



Passage-Based Writing Field Test

Test Administration Guide
Winter 2019

Table of Contents

How To Use This Manual	4	Security	10
Important Dates	5	Materials Permitted or Required During Testing	10
Important Dates	5	Software and Testing Devices	10
Scratch Paper Policy	6	EDIRECT	10
Supports and Accommodations	6	INSIGHT AND CENTRAL OFFICE SERVICES/ TESTING SITE MANAGER.	10
The OEAA Secure Site.	6	SUPPORTED TESTING DEVICES	10
Call Center Contact Information.	6	TESTING DEVICES/OPERATING SYSTEMS NOT SUPPORTED	11
Overview	6	Roles and Responsibilities	11
The Educational Entity Master	7	District Coordinator	12
OEAA Assessment Security Compliance Forms	7	Roles and Responsibilities	12
Valid, Equitable, and Ethical Assessment.	7	Assigning Roles for Users in eDIRECT	12
Students to be Tested.	7	Pre-Identification of Students	13
Student Populations	8	Supports and Accommodations	13
STUDENTS WITH DISABILITIES	8	Loading Students into eDIRECT	13
ENGLISH LEARNERS	8	Assigning/Editing Sessions	13
Student Grade Considerations	8	Clearing the Testing Site Manager (TSM).	13
Students in Different Locations	8	Building Coordinator.	14
HOMESCHOOL AND NONPUBLIC SCHOOLS	8	Roles and Responsibilities	14
VIRTUAL SCHOOLS	8	Test Ticket Printing.	14
Incident Reporting	8	SAMPLE TEST TICKETS	14
Training Tools	9	Creating Testing Schedules	15
MINI-TUTORIALS	9		

Table of Contents

Managing Student Test Tickets	15	Test Directions.	20
Testing Status	15	BEFORE TESTING.	20
Testing Irregularities	15	Test Materials Needed for Passage-based Writing Field Test	20
Technology Coordinator	16	BEFORE TESTING CHECKLIST	21
Video Surveillance Cameras	16	Permitted Items in Testing Room	22
Roles and Responsibilities	16	DURING TESTING	23
Test Administrator	17	INTRODUCTION	23
Roles and Responsibilities	17	TEST SIGN IN	24
Managing Test Sessions	17	WELCOME SCREEN	25
TEST TICKETS	17	Scratch Paper Policy	32
SAMPLE TEST TICKET	17	Terms	32
BREAKS DURING TESTING	17	Online Testers: English Language Arts	32
VERIFYING SUPPORTS AND ACCOMMODATIONS ON TEST TICKETS	17		
Moving Online Testers to a Different Testing Device or Room	18		
Test Directions.	18		
ISSUES SPECIFIC TO ONLINE TESTERS.	19		
Ending a Test Session	19		
Internet Connectivity	19		

How To Use This Manual

Introduction

Thank you for participating in this online M-STEP Passage-based Writing Field Test! Your participation allows the Michigan Department of Education (MDE) to gather important information about the accuracy and validity of the items on the field test.

This manual guides Assessment Coordinators and Test Administrators through the administration process for the 2019 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 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.

Important Dates

Important Dates

Start	End	Task/Activity	Role
11/19/18	01/31/19	Pre-identification of Students	District or Building Assessment Coordinator
12/14/18	02/01/19	eDIRECT available for online test session set up and test administration tasks	District or Building Assessment Coordinator
01/07/19	02/01/19	Online Field Test Administration	Test Administrators

Overview

The 2019 Passage-based Writing Field Test is available online only and includes one passage and one writing response. Students read the passage, then respond to the prompt based on the passage. 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 in all test sessions. 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 32 for more information.

Supports and Accommodations

What Are Supports and Accommodations?

Supports and accommodations are tools, resources, and strategies that allow all students equitable access to the content measured on the state's standardized assessments. There are three broad categories into which these tools, resources, and strategies fall:

- Universal tools - which are available to ALL students
- Designated supports - which are indicated as needed by an adult or team
- Accommodations - which are specifically documented in a student's Individualized Education Plan (IEP) or Section 504 Plan

TTS is offered as a Designated Support available for all grades. On a passage-based writing item TTS will read the passage and the writing prompt to the student.

The OEAA Secure Site

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

- Pre-identification of students
- Test selection and test session creation
- 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 in to the OEAA Secure Site system. The Secure Site login screen will contain a link to the "Request MEIS ID" process. If the user has a MEIS ID but does not have access to the OEAA Secure Site, the system will display a screen to request access after logging on. Users requesting district, school administrator, and/or school user access will have the ability to submit a request using the request access screen.

Those who are unfamiliar with the OEAA Secure Site can find training resources on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (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
8:00 AM – 5:00 PM (M-F)
- **Email:** mde-oeaa@michigan.gov

Overview

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
eDIRECT, INSIGHT, TSM, 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](http://www.michigan.gov/eem) (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 2018-2019 school year is required.

Valid, Equitable, and Ethical Assessment

The Assessment Integrity Guide, updated in 2018, is available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep). 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.

