

# Everything New Test Coordinators Need to Know But Didn't Know to Ask

**ALL-DAY WORKSHOP  
MICHIGAN SCHOOL TESTING  
CONFERENCE  
FEBRUARY 13, 2018**

# Introductions/Statewide Assessments

**KATE CERMAK**  
**TEST ADMINISTRATION AND REPORTING  
MANAGER**

# Agenda

## Morning

- 8:30-8:50 Introductions and Statewide Assessments
- 8:50-9:00 Systems Used in Statewide Assessments
- 9:00-10:00 Pre-ID
- 10:00-10:15 Break
- 10:15-10:25 TSM and Technology
- 10:25-11:00 Accommodations and Designated Supports
- 11:00-11:30 Material Ordering
- 11:30-11:45 Real World Scenario
- 11:45-12:45 Lunch

## Afternoon

- 12:45-2:30 Before, During, and After Test Administration
- 2:30-3:15 Round Table Discussions (includes Break for participants)
- 3:15-3:45 Accountability Topics
- 3:45-4:00 Reports and Available Resources

Questions: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

# Who We Are

- **Kate Cermak:** MME and miscellaneous
- **Dan Evans:** MI-Access
- **Jessica Fenby:** Test Security
- **Tina Foote:** Secure Site
- **Phoebe Gohs:** M-STEP
- **John Jaquith:** MI-Access and IEP/504
- **Diby Kouadio:** MME
- **Jennifer Paul:** WIDA and Supports & Accommodations
- **Pietro Semifero:** Online Testing and Test Security
- **Tim Tahaney:** Early Literacy & Mathematics Benchmarks
- **Sarah Thaler:** SAT/PSAT

# Who Are You?

Please stand if you are:

- Not a district or building test coordinator
- A **new** district or building test coordinator – this is your first year serving in the test coordinator role
- An **almost new** district or building test coordinator – you have a year under your belt, this is your 2<sup>nd</sup> year serving in the test coordinator role
- A **veteran** district or building test coordinator – you have over two years experience as a district or building test coordinator

# Standardized and Criterion-Referenced

- The M-STEP is a criterion referenced, standardized assessment:
  - “Criterion-referenced” means that the test is designed to measure student performance based on pre-determined criteria: **Michigan’s Academic Standards.**
  - A “standardized test” is a test that is administered in a consistent, standard manner. Standardized tests are designed in such a way that the questions, conditions for administering, scoring procedures, and interpretations are consistent. They are administered and scored in a predetermined, standard manner.

# Criterion-Referenced

Assessment	
M-STEP	Criterion referenced based on <b>Michigan's Academic Standards</b> for students in grades 3 through 11
MI-Access	Criterion referenced based on <b>Essential Elements, Extended Standards and Benchmarks</b>
WIDA ACCESS for ELLs	Measures K-12 student performance based on Michigan's <b>English language development standards</b>
WIDA Alternate ACCESS for ELLs	Measures K-12 student performance based on Michigan's <b>English language development standards and associated Alternate Model Performance Indicators</b>
SAT, PSAT 10, PSAT 8/9	Criterion referenced based on <b>College Readiness Benchmarks</b>
ACT WorkKeys	Criterion referenced based on <b>skills employers find useful</b>
Early Literacy and Mathematics Benchmarks	Criterion referenced based on <b>Michigan's Academic Standards</b> for students in grades K, 1, and 2

# Why is this important?

- Statewide, standardized, summative, criterion-referenced test data should:
  - be used to show a snapshot of student performance: as an indicator of what students know and are able to do, based on Michigan's Academic standards (criterion) at the time the test is taken.
  - be used to make systems, program or curricular decisions
  - **SHOULD NOT** be used to make day-to-day instructional decisions for individual students – the appropriate data to use for this is benchmarking and formative assessment data. Individual student data offers an indication of student performance – if a student is not meeting proficiency standards, further data should be collected in order to make day to day instructional decisions for an individual student.



# Statewide Assessments by Grade and Content

Grades	English Language Arts	Mathematics	Science	Social Studies	English Language Proficiency
<b>K-2</b>	Early Lit/ Math Benchmark	Early Lit/ Math Benchmark			WIDA
<b>3 and 6</b>	M-STEP MI-Access	M-STEP MI-Access			WIDA
<b>4 and 7</b>	M-STEP MI-Access	M-STEP MI-Access	<b>MI-Access</b>		WIDA
<b>5 and 8</b>	M-STEP MI-Access	M-STEP MI-Access	<b>M-STEP</b>	M-STEP MI-Access FI	WIDA
<b>9 and 10</b>	PSAT	PSAT			WIDA
<b>11 (and eligible 12<sup>th</sup> graders)</b>	SAT MI-Access	SAT MI-Access	M-STEP MI-Access	M-STEP MI-Access FI	WIDA (all ELs enrolled in 12 <sup>th</sup> grade)

# Testing Windows

## Spring 2018 Testing Schedule for Summative Assessments

Assessment	Week Of																	
	2/5 -2/9	2/12 -2/16	2/19 -2/23	2/26 -3/2	3/5 -3/9	3/12 -3/16	3/19 -3/23	3/26 -3/30	4/2 -4/6	4/9 -4/13	4/16 -4/20	4/23 -4/27	4/30 -5/4	5/7 -5/11	5/14 -5/18	5/21 -5/25		
M-STEP Grades 5, 8, and 11										4 weeks								
M-STEP Grades 3, 4, 6, and 7													4 weeks					
MI-Access Alternate Assessments										7 weeks								
College Entrance: SAT with Essay										4/10 only		4/24 only						
Accommodations Testing										4/10-4/24								
Work Skills: ACT WorkKeys										4/11 only		4/25 only						
Accommodations Testing										4/11-4/24		4/25-5/1						
PSAT*										4/10 or 4/11		4/24 or 4/25						
Accommodations Testing										4/10 - 4/24								
WIDA ACCESS for ELLs 2.0	7 weeks																	
WIDA Alternate ACCESS for ELLs	7 weeks																	

\* Schools can elect to administer the PSAT test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day. As long as all students in the **same grade** are tested on the **same day**, schools can choose which date works best for them for both the initial test dates and the makeup test dates.

**NOTE:** Paper/Pencil test dates for the M-STEP ELA, mathematics, science, and social studies assessments will occur on designated dates within the testing windows.

# Estimated Test Session Timing



## Spring 2018 Estimated Test Session Timings Grades 3–8

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00	2:00
Math Computer Adaptive	1:30	1:30	1:30	2:00	2:00	2:00
Science Field Test	NA	NA	0:45	NA	NA	0:45
Social Studies Part 1	NA	NA	0:30	NA	NA	0:30
Social Studies Part 2	NA	NA	0:30	NA	NA	0:30
Estimated Total Hours for Spring 2018	3:30	3:30	5:15	4:00	4:00	5:45

Times have been reduced from last year's estimated total hours:

Estimated Total Hours for Spring 2017	4:00	5:40	7:40	4:30	6:10	8:10
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**NOTE:** Times are in **hours:minutes**. Example, **1:30** equals **1 hour 30 minutes**.

