

M-STEP Passage-based Writing Field Test

ABOUT THE PASSAGE-BASED WRITING FIELD TEST INCIDENT REPORTING GUIDE

If any testing irregularities occur before, during, or after testing, the District M-STEP Coordinator must report them to the Office of Educational Assessment and Accountability (OEAA). The following tables identify the incident categories and sub-categories that are used in the Secure Site Incident Reporting tool and sample scenarios for each category or sub-category.

You will find detailed information on how to access and use the Secure Site Incident Reporting tool [here](http://www.michigan.gov/documents/mde/Incident_Reporting_520328_7.pdf) (http://www.michigan.gov/documents/mde/Incident_Reporting_520328_7.pdf).

Incident Category: Test Not Completed		
Incident Sub-Category	Scenario	Response for Online Testers
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.
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 makeup session.
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 makeup session.
Student moved from school	Student transfers or moves from school with an incomplete content area test.	Submit an incident report with request for test to be marked Do Not Score .
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 makeup session. (Schools should consider the ages and needs of their students and schedule intentionally planned breaks as appropriate.)

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Incident Category: Accommodation/Designated Support Issue		
Incident Sub-Category	Scenario	Response for Online Testers
Designated support/required accommodation not provided	Student is not provided appropriate designated support or accommodations.	Test misadministration. Submit an Incident Report. New test with appropriate designated support or accommodation may be administered with notification to and approval of parents or guardians.
Nonstandard designated support/accommodation provided	Nonstandard accommodation provided.	Inform parents or guardians. Submit an Incident Report—working with the OEAA, in some cases students may be able to retest with the appropriate accommodation, if the student’s parents and school agree it is in the best interest of the student.

Incident Category: Building Emergency		
Incident Sub-Category	Scenario	Response for Online Testers
Building emergency	Building emergency occurs during the test and requires student(s) to leave the room or otherwise interrupts testing.	Address the building emergency—pause tests as appropriate/possible. Submit an Incident Report.

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Incident Category: Misadministration		
Incident Sub-Category	Scenario	Response for Online Testers
Wrong test administered	Student is administered the incorrect test (for example, an M-STEP test instead of a MI-Access test).	<p>Inform parents or guardians.</p> <p>Students must be assigned to the correct test in the Secure Site and the appropriate test must be given.</p> <p>Submit an Incident Report—the test will be marked Do Not Score.</p>
Wrong test ticket used	Student is issued wrong test ticket and begins the test.	<p>Stop the test as soon as the error is identified.</p> <p>Pause and Exit the test (do not End the test)</p> <p>Submit an Incident Report.</p>
Other	<p>Test administrator/proctor helps student by giving information other than test directions.</p> <p>Test administrator/proctor indicating the correct answers to students</p> <p>Test administrator leaves students unattended during testing.</p> <p>Secure materials are not kept secure before, during, or after test administration.</p> <p>Test administrator/proctor or other building staff taking photos of test items or test environment.</p> <p>Staff posting test items or content to social media during testing.</p>	<p>Required to Submit an Incident Report- In working with the OEAA the district may be able to quickly resolve issues.</p>

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Incident Category: Technical Problems with Online Testing		
Incident Sub-Category	Scenario	Response for Online Testers
Repeated disconnections	Student(s) has repeated disconnections during testing session.	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.
Repeated disconnections	Student(s) has repeated disconnections during testing session. Entire classroom has repeated disconnections during testing session.	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.
INSIGHT freezing, crashing, or not advancing	INSIGHT stops working and the student(s) cannot continue testing.	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.
TSM error	TSM Connection Error—Could Not Register TSM	Contact local tech support. Tech support can contact DRC Customer Support if they need additional help to resolve the matter. Submit an Incident Report.
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. Submit an Incident Report with the test and question number (if known), and computer used for testing (Windows PC, Mac, iPad, Chromebook).
Hardware failure	Power outage, internet connection interrupted through local error, stolen computers.	If the problem is with just one computer, move the student to another computer and resume testing. If the problem will be resolved in sufficient time to complete testing (restore power or internet connection), continue testing another time or day. If online testing becomes impossible, file an incident report.
Other	Use this category if your technical problem does not conform to the listed technical issues.	Contact your local IT staff, or, if further support is required, contact DRC Customer Support.

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Incident Category: Staff Unethical		
Incident Sub-Category	Scenario	Response for Online Testers
Staff Unethical	<p>District administration or management company needs to report incident involving inappropriate test administration practices of District/Building Coordinators or Building Administration.</p> <p>Note: When using this category, only the incident report submitter will receive notification of progress of this incident, unless specifically identified in the cc field of the report.</p>	Required to Submit an Incident Report- In working with the OEAA the district may be able to quickly resolve issues.

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