

Introduction to State Assessment in Michigan

Relevant assessments:

All Michigan state assessments:

- **M-STEP**
- **MME**
 - » ACT WorkKeys®
 - » SAT® with Essay
 - » M-STEP (Science and Social Studies)
- **MI-Access**
 - » MI-Access Functional Independence (FI)
 - » MI-Access Supported Independence (SI)
 - » MI-Access Participation (P)
- **WIDA™**
 - » WIDA ACCESS for ELLs
 - » WIDA Alternate ACCESS for ELLs
 - » WIDA ACCESS Placement Test (W-APT)
 - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

Assessment Coordinator Training Guide

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-  Michigan's State Assessments
-  Tools, Software, Systems Used
-  People Involved in State Assessments
-  Supports and Accommodations
-  Reporting
-  Accountability

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 **Quick Reference** chapter readily available for future use.



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Intro

This chapter introduces you to Michigan's state assessments and gives you a snapshot of the information provided in this training guide for Test Coordinators, by answering the following questions:

- ▶ What are Michigan's state assessments?
- ▶ What tools, software, and systems will be used before, during, and after Michigan's state assessments?
- ▶ Who are the key people involved in the administration of Michigan's state assessments?
- ▶ What supports and accommodations are available for Michigan's state assessments?
- ▶ How can I access reports from Michigan's state assessments?
- ▶ How are assessment results used in Michigan's school accountability system?

What are Michigan's state assessments?



The Michigan Department of Education (MDE) provides schools with summative, benchmark, and screening, assessments for students in grades K–12.

State summative assessments include:

- **Michigan Student Test of Educational Progress (M-STEP)** – Michigan Student Test of Educational Progress is Michigan's 21st-century test, given primarily online each spring.

It includes:

- » English language arts: grades 3-7
- » Mathematics: grades 3-7
- » Science: grades 5, 8, and 11
- » Social Studies: grades 5, 8, and 11

The M-STEP is based on Michigan's academic standards and measures what students know and are able to do according to these standards.

- **MME** – The Michigan Merit Examination (MME) assesses students in grade 11 and eligible students in grade 12, based on Michigan's high school academic standards. It is administered each spring, and consists of three required components:

- » **SAT® with Essay** – College readiness paper/pencil assessment (provides the accountability data for English language arts and mathematics).
- » **ACT WorkKeys®** – Work skills paper/pencil assessment
- » **M-STEP** – Science and social studies assessments (primarily online)

- **MI-Access** – Michigan's alternate assessment program is designed for students with the most significant disabilities who have, or function as if they have, cognitive impairments, and whose Individualized Education Program (IEP) team has determined that general assessments, even with accommodations, are not appropriate. MI-Access is given to students in grades 3–8 and 11 and is based on Michigan's alternate content standards. It is composed of the following assessments:

- » **Functional Independence (FI)** is designed for students whose instructional approach places them in the Higher range of complexity of the alternate content standards and who require some basic support to

function independently. With the exception of ELA Expressing Ideas, the MI-Access assessments are administered online. The ELA Expressing Ideas portion of the ELA test is only in paper/pencil format.

- » **Supported Independence (SI)** is designed for students whose instructional approach placed them in the Medium range of complexity of the alternate content standards and who need ongoing supports for many major life roles. It is administered as an observation-based assessment based on a rubric in ELA, mathematics, and science. The student's answer document is completed online by the primary assessment administrator.
- » **Participation (P)** is designed for students whose instructional approach placed them in the Low range of complexity of the alternate content standards and who will require extensive ongoing support for much of their life. It is administered as an observation-based assessment based on a rubric in ELA, mathematics, and science. The student's answer document is completed by the primary assessment administrator.
- **WIDA™ ACCESS for ELLs** – The federally required yearly summative assessment program administered to kindergarten through 12th-grade students who have been identified as English Learners (ELs). Given annually in Michigan these assessments monitor students' progress in acquiring English Language proficiency. WIDA assessments cover four domains: Listening, Reading, Writing, and Speaking. The assessments include:
 - » **Kindergarten ACCESS for ELLs:** paper/pencil adaptive/interactive assessment
 - » **ACCESS for ELLs (grades 1–12):** online adaptive and paper/pencil assessment
 - » **Alternate ACCESS for ELLs (grades 1–12):** paper/pencil assessment for students with significant cognitive disabilities
- **PSAT™ 8/9 for grade 8** – This paper/pencil assessment is administered to grade 8 students to assess their skills and knowledge in English

language arts and mathematics. It also provides baseline data to track student progress through the College Board SAT suite of assessments.

