

Materials Return

Relevant assessments:

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



How to Prepare
and Process
Materials

NOTE to Reader:

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

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

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

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

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



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Intro

All test materials are managed in a specific manner after testing. Additionally, there are specific requirements for the return of each state-administered assessment materials. This chapter discusses the preparation and processing of materials for each applicable assessment, by answering the following questions:

- ▶ How do I prepare and process materials after testing for M-STEP?
- ▶ How do I prepare and process materials after testing for MI-Access?
- ▶ How do I prepare and process materials after testing for WIDA ACCESS for ELLs?
- ▶ How do I prepare and process materials after testing for SAT/PSAT?
- ▶ How do I prepare and process materials after testing for ACT WorkKeys?

How do I prepare and process materials after testing for M-STEP?



For schools using any paper/pencil materials, M-STEP has both secure and non-secure materials, both of which must be handled according to procedures defined in the [M-STEP Test Administration Manual \(TAM\)](#). Refer to the section in the TAM titled [Instructions for Materials Return](#) for specific directions for handling all M-STEP materials. These instructions include:

- **deadlines for shipment**
- **secure and non-secure materials**
- materials that **must be returned**
- materials to be **kept by the school**
- materials to **securely destroy**

This TAM section also includes a diagram that shows how materials should be packaged for return to the M-STEP contractor. Schools should reference this information when preparing to return materials to ensure the shipment is sent on time, with the correct materials packaged in the correct way.

Schools testing paper/pencil or who have accommodated students who tested using paper/pencil will have materials that are required to be returned to the contractor. Schools testing online only with no paper/pencil accommodated students may not have materials to return. It is important, however, that schools testing online with no accommodated paper/pencil students are aware of the proper handling of secure materials.

The [M-STEP TAM](#) is available on the [M-STEP web page](#) under **Current Assessment Administration**.

How do I prepare and process materials after testing for MI-Access?



MI-Access has both secure and non-secure materials, both of which must be handled according to the procedures defined in the **Test Administration Manuals (TAMs)** – one for MI-Access Functional Independence (FI) and one for MI-Access Participation (P) and Supported Independence (SI). Refer to the section titled **Instructions for Materials Return** for specific directions for the handling of all MI-Access materials. These instructions include:

- how to **process test materials** after testing
- **materials return tools**
- instructions for **packaging and shipping materials** to contractor

A diagram that shows how materials should be packaged for return can be found in the appendix section of each TAM. Schools should reference this information when preparing to return materials to ensure the shipment is sent with the materials packaged in the correct way.

Schools using any paper accommodated versions of the tests will be required to return all these materials to the contractor. Since the FI ELA: Expressing Ideas test is exclusively a paper test, those materials must also be included with the material returns.

The **MI-Access TAMs** are available on the [MI-Access web page](#) under **Current Assessment Administration**.

How do I prepare and process materials after testing for WIDA ACCESS for ELLs?



There are likely to be materials that must be returned to the testing contractor for students taking the WIDA ACCESS for ELLs online as well as for those taking the paper/pencil test. Depending on the grade level of students testing online and any needed accommodations, some students may be writing their responses for the Writing domain in a paper booklet. Directions for returning and packing materials can be found in the [Michigan-Specific WIDA Test Administration Manual](#) in the **Preparing Test Materials for Return** section.

Educators should also review the [Michigan State-Specific Directions](#). This document provides an easy set of directions for shipping materials back and clearly provides information on what information does and does not need to be bubbled in on the test booklets.

Both the **WIDA TAM and Directions** are available on the [WIDA web page](#) under **Current Assessment Administration**.

How do I prepare and process materials after testing for SAT/PSAT?



To process SAT and/or PSAT test materials after testing, Test Coordinators will need to complete the tasks listed in the relevant [Michigan SAT School Day Coordinator Manual](#) and/or [Michigan PSAT Coordinator Manual](#) in the [After the Test](#) section. These instructions must be followed closely to ensure all materials are properly processed and returned. The process may be repeated depending on whether accommodated testing and/or makeup testing is needed. Each type of administration will require materials to be processed and returned separately.

When packing and shipping used materials, follow the order of materials shown in the [Returning Used Answer Sheets and Forms](#) instructions in the Appendix of the manual(s). It is important to return SAT with Essay and PSAT test materials the day after

testing for each test administration—standard time, accommodated, and makeup—unless testing at an off-site location; off-site testing materials will be picked up the same day as test administration. The day prior to the testing day, Test Coordinators will receive an email containing the pickup date, time, and confirmation number. If you do not receive an email, did not receive shipping labels and other necessary return materials, or need to change the pickup date or time, contact Michigan School Day Support at 866-870-3127, option 1. Be advised that materials returned late will not be scored.

The [Michigan Coordinator Manuals](#) are available on the [College Board Michigan-specific web page](#) and the [MME](#) and [PSAT](#) web pages.

How do I prepare and process materials after testing for ACT WorkKeys?



After testing, the ACT WorkKeys Test Coordinator is responsible for completing the applicable forms, collecting materials from Room Supervisors, packing the test materials into the shipping cartons, and storing the packaged materials until they are picked up by the designated carrier. The [ACT Test Coordinator Information Manual](#) has a detailed checklist, along with other instructions for the packing of materials, in the section titled [Collecting, Packing, and Returning the Test Materials](#). Refer to the [Michigan ACT website](#) for helpful tips, training videos, the Schedule of Events, and other information specific to Michigan WorkKeys administration.

Be aware of the scheduled date for pick-up. Refer to the [Schedule of Events](#) on the Michigan ACT website for the date. Answer documents shipped after the deadline will not be scored.

Remember to keep Standard Time and Accommodated and Supports materials separate, and follow the instructions in the [ACT Test Coordinator Information Manual](#) for each type of test administration. Return materials are color-coded. See the [Color-Coding of Return Materials](#) table in the [Collecting, Packing, and Returning the Test Materials](#) section of the manual.

The [ACT Test Coordinator Information Manual](#) is available on both the [Michigan ACT website](#) and the [MME web page](#).