

# 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)**

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

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



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Regardless of the test being administered, MDE requires that ALL testing staff read the **Assessment Integrity Guide** and sign the **OEAA Assessment Security Compliance Form**. A signed **Assessment Security Compliance Form**, testing schedules, and training materials should be kept on file for any staff member who participates in the administration of a state assessment or handles secure test materials. A link to the **OEAA Assessment Security Compliance Form** is also provided in the **Assessment Coordinator Quick Reference** chapter of this Training Guide.

# 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 benchmark, screening, and summative 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:
  - » 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 standards. It is administered each spring, and consists of three components:
  - » **SAT<sup>®</sup> with Essay** – College readiness paper/pencil assessment (provides the accountability data for English language arts and mathematics).
  - » **ACT WorkKeys<sup>®</sup>** – 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 given primarily online in English language arts, mathematics, science, and social studies. (ELA: Expressing Ideas is only administered in paper/pencil format.)

» **Supported Independence (SI) and Participation (P)** – Are comprised of observation-based items scored with a rubric; the answer document is online.

■ **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 the 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 assessment.

» **ACCESS for ELLs:** (grades 1–12) Online and paper/pencil adaptive assessment.

» **Alternate ACCESS for ELLs** (grades 1–12) Paper/pencil assessment for students with significant cognitive disabilities.

■ **PSAT™ 8/9** – This paper/pencil assessment is given to Michigan 8th and 9th graders to assist the students and their teachers in determining what skills students need to focus on to be ready for college or employment after high school graduation. Grade 8 PSAT will be used for the state assessment English language arts and mathematics scores.

■ **PSAT™ 10** – This paper/pencil assessment is given to Michigan students in grade 10 to spotlight improvement from grade 9 and to personalize instruction through Kahn Academy. Both the PSAT 8/9 and PSAT 10 test the same skills and knowledge as the SAT.

State-developed or state-funded and administered 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 third-grade reading 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 and request reimbursement under section 104d of the [State School Aid Act](#).

■ **Optional Vendor-Provided Benchmark Assessments (3-8)** – Beginning in 2018-19, districts have access to state funding for optional benchmark assessment in grades 3-8. Districts may select any vendor-provided assessment option that meets criteria defined in section 104d of the [State School Aid Act](#).

Reimbursement is provided on an equal per-pupil basis according to available funding, based on the total number of Michigan pupils for whom assessments were purchased.

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](#)** – The MDE's weekly newsletter on assessment, which publishes each Thursday to offer 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 \(EEM\)](#)** – A public website that 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 data collection applications of the state of Michigan. 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), functions for creating school and district mailing lists, and downloadable public data sets. 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 \(MSDS\)](#)** – A secure website that is hosted and managed by [CEPI](#), for the collection of key student data from districts for funding. 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 is also used by OEAA for assessment pre-identification, assessment reporting, and accountability reporting.

- **[OEAA Secure Site](#)** – Staff involved in testing will need access to the [OEAA Secure Site](#) to assist with some testing functions. It is important that these staff have the necessary 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, reviewing Accountability Students, reviewing Answer Documents Received, submitting Not-tested reasons, printing barcode labels, submitting Incident Reports, reviewing assessment reports, and data files.
- **[eDIRECT](#)** – The online management tool that schools use to manage the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark online assessments. eDIRECT is used to manage Test Sessions, assign student supports and accommodations, print Test Tickets, monitor testing progress, download Central Office Services (COS) (testing site manager software), and download [INSIGHT](#) (student testing software).

NOTE: By the 2018-19 school year, most schools will be using **Central Office Services** as their backend software for managing testing sites. However, some schools may still be using the legacy **Testing Site Manager (TSM)** software.

After 2019, **Testing Site Manager** will no longer be supported by the MDE vendor, Data Recognition Corporation (DRC).

- **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** – to access score reports which you can configure and print, or securely download score data files into your student information system (SIS)
  - » **Online Student Score Reports** – the information, resources, and tools here can help you understand score reports and communicate that information to your students
  - » **Services for Students with Disabilities (SSD) Online Portal** – all accommodations requests should be submitted through SSD Online
- **ACT PearsonAccess<sup>next</sup>** – ACT administers the ACT WorkKeys portion of the MME. **PearsonAccess<sup>next</sup>** is the online assessment management system used by ACT assessment staff (assessment coordinators, room supervisors) for test administration duties, such as ordering materials, submitting student data, setting up online tests, and viewing student results.
- **WIDA Assessment Management System (AMS)** – 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) (testing site manager 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.

- **WIDA** – the WIDA website. There is a secure login that 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.
- **Online Tutorials and Training Tools**
  - » **Student Tutorials** are student-narrated videos that introduce teachers and students to the online tests and tools contained in the online assessments.
  - » **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 (drag and drop, hot spots, etc.) and 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.

NOTE: The **Sample Items 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.

## 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 into 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 to 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** – This person is 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** – This individual oversees all state assessments for the district and is a good initial contact for questions and problems regarding state testing.
- **Building Coordinator** – This person oversees all state assessments for a school building and is the contact person between the school and District Coordinator.
- **Technology Coordinator** – This person is 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** – This person is responsible for coordinating services for English Learners and 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 Tables** and the **Test Administration Manual (TAMs)** that are located on each assessment's web page.

## How can I access reports from Michigan’s state assessments?



It’s 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 SAT, ACT WorkKeys, PSAT, or WIDA Screener/W-APT). Assessment reports are available for everything except WIDA summative assessments and the PSAT assessments.

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.
- **Guides to Reports** – Provide detailed information about each report. There is one guide available for each assessment on that assessment’s web page.
- **WIDA** has **Interpretive Guides for Score Reports** for both ACCESS for ELLs and Alternate ACCESS for ELLs on the MDE [WIDA website](#) under each assessment’s **Scores and Reports** tab.
- The **College Board K-12 Reporting Portal** offers a [K-12 Assessment Reporting Help](#) web page, which discusses getting Portal access and understanding the educator reports found on the Portal.
- **ACT WorkKeys** has several scoring information documents which you can find 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. They also help educators identify schools in need of increased support. Assessment and accountability reports also provide educators and parents with useful 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 office 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, Registry of Educational Personnel (REP) and other sources, 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

