

# Quick Start Guide

## 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)



OEAA Secure Site Access



DRC INSIGHT Portal and WIDA AMS Access



Verifying EEM Information



Fall and Winter Responsibilities



Subscribing to the Spotlight



Assessment Resources

## Assessment Coordinator Training Guide

## NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed 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 **Quick Reference** chapter readily available for future use.



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# Intro

This chapter discusses the immediate steps new Assessment Coordinators need to take **to get started** in their role(s) by providing answers to the following questions:

- ▶ How do I verify or request access to the OEAA Secure Site?
- ▶ How do I verify or request access to the DRC INSIGHT Portal and WIDA™ AMS?
- ▶ How do I verify information in the Educational Entity Master (EEM)?
- ▶ What additional responsibilities do I have during the fall and winter?
- ▶ How do I subscribe to the **Spotlight on Student Assessment and Accountability** newsletter?
- ▶ What assessment-related resources should I review?

## How do I verify or request access to the OEAA Secure Site?



The [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) is the tool Assessment Coordinators and other staff involved in testing use for many important tasks before, during, and after testing. These tasks are described in greater detail in the [OEAA Secure Site](#) chapter of this training guide.

Before requesting Secure Site access, a user must have a [Michigan Education Information System \(MEIS\)](#) account. If you do not have a MEIS account or you do not remember your MEIS login and password, you can go to the [MEIS login page](#) to create one or retrieve your information. You will find instructions and documentation for the Secure Site, including how to request access to the OEAA Secure Site, on the [Secure Site Training web page](#).

## How do I verify or request access to the DRC INSIGHT Portal and WIDA AMS?



The [DRC INSIGHT Portal](#) is the online test management tool that schools use to manage the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K–2) online assessments. Details about the portal can be found in the [DRC INSIGHT Portal Basics](#) chapter of this training guide.

[WIDA AMS](#) is the online portal used to manage the WIDA ACCESS for ELLs and WIDA Screener

assessments. More details can be found in the [WIDA AMS Basics](#) chapter of this training guide.

Access to both the DRC INSIGHT Portal and WIDA AMS is based on the user role assigned in the OEAA Secure Site. Directions on how to request access to the portal and WIDA AMS can be found on the [Secure Site Training web page](#) in the Security section.



## How do I verify information in the EEM?

The [Center for Educational Performance and Information \(CEPI\)](#) manages a statewide database of school and district information, called the [Educational Entity Master \(EEM\)](#). The EEM can be viewed by anyone, but only the Authorized District EEM User can update the site. Among other things, the database includes assessment-related contact names, physical and email addresses, phone numbers, and authorized grade levels. The OEAA and its vendors use the EEM information to communicate with districts and schools.

All persons fulfilling the roles of District Assessment Coordinator and Building Assessment Coordinator must be identified in the EEM with current and

accurate contact information. Long before testing, review and verify current users and roles directly in the [EEM](#) or on the District and School Contacts page of the [OEAA Secure Site](#), under the Assessment Registration tab. Then, work with the Authorized District EEM User to make any necessary updates. You can also [email CEPI](#).

For more information on the EEM, refer to the [Educational Entity Master \(EEM\)](#) chapter of this training guide.

## What additional responsibilities do I have during the fall and winter?



In addition to verifying contact information in the EEM, and requesting access and user roles (if applicable) for the OEAA Secure Site, Assessment Coordinators must ensure that new potential English Learners (ELs) are screened in grades K-12 for EL services at the time of their arrival in the school or district, regardless of when in the school year they enroll. You can find information on the WIDA screener on the MDE [WIDA web page](#) under the WIDA Screener and Kindergarten W-APT section. Assessment Coordinators can also review the [WIDA ACCESS](#)

[Placement Test \(W-APT\) and WIDA Screener Preparation and Administration](#) chapter of this training guide for more information.

Also, starting in the early fall, all Building and District Assessment Coordinators who oversee assessments in buildings that have students in grades 8–12 must monitor email for communications from the College Board (PSAT and SAT) and ACT WorkKeys for time-critical information. These communications are sent to key contacts in the EEM, so again, do not delay in verifying and updating the EEM.

## How do I sign up to receive the Spotlight on Student Assessment and Accountability newsletter?



If you are not currently receiving MDE's weekly [Spotlight on Student Assessment and Accountability](#) newsletter, you can subscribe, and view current and past issues, on the [Spotlight web page](#). The Spotlight communicates timely "must-

know" information on assessment preparation, administration, reporting, and accountability for all state assessments. It also includes College Board and ACT WorkKeys sections, which provide timely information on the SAT, PSAT, and WorkKeys assessments.



## What assessment-related resources should I review?

In addition to the chapters in this training guide, there are important resources an Assessment Coordinator will want to review before testing begins. The following documents can be found on each assessment's web page in the Current Assessment Administration section.

**Test Administration Manuals (TAMs)** – The M-STEP, MI-Access, WIDA, and Early Literacy and Mathematics Benchmark TAMs contain detailed information on how the administration process works from beginning to end, key dates when specific activities take place, the roles school personnel play, and more. SAT, PSAT, and ACT WorkKeys also provide testing manuals that can be found on the MME web page.

**Assessment Integrity Guide (AIG)** – The **AIG** outlines the expected professional and ethical conduct surrounding the administration of all assessment programs administered by the Michigan Department of Education. Roles and responsibilities of key personnel, such as District and Building Assessment Coordinators, Test Administrators, and Proctors, are delineated. The **AIG** details the methods for prevention, detection, follow-up, and resolution of testing irregularities and misadministration. It also includes the rationale for test security and compliance, and the qualifications for Test Administrators and Proctors. All personnel responsible for the administration of state summative assessment programs are required to review the **AIG**.

**Guide to State Assessments** – This Guide is updated each year and serves as a reference for state assessment updates, testing window information, test

timings, and assessment administration information for online and paper/pencil assessments.

**List of Important Dates** documents – The [Assessment Calendars web page](#) includes all lists available for each state assessment and provides key dates/windows when specific activities must be completed for each of the assessments. Calendars are available in various formats, including Excel, PDF, and Google calendar.

### Supports and Accommodations

The following documents can be found on each assessment's web page under the Student Supports and Accommodations section.

- [Supports and Accommodations Guidance Document](#) – which includes the supports and accommodations tables for M-STEP, MI-Access, SAT, PSAT, ACT WorkKeys, and WIDA
- [Supports and Accommodations Table and Resources for Early Literacy and Mathematics Benchmark Assessments \(K-2\)](#)
- [Supports and Accommodations Frequently Asked Questions](#)
- [Supports and Accommodations Recording and Tracking Resources](#)

These are just a few of the key resources coordinators are to review. There are additional companion and guidance documents located on each assessment's web page, which will be addressed in other chapters.

