

# Initial Material Orders

## Relevant assessments:

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

□ Initial vs.  
Additional  
Material Orders

□ Initial Material  
Order Specifics

□ Practical Tips

## Assessment Coordinator Training Guide

## NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs, of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
  - An interactive **Table of Contents** for the training guide
  - A reference list of acronym definitions, and
  - Important contact information

It is recommended that you keep the **Assessment Coordinator Quick Reference** readily available for future use.



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# Intro

This chapter discusses initial assessment materials and how they are ordered for each of the state assessments offered in a paper/pencil format, by answering the following questions:

- ▶ What is the difference between an Initial Material Order and an Additional Material Order?
- ▶ How are initial materials ordered for each state assessments?

## What is the difference between an Initial Material Order and an Additional Material Order?



An **Initial Material Order** is created **a few months prior to testing** using the **Initial Material Order** page on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#). For most state assessments, the Initial material Order will be created based on the number of students pre-identified for testing in the OEAA Secure Site. More details about this process for each of the assessments appear below. During the initial material ordering window, schools can continue to update their Pre-ID information through the OEAA-posted deadline.

An **Additional Material Order** can be created starting about two weeks prior to testing using the **Additional Material Order** page of the [OEAA Secure Site](#). This timing allows the test coordinator to inventory materials received in the Initial Material Order and place orders for newly arrived students. Additional Material Orders are pulled daily from the OEAA Secure Site by the testing contractor. This allows schools to place multiple Additional Material Orders throughout the testing window, if needed. See the **Additional Material Orders** chapter of this training guide for more information about placing Additional Material Orders.

## How are initial materials ordered for each state assessment?



As mentioned previously, for most assessments, **Initial Material Orders** are processed through the Initial Material Order page of the [OEAA Secure Site](#). Schools will also use this **Initial Material Order** page to check and verify orders, no matter how the materials are ordered initially. It's important to know:

- Different assessments have different shipping destinations.
  - » **M-STEP:** The shipping destination for materials defaults to the M-STEP **School Assessment Coordinator** listed in the [Educational Entity Master \(EEM\)](#).

- » **MI-Access:** The shipping destination for materials defaults to the MI-Access **District Assessment Coordinator** listed in the EEM.
- » For **M-STEP** and **MI-Access**, a **District-level OEAA Secure Site User** can change the shipping destination on the **Initial Material Orders** page to **“District”** or **“School.”**
  - If the **Ship To** option is set to **“School,”** the M-STEP/MI-Access materials will be sent to the M-STEP/MI-Access School Assessment Coordinator at the address listed for them in the EEM.

- If the **Ship To** option is set to “**District,**” the materials will be sent to the M-STEP/MI-Access District Assessment Coordinator at the address listed for them in the EEM.

NOTE: If the **Ship To** option is changed from “**District**” to “**School**” for one school, this selection will then be applied to **all** schools in the district for the **Initial Material Order**.

» **WIDA ACCESS and Alternate ACCESS for ELLs:** Materials for these assessments will always ship to the **District English Learner (EL) Assessment Coordinator** at the address listed for them in the EEM.

» **College Board assessments and ACT WorkKeys:** All assessment materials will automatically ship to the School ACT WorkKeys, SAT, and PSAT Test Coordinator, at the address list for them in the EEM.

- Assessment Coordinators should always review the **Ship To** information in the OEAA Secure Site.

» If incorrect shipping information is displayed on the shipping destination of the **Initial Material Orders page** of the OEAA Secure Site, contact your **Authorized District EEM User** to have it updated before the posted deadline.

» **Nonpublic School Assessment Coordinators** should contact the MDE Nonpublic School office at 517-241-5385, or email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov), to have the EEM updated on their behalf.

» When a change is made in the EEM, the new information will be copied to the OEAA Secure Site that night.

- For most assessments, the **Initial Material Order** page of the [OEAA Secure Site](#) is available for use in January. For WIDA ACCESS for ELLs and WIDA Alternate Access for ELLs, the **Initial Material Order** page is available in December.

Be sure to review the **List of Important Dates** document for the assessment being administered for Initial and Additional Material Order windows. Also, watch the weekly MDE **Spotlight on Student Assessment and**

**Accountability** newsletter for specific dates and deadlines each year.

- Before the OEAA-posted deadline for the assessment being administered, Assessment Coordinators should **ALWAYS** verify on the **Initial Material Order** page of the OEAA Secure Site that their orders accurately reflect the amount and type of materials that will be needed.

