

Preparing Yourself and Staff as a District Coordinator

Relevant assessments:

All Michigan state assessments:

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

Responsibilities

Resources Available

Training Staff

Assessment Coordinator Training Guide

NOTE to Reader:

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

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

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

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

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



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Regardless of the test being administered, MDE requires that ALL testing staff read the **Assessment Integrity Guide** and sign the **OEAA Assessment Security Compliance Form**. A signed **Assessment Security Compliance Form**, testing schedules, and training materials should be kept on file for any staff member who participates in the administration of a state assessment or handles secure test materials. A link to the **OEAA Assessment Security Compliance Form** is also provided in the **Assessment Coordinator Training Guide Quick Reference** chapter of this Training Guide.

Intro

This chapter will help you prepare for your role as a District Assessment Coordinator, direct you to the resources available to you, and provide suggested topics for training Building Coordinators, by answering the following questions:

- ▶ What are my responsibilities as a District Assessment Coordinator?
- ▶ What resources are available to support me?
- ▶ What type of training am I expected to provide to Building Assessment Coordinators and others?

Be sure to read the [Preparing Yourself and Staff as a Building Coordinator](#) chapter of this guide if you will be assuming any or all of the Building Coordinator roles. Keep in mind that District and Building Coordinators may want to designate some of their responsibilities to appropriate staff who are able to perform them.

What are my responsibilities as a District Assessment Coordinator?



- **Verify that you meet the qualifications of a District Coordinator** and that you can fulfill the responsibilities, by reviewing the “Identification of Testing Personnel” section of the [Assessment Integrity Guide \(AIG\)](#).

- **Develop a learning plan** to fill in any gaps in your understanding of the roles and responsibilities of the District Assessment Coordinator, which may include access to MDE-approved supplemental training such as this Training Guide and the [Assessment Security Training Modules](#), assessment-specific resources such as the [Test Administration Manual\(s\)](#) for the assessment(s) to be administered, and district-provided professional development (DPPD) opportunities.

- **Identify your team members and ensure they also meet the qualifications described in the AIG.** If you do not know who will serve in each assessment role (Building Assessment Coordinator, Test Administrators, Technology Coordinator, etc.), contact the appropriate

District Administrator to obtain a district roster (if available). If roles need to be filled, you should participate in the district’s process for appointing assessment team members, using the guidelines found in the AIG.

- **Monitor communications. [Spotlight on Student Assessment and Accountability newsletter](#)**, and emails from Michigan Department of Education (MDE) Office of Educational Assessment and Accountability (OEAA), College Board, and ACT.
- **Communicate with the person who manages the assignment of designated supports and accommodations**, for example the Special Education Director.
- **Include your Technology Coordinator** in the planning process early, so this individual has time to assess and prevent any technology issues.
- **Create a plan for training assessment team members.**

- **Collect and securely store OEAA Security Compliance Forms.** These forms must be signed by all test administration staff before test administration begins and retained for three years.
- **Verify that you are listed in the [Educational Entity Master \(EEM\)](#)** in the appropriate contact type, along with your physical address, email address, and phone number. At the same time, verify that all members of your assessment team are included with the appropriate contact type and information as well. Updates to the EEM can be done by the authorized district EEM user. If you are unsure of who this is, you can locate the name and contact information on the **[District and School Contact page](#)** of the [OEAA Secure Site](#). Instructions for using the District and School Contacts page can be found on the [Secure Site Training web page](#) under the **Miscellaneous** section.
- **Request access to eDIRECT, WIDA AMS, Secure Site, and wida.wisc.edu.** Be sure all appropriate testing staff have access to the systems they will need. Make sure that staff have the correct roles in the OEAA Secure Site, including the roles that allow access to eDIRECT and WIDA AMS well in advance of the online testing. Directions on how to request access to all of the systems are available in the **Assessment Systems** module of this guide.
- **Create a [Professional Account](https://cbaccount.collegeboard.org/professional/viewCreateAccountAction)** (<https://cbaccount.collegeboard.org/professional/viewCreateAccountAction>) in the College Board system. This account is required to access and receive important information regarding all College Board assessments

What resources are available to support me?



As you read through the chapters in this guide, you will be directed to the various resources available to the District Coordinator and other assessment team members. We've provided you with a comprehensive list of resources in the **[Assessment Coordinator Training Guide Quick Reference](#)**, which is included in the **Overview** module.

The [New Test Coordinator Resource web page](#) contains key resources for all state assessments to help new assessment coordinators locate state assessment materials. These key resources include Primers, Important Dates, and Test Administration Manuals, as well as documents on Student Supports and Accommodations and Assessment Security.

You should also explore the many resources available to you on each of the state assessment pages:

- » [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- » [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
- » [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)

- » [Early Literacy and Mathematics Benchmark Assessments](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath)
- » [WIDA](http://www.michigan.gov/wida) (www.michigan.gov/wida)
- » [PSAT 8/9 and PSAT 10](http://www.michigan.gov/psat) (www.michigan.gov/psat)

A few resources you may want to bookmark include:

- » [Secure Site Training Page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining)
- » [MDE Spotlight on Student Assessment and Accountability weekly newsletter](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight)
- » [Guide to State Assessments](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- » [College Board Michigan-specific web page](https://collegeboard.org/michigan) (<https://collegeboard.org/michigan>)
- » [ACT WorkKeys Michigan web page](http://act.org/stateanddistrict/michigan) (<http://act.org/stateanddistrict/michigan>)
- » [Michigan Accountability web page](http://www.michigan.gov/mde-accountability) (www.michigan.gov/mde-accountability)

