

Spring 2018

M-STEP Test Administration

CHAPTER 3: AFTER THE M-STEP TEST ADMINISTRATION

PART 1: HANDLING MATERIALS INSTRUCTIONS FOR MATERIALS RETURN REPORTING

PHOEBE GOHS
M-STEP TEST ADMINISTRATION AND REPORTING CONSULTANT

Objectives



1. Handling secure and nonsecure materials
2. Packaging and return of materials
3. Reporting



Test Materials










DISPOSITION OF TEST MATERIALS INSTRUCTIONS FOR MATERIALS RETURN

Disposition of Test Materials

- Secure Materials to be destroyed:
 - Online:
 - ✦ Test Tickets and Rosters
 - ✦ Used Scratch Paper
 - ✦ Used Graph paper
 - Paper/Pencil:
 - ✦ Used Scratch Paper
 - ✦ Used Graph paper
 - ✦ L1 Glossaries
 - ✦ Unused Science and Social Studies Answer Documents

Instructions for Materials Return




How to Process Secure M-STEP Test Materials After Testing

Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
 Used Answer Documents (all content areas)	Scorable box(es)		
 Unused ELA and Mathematics Answer Documents	✓*		
 Student Test Tickets and Test Rosters			✓
 Used Orange Special Handling Envelope(s) with contents	Scorable box(es)		
 Used and Unused Test Booklets (grades 3-8 & 11)	✓*		
 Accommodated Versions of the Test (Reader Scripts, Braille, enlarged print, audio CD, video DVD, translated versions, etc.)	✓*		
 ELA Listening CDs	✓*		
 ELA Listening Scripts	✓*		
 L1 (First language) Glossaries (mathematics)			✓
Used scratch paper (including graph paper)			✓

*Can be returned with the scorable materials, or in a separate box as directed in Instructions for Packing Non-scorable Materials for Return on "Instructions for Packing Non-scorable Materials for Return" on page 82 of this manual.

Instructions for Materials Return

How to Process Non-Secure M-STEP Test Materials After Testing

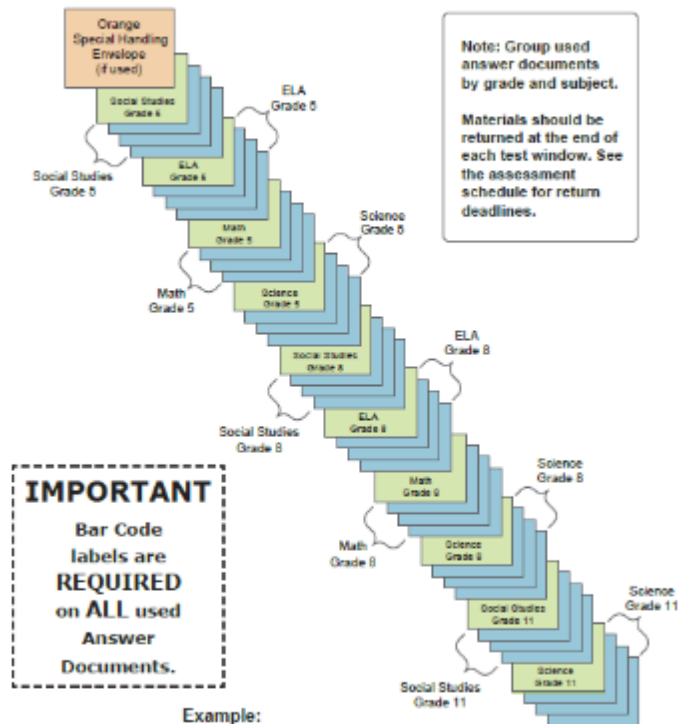
 Non-Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
 Unused science and social studies Answer Documents			✓
 Unused Orange Special Handling Envelopes			✓
Test Administration Manuals		Optional	
Test Administration Directions		Optional	
Signed OEAA Security Compliance Forms		Store at District for 3 years	
Seating charts		Store at District for 3 years	

Materials Return Dates

Materials Return Dates				
Grades	Final date to ship without penalty and inclusion in Answer Document Verification	Shipping dates with \$250 late fee charge	Shipping dates with \$250 late fee and \$25 processing fee per Answer Document	Dates after which materials will NOT be scored
Grades 5, 8 and 11	May 2, 2018	May 3–9, 2018	May 10–16, 2018	May 17, 2018
Grades 3, 4, 6 and 7	May 23, 2018	May 24–30, 2018	May 31–June 6, 2018	June 7, 2018

Instructions for Materials Return

Diagram for Packing Scorable Materials



Note: Group used answer documents by grade and subject.

Materials should be returned at the end of each test window. See the assessment schedule for return deadlines.

IMPORTANT

Bar Code labels are **REQUIRED** on **ALL** used Answer Documents.

Example:
Assembling Answer Documents for Return After the Grades 5, 8, and 11 Testing Window



Reporting

PRELIMINARY REPORTS
FINAL REPORTS

Preliminary Reports

- Preliminary Reports are available through the Secure Site by selecting the Reports drop-down and then selecting Dynamic Score Reports.
- Preliminary Reports include only machine-scored responses and do not include any hand-scored items.
- The Science Field Test is not reported on Preliminary Reports
- The Preliminary data is for school use only and may not be shared with the public. **Treat this as embargoed data.**
- More detailed information about the Preliminary Reports, and the data in the Preliminary Reports, is available in the Guide to Preliminary Reports, which is available on the M-STEP webpage at www.michigan.gov/mstep, under the Reports section.