# Test Session Time Estimates: High School

<b>Spring 2018 Test Session Timings - High School</b>			
<b>Subject</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>
Science Field Test	NA	NA	0:45
Social Studies	NA	NA	0:30
PSAT*	2:40	3:00	NA
College Entrance*	NA	NA	4:22
Work Skills*	NA	NA	3:00
<b>Estimated Total Hours</b>	<b>2:40</b>	<b>3:00</b>	<b>8:37</b>
* Includes scheduled breaks			

Time Estimate are not applicable to any MI-Access assessments

# Important Dates

The image displays three overlapping documents related to Michigan's assessment schedule:

- 2018 M-STEP List of Important Dates:** A table listing dates from 11/21/17 to 04/27/18 with corresponding tasks and activities for the M-STEP assessment.
- Spring 2018 Important Dates and Resources:** A document from the Michigan Department of Education (MDE) detailing dates for Spring 2018 benchmark assessments, including Early Literacy and Mathematics Benchmark Assessments and the Michigan Statewide Assessment.
- 2019 MME and PSAT List of Important Dates:** A document from Michigan Measurement Systems (MME) listing dates for the Michigan Measurement Exam (MME) and the PSAT.

# Systems Used in Statewide Assessments

**TINA FOOTE**

**SECURE SITE ANALYST**

**PHOEBE GOHS**

**M-STEP TEST ADMINISTRATION AND  
REPORTING CONSULTANT**

**WHAT SYSTEMS ARE USED IN PREPARING  
AND ADMINISTERING STATE ASSESSMENTS?**

**I'M SO GLAD YOU ASKED.....**

# OEAA Secure Site

- Secure Site
  - This is an OEAA application
  - Pre-identify students for state assessments
  - Print barcode labels for paper answer documents (except WIDA)
  - Order paper/pencil assessment materials
  - Submit WIDA testing exception request
  - Group students into online sessions for M-STEP, Early Literacy & Mathematics (K-2) and MI-Access
  - Verification of Accountable Students & Test Verification
  - Incident Reporting



# OEAA Secure Site

- Secure Site continued
  - Student test scores, downloadable data file and reports
    - ✦ Can also access new student scores
  - Accountability Data Files
- Access to Secure Site
  - Access is managed by the districts and access can be requested through the Secure Site with or without access to the Secure Site
  - Request District or Nonpublic School Administration level access (manage users for the district or nonpublic school) use forms found on login page of the Secure Site
  - Go to [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) and click on “How do I get access to Secure Site?” link

# eDIRECT

- eDIRECT

- This is a Data Recognition Corporation (DRC) application
- Used for MI-Access Functional Independence, M-STEP, and Early Literacy and Mathematics Benchmark Assessments
- Access the Test Site Manager (TSM), INSIGHT, and Toolbox to install in school
- Group students into online sessions
- Turn on supports and accommodations
- Print test tickets
- Monitor student's testing progress

- Access to eDIRECT

- Two levels of access; technology or test administrator
- Technology role will only have the ability to download the TSM, Toolbox and INSIGHT for installation in the school
- Test administrator role can access all functions listed above except the TSM and Insight software
- Instructions on how to request access to eDIRECT can be found at [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) under the Security section

# WIDA AMS

- WIDA AMS
  - This is a Data Recognition Corporation (DRC) application
  - Used for WIDA Access for ELLs 2.0 and WIDA Screener
  - Access the TSM, Toolbox, and INSIGHT to install on school computers
  - Order additional paper/pencil materials (Initial material orders through Secure Site)
  - Group students into online sessions
  - Turn on supports and accommodations
  - Print test tickets
  - Monitor students testing progress
- Access to WIDA AMS
  - Two levels of access, technology or test administrator (teacher)
  - Technology role will only have the ability to download the TSM and Insight for installation in the school
  - Test administrator role can access all functions listed above except the TSM and Insight software
  - Instructions on how to request access to WIDA AMS can be found at [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) under the Security section
  - Functionality in WIDA AMS varies for Michigan, refer to the Michigan Checklist at [www.wida.us](http://www.wida.us)--> Consortium→Members→Michigan

# WIDA.US

- **Wida.us Secure Portal**
  - This is a WIDA Consortium application
  - Used for WIDA Access 2.0 for ELLs, WAPT and WIDA Screener
  - Documentation for testing
  - Training to administrator and score the screener assessments
  - District coordinator access to training materials
  - District coordinator access to monitor training completion for district staff
- **Access to wida.us Secure Portal**
  - Go to [wida.us](http://wida.us)
  - Login using “michigan” for the user name and “mitten” for the password
  - If you are the WIDA (English Learner) Assessment Coordinator identified in the Educational Entity Master (EEM) you will need to send an e-mail to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) notifying us once you created your account and we can change your level to district coordinator to additional functions

# SI and P Answer Document Portal

- SI, P Answer Document Portal
  - This is a Data Recognition Corporation (DRC) application
  - Used for MI-Access Supported Independence (SI) and MI-Access Participation (P)
  - Teacher logs students responses on paper and then transfer into portal using the test ticket from eDIRECT
- Access to SI, P Answer Document Portal
  - Link and instructions to access the portal available in the guide located at [www.Michigan.gov/mi-access](http://www.Michigan.gov/mi-access) and in the Test Administration Manual

# PearsonAccess<sup>Next</sup>

- PearsonAccess<sup>Next</sup>
  - This is an ACT application
  - Used for WorkKeys only
  - Used to manage participation in the WorkKeys assessment
- PearsonAccess<sup>Next</sup> Access
  - ACT will send the WorkKeys Test Coordinator listed in the Educational Entity Master (EEM) an email with their login ID and temporary password with instructions on how to update it and access
  - This happens in September each year

# College Board Professional Account

- College Board Professional Account
  - This is a College Board application
  - Used for PSAT 8/9, PSAT 10 and SAT only
  - This is the all-access point for College Board tools and services
  - Once access to a subsequent tool or service is granted, one can access from the Dashboard of their account

# Services for Students with Disabilities (SSD) Online

- Services for Students with Disabilities (SSD) Online
  - This is a College Board application
  - Used for PSAT 8/9, PSAT 10, and SAT
  - Used to apply for accommodations and to monitor the status of accommodation requests
- How to get access to Services for Students with Disabilities (SSD) Online
  - Complete the request for access form at <https://www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf>
  - Once submitted an access code will be emailed within a few days
  - Enter the access code in the College Board Professional Account to Obtain access to SSD Online.
  - This will be added to your College Board Professional Account and become a part of the Dashboard



# Online SAT and PSAT Supervisors Training

- Online SAT and PSAT Supervisors Training
  - This is a College Board application
  - Used for PSAT 8/9, PSAT 10 and SAT only
  - Required SAT training and optional PSAT training
- How to get access to Online SAT and PSAT Supervisors Training
  - SAT and PSAT test coordinators (supervisors) listed in the Educational Entity master (EEM) will be emailed a link in late February to access the training
  - This will be added to your College Board Professional Account and will become a part of the Dashboard

