



Schools will need to submit an Off-site Test Administration Request for students that will be testing off-site, meaning not in the school they are attending. The request can be submitted for a whole school, grade or just a few students. This would include virtual and online, homebound, hospitalized, and suspended students. There is also a file upload option for submitting Off-site Administration Requests

The Off-site Test Administration Requests screen on the OEAA Secure Site is used for M-STEP, MI-Access, WIDA ACCESS, WIDA Alternate ACCESS, and ACT WorkKeys only. Schools needing to test students off-site for College Board (PSAT and SAT) assessments will need to submit request to College Board.

Please see instructions below:

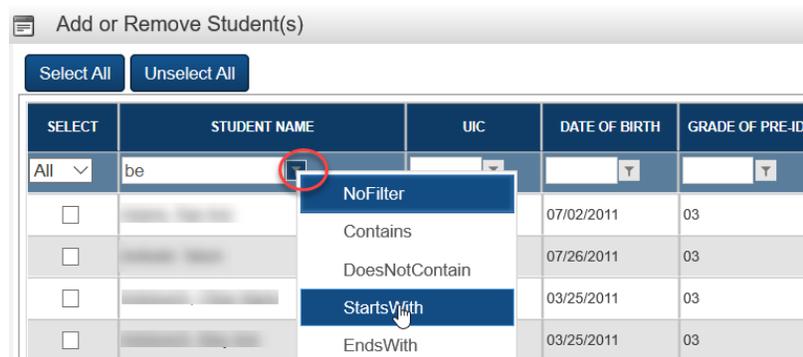
### How to Submit an Off-Site Test Administration Request

1. Log on to the OEAA Secure Site at [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure) with your MEIS login and password
2. Hover over Off-site Test Administration Requests from the Assessment Registration menu and then select Off-site Test Administration Requests
3. Select the current academic year from the Academic Year drop down and click the *Search* button.

Note: If you are looking for a request that has already been submitted for a specific district or school (if you have multiple district and schools under your profile) you can select the ISD, District and School if it is not already populated. If you are a district level user, school is not a required field. Click Search.

4. The Search Results will display any off-site test requests that have already been submitted. Click the *Create Off-site Request* button at the bottom right to create a new request.
  - a. To view an Off-site Test Administration Request that has already been submitted, click on the *Review Request* link under the View/Update column.
  - b. If the status is Open or Additional Information Requested, you can make changes to the request. Any other status you cannot make changes to the submitted request.
  - c. If additional information is requested, the requested information will be noted in the Reviewer Comment section at the bottom of the page and in the email that the system sends. You can add the additional information in the Additional Information comment section. Don't forget to click the *Submit* button when you are done.
5. Your information will be automatically populated in the Requestor Name, Requestor Phone, and Requestor Email. If any of this information is incorrect, it should be updated in your MEIS account at <https://mdoe.state.mi.us/MEIS/Login.aspx>.
6. The CC Email field can be used to enter an email of a staff member that would like notified of this request and further updates to the status of the request. It is not required.

7. The Contact Title, Contact Name, Contact Phone and contact Email will be displayed based on the Building and/or district coordinator listed in the Educational Entity Master (EEM) at [www.michigan.gov/eem](http://www.michigan.gov/eem). If this is incorrect, please have the authorized district EEM user update it in the EEM.
8. Select the Test Cycle that you are requesting to be tested off-site. A request must be completed for each test cycle (i.e. M-STEP, MI-Access, etc) that is being requested.
9. Select the ISD, District, and School from the drop downs if they are not already populated. A request must be submitted for each individual building within the district that has students testing off-site.
10. In the Off-site Location name, please type in the alternate location that you are requesting to test students. For example, Jackson County Library. Please do not use abbreviations.
11. In the Off-site Location Address, type in the full street address. This will be verified, so not to delay your request, verify the street address (no PO boxes) is correct. Please do not use abbreviations.
12. In the Off-site Locational City, type in the complete city name. Please do not use abbreviations.
13. The Off-site Location State field will automatically default to MI. Students cannot be tested outside of the state.
14. In the Request Type, you can select:
  - a. Building/Grade – you can submit a request for all students in the building or all students in a grade level to be included in the off-site request.
    - i. You will need to select the test mode that students will be administered the test off-site.
    - ii. You will need to select All or the individual grade(s) that will be included in the off-site test. The grades that you have to choose from is populated from the Educational Entity Master (EEM) at [www.michigan.gov/eem](http://www.michigan.gov/eem). If it is incorrect, please have your authorized district EEM user update the EEM.
    - iii. When a new student is pre-identified on the OEAA Secure Site to the assessment in a grade level that has been submitted, the student(s) will automatically be included in the off-site request and the school does not need to resubmit.
  - b. Student – you can submit a request for one or more students and not the whole grade level or building.
    - i. You will need to select the test mode that the student(s) will be administered the test off-site.
    - ii. Click the *Add or Remove Students* button to display a list of students that are pre-identified for the selected test.
    - iii. You can scroll through the list and select the student(s) by placing a check mark to the left of the student's name. You can also use the filters to quickly find a student.