It is required that the Assessment Integrity Guide be downloaded from the web page and all staff involved in the assessment have access to and read the Assessment Integrity Guide prior to the assessment cycle, as it contains specific information and directions for individuals based on their assessment responsibilities.

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

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

Students to be Tested

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.

Overview

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, please refer to the [Student Supports and Accommodations Table](#) on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

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

HOMESCHOOL AND NONPUBLIC SCHOOLS

If you have questions regarding 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.

VIRTUAL SCHOOLS

Students in online or virtual schools must be tested by those schools at a remote site. Virtual school personnel should plan to work closely with the OEAA to ensure that testing at remote sites is managed in a secure fashion. 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. An off-site test administration request must be submitted and approved. You will need to complete [this request form](https://baameap.wufoo.com/forms/z13u94c61u81h1/) (https://baameap.wufoo.com/forms/z13u94c61u81h1/).

Incident Reporting

Incident reports should be completed by District M-STEP Coordinators. 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
- schools may request an unlock through an incident report; however 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)
- requesting a test regeneration

Overview

Examples of test irregularities include, but are not limited to:

- 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 in [eDIRECT](https://mi.drceirect.com) (<https://mi.drceirect.com>) under **All Applications** → **General Information** → **Documents** → **Document Type: Mini-Modules**

Mini-Tutorial	Description	Role
Accessing Documents in eDIRECT	How to access, sort, and filter documents on the eDIRECT test management website	All
Searching for Students in eDIRECT	How to find students who have been pre-loaded into eDIRECT	All
Accommodations: Adding, Editing, and Mass-Assigning	How to add, edit, and mass-assign designated supports and accommodations to students' tests in eDIRECT	District and Building Coordinators
Creating Test Sessions in eDIRECT	How to create and edit test sessions, and print test tickets	District and Building Coordinators
Checking Student Test Status	How to check where students are in the testing process at any given time (not started, in progress, or completed)	District and Building Coordinators

Overview

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 may not be taken at any time by students or personnel.

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 32 of this manual.

Software and Testing Devices

eDIRECT

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

eDIRECT 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 eDIRECT 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 access to eDIRECT. eDIRECT is used in connection with DRC's online test engine, INSIGHT.

INSIGHT AND CENTRAL OFFICE SERVICES/TESTING SITE MANAGER

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

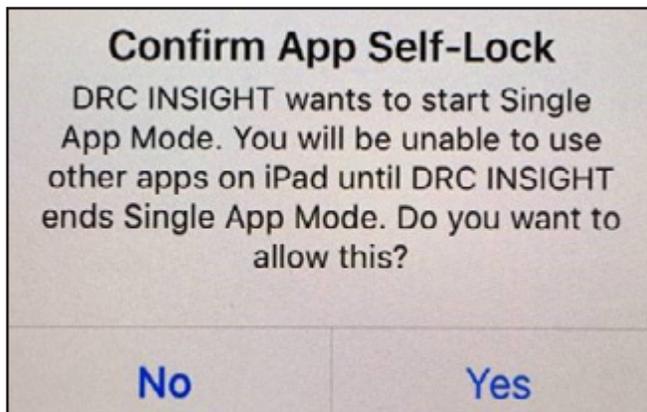
Overview

Please refer to the [Technology User Guide](#) or [DRC INSIGHT System Requirements](#) available in [eDIRECT](https://mi.drctdirect.com) (<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

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 for Spring 2019 testing. The Technology Guide and DRC INSIGHT System Requirements list the minimum specifications for testing devices.

Roles and Responsibilities

District and school professional staff members play a key role in the fair and equitable administration of state assessments and field tests. 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 testing: District Coordinators, Building Coordinators, Test Administrators, and Technology Coordinators. Each of the first three roles has a section in this manual dedicated entirely to describing the responsibilities that must be carried out before, during, and after assessment administration.

District Coordinator

District 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 that all other roles associated with testing are filled, and ensure that all staff are trained and prepared to administer the Passage-based Writing Field Test. In addition, the person fulfilling this role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **District Assessment Coordinator**.

Roles and Responsibilities

District Coordinators are responsible for overseeing all testing in their district. Specifically, they are expected to perform the following functions:

- establish and communicate a district scratch paper policy
 - establish and communicate a district cell phone and personal electronic device policy
 - manage Secure Site access and permissions
 - manage the distribution, collection, and storage of OEAA Security Compliance Forms
 - serve as the contact person between the district and the OEAA
 - read and know where to find information related to testing
 - disseminate all correspondence to relevant district and school staff members, as well as parents where and when appropriate
 - coordinate the pre-identification of students for the assessment
 - collaborate and communicate regularly with the Technology Coordinator (who is responsible for installing all software needed for testing)
 - ensure all student information is accurate in the Michigan Student Data System (MSDS)
- serve as backup support for Building Coordinators before, during, and after testing
 - initiate and submit Incident Reports if needed

Assigning Roles for Users in eDIRECT

One of the most important tasks that District Coordinators must complete is providing key players in the assessment process (Technology Coordinators, District Coordinators, and Building Coordinators) access to eDIRECT. To do that, District Coordinators must first work with their District Administrator (the person in the district who provides others with access to the Secure Site and assigns their role). User information will then be pulled from the Secure Site and loaded into eDIRECT. Please note that this is the only method for adding users to the eDIRECT system. Users may NOT be added manually over the phone.

