M-STEP Online Test Administrator's Directions and Manual Grade 11

Michigan Student Test of Educational Progress

Spring 2021

Michigan Department of Education
Office of Educational Assessment and Accountability

The M-STEP Online Grade 11 Test Administrator's Directions and Manual includes all information that a Test Administrator needs to know to administer any grade 11 M-STEP assessment. With the exception of the Test Directions for content you will **not** administer, Test Administrators are required to read this document in its entirety **before** administering any grade 11 M-STEP assessment.

The following sections are included in this document:

- Overview
- Before Testing
- During Testing
- After Testing
- Online Test Administration Directions

Online Assessments Covered

These test directions apply to the following grade 11 assessments:

- Science
- Science with Text-to-Speech (TTS) enabled
- Social Studies
- Social Studies with Text-to-Speech (TTS) enabled

DRC INSIGHT Portal

> **Important Note:** eDIRECT has been renamed **DRC INSIGHT Portal**. The URL has not changed. This manual now refers to eDIRECT as the DRC INSIGHT Portal (https://mi.drcedirect.com).
>
> Instructions for easy navigation to documents in the DRC INSIGHT Portal are below.

Users can access documents and resources in the DRC INSIGHT Portal (https://mi.drcedirect.com).
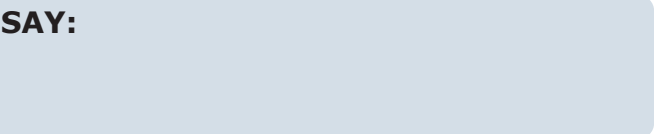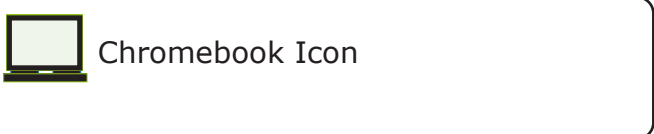
Test Administrators select **"here"** in the **Documents and Training Materials** bullet point to view all of the materials that are available without secure access.

Then, select the Documents tab.

Key

Icons	Descriptions
SAY:	Speak the words in the shaded box.
TIP! TIP! Icon	This is a tip to help with a smooth testing experience.
Chromebook Icon	Information specific to Chromebooks

Online Tools Training (OTT) and Student Tutorials

The Online Tools Training (OTT) is an essential part of the testing process. For detailed instructions on how to administer OTTs, please refer to the Student Tutorials found on the DRC Insight Portal (https://mi.drcedirect.com) or INSIGHT. The Student Tutorials should be used to familiarize students with the functions and tools of the testing system. Additionally, the M-STEP Test Administration Manual (TAM) will provide more information about using OTTs as well as accessing and using the Student Tutorials.

Introduction

On January 25, 2021, the Michigan Department of Education (MDE) delivered a request to the U.S. Department of Education to waive certain assessment and accountability requirements of the federal Every Student Succeeds Act (ESSA) including the Spring 2021 M-STEP. To comply with current law, MDE and the Office of Educational Assessment and Accountability (OEAA) must continue to prepare for the required spring assessments in the event the USED does not grant our waiver request. Updates regarding the status of this request will be provided through the weekly Spotlight on Assessment and Accountability newsletter. Please know the health, safety, and well-being of students, educators, and their families is MDE's first priority.

What's New

Updates to Spring 2021 M-STEP testing were planned for Spring 2020 but were not implemented due to the cancellation of testing. These updates will be applied in Spring 2021.

The M-STEP science test will be operational in Spring 2021. The M-STEP science test assesses the Michigan K-12 Science Standards in grades 5, 8, and 11.

The M-STEP social studies test will continue to measure the Michigan Academic Standards for social studies that were adopted in 2007. The social studies test will have only one part for all grades assessed (5, 8, and 11). Students are allowed to take breaks during testing. Schools and districts should work with Test Administrators to determine when breaks are necessary and in the best interest of students.

To simplify the materials Test Administrators are required to read before testing, MDE has created updated Test Administrator's Directions and Manual documents (this document) for each grade by test mode (online and paper/pencil). These updated documents include test administration directions and other materials that cover everything Test Administrators need to know regarding test administration. This updated information would otherwise have been included in the Test Administration Manual (TAM). Therefore, Test Administrators are no longer required to read the TAM; however, they are required to read the Test Administrator's Directions and Manual (this document) before administering any M-STEP test session.

Text-to-Speech (TTS) is available for test directions ONLY on all test forms except Video Sign Language (VSL) and Spanish for all students. Building and District Assessment Coordinators may decide whether to use the TTS Directions or to read test directions aloud for each test session. The test administration directions include detailed information for tests to be administered using the TTS Directions and for tests that are administered without TTS Directions.

In order to help with Test Schedule development, MDE has provided recommendations for test time estimates, test sessions, and breaks within sessions on page 7 of this manual. These are recommendations to assist districts and buildings in the development of testing schedules—they are not required.

Assessment Security training requirements have been updated for Spring 2021. Test Administrators and Proctors are required to

- complete the MDE Assessment Security online course **and/or** read the Assessment Integrity Guide (determined by the District or Building Coordinator)

Any educators who completed the Assessment Security training modules in the past are allowed to take the Assessment Security Refresher course in place of the full Assessment Security Training modules. More information about the Assessment Security Refresher course is available on the M-STEP web page (www.michigan.gov/mstep) under the **Professional Development** section.

Also new for Spring 2021: students using the embedded calculator will view the Desmos calculator. In grade 11 science, the scientific calculator includes exponential, algorithmic, trigonometric, and factorial functions.

A new feature of DRC INSIGHT for Spring 2021 is Extended Retries. With this new feature, if there are any connectivity issues, instead of displaying an error message after three attempts to reconnect, the system will continue to attempt reconnection for five minutes. The error message will display, instructing the student to raise his/her hand for help while continuing to attempt reconnection. If the system is able to reconnect, the error message will close and the student can resume testing. **Note:** It is possible that a student will see the error message but the error is resolved before the Test Administrator has had time to reach the student. If this occurs, the Test Administrator should instruct the student to resume testing.

Science

The M-STEP science test is operational in Spring 2021. The M-STEP science test assesses the Michigan K-12 Science Standards in grades 5, 8, and 11. This is a fixed-form online or paper/pencil test. This year, the test will have:

- one test ticket and one part in grade 11 for online testers

The test will include seven clusters for each grade assessed.

- **Cluster** – a stimulus (or context) about a phenomenon and a set of 5-8 related items designed to assess all performance expectations (standards) in one topic bundle

- **Topic Bundle** – a group of related performance expectations (standards) that are assessed as a group

Calculator Policy for Science Assessments

Students in grades 5, 8, and 11 are allowed to use calculators for both the online and paper/pencil science assessment.

Embedded Calculators are Provided for Online Testers in Grades 5, 8, and 11 Science Assessments

Students in grades 5, 8, and 11 taking a science online test will use the calculator embedded in the online delivery engine. The Desmos calculator will be available for all items on the science test.

- Grades 8 and 11 include the scientific calculator. This comprehensive calculator performs square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically without the need for the user to select "enter".

The Desmos calculator used for the science assessment is the same calculator available on the grades 6 and 7 mathematics assessments.

The state's full **Calculator Policy** can be found in Appendix A. Coordinators and/or Test Administrators may copy and share the policy in its entirety with others involved in testing.

Social Studies

Social studies is assessed in grades 5, 8, and 11 with a fixed-form online or paper/pencil test. The Spring 2021 M-STEP assessments are based on the 2007 Michigan K-12 Social Studies Standards and do not reflect any changes in the recently approved 2019 Social Studies Standards. The test will have:

- one test ticket and one part in grades 5, 8, and 11 for online testers

The Michigan Merit Examination

The Michigan Merit Examination (MME) is administered to grade 11 students and consists of the SAT® with Essay, ACT® WorkKeys®, and M-STEP summative assessments in science and social studies. Because testing was canceled in Spring 2020 only first-time 11th graders are required to take the MME. Repeating 11th graders and 12th graders may choose to participate in the full MME if they are missing a component. To learn more about requirements and eligibility for taking the MME as well as information on administering the MME, go to the MME web page (www.michigan.gov/mme).

Test Administrator's Directions and Manual

New for Spring 2021: The test directions documents have been expanded to include all information that a Test Administrator will need to know. This means that Test Administrators are no longer required to read any section of the Test Administration Manual (TAM)—everything they need is in the Test Administrator's Directions and Manual document (this document).

Text-to-Speech Test Directions

New for Spring 2021: Text-to-Speech (TTS) test directions are available for all students. District and/or Building Assessment Coordinators determine whether TTS Test Directions will be used in the district and/or school.

To use TTS for test directions, Test Administrators will follow the "TTS Directions Only" section of the test directions in the Test Administrator's Directions and Manual. These directions provide introductory information and test verification, then direct students to select the "Play" button to listen to the directions. **Note:** All students must have headphones

in order to use TTS for test directions. **Test administration directions are explicit and must be followed exactly as written.**

Scratch Paper Guidelines

Scratch paper use varies by test, grade, and content area. Review the state's full **Scratch Paper Policy** in Appendix B.

Designated Supports and Accommodations

The Michigan Supports and Accommodations Guidance Document, which includes the **Supports and Accommodations Tables**, presents appropriate Universal Tools, Designated Supports, Accommodations, identification processes, classroom considerations, and guidelines for all state assessments. The document can be found on the M-STEP web page (www.michigan.gov/mstep). Guidance in the documents pertains to general education students, as well as to English learners (ELs), students with disabilities (SWDs), and students who are considered ELs and are also identified as SWDs.

Call Center Contact Information

The Office of Educational Assessment and Accountability (OEAA) has a call center to answer questions related to M-STEP testing.

Agents are available to receive questions at the following toll-free phone number and email address during the specified hours.

- **Call:** 1-877-560-8378

- **Email:** mde-oeaa@michigan.gov

- **December 1, 2020 - April 12, 2021:** 8:00 AM–5:00 PM (M–F)

- **April 12, 2021 - June 4, 2021:** 7:00 AM–5:00 PM (M-F)

MICHIGAN STUDENT TEST OF EDUCATIONAL PROGRESS

OVERVIEW

The following table shows the options related to the M-STEP that are available on the call center phone menu. Select the appropriate option when contacting the OEAA, either through our toll-free number (877-560-8378) or the Lansing-area local number (517-241-4102).