Preliminary Reports

Preliminary Student Roster Report

Year: 2018 | Assessment: MI-Step | ISD Code: 00000 | ISD Name: Sample ISD

| District Code: 00000 | District Name: Sample District

| School Code: 00000 | School Name: Sample School

| Reporting Code: All

Grade 03 | English Language Arts | All Students

[Gray] - Preliminary margin of error ▾ - Most at risk of falling behind ○ - Attention may be indicated ▲ - Adequate progress

Students ▲ (Total = 29)	Preliminary Scale Score	Preliminary Margin of Error	Preliminary Scale Score		Reading	Writing	Listening	Research
			1203-1299 Below Benchmark	1300-1357 Above Benchmark				
SAMPLE STUDENT A	1326	±6			▲	○	○	▲
SAMPLE STUDENT B	1320	±5			▲	○	▲	○
SAMPLE STUDENT C	1335	±6			▲	○	▲	▲
SAMPLE STUDENT D	1314	±5			○	▲	○	▲
SAMPLE STUDENT E	1342	±6			▲	○	▲	▲
SAMPLE STUDENT F	1349	±7			▲	▲	▲	▲
SAMPLE STUDENT G	1356	±8			▲	▲	▲	▲
SAMPLE STUDENT H	1351	±7			▲	▲	▲	▲

Final Reports

- Available before most schools return to school
- Watch the Spotlight for details!



The image shows a screenshot of the 'Spotlight on Student Assessment and Accountability' newsletter, dated April 19, 2018. The newsletter is published by the Michigan Department of Education. It features several articles and links related to science assessment committees, science standards, and assessment review processes. The 'Quick Links' section includes links to 'Are You Interested in Serving on Science Assessment Committees?', 'Access ETE Online Answer Document Link List', '2017-18 Science Standards Report Requirements', '2018 Graduation for M-STEP LSA', 'Electronic Service User Manual', 'M-STEP and WEP Science Scale Policy Revisions', '2018 Project Zephyrus Test Quality Applications Through May 3, 2018', '2017 Class', '2017 Workshop', 'Request Status', and 'Recently Asked Questions...'. The main article, 'Are You Interested in Serving on Science Assessment Committees?', discusses the Michigan Department of Education's (MDE) effort to bring Michigan teachers into the state assessment development process. It mentions that participation on the committees includes classroom visits, content review, and an invitation to join the Michigan Science Bank System. Other articles include 'Science Readiness Review & Content Review July 16-20, 2018' and 'NEW DATE: Item Cluster Writing - July 23-27, 2018'. The newsletter also includes contact information for the Center for Assessment and Accountability and the Center for Assessment and Accountability.

Upcoming Answer Document and Test Verification Tasks and Deadlines

- The Answer Documents Received and Not Tested Reason windows will come up after testing – make sure you watch the Spotlight for details!

Spotlight MICHIGAN Department of Education
on Student Assessment and Accountability

April 19, 2018

Quick Links ... take you directly to articles or sections ...

- Are You Interested in Serving on Science Assessment Committees?
- iPad IOS 11.3
- MI-Access PISA Online Answer Document Link Error
- 2017-18 Annual Education Report Requirements
- ASL Clarification for M-STEP ELA
- Electronic Device Use During Testing
- W-APT and WIDA Screener Score Entry Reminders
- FAME Project Accepting New Coach Applications through May 4, 2018
- RAT Corner
- ACT WorkKeys
- Important Dates
- Recently Asked Questions ...

Are You Interested in Serving on Science Assessment Committees?
The Office of Educational Assessment and Accountability (OEAA) is looking for science educators interested in being a part of the state assessment development process. We take great pride in using Michigan teachers in the production of our assessment items. Participation on the committees includes thorough training in content as well as instruction in using the Michigan Item Bank System (online repository for clusters, items, stimuli, and contexts). Please Note: There is a date change for the Science Item Cluster Writing.

Bias and Sensitivity Review & Content Review – July 16–20, 2018
Members of each committee will provide feedback and guidance on Draft Science Item Clusters.

- **Bias and Sensitivity Committee (BSC)** – Is there an issue of bias that may negatively impact a student's performance on a test item?
- **Content Advisory Committee (CAC)** – Are the test items aligned to the Michigan Science Standards and are they grade-level appropriate?

NEW DATE: Item Cluster Writing – July 23–27, 2018
Committee members work to produce science clusters aligned to Michigan's Science Standards. Clusters are developed, written, and entered into the Item Bank System.

Content Review with Data – August 20–24, 2018
Committee members will review field tested item clusters and the associated data to consider again issues of bias and

(Continued on next page)

Key: Reminder (previously run article) Includes supports and accommodations information Includes information Tech coordinators also need to know

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions | Call Center: 877.560.8378

Helpful Links

- Best Practices MSDS Reporting Guide for Trouble-free Accountability Data
(http://www.mi.gov/documents/mde/MSDS_Best_Practices_400576_7.pdf)
- Secure Site Training
<http://www.mi.gov/secsitesitelearning>
- Secure Site <http://www.mi.gov/baa-secure>
- M-STEP Webpage www.michigan.gov/mstep

Thank you!