



Passage-Based Writing Field Test

Test Administration Guide
Winter 2021

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How To Use This Manual

Introduction

Thank you for choosing to participate in this online M-STEP Passage-based Writing Field Test! The Michigan Department of Education (MDE) understands schools are facing additional challenges this school year related to the pandemic, so your willingness to participate is appreciated. Your participation allows the MDE to gather important information about the accuracy and validity of the items on the field test.

The Passage-based Writing Field test must be taken in-person with an in-person proctor. Remote administration is not allowed.

This manual guides Assessment Coordinators and Test Administrators through the administration process for the 2021 Passage-based Writing Field Test.

This manual includes information about:

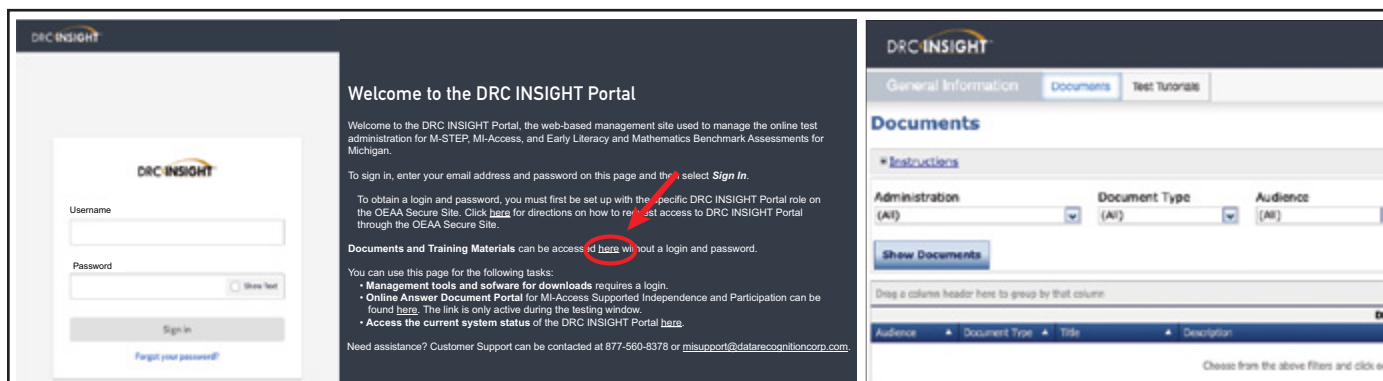
- **Important Dates:** schedules and deadlines related to preparing for and during the administration of the field test
- **Overview:** provides information that all staff involved in the administration process – including District Assessment Coordinators, Building Assessment Coordinators, Test Administrators, Technology Coordinators, and all other relevant school personnel.
- **Test Administration Directions:** for the Passage-based Writing Field Test, the Test Administration Directions for use by Test Administrators during the test administration are included in this Test Administration Guide.

The process for administering the Passage-based Writing Field Test follows the same policies and procedures as administering the M-STEP. Staff involved in administering the Passage-based Writing Field test must read this entire manual and understand the **Important Dates** and **Overview** sections of this guide. Test Administrators and proctors need to read the **Test Administration Directions** portion of this guide prior to test administration and during test administration.

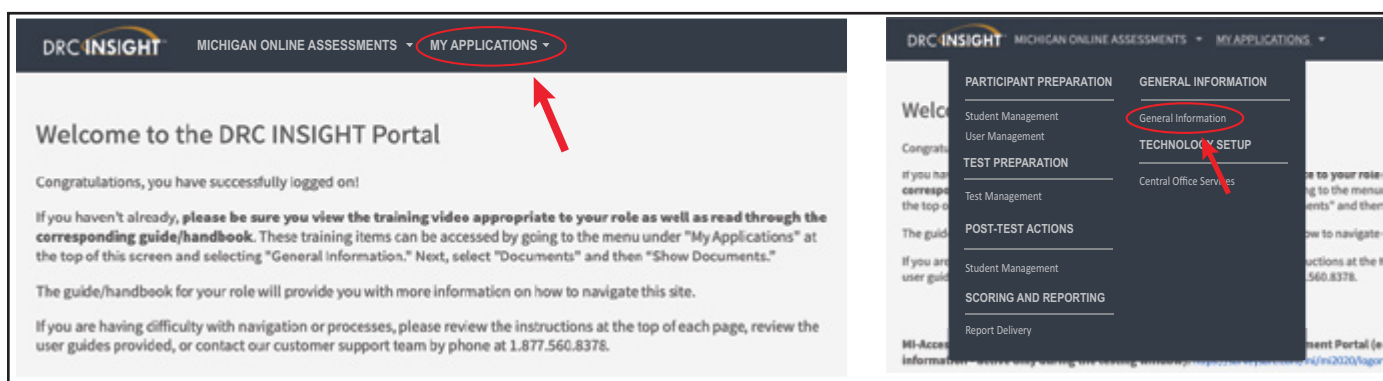
Navigating the DRC INSIGHT Portal

Users can access documents and resources in the [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>).

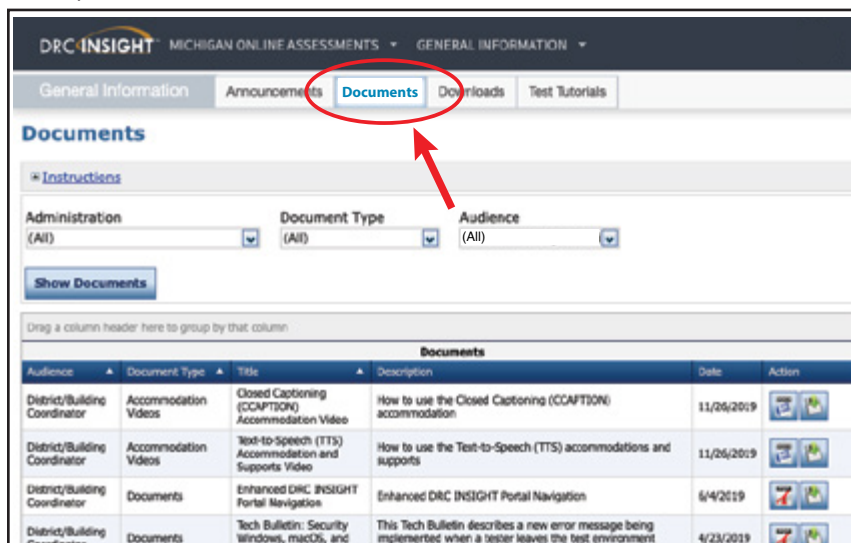
Test Administrators without secure access to the DRC INSIGHT Portal select **“here”** in the **Documents and Training Materials** line to view all of the materials that are available without secure access.



