

M-STEP Assessment Administration

Relevant assessments:

- M-STEP

- Assessment Coordinator Responsibilities
- Test Session Preparation
- Handling Secure Materials During Testing
- Managing Supports and Accommodations
- Handling Testing Irregularities
- Ensuring All Students Have Tested

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 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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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 provides an overview of the tasks that need to be completed during the M-STEP test administration by the Building and District Assessment Coordinator(s), by answering the following questions:

- ▶ What are the responsibilities of District and Building Assessment Coordinators during testing?
- ▶ How should secure materials be handled during the test administration?
- ▶ How do I assign and manage student supports and accommodations?
- ▶ What will Test Administrators and students need during the Test Session?
- ▶ What do I do if there is a testing irregularity?
- ▶ How do I ensure that all students have tested?

For information about how to prepare for the test administration, go to the [M-STEP Assessment Preparation](#) chapter of this training guide.

What are the responsibilities of District and Building Assessment Coordinators during testing?



District and **Building Assessment Coordinators** have an important role during the test administration. There are a number of tasks that must be done, and depending on the staff available and assignments in your building or district, you may be responsible for tasks on one or both of the following lists. These lists are intended as a general guideline of responsibilities.

During the M-STEP test administration, **District Assessment Coordinators** are expected to:

- **Communicate established district policies** regarding test administration to Building Assessment Coordinators, including:
 - » scratch paper policy
 - » cell phone and personal electronic device policy
 - » testing room policies regarding who has access to the room (i.e., testing personnel, Michigan Department of Education (MDE)

Assessment Monitors, tech support personnel, Test Administrators, outsiders, etc.), and under what conditions

- **Serve as the contact person** between the district and the Office of Educational Assessment and Accountability (OEAA)
- **Know where to find and become familiar with information related to testing**
- **Share all correspondence** to relevant district and school staff members during testing
- **Collaborate and communicate** regularly with the Technology Coordinator
- **Ensure the Technology Coordinator has cleared the test site manager** (Central Office Services [COS]) at the end of each test window
- **Investigate and inform the OEAA** of any testing irregularities

- **Initiate and submit Incident Reports** as needed
- **Oversee and ensure the timely return of all secure materials for scoring**

During the M-STEP test administration, **Building Assessment Coordinators** are expected to:

- **Distribute and discuss the district policies** (e.g., scratch paper policy, cell phone/personal electronic device policy) to Test Administrators, Proctors, and other staff involved in testing
- **Serve as the contact person** between the school and the District Assessment Coordinator
- **Ensure appropriate distribution, security, and collection of test materials**
- **Ensure students are assigned to appropriate Designated Supports and Accommodations** in [eDIRECT](#), and ensure accommodated tests and materials are available for Test Administrators and students. This may include reviewing

students' IEPs/504 plans to prepare early for required supports.

- **Ensure that rooms used for testing do not contain any visual materials that would provide clues or answers to questions**
- **Manage printing, distribution, and secure storage of Test Tickets, Test Rosters, Test Booklets, Answer Documents, and other secure materials**
- **Report any testing irregularities** to the District Assessment Coordinator

Schools or districts may modify these tasks during testing; however, all of these activities must be managed during testing.

Assessment Coordinators should be sure to read the three chapters in the **After Testing** module of this training guide for tasks that need to be done after the testing window.

What will Test Administrators and students need during the Test Session?



During testing, District and Building Assessment Coordinators will need to make sure that Test Administrators have everything they will need to administer the test. This includes:

- **Online Testing:**
 - » Test Tickets and Rosters for online tests
 - » Test Directions for the assessment being administered
 - » headphones for all students taking the English language arts (ELA) assessment and for students using Text-to-Speech (TTS)
 - » scratch paper (optional)
 - » graph paper for mathematics grades 6–7
 - » any assigned accommodated materials or tools that students need to use during testing
- » sharpened pencils for students to use with scratch and graph paper
- **Paper/Pencil Testing:**
 - » Test Directions for the assessment being administered
 - » Test Booklets and Answer Documents for paper/pencil tests
 - » scratch paper (optional)
 - » graph paper for mathematics grades 6–7 (optional)
 - » calculators for mathematics (part 2) grades 6–7
 - » any assigned accommodated materials or tools that students need to use during testing
 - » sharpened No. 2 pencils for students

Test Administrators need to know:

- **The district's cell phone/personal electronic device policy**
- **How the district will manage secure materials** and where to store secure materials after testing (i.e., test rosters, test tickets, any used scratch paper or used graph paper)
- **How to manage any items used during testing**, such as headphones for online students testing ELA or who use TTS

There is an MDE-approved **INSIGHT Tools** poster that may be posted in testing rooms during testing to remind students of the tools available in INSIGHT during testing. This document is provided in 8.5 x 11, 11 x 17, and 16 x 24 inch formats on the [M-STEP web page](#) under the **Current Assessment Administration** header. If it is used, the poster should be posted in the testing room and not at student desks or work stations. Specific directions regarding the allowable use of this poster is provided in the [M-STEP Test Administration Manual](#) and on the [M-STEP web page](#).