Topic	Option
Known or suspected cheating or unethical testing practices on any state assessment	1
DRC INSIGHT Portal, INSIGHT, Central Office Services (COS), or online assessment tools related to the online M-STEP	2
OEAA Secure Site, testing policies and paper/pencil materials regarding the M-STEP, MI-Access, and Accountability reporting	3

OEAA Communications with Schools and Districts

Keeping educators up to date regarding changes in assessment and accountability is critical. The OEAA communicates with the field in a number of different ways, including:

- **Spotlight on Student Assessment and Accountability weekly newsletter** – sign up to receive the newsletter and/or read archived copies on the Spotlight web page (www.michigan.gov/mde-spotlight)

- M-STEP web page (www.michigan.gov/mstep)

- DRC INSIGHT Portal (https://mi.drcedirect.com)

- the Announcement page on the OEAA Secure Site (www.michigan.gov/oeaa-secure)

- targeted email communications for important or urgent communications during the testing window (targeted emails are sent to the persons who have assigned roles in the Educational Entity Master [EEM]; it is important that all roles are current and contact information is up to date)

- presentations at state conferences, including the Michigan School Testing Conference held each year in February

Check these sources regularly to stay up to date on assessment- and accountability-related issues and activities.

Standardized Testing

Uniform procedures are essential to a standardized testing program. To ensure comparable scores, all testing staff must follow the same testing procedures and give instructions exactly as they appear in this manual.

Ensure that you and all testing staff comply with all applicable laws, including those relating to discrimination. By strictly following policies and procedures, you give students the best guarantee of fair testing and the best possible test day experience.

Test Session Timings

Spring 2021 M-STEP Test Session Timings	
Content Area	**Grade 11**
Science	1:30
Social Studies	0:30
College Entance*	4:07
Work Skills	3:00
Estimated Total Hours	9:07
*Includes scheduled breaks	

Assessment Security

The primary goals of test security are to protect the integrity of the assessment and to ensure that results are accurate and meaningful. Test security is integral in ensuring that no student has an unfair advantage or a disadvantage in assessment performance.

The Assessment Integrity Guide (AIG) was revised and updated in November 2020. This document, available for download on the M-STEP web page (www.michigan.gov/mstep), details how state-level assessments should be securely administered. The AIG also includes information on the roles and responsibilities of testing staff, test preparation, administration irregularities, and security. Coordinators are required to read the AIG in its entirety. By following the guidelines in the Assessment Integrity Guide, schools ensure that:

- student test results are valid and reliable
- the testing context is equitable for all students
- all practices are ethical

The Michigan Department of Education (MDE) also provides the Assessment Security online course through Michigan Virtual (http://bit.ly/MDEAssessmentSecurity). This four-module training series is used to train building staff on the importance of test security by following the Assessment Integrity Guide. Upon completion of the four modules and demonstration of knowledge on a short test, participants will receive a Certificate of Completion, which must be retained on file with signed security compliance forms. After successful completion of this training, staff are required to participate in the refresher course in subsequent years.

Assessment Training

The District Assessment Coordinator is responsible for providing clear and comprehensive annual training on test administration and security procedures to building-level staff; the coordinator must comply with state assessment requirements.

Assessment Security Training

All staff members who participate in a state assessment must be fully trained in assessment security.

District/Building Assessment Coordinator Training Requirements:

- Complete the MDE Assessment Security online course through Michigan Virtual (http://bit.ly/MDEAssessmentSecurity).
- Read the Assessment Integrity Guide.

Test Administrators/Room Supervisors/ Proctors Training Requirements:

- Read the Assessment Integrity Guide.

AND/OR

- Complete the MDE Assessment Security online course through Michigan Virtual (http://bit.ly/MDEAssessmentSecurity).

Technology Coordinators and Other Staff (anyone who handles or has access to secure materials) Training Requirements:

- Read the Keeping Assessment Materials Secure training document, which is available in the Assessment Integrity Guide (AIG) in Appendix E.

Note: Assessment Security Training does not replace mandatory assessment administration training.

Material Security

- All materials that allow access to or contain test questions or student responses are considered secure materials and must be handled in a way that maintains their security before, during, and after testing. This includes paper/pencil materials, accommodated materials, used scratch paper, online test tickets, and test rosters.

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

- Test tickets used to log students into each online test are considered secure materials and must be treated as such. Test rosters, which automatically print along with test tickets, are also considered secure.

- All used scratch paper (including graph paper) must be collected and returned to the building M-STEP Coordinator immediately after testing, to be shredded. No used scratch or graph paper may be kept in the classroom. Used scratch paper must never be taken from one test session to another.

- No test materials that contain test questions or student responses may be copied at any time or retained in the schools.

- The use of cameras or cell phones and the posting of pictures to social media sites during testing is an enormous security risk. Therefore, students or testing personnel may not take photographs at any time during testing. If students violate this policy, their tests will be marked "Prohibited Behavior" and no emergency tests will be permitted.

Test Administration

All testing staff must adhere to these guidelines.

- Ensure an appropriate testing environment is maintained.

- Begin all standardized test administration procedures according to the explicit directions in this document.

- If not using the Text-to-Speech (TTS) for directions option, read test directions to the students exactly as they are written, as required.

- Monitor student behavior closely for adherence to proper test-taking practices. Ensure that there are no distractions during the test administration period, including talking, noises, and other interactions among students; prevent students from viewing another student's computer screen or answer document.

- Ensure that students whose IEP and/ or section 504 plan requires them to use Universal Tools, Designated Supports, and Accommodations have these available to them at the time of testing.

- Ensure that any student who needs an allowable Universal Tool or Designated Support has these resources available to them at the time of testing.

- Maintain material security.

Security Compliance

All staff involved in the administration of M-STEP tests must read and sign an Office of Educational Assessment and Accountability (OEAA) Assessment Security Compliance Form, affirming that they have read the required assessment materials related to their role in the M-STEP administration process, and that they understand their role and responsibilities. Completed forms are required from Technology Coordinators, District and Building Test Coordinators, Test Administrators, proctors, and all other staff or volunteers with access to secure test materials or student responses. All OEAA Assessment Security Compliance Forms must be returned to the District M-STEP Coordinator and kept on file for three years.

Anyone involved in the administration of the M-STEP is obligated to report any suspected violations of test security.

Training Requirements and Resources for Students

Resources for Students to Prepare for Testing

A number of resources and tools have been developed to help students gain valuable experience with testing. The resources for online testing may be accessed in the **Accessing Online Tools Training** mini-module available on the DRC INSIGHT Portal (www.mi.drcedirect.com) by selecting **Show Documents**. Instructions for easy navigation to documents in the DRC INSIGHT Portal are on page 2.

Available resources include:

- grade-level Sample Item Sets
- sample essay prompts
- Student Tutorials (for use with classrooms of students to provide an overview of what they will practice using the OTTs)
- Online Tools Trainings (OTTs) for general education students
- OTTs for students using Supports and Accommodations

It is highly recommended that schools provide students with opportunities to practice using these resources before they take the online or paper/pencil tests.

Online Student Tutorials

Online Student Tutorials are designed to be viewed with students in a classroom environment to provide an overview of the INSIGHT testing engine and tools. It is a companion activity that prepares students for the Online Tools Training (OTTs). The tutorials are not a substitute for the hands-on practice that the OTTs provide.

The tutorials are available in two places.

- DRC INSIGHT Portal (https://mi.drcedirect.com) – select "here" in the **Documents and Training Materials** bullet point and then select select the Test Tutorials tab. Instructions for easy navigation to documents in the DRC INSIGHT Portal are on page 2.
- INSIGHT testing engine – select the tutorial link at the bottom of the screen

Online Tools Training for Students

Online Tools Trainings (OTTs) allow students to see what different test items look like and to practice using the online testing tools. Before the testing software is installed, you must use the Google **Chrome** web browser to access the OTTs at the OTT Portal (https://wbte.drcedirect.com/MI/portals/mi/). **Note:** If Chrome is not your default browser, you will need to copy and paste this url address into a CHROME web browser. You can access the OTTs through the testing software, once it is installed.

OTT resources include:

- all ELA, math, science, and social studies OTTs
- masking (Designated Support)
- color choices/contrasting color (Designated Supports)
- mathematics stacked Spanish translation (Designated Support)
- text-to-speech (TTS):
  - ELA and mathematics TTS – items only (Designated Support)
  - ELA TTS – items and passages (Accommodation)
- Video Sign Language (VSL) (Accommodation)

Providing students with ample practice opportunities will ensure they are familiar with the test content, item types, navigation strategies, and system tools on test day.

Before Testing Checklist

☐ With the exception of the Test Directions for content you will **not** administer, Test Administrators are required to read this document in its entirety **before** administering any grade 11 M-STEP assessment.

☐ Complete the MDE Assessment Security online course **and/or** read the Assessment Integrity Guide (determined by the District or Building Coordinator)

☐ Sign the OEAA Assessment Security Compliance Form

☐ Verify INSIGHT software is installed on all testing devices

☐ Ensure you know how to launch INSIGHT on the device students will be using to test

☐ Ensure students have viewed the student tutorials and practiced using the OTTs

☐ Ensure student's Designated Supports and/or Accommodations (if applicable) have been set and/or that all materials necessary to administer assigned Designated Supports and/or Accommodations are available, such as headphones for TTS

☐ If administering using TTS—either for directions only or as a Designated Support— ensure that headphones are available

☐ Clearly understand the scheduled testing time, including planned breaks

☐ Prepare the classroom for testing:

  ➢ Remove or cover all classroom instructional materials that may affect the validity of the assessment. All instructional materials must be removed or covered. This includes all information regarding the content area of the test being administered or test-taking strategies. Examples include, but are not limited to:

    » tips for taking tests
    » content displays
    » word lists
    » writing formulas
    » definitions
    » mathematical formulas/theorems
    » multiplication tables
    » charts or maps

    Note: The INSIGHT Tools poster is allowed if it is posted in the classroom (not at students' desks).

  ➢ Ensure student testing devices are positioned in such a way that students cannot easily read another student's screen or interact with one another.

  ➢ If using portable testing devices, such as a laptop, iPad, or Chromebook, ensure the devices are connected to a power source (preferred) or fully charged.

  ➢ Check to make sure there are no test tickets or scratch paper left over from another testing session. If found, return to the Building Test Coordinator.

  ➢ Verify the testing room will be free of distractions for the duration of the test session.

☐ Obtain a student test ticket for each student who will be testing. Test tickets are secure materials and should be securely stored until you are ready to pass them out. Students will require a separate ticket for each part of the test. See chart below on number of test tickets needed for each assessment.

Assessment	Number of Test Tickets Required
Social Studies	One
Science	One

☐ Make note on the test roster of the test tickets you are distributing. Use the test roster to verify you have collected all tickets after students have signed in.