The following list discusses Initial Material ordering specifics and exceptions you should know for each state assessment. Again, Initial Material Orders for all materials – including accommodated materials, glossaries, etc. – as well as verification and/or revision of Initial Material Orders, is done on the **Initial Material Order** page of the OEAA Secure Site, **unless otherwise stated in this list**.

- **SAT with Essay, PSAT 8, PSAT 9, and PSAT 10**

» The [College Board SAT and PSAT](#) assessments are administered in paper/pencil format only.

» Initial Material Orders to the College Board for Standard Test Booklets are placed automatically, based on the number of students pre-identified in the OEAA Secure Site by the OEAA-posted deadline.

» Accommodated versions of the test will be sent based on requests submitted online through the [College Board’s Services for Students with Disabilities \(SSD\) web page](#). The request for accommodated materials can only be viewed in the **SSD Online Portal** and cannot be viewed on the **Initial Material Order** page of the OEAA Secure Site.

» If the delivery date found on the **MME** or the **PSAT Lists of Important Dates** interferes with the district’s spring break, you can request an alternate delivery date for College Board assessment materials during the College Board **Intent to Participate** process. The **Intent to Participate** establishment process is done in late fall, before the initial material ordering window opens.

See the [College Board and ACT Participation Process](#) chapter of this training guide for more information on the College Board assessments establishment processes.

## ■ ACT WorkKeys

- » The [ACT WorkKeys](#) assessment is administered in paper/pencil format only.
- » Initial Material Orders for ACT WorkKeys Standard Time, Regular Print Booklets are placed automatically, based on the number of students pre-identified on the OEAA Secure Site by the OEAA-posted deadline.

- » Accommodated versions must be ordered through the **Initial Material Order** page of the OEAA Secure Site by the OEAA-posted deadline.

NOTE: The number of Standard Time, Regular Print Booklets will be reduced by the number of accommodated versions ordered.

- » The Initial Material Order of Standard Time, Regular Print Booklets can ONLY be adjusted by pre-identifying additional students or unassigning students from the assessment in the OEAA Secure Site before the OEAA-posted deadline.
- » If the delivery date found on the [MME List of Important Dates](#) interferes with the district's spring break, you can request an alternate delivery date of ACT WorkKeys assessment materials during the **Manage Participation** process. The **Manage Participation** process is done in late fall, before the initial material ordering window opens.

See the [College Board and ACT Participation Process](#) chapter of this training guide for more information on the ACT assessment establishment processes.

## ■ M-STEP and MI-ACCESS Functional Independence (FI)

- » The [M-STEP](#) and [MI-Access FI](#) assessments are administered online. Only schools that test some or all their students using a paper/pencil format need to order materials. These include:
  - schools that have an **Online Testing Waiver** to test all students using a paper/pencil format
  - schools testing online that have individual students who require a paper/pencil format

NOTE: For these students, the mode of testing must be changed from online to paper/pencil on each student's **Demographic** page in the [OEAA Secure Site](#). Directions on how to change the mode of testing for a student can be found on the [OEAA Secure Site training web page](#).

- » M-STEP and MI-Access FI Initial Material Orders for Standard Test Booklets will be based on the number of students pre-identified **AND identified for paper/pencil testing** on their **Demographic** page on the OEAA Secure Site by the OEAA-posted deadline.

NOTE: If the school has received an **Online Testing Waiver**, **ALL** students in the school will be automatically pre-identified for paper/pencil testing and counted for the Initial Material Order.

- » The number of Test Booklets can be changed on the **Initial Material Order** of the OEAA Secure Site without adjusting the pre-identification of students by the OEAA-posted deadline. See the [Secure Site Training page](#) for directions on this.
- » Accommodated versions, if needed, must be ordered from the **Initial Material Order** page of the OEAA Secure Site by the OEAA-posted deadline.

IMPORTANT NOTE: If you enter an order for accommodated versions for M-STEP or MI-Access FI and **"Save"** it, the number of Standard Test Booklets **will also save** and will **NOT** continue to update based on the pre-identification record. Once an order is **"Saved,"** you can continue to adjust the number of Standard Test Booklets for M-STEP and MI-Access FI if needed, up through the posted deadline. If you do not **"Save"** your order, the Standard Test Booklets will continue to update based on the students pre-identified to test through the OEAA-posted deadline.