# K-12 Reporting Portal

- K-12 Reporting Portal
  - This is a College Board application
  - Used for PSAT 8/9, PSAT and SAT only
  - Access to scores and dynamic reports
- Access must be granted by a designated district access manager

# Michigan Student Data System (MSDS)

- Center for Educational Performance Information (CEPI) application
- Districts submit student count day from the fall, spring and end of year to MSDS
  - Fall MSDS General Collection
  - Spring MSDS General Collection
  - EOY MSDS General Collection
  - Other collections such as Teacher Data Link, Request for UIC, Early Childhood.
- Districts can submit Student Record Maintenance (SRM) files to update student information between collections
- Assessment and Accountability office uses data
  - Pre-identify students
  - Update student demographic information
  - Assessment reporting and accountability

# Michigan Student Data System (MSDS)

- If it is in your student information system, it doesn't mean it has been submitted in MSDS yet
- Don't assume your MSDS person knows deadlines for assessment and accountability reporting
- Who updates MSDS for my district?
  - Check the District and School Contacts page of the OEAA Secure Site

# Educational Entity Master (EEM)

- Center for Educational Performance and Information (CEPI) application
- Collects district and school information and available to the public at [www.Michigan.gov/eem](http://www.Michigan.gov/eem)
- Assessment and accountability offices uses
  - To identify grade levels in the school
  - Contact name, emails and addresses
- Who updates the EEM for my district?
  - Check the District and School Contacts page of the OEAA Secure Site

# Pre-ID

**TINA FOOTE**  
**SECURE SITE ANALYST**

# PRE-IDENTIFICATION OF STUDENTS ON THE OEAA SECURE SITE

[WWW.MICHIGAN.GOV/OEAA-SECURE](http://WWW.MICHIGAN.GOV/OEAA-SECURE)


# Pre-Identification – Secure Site

- General assessments (M-STEP, WorkKeys, PSAT, SAT and WIDA)
  - OEAA will pre-ID students using the fall MSDS general collection (student count day data)
  - District/school are responsible for pre-identifying additional students directly on the Secure site
    - ✦ One student at a time through Student Search
    - ✦ Pre-Id File Upload
      - Pre-ID File Format and Template available on LOG IN page of the SecureSite
    - ✦ MSDS Copy function on Secure Site
      - This is only beneficial if the district submits Student Record Maintenance (SRM) Files with new enrollment on a regular basis



# Student Search

## Student Search

Students must have a UIC number in order to locate them in the Secure Site and assign to a test cycle. When searching for a student, the search will include student records from the Secure Site and from the Michigan Student Data System (MSDS). If a student is new to the state or new to the public school system and does not have a UIC number, they will not come up in the search and you will need to work with the student pupil accounting person to get a UIC number for the student. When searching by name or Student Number, please verify the student you are selecting is correct before adding a test cycle to the student. 

[Page Instructions](#) 

### Search Filter

Search by

Student Number  Barcode  UIC  Student Information

Last Name\*

barn

First Name\*

trej

Middle Name

Birth Date

ISD

District

Select an ISD

Select a District


School

Select a School

Search

Reset

### Search Results

PRIMARY UIC	STUDENT NUMBER	STUDENT NAME	BIRTH DATE	ETHNICITY
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
0633917676	20166605	<u>BARNETT, Trejah D</u>	04/19/1997	White
0653992770	20601129	<u>Barnett, Trejah K</u> 	03/07/2004	White

# Student Summary Page

[Home](#) [Admin](#) [Security](#) [Assessment Registration](#) [Student Assessments](#) [Reports](#) [Accountability](#) [Review Requests](#)

## Student Summary

Verify the Student Summary information to ensure that the student is the correct student you are looking for before clicking "Add Test Cycle" to ensure student assessment records are not combined. If a student is not taking the assessment, you can select the record using the check box to the left and click on "Unassign". Unassigning a student does not remove them from accountability calculations, they will also need to be exited in MSDS by your student pupil accounting person. [Page Instructions](#)

### Student Summary

Last Name	First Name	Middle Name	Gender	
Barnett	Trejah	K	M	
Birth Date	Birth Order	Ethnicity	Primary UIC	
3/7/2004	0	White	7653992770	
Additional UICs	Student Number	Address	City, State	Zip Code
		204 Matteson St APT 2	Bronson, MI	49028

### Assessments Scheduled

#### Assessments Scheduled

	DISTRICT	SCHOOL	GRADE	ASSESSMENT	STATUS
<input type="checkbox"/>	Bronson Community School District (12020)	Bronson Jr/Sr High School (00408)	06	Spring 2016 M-STEP	

[Unassign](#) [Reassign](#) [Add Test Cycle](#) [Delete EL Placement Test](#)

### Assessment History

#### Assessment History

	DISTRICT	SCHOOL	GRADE	ASSESSMENT	STATUS
	Coldwater Community Schools (12010)	Lakeland Elementary School (02091)	05	Spring 2015 M-STEP	T
	Litchfield Community Schools (30040)	Litchfield Elementary School (02238)	04	Fall 2013 MEAP	

[Past Scores](#)

# Student Demographic Page

## Student Demographics

If the student's UIC number is showing as unresolved, verify the student name and DOB in MSDS with your student pupil accounting person. If it is incorrect in MSDS, it needs to be corrected in MSDS. If the DOB is incorrect in the Secure Site you can update it on this page. If the student's name is incorrect in the Secure Site, contact [baa@michigan.gov](mailto:baa@michigan.gov) for assistance. The LEP (limited English proficient), FLEP (formerly limited English proficient), SE (special education), MS (migratory status), ED (economically disadvantaged) and HL (homeless) are pulled from MSDS and cannot be updated on this page for public school students. HS (home schooled) should be selected for home schooled students.

[Page Instructions](#)

### Student Demographics

<b>Test Cycle*</b> Spring 2016 M-STEP	<b>ISD*</b> Berrien RESA (11000)	<b>District*</b> Bridgman Public Schools (11340)	<b>School*</b> F.C. Reed Middle School (06196)
<b>Last Name*</b> Barnett	<b>First Name*</b> Trejah	Middle Name K	<b>Gender*</b> Male
<b>Birth Date*</b> 3/7/2004	<b>Primary UIC*</b> 0653992770	<b>UIC Status</b> Resolved	<b>Grade*</b> 07
Birth Order 0	Additional UICs	<b>Ethnicity*</b> White	Address
City	State Michigan	Student Number	Zip Code

### Other Student Information

WIDA Tier (EL Students Only) Select a Tier	Years of Schooling (EL Students Only) n/a	Year First Entered USA School (EL Students Only)	Feeder School Code
LEP <input type="checkbox"/> FLEP <input type="checkbox"/> SE <input type="checkbox"/> <b>HS <input type="checkbox"/></b> MS <input type="checkbox"/> ED <input type="checkbox"/> HL <input type="checkbox"/>			

### Assessment Information

**Content Areas\***

- English Language Arts
- Mathematics
- Science



Save Back

# Student Demographic Page

## Assessment Information

UNASSIGN	CONTENT AREA	CLASS GROUP CODE	RESEARCH CODE 1	RESEARCH CODE 2	ONLINE TESTING	STUDENT WITHOUT SE	Unassign
<input type="checkbox"/>	English Language Arts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	N	
<input type="checkbox"/>	Mathematics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	N	

Unassigned Content Areas

Assign Content Areas

## Tested Roster Information

CONTENT AREA	SCALED SCORE	PERFORMANCE LEVEL	PROHIBITIVE BEHAVIOR	NONSTANDARD ACCOMMODATION	OUT OF LEVEL GRADE	MISADMINISTRATION
No records to display.						