BEFORE TESTING

Test Materials Needed for M-STEP

Materials Needed by Test Administrator	Materials Needed by Students
This booklet	Test ticket
Class set of test tickets and roster for the test session being administered	Testing device
	Pencil (optional—needed if scratch paper is used)
	Headphones for TTS as a Designated Support or TTS for Directions Only
	Blank scratch paper (optional—Universal Tool)
	Scientific calculator for science.

TIP! *Take a few minutes to review all the parts of this document you will need to read aloud during testing. Use sticky notes or sticky flags to give yourself a quick reference to the next set of directions to read.*

CHROMEBOOK: *If your students are testing on a Chromebook, there are a few additional tasks you'll need to be aware of. It is important to review the information on page 18 BEFORE the first day of testing to ensure a smooth testing experience.*

Important Tasks During Testing

The following tasks should be performed in the order listed.

Managing Student Test Tickets

Test tickets and rosters are secure materials. Once printed, they must be kept in a secure location until the test session is scheduled to begin. Test Administrators are instructed to distribute test tickets just prior to student login, and to collect test tickets after all students have logged in and begun testing.

Only one test ticket should be distributed at a time; students should not have access to any test ticket other than the test the student is currently taking.

After a testing session is complete, the Test Administrator should return all test tickets (and rosters, if printed) to the Building M-STEP Coordinator for:

- destruction (if all students finished the test)

OR

- secure storage (if students have not completed the test)

> **TIP!** *Some schools sort test tickets into envelopes for "complete", "in progress", and "not started" to help manage test tickets.*

Verifying Supports and Accommodations on Test Tickets

For students with Supports and Accommodations, some of those Supports/Accommodations will be displayed at the bottom of their test ticket (see the bold text on the sample test ticket below).

M-STEP Spring 2021
Test Ticket - G11 SS - part 1

Student Name: Smith, John J.
Date of Birth: 11/3/20XX

Username: **JSMITH1**
Password: **234K79HQ**

(Note: Username and password are not case sensitive)
Universal Tools - Designated Supports - Accommodations: MSK
Test Session: gr 8 ss

Online Supports and Accommodations are abbreviated on the test tickets as follows:

Online Supports/ Accommodations	Test Ticket Abbreviation
Abacus	A
Auditory Amplification	AA
Alt communication devices	ACD
Administered Individually/ Small Group	AISG
Sign Language ASL Video	ASL
Administrator Sign Test Content in ASL	ASTC
Administrator Sign Test Directions in ASL	ASTD
Bilingual word-to-word dictionary	BWWD
Color Choices	CC
Continuous Magnification	CM
Closed Captioning	CCAPTION
Contrasting Color	CTC
Masking	MSK
Noise Buffers	NB
Non-embedded Calculator	NEC

DURING TESTING

Online Supports/ Accommodations	Test Ticket Abbreviation
OEAA Multiplication Table	OMT
Oral Translated Test Directions	OTTD
Read Aloud (Human Reader)	RAHR
Scribe (Non-Writing items)	SNWI
Spanish Translation (Stacked)	ST
Scribe (Writing items)	SWI
Text-To Speech (Items Only)	TTS
Text-to-Speech (Items & Passages)	TTSPASSAGE
Visual Aids	VA

Test Administrators need to know which Universal Tools, Designated Supports, and Accommodations are needed for all students prior to the test administration.

Students or Test Administrators will be required to turn on some Accommodations once the student has launched INSIGHT.

Permitted Items in Testing Room

Students may only have required testing materials and any Accommodations specified in the student's IEP, Section 504 Plan, and EL instruction documentation at their work spaces during testing.

Item	Permitted?
Pencil	YES – If students are provided scratch paper as a Universal Tool.
Highlighter	NO – A highlighting function is included within the test engine.
Additional paper (provided by School/ District)	YES – Blank scratch paper is *allowed* for ELA, social studies, science, and mathematics as a Universal Tool.
Calculator	YES – Scientific calculator is allowed for science only. All programmable calculators must be set to TEST mode during testing.
CD and DVD Players	NO – Not needed for online testing.
Headphones (provided by School/ District)	YES – For students using the TTS Designated Support or if TTS for Directions Only will be used. NO – For students not using the TTS Designated Support or TTS for Directions Only.
Non-academic reading material	YES – Non-academic reading material is allowed for student use **after** testing is completed. Electronic formats are **not** allowed. Reading material must be a traditional book or magazine. Reading material must be kept off work surface until the test has been submitted.

Providing Assistance

It is important to understand the difference between helping students understand test directions and online tools and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved Universal Tools, Designated Supports, or Accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words, reading any part of the test aloud to students, or manipulating tools. These activities are not appropriate and will result in test scores being invalidated.

Student Log In and Questions

- **Assisting a student to log in:** if a student is struggling to log in, the Test Administrator should first verify that the student has selected the M-STEP assessment on the INSIGHT screen (and not the OTTs). Next, the Test Administrator can tell the student that login and password are not case sensitive and observe the student typing the login and password. If the student is still unable to login, the Test Administrator may type the student login and password with the student observing.

- **Answering student questions:** Test Administrators must not help students with any content of the test.
  - » Prohibited practices include (but are not limited to):
    - ➢ providing hints
    - ➢ defining any words
    - ➢ helping to read or pronounce any word

    - ➢ pointing out important information in the question or suggesting a student read a certain section of the item or highlight any part of the question
    - ➢ in any way provide any verification of a correct/incorrect answer if asked by a student

  Any of these activities are inappropriate and violate ethical test administration practices and will result in test scores being invalidated.

  - » Allowable practices include:
    - ➢ telling the student to "do their best work"
    - ➢ telling the student to select their best answer for a question

Procedures for Testing Breaks, Interruptions, or Pauses

If a student needs to pause their test for a few minutes, use the **blue Pause button** in the tool bar along the bottom of the screen. Once the **Pause** button is selected, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test.

If a student needs to exit the test to move to another workstation or to resume at a later time, select the **Pause** button, select the **Exit** button, and then select the **Yes, Exit** button on the pop-up screen. The student will need their test ticket to log in again. The test will remain "In Progress."

DURING TESTING

Test Directions – All M-STEP Grade 11 Assessments

Introduction

1. The Introduction section of Online Test Directions is the same for all online tests. Insert the test name in the appropriate blank as you read the directions to students. (Page 26 lists pages for subject-specific directions that are read after the Introduction for schools administering the M-STEP without TTS for Directions Only.)

2. Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.

3. Make sure that no student is in possession of a cell phone, camera, or other personal electronic device. Any electronic devices must be powered off and stored away from the students' work area at all times during a test session.

Instruct students that they should not open anything on their computers until they are told to do so. The device desktop/home screen should be visible until you instruct students to open INSIGHT. Distribute and ensure students have all allowed test materials.

> **TIP!** *Make note on the test roster of the test tickets you are distributing. Use the test roster to verify you have collected all tickets after students have signed in.*

SAY: Welcome to the M-STEP (Insert Name of Test**) _____. We are now ready to begin. It is important that you give this test your best effort so that you can show yourself, your teachers, and your parents what you know and can do. Please carefully follow these directions. Do not select anything on your computer until I tell you to do so.**

I will now pass out your test ticket.

Pass out test tickets.

SAY: Each of you now has a test ticket. Check to make sure that your name and correct date of birth appear on the test ticket and it has the correct name of the assessment (Name of assessment) **_____. Raise your hand if your test ticket does not have your name, your correct date of birth, or the correct assessment name on it.**

Correct any ticket distribution errors. If a test ticket contains incorrect student information, report the issue to your Building Assessment Coordinator immediately.

> **M-STEP Spring 2021**
> **Test Ticket - G11 SS - part 1**
>
> Student Name: Smith, John J.
> Date of Birth: 11/3/20XX
>
> Username: **JSMITH1**
> Password: **234K79HQ**
>
> (Note: Username and password are not case sensitive)
> Universal Tools - Designated Supports - Accommodations: MSK
> Test Session: gr 8 ss

> **TIP!** *A list of Accommodations and the abbreviations used are available on* .

If your school is using scratch paper as a Universal Tool, read the following section:

SAY: I will now pass out scratch paper for you to use during your test.

Pass out scratch paper.

If headphones are needed, read the following section:

SAY: I will now pass out headphones to use during your test.

Pass out headphones.

DURING TESTING

Test Sign-In

> **SAY: Now we are ready to begin. First, launch INSIGHT on your computer (or iPad). You should see the Michigan Department of Education screen with a picture for M-STEP, a picture for MI-Access, and a picture for Early Literacy and Mathematics. Is there anyone who does not see this screen?**

Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the M-STEP Technology Coordinator or M-STEP Building Assessment Coordinator. It is acceptable to move the student to another computer.

> **CHROMEBOOK:** *Students can NOT be logged in to a Google account. As a guest, they should be directed to launch INSIGHT by selecting "apps" from the taskbar. This will launch INSIGHT in "kiosk mode." If the app is launched while signed in to a Google account, they will receive an error.*
>
> *Login steps are the same as for the desktop/laptop version, except that students will use their finger to move the cursor (instead of a mouse). MDE recommends that students use an external keyboard, and if they've already been taught, they can use the "tab" key to move the cursor between fields.*
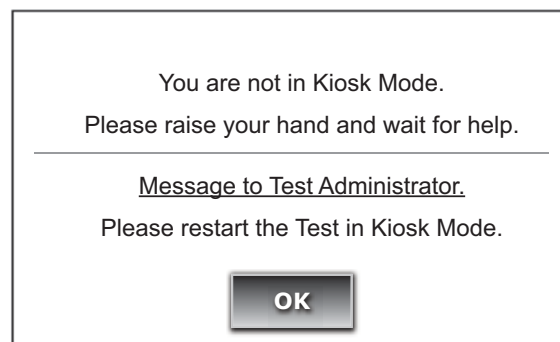
Chromebook Not in Kiosk Mode
Error Message

TIP! **Note about iPads:** When testing on iPads, after logging in to the test, students will receive the following message:

Confirm App Self-Lock

DRC INSIGHT wants to start Single App Mode. You will be unable to use other apps on iPad until DRC INSIGHT Single App Mode. Do you want to allow this?

No   **Yes**
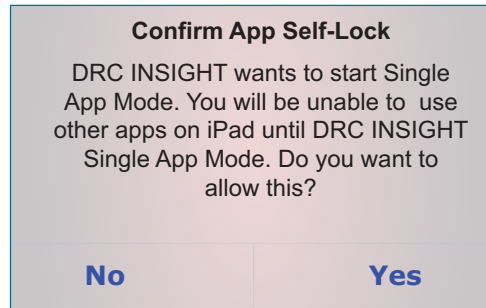
Students should be instructed to select "Yes" which will open the test sign-in screen.

