

Overview of Pre- Identification of Students for Spring 2022



Pre-Identification for Spring 2022

- MME (SAT, WorkKeys, M-STEP)
- PSAT for grades 8, 9, 10
- M-STEP
- MI-Access assessments

Why do students need to be pre-identified for state assessments?

- Pre-identification is required for all state assessments
- Both online and paper and pencil tests
 - Online Tests are M-STEP and MI-Access FI
 - MI-Access P and SI are given with paper materials but is still considered an online test
 - Paper/pencil tests are SAT, WorkKeys, PSAT
- All answer documents for paper and pencil assessments require a student barcode label

Paper and Pencil Assessments

- Student barcode labels will be printed and shipped for students pre-identified by 5:00 PM on February 16, 2022
- Schools will be required to print barcode labels for students pre-identified after February 16, 2022

Online Assessments

- Pre-Identified students are loaded into the DRC INSIGHT Portal for M-STEP and MI-Access
- Students can be put into an online session in the Secure Site up to February 21, 2022
- After February 21, students would be pre-ID on Secure Site and then put into sessions in the DRC INSIGHT Portal
- Schools will manage the online testing, test sessions, print test tickets, and select student accommodations and supports

How are students pre-identified for testing?

- OEAA will pre-identify students for the SAT, WorkKeys, M-STEP and PSAT assessments using student data from the Michigan Student Data System (MSDS) on January 5, 2022
 - Fall 2021 MSDS general collection – October student count day
 - Student Record Maintenance files submitted through December 31, 2021
- One-time pull
- Additional students will need to be pre-identified directly on the Secure Site by the district or school
- Barcode labels are printed and shipped for students pre-identified by 5:00 PM, February 16, 2022
- Schools responsible for MI-Access FI, P, and SI pre-identification

How can schools Pre-Id students?

- Three different methods available to pre-identify students
- Decide which method will work best for your school
- One or more of the Pre-ID methods can be used throughout the testing window

Pre-ID File Upload

- A .txt or .csv file can be created by the district or school in OEAA's required format to be uploaded
- The Pre-ID File Upload Layout document provides the required fields and how to format them
- A template is also available but must be saved as a .csv file before uploading
- Reporting Codes and Research Codes can be included in the file or added after students are pre-identified
- Pre-ID File Upload Layout and Template can be found on the bottom of the page at www.Michigan.gov/oeaa-secure

- Student data can be copied from the Michigan Student Data System (MSDS) into the OEAA Secure Site without having access to MSDS
- Only student enrollments that have been entered into MSDS will be available

Student Search/One Student at a Time



- Students can be pre-identified one at a time using the Student Search function on the OEAA Secure Site
- If you have the student information, it can be a quick process

How is the mode of testing determined?

- Expected to test online for M-STEP, MI-Access FI
- If the district or school cannot test online, an Online Waiver needs to be submitted by November 23, 2021, on the Secure Site
- No waiver needed for just a few students testing paper and pencil
- MI-Access P and SI are online tests, but no waiver can be submitted

How is mode of testing determined? continued

- For M-STEP and MI-Access FI, set automatically for online if no approved online waiver exists
 - Set automatically for paper and pencil if an online waiver exists or the test is paper and pencil only
- MI-Access P and SI set for online
- SAT, WorkKeys, and PSAT set for paper/pencil
- Testing mode at a student level can be changed by the school if needed for M-STEP and MI-Access FI
 - Student demographic screen
 - Mass Update Assessments function

Mass Update Assessment Page

- The Mass Update Assessments page can also be used to:
- Students that are pre-Identified by the school for grade 11 and 12 will need to be pre-identified to all three components, meaning SAT, WorkKeys, and M-STEP
- Student can be pre-identified to one of the MME components and then copied to the other two components
- Unassign students from an assessment or content area
- Add Report Codes and Research Codes

How do I know if my students are pre-identified?

- Pre-ID Student report
- Students listed on report immediately
- With the pre-ID report you can:
 - verify students are pre-identified for test
 - verify pre-identified for correct content areas
 - verify pre-identified in the correct grade
 - verify pre-identified for the correct mode of testing
 - Verify student demographics

OEAA Secure Site Support

- Instructions and support
www.Michigan.gov/securesitetraining
- Email mde-oeaa@Michigan.gov with questions, suggestions or general support
- Call 877-560-8378, select option 3 with questions, suggestions or general support