Test Administrator Manual.