When all students are ready,

SAY: On the left-hand side of the screen, under M-STEP, select Test Sign In. You should then see the sign-in screen appear. Is there anyone who does not see the sign-in screen?

Pause to assist students as necessary.

MICHIG∧N
Department of **Education**

Sign in to DRC INSIGHT with the Username and Password provided to you.

M-STEP

Username: _____
Password: _____   Sign In

Back   v2019.12 rev:fa9db0a
           Copyright © 2020 Data Recognition Corporation.

DURING TESTING

Welcome Screen

When all students are ready,

> **SAY: You may now enter your Username and Password in the spaces provided on the screen. Your Username and Password are found on your test ticket. If you need assistance, please raise your hand. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen.**
>
> **Please do not go ahead. We will do several screens together.**

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each grade/content/part; Usernames and Passwords are **not** case sensitive. The student's date of birth should be used to verify that the correct test ticket is given to a student.

> **TIP!** *If a student receives an "invalid login," select the "back" button in the bottom left corner of the sign-in screen. Select Test Sign In below the M-STEP icon (be sure you are not selecting below the MI-Access or Early Literacy and Mathematics icons or the OTT) and try again. Verify correct Username and Password have been entered.*

When all students are ready,

> **SAY: When you have selected the Sign In button, a welcome screen with your name opens. Is there anyone who does not see the welcome screen with your name?**

Pause to assist students as necessary.

Welcome Training Student!

Before yo begin testing, please confirm your profile information is correct.

Test Name: Grade # Math
Test Session: Student's Session

Your Date of Birth is: 01/02/XXXX
Your State Student ID (UIC) is: 123456789
Your District Student ID is: 012345678
Tools - Supports - Accommodations:

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Assessment Administrator.

[Continue]

[Exit]

Welcome Screen with No Accommodations

When all students are ready,

> **SAY: Look at the information on the welcome screen and make sure that the following facts about you are correct:**
>
> - **Your first name, middle initial (if available), and last name**
> - **Your test name**
> - **Your test session**
> - **Your date of birth**
> - **Your State Student ID (also called your UIC)**
> - **Your District Student ID (if available)**

Welcome Training Student!

Before yo begin testing, please confirm your profile information is correct.

Test Name:	Grade # ELA
Test Session:	Student's Session

Your Date of Birth is:	01/02/XXXX
Your State Student ID (UIC) is:	123456789
Your District Student ID is:	012345678
Tools - Supports - Accommodations:	DS - Masking (MSK), DS - Color Choices (CC), DS - Contrasting Color (CTC)

If the above information is correct, please select **Continue**.

If any of the above information is not correct, please raise your hand and notify your Assessment Administrator.

Continue

Color Choices
Contrasting Color
Options

Exit

Welcome Screen with Color Chooser Option

> **TIP!** *This screen is the first opportunity to turn on the color Accommodations for **students with vision impairments that require one or more of these Accommodations**. Color Choices (CC) and Contrasting Color (CTC) are available using the Options button when assigned in the DRC INSIGHT Portal by the Building Assessment Coordinator. You may need to assist these students.*

> **SAY: If the information about you is correct, select the Continue button. If the information is not correct, raise your hand.**

Pause to assist students as necessary.

DURING TESTING

When students are ready,

> **SAY: After you have selected the Continue button, the test selection screen will open. Is there anyone who does not see the test selection screen?**

Pause to assist students as necessary.

The following tests have been scheduled for Training Student.

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

• 11 ELA.

Options   Exit
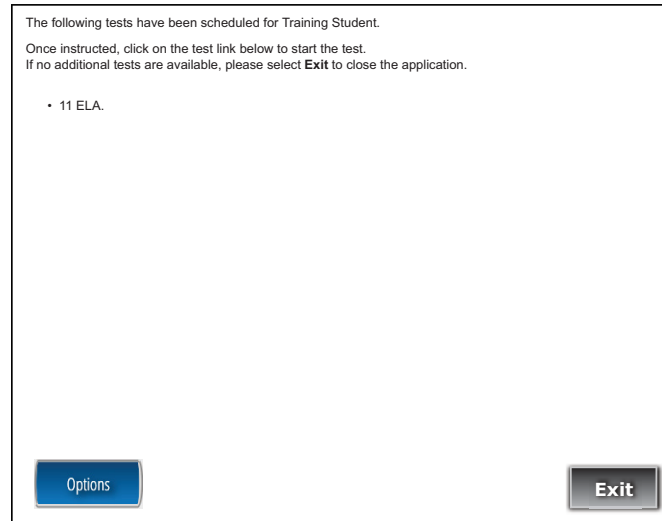
- If you are administering this assessment with TTS for Test Directions Only, go to .
- If you are administering this assessment without TTS for Test Directions Only, go to .

For Administration with TTS Directions Only – All Grade 11 Tests

> **SAY: Use your pointer to select** (test name). **Once you have selected the test name, the audio check screen should open. Is there anyone who does not see the audio check screen?**

> You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:
>
> 1. Select Play Audio.
> 2. If you hear '*If you can hear my voice, select the sound is working button*', select The **Sound is Working** button.
> 3. If you do not hear '*If you can hear my voice, select the sound is working button*', select The **Try Again** or raise your hand and ask for help.
>
> ▶ **Play Audio**

> **SAY: You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:**
>
> 1. **Select Play Audio.**
>
> 2. **If you hear "If you can hear my voice, select The Sound is Working button," select "The Sound is Working" button.**
>
> 3. **If you do not hear "If you can hear my voice, select The Sound is Working button," select "Try Again" or raise your hand and ask for help.**

> **TIP!** *If a student's headphones are plugged in and the volume on the headphones is turned up but the student does not hear the test, the student must log out, close INSIGHT, and verify that the computer volume is turned up and not muted.*

When all students are ready,

> **SAY: When you are listening to the test directions, you can increase the volume by selecting the Options button. You can pause by selecting the pause button or stop the directions by selecting the stop button.**
>
> **You will listen to several directions screens that will tell you what you are allowed to do and what you are not allowed to do during the test. It will also show you the tools that are available to you during the test.**
>
> **Be sure to listen to these directions carefully. Does anyone have any questions?**

Answer any questions.

> **SAY: If you have any questions after listening to the directions, raise your hand and I will come over to answer your question.**
>
> **Select the blue play button on your screen to listen to the directions.**

TTS DIRECTIONS

For Administration without TTS Directions Only – All Grade 11 Tests

SAY: Use your pointer to select (test name). **Once you have selected the test name, the audio check screen should open. Is there anyone who does not see the audio check screen?**

> You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:
>
> 1. Select Play Audio.
> 2. If you hear '*If you can hear my voice, select the sound is working button*', select The **Sound is Working** button.
> 3. If you do not hear '*If you can hear my voice, select the sound is working button*', select The **Try Again** or raise your hand and ask for help.
>
> ▶ **Play Audio**

If you are administering the test without TTS for Directions and have **no students** using the TTS Designated Support:

SAY: This screen plays an audio check. You will not be using any audio on this test. Press the "Play Audio" button, you may not hear anything, but in a moment a green button that reads "The Sound is Working" will appear. When you see the green "The Sound is Working" button, select this button to move to the next page and wait for further instructions.

If you are administering the test without TTS for Directions and have **some students** using the TTS Designated Support:

SAY: This screen plays an audio check. If you have not been provided headphones, you will not be using any audio on this test. Press the "Play Audio" button, you may not hear anything, but in a moment a green button that reads "The Sound is Working" will appear. When you see the green "The Sound is Working" button, select this button to move to the next page.

If you have been provided headphones, you will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps: select Play Audio. If you hear "If you can hear my voice, select the sound is working button", select "The Sound is Working" button. If you do not hear "If you can hear my voice, select the sound is working button", select "Try Again" or raise your hand and ask for help.

TIP! *If you have devices with volume turned on but no headphones, you may hear the audio play on these devices. Instruct students to select the Sound is Working button to go to the next screen.*

DURING TESTING

System Check and Test Security

> **SAY: I will now read the Test Directions. Read the Test Directions silently as I read them aloud. Use the Next button to move to the next page to follow along.**

(Read Aloud for ALL ASSESSMENTS)

Check monitors to confirm that all students are now on the "Test Security" page.

Test Security

You are about to take the Michigan Student Test of Educational Progress, or M-STEP. In order for the results to be valid, you must not:

- talk to help another student
- look at or copy another student's computer screen or allow another student to look at yours.
- allow anyone to give you answers or change your answers.
- use your cell phone or any other electronic device, including an eBook.
- take pictures or make copies of any test materials.
- cause a disturbance.
- remove test tickets or scratch paper from the room.
- post or chat about any part of the test through social media (for example: Facebook, Snapchat, Instagram, Twitter, etc.).

If you do not understand these directions or have questions, please raise your hand.

Now, select the Next Next arrow to go to the next page.

Back Next

Options   Exit

> **SAY: You should now be on the Test Security screen.**
>
> **You are about to take the Michigan Student Test of Educational Progress, or M-STEP. In order for the results to be valid, you must not:**
>
> - **talk to or help another student**
> - **look at or copy another student's computer screen or allow another student to look at yours**
> - **allow anyone to give you answers or change your answers**
> - **use your cell phone or any other electronic device, including an eBook**
> - **take pictures or make copies of any test materials**
> - **cause a disturbance**
> - **remove test tickets or scratch paper from the room**
> - **post or chat about any part of the test through social media (for example: Facebook, Snapchat, Instagram, Twitter, etc.)**
>
> **If you do not understand these directions or have questions, please raise your hand**

Pause for questions.

> **SAY: Now, select the Next arrow to go to the next page.**

Introduction Page

Check monitors to confirm that all students are on the Introduction page.

Introduction

Read these directions carefully before beginning. To look at these directions again, select the ? Help button and choose the **Test Directions** Test Directions tab.

Now, select the Next **Next** arrow to go to the next page.