Save Back

# Pre-ID File Format

[Michigan.gov Home](#)



**Secure Site**  
Michigan Department of Education

[Education Home](#) [BAA Home](#) [User Guide](#) [Contact BAA](#)

[Login](#)



## Login

[Page Instructions](#)

### Welcome to the Secure Site

Because the Secure Site provides access to federally protected student data, it is imperative that all users understand the sensitive and confidential nature of the data accessible on the Secure Site and affirm compliance with all Federal Education Rights and Privacy Act (FERPA) regulations: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). Login and password information is given to an individual and is not meant for the school or a group of people. **Sharing login and password information for the Secure Site is a violation of FERPA and user's access will be revoked if this is violated.**

If you do not have a MEIS Account, you must [create a MEIS Account](#) to access the Secure Site.

If you do not have Secure Site access but do have a MEIS Account, log in using your MEIS Login and Password to request access to the Secure Site.

MEIS Login:

MEIS Password:

[Log In](#)

[forgot your login or password?](#)

### Pre-Id File Format

[Pre-Id File Layout](#) (modified 12/2015)

[Pre-Id File Template](#)

### Want to stay connected?

[Subscribe to Secure Site Update Email Listserv](#)

### Need administrator access to the Secure Site?

[Request District Administrator Access](#)

[Request Nonpublic School Administrator Access](#)



# Pre-ID File Format

## Field Descriptions

Field Length	Data Type	Field Name	Data Requirements
5	Text	School Building Code	State assigned school number, cannot be blank.
10	Text	AssessmentShortName	Abbreviated assessment name (See Assessments Table above).
2	Text	SDSGradeCode	Student Grade – 00 = K, 01-12, cannot be blank.
50	Text	Last Name	Student Last Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank. <b>The field cannot contain commas.</b>
50	Text	First Name	Student First Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank. <b>The field cannot contain commas.</b>
50	Text	Middle Name	Student Middle Name – ‘a-z’, ‘A-Z’ or a space. <b>The field cannot contain commas.</b>
1	Numeric	Ethnicity	Student Ethnicity 1 - American Indian or Alaska Native 3 – Black or African American 4 – Hispanic or Latino 5 – White 6 – Two or More Races

# Pre-ID File Template

The screenshot displays the Microsoft Excel interface with the 'Pre-ID File Template' spreadsheet open. The ribbon at the top includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The HOME ribbon is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The spreadsheet grid shows columns A through Q, with headers for various student and school information. A red arrow points to the 'Instructions' tab in the bottom sheet bar.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	School Building Code	Assessment ShortName	SDSGrade Code	Last Name	First Name	Middle Name	Ethnicity	Date Of Birth	Gender	Birth Order	Street Address	City	State Code	Zip Code	UIC	Student Number	ES
1																	
2																	
3																	
4																	
5																	
6																	
7																	
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25																	

# Pre-Identification – Secure Site

- MI-Access
  - MI-Access is based on the student's IEP
  - All students are pre-ID to M-STEP and schools must copy them to MI-Access as a group
  - Mass Update Assessments from the Student Assessments menu



# Mass Update Assessments

## Mass Update Assessments

[Page Instructions](#)

Search Criteria

**Test Cycle\*** Spring 2016 M-STEP
**ISD\*** Branch ISD (12000)
**District\*** Coldwater Community Schools (1201)
**School** Lakeland Elementary School (02091)

**Grade** 04
**Limited English Proficient (LEP)**  All  Yes  No
 **Special Education (SE)**  All  Yes  No
 **Homeschooled (HS)**  All  Yes  No
 **Assigned**  All  Yes  No

Search Results

**Mass Update Type\*** Copy to Different Test Cycle
**Copy to Test Cycle\*** Spring 2016 MI-Access FI

SELECT	SCHOOL	ASSIGNED	STUDENT NAME	UIC	BIRTH DATE	GRADE	CONTENT AREA SELECTED - TEST MODE				CLASS GROUP CODE				RESEARCH CODE 1			
							ELA	MA	SC	SS	ELA	MA	SC	SS	ELA	MA	SC	SS
<input checked="" type="checkbox"/>	02091	Yes	<u>Blowers, Aurela</u>	1560429877	02/15/2006	04	Yes - ON	Yes - ON	Yes - ON	N/A								
<input type="checkbox"/>	02091	Yes	<u>Bradley, Lonnice</u>	0611753599	08/17/2005	04	Yes - ON	Yes - ON	Yes - ON	N/A								
<input checked="" type="checkbox"/>	02091	Yes	<u>Cole, M.J.</u>	0404986703	06/14/2005	04	Yes - ON	Yes - ON	Yes - ON	N/A								

Page size: 50

8 items in 1 pages

# Mass Update Assessments

- Other updates that can be done on the Mass Update Assessments page
  - Reassign Assessment
  - Unassign Assessment
  - Content Areas Selected Online or Paper/Pencil Test Mode
  - Class/Group Code
  - Research Code 1
  - Research Code 2

# Reporting Codes

- Formerly known as Class/Group Codes
- Four digit numeric/alpha code created by the district or school
- Students can be filtered by the code on several screens of the Secure Site
  - Including when creating online test sessions
- MI-ACCESS, M-STEP and Early Literacy and Mathematics score reports can be filtered by Reporting codes
- Will be available in all state assessment data files and can be filtered by the Reporting Codes

# Reporting Codes

- Reporting Codes can be entered for students:
  - On the paper/pencil M-STEP and MI-ACCESS answer document
  - On the Secure Site in the Mass Update Assessment page a group at a time
  - Pre-ID File Upload
  - On the student's demographic page

# Create a Reporting Code Label

- You can create a Reporting Code Label for reporting codes that you create. New this year!
  - i.e. Mrs. Smiths Math Class, Fourth Grade Advance Math Class, Homeroom 2, etc.
- The label will be visible on the M-STEP, MI-ACCESS and Early Literacy and Mathematics Reports
- The label will be included in all state assessment student data files

# Reporting Code Label

## Reporting Codes

[Page Instructions](#)

### Search Criteria

\* Indicates required field

\* **Test Cycle**

Spring 2018 M-STEP

\* **ISD**


Barry ISD (08000)


