OEAA Secure Site

Relevant assessments:

All Michigan state assessments:

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

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Assessment Coordinator Training Guide

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MICHIGAN
Department of Education

NOTE to Reader:

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

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

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

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

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

Intro

This chapter discusses what Assessment Coordinators should know about the **Office of Educational Assessment and Accountability (OEAA) Secure Site** and its role in the administration of state assessments, by answering the following questions:

▶ What is the OEAA Secure Site?

▶ How do I get access to the Secure Site?

▶ How is the OEAA Secure Site used in preparing for and administering state assessments?

▶ How can I receive technical support while using the OEAA Secure Site?

What is the OEAA Secure Site?

The **OEAA Secure Site** is a web-based application that is created, maintained, and supported by the Michigan Department of Education (MDE), Office of Educational Assessment and Accountability (OEAA). The OEAA Secure Site is used extensively before, during, and after the administration of both online and paper/pencil state assessments.

The OEAA Secure Site allows districts and nonpublic schools to directly manage employee access to functions related to the administration of Michigan state assessments. The OEAA grants user access at the District/Nonpublic School Administrator level only. All other user permissions are granted by the District/Nonpublic School Administrator.

The student information contained on the OEAA Secure Site is protected by Family Educational Rights and Privacy Act (FERPA). Therefore, access to the OEAA Secure Site is available only to district and school employees who require access to perform their duties related to state assessments.

Staff who require access to DRC INSIGHT Portal (formerly eDIRECT) and WIDA AMS will need to be assigned specific roles in the OEAA Secure Site (as described in the next section). This will alert Data Recognition Corporation (DRC), our online vendor, that the user is authorized for access. Refer to the **DRC INSIGHT Portal Basics** and **WIDA AMS Basics** chapters of this training guide for more details.

How do I get access to the Secure Site?

In the OEAA Secure Site, each district must have one or more District Administrator-level Authorized Users assigned, and each nonpublic school must have one or more Nonpublic School Administrator-level Authorized Users assigned.

These Authorized Users (District Administrators and Nonpublic School Administrators) have access to all functions within the Secure Site and are also responsible for the following tasks, as needed:

- approving user requests for access

- adding new users

- changing the access of users

- de-activating user accounts

If your role requires this level of access, you and your District Superintendent, or your Nonpublic School Administrator or Principal, must complete one of the following user ID request forms (located at the bottom of the OEAA Secure Site login page), and submit your request along with the form in the OEAA Secure Site:

- District Administrator User ID Request

- Nonpublic School Administrator User ID Request

Other staff who are involved in assessment can log into the OEAA Secure Site using their Michigan Education Information System (MEIS) login and password, and complete the Request Access page.

The site administrator will be notified that access has been requested and will approve or deny the request. If you already have access to the OEAA Secure Site but need additional or another level of access, you can log in and select Request Access from the Security menu at the top of the page.

If you do not have a MEIS account or you do not remember your MEIS login and/or password, there are options for recovering your login info on the MEIS login page.

The Security section of the OEAA Secure Site training page (michigan.gov/securesitetraining) includes a chart that lists the OEAA Secure Site roles, along with the description of what can be accessed or accomplished for each role. This will help determine the appropriate user role assignments for all staff involved in assessments. The chart also contains a description of each state assessment to help in determining which assessments a user will need access to in the OEAA Secure Site.

How is the OEAA Secure Site used in the preparation for and administration of state assessments?

The OEAA Secure Site is used throughout the administration of state assessments for the following tasks and processes:

- **Pre-Identification** of students for state assessments – students are pre-identified on the Secure Site for all state assessments in one or more of the following ways:
  - » by the OEAA, using the student enrollment data in the Michigan Student Data System (MSDS)
  - » by district/school users, through one of the following methods:
    - • creating and uploading a Pre-ID file in the OEAA's requirement format
    - • using the **Student Search** function to assign students one at a time
    - • using the **MSDS Copy** function available on the Secure Site

Refer to the **Pre-Identification of Students for State Assessments** chapter of this training guide for more information.

- **Material Orders** – users will use the OEAA Secure Site to:
  - » verify or order materials for each of the state paper/pencil assessments, except for WIDA Screener and W-APT
  - » order Initial and Additional Material Orders (two separate processes)
  - » select alternate delivery dates for M-STEP and MI-Access paper/pencil materials from the Initial Material Order page
  - » verify or change the Ship-To location for Initial Material Orders
  - » access Material Order Reports to monitor the status and tracking information for orders

Refer to the **Initial Material Orders** and **Additional Materials Orders** chapters of this training guide for more information.

- **Online Session Management** for M-STEP, MI-Access FI, and Early Literacy and Mathematics Benchmark Assessments (K-2) – users can:

  » group students under a Test Administrator to allow easier management of online testing and printing of test tickets

- **Barcode Labels** – users can use the OEAA Secure Site to:

  » print or reprint a student barcode label to be placed on a student's paper/pencil answer document

  Note: Barcode labels are not available from the Secure Site for WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs. Follow WIDA's instructions if you need a barcode label for an answer document.

- **Online Waiver Requests** for M-STEP and MI-Access – users can:

  » submit a request for a waiver from online testing if the entire school is unable to administer the assessment(s) online

- **WIDA Test Exceptions** – users can:

  » submit a Test Exception request for students whose disability may prevent them from meaningfully testing using the WIDA ACCESS for ELLs and/or the WIDA Alternate ACCESS for ELLs

  An approved test exception will remove the student from the "English Learner" demographic for accountability reporting only.