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

A document titled [How Do I get Access to eDIRECT?](#) is available on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Security** section. It is designed to help District Coordinators, working in cooperation with their District Administrator, make assignments.

Once a user is entered into the Secure Site, it will take approximately two business days before he/she receives an email from eDIRECT with username and password information.

District Coordinator

Everyone, including Test Administrators, has access to the “Documents” section of [eDIRECT](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) as it does not require a login. Click on **All Applications** → **General Information** → **Documents**.

Pre-Identification of Students

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/oaaa-secure) (www.michigan.gov/oaaa-secure). Students must be pre-identified on the Secure Site before they will be copied into eDIRECT for management of the online assessment. **NOTE:** All test sessions must be set up in eDIRECT.

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/secureritetraining) (www.michigan.gov/secureritetraining) 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.

Supports and Accommodations

Identifying the supports and/or accommodations that an individual student needs to test online must be done in eDIRECT.

Loading Students into eDIRECT

Students CANNOT be loaded directly into eDIRECT. 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 eDIRECT.

Assigning/Editing Sessions

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

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 [eDIRECT](https://mi.drctdirect.com) (<https://mi.drctdirect.com>). Go to **All Applications** → **Test Management** → **Manage Test Sessions**.

Clearing the Testing Site Manager (TSM)

The TSM needs to be cleared of any stored responses at the end of the online testing window. The TSM should auto-send any stored responses every fifteen minutes. The TSM may be cleared daily, after all testing has been completed. If students are having problems logging into tests (with a “stored responses” error message), the TSM may be cleared more frequently.

Building Coordinator

Each school building involved with testing (including alternative education programs, SEEs, and S2E2s) must have a Building Coordinator. This person may be the school principal or another professional staff member. The Building 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 (i.e., available computers, testing rooms, etc.) and needs, and ensuring the overall integrity of the assessment process. In addition, the person fulfilling this role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **M-STEP Coordinator**.

Roles and Responsibilities

Building Coordinator responsibilities include, but are not limited to, the following:

- distribute and discuss district cell phone and personal electronic device policy with Test Administrators
- distribute and discuss district scratch paper policy with Test Administrators
- serve as the contact person between the school and the District Coordinator
- read and become familiar with the information in this manual prior to testing
- carry out building-level duties related to the distribution, security, and collection of test materials
- ensure student data in the Michigan Student Data System (MSDS) is completed and up to date
- ensure students are pre-identified in the secure site
- ensure students are assigned to the correct online test sessions in eDIRECT
- assign the appropriate accommodations to students in eDIRECT (online)
- schedule and coordinate testing during the testing window
- ensure that rooms used for testing do not contain any visual materials that would provide students with clues or answers to questions
- print and distribute student test tickets before each test
- control test ticket and test roster security
- collect tickets, test rosters, and scratch paper for destruction after each test session
- report any incidents promptly to the District Coordinator so that he/she may file an Incident Report
- ensure the Technology Coordinator has cleared the TSM at the end of each testing window (this can be done on a daily basis if desired, but only AFTER all students are finished testing for the day)

Test Ticket Printing

Each student will require a test ticket. Each test ticket has a username and a unique password. Usernames and passwords are the same for both parts of a test within a content area.

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 TICKETS

<p style="text-align: center;">M-STEP Winter 2019 Test Ticket G 5 Passage-based Writing Field Test</p> <p>Test Session: Smith Student Name: Anderson, Abigail A Date of Birth: 11/11/20XX State Student ID (UIC): 1234567890 District Student ID: 9483722 Username: AAnderson1 Password: 234K79HQ Accommodation(s): TTS</p>

Building Coordinator

Please 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 [eDIRECT](https://mi.drcedirect.com) (https://mi.drcedirect.com). Go to All Applications → General Information → Documents → Document Type: Mini-Modules.

Creating Testing Schedules

Before testing begins, Building Coordinators will need to develop a testing schedule for the school. The test is estimated to take 30-45 minutes, not including reading test directions or other administrative tasks. However, this is an untimed assessment. 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 .

Managing Student Test Tickets

Test tickets and rosters are considered 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.

Testing Status

If Building Coordinators need to check a student's testing status, they can do so in eDIRECT. 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 to the District Coordinator 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 Reporting Table** on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) for detailed information about submitting incident reports.

Technology Coordinator

Video Surveillance Cameras

If a school has surveillance video cameras in the computer lab(s), or any other room it will use for testing, it can create a security issue. However, in the interest of student and staff safety, the use of surveillance cameras during testing is allowed. Cameras should be directed at equipment and test materials in such a way that they do not compromise any test items or student responses. Then, once testing is complete, any tapes made during test sessions must be deleted as soon as possible. The video taping of any test session or material cannot be archived.