\* **District**

Delton Kellogg Schools (08010)

\* **School**

Delton Kellogg Elem. School (00901)

Reporting Code 

Reporting Code Label 

Search

Reset

### Search Results

SELECT	REPORTING CODE	TOTAL STUDENTS	REPORTING CODE LABEL	REPORTING CODE LABEL DESCRIPTION
All	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	1234	0	Mrs. Smith Math Class	this is Mrs. Smiths advanced group

Page size: 50

1 items in 1 pages



Select All

Unselect All

Clear Filters and Sorts

Download

Print

### Update Reporting Codes

\* Indicates required field

\* **Reporting Code Update Type**

Select a Reporting Code Update Type

Select a Reporting Code Update Type

Create New Reporting Code

Update Label and Description

Clear Label and Description

Delete Entire Reporting Code

Copy to Different Test Cycle

Select a Reporting Code Update Type

Save

Education

# Reporting Code Labels

- A four digit alpha/number code can be created on the screen but cannot assign it to specific students through this screen
- Reporting codes and labels that have been created can be deleted only if there are no students assigned to the reporting code
  - You can remove or change the reporting code for students in the [Mass Update Assessment page](#)
- A reporting code label description can be added but it will NOT appear on the reports or in the data files
- Reporting code and label can be copied to another test cycle
  - This does not copy the students or apply a reporting code to students
- The list of Reporting Codes and Labels can be download or printed

# Pre-ID Student Report

- Once a student is pre-identified for testing they will be listed immediately on the Pre-ID Student Report
- Will list the assessments, content area and mode of testing for students
- Will list student demographics from MSDS
- Will list total of students pre-identified for the assessment by grade, content area and mode of testing
- You can unassign a student from the assessment from the Pre-ID Report screen



# Pre-ID Student Report

## Search Criteria

\* Indicates required field

\* **Test Period**

OR

\* **Test Cycle**

Testing Mode

All  Online  Paper and Pencil

Select Content Areas

- Check All
- English Language Arts
- Mathematics

\* **ISD**

\* **District**

School

Barry ISD (08000)

Delton Kellogg Schools (08010)

Delton Kellogg Elem. School (00901)

Reporting Code

Search Reset

## Pre-IDed Students

	SCHOOL	UIC	STUDENT ID	STUDENT NAME	BIRTH DATE	GENDER	GRADE	ETHNICITY	LEP	SE	ED	HL	MS	HS	PREID DATE	ENGLISH LANGUAGE ARTS	MATHEMATICS	SCIENCE
<input checked="" type="checkbox"/>	Delton Kellogg Elem. School (00901)	0907713215	14166	<u>Antolovich, I-Ning L</u>	05/22/2008	F	03	White	N	Y	Y	N	N	N	01/09/2017	MSTEP - ON	MSTEP - ON	
<input type="checkbox"/>	Delton Kellogg Elem. School (00901)	3783200360	13910	<u>Antolovich, Kayontae S</u>	06/17/2007	M	04	White	N	Y	Y	Y	N	N	01/09/2017	MSTEP - ON	MSTEP - ON	MSTEP - ON

Unassign Clear Filters and Sorts Print Download

## Total Pre-IDed Students

GRADE	ENGLISH LANGUAGE ARTS		MATHEMATICS		SCIENCE		SOCIAL STUDIES		TOTAL FOR GRADE	
	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE	PAPER	ONLINE
03	0	78	0	78	0	0	0	0	0	78
04	0	104	0	104	0	104	0	0	0	104
Total for Content Area	0	182	0	182	0	104	0	0	0	182

Print Download

# WIDA Test Exceptions & False EL

- Students with significant disabilities may be eligible for a test exception
- Students who should never have ever been identified as EL may be able to receive a test exception
- A formal request process exists on a yearly basis in the Secure Site
- Deadlines for submission must be adhered to

# Barcode Labels

- All paper/pencil answer documents must have a student barcode label
- If pre-ID by the posted deadline, will receive printed student barcode labels from vendor
- After deadline they must be printed from the Secure Site
  - You cannot use printed barcode labels from the Secure Site for WIDA. Apply generic school label that is provided and bubble in student information on back of booklet.

# Barcode Labels

## Barcode Labels

All paper/pencil answer documents must have a barcode label before returning for scoring. You can print barcode labels for one or more students at a time and indicate where on the label sheet barcodes should start printing on. Barcode labels should be on a 1" x 4" label, two across and ten on a page. [Page Instructions](#)

### Search Filter

<b>Test Cycle*</b> Spring 2016 M-STEP	<b>ISD*</b> Berrien RESA (11000)	<b>District*</b> Bridgman Public Schools (11340)	<b>School*</b> Bridgman Elementary School (00400)
Last Name <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	Gender All
UIC <input type="text"/>	Birth Date <input type="text"/>	Grade Select a Grade	
Pre-Id After Date <input type="text"/>			

Search Reset

### Search Results

Search Results [Select All](#) [Unselect All](#)

	SCHOOL	UIC	LAST NAME	FIRST NAME	BIRTH DATE	GENDER	PRE-ID DATE	GRADE	ELA	MA	SC	S
<input type="checkbox"/>	Bridgman Elementary School (00400)	7746181687	ASHBY	Vetzaida	05/07/2006	F	01/08/2016	03	MSTEP	MSTEP		
<input type="checkbox"/>	Bridgman Elementary School (00400)	0040987937	BACKUS	Markelle	07/16/2007	F	01/08/2016	03	MSTEP	MSTEP		

Page size: 50 144 items in 3 pages

Starting Position:	1
Number of Copies:	1

  
[Print Barcodes](#)

# Barcode Labels

## Barcode Printing Instructions



- Adobe Acrobat is used to display barcode labels.
- Barcode labels require Avery 5161 which is a 1" x 4" label, 20 to a page, two columns wide. Avery 5961 is the same label but available in a larger quantity.
- Adobe issue: use the print icon in Adobe to print labels; not the File Print menu option. Set the following options (if available):
  - The shrink oversized pages or fit to page option should NOT be checked.
  - Auto-rotate and center pages option should be checked.
  - Set Page Scaling to None.
- Starting position indicates the position of the first label to be printed. Labels are printed top to bottom, left to right. The left column contains positions 1-10. The right column contains positions 11-20.

