

# 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
- eDIRECT 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 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 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 Quick Reference** chapter of this Training Guide.

# 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 eDIRECT 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 [Introduction to State Assessment in Michigan](#) and the [OEAA Secure Site](#) chapters 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 eDIRECT and WIDA AMS?



[eDIRECT](#) 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 eDirect can be found in the [Introduction to State Assessment in Michigan](#) and the [eDirect Basics](#) chapters 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 [Introduction to State Assessment in Michigan](#) and the [WIDA AMS Basics](#) chapters of this training guide.

Access to both eDIRECT and WIDA AMS is based on the user role assigned in the OEAA Secure Site.

Directions on how to request access to eDIRECT and WIDA AMS can be found on the [Secure Site Training web page](#) in the **Security** section.

NOTE: By the 2018-19 school year, most schools will be using **Central Office Services** as their backend software for managing testing sites. However, some

schools may still be using the legacy **Testing Site Manager (TSM)** software. After 2019, **Testing Site Manager** will no longer be supported by the Michigan Department of Education (MDE) vendor, Data Recognition Corporation (DRC).

## 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, addresses, phone numbers, and grade levels serviced. 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 content information. Long before testing, review and verify current users and roles directly in the **EEM** or on the [OEAA Secure Site](#), on the **District and School Contacts** page, 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, see the **Educational Entity Master (EEM)** chapter of the 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 need to be prepared to ensure that new potential English Learners (ELs) are screened in grades K-12 for EL services at any time. 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, 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 starting in early fall. These communications are sent to key contacts in the EEM, so again, do not delay in verifying and updating the EEM right away.

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



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

“must-know” information on assessment preparation, administration, reporting, and accountability for all state assessments. This includes the SAT 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 [Assessment Coordinator 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 personal 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 – These documents are available for each assessment and provide key dates/windows for when specific activities must be completed for each of the assessments.

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

- **Supports and Accommodations Tables** – The [Supports and Accommodations Tables](#) for each assessment identify in detail what Universal Tools, Designated Supports, and Accommodations are allowable.
  - » [Student Supports and Accommodations Table for M-STEP, MI-Access, SAT, WorkKeys, and WIDA](#)
  - » [Supports and Accommodations Table and Resources for Early Literacy and Mathematics Benchmark Assessments \(K-2\)](#)

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