



## M-STEP 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

**Graph Paper:** blank, gridded paper provided by MDE for use in grades 6-7 mathematics

**Scratch Paper:** blank, lined, or unlined paper

Graph paper and scratch paper are separated into two types:

- **Unused Scratch/Graph Paper:** scratch paper that does not include any student markings - student name may be written on **unused** scratch/graph paper
- **Used Scratch/Graph Paper:** scratch/graph paper that includes any student markings beyond student name

### ONLINE TESTERS: MATHEMATICS

- Scratch paper is allowed in all test sessions. For students in grades 6-7, **blank** graph paper, is required and was provided in the online initial material order. The grades 3-5 tests do not include items that require graph paper. Additional graph paper can be downloaded from the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).
- For grades 3-5 scratch paper must be **blank** ruled, unruled, or optionally, graph paper.
- Grades 6-7 must be **blank** graph paper.
- Fresh scratch/graph paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for log in, then a fresh sheet of scratch paper must be provided at that time. 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.

### **ONLINE TESTERS: ENGLISH LANGUAGE ARTS, SCIENCE, AND SOCIAL STUDIES**

- Scratch paper is allowed in all test sessions. For all grades this must be **blank** ruled or unruled paper.
- Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for log in, then a fresh sheet of scratch paper must be provided at that time. 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.

### **PAPER/PENCIL TESTERS: MATHEMATICS**

- Scratch paper is allowed in all test sessions and test parts. For grades 3-5 this must be **blank** ruled, unruled, or, optionally, graph paper. Grades 6-7 may be provided **blank** graph paper in place of **blank** ruled or unruled paper, however students may use the graphs in their test booklets to solve problems. If graph paper is provided it can be downloaded from the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).
- Fresh scratch paper must be distributed with each “part” of a test and students must write their names on the scratch paper. After students encounter a Stop Sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.
- In order to prevent the use of an inappropriate writing utensil on the answer document, students should only have access to number 2 pencils during paper/pencil testing.

### **PAPER/PENCIL TESTERS: ENGLISH LANGUAGE ARTS, SCIENCE AND SOCIAL STUDIES**

- Scratch paper is allowed in all test sessions and test parts. For all grades this must be **blank** ruled or unruled paper.
- Fresh scratch paper must be distributed with each “part” of a test and students must write their names on the scratch paper. After students encounter a Stop Sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If paper/pencil testers are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.
- In order to prevent the use of an inappropriate writing utensil on the answer document, students should only have access to number 2 pencils during paper/pencil testing.

## M-STEP Scratch Paper Policy

### Mathematics: Online and Paper/Pencil

Grade	Graph Paper (required)	Graph Paper (optional)	Scratch Paper (available Universal Tool)
3		X	X
4		X	X
5		X	X
6	X		X
7	X		X

### English Language Arts, Science, and Social Studies: Online and Paper/Pencil

Grade	Scratch Paper (available Universal Tool)
3	X
4	X
5	X
6	X
7	X
8*	X
11*	X

\*Does not apply to English language arts.