OK

# eDIRECT

for M-STEP, MI-Access, and Early Literacy

**IDENTIFYING USERS IN E-DIRECT**

**STUDENT STATUS DASHBOARD**

**TRAINING RESOURCES**

**TIMELINES**

# Identifying Users in eDIRECT for M-STEP, MI-Access, and Early Literacy

- Technology Coordinators, District Coordinators, and Building Coordinators need to have access to eDIRECT.
- Access to eDIRECT is assigned through the Secure Site:
  - District Coordinators work with the District Administrator to assign the role in the Secure Site
  - User information is pulled from the Secure Site into eDIRECT.
  - New users will receive an email from eDIRECT with username and password information
- Secure Site Training has a document, *How do I get access to eDIRECT?*, which is available on the webpage at: [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

# eDIRECT: Test Sessions

- Users can create Test Sessions in eDIRECT.
- From the eDIRECT main page, select Test Management, then Manage Test Sessions:

**Add Test Session**

Testing Window: 03/25/2015 - 03/25/2016

Eligible Grades: 03

Instructions

\* Indicates required fields

Session Name: Smith Period 1 \*

Content Area: FLA \*

Assessment: G 3 FLA \*

Mode: Online \*

Begin Date: 3/25/2015 \*

End Date: 3/25/2016 \*

Search for Available Students

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ State Student ID (VIC): \_\_\_\_\_ Grade: 03

Demographic: (All) Accommodation: (All)

Find Students New Student Clear

Available Students: \_\_\_\_\_ Students in Session: \_\_\_\_\_

Double-click to edit Student Double-click to edit Student

Save Save & Add Another Cancel







# eDIRECT: Test Sessions

To add a test session, do the following:

1. Navigate to the **Test Management** section and select **Manage Test Sessions** at the top of the screen. Select a district and school (these fields are required to add a test session).
2. Scroll to the bottom of the screen and click the **Add Session** button. The Add Test Session window displays.
3. Enter the required information (indicated by an asterisk \*) and any other student search criteria.
4. Click the **Find Students** button.
5. Select a student from the Available Students list. To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them.

**Note:** Students with a pound sign (#) before their names are not available for the test session because they have reached their maximum number of test sessions for the assessment selected. Each student can only be in one test session per assessment.

6. Use the **Add Selected** , **Remove Selected** , **Add All** , and **Remove All** , icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
7. Click **Save** or **Save & Add Another**.

eDIRECT's User Guide contains step-by-step instructions for adding test sessions. The guide can be found in eDIRECT, select Documents, then search for all.

# eDIRECT: Printing Test Tickets and Rosters







- Test tickets are printed from the Test Session screen in eDIRECT.
- Log in to eDIRECT, select Test Management and then go to Manage Test Sessions.
- Complete the Test, Entity Information, content and grade information and select Show Sessions.
- This will open to show test sessions.
- You can select any or all test sessions to Print All Tickets.

*NOTE: it is important that Test tickets are printed AFTER accommodations are assigned in eDIRECT.*

Session ID	Session Name	Session Date	Session Status	Session Type	Session Grade	Session Action	
<input type="checkbox"/>	6-7 ELA Only - Sample Session	Session 674	6-7 ELA	Not Started	02/20/14	02/20/14	[Icons]
<input type="checkbox"/>	6-7 ELA Only - Sample Session	Sample Test Session	6-7 ELA	In Progress	02/20/14	02/20/14	[Icons]
<input type="checkbox"/>	6-7 ELA Only - Sample Session	6-7 ELA	6-7 ELA	In Progress	02/20/14	02/20/14	[Icons]

# eDIRECT: Printing Individual Test Tickets

Test tickets can be printed for individual students. First, select the “Edit/Print” icon (shown below):

Session Detail				
Assessment	Status	Begin Date	End Date	Action
G 4 Science	Not Started	1/24/2017	4/9/2017	     

Next, select the student(s) whose test ticket you are printing, and then select, “Print Selected” (shown below):

Select	Last Name	First Name	User Name	Password	Status	Started	Complete
<input checked="" type="checkbox"/>	Smith1	John	JSmith1	Q76MSM2N	Not Started		
<input type="checkbox"/>	Smith2	Jane	JSmith2	C11M9GFS	Not Started		
<input type="checkbox"/>	Smith3	John	JSmith3	MSHJGDP	Not Started		
<input type="checkbox"/>	Smith4	Jane	JSmith4	XHQF3SM	Not Started		
<input type="checkbox"/>	Smith5	John	JSmith5	Z4ZOGTJY	Not Started		
<input type="checkbox"/>	Smith6	Jane	JSmith6	5RQ75GRX	Not Started		
<input type="checkbox"/>	Smith7	John	JSmith7	M0PREJG01	Not Started		
<input type="checkbox"/>	Smith8	Jane	JSmith8	JUJ33DB7	Not Started		
<input type="checkbox"/>	Smith9	John	JSmith9	42553MGB	Not Started		

Page 1 of 6 (55 items) < Prev 1 2 3 4 5 6 Next >

# eDIRECT: Online Training

- There are also trainings for District and Building Coordinators available in eDIRECT.

Date	Event
Tuesday, March 6 10:00-11:00 am	M-STEP District and Building Coordinator Training
Wednesday, March 7 10:00-11:00 am	MI-Access Coordinator Training
Thursday, March 8 10:00-11:00 am	Early Literacy & Mathematics Assessment Coordinator Training
Friday, March 9	All District/Building Coordinator Training posted on eDIRECT

# Mini-Modules Available

- Go to <https://mi.drcedirect.com> to view eDIRECT mini-modules:

DRC INSIGHT MICHIGAN Log In

All Applications ▾

General Information Documents Test Tutorials

## Documents

Instructions

Administration: (All) Document Type: Mini-Modules Audience: (All)

Show Documents

Drag a column header here to group by that column

Audience	Document Type	Title	Description	Date	Action
District/Building Coordinator	Mini-Modules	Accessing Documents in eDIRECT	How to access, sort, and filter documents on the eDIRECT test management website	8/24/2017	
District/Building Coordinator	Mini-Modules	Accessing Online Test Trainings (OTTs) for Students	How to access OTTs the student practice tests	8/24/2017	
District/Building Coordinator	Mini-Modules	Accommodations: Adding, Editing, and Mass Assigning	How to add, edit, and mass assign accommodations to students' tests in eDIRECT	8/24/2017	
District/Building Coordinator	Mini-Modules	Checking Student Test Status	How to check where students are in the testing process at any given time (not started, in progress, or completed)	8/24/2017	
District/Building Coordinator	Mini-Modules	Creating Test Sessions in eDIRECT	How to create and edit test sessions, and print test tickets	8/24/2017	
District/Building Coordinator	Mini-Modules	Searching for Students in eDIRECT	How to find students that have been pre-loaded into eDIRECT	8/24/2017	

# Technology Corner for Online Testing

**PIÉTRO SEMIFERO**

# Top Two Tips

## Have a communication plan

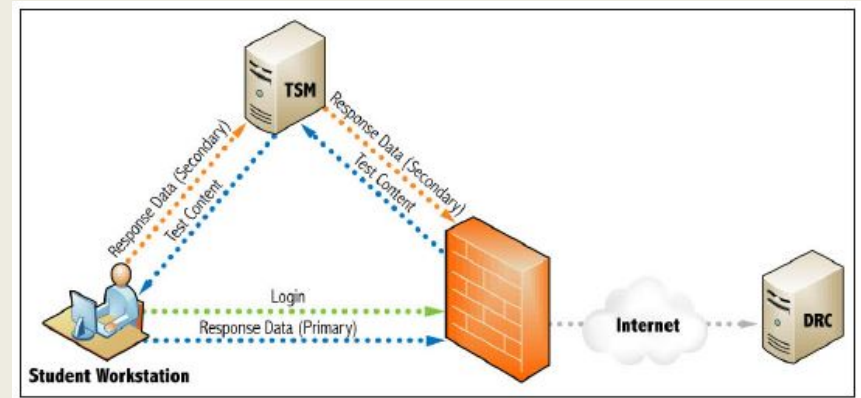
- Know who to contact and how
- Have a backup contact
- Not just for tech: who to contact for discipline, medical, etc.