- **PSAT 8/9 grade 9 and PSAT 10** – These paper/pencil assessments are given to Michigan students in grades 9 and 10 to assist students and their teachers in determining what skills students need to focus on to be ready for college or employment after high school graduation. They also spotlight improvement from the prior grades and can be used to personalize instruction through Kahn Academy. Both the PSAT 8/9 and PSAT 10 assess the same skills and knowledge as the SAT.

State-developed benchmark assessments include:

- **Early Literacy and Mathematics Benchmark Assessments (K–2)** – Michigan's Early Literacy and Mathematics Benchmark Assessments for grades K–2 are fully aligned to Michigan's academic standards and may be used as one measure of student growth. The assessments are administered online three times a year. In the fall and winter, testing provides a baseline measure of what students will learn throughout the school year. In the winter and spring, data demonstrate what students are learning through the school year in English language arts and mathematics.

Michigan's Early Literacy and Mathematics Benchmark Assessment is the only state-developed tool approved for use as an initial assessment under Michigan's Read by Grade Three law. This law requires schools to regularly assess students for early signs of reading deficiencies or delays, starting with an initial assessment within the first 30 days of school.

Districts can choose to use the early literacy component of the Early Literacy and Mathematics Benchmark Assessments at no cost, or they can choose to purchase another qualified initial assessment.

State screening assessments include:

- **WIDA Screener and WIDA ACCESS Placement Test (W-APT)** – The WIDA Screener is administered primarily online in grades 1-12. The W-APT is administered to kindergarten students and is a paper/pencil test. Both are assessment screening tools, used by educators to measure the English language proficiency of newly enrolling students and identify them as English Learners.

Detailed information on each assessment can be found via the MDE [Student Assessment web page](#). Each assessment is listed on the left navigation menu and at the bottom of the page.

For more information related to any state assessment, visit the test-specific site for detailed guidance, reports, and other tools.

What tools, software, and systems will be used before, during, and after Michigan's state assessments?



- **MDE Spotlight on Student Assessment and Accountability newsletter** – MDE's weekly newsletter on all things assessment and accountability publishes each Thursday. It offers important, timely information about assessment-related tasks and updates. Current and past **Spotlight** newsletters can be found on the [Spotlight newsletter web page](#).
- **Educational Entity Master (EEM)** – This public website is hosted and managed by the [Center for Educational Performance and Information \(CEPI\)](#), to serve as a directory for identifying and linking educational entities with other Michigan data collection applications. The EEM contains district and school addresses, phone numbers, grade levels authorized and served, identification of and contact information for a list of contact types (including Assessment Coordinators), and downloadable public data sets. It also functions as a database for creating school and district mailing lists. The [Office of Educational Assessment and Accountability \(OEAA\)](#) uses the EEM to communicate with districts and schools, so it is important that the contact information in the EEM, including assessment-related contacts, is kept current.
- **Michigan Student Data System (MSDS)** – This secure website is hosted and managed by [CEPI](#) for the collection of key student data from districts for funding purposes. MSDS ensures the secure collection of student record

data, providing for maintenance of student records through file upload and online entry, error checking, and data correction, as well as enhanced reporting on submitted data. The student data are also used by OEAA for assessment pre-identification, assessment reporting, and accountability reporting.

- **OEAA Secure Site** – Because staff involved in testing will need to use the [OEAA Secure Site](#) to fulfill test-related tasks, it is important that these staff have access to the Secure Site. The Secure Site is used for tasks such as managing users, pre-identifying students for testing, assigning reporting codes and labels, creating online test sessions, ordering assessment materials, printing barcode labels, submitting incident reports, reviewing accountability students, reviewing answer documents received, submitting not-tested reasons, and reviewing assessment reports and data files.
- **DRC INSIGHT Portal** (formerly known as eDIRECT) – This is the online management tool that schools use to manage the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark online assessments. The portal is used to manage test sessions, assign student supports and accommodations, print test tickets, monitor testing progress, download Central Office Services (COS) (test caching software), and download INSIGHT (student testing software).

INSIGHT – This secure browser software delivers the online M-STEP, MI-Access, WIDA, and Early Literacy and Mathematics Benchmark assessments to students. It is the interface used to access the online assessments, Online Assessment Tutorials, and Online Tools Training.