Roles and Responsibilities

Technology Coordinators (TCs) are responsible for tasks related to the software used for testing (INSIGHT) and the local caching system for securely storing test content (Central Office Services [COS] or Testing Site Manager [TSM]). TCs must:

- complete the OEAA Assessment Security Compliance Form
- download and install INSIGHT (for any devices new to testing) and the COS/TSM
- verify that the latest versions of INSIGHT and the caching system are installed (if the school participated in online testing before, this may require that old programs be uninstalled or updated)
- configure all devices used for testing in schools to communicate with the caching system (if not already done)

- be available during testing to troubleshoot and help Building Coordinators and Test Administrators
- provide contact information to District and Building Coordinators so they can easily request help in solving any technology issues that arise before, during, or after testing
- clear any TSM response cache at the end of each testing window (this can be done daily, if desired, but only after testing is finished for the day)

Detailed information on how to install and configure the software used for testing is available for TCs in the **Technology User Guide**, which can be found in [eDIRECT](https://mi.dracedirect.com) (<https://mi.dracedirect.com>).

The person fulfilling the Technology Coordinator role must be identified in the EEM with current and accurate contact information. The current contact type in EEM is: **Technology Director**.

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

Test Administrator

Test Administrators are responsible for preparing for and administering the tests directly to students. This manual provides an overview of what Test Administrators are expected to do before, during, and after testing; Test Directions are provided in this Administration Guide.

Roles and Responsibilities

Test Administrator's responsibilities include carrying out the following tasks:

- discuss and enforce cell phone and personal electronic device policy with all students
- arrange the testing environment (making sure that each student has a testing device and that all posters and instructional aids that could cue the students have been removed)
- distribute test tickets provided by the Building Coordinator to students testing online
- read and follow all test directions
- collect test tickets immediately after login and deliver them to the Building Coordinator
- monitor students during testing
- report incidents promptly to the Building Coordinator
- collect scratch paper (if used) at the end of each test session and deliver to the Building Coordinator
- ensure that students using 1:1 testing devices (such as iPads or Chromebooks that go home with students) have completely exited from the testing system before leaving the testing room

Managing Test Sessions

TEST TICKETS

Each student will require a test ticket for every test session. Note: Username and password are NOT case sensitive. Examples of test tickets are shown below. Building Coordinators will provide

test tickets to Test Administrators prior to starting each test. The test tickets (and corresponding test rosters) are secure materials. They should be kept in a secure location until they are needed. Students should have their test tickets to log into a test, but not for any other reason.

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

<p style="text-align: center;">M-STEP Winter 2019 Test Ticket</p> <p style="text-align: center;">G 5 Passage-based Writing Field Test</p> <p>Test Session: Smith Student Name: Anderson, Abigail A Date of Birth: 11/11/20XX State Student ID (UIC): 1234567890 District Student ID: 9483722 Username: AAnderson1 Password: 158F72BE Accommodation(s): TTS</p>
--

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.

VERIFYING 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 on the following page).

Test Administrator

M-STEP Winter 2019 Test Ticket

G 5 Passage-based Writing Field Test

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/20XX
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 158F72BE

Accommodation(s): TTS

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

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

Not every support or accommodation is displayed on test tickets. Refer to the Test Directions section of this manual for more information about this feature.

Moving 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:

1. 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.
2. The student requires additional time to complete the test and another location would be more suitable.

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. The testing software expects a student to start and finish a test session on the same TSM.

If your school uses more than one TSM, the test session will likely be locked if the student moves to a computer on a different TSM. Please work with the Technology Coordinator to identify any testing device-to-TSM relationships or contact DRC to have the test unlocked.

Test Directions

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

Test Administrator

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.

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.

Internet Connectivity

Online testing requires a reliable connection to the Internet. If a student’s computer loses contact with DRC or the local server, 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 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.

Test Directions

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

Test Directions

BEFORE TESTING CHECKLIST

- read this entire document prior to testing
- 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 eDIRECT
- ensure non-embedded student supports and accommodations (if applicable) will be available to students
- read the Test Administrator section of this Administration Guide
- clearly understand the scheduled testing time, including breaks
- 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, please 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



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.



CHROMEBOOK

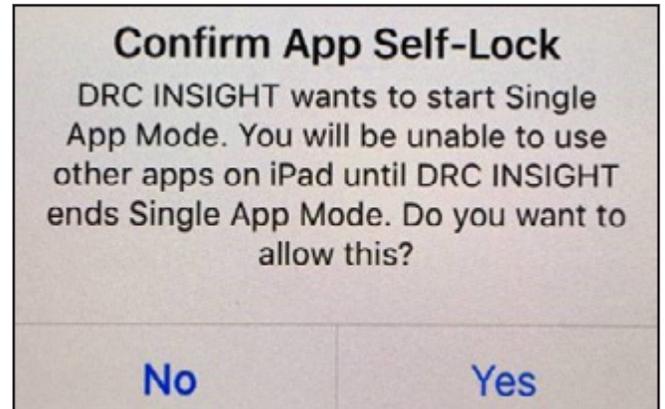
If your students are testing on a Chromebook, there are a few additional tasks you'll need to be aware of. It is important to review this information BEFORE the first day of testing to ensure a smooth testing experience. See page 24.