## Restart it

- Close INSIGHT, re-open, try it again
- Reboot, re-open INSIGHT, try it again
- Solves most tech and human problems

# INSIGHT, TSMs, Central Office

- Student uses INSIGHT
- Test stored on TSM/Central Office
- Responses sent to DRC





# Top Issues and Fixes

## Problem

- Invalid password
- Login failed
- Student cannot click intended answer
- Whole room lost internet

## Solution (beyond "restart it")

- Clicked into wrong test, click the right one
- Too many logging in at once, wait 15 seconds
- That answer is wrong
- Call local tech support

# Other Tech Considerations

## What exactly went wrong?

When calling for support:

- One computer or all?
- What was the student doing?
- What was the error message?
- What did you already try?

## Test preparation

- Online Tools Training (OTTs)
- Use whatever computer the students know. The test works on anything.

# Universal Tools, Designated Supports, & Accommodations

**JEN PAUL**  
**ACCESSIBILITY & EL ASSESSMENT SPECIALIST**

**JOHN JAQUITH**  
**STUDENTS WITH DISABILITIES ASSESSMENT  
CONSULTANT**

# What are Universal Tools?

A

- Tools that any student can use
- Tools that are available for online and paper/pencil tests
- Tools that may cause distractions for some students

B

- Tools that only students with disabilities can use
- Tools that are only available for online tests
- Tools that do not cause distractions for students

# What are Designated Supports?

A

- Available for all students
- Do not need to be identified in a student's IEP
- Impact scores positively

B

- Available for any student demonstrating an instructional need
- Should be identified in a student's IEP
- Could impact scores positively or negatively

# What is an accommodation?

A

- A support for students with disabilities
- Something that gives students an advantage
- Only to be used for tests

B

- A support for students with disabilities
- Something that levels the playing field for students
- Use is determined by the IEP team

# Framework

- Universal Tools (Accessibility Tools)
  - Available to all students-use is primarily student driven
  - Ex. Highlighter, scratch paper, etc.
- Designated Supports
  - Available to students who have a specific instructional **need**-use is primarily educator driven
  - Ex. Stacked Spanish translation, text-to-speech, etc.
- Accommodations
  - Available to students with disabilities or those who have 504 plans
  - Ex. Braille, American Sign Language (ASL), etc.

# Which tests have these tools, supports, and accommodations?

- M-STEP: Universal Tools, Designated Supports, Accommodations
- MI-Access: Universal Tools, Designated Supports, Accommodations
- WIDA ACCESS for ELLs & WIDA Alternate ACCESS for ELLs: Universal Tools, Accommodations



# Which tests have these tools, supports, and accommodations? Cont.

- ACT WorkKeys: Accommodations
  - Accommodations that result in a National Career Readiness Certificate
  - Accommodations that DO NOT result in a National Career Readiness Certificate
- SAT: Accommodations
  - College Board accommodations that are approved allow for college reportable scores
  - State-allowed accommodations DO NOT result in college reportable scores

# Which tests have these tools, supports, and accommodations? Cont.

- Not all tools, supports, and accommodations are categorized the same way across assessments.
  - Oral translation of test questions for Math
    - ✦ M-STEP – Designated Support
    - ✦ SAT – State-Allowed Accommodation
- Not all tools, supports, and accommodations can be used on the same test across both modes or across content areas.
  - Oral translation of test questions
    - ✦ Allowable for M-STEP Math online and paper/pencil (1:1 ration for online testers, small group for paper/pencil)
    - ✦ Allowable for M-STEP Science and Social Studies paper/pencil only, English Reader Script must be used

# Do I have to apply for and record tools, supports, and accommodations used on tests?

- **Only** SAT and PSAT requires an application process for all accommodations used
- **All** tests require educators to record tools, supports, or accommodations used

# How do I know what students can use?

- The **Supports & Accommodations Table** available on each assessment's webpage
  - This is not a menu for your IEP team
  - If you have a student using a support that's not listed, send an e-mail to [mde-oeaa@Michigan.gov](mailto:mde-oeaa@Michigan.gov) so that we can review the request

# What do I actually need to do in my role?

- Review the Supports & Accommodations Table
- Watch applicable videos at [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep)
- Review additional materials
- Ensure test administrators providing scribing, etc. know about specific materials
- Make a list of which students need what tools, supports, accommodations
- Help coordinate practice testing for tool familiarization
- Enable supports and accommodations if needed in eDIRECT or WIDA AMS
- Assist the Services for Students with Disabilities (SSD) coordinator who applies for SAT or PSAT accommodations
- Order accommodated materials
- On the day of testing ensure students have all the materials they need

# Text-to-Speech Public Service Announcement

---

- Do not turn this on for a whole class, whole school, or whole district

# Text-to-Speech and Read-Aloud Decision Guidelines

---

A preponderance of evidence should exist rather than a few marks in boxes for students.

# Materials Ordering

**TINA FOOTE**  
**SECURE SITE ANALYST**




# Initial Material Orders

- Initial Material orders are done through the Secure Site
  - Materials for WIDA were based on students pre-identified and the tier selected.
  - SAT, PSAT, MI-Access FI, WorkKeys, and M-STEP standard materials are based on the number of students pre-identified and selected for paper/pencil testing (student demographic page)
    - ✦ SAT, PSAT, WorkKeys based on pre-ID as of 5:00 p.m., February 13
    - ✦ MI-Access and M-STEP based on pre-ID as of 5:00 p.m., February 13
  - SAT and PSAT accommodations are based on applications submitted and approved by College Board
  - WorkKeys, MI-Access and M-STEP accommodations ordered from the Initial Material Order page
    - ✦ WorkKeys deadline 5:00 p.m., February 13
    - ✦ MI-Access and M-STEP deadline 5:00 p.m., February 13

# Initial Material Order

## Initial Material Order Details

For M-STEP, the Shipping Destination must be selected by a district level user and it will be applied to all schools in the district. If District is selected, all initial testing materials for all schools in the district will be shipped to the district office. If School is selected, all initial testing materials for the schools will be sent to each of the schools. Schools are required to select specific students, by clicking on the Select Students link next to Braille or Enlarged Print Kits. When ordering CDs and DVDs, enter the number of CDs or DVDs needed under the Material Count column and enter the number of students using the CDs or DVDs under the Accommodated Student Count column. Even if prepopulated by DAS, the order must be saved to become an order.