Back Next

Options Exit
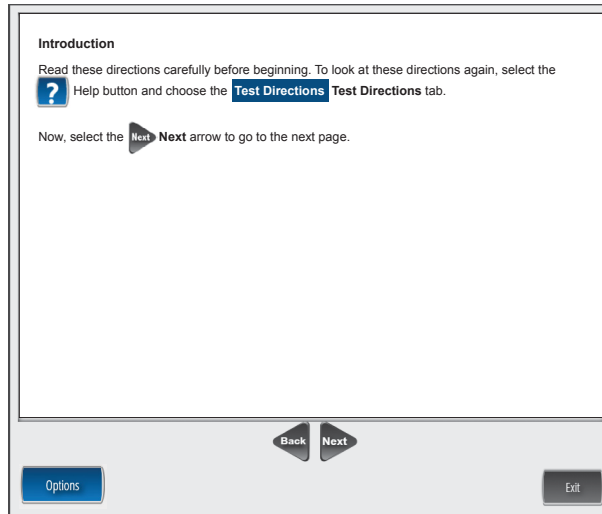
> **SAY: Read these directions carefully before beginning. To look at these directions again, select the Help button and choose the Test Directions tab. Now, select the Next arrow to go to the next page.**

For the remainder of the test directions, the directions differ depending on which assessments you are administering. Be sure you read the correct directions for the specific test you are administering based on the chart below. The "Use These Pages" column indicates the pages in the manual where you should continue reading test directions for your specific test.

Assessment	Specific Test to Administer	Use These Pages
Science	• Science • Science with Text-to-Speech (TTS) enabled	Use pages 27 to 33
Social Studies	• Social Studies • Social Studies with Text-to-Speech (TTS) enabled	Use pages 34 to 39

DURING TESTING

Test Directions for Grade 11 Science Assessments

Answering Science Questions

Be sure you have completed the directions on pages 16–26 before you start this section.

Answering Science Questions
- This test has passages and pictures that you will read and use to answer different types of science questions.
- Carefully read each passage and look at each picture before answering the questions.
- Be sure the **Pointer** tool is selected and select your answer. Some questions may require more than one response.
- The **Pointer** is already selected for you when you select the **Next** arrow and go to the next question.
- To change an answer, use the **Pointer** tool to choose a different answer.
- For questions that ask you to type your response or demonstrate your answer, use the keyboard or the online tools for that question to provide your response.
- For some questions you will be required to drag words, numbers, or objects from one place on the screen and drop them at another location in order to show your answers.
- Some questions will have a [*Click To Respond*] **Click to Respond** button. Selecting this button will open a larger version of what is seen in the small window. This is where you will enter your response. You can move the window around the screen by dragging the blue bar at the top of the response area window.

Now, select the **Next** arrow to go to the next page.

Back   Next

Options   Exit

SAY: You should now be on the Answering Science Questions screen.

- **This test has passages and pictures that you will read and use to answer different types of science questions.**
- **Carefully read each passage and look at each picture before answering the questions.**
- **Be sure the Pointer tool is selected and choose your answer. Some questions may require more than one answer.**
- **The Pointer is already selected for you when you select the Next arrow and go to the next question.**
- **To change an answer, use the Pointer tool to choose a different answer.**
- **For questions that ask you to type your response or show your answer, use the keyboard or the online tools for that question to provide your response.**
- **For some questions you will be required to drag words, numbers, or objects from one place on the screen and drop them at another location in order to show your answers.**
- **Some questions will have a Click to Respond button. Selecting this button will open a larger version of what is seen in the small window. This is where you will enter your response. You can move the window around the screen by dragging the blue bar at the top of the response area window.**

Now, select the Next arrow to go to the next page.

SCIENCE

Navigation—Science

Check monitors to confirm that all students are on the Navigation page.
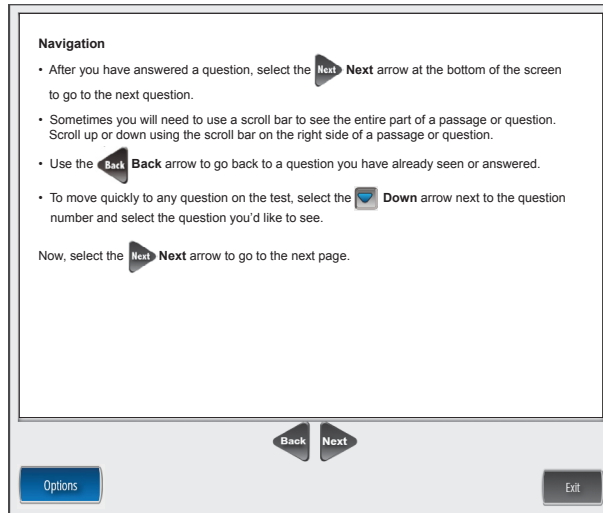
Navigation
- After you have answered a question, select the **Next** arrow at the bottom of the screen to go to the next question.
- Sometimes you will need to use a scroll bar to see the entire part of a passage or question. Scroll up or down using the scroll bar on the right side of a passage or question.
- Use the **Back** arrow to go back to a question you have already seen or answered.
- To move quickly to any question on the test, select the **Down** arrow next to the question number and select the question you'd like to see.

Now, select the **Next** arrow to go to the next page.

Back   Next

Options   Exit

SCIENCE

SAY: You should now be on the Navigation screen.

- **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.**

- **Sometimes you will need to use a scroll bar to see the entire part of a passage or question. Scroll up or down using the scroll bar on the right side of a passage or question.**

- **Use the Back arrow to go back to a question you have already seen or answered. You can also go back to any picture or passage in the set using the Back arrow.**

- **To move quickly to any question on the test, select the Down arrow next to the question number and select the question you would like to see.**

   Now, select the Next arrow to go to the next page.

Tools—Science

Check monitors to confirm that all students are on the Tools page.

Tools

There are several tools to help you with the questions.

Pointer: Use the pointer tool to choose an answer.

Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.

Highligher: Use the highlighter tool to highlight important information.

Magnifier: Use the magnifier tool to enlarge the information on the screen.

Line Guide: Use the line guide tool to help you keep track of a single line of text as you are reading.

Now, select the Next Next arrow to go to the next page.

Sticky Notes: Use the sticky notes to type notes on the screen.

Help: Use the help button to find more information, such as instructions on how to use the tools.

Eraser: Use the eraser button to reset your answer and start the question over.

Scientific Calculator: The Scientific Calculator is a comprehensive calculator with the ability to perform square root, exponential, logarithmic, and factorial functions, as well as the four arithmetic functions. (Not available for all items.)

Now, select the Next Next arrow to go to the next page.

SAY: You should now be on the Tools screen.

There are several tools to help you with the questions.

> *Pointer*: Use the pointer tool to choose an answer.
>
> *Cross-Off*: Use the cross-off tool to mark answers that you believe are NOT correct.
>
> *Highlighter*: Use the highlighter tool to highlight important information.
>
> *Magnifier*: Use the magnifier tool to enlarge the information on the screen.
>
> *Line Guide*: Use the line guide tool to help you keep track of a single line of text as you are reading.

Now, select the Next arrow to go to the next page.

> *Sticky Notes*: Use the sticky note tool to type notes on the screen.
>
> *Help*: Use the help button to find more information, such as instructions on how to use the tools.
>
> *Eraser*: Use the eraser button to reset your answer and start the question over.
>
> *Scientific Calculator:* The Scientific Calculator is a comprehensive calculator with the ability to perform square root, exponential, logarithmic, and factorial functions, as well as the four arithmetic functions.

SCIENCE

SAY: Now, select the Next arrow to go to the next page.

> *Periodic Table*: **You may find the Periodic Table of the Elements helpful in answering test questions. You can view more detail about an element by clicking on the element's box. The box will open in a new window and can be moved around to different parts of the screen by selecting the box and dragging it to a new location.**
>
> *Flag*: **Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.**

When you have read the tools section, prompt students to go on. Note that the tools are listed on multiple pages.

SAY: Now, select the Next arrow to go to the next page.

Helpful Testing Hints—Science

Check monitors to confirm that all students are on the Helpful Testing Hints page.

SAY: **You should now be on the Helpful Testing Hints screen.**

- **There is no time limit to finish the test.**

- **If you need to go away from your computer, select the Pause button. Select the Resume button to continue. If you are away from your computer for a long time, you may need to log back in.**

- **Select the Help button for more information.**
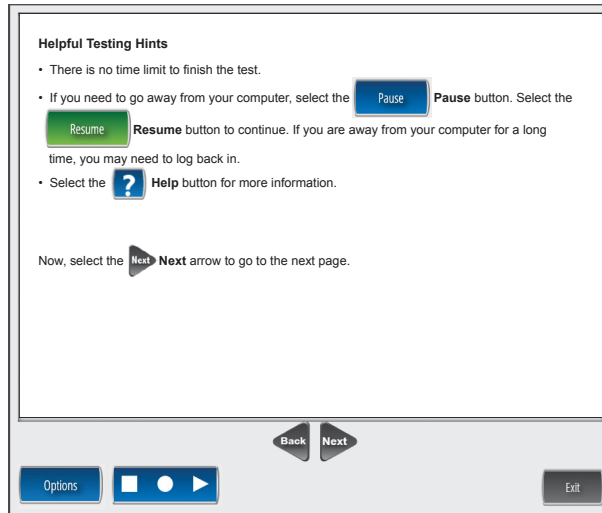
Now, select the Next arrow to go to the next page.

Completing the Test—Science

Check monitors to confirm that all students are on the Completing the Test page.

Completing the Test

Once you have completed the last question and selected the [Next] Next button, you will be taken to the Review/End Test page. The Review/End Test page will show you if you have left a question unanswered or if you have flagged a question as a reminder to return to it. You can either review your test or select the [End Test] **End Test** button and then the [Submit] **Submit** button to end your test. Be careful. You will not be able to re-enter the test once you have selected the [Submit] **Submit** button.

Now, select the [Next] **Next** arrow to go to the next page.

[Back] [Next]

[Options] [■ ● ▶] [Exit]

SAY: Once you have completed the last question and selected the Next button, you will be taken to the Review/End Test page. The Review/End Test page will show you if you have left a question unanswered or if you have flagged a question as a reminder to return to it. You can either review your test or select the End Test button and then the Submit button to end your test. Be careful. You will not be able to re-enter the test once you have selected the Submit button.

Are there any questions about the test directions?

Answer all questions.

SAY: Now, select the Next arrow to go to the next page.

SCIENCE

Check monitors to confirm that all students are on the Begin the Test page.

When all students are ready,

> **SAY: To start the test, select the green Begin the Test button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.**

> **TIP!** *Remind students using TTS as a Designated Support to put their headphones on and be sure they are working properly.*

Turn to for the Monitoring During Testing instructions.

SCIENCE

Test Directions for Grade 11 Social Studies Assessments

Answering Questions—Social Studies

Be sure you have completed the directions on pages 16–26 before you start this section.

Answering Questions

- Carefully read each question and its directions.
- Be sure the Pointer tool is selected and select your answer. Some questions may require more than one response.
- The Pointer is already selected for you when you select the Next arrow and go to the next question.
- To change an answer, use the Pointer tool to choose a different answer.
- For questions that ask you to type your response or demonstrate your answer, use the keyboard or the online tools for that question to provide your response.