Test Directions

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 page will appear

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
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.

Test Directions

DURING TESTING

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.

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. Please carefully follow these directions. Do not select anything on your computer until I tell you to do so.

I will now pass out your test ticket.

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

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, please report the issue to your Building Assessment Coordinator immediately.

M-STEP Winter 2019 Test Ticket

G 5 Passage-based Writing Field Test

Test Session: Smith
Student Name: Anderson, Abigail A
Date of Birth: 11/11/20XX
State Student ID (UIC): 1234567890
District Student ID: 9483722
Username: AAnderson1
Password: 158F72BE
Accommodation(s): TTS

If your school is using scratch paper as a universal tool, read the following section:

Test Directions

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?

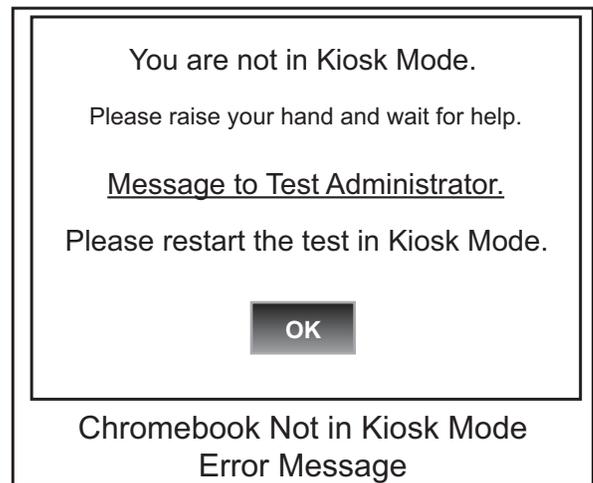


Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the M-STEP Technology Coordinator or M-STEP Building Assessment Coordinator. It is acceptable to move the student to another computer.



CHROMEBOOK

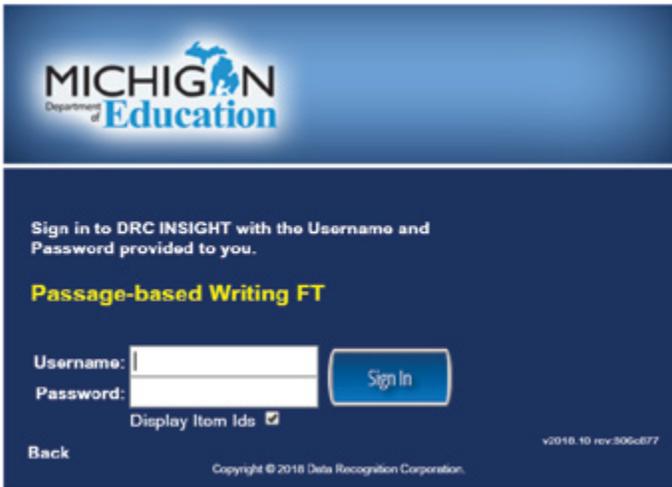
Students **CANNOT** be logged in to a Google account. As a guest, they should be directed to launch INSIGHT by selecting “apps” from the taskbar. This will launch INSIGHT in “kiosk mode.” If the app is launched while signed in to a Google account, they will receive an error. Login steps are the same for the desktop/laptop version, except that students will use their finger to move the cursor (instead of a mouse). Please remember that students should be using 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?

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.

When all students are ready,

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

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

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.

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

When all students are ready,

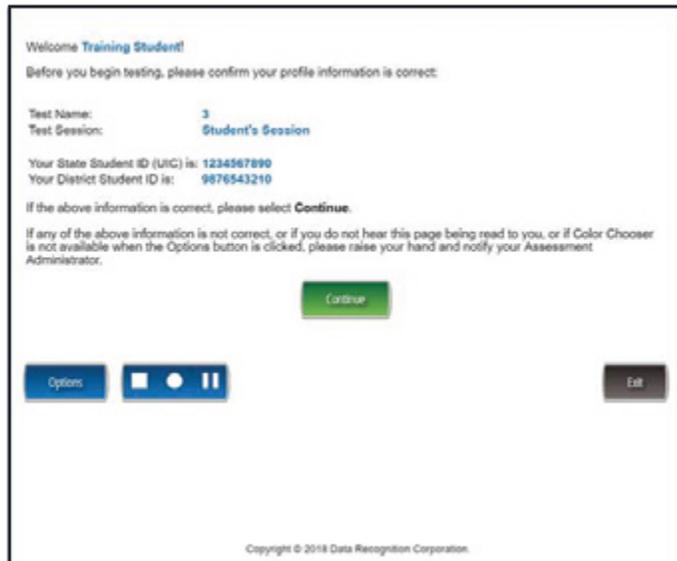
SAY: Look at the information on the welcome screen and make sure that the following facts about you are correct:

- 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 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.