- » [MDE YouTube channel](http://www.youtube.com/playlist?list=PLQNV-MrTjyhLZWGC8WhRGxoEymnfXUHuc) (www.youtube.com/playlist?list=PLQNV-MrTjyhLZWGC8WhRGxoEymnfXUHuc) contains an “Assessment” playlist that includes all the videos prepared by the OEAA, including the test administration training videos. By bookmarking (or subscribing to) the YouTube channel, you can get updates when videos are updated or added.
- » [eDIRECT](https://mi.dracedirect.com) (https://mi.dracedirect.com)
- » [WIDA AMS](http://www.wida-ams.us) (www.wida-ams.us)
- » [WIDA website](http://www.wida.wisc.edu) (www.wida.wisc.edu)

Many assessment coordinators find it helpful to create a dedicated folder of bookmarks for resources like the ones listed. A **State Assessment Bookmarks** folder has been created for you to save and import into your browser. This folder contains URLs of web pages and documents that are controlled by OEAA and typically do not change from year to year. You can keep adding to this list as needed. For information on how to save and import this bookmarks folder, read the **“Bookmark How To” directions**. (http://www.michigan.gov/documents/mde/state_Assesment_Bookmarks_636013_7.docx) located on the [Assessment Coordinator Training Guide web page](http://www.michigan.gov/mde/0,4615,7-140-22709_70117-476290--,00.html) (www.michigan.gov/mde/0,4615,7-140-22709_70117-476290--,00.html).

What type of training am I expected to provide to Building Coordinators?



The [Assessment Integrity Guide](#) states that all staff who participate in a state assessment or handle secure assessment materials must be fully trained in assessment integrity, roles and responsibilities, and the test administration manual. See the [Overview of Test Security](#) chapter of this guide for information and links to an online, four-module **Assessment Security Training** that can be used with testing staff.

Create a training plan for Building Assessment Coordinators. Training should include information about all state assessments that will be given in the building. The following list includes some of the topics your training should cover. More details can be found in each assessment’s **Test Administration Manual**.

■ Identifying Staff:

- » who will need access to the different assessment systems
- » who will be responsible for completing tasks in the OEAA Secure Site, such as:
 - Pre-identification of Students
 - placing and reviewing material orders
 - setting up Online Test Sessions
 - completing Answer Document Verification and Not Tested Verification

- accessing score reports through the Dynamic Score Reporting Site

■ Testing schedules for online and paper/pencil assessments:

- » how to allocate resources such as headphones and calculators when needed
- » how to schedule testing rooms and/or computer labs to ensure all students are tested with minimal disruption to regular instruction
- » how to accommodate students that need additional time, arrive late, and finish early

■ How to communicate and work with the technology support person(s) to:

- » ensure smooth online testing
- » establish expectations for availability and methods of contact during testing

■ Handling secured materials:

- » identifying secure versus non-secure materials
- » storing, securing, and distributing secure materials
- » returning secure materials (this varies by assessment)

■ **OEAA Security Compliance Forms:**

- to be signed by all staff involved in test administration
- collected and returned to you for secure storage

» **Viewing the Assessment Security training** available on the [M-STEP web page](#) under the **Professional Development** section. This is applicable to all Michigan state assessments.

■ **Thorough review of:**

- » test administration manuals
- » the **Assessment Integrity Guide (AIG)**
- » the requirements for creating and retaining testing schedules
 - specific requirements for testing schedules can be found in the AIG
 - testing schedules must be retained by the district or school for three years
- » the requirements for seating charts
 - specific requirements for SAT with Essay, PSAT 8/9, and PSAT 10 are located in the **SAT and PSAT Test Administration Manuals**
 - specific requirements for ACT WorkKeys are located in the **ACT WorkKeys Test Administration Manual**
 - M-STEP, MI-Access, WIDA ACCESS, and Early Literacy and Mathematics Benchmark Assessments do not have seating chart requirements
- » common policies that come up often during testing
 - calculators, use of scratch paper, photo-ID policy
 - policies for each assessment can be found in the test administration manual specific to the assessment and in the **Assessment Integrity Guide**

■ **Student Supports and Accommodations:**

- » what are they and how to identify students that need:
 - Universal Tools
 - Designated Supports
 - Accommodations
- » student supports and accommodations tables
- » other student supports and accommodations companion documents and resources
- » accommodations for College Board (SAT, PSAT) and ACT WorkKeys assessments
- » how supports and accommodations will be assigned to students and communicated to Test Administrators

These resources are available on each assessment web page under the **Student Supports and Accommodations** section.

■ **Specific instructions as communicated from the MDE**

in the Spotlight on Student Assessment and Accountability or from direct communications

■ **Overview of all available resources** and where to locate them, including:

- » **Assessment Selection Guidance: Interactive Decision-Making Tool.**
- » **MI-Access Scoring Rubrics Online Learning Program, Participation (P) and Supported Independence (SI) classroom video training**
- » **scoring training** (wida.wisc.edu) for WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, WIDA Screener, and W-APT
- » the College Board and [ACT WorkKeys](#) post online training programs on their websites

■ **How to contact you** (the district coordinator) during testing when issues arise

■ **Incident Reporting/Irregularity Reporting:**

- » what is considered an incident or irregularity
 - **Incident Report** is a term used for M-STEP, MI-Access, WIDA, and Early Literacy and Mathematics Benchmark Assessment (K-2)

- **Irregularity Report** is a term used for SAT, PSAT, and ACT WorkKeys

- » what is considered an incident/irregularity
- » how is an Incident/Irregularity Report submitted
- » who should file an Incident/Irregularity Report
- » who should be notified at the district and school level if an incident/irregularity happens

■ **Knowing which assessment students are taking:**

- » M-STEP, MI-Access (FI, SI, P), WIDA ACCESS for ELLs, or WIDA Alternate ACCESS for ELLs, MME (M-STEP, SAT with Essay, ACT WorkKeys)