Spring 2018
M-STEP Test Administration

CHAPTER 2: DURING M-STEP TEST ADMINISTRATION

PHOEBE GOHS

M-STEP TEST ADMINISTRATION AND REPORTING CONSULTANT

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Objectives

1. Getting Started
    1. Online
    2. Paper/Pencil
2. During the Test Administration
3. Ending a Test Session or Part
    1. Online
    2. Paper/Pencil
4. Common Problems and What to Do
5. Helpful Tips from the Field

Getting Started

ONLINE ADMINISTRATION

PAPER/PENCIL ADMINISTRATION

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Getting Started: Online Administration

- Schedule Test Sessions and create or edit test sessions in eDIRECT.

- Monitor the assignment of appropriate accommodations in eDIRECT **before** test tickets are generated.

- Print, sort, and distribute test tickets to Test Administrators.

- Monitor testing, provide support to Test Administrators as needed.

  - District Coordinators submit Incident Reports in the event of a testing irregularity. Depending on your role, you will inform your Building or District Coordinator of any issues to be submitted for resolution.

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Getting Started: Online Administration

- Seating Charts
  - Seating charts are required for the M-STEP Administration.
  - May be requested during an Incident Report
  - Will be required for any Missing Test Issues submitted
- Supports and Accommodations Table
  - Includes important information about Universal Tools, Designated Supports, and Accommodations
  - Any accommodation that is not listed in the Supports and Accommodations table is not allowable

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Getting Started: Online Administration

- Online Test Directions
  - Online Test Directions are by grade
  - Preview the Test Directions before administering the test
- Test Tickets
  - Secure Material – be sure to collect these after testing
  - Students may only have one test ticket at a time. Test Directions must be read if students are to start another session
  - Accommodations that are available on INSIGHT – that is, embedded accommodations - are printed on the test ticket, but any other accommodations are NOT listed. Be sure you are aware of accommodations before administering a test

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Getting Started: Paper/Pencil Administration

- Schedule test sessions according to published schedule
- Ensure Answer Documents have barcode labels affixed
- Securely maintain all testing materials throughout the testing window
- Monitor and address any testing irregularities as they occur

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Getting Started: Paper/Pencil Administration

- Test Directions
  - Paper/Pencil Test Directions are by grade
  - Preview the Test Directions before administering the test
- Answer Documents
  - Be sure the Barcode Labels are affixed to each student's Answer Document in the space provided
  - If necessary, barcode labels can be printed from the Secure Site
  - Accommodations and Supports should be completed by a Test Administrator or Building Coordinator ONLY
- Test Booklets

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During the Administration

ONLINE ADMINISTRATION

PAPER/PENCIL ADMINISTRATION

Scratch Paper & Graph Paper

- Scratch Paper
  - Secure Material – be sure to collect these after testing
  - Student name must be written on scratch paper or graph paper
  - Scratch paper must be blank lined or unlined paper
- Graph Paper
  - Grades 6-8
  - Blank graph paper
  - Available on the M-STEP webpage

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Calculator Policy

Online Administration	Paper/Pencil Administration

• NO Calculators grades 3-5
 	
• Grades 6-8:
 	
    ○ Embedded Calculator for Math CAT - on items the calculator is allowable
 	
    ○ Handheld calculator as an accommodation ONLY
	• NO Calculators grades 3-5
	
	• Grades 6-8
	
	    ○ NO Calculator for Part 1
	
	    ○ Handheld calculator allowed for Part 2

Allowable Calculators
Grade 6 – Basic Calculator
Grades 7 & 8 – Scientific Calculator

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During the Test Administration

- Active Monitoring
  - Unobtrusively move through the room during testing
  - Maintain an unobstructed view of all students
  - Full attention should remain on testing at all times
  - Avoid distracting behaviors:
    - Conversations with other staff
    - Reading books or newspapers
    - Eating
    - Working on a computer or phone
    - Grading papers
- Video Surveillance Cameras
  - For safety and security, these are allowed during the test session. Cameras should be directed away from test items. Recordings of test sessions must be deleted as soon as possible.

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Online Administration: Monitoring test completion

- In eDIRECT, users can monitor progress toward test completion on the Student Status page.

- New for 2017, users can view a graph of not started, in progress, or completed:

Ending a Test Session or Part

- Online Administrations
  - Collect all test tickets, test rosters, scratch paper and graph paper
  - Be sure students exit the testing engine

- Paper/Pencil Administrations
  - Collect test materials individually (do NOT pass down rows)
  - Verify that each student has turned in both the Answer Document and Test Booklet
  - Return secure materials

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Collecting Materials

- Be sure to collect signed Security Compliance Forms from Test Administrators prior to the testing session.

- Collect final Seating Charts from Test Administrators when testing sessions are completed.

- Paper/Pencil Administrations
  - Collect Test Booklets and Answer Documents
    - Ensure that all used Answer Documents have correct barcode label affixed - and the student information is completed and matches the barcode label.
    - Ensure or fill in appropriate accommodations bubbles on Answer Documents

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Common Problems and What to Do

COMMON PROBLEMS

INCIDENT REPORTS

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Common Problems

- Online Session Locked
  - If 5 or fewer questions have been answered, contact the Call Center at 1-877-560-8378 and select Option 2
  - If more than 5 questions have been answered, an Incident Report is required
  - For the Science Field Test, the Call Center can unlock those regardless of the number of questions answered
- Student becomes ill/parents remove student during test
  - Online: Pause and Exit; then resume with the original test ticket in a makeup session
  - Paper/Pencil: Collect materials and flag last question answered, resume during a makeup session, submit an Incident Report