District and Building Coordinators with secure access to the DRC INSIGHT Portal go to **My Applications** and select **General Information**.



Then, select the **Documents** tab.



Important Dates

Important Dates

Start	End	Task/Activity	Role
11/16/20	02/04/21	Pre-identification of Students by 5:00 pm	District or Building Assessment Coordinator
12/11/20	02/05/21	Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	District or Building Assessment Coordinator
01/04/21	02/05/21	Online Field Test Administration Window	Test Administrators

Overview

The 2021 Passage-based Writing Field Test is available online only and must be proctored in-person by school staff at a school facility or at an approved remote site. Virtual administration is not allowed. The field test includes one passage, five stand-alone items, and one writing response. Students read the passage, then respond to the prompt based on the passage and respond to the five stand-alone items. The field test is estimated to take 30-45 minutes, not including reading test directions and other administrative tasks. It is an untimed test; students should be given adequate time to complete the test.

Scratch Paper Policy

Scratch paper is allowed. For all grades, scratch paper must be blank, ruled or unruled paper. All used scratch paper is a secure material and must be securely destroyed. See the full **Scratch Paper Policy** on [page 33](#) for more information.

The OEAA Secure Site

The following testing functions are done on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) (www.michigan.gov/oeaa-secure), including:

- **Pre-identification of students** – Students are put into sessions in the DRC INSIGHT Portal and not the Secure Site
- **Incident reporting**

If District or Building Assessment Coordinators do not have an OEAA Secure Site user ID and password (which are required to enter the site), they should contact their district administrator (assigned by the District Superintendent), who has responsibility for maintaining the site at the district level.

A user must have a Michigan Education Information System (MEIS) Login to log into the OEAA Secure Site system. The Secure Site login screen will contain a link to the “Request MEIS ID” process. Users needing access to the Secure Site should log

in with their MEIS login and password and request access.

Those who are unfamiliar with the OEAA Secure Site can find training resources on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining).

Call Center Contact Information

The OEAA has a call center to help answer questions related to testing. Agents are available to receive questions at the following toll-free phone number and email address during specific hours.

- **Call:** 1-877-560-8378
8 a.m. – 5 p.m. (M-F)
- **Email:** mde-oeaa@michigan.gov

The following table describes the options that are available for selection when calling the OEAA Call Center.

Topic	Option
Known or suspected cheating or unethical testing practices	1
DRC INSIGHT Portal, INSIGHT, or online assessment tools	2
OEAA Secure Site, M-STEP, Reporting	3

The Educational Entity Master

The Educational Entity Master (EEM) is a repository that contains information about the entity along with contact information for public schools, nonpublic schools, intermediate school districts, and institutions of higher education.

Schools and districts need to keep their information accurate and up to date. Updates regarding the Passage-based Writing Field Test will be sent to the person assigned the role M-STEP Coordinator.

The EEM may be accessed on the [EEM web page](#)

Overview

(www.michigan.gov/eem). The EEM can only be updated by the authorized district EEM user. This is usually, but not always, the district student pupil accounting person. The EEM authorized user is listed on the District and School Contact page of the OEAA Secure Site.

OEAA Assessment Security Compliance Forms

OEAA Assessment Security Compliance forms are available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep). All staff involved in the administration of tests—including field tests—must read and sign an OEAA Assessment Security Compliance Form asserting that they (1) have read the required assessment materials related to their role in the administration process, and (2) understand their role and responsibilities.

All OEAA Assessment Security Compliance Forms must be returned to the District Coordinator and kept on file for three years.

One signed OEAA Security Compliance Form is required per academic year; if a Test Administrator is administering the Passage-based Writing Field Test and the M-STEP, only one signed OEAA Assessment Security Compliance Form for the 2020-2021 school year is required.

Valid, Equitable, and Ethical Assessment

The Assessment Integrity Guide, updated in fall 2020, is available on the M-STEP web page. This document establishes ground rules for how each state assessment should be administered. It also includes information on roles and responsibilities, test preparation, administration irregularities, and security.

All Assessment Coordinators are required to

complete the [Test Security modules](http://bit.ly/MDEAssessmentSecurity) (<http://bit.ly/MDEAssessmentSecurity>) and read the [Assessment Integrity Guide](#). Both can be found on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

Test Administrators are required to either complete the Test Security modules or read the Assessment Integrity Guide.

Assessment Coordinators and Test Administrators who complete test security training in preparation for the Winter 2021 administration are **not** required to repeat the training for Spring 2021 administrations.

By following the guidelines in the Assessment Integrity Guide, schools ensure that:

- the testing context is equitable for all students
- all practices are ethical

Student Populations

STUDENTS WITH DISABILITIES

Special education students may require accommodations to properly access the assessment. These accommodations should be outlined by the student's Individualized Education Program (IEP) or Section 504 plan. These required accommodations should be taken into consideration, along with other available universal tools and designated supports that a student may need when scheduling students to take the assessment.

The Passage-based Writing Field Test is not intended for students whose IEP team has determined that an alternate state assessment—such as MI-Access—is the appropriate assessment.

To learn more about the supports and accommodations allowed for all students, including students with disabilities, refer to the [Supports and Accommodations Guidance Document](#) on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

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ENGLISH LEARNERS

English Learners (ELs) may participate in the Passage-based Writing Field Test. It is recommended that schools follow similar processes for ELs taking content area assessments in grades 3-8 and 11. ELs who are in their first year in a U.S. school (defined as the first twelve months of enrollment), should not participate in the field test.

Student Grade Considerations

All students participating in the field test should take the assessment in the grade in which they are enrolled.

Students in Different Locations

VIRTUAL, HOMESCHOOL AND NONPUBLIC SCHOOLS

Students in online or virtual schools must be tested by those schools at a established testing center. Students may **not** be tested online in their homes or in any unproctored session. Test sessions must be proctored and may **not** have family or virtual proctors.

If you have questions regarding virtual school students, homeschooled students, or students in nonpublic schools participating in the Passage-based Writing Field Test, contact the OEAA in the following ways:

- Email: mde-oeaa@michigan.gov
- Call Center: 1-877-560-8378

Incident Reporting

Examples of when Incident Reports must be completed include:

- staff unethical behavior
- prohibited behaviors such as cell phone use, or posting pictures on social media

All Passage-based Writing Test Field Tests can be unlocked by calling DRC (incident reports are not required for unlocking requests on the field test)

Test irregularities require an incident report. Some examples include:

- not removing or covering posters and other instructional aids in the testing room(s)
- security breaches
- allowing students to be unsupervised during testing

For more detailed information on situations requiring incident reports, see the [Passage-based Writing Field Test Incident Report Table](#) that is available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under **Current Assessment Information**.

Training Tools

The OEAA and its testing contractors have developed a number of resources in addition to this manual to help staff prepare for test administration.