- **College Board Systems** – The College Board administers the SAT portion of the MME as well as the PSAT 8/9 and the PSAT 10. The following internal College Board systems (all of which require a secure login) are available to educators:

- » **K-12 Score Reporting Portal** – used to access score reports that can be configured and printed, or used to securely download score data files into a district's or school's student information system (SIS)
- » **Services for Students with Disabilities (SSD) Online Portal** – all accommodation requests must be submitted through SSD Online

- **ACT PearsonAccess^{next}** – ACT administers the ACT WorkKeys portion of the MME. PearsonAccess^{next} is the online assessment management system provided by ACT for the Manage Participation process where schools confirm their intention to administer the ACT WorkKeys and select the desired delivery date for testing materials.

- **WIDA Assessment Management System (AMS)** – This is the online management tool that schools use to manage the WIDA ACCESS for ELLs and WIDA Screener online assessments. WIDA AMS is used to manage test sessions, assign accommodations, print test tickets, monitor testing progress, download Central Office Services (COS) (test caching software), and download INSIGHT (student testing software). It is also used for ordering additional materials for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs and viewing WIDA-related score reports.

- **WIDA Secure Portal** – The secure portion of the WIDA website requiring a login allows educators to complete an online training program to become a certified assessment administrator for each WIDA assessment. District Coordinator-level users can monitor the progress of the trainings for those in their district. The secure login also provides educators with the ability to download certain screener materials.

■ Preparing Students for Testing

- » **Student Tutorials** are student-narrated videos that introduce teachers and students to the online tests and tools contained in the online assessments. Student tutorials are available for M-STEP, MI-Access, Early Literacy and Mathematics Benchmarks, and WIDA.
- » **Online Training Tools (OTTs) and Sample Item Sets** are a select group of test items in ELA, mathematics, science, and social studies that encompass various kinds of technology-enhanced items (such as drag and drop and hot spots) that are embedded within the OTTs. The Sample Item Sets provide teachers and students practice in solving grade-level and content-specific test items aligned to Michigan's content standards, and provide practice in navigating the online test delivery system.

OTTs with embedded sample item sets are available for M-STEP, MI-Access, WIDA, and the Early Literacy and Mathematics Benchmark assessments. Sample Item Sets for paper/pencil testers are also available for M-STEP and WIDA.

Note: The Sample Item Sets are not considered "Practice Tests," as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

- » **Practice Tests** are available from College Board for SAT, PSAT 10, and PSAT 8/9. ACT provides a practice test for the ACT WorkKeys. WIDA also has an online practice test.

Who are the key people involved in the administration of Michigan's state assessments?



Many individuals at the state and district levels contribute to state assessment administration. Below is a list of key assessment team members and their roles. As a new Assessment Coordinator, you should introduce yourself to your district's team members and get to know them. If you already know these individuals, consider adding their contact information to your phone/email lists for easy reference throughout the testing cycle.

- **MSDS Authorized User** – the authorized individual who is responsible for creating the student data files from the school's Student Information System (SIS) and for ensuring that student information is correctly uploaded to the MSDS. This is usually, but not always, the district pupil accounting person. The MSDS Authorized User is critical for entering accurate student enrollment and demographic information during the verification windows in the [OEAA Secure Site](#).
- **EEM Authorized User** – the authorized individual who is responsible for updating district and school information, including assessment contacts, in the [EEM](#). This is done at the district level, and the EEM Authorized User can sometimes be the district pupil accounting person.
- **Special Education Director** – the person responsible for implementation of Individualized Education Programs (IEPs) and services, according to the Michigan Administrative Rules for Special Education within a school/district.
- **District Assessment Coordinator** – The individual who oversees all state assessments for the district and is a good initial contact for questions and problems regarding state testing.
- **Building Coordinator** – the person who oversees a specific state assessment for a school building and is the contact person between the school and District Coordinator. Building Coordinators are assessment specific although schools can choose to have individuals serve as the building coordinator for multiple state assessments.
- **Technology Coordinator** – the person responsible for overseeing numerous tasks related to online testing and for working with the District Assessment Coordinator to ensure that all computer workstations and devices are operating properly and prepared for testing.
- **Title III/English Learner Director** – the person responsible for coordinating services for English Learners. The director works with the District Assessment Coordinator to ensure a high quality assessment experience for all English Learners.