Now, select the Next arrow to go to the next page.

Back Next

Options   Exit

SAY: You should now be on the Answering Questions screen.

- **Carefully read each question and its directions.**
- **Be sure the Pointer tool is selected and select your answer. Some questions may require more than one response.**
- **The Pointer is already selected for you when you select the Next arrow and go to the next question.**
- **To change an answer, use the Pointer tool to choose a different answer.**
- **For questions that ask you to type your response or demonstrate your answer, use the keyboard or the online tools for that question to provide your response.**

Now, select the Next arrow to go to the next page.

Navigation—Social Studies

Check monitors to confirm that all students are on the Navigation page.
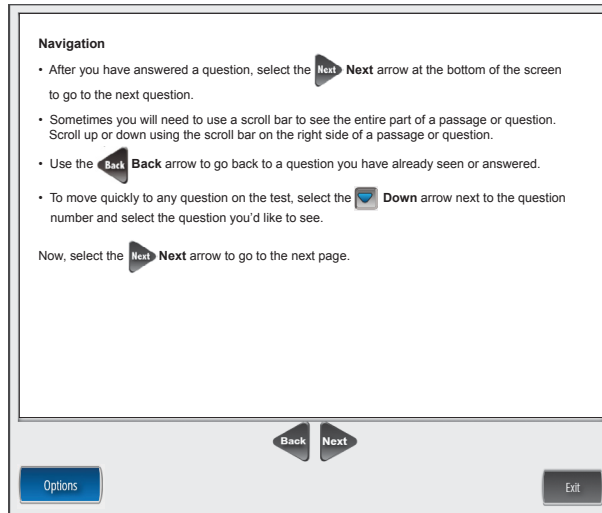
> **SAY: You should now be on the Navigation screen.**
>
> - **After you have answered a question, select the Next arrow at the bottom of the screen to go to the next question.**
> - **Sometimes you will need to use a scroll bar to see the entire part of a question. Scroll up or down using the scroll bar on the right side of the question.**
> - **Use the Back arrow to go back to a question you have already seen or answered.**
> - **To move quickly to any question on the test, select the Down arrow next to the question number and select the question you'd like to see.**
>
> **Now, select the Next arrow to go to the next page.**

SOCIAL STUDIES

Tools—Social Studies

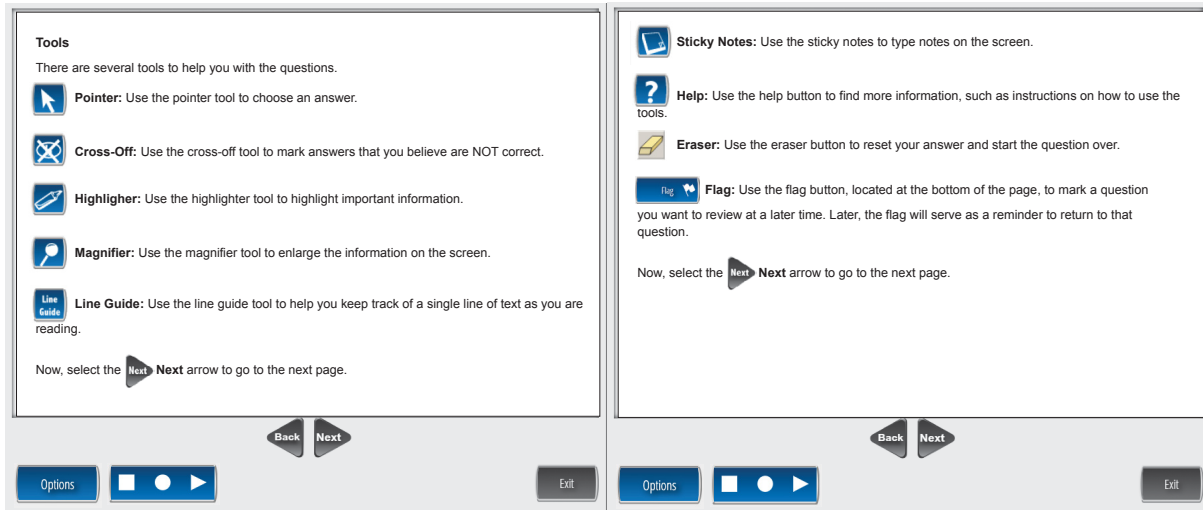Check monitors to confirm that all students are on the Tools page.

Tools

There are several tools to help you with the questions.

Pointer: Use the pointer tool to choose an answer.

Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.

Highligher: Use the highlighter tool to highlight important information.

Magnifier: Use the magnifier tool to enlarge the information on the screen.

Line Guide: Use the line guide tool to help you keep track of a single line of text as you are reading.

Now, select the Next **Next** arrow to go to the next page.

Back Next

Options ■ ● ▶   Exit

Sticky Notes: Use the sticky notes to type notes on the screen.

Help: Use the help button to find more information, such as instructions on how to use the tools.

Eraser: Use the eraser button to reset your answer and start the question over.

Flag: Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.

Now, select the Next **Next** arrow to go to the next page.

Back Next

Options ■ ● ▶   Exit

SOCIAL STUDIES

> **SAY: You should now be on the Tools screen.**
>
> **There are several tools to help you with the questions.**
>
> > *Pointer*: **Use the pointer tool to choose an answer.**
> >
> > *Cross-Off*: **Use the cross-off tool to mark answers that you believe are NOT correct.**
> >
> > *Highlighter*: **Use the highlighter tool to highlight important information.**
> >
> > *Magnifier*: **Use the magnifier tool to enlarge the information on the screen.**
> >
> > *Line Guide*: **Use the line guide tool to help you keep track of a single line of text as you are reading.**
>
> **Now, select the Next arrow to go to the next page.**
>
> > *Sticky Notes*: **Use the sticky note tool to type notes on the screen.**
> >
> > *Help*: **Use the help button to find more information, such as instructions on how to use the tools.**
> >
> > *Eraser*: **Use the eraser button to reset your answer and start the question over.**
> >
> > *Flag*: **Use the flag button, located at the bottom of the page, to mark a question you want to review at a later time. Later, the flag will serve as a reminder to return to that question.**
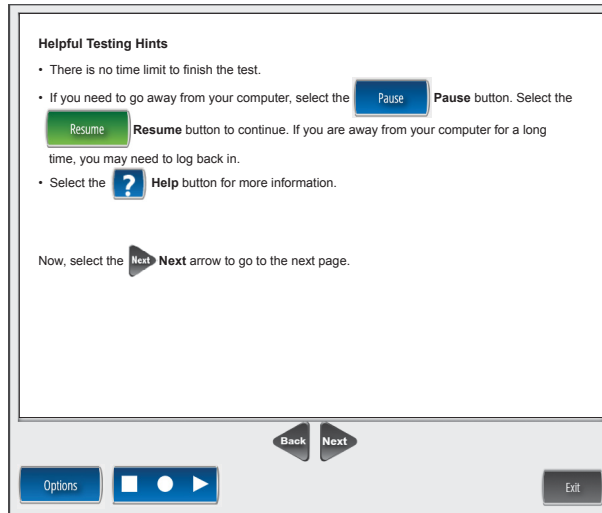
When you have read the tools section, prompt students to go on. Note that the tools are listed on multiple pages.

> **SAY: Now, select the Next arrow to go to the next page.**

Helpful Testing Hints—Social Studies

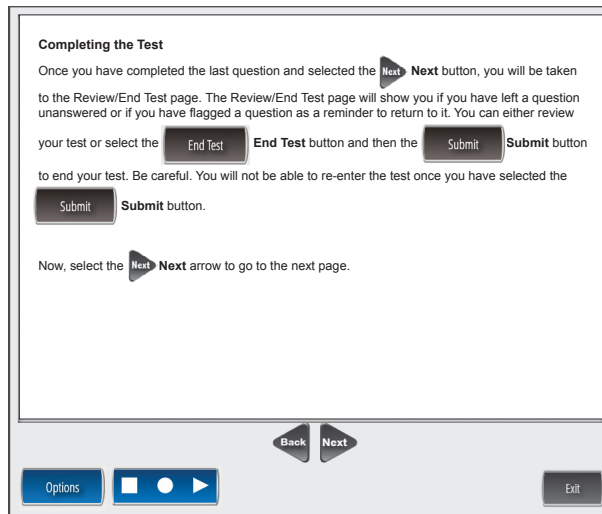Check monitors to confirm that all students are on the Helpful Testing Hints page.

Helpful Testing Hints
- There is no time limit to finish the test.
- If you need to go away from your computer, select the [Pause] **Pause** button. Select the [Resume] **Resume** button to continue. If you are away from your computer for a long time, you may need to log back in.
- Select the [?] **Help** button for more information.

Now, select the [Next] **Next** arrow to go to the next page.

[Back] [Next]

[Options] ■ ● ▶   [Exit]

SAY: You should now be on the Helpful Testing Hints screen.

- **There is no time limit to finish the test.**

- **If you need to go away from your computer, select the Pause button. Select the Resume button to continue. If you are away from your computer for a long time, you may need to log back in.**

- **Select the Help button for more information.**

Now, select the Next arrow to go to the next page.

SOCIAL STUDIES

Completing the Test—Social Studies

Check monitors to confirm that all students are on the Completing the Test page.


SAY: Once you have completed the last question and selected the Next button, you will be taken to the Review/End Test page. The Review/End Test page will show you if you have left a question unanswered or if you have flagged a question as a reminder to return to it. You can either review your test or select the End Test button and then the Submit button to end your test. Be careful. You will not be able to re-enter the test once you have selected the Submit button.

Are there any questions about the test directions?

Answer all questions.

SAY: Now, select the Next arrow to go to the next page.

Check monitors to confirm that all students are on the Begin the Test page.
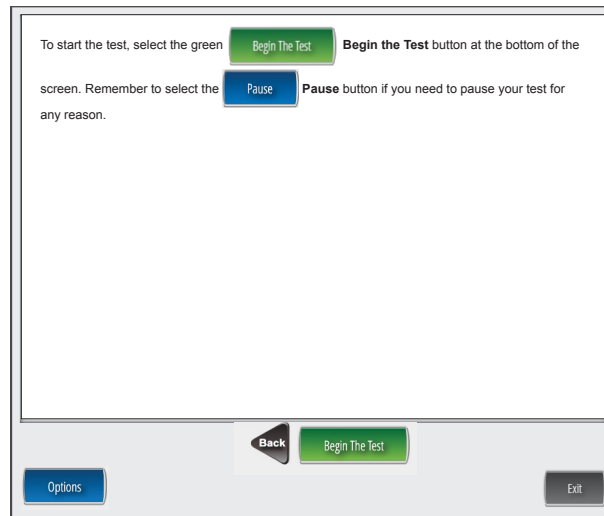
When all students are ready,

> **SAY: To start the test, select the green Begin the Test button at the bottom of the screen. Remember to select the Pause button if you need to pause your test for any reason.**

> **SAY: You may begin.**

> **TIP!** *Remind students using TTS as a Designated Support to put their headphones on and be sure they are working properly.*

Turn to for the Monitoring During Testing instructions.