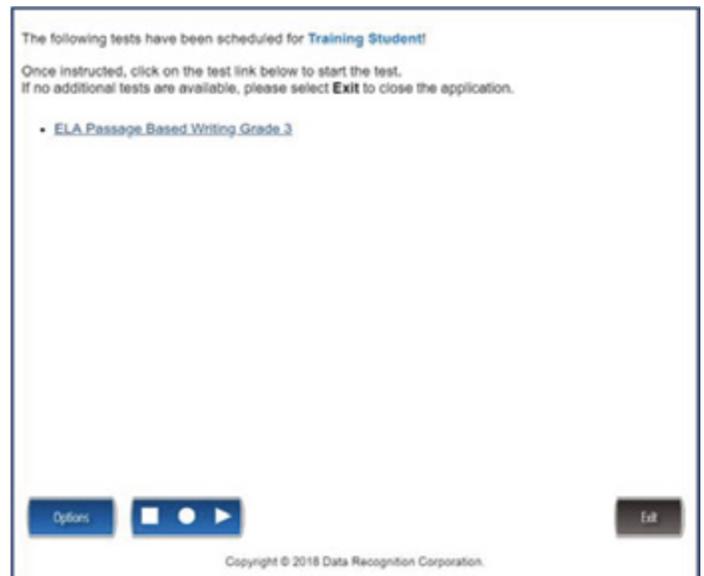
SAY: If the information about you is correct, select the Continue button. If the information is not correct, raise your hand.

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?

Pause to assist students as necessary.



When all students are ready,

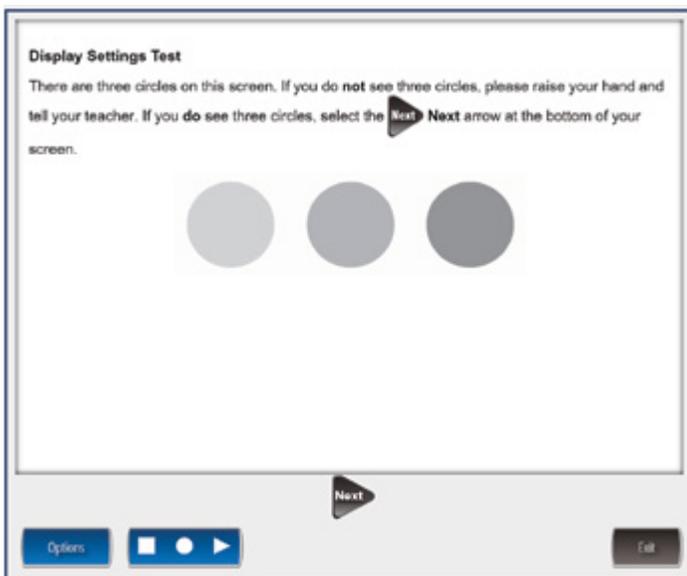
Test Directions

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?

SYSTEM CHECK AND TEST SECURITY

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

You should now be on the Display Settings Test screen. There are three circles on this screen. If you do not see three circles, please raise your hand.

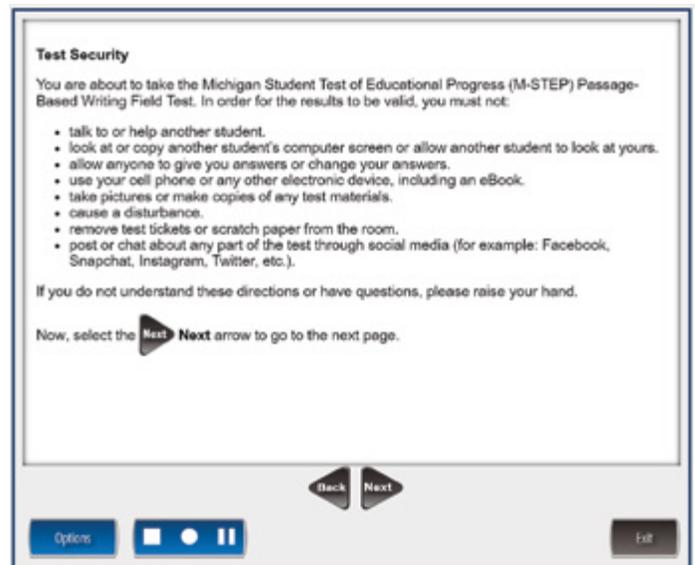


If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation if available. Contact the Building Assessment Coordinator regarding the computer.

When students are ready,

SAY: If you do see three circles, select the Next arrow at the bottom of your screen.