What supports and accommodations are available for Michigan's state assessments?



Some students require added support to participate in state assessment. Supports are sorted into three categories:

- **Universal Tools** – available to all students
- **Designated Supports** – supports a student uses regularly in the classroom and that are designated by a teacher or administrator who works with the student
- **Accommodations** – supports that require identification by an Individualized Education Program (IEP) or Section 504 plan

Be sure to review and understand these supports and accommodations and the appropriate use of each during test administration. You will find information specific to each assessment in the [Supports and](#)

[Accommodations Guidance Document](#) for M-STEP, MI-Access, WIDA, PSAT, SAT, and ACT WorkKeys and the [Test Administration Manuals \(TAMS\)](#) that are located on each assessment's web page.

How can I access reports from Michigan's state assessments?



It is likely that you will be asked how test administration results can be viewed.

Reports and data files for most assessments are available through the [OEAA Secure Site](#). Student-specific and aggregate data files are available for most Michigan assessments (aggregate data files are not available for the ACT WorkKeys, or WIDA Screener/W-APT).

Educator score reports for the various assessments can be found on:

- **M-STEP and MI-Access:** Dynamic Score Reporting Site (accessed through the OEAA Secure Site) and MiLearn
- **SAT with Essay and PSAT 8/9 for grade 8:** Dynamic Score Reporting Site, MiLearn, and the College Board K-12 Reporting Portal
- **PSAT 8/9 for grade 9 and PSAT 10:** the College Board K-12 Reporting Portal
- **ACT WorkKeys:** Dynamic Score Reporting Site, MiLearn (ACT also mails reports to schools in August)
- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs:** WIDA AMS and MiLearn
- **WIDA Screener:** WIDA AMS and OEAA Secure Site,
- **K W-APT:** OEAA Secure Site
- **Early Literacy and Mathematics Benchmarks:** Dynamic Score Reporting Site

Learn more about accessing and viewing state assessment reports in the following documents:

- **[Dynamic Score Reporting Site User Guide](#)** – a guide for accessing and navigating score reports for the M-STEP, MME, MI-Access, and the Early Literacy and Mathematics Benchmark Assessments, available under the **Reporting** header on each state assessment web page.
- **[Interpretive Guides to Reports](#)** provides detailed information about each report. There is one guide available for each assessment on that assessment's web page.
- **[WIDA Interpretive Guides for Score Reports](#)** for both ACCESS for ELLs and Alternate ACCESS for ELLs are found on the [WIDA web page](#) under each assessment's **Scores and Reports** tab.
- **[MiLearn Student Assessment Score Reporting Site Educator User Guide](#)** provides information to educators on how to directly access reports for currently enrolled students through the district's School Information System (SIS). Parent and student user guides are also available. These guides can be found on each assessment's web page.
- The **[College Board K-12 Reporting Portal](#)** offers a [K-12 Assessment Reporting Help](#) web page, that provides instructions on how to get Portal access and how to understand the educator reports accessed through the Portal.
- **ACT WorkKeys** has several scoring information documents that provide instructions on how to get Portal access and how to understand the educator reports accessed through the Portal, on the [ACT Testing: Michigan web page](#) under **WorkKeys: Interpretation – Receive score reports and data**.

How are assessment results used in Michigan’s school accountability system?



In Michigan, student participation and performance results on statewide summative assessments are used to produce various school transparency and accountability reports. These reports provide parents and communities with useful information about their schools; help MDE, policy makers and educators identify schools in need of increased support; and provide educators and parents with important information about their students. School assessment and accountability reports combine student assessment results with student enrollment and demographic information reported in the [Michigan Student Data System \(MSDS\)](#). Assessment and accountability reports are available on [MISchoolData.org](#).

The accountability unit at MDE offers an annual guide – [Accountability Best Practices: Data Reporting Guide for Trouble-Free Accountability Data](#). The guide will help you and your designated data collector better understand the data elements in the MSDS, the Registry of Educational Personnel (REP), and other sources, as well as their connection to the verification windows in the Secure Site, and how they are used in assessment and accountability reporting.

You can download or review this guide online on the MDE [Student Assessment web page](#). Figure 1 represents the order of assessment, accountability, and MSDS events that take place each year leading up to the release of assessment and accountability reports.

Figure 1 – Chronological Order of Assessment, Accountability, and MSDS Events