SOCIAL STUDIES

Monitoring During Testing

Collect and recount all student test tickets after students have logged in. Ensure the number of tickets matches the number noted from before testing. Student test tickets are considered secure material. Save these tickets in case a student is logged off and needs it again. Each individual test session requires a different test ticket. **Test tickets must be returned to the Building Assessment Coordinator with all secure materials at the end of each testing session.**

As students are working, move around the room to ensure students are working on the correct part. If a student has selected an incorrect part, select the Pause button, the Exit button, and then the "Yes, Exit" button to return to the test sign-in screen; **do not select the "Review/End Test" button**.

Maintain a secure and distraction-free test environment.

Testing Irregularities

Refer to Appendix C.

Completing the Test Session

Collect and recount test tickets. All test tickets must be returned to the Building Assessment Coordinator unless the student did not complete the test and is being escorted to another location to complete test. **Note:** Students are not allowed to transport test materials from one location to another. If any students have **not** completed their test but will resume at a later time, return their test tickets to the Building Assessment Coordinator for secure storage until testing can resume. A new test ticket can be printed by the Building Coordinator, if necessary.

Exiting the Test Engine

Students using a desktop, laptop, iPad, or Chromebook can simply exit INSIGHT once they have finished. Ensure you can see the desktop or home screen of every testing device before a student is dismissed. This is particularly important for 1:1 devices that stay with the student (such as a Chromebook, laptop, or iPad).

TIP! *Some schools sort test tickets into envelopes for "complete" "in progress" and "not started" to help manage test tickets.*

AFTER TESTING

APPENDIX A:
M-STEP Calculator Policy

Online and Paper/Pencil Testers

Mathematics

Students in grades 3, 4, and 5 are **not** allowed to use a calculator on ANY item in the mathematics assessment, as the use of calculators at these grade levels changes the construct of the items and what they are intended to measure. All students must abide by this no-calculator-allowed policy, even students whose IEP or 504 Plan specifies otherwise. **The use of a calculator at grades 3, 4, or 5 is considered a nonstandard accommodation.** Nonstandard accommodations render the assessment invalid.

Science

Students in grade 5, 8, and 11 are allowed to use a calculator on any item in the science assessment.

Online Testers

On grades 6 and 7 mathematics and grades 5, 8, and 11 science assessments, students will use the calculator embedded within the online delivery engine. The calculator will appear in the toolbar when items allow its use; it will not appear when items do not allow its use.

There are two types of embedded online calculators:

- Basic calculator - science grade 5 and mathematics grade 6
- Scientific calculator - science grades 8 and 11 and mathematics grade 7

The Office of Educational Assessment and Accountability (OEAA) has developed resources for online testers to help prepare them for online testing. One of the resources is an online calculator practice tool. It is recommended that online testers visit the practice environment to see sample items and familiarize themselves with the online calculator tool. To practice using the M-STEP online calculators, go to the Online Tools Training (OTT) portal (https://wbte.drcedirect.com/MI/portals/mi/) using the Google Chrome browser.

Paper/Pencil Testers

On grades 6 and 7 mathematics and grades 5, 8 and 11 science assessments, students will use a handheld calculator.

Calculators are allowed on all items of the science assessments. Calculators are allowed only on Part 2 of the mathematics assessment.

Mathematics test booklets are divided into two parts. Part 1 of the paper/pencil mathematics assessment is considered non-calculator, and students must not have a calculator within reach. Part 2 of the paper/pencil mathematics assessment allows the use of a calculator. Once students start Part 2, they are not allowed to return to the non-calculator items on Part 1.

Since external hand-held graphing calculators are programmable, there is a potential of a security breach. All programmable calculators must be set to TEST mode during the testing session for both mathematics and science assessments.

Types of hand-held calculators:

- Basic calculator - science grade 5 and mathematics grade 6
- Scientific calculator - science grades 8 and 11 and mathematics grade 7

Important Notes

Alignment

The operational items on all of the assessments have been field-tested and are aligned to Michigan's standards.

Fairness

The issue of fairness between online testers and paper/pencil testers with regard to calculator usage has been raised. The OEAA decided not to burden schools by requiring them to purchase calculators specifically for this assessment as a possible one-time use. Some schools may not have the grade-specific calculators for their paper/pencil testers to use. The OEAA has reviewed every item to determine if the use of an above-grade-level calculator gives those students an advantage. Students will not be advantaged or disadvantaged based on using an above-grade calculator on the assessment.

Managing Online Testers and External Hand-held Calculators

The OEAA prohibits online testers from using external handheld calculators instead of the embedded online calculator. The only online testers who may use an external calculator are those students whose IEP or Section 504 Plan specifies the use of a special adaptive calculator.

APPENDIX A

APPENDIX B: M-STEP Scratch Paper Policy

Scratch paper is a Universal Tool that may be made available to students during testing. Used scratch paper is a secure material. District Coordinators should develop and disseminate procedures for the secure handling and disposal of used scratch paper.

Terms

Graph Paper: blank, gridded paper provided by MDE for use in grades 6-7 mathematics

Scratch Paper: blank, lined, or unlined paper

Graph paper and scratch paper are separated into two types:

Unused Scratch/Graph Paper: scratch paper that does not include any student markings; unused scratch/ graph paper may include a student's name written on it

Used Scratch/Graph Paper: scratch/graph paper that includes any student markings beyond the student's name

Online Testers: Mathematics

Scratch paper is allowed in all test sessions. For students in grades 6-7, blank graph paper is required and is provided in the online initial material order. The grades 3-5 tests do not include items that require graph paper. Additional graph paper can be downloaded from the M-STEP web page (www.michigan.gov/mstep).

For grades 3-5, scratch paper must be blank ruled or unruled, or (optionally) graph paper.

For grades 6-7 the graph paper must be blank.

Fresh scratch/graph paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for login, a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.

Students must write their names on the scratch paper. When students are given a break, the scratch paper must be collected and securely stored with test tickets until testing resumes.

If a student's name is clearly written on the used scratch paper, it can be returned to that student to use when resuming an in-progress test.

Online Testers: English Language Arts, Science, and Social Studies

Scratch paper is allowed in all test sessions. For all grades this must be blank ruled or unruled paper.

Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for login, a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.

Students must write their names on the scratch paper. When students are given a break, the scratch paper must be collected and securely stored with test tickets until testing resumes.

If a student's name is clearly written on the used scratch paper, it can be returned to that student to use when resuming an in-progress test.

Paper/Pencil Testers: Mathematics

Scratch paper is allowed in all test sessions and test parts. For grades 3-5 this must be blank ruled or unruled, or (optionally) graph paper. Testers in grades 6-7 may be provided blank graph paper in place of blank ruled or unruled paper; however, students may also use the graphs in their test booklets to solve problems. Additional graph paper can be downloaded from the M-STEP web page (www.michigan.gov/mstep).

Fresh scratch paper must be distributed with each part of a test and students must write their names on the scratch paper. After students encounter a "stop" sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.

Paper/Pencil Testers: English Language Arts, Science, and Social Studies

Scratch paper is allowed in all test sessions and test parts. For all grades this must be blank ruled or unruled paper.

Fresh scratch paper must be distributed with each part of a test and students must write their names on the scratch paper. After students encounter a "stop" sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are given a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.

Note: In order to prevent the use of an inappropriate writing utensil on the answer document, students should only have access to number 2 pencils during paper/pencil testing.

Mathematics: Online and Paper/Pencil

Grade	Graph Paper (required)	Graph Paper (optional)	Scratch Paper (available Universal Tool)
3		X	X
4		X	X
5		X	X
6	X		X
7	X		X

English Language Arts, Science, and Social Studies: Online and Paper/Pencil

Grade	Scratch Paper (available Universal Tool)
3	X
4	X
5	X
6	X
7	X
8*	X
11*	X

*Does not apply to English language arts.

APPENDIX C

APPENDIX C: M-STEP Incident Reporting Guide

Any testing irregularities that occur before, during, or after testing must be reported to the Office of Educational Assessment and Accountability (OEAA) within two school days. All incidents are required to be reported; do not neglect to report an incident if more than two school days have passed since you were aware of it. This table identifies the incident categories and sub-categories that are used in the Secure Site Incident Reporting tool and provides sample scenarios for each category or sub-category.

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

Incident Category: Test Not Completed				
Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/ Optional
Test submitted prior to completion	Student accidentally ends/ submits the test without answering all questions	If 5 or fewer questions have been answered, contact the Call Center at 1-877-560-8378 Option 2. If more than 5 questions have been answered, an Incident Report is required.	N/A	Online: **Required** if more than 5 item responses Paper/ Pencil: N/A
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.	Collect test materials and flag the last question answered. Students are not allowed to return to previously answered questions.	Online: **Optional** Paper/ Pencil: **Optional**
Student was removed from school by parent/ guardian	Student is removed from class by a 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.	Collect test materials and flag the last question answered. Students are not allowed to return to previously answered questions.	Online: No Incident Report Necessary Paper/ Pencil: **Optional**

Incident Category: Test Not Completed

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/Optional
Student moved from school	Student transfers or moves from school with an incomplete content area test. **NOTE:** Be prepared to accept a phone call from student's receiving school requesting information on test completion and needed accommodations or designated supports.	Submit an incident report with request for test to be marked **Do Not Score.**	Mark the answer document **Do Not Score** and return it in the Special Handling Envelope.	Online: **Required** Paper/Pencil: **Required**
Do Not Score requested	Student has taken (or logged into) incorrect assessment (took M-STEP instead of MI-Access assessment). **NOTE:** A student who begins a test and subsequently becomes ill does not meet the requirements for the test to be marked **Do Not Score.**	Submit incident report with request for the test to be marked **Do Not Score.**	N/A	Online: **Required** Paper/Pencil: N/A
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.)	With proper planning and scheduling, this should be avoided. • Schedule all testing early in the day to allow students to complete required testing. The schedule must allow for students who require additional time. • Consider the multiple day testing designated support—this is allowable as **intentional** scheduling for some students who use additional supports. • Exceptions for individual students will be considered on a case-by-case basis.	Online: No Incident Report necessary Paper/Pencil: **Optional**