  » submit a False EL request for students who never were English Learners (EL) and were incorrectly identified as EL in the MSDS

  Refer to the **Pre-Identification of Students for State Assessments** chapter of this training guide for more information on the tasks associated with the WIDA pre-identification process, including submitting WIDA Test Exceptions.

- **Districts and Schools Contact information** – users can:

  » verify the various assessment contact types listed in the Educational Entity Master (EEM) (michigan.gov/eem) for a school or district. For example, the name, email address, and phone number fields are listed for Principal, M-STEP Coordinator, MI-Access Coordinator, and other roles.

  » verify the name and contact information of the Authorized EEM User who can make updates to the entity information in the EEM

  » verify the name and contact information of the Authorized MSDS User who can make updates to student data in MSDS

  See the **Educational Entity Master (EEM)** and the **Michigan Student Data System** chapters of this training guide for more information on these systems.

- **Test Center Participation** – users will use the OEAA Secure Site to confirm the status of a school's participation with:

  » the College Board for the SAT®, PSAT™ 8, PSAT 9, and PSAT 10 assessments

  » ACT for the ACT WorkKeys®

  Refer to the **College Board and ACT Participation Process** chapter of this training guide for more information.

- **Reporting Codes** for all state assessments (except WIDA Screener and W-APT) – users can:

  » create reporting codes and reporting code labels and attach the reporting codes to students by content areas; reporting codes can be assigned by teacher name or by other student groups

  Reporting codes allow districts and schools to filter the student data file and the preliminary and summative reports for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments.

  Refer to the **Reporting Codes and Research Codes** chapter of this training guide for more information.

- **Student Search** – OEAA Secure Site users can:
  - » pre-identify students one at a time
  - » view a student's state assessment records, including test scores
  - » view state assessment history and test scores for new students once the school becomes the Primary Educational Providing Entity (PEPE) in MSDS for those students (a student's PEPE is changed in MSDS when the district submits an enrollment record for the student)
  - » enter WIDA Screener and W-APT scores in the student's record, after administration and scoring (these are the only two state assessments that are not pre-identified prior to testing)

    Refer to the **WIDA ACCESS Placement Test (W-APT) and WIDA Screener Preparation and Administration** chapter of this training guide for more information.

- **Incident Reports** for M-STEP, MI-Access, WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and Early Literacy and Mathematics Benchmark Assessments (K-2) – users can:
  - » submit incident reports (examples of incidents that should be reported can be found in the **Test Administration Manual** for each assessment and the **Assessment Integrity Guide**)

    Refer to the **Incident Reporting** chapter of this training guide for more information about incident reports.

- **Mass Update Assessments** – users can make mass updates to student assessment records by:
  - » unassigning them from testing
  - » copying them to a different test cycle
  - » changing the content areas assigned for testing
  - » changing the mode of testing
  - » adding or updating reporting and research codes

    Refer to the **Reporting Codes and Research Codes** chapter of this Guide for more information.

- **Accountable Students Enrolled Data and Demographics** – OEAA Secure Site users can:

- » verify the school's enrollment and student demographic information in the Secure Site prior to final assessment and accountability reporting (the student data displayed on these reports are pulled from MSDS and must be updated in MSDS if needed)

  Note: This function is not available for nonpublic schools because they are not included in the state accountability system.

  For more information, see the **Accountable Students Enrolled and Demographics** chapter of this training guide.

- **Answer Documents Received and Not Tested Students** – users can:
  - » verify the receipt of paper/pencil and online answer documents from the scoring vendor
  - » submit answer document issues for possible resolution
  - » submit reasons students did not test for possible accountability exemptions and federal reporting

    For more information, see the **Answer Documents Received and Not Tested Students** chapter of this training guide.

- **Student Test Scores** – users can access the following student data files and reports:
  - » Student Data Files and Aggregate Data Files for current and past state assessments

    For more information, refer to the **Data Files** chapter of this training guide.

- **Dynamic Score Reports** for M-STEP, MI-Access FI, and Early Literacy and Mathematics Benchmark Assessments – users can use the OEAA Secure Site to access the following reports:
  - » preliminary reports, 48 hours after the student has completed the content area test online (once final reports are available for the assessment, the preliminary reports will no longer be available)

    Refer to the **Preliminary Reports** chapter of this training guide for more information.

  - » summative reports, parent reports and individual student reports (from 2015 through current year)

    Refer to the **Final Reporting** chapter of this training guide for more information.

- **Student Record Labels** for M-STEP, MI-Access, and WIDA ACCESS for ELLs – users can:

  » print student record labels for CA-60 student record files that contain the state assessment scores (SAT scores are included on the M-STEP Student Record Label for grade 11 and 12 students; PSAT 8/9 for grade 8 ELA and

mathematics scores will be included on the M-STEP Student Record Label for grade 8.)

Note: Student record labels are not available for WorkKeys, PSAT 9, and PSAT 10.

Assessment reports and other student-related information can also be found at mischooldata.org.

How can I receive technical support while using the OEAA Secure Site?

Each page of the OEAA Secure Site includes a Page Instructions link at the top right where you can access instructions specific to that page.

Detailed instructions are available on the Secure Site Training web page for the different functions of the Secure Site.

There is a dedicated call center available if you have any questions or issues with the Secure Site. Call center representatives can be reached through the OEAA's main line at 877-560-8378, or by email at mde-oeaa@michigan.gov.

Watch the weekly MDE **Spotlight on Student Assessment and Accountability** newsletter for important information and timelines regarding Secure Site functions.