MINI-TUTORIALS

Mini-tutorials are short videos designed to help District M-STEP Coordinators, Building M-STEP Coordinators, and Test Administrators better understand online testing tasks.

The following table lists the mini-tutorials available

Overview

in the [DRC INSIGHT Portal](https://mi.drcedirect.com) (<https://mi.drcedirect.com>), by selecting the link provided in the **Documents and Training Materials** bullet point, then select **Document Type: Mini-Modules**.

Mini-Tutorial	Description	Role
How to Access Documents on the DRC INSIGHT Portal	A mini-module on how to access documents on the DRC INSIGHT Portal	All
How to Search for Students	A mini-module on how to search for students	All
How to Assign and Mass-Assign Student Supports and Accommodations	A mini-module on adding, editing, and mass-assigning universal tools, designated supports, and accommodations for students	District and Building Coordinators
How to Create Test Sessions and Print Test Tickets	A mini-module on how to create and edit test sessions, and print test tickets	District and Building Coordinators
How to Find Student Testing Status	A mini-module on how to find student testing status	District and Building Coordinators
How to access the OTTs	How to access the OTTs for student training	All

Security

All materials that 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 used scratch paper, online test tickets, and test rosters. The following list is more detailed information related to security that District M-STEP Coordinators, Building M-STEP Coordinators, and Test Administrators must keep in mind when they have secure test materials in their possession.

- 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 must be collected and returned to the Building M-STEP Coordinator immediately after testing, for shredding.
- All secure materials must be retained in one secure, locked location within the school. During the test administration window, they must be distributed and collected. No used scratch paper may be kept in the classroom.
- No test materials that contain test questions or student responses may be copied at any time or retained in the schools.
- Using cameras or cell phones and posting pictures to social media sites is an enormous security risk. Therefore, photographs or any other type of recording may not be taken at any time by students or personnel.

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- If a school has surveillance video cameras in the computer lab(s) or in any other room used for testing, a test security issue could be created. However, in the interest of student and staff safety, the use of surveillance cameras during testing is allowed. Cameras should be directed in such a way that test items or student responses are not compromised. Once testing is complete, any recordings made during test sessions must be deleted as soon as possible. The video recording of any test session or material cannot be archived.

Materials Permitted or Required During Testing

Scratch paper is allowed. All scratch paper must be collected immediately after testing, returned to the Building Coordinator, and securely shredded. For more detailed information on scratch paper, see the **Scratch Paper Guidelines** on [page 33](#) of this manual.

Software and Testing Devices

DRC INSIGHT Portal

(<https://mi.drctdirect.com>)

The DRC INSIGHT Portal is Data Recognition Corporation's (DRC's) custom-built web application that allows Michigan users to access training materials, download testing software, manage online test sessions, print test tickets, assign and manage online testing accommodations, and monitor testing progress. Each DRC INSIGHT Portal user will receive his/her own login and password with specific permission based on his/her role as entered in the OEAA Secure Site. Test Administrators do not need secure access to the DRC INSIGHT Portal. The DRC INSIGHT Portal is used in connection with DRC's online test engine, INSIGHT.

INSIGHT AND CENTRAL OFFICE SERVICES

DRC's INSIGHT Online Learning System is software that provides a secure online testing environment. The software is available from the DRC INSIGHT Portal and must be installed on each device used for testing. In addition, schools must set up Central Office Services (COS) to (1) allow the audio components of the test to function properly, and (2) ensure a smooth and secure testing environment. The COS also reduces bandwidth consumption and can provide backup response storage in the event of network issues. Refer to the [Technology User Guide](#) available in the [DRC INSIGHT Portal](#) (<https://mi.drctdirect.com>) for additional details.

SUPPORTED TESTING DEVICES

Students may test using the following devices:

- Window-based desktops or laptops
- Mac-based desktops or laptops
- iPads
- Chromebooks, Chromeboxes, and Chromebases

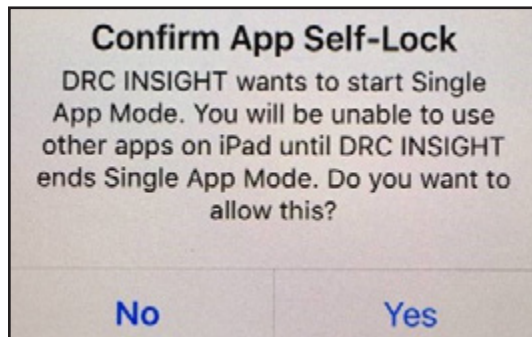
Refer to the [Technology User Guide](#) or [DRC INSIGHT System Requirements](#) available in the [DRC INSIGHT Portal](#) (<https://mi.drctdirect.com>) for more detailed information about supported devices and versions.

NOTE about Chromebooks: When testing on Chromebooks, the keyboard must be set to US Keyboard – if it is not, the student will not be able to use quotation marks or apostrophes in text boxes.

- **BEFORE testing:** select 'Settings' then 'Keyboard Settings' and select US Keyboard
- **DURING testing:** click anywhere outside of the text box and press CTRL + SHIFT + SPACE BAR to select US Keyboard

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Note about iPads: When testing on iPads, after logging in to the test, students will receive this message:



The student or Test Administrator should select “Yes” to continue testing. Once “Yes” has been selected, the test Welcome page will appear.

TESTING DEVICES/OPERATING SYSTEMS NOT SUPPORTED

Thin Clients (for any test with audio) and Android OS and some Android devices are not supported. The Technology Guide and DRC INSIGHT System Requirements list the minimum specifications for testing devices.

Chromebooks should use the latest Chrome OS stable channel available and must use version 74 or later for Spring 2021. Devices more than a year past “End of Life” support may not be able to update their OS and could become unavailable as testing devices.

Student Test Eligibility

Schools/districts can opt to administer the Passage-based Writing Field Test to students in grades 3-8. Participation in this field test is optional, schools can test an entire grade, one classroom, or a group of students, and there is no accountability for the assessment.

Testing for students who are home schooled or who attend nonpublic schools is optional.

Roles and Responsibilities

District and school professional staff members play a key role in the fair and equitable administration of state assessments.

While districts may adjust the roles and responsibilities to fit their size and organizational structure, all roles must be filled in some way. Each role may be carried out by one individual or split among several individuals. No function or responsibility, however, should be ignored.

There are four roles associated with the M-STEP Passage-based Writing Field Test:

1. District Coordinators
2. Building Coordinators
3. Test Administrators
4. Technology Coordinators

Technology Coordinators have a separate manual that provides detailed information on how to install and configure the software used for testing. It is called the [Technology User Guide](#) and can be found in the [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>).