- » M-STEP Glossary Reference Sheets for in various languages can be downloaded (and, in some cases ordered) from the **Initial Material Order** page. (They will also be available for download only on the **Additional Material Order** page.)

- » If the delivery date found on the [M-STEP List of Important Dates](#) or the [MI-Access List of Important Dates](#) interferes with the public school district's spring break, an alternate delivery date can be selected on the [Initial Material Order](#) page.
  - If the shipping destination is set to **“School,”** then a school-level OEAA Secure Site User can select the delivery date for the school.
  - If the shipping destination is set to **“District,”** then only a district-level OEAA Secure Site User can select an alternate delivery date; if they do, it will be applied to **ALL** schools.
- » If ALL students are testing online, no materials need to be ordered. Any needed materials, such as Online Test Directions, will be shipped directly to the school without any action by the school other than verifying the [Ship to](#) information.

NOTE: MI-Access FI online test directions are embedded in the test. No paper directions will be sent to schools.

#### ■ **MI-ACCESS Supported Independence (SI) and Participation (P)**

- » The [MI-Access SI and P](#) assessments are administered to students by paper/pencil format on a one-on-one basis, and the student responses are entered online by school staff.
- » On the [Initial Material Order](#) page of the OEAA Secure Site, schools need to enter the **“Number of Assessment Administrators”** who will be administering the assessment by the OEAA-posted deadline. Be sure to include both the **Primary** and **Shadow Administrators** in the **“Number of Assessment Administrators”** count.

#### ■ **WIDA ACCESS for ELLs and WIDA Alternate Access for ELLs**

- » Initial Material Orders for [WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs](#) assessments will be placed automatically, based on the number of students pre-identified **AND identified for paper/pencil testing** on

their **Demographic** page on the OEAA Secure Site by the OEAA-posted deadline.

- » Braille and Enlarged Print materials, if needed, must be entered on the [Initial Material Order](#) page by the OEAA-posted deadline.
- » **WIDA Alternate Access for ELLs** is administered in paper/pencil format only, and all materials will be ordered automatically based on the student's **Demographic** information in the OEAA Secure Site. Schools will need to select **“Tier T”** on the student's **Demographic** page on the OEAA Secure Site for students taking the WIDA Alternate ACCESS for ELLs by the OEAA-posted deadline.

#### ■ **WIDA ACCESS Placement Test (W-APT)**

- » The kindergarten [WIDA ACCESS Placement Test \(W-APT\)](#) assessment is administered by paper/pencil format only.
- » The [Initial Material Order](#) page of the OEAA Secure Site is not used in any way for this assessment.
- » Since the W-APT is a screener that can be administered any time throughout the year, the assessment can be electronically downloaded and printed through the [WIDA Secure Portal](#) year-long.

#### ■ **WIDA Screener**

- » The [WIDA Screener](#) is an online test; all schools are encouraged to assess students online whenever possible.
- » The [Initial Material Order](#) page of the OEAA Secure Site is not used in any way for this assessment.
- » Districts that placed an order the previous school year for **paper/pencil versions** of the Screeners will automatically receive the same number of paper/pencil screeners at the beginning of the school year.
- » If the district did not receive paper/pencil Screeners, or did not receive as many paper/pencil Screeners as they need, the district will need to email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) with the following information:



- district name
- school name
- number of paper/pencil assessments needed by grade level

### ■ **Early Literacy and Mathematics Benchmark Assessments (K-2)**

- » [Early Literacy and Mathematics Benchmark Assessments \(K-2\)](#) is available online only. **There is no paper/pencil version of the test.**
- » The **Initial Material Order** page of the OEAA Secure Site is not used in any way for this assessment.

Districts and schools that place Additional Material Orders through the OEAA Secure Site can view the orders they placed, their status, and their tracking information on the **Material Order Report** page of the OEAA Secure Site.

Full instructions for the **Initial Material Order** page of the OEAA Secure Site can be found at the [Secure Site Training web page](#) under the **Material Ordering** section.

For more information on other state assessment-related systems discussed in this chapter, see the [OEAA Secure Site](#) and the [Educational Entity Master \(EEM\)](#) chapters of this training guide.

## Practical Tips



- Meet with special education staff and English Learner (EL) Assessment Coordinators to determine which assessment and which accommodated versions of an assessment special education or EL students may need.
- Verify the contact types in the [EEM](#) before December to eliminate the need for last-minute updates.
- Know what your spring break dates are and check material order delivery dates early, to see if the arrival of materials will interfere.