How should secure materials be handled during the test administration?



District and Building Assessment Coordinators are responsible for developing and communicating the policy regarding the handling of secure materials during testing and for managing the secure handling of materials throughout the test window.

All secure materials must be retained in one secure, locked location within the school. During the test administration, secure materials must be distributed and collected each day.

For online testing, this includes:

- » Test Rosters and Test Tickets
- » used scratch paper and used graph paper

Test Rosters and Test Tickets must be collected by the Test Administrator and returned to the Building Assessment Coordinator. Test Tickets for tests that have been completed and submitted must be securely shredded. Test Tickets for tests that have not been completed and will be resumed in a later Test Session must be collected and stored in the secure, locked location in the school.

Used scratch paper and used graph paper MAY be collected for redistribution when resuming an in-progress test IF the student name is on the scratch

or graph paper and it is used for the completion of the same test. Any used scratch paper for a test that has been completed or that does not have the student's name on it must be securely shredded.

For paper/pencil testing, this includes:

- » Test Booklets
- » all used Answer Documents
- » ELA and mathematics unused Answer Documents
- » L1 (First Language) glossaries (mathematics)
- » any accommodated versions of the test
- » used scratch or graph paper

After testing is complete, Test Administrators must collect Test Booklets, used Answer Documents, and used scratch or graph paper individually from students (do not pass down rows). These materials must be returned to the Building Assessment Coordinator to be stored in the locked, secure location until materials are returned to the scoring contractor. Used scratch paper and graph paper must be securely destroyed.

Detailed information about handling secure materials after testing is available in the [Materials Return](#) chapter of this training guide, and in the [M-STEP Test Administration Manual](#).

How do I assign and manage student supports and accommodations?



Students who are assigned Designated Supports or Accommodations according to the [M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA Student Supports and Accommodations Table](#) will need to have access to these supports and accommodations.

If the student is testing online, many – but not all – supports and accommodations are assigned in [eDIRECT](#). Other supports or accommodations can require materials that students should have access to during testing.

For information about how to assign accommodations in eDIRECT, go to the [eDIRECT Basics](#) chapter of this training guide.

MDE has developed optional tools that can be used to help monitor and track student supports and accommodations. These tools are available on the [M-STEP web page](#) under the [Student Supports and Accommodations](#) section. These tools – or other, locally developed tools – can be used to help track the supports and accommodations that are needed

in each Test Session. It is the responsibility of the Building Assessment Coordinator to ensure that Test Administrators are made aware of student supports and accommodations in the Test Session(s) they administer, and that any accommodated materials or tools are made available.

The Building Assessment Coordinator should work closely with the Special Education Director to assign, monitor, and track supports and accommodations before and during testing for students who have IEPs or 504 plans. Building Assessment Coordinators also need to work closely with the English Learner (EL) Director to assign, monitor, and track designated supports before and during testing for students identified as English Learners.

For more information on Universal Tools, Designated Supports, and Accommodations, see the [Student Supports and Accommodations Overview](#), and the [Selecting and Assigning Universal Tools, Designated Supports, and Accommodations](#) chapters of this training guide.

What do I do if there is a testing irregularity?



A testing irregularity is any deviation of the test administration from the policies and procedures defined in the [Test Administration Manual](#), [Test Directions](#), and [Assessment Integrity Guide](#).

For M-STEP, District Assessment Coordinators use the [Incident Reporting Tool](#) in the [Office of Assessment and Accountability \(OEAA\) Secure Site](#) to report and resolve testing irregularities. These could be student prohibited behavior, a request to unlock a test, a

misadministration, or any other event that requires reporting and resolution.

The [M-STEP Test Administration Manual](#) includes an [Incident Reporting Table](#) that schools should use in determining whether a testing irregularity occurred and how to address it.

More information about testing irregularities is available in the [Incident Reporting](#) chapter of this training guide.

How do I ensure that all students have tested?



It is important that District and/or Building Administrators make sure that all students who are expected to test complete testing before the window closes. To help with this task for students testing online, [eDIRECT](#) has a **Testing Status** screen that allows users to view how many students have not started, are in progress, or have completed tests they are assigned to by grade and content area. Note,

however, that only students who are pre-identified and assigned to an Online Session will appear on this page. You will still need to make sure that all students who are expected to test are assigned to an Online Session for each content area tested in the grade.

For more information on eDIRECT see the [eDIRECT Basics](#) chapter of this training guide.