The District, Building, and Technology coordinators should all be identified in the EEM. **Note:** While the EEM will allow multiple entries for each role, the OEAA only uses the most recent entry.

Following is a brief description of each M-STEP role. Detailed information on the roles and responsibilities of district and school staff involved in test administration can be found in the Assessment Integrity Guide, which is located on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

District Coordinators

District M-STEP Coordinators are responsible for overseeing all testing at the district level and acting as backup support at the school or building level. The person (or people) fulfilling this role must develop necessary testing policies, ensure

Overview

that all other roles associated with testing are filled, lead professional development activities associated with testing, ensure that Building Coordinators and Test Administrators are aware of training opportunities for students, and so forth.

The District Coordinator must be identified in the EEM with current and accurate contact information.

Building Coordinators

Each school building involved with M-STEP testing—including alternative education programs, Shared Educational Entities (SEEs), and Specialized Shared Educational Entities (S2E2s)—must have a Building M-STEP Coordinator. This person may be the school principal or another professional staff member. The Building M-STEP Coordinator is responsible for arranging training opportunities for Test Administrators and students, making all testing arrangements, developing test schedules based on the school's resources (such as available computers and testing rooms) and needs, and ensuring the overall integrity of the assessment process.

The Building Coordinator must be identified in the EEM with current and accurate contact information.

Test Administrators

Test Administrators are responsible for making preparations for and administering the test directly to students. This manual provides an overview of what Test Administrators are expected to do before, during, and after testing, as well as the Test Directions that Test Administrators use during test administration.

Technology Coordinators

Technology Coordinators (TCs) are responsible for numerous tasks related to the software used for testing (INSIGHT), as well as Central Office Services (COS).

TCs must:

- complete an OEAA Assessment Security Compliance form
- download and install INSIGHT and the Central Office Services (COS) on any devices new to online testing
- verify that the latest versions of INSIGHT and the COS are installed (if the school participated in online testing before, this may require old programs be uninstalled or updated)
- configure all devices used for testing in schools to communicate with the COS (if not already done)
- provide contact information to District and Building M-STEP Coordinators so they can easily request help in solving any technology issues that arise before, during, or after testing
- be available during testing to troubleshoot and help Building M-STEP Coordinators and Test Administrators

The Technology Coordinator must be identified in the EEM with current and accurate contact information.

Before Testing

Important Tasks Before Testing

1. ASSIGN ROLES FOR DISTRICT USERS

District M-STEP Coordinators will need to make sure all key personnel in the assessment process (Technology Coordinators, District Coordinators, and Building Coordinators) have access to the DRC INSIGHT Portal. Staff who need access to the DRC INSIGHT Portal should request access through the OEAA Secure Site. Instructions on how to request access is available on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Security** section. Users with a role in the OEAA Secure Site for the DRC INSIGHT Portal and with access to M-STEP will be loaded into the DRC INSIGHT Portal. This is the only method to get access to the DRC INSIGHT Portal.

- Technology Coordinators will need access to the DRC INSIGHT Portal to download testing software.
- Building Coordinators will need the DRC INSIGHT Portal access to manage online test sessions, assign accommodations, and print test tickets.
- District Coordinators will need access to the DRC INSIGHT Portal to monitor testing progress and serve as backup support for Building Coordinators.
- Test Administrators do not need access to the password-protected part of the DRC INSIGHT Portal to obtain the materials they need.

Everyone, including Test Administrators, has access to the **Documents** section of the [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) as this section does not require a login. Instructions for easy navigation to documents in the DRC INSIGHT Portal are on [page 5](#).

2. PRE-IDENTIFY STUDENTS FOR TESTING

Schools will need to pre-identify students that will be taking part in the Passage-based Writing Field Test on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Students must be pre-identified on the Secure Site before they will be copied into the DRC INSIGHT Portal for management of the online assessment. **Note:** All test sessions must be set up in the DRC INSIGHT Portal.

There are several different methods that can be used to pre-identify students:

- Pre-ID File Upload
- One Student at a Time
- MSDS Copy

One or more of the methods above can be used to pre-identify students on the Secure Site.

Directions for all of the Pre-ID functions and also assigning students to online sessions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Manuals and Guides** section. Check the *Important Dates* section of this manual for important dates related to pre-identification of students. For instructions on how to get access to the Secure Site, go to the Secure Site Training web page and click on the [Request Access to the Secure Site](#) link.

3. LOAD STUDENTS INTO THE DRC INSIGHT PORTAL

Students **cannot** be loaded directly into the DRC INSIGHT Portal. Instead, follow the procedures established to pre-identify students in the Secure Site. Then, once they are entered there, it will take one business day for them to be loaded into the DRC INSIGHT Portal.

Before Testing

4. ASSIGN/EDIT SESSIONS

Assigning/Editing test sessions must be done in the DRC INSIGHT Portal. Schools administering assessments online will need to group students into online sessions in the DRC INSIGHT Portal.

Pre-identified students will continue to be pulled three times a day until the last day of the test window. For detailed information on adding and editing test sessions, refer to the **Test Sessions – Adding, Editing, Printing Test Tickets** guide and mini-module found in the [DRC INSIGHT Portal](https://mi.drcedirect.com) (<https://mi.drcedirect.com>). Instructions for easy navigation to documents in the DRC INSIGHT Portal are on [page 5](#).

5. ASSIGN SUPPORTS AND ACCOMMODATIONS

The Passage-based Writing Field Test offers two kinds of supports and accommodations—embedded and non-embedded. Embedded supports and accommodations are those that are integrated into the online testing system.

Note: When assigning universal tools, designated supports, and accommodations, be sure to review the **Student Supports and Accommodations Tables** found in the [Supports and Accommodations Guidance Document](#) on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

The embedded supports and accommodations need to be turned on in the DRC INSIGHT Portal before the student's test ticket is generated. Non-embedded supports and accommodations are those that are not available within the test engine, such as noise buffers or having a teacher read the items aloud to a student.

Decisions to assign supports or accommodations must be made at the individual student level. For detailed information on assigning accommodations, refer to the **How to Assign and Mass-assign Student Supports and Accommodations** mini-module found in the [DRC INSIGHT Portal](https://mi.drcedirect.com) (<https://mi.drcedirect.com>). Instructions for easy navigation to documents in the DRC INSIGHT Portal are on [page 5](#).

6. CREATE TESTING SCHEDULES

Before testing begins, testing schedules must be developed for the school. The test is estimated to take 30-45 minutes, not including reading test directions or other administrative tasks. This is an untimed assessment. Enough time should be scheduled in a testing session for the preparation of the computers and testing space. Additional time should be allowed for other administration tasks, such as arranging seating, starting up computers (without students), distributing Test Tickets, etc .

7. TEST TICKET PRINTING

Each student will require a test ticket. Each test ticket has a username and a unique password.