- iv. After selecting the student(s) to be included in the off-site test request, click the *Add or Remove Students* button at the bottom right of the Add or Remove Student(s) window. The student(s) selected should now be listed in the grid just below the Add or Remove Students button.
  - v. To remove students, from the request, you can click the *Add or Remove Students* button and deselect students.
15. Read and check each of the conditions under the Acceptance Criteria. If you are not able to meet ALL the conditions, you will not be able to test off-site. These conditions are requirements for off-site testing.
16. If you feel attaching documentation would provide additional information, you can do so by clicking the *Select* button at the bottom left of the page and selecting the document from your computer. This is not a required field.
17. Click on the *Submit* button at the bottom right of the screen to submit the Off-site Test Administration Request.
18. You will receive an email confirmation of your submission. When the request is approved, denied or additional information is needed, you will receive an email. Also, you can check back on this page at any time to check the status.

## How to Submit a File with Multiple Off-site Test Requests

You will need to use the Off-site Request File Upload Layout located below in this document and to create a file to upload to the Secure Site. There is also an Off-site Request File Upload Template that you can use. Please note there is an Instructions tab at the bottom of the template file. If using the template, you will also need to use the layout along with it.

[https://baa.state.mi.us/BAASecure/pdfs/Off-site\\_Request\\_File\\_Template.xls](https://baa.state.mi.us/BAASecure/pdfs/Off-site_Request_File_Template.xls)

Off-site Request File Upload Template

[https://baa.state.mi.us/BAASecure/pdfs/Off-site\\_Request\\_File\\_Layout.pdf](https://baa.state.mi.us/BAASecure/pdfs/Off-site_Request_File_Layout.pdf)

Off-site Request File Upload Layout

1. Log on to the OEAA Secure Site at [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure) with your MEIS login and password.
2. Hover over Off-site Test Administration Requests from the Assessment Registration menu and then select Off-site Test Administration Requests.
3. Select the current academic year from the Academic Year drop down and then click the *Search* button.
4. Click the *Upload Off-site Request(s)* button at the bottom right of the screen.
5. The Upload Off-site Request(s) section will open at the bottom of the page. You may need to scroll down.
6. Select the academic year from the Academic Year of Off-site Request(s) drop down.
7. Click on the *Select* button next to the File to Upload field and then select the file you created.

8. Read and check each of the conditions under the Acceptance Criteria. If you are not able to meet ALL the conditions, you will not be able to test off-site. These conditions are requirements for off-site testing.
9. Click the *Upload Off-site Request(s)* button at the bottom right to submit the file.
10. You will receive an email confirmation of your submission. When the request is approved, denied or additional information is needed, you will receive an email. Also, you can check back on this page at any time to check the status.

It is **IMPORTANT** to ensure that the file you uploaded has uploaded successfully.

11. At the bottom of the page, click on the *View Upload Results* button. You can also access it by going to the Assessment Registration menu at the top, hover over Off-site Test Administration Requests, then select Off-site Test Administration Request Upload Results.
12. If not already populated, select the academic year from the Academic Year down and click the *Search* button at the right.
13. The file may take a few minutes to upload depending on if there are files ahead of your file. The screen will refresh every few seconds automatically to display the status of the file(s) uploaded.
  - a. If the file shows Completed, then you are all set.
  - b. If the file shows Completed with Errors, click on the View Errors link under the Errors column.
    - i. The Upload Errors page will give you information on why a record or records errored out.
    - ii. You can either fix the file that you uploaded, or you can click the *Download Errors* button at the bottom right to download the records that had an error(s).
    - iii. If you downloaded the error file, you can fix the errors in this file and then upload the file again from the Off-site Test Administration Requests page.