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



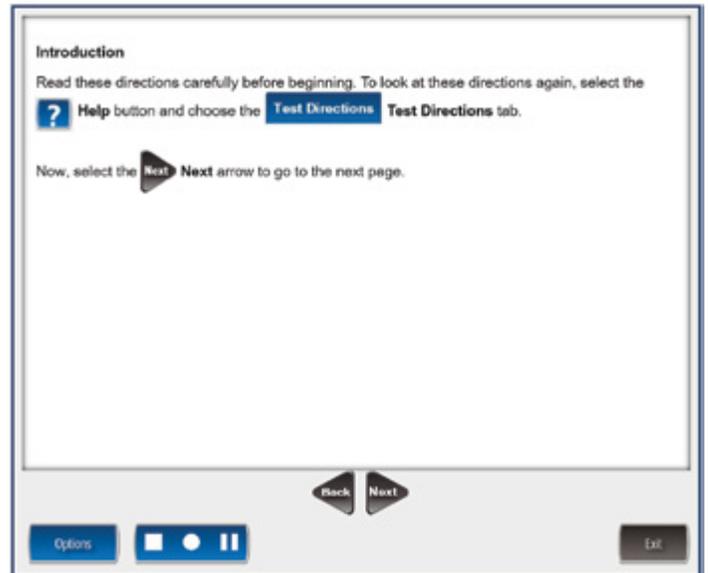
SAY: You should now be on the Test Security screen.

Test Directions

SAY: You are about to take the Michigan Student Test of Educational Progress, or M-STEP 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, please raise your hand.



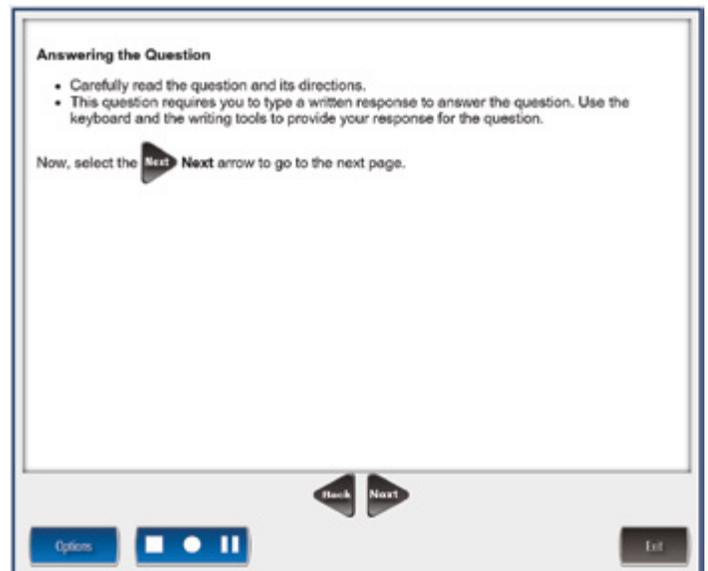
SAY: Read these directions carefully before beginning. To look at these directions again, select the Help button and choose the Test Directions tab. Now, select the Next arrow at the bottom of your screen.

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

Pause for questions.

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

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



Test Directions

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

- Carefully read the question and its directions.
- This question requires you to type a written response to answer the question. Use the keyboard and the writing tools to provide your response for the question.

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

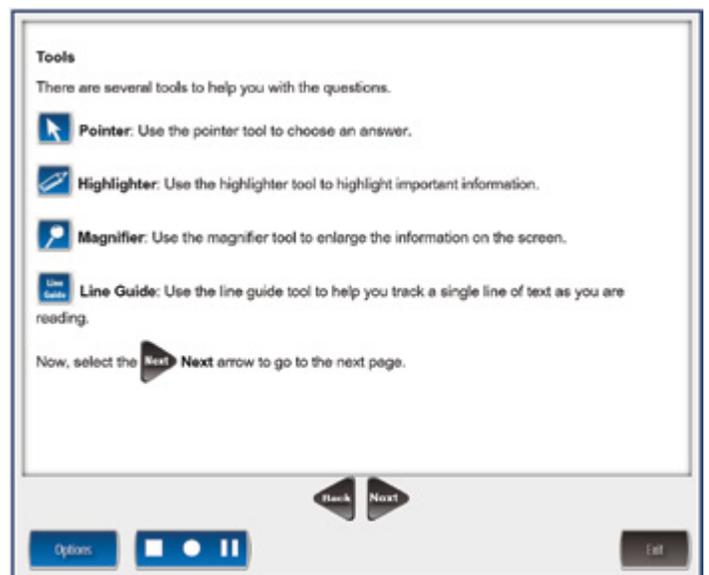
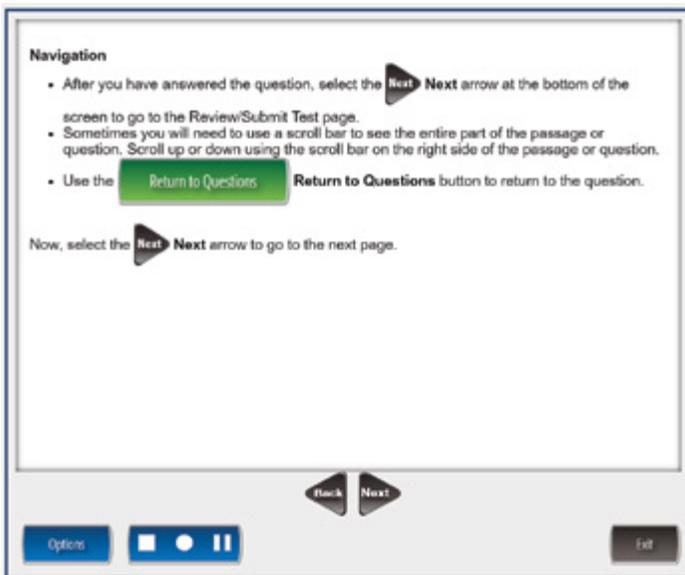
Check monitors to confirm that all students are on the Navigation page.