A test roster will print with each set of test tickets. If a roster is not desired, it is possible to print only the tickets by adjusting the print settings to leave off the first 1–2 pages of the document. Both the test tickets and test roster are secure materials.

Sample Test Ticket

M-STEP Winter 2021 Test Ticket
G 5 Passage-based Writing Field Test
Student Name: Smith, John J Date of Birth: 3/3/20XX
Username: JSMITH1 Password: AZ5XQYR8
(Note: Username and password are not case sensitive) Accommodation: TTS Test Session: Sample Session

Note: usernames and password are NOT case sensitive.

For detailed information on printing test tickets, refer to the **Test Sessions – Adding, Editing, Printing Test Tickets** guide and mini-module found in the [DRC INSIGHT Portal](https://mi.drcedirect.com) (<https://mi.drcedirect.com>). Instructions for easy navigation to documents in the DRC INSIGHT Portal are on [page 5](#).

During Testing

During Testing

The following tasks should be performed in the order listed here:

1. MANAGE STUDENT TEST TICKETS

Test tickets and rosters are secure materials. Once printed, they should 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.

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

- destruction (**if** all students have finished the test)
- secure storage (**if** students have not completed the test)

The tests can be paused for up to 20 minutes. If the 20-minute limit expires, the student will need his/her test ticket to log back in. If a student cannot finish the assessment on the same day in which it was started, the Test Administrator should store it in a secure place for redistribution on the next testing day. All tickets must be destroyed when the test has been completed.

It is good practice to count the number of test tickets at the start of a test session and again at the end of a test session to ensure that no test tickets are left behind. All test tickets should be returned to the Building Coordinator for destruction at the conclusion of each completed testing session.

Sample Test Ticket

M-STEP Winter 2021 Test Ticket
G 5 Passage-based Writing Field Test
Student Name: Smith, John J Date of Birth: 3/3/20XX
Username: JSMITH1 Password: AZ5XQYR8
(Note: Username and password are not case sensitive) Accommodation: TTS Test Session: Sample Session

2. VERIFY SUPPORTS AND ACCOMMODATIONS ON TEST TICKETS

Students with embedded designated supports will have some of these supports and accommodations displayed at the bottom of their test tickets (see the bold text at the bottom of the sample test ticket above).

Embedded online universal tools are abbreviated on the test tickets as follows:

Embedded Online Supports/ Accommodations	Test Ticket Abbreviation
Text-to-Speech	TTS

Refer to the Test Directions section of this manual for more information about this feature.

3. MOVE ONLINE TESTERS TO A DIFFERENT TESTING DEVICE OR ROOM

There are two main reasons why it would be necessary to move an online tester from one computer to another during testing:

- There are technology issues with the computer software or hardware that make it difficult and/or impossible for the student to continue testing on that computer.
- The student requires additional time to complete the test and another location would be more suitable.

During Testing

If a student needs to move from one computer to another after testing has begun, follow these steps:

1. Click on the "Pause" button and then click the "Exit" button (Do **not** click "End Test").
2. Retrieve the student's test ticket to bring to the new testing computer.
3. Escort the student to the new location (or computer).
4. Launch the testing software.
5. Hand the test ticket back to the student.
6. Observe the student entering his/her username and password.
7. The student will be required to view and click through the test directions.
8. The student will click "Start Test" and will be taken to the same question where he/she left off prior to pausing.
9. Collect the student's test ticket.
10. Continue to monitor the test session with the normal security procedures.

4. DURING A TEST SESSION

Test Directions

Detailed test directions are included in this manual. Test Administrators must use and explicitly follow the test directions during test administration.

Breaks During Testing

Breaks **are** allowed during testing. During online test sessions, breaks can be provided using the software's "Pause" feature (do **not** click "Review/End Test;" that will cause the student's responses to be submitted). The tests can be paused for up to 20 minutes. If the 20-minute limit expires, the student will need his/her test ticket to log back in.

Testing Status

If Building Coordinators need to check a student's testing status, they can do so in the DRC INSIGHT Portal. The table below defines the status notations that are used.

Status	Description
Not Started	Student has not started this test
In Progress	Student has started but not completed the test; the student has selected the "Begin Test" button but not the "End Test" button
Completed Student	Student has completed and submitted the test or clicked "End Test"

Testing Irregularities

If there are any irregularities that occur before, during, or after testing, report them as soon as possible. If an irregularity occurs with an online tester, the Building Coordinator must work with the District Coordinator to complete an Incident Report. See the [Passage-based Writing Field Test Incident Report Table](#) on the [M-STEP web page](#) (www.michigan.gov/mstep) for detailed information about submitting incident reports.

Issues Specific to Online Testers

While reading test directions to online testers, it is very common for them to click ahead. Therefore, before you begin reading the test directions, it may be helpful to remind students **not** to click ahead. If they do click the "Begin Test" button early, they should select the "Pause" button and wait for your directions.

Internet Connectivity

Online testing requires a reliable connection to the Internet. If a student's computer loses its connection, the student will see a "Connection Retry is in Progress" screen. INSIGHT will try to reconnect automatically for up to five minutes. Students can exit immediately if desired, and they

During Testing

may click to exit before noticing that they can wait for an automatic reconnection. If the connection cannot be restored automatically, the student is logged out of the test. The student can log back in once the connection is restored.

The connection is checked every 45 seconds or whenever an answer is submitted. At most, 45 seconds worth of student work is lost due to a lost connection. Testing resumes at the point where the connection was lost. Where available, wired connections usually have fewer disconnect “blips” than wireless connections.

5. ENDING A TEST SESSION

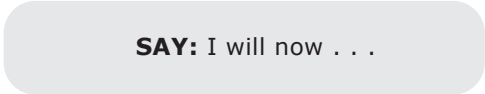


After the student has written their response, they should select the Review/End Test button to return to the review page screen. Then select the End Test button. Next, select the Submit button. Then select the Exit button to close the testing application. Students may then read or sit quietly until everyone has finished.

If students are testing on devices they carry (commonly called 1:1 devices), Test Administrators need to check the devices to make sure the desktop or home screen is showing before students leave the testing room. This is the **only** way to be sure that students are not still logged into the testing software.