APPENDIX C

APPENDIX C

Incident Category: Accommodation/Designated Support Issue

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/Optional
Designated support/required accommodation not provided	Student is not provided appropriate designated support or accommodations	Test misadministration. Submit an Incident Report. For students with an IEP or Section 504 plan that requires the missing designated support or accommodation: A new test with appropriate designated support or accommodation may be administered with: • notification to and approval of parents or guardians • documentation provided that identifies required designated support or accommodation (such as IEP plan) For students who do not have an IEP or Section 504 plan the requires the missing designated support: A new test with appropriate designated support may be administered with: • notification to and approval of parents or guardians • signed documentation from the person responsible for day-to-day instruction in the content area affirming the student's daily use of the designated support during regular instruction	Test misadministration. Submit an Incident Report. Emergency test with appropriate designated support or accommodation may be administered with notification to and approval of parents or guardians. Original answer document must be marked **Do Not Score** and returned in the orange Special Handling Envelope.	Online: **Required** Paper/Pencil: **Required**

Incident Category: Accommodation/Designated Support Issue

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/Optional
Nonstandard designated support/ accommodation provided	Nonstandard accommodation provided	The student's test is invalidated. 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. Perform an internal investigation as needed and keep the resulting documentation on file as Nonstandard Accommodations may be appealed during the Answer Document Verification window.	Mark the student's test as **Nonstandard Accommodation** on the answer document and return with scorable materials. The student's test is invalidated. Inform the parent or guardian. 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. Perform an internal investigation as needed and keep the resulting documentation on file as Nonstandard Accommodations may be appealed during the Answer Document Verification window.	Online: **Required** Paper/ Pencil: **Required**

APPENDIX C

APPENDIX C

Incident Category: Misadministration

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/Optional
Wrong test administered	Student is administered the incorrect test (for example, an M-STEP test instead of a MI-Access test)	Inform parents or guardians. Students must be assigned to the correct test in the Secure Site and the appropriate test must be given in order to be included in accountability calculations. Submit an Incident Report—the test will be marked **Do Not Score.**	Inform parents or guardians. Mark the answer document with **Do Not Score** and return in the orange Special Handling Envelope. Student must be given the correct test in order to be included in accountability calculations — material orders should be ordered on the Secure Site using the normal additional material order process.	Online: **Required** Paper/Pencil: **Required**
Wrong test ticket used	Student is issued wrong test ticket and begins the test	Stop the test as soon as the error is identified. Pause and Exit the test (do not End the test) Submit an Incident Report.	N/A	Online: **Required** Paper/Pencil: N/A
Part missed or not administered	Student is not administered one part of a test	If it is identified within the testing window for the grade, administer the test. If it is past the testing window for the grade, submit an Incident Report. The test may not be administered.	If it is identified on the day of the administration or within the makeup window for the content area and grade, administer the test. If it is not identified on the test day or within the makeup window for the content area and grade, submit an Incident Report. **Important reminder:** This is for a Part missed in the test. It is not permissible to inspect answer documents for completion or to review student responses at this time.	Online: **Optional** Paper/Pencil: **Optional**

	Incident Category: Misadministration			
Incident Sub-Category	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**Incident Report Required/ Optional**
Wrong answer document used	Student uses wrong answer document when testing	N/A	If the wrong answer document is the correct grade and test, but has a wrong barcode label, then a new correct barcode label should be printed and affixed. An Incident Report is not required. If the answer document is the wrong grade and/or content, then mark the wrong answer document(s) used with **Do Not Score** and return in the orange Special Handling Envelope. Submit an Incident Report. (See **Answer document transcription required/ suggested** Incident Sub-Category on page 55 of this manual.)	Online: N/A Paper/Pencil: **Optional**
Test not administered on scheduled day/time **For Spring 2021 only** use this sub-category for "Test not administered within scheduled testing window"	Test is administered outside of scheduled testing window	N/A	Mark student's answer document **Do Not Score** and return in the Orange Special Handling Envelope. Submit an Incident Report.	Online: N/A Paper/Pencil: **Required**

APPENDIX C

APPENDIX C

Incident Category: Misadministration

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/Optional
	Test administrator/proctor helps student by giving information other than test directions			
	Test administrator/proctor indicating the correct answers to students			
Other	Test administrator leaves students unattended during testing	Submit an Incident Report—working with the OEAA, the district may be able to quickly resolve issues.	Submit an Incident Report—working with the OEAA, the district may be able to quickly resolve issues.	Online: **Required** Paper/Pencil: **Required**
	Secure materials are not kept secure before, during, or after test administration			
	Test administrator/proctor or other building staff taking photos of test items or test environment			
	Staff posting test items or content to social media during testing			

Incident Category: Building Emergency

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/Optional
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.	Address the building emergency—secure test materials as appropriate/possible. Submit an Incident Report.	Online: **Required** Paper/Pencil: **Required**

Incident Category: Prohibited Behavior

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/ Optional
Electronics/ social media	Student(s) taking photos of test items, use of social media during testing.	The student's test will be marked Prohibited Behavior and invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Online: **Required** Paper/ Pencil: **Required**
Other	Disruptive behaviors impacting testing session/ completion, cheating, use of calculator (mathematics) or dictionary/thesaurus (ELA) during non-permitted section of the test **NOTE:** The use of non-permitted tools results in test invalidation.	Students engaged in disruptive or egregious behavior must be removed from the testing room. Where feasible, students should be redirected and allowed to continue testing. Students engaged in prohibited behavior need not be removed from the testing room unless they are affecting other students. The student's test will be marked Prohibited Behavior and invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Students engaged in disruptive or egregious behavior must be removed from the testing room. Where feasible, students should be redirected and allowed to continue testing. Students engaged in prohibited behavior need not be removed from the testing room unless they are affecting other students. The student's test will be marked Prohibited Behavior and invalidated. Inform parents or guardians. Perform internal investigation as needed and keep resulting documentation on file as Prohibited Behaviors may be appealed during the Answer Document Verification window. Submit an Incident Report.	Online: **Required** Paper/ Pencil: **Required**

APPENDIX C

APPENDIX C

Incident Category: Technical Problems with Online Testing

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/Optional
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.	N/A	Online: **Optional** Paper/Pencil: N/A
	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.	N/A	Online: **Optional** Paper/Pencil: N/A
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.	N/A	Online: **Optional** Paper/Pencil: N/A
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).	N/A	Online: **Required** Paper/Pencil: N/A
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.	N/A	Online: **Required IF** it is necessary to move to emergency paper forms; otherwise optional Paper/Pencil: N/A

Incident Category: Technical Problems with Online Testing

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	Incident Report Required/Optional
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.	N/A	Online: **Optional** Paper/Pencil: N/A

Incident Category: Materials

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	IR Required/Optional
Answer document transcription required/suggested	Students write in the wrong section of an assessment; wrong answer document used; a writing utensil other than a number 2 pencil is used on an answer document	N/A	Student must transcribe all responses exactly as recorded from the original answer document to a fresh answer document in a one-on-one proctored section. Print and affix a bar code label to the new answer document and return with the scorable materials. Original answer document must be marked **Do Not Score** and returned in the Orange Special Handling Envelope.	Online: N/A Paper/Pencil: **Optional**
Answer document damaged, defective, or lost	Answer document becomes damaged in such a way that will impact scanning—ripped, torn; is defective upon arrival; or is lost during test administration.	N/A	Student must transcribe all responses exactly as recorded from the original answer document in a one-on-one proctored session. Print and affix a bar code label to the new answer document and return with the scorable materials. Original answer document must be marked **Do Not Score** and be returned in the Orange Special Handling Envelope. **NOTE:** Biohazards should not be returned. Any secure material with biohazardous material should be securely destroyed.	Online: N/A Paper/Pencil: **Optional**

APPENDIX C

APPENDIX C

Incident Category: Other

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

Incident Category: Staff Unethical

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

The Michigan Department of Education (MDE) has updated incident reporting requirements to ensure accurate and valid student-level assessment data for the specific situations described below; that is, if a student:

- becomes ill and leaves school early due to illness on the day that the test was completed and submitted

- spends fewer than 15 minutes testing and submits a test

- did not take prescribed medication prior to testing and completes and submits a test

These tests can be regenerated if the incident report is submitted on the date of the incident (by 11:59 PM) and parent permission is documented. If it is not possible to obtain documentation of parent permission on the date of the incident, the school must submit the incident report on the date of occurrence and provide documentation of parent permission subsequently.

Regeneration of any test for any of these listed reasons will only occur once; for example, if a student does not take his or her medication one day and the test is regenerated, and then the student subsequently tests without his or her medication a second time, a new test will not be regenerated. Or, if a student becomes ill and goes home on one test day, the test is regenerated, then if the student spends less than 15 minutes on the test on the next test day, the second test will not be regenerated.

Incidents Requiring Immediate Action (must be submitted by 11:59 PM on the date of occurrence)				
Incident Category	**Incident Sub-Category**	**Scenario**	**Response for Online Testers**	**Response for Paper/Pencil Testers**	**IR Required/Optional**
Test Not Completed	Student became ill	Student becomes ill, completes and submits test, and then goes home from school sick	Submit an Incident Report **on the date of occurrence by 11:59 PM** requesting regeneration Gather documentation that verifies: • Parental permission to retest (use form provided in OEAA Secure Site) • The student left school early due to illness	N/A	Online: **Optional** Paper/Pencil: N/A

APPENDIX C

Incidents Requiring Immediate Action (must be submitted by 11:59 PM on the date of occurrence)

Incident Category	Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	IR Required/Optional
Misadministration	Other	Student submits test after spending fewer than 15 minutes testing	Submit an Incident Report **on the date of occurrence by 11:59 PM** requesting regeneration Gather documentation that verifies parent permission to retest (use form provided in OEAA Secure Site)	N/A	Online: **Optional** Paper/Pencil: N/A
Misadministration	Other	Student takes test without prescribed medication	Submit an Incident Report **on the date of occurrence by 11:59 PM** requesting regeneration Gather documentation that verifies parent permission to retest (use form provided in OEAA Secure Site)	N/A	Online: **Optional** Paper/Pencil: N/A

Incident Category: COVID-Related

Incident Sub-Category	Scenario	Response for Online Testers	Response for Paper/Pencil Testers	IR Required/Optional
COVID-Related	Any COVID-related issue that does not conform to any other incident category **Note:** School closures should be submitted on the School Closings page of the OEAA Secure Site. Not Tested Issues should be submitted during the Accountable Students window.	varies	varies	Online: **Optional** Paper/Pencil: **Optional**

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