SAY: After you have answered the question, select the Next arrow at the bottom of the screen to go to the Review/Submit Test page.

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

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

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



Test Directions

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.

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 track a single line of text as you are reading.

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

SAY:

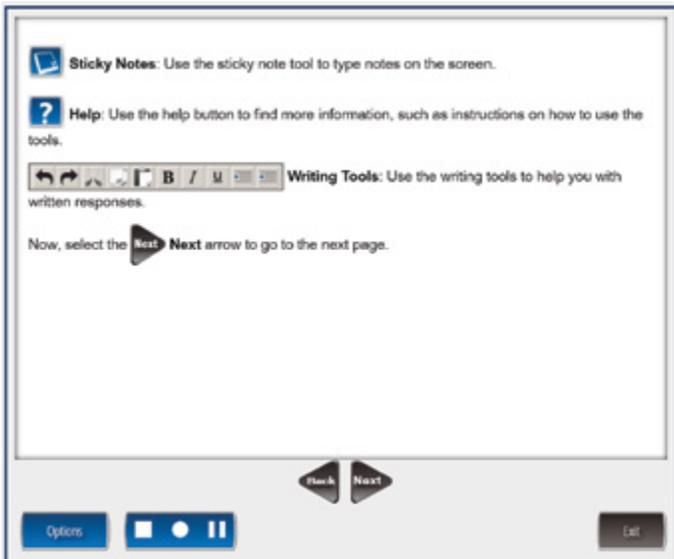
Sticky Notes: Use the sticky note tool to type notes on the screen.

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

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

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

Check to make sure that all students are on the next tools page.



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

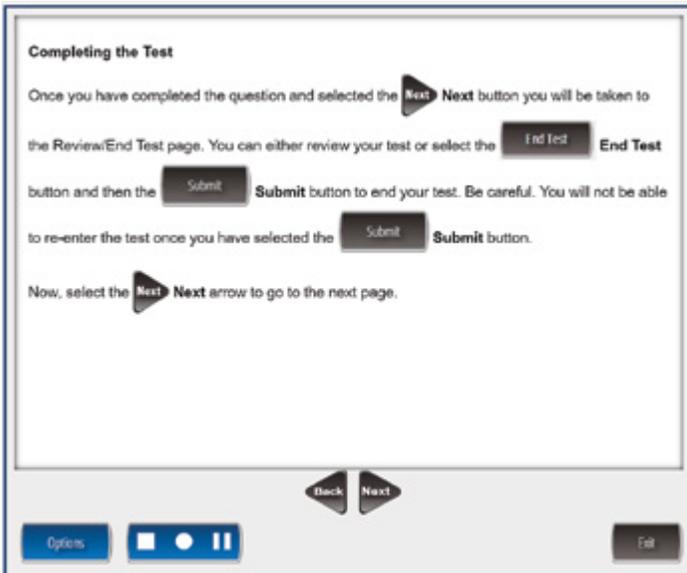
- There is no time limit to finish the test.

Test Directions

- 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.

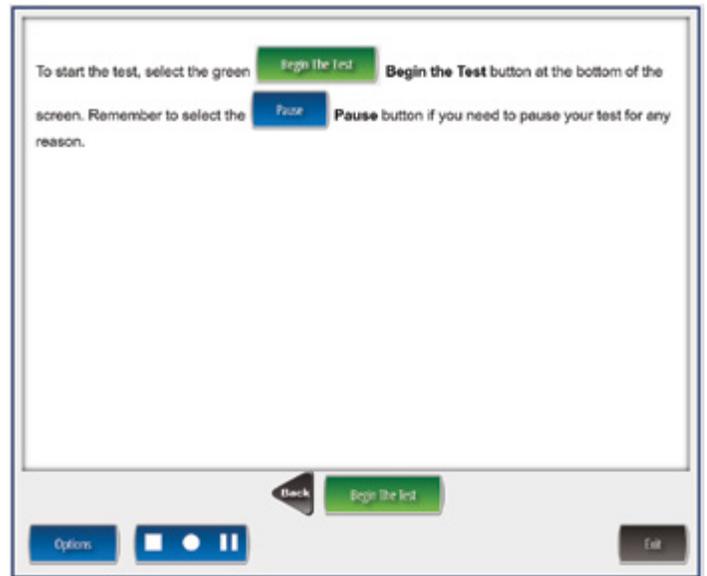
Check monitors to confirm that all students are on the Completing the Test page.



SAY: Once you have completed the question and selected the Next button you will be taken to the Review/End Test page. 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:** scratch paper that does not include any student markings - student name may be written on unused scratch paper
- **Used Scratch:** 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 2019

Office of Educational Assessment and Accountability (OEAA)

Phone: 1-877-560-8378

Website: www.michigan.gov/mstep

Email: mde-oeaa@michigan.gov