Test Administration

Test Administration – Before Testing

Key

Message Icon	Description
	Speak the words in the gray box.
	This is a tip to help with smooth testing experience
	Information Specific to Chromebooks

Test Materials Needed for Passage-based Writing Field Test

Materials Needed by Test Administrator	Materials Needed by Students
class set of test tickets for the test session being administered	blank scratch paper (optional – universal tool)
this administration guide	pencil (optional - needed if scratch paper is used)
	test ticket
	testing device

BEFORE TESTING CHECKLIST

- ☐ ensure INSIGHT software is installed on all testing devices
- ☐ ensure you know how to launch INSIGHT on the type of device students will be using to test
- ☐ ensure students have practiced using the OTT and viewed student tutorials
- ☐ ensure student's universal tools, designated supports, and accommodations (if applicable) have been set in the DRC INSIGHT Portal
- ☐ ensure non-embedded student supports and accommodations (if applicable) will be available to students
- ☐ clearly understand the scheduled testing time, including breaks

Test Administration

- ☐ prepare the classroom for testing:
 - › Remove or cover all classroom instructional materials that may affect the validity of the assessment. **Do not display** vocabulary words and/or definitions, examples of problems or answers, or tips on how to write responses and/or solve problems.
 - › 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 assessment 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
- ☐ make a note on the roster of the test tickets you are distributing; use the test roster to verify you have collected all tickets after students have signed in



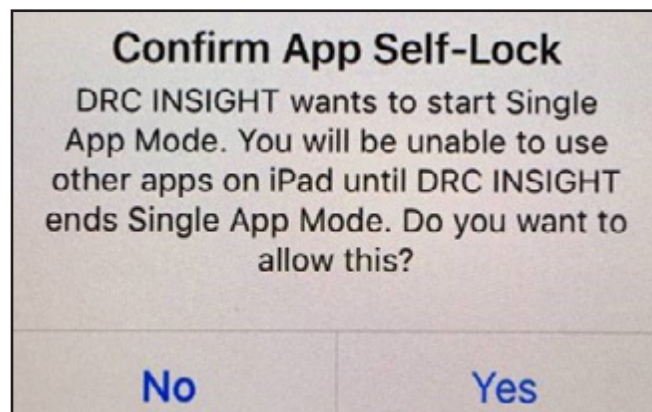
CHROMEBOOK

If your students are testing on a Chromebook, there is an additional task you'll need to be aware of. It is important to review this information **BEFORE** the first day of testing to ensure a smooth testing experience. See the "Chromebook Tip" on [page 23](#).

NOTE about Chromebooks: When testing on Chromebooks, the keyboard must be set to US Keyboard – if it is not, the student will not be able to use quotation marks or apostrophes in text boxes.

- **BEFORE testing:** select 'Settings' then 'Keyboard Settings' and select US Keyboard
- **DURING testing:** click anywhere outside of the text box and press CTRL + SHIFT + SPACE BAR to select US Keyboard

NOTE about iPads: When testing on iPads, after logging in to the test, students will receive this message:



The student or Test Administrator should select "Yes" to continue testing. Once "Yes" has been selected, the test Welcome screen will appear.



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.

Test Administration

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 with the test engine
Additional paper (provided by school district)	YES – blank scratch paper is allowed as a universal tool
CD and DVD Players	NO – not needed for online testing
Headphones (provided by School/District)	NO – for tests that do not have an audio component or students not using an audio accommodation YES – for students with TTS turned on or who are using TTS for Directions (make sure the computer volume is turned on and not muted)
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.

Administering the Test

INTRODUCTION

1. 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.
2. 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.



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.

Test Directions

SAY: Welcome to the Passage-based Writing Field Test. We are now ready to begin. It is important that you give this test your best effort. 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.

Pause to hand out test tickets.

SAY: Each of you now has a test ticket. Check to make certain that your name and correct date of birth appear on the test ticket and it has the correct name of the assessment: Passage-based Writing Field Test. 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 Winter 2021 Test Ticket

G 5 Passage-based Writing Field Test

Student Name: Smith, John J

Date of Birth: 3/3/20XX

Username: JSMITH1

Password: AZ5XQYR8

(Note: Username and password are not case sensitive)

Accommodation: **TTS**

Test Session: Sample Session

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. Write your name on your scratch paper.

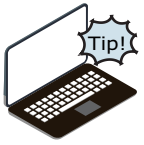
TEST SIGN IN

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, MI-Access, Early Literacy and Mathematics, and the Passage-based Writing Field Test. 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.

Test Directions



CHROMEBOOK

Students CANNOT 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 the following error message.

You are not in Kiosk Mode.

Please raise your hand and wait for help.

Message to Test Administrator.

Please restart the test in Kiosk Mode.

OK

Chromebook Not in Kiosk Mode
Error Message



Login steps are the same for the desktop/laptop version, except that students will use their finger to move the cursor (instead of a mouse). It is strongly recommended 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.

When all students are ready,

SAY: On the lower right side of the screen, under Passage-based Writing Field Test, 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 if necessary.

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, raise your hand. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen.

Do not go ahead. We will do several screens together to review sign-in, navigation, and available tools.

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; 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.

Test Directions



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 Passage-based Writing Field Test icon and try again. Verify correct Username and Password have been entered.

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.

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 State Student ID (also called your UIC)
- Your date of birth
- Your district student ID (if available)



Adjusting Audio Options: For tests with TTS assigned, Selecting the Options button will allow access to Audio Settings. Audio Settings allow the volume and speed of the TTS audio to be adjusted. Select the slider bar to adjust the volume or speed. Individually assist students who need help adding or adjusting these features.

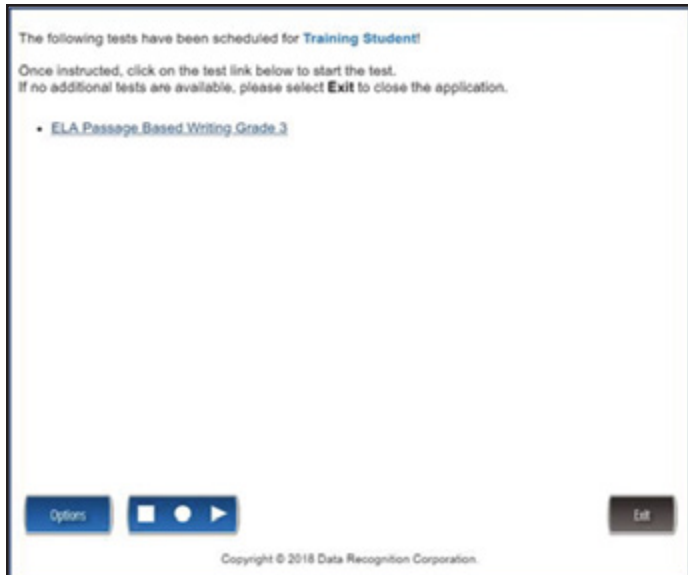
SAY: If the information about you is correct, select the Continue button. If the information is not correct, raise your hand.

Pause to assist students as necessary.