Common Problems

- Chromebook testers – Keyboard MUST be set to US Keyboard – if it is not, the student will not be able to use quotation marks or apostrophes in text boxes
  - BEFORE testing: Select 'Settings' then 'Keyboard Settings' and select US Keyboard
  - DURING testing: click outside of the text box and press CTRL-SHIFT-SPACE BAR to select US Keyboard

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Common Problems

- **Using the fraction button**

  - Select the fraction button once

  - Type in the value for the numerator
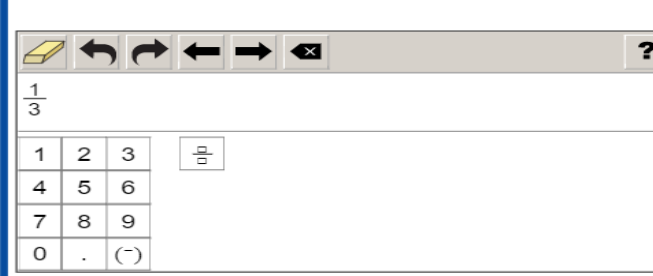
  - Select or tab to the value for the denominator

Enter the value of $\frac{3}{4} + \frac{7}{12} - (-4)$.
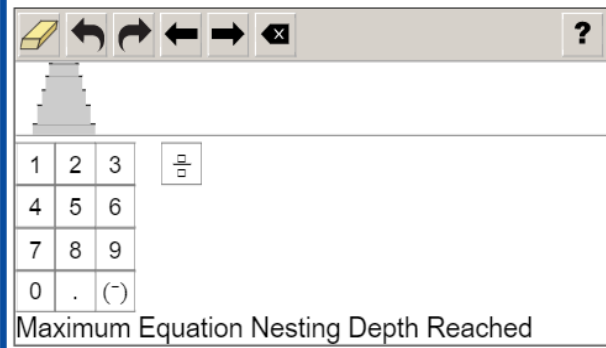
Enter the value of $\frac{3}{4} + \frac{7}{12} - (-4)$.

Enter the value of $\frac{3}{4} + \frac{7}{12} - (-4)$.

Common Problems

- **Using the fraction button (continued)**

  - If the student clicks the fraction button multiple times, additional fractions will begin to populate and create a pyramid in the answer area
  - If this happens several times in a row, you will see an error message that reads "Maximum Equation Nesting Depth Reached"
  - The student needs to clear out the fraction, and select the fraction button one time only to proceed.

Enter the value of $\frac{3}{4} + \frac{7}{12} - (-4)$.

1	2	3
4	5	6
7	8	9
0	.	(⁻)

Maximum Equation Nesting Depth Reached

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Common Problems

- INSIGHT disconnections, not advancing, or other technical error

  - Contact your local tech support first

  - If tech support cannot resolve the problem, the Technology Coordinator should contact DRC Customer Support and the M-STEP Coordinator submits an Incident Report

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Incident Reports

- If any testing irregularity occurs, the District M-STEP Coordinator must report to the Office of Educational Assessment & Accountability as soon as possible

- The M-STEP Test Administration Manual has detailed information regarding when to submit an Incident Report in Appendix C, pages 89-99

- The Secure Site Training page has detailed information about how to access and use the Secure Site Incident Reporting Tool at www.michigan.gov/securesitetraining.

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Examples of Testing Irregularities

- Student becomes ill and goes home before completing a test

- A student transfers from, or into, your school during the testing window

- Building emergency during the test session

- A student is not provided assigned accommodations, OR a student is provided accommodations that are not assigned

- Student Prohibited Behavior during the test session

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Incident Reporting Tool

Incident Report

Request Action

* Indicates required field

* Resolution Action
- ○ No resolution action needed
- ○ Unlock online tests ⓘ
- ○ Regenerate online tests ⓘ
- ○ Order emergency paper materials

Students Involved or Impacted

* Indicates required field

* Were specific students involved in or impacted by the incident? ⓘ

○ Yes ○ No

Incident Description

* Indicates required field

* Incident Description

The description should be as complete as possible and include:

- a list of staff involved by name and role, ⓘ
- a description of the incident, and ⓘ
- whether security of any test item or secure material was potentially compromised. ⓘ

Attach Documentation

Attach documents to support the Report (Allowed extensions are: .doc, .docx, .xls, .xlsx, .csv, .txt, .pdf)

[   ] Select

Print   Save   Save and Submit

Back

Helpful Tips we've heard from the Field

Helpful Tips from the Field

- Keep track of students who do not test and their reason for not testing, along with any documentation so that it is available when the Not Tested window opens.

Helpful Tips from the Field

- Use the downloaded Pre-ID student report as a sign in sheet for testing to monitor who has tested

- When logging in to the test, stagger students logging in so the system does not get bogged down

Resources

Test Administration Manual

- The Test Administration Manual (TAM) has checklists of tasks for District Assessment Coordinators, Building Assessment Coordinators, and Test Administrators.

- The TAM also includes detailed directions regarding how to address testing irregularities in the Incident Reporting Table.

- Policies regarding test administration are included in the TAM: the calculator policy, scratch paper policy, and supports and accommodations information is also included.

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Test Directions

- Both paper/pencil and online test directions are now presented by grade. Each grade has its own online test directions.

- Administration policies specific to the grade are included in the Test Directions – including breaks during testing, test tickets needed, and the calculator policy and scratch paper policy are included and described specific to the grade.

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Stay Informed

- Sign up to receive weekly Spotlight issues to stay up-to-date on all assessment-related issues at: www.michigan.gov/mde-spotlight

- You'll find:
  - Date Reminders
  - Assessment Task reminders
  - Administration Updates
  - Report Information
  - Much more!

Questions?

Email: mde-oeaa@michigan.gov

Phone: 1-877-560-8378 Option 2