When students are ready,

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

Test Directions



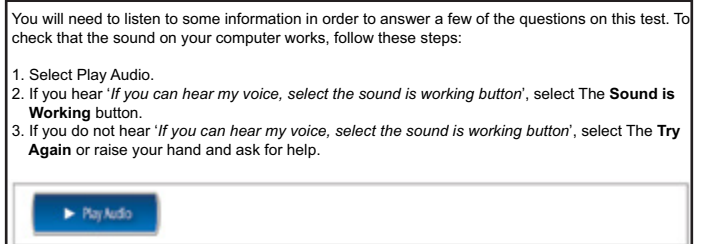
Pause to assist students as necessary.

When all students are ready,

SAY: We are now ready to begin the test. Use your pointer to select Passage-based Writing Field Test. Once you have selected the test name, the test directions screen should open. Is there anyone who does not see the test directions screen?

FOR ADMINISTRATION WITH TTS DIRECTIONS ONLY

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?



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.



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.

Test Directions

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.

Test Directions

FOR ADMINISTRATION WITHOUT TTS DIRECTIONS ONLY

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.



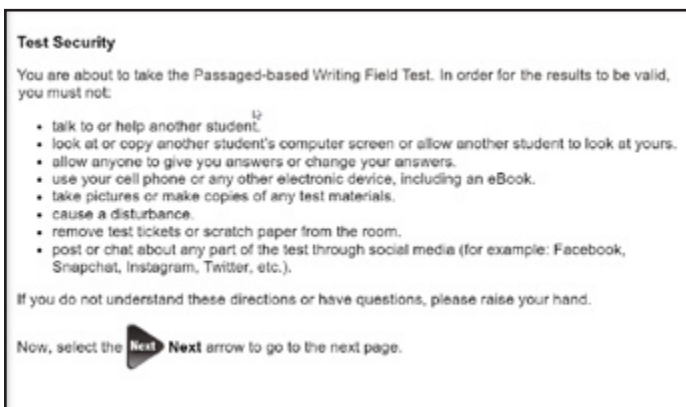
If you have devices with volume turned on but no headphones, you may hear the audio play on these devices. Instruct students to select the Sound is Working button to go to the next screen.

Test Directions

SYSTEM CHECK AND TEST SECURITY

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

You should now be on the “Test Security” screen.



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

SAY: You are about to take the Passage-based Writing Field Test. In order for the results to be valid, you must not:

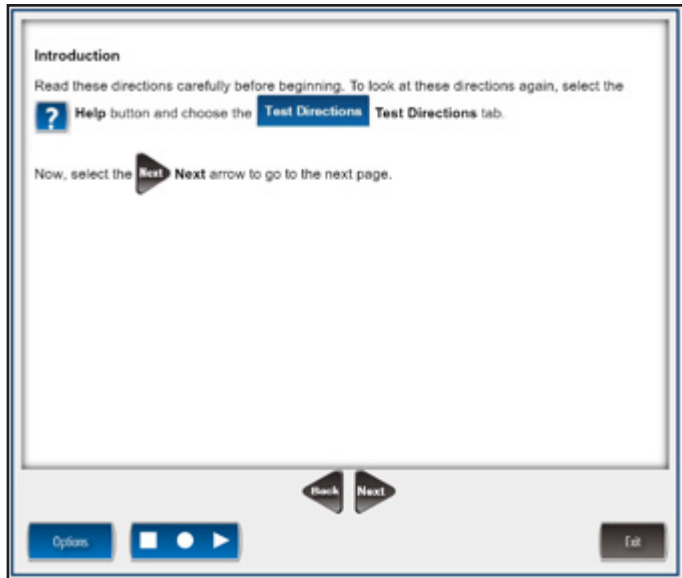
- talk to or help another student.
- look at or copy another student’s computer screen or allow another student to look at yours.
- allow anyone to give you answers or change your answers.
- use your cell phone or any other electronic device, including an eBook.
- take pictures or make copies of any 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, raise your hand.

Pause for questions.

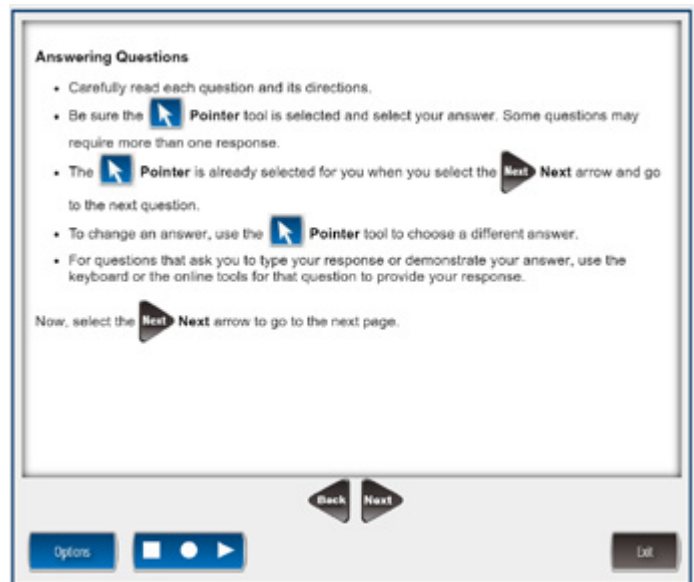
SAY: Now, select the Next arrow to go to the next page.

Test Directions



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

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 at the bottom of your screen.



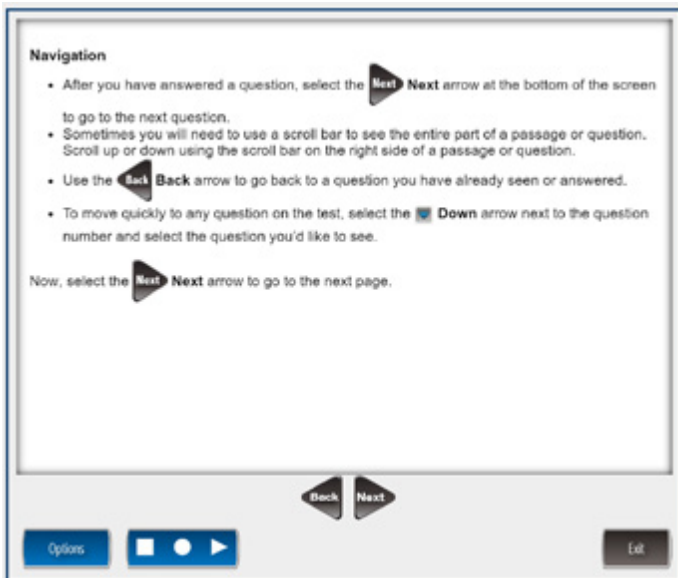
Check monitors to confirm that all students are on the "Answering Questions" page.

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

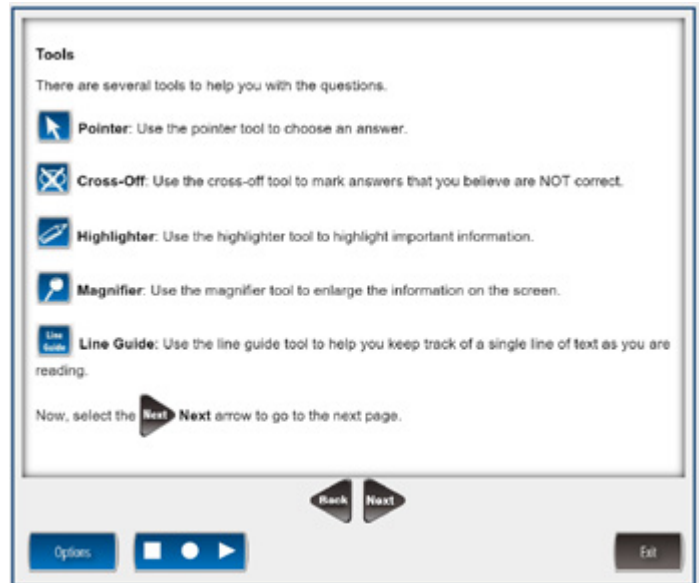
- Carefully read each question and its directions.
- Be sure the pointer tool is selected and select your answer. Some questions may require more than one response.
- The pointer is already selected for you when you select the Next arrow and go to the next question.
- To change an answer, use the pointer 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.

Test Directions



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



Check to make sure that all students are on the "Tools" page.

SAY: You should now be on the "Navigation" screen.

- After you have answered the 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 the 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.

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.

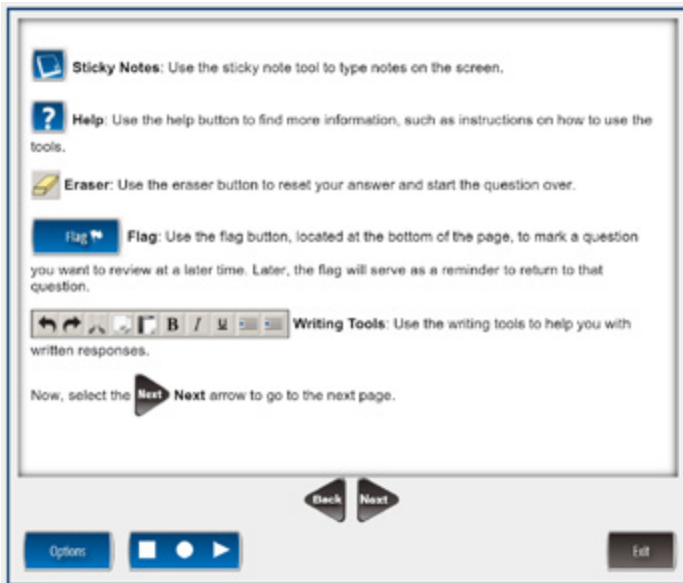
Highlighter: Use the highlighter tool to highlight important information.

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.

Test Directions



Check to make sure that all students are on the "Sticky Notes" page.



Check to be sure all students are on the "Helpful Testing Hints" screen.

SAY: 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.

Writing Tools: Use the writing tools to help you with written responses.

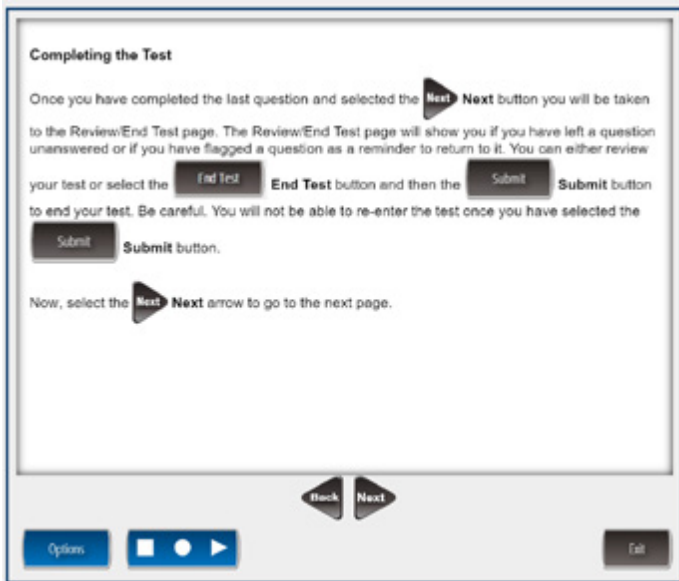
Now, select the Next arrow to go to the next page.

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.

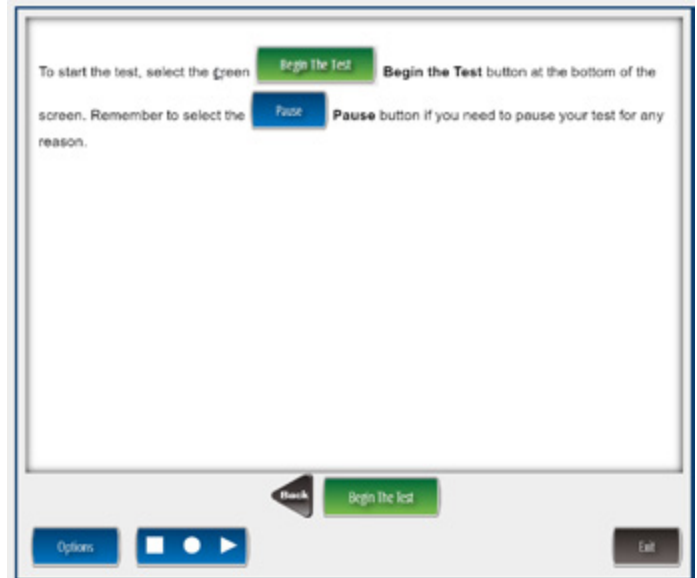
Test Directions



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.

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



Check monitors to make sure all students are on the "Begin the Test" screen.

SAY: Are there any questions about the test directions?

Answer all questions.

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.

You may begin.

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

Scratch Paper: blank, lined, or unlined paper

Scratch paper are separated into two types:

- **Unused Scratch Paper:** scratch paper that does not include any student markings
 - student name may be written on unused scratch paper
- **Used Scratch Paper:** scratch paper that includes any student markings beyond student name

Online Testers: English Language Arts

- Scratch paper is allowed in all test sessions. For all grades this must be blank ruled or unruled paper.
- 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 provided a break, the scratch paper must be collected and securely stored with test tickets until testing resumes.
- Used scratch paper can be redistributed for use when resuming an in-progress test IF the student name is clearly identified on the scratch paper.



M-STEP Passage-Based Writing Field Test

Test Administration Guide

Winter 2021

Office of Educational Assessment and Accountability (OEAA)

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