[Page Instructions](#) 

### Initial Material Order Details

Test Cycle	ISD	District	School
<input type="text" value="Spring 2017 M-STEP"/>	<input type="text" value="Barry ISD (08000)"/>	<input type="text" value="Delton Kellogg Schools (08010)"/>	<input type="text" value="Delton Kellogg Elem. School (00901)"/>

### Shipping Information

\* Indicates required field

\* Shipping Destination

Address 

Attn:

6325 Delton Road

Delton, MI 49046

# Initial Material Order

3rd Grade

4th Grade

## English Language Arts

MATERIAL NAME	MATERIAL COUNT	ACCOMMODATED STUDENT COUNT	
Test Booklet	<input type="text" value="0"/>		
Braille Kit * - Contracted	<input type="text"/>	<input type="text"/>	<a href="#">Select Students</a>
Braille Kit * - Uncontracted	<input type="text"/>	<input type="text"/>	<a href="#">Select Students</a>
Enlarged Print Kit *	<input type="text"/>	<input type="text"/>	<a href="#">Select Students</a>

## Mathematics

MATERIAL NAME	MATERIAL COUNT	ACCOMMODATED STUDENT COUNT	
Test Booklet	<input type="text" value="0"/>		
Spanish Test Booklet	<input type="text"/>		
Braille Kit * - Contracted	<input type="text"/>	<input type="text"/>	<a href="#">Select Students</a>
Braille Kit * - Uncontracted	<input type="text"/>	<input type="text"/>	<a href="#">Select Students</a>
Enlarged Print Kit *	<input type="text"/>	<input type="text"/>	<a href="#">Select Students</a>
Arabic Glossary Reference Sheet	<input type="text"/>		<a href="#">Download</a>
Cantonese Glossary Reference Sheet	<input type="text"/>		<a href="#">Download</a>
Eastern Punjabi Glossary Reference Sheet	<input type="text"/>		<a href="#">Download</a>
Ilokano Glossary Reference Sheet	<input type="text"/>		<a href="#">Download</a>

# Additional Material Order

- Schools will have an opportunity to order additional paper/pencil materials once initial materials have arrived in the schools
  - SAT, PSAT and additional material orders will be available through the Secure Site March 21 – March 28
    - ✦ SAT make-up materials will be ordered through College Board
  - ACT WorkKeys makeup ordering window is April 11-12
  - M-STEP will be ordered through Secure Site
    - ✦ Grades 5, 8 and 11 April 3 – April 24 at noon
    - ✦ Grades 3, 4, 6 and 7 April 24 – May 15 at noon
  - MI-Access will be ordered through Secure Site
    - ✦ April 3 – May 22 at noon
  - WIDA can currently now and through March 16 in WIDA AMS

# Additional Material Order

## Additional Material Orders

Select the appropriate search criteria

[Page Instructions](#)

### Search Criteria

*Indicates required field*

\* **Test Cycle**

Spring 2018 M-STEP

\* **ISD**

Barry ISD (08000)

\* **District**

Dellton Kellogg Schools (08010)

School

Dellton Kellogg Elem. School (00901)

Search

Reset

### Search Results

OPEN ORDER	SCHOOL	INITIAL ORDER SAVED	ORDER NUMBER	STATUS	ORDER SUMMARY	TESTING ONLINE	PRE ID TOTAL FOR PAPER
<a href="#">Create Order</a>	Dellton Kellogg Elem. School (00901)	yes	N/A	N/A	N/A	yes	0

Page size: 50

1 items in 1 pages

Download

Print


# Additional Material Order

## Shipping Information

*\* Indicates required field*

**\* Shipping Destination**

School

Address 

Attn: Robert Cogswell  
6325 Delton Road  
Delton, MI 49046

## Material Counts (Additional Order)

### Ancillary Material

MATERIAL NAME	MATERIAL COUNT
FedEx Airbill	<input type="text"/>
Scorable Return Label	<input type="text"/>
Special Handling Envelope	<input type="text"/>



3rd Grade 4th Grade

English Language Arts

MATERIAL NAME	MATERIAL COUNT	ACCOMMODATED STUDENT COUNT	ACTION
Test Booklet	<input type="text"/>		
Answer Booklet	<input type="text"/>		

# Administration – Before, During & After

**PHOEBE GOHS**  
**M-STEP TEST ADMINISTRATION AND**  
**REPORTING CONSULTANT**

**JESSICA FENBY**  
**TEST SECURITY SPECIALIST**

# What's New in 2018



# M-STEP English Language Arts (grades 3-8)

- No Performance Tasks – all grades
- Text Dependent Analysis (TDA) items at every grade
- Online Test is Computer Adaptive (CAT) and only one test ticket
- Paper/Pencil Test has three parts and is administered over two days
- *For more detailed information about the ELA tests, go to the “Update on MDE ELA Assessments” session on Thursday (Feb. 15) at 10:20*

# M-STEP Mathematics (grades 3-8)

- No Performance Tasks – all grades
- Online Test is Computer Adaptive (CAT) and only one test ticket
- Paper/Pencil Test has two parts and is administered on one day
- *For more detailed information about the Mathematics M-STEP, go to the “Update on MDE Mathematics Assessments” session on Thursday (Feb. 15) at 1:00*

# M-STEP Science Field Test (grades 5, 8, 11)

- Required for Participation for grades 5, 8 and 11
- Aggregate Reports only
  - \*no Preliminary reporting for Science Field Test
  - Because this is based on Field Test items, this data is not intended to provide proficiency information. Decisions about school improvement goals, curriculum, or other instructional decisions should be based on locally developed assessments.
- Students will receive three clusters on the Field Test
  - The full test will have 6-8 clusters
- *For more detailed information about the Science Field Test, go to the “Good News and Great News: The New Michigan Science Assessment” session on Thursday (Feb. 15) at 2:30.*

# M-STEP Social Studies (grades 5, 8, 11)

- Fixed-Form
- Two parts – grades 5 and 8; One part – grade 11
- *For more detailed information about the Social Studies M-STEP, go to the “Update on MDE Social Studies Assessments” session on Wednesday (Feb. 14) at 3:15*

# SAT/PSAT Updates

- Discontinued use of the ETS online attendance roster; schools will be able to create local rosters to use.
- Enhanced Nonstandard Administration Report (NAR) for SAT.
- Eliminated test center numbers (except for off-site locations).
- All shipments addressed to and returned by the test supervisor.
- Student data questionnaire and answer sheet have been combined for less paperwork and one less pre-ID label.
- Room and hall proctor training will be available.
- Eliminated pink test books for SAT.
- Addition of student guides for SAT.
- PSAT 8/9 test form will be disclosed this year, giving access to test questions and answer choices. Schools can keep these test booklets and return to students, just like for PSAT 10.
- PSAT questionnaire is shorter – no more questions about courses students have taken.
- Students are not required to supply a photo ID unless the student is unknown to the testing staff.

# What's New in 2018 – ACT

ACT WorkKeys 1.0 Titles	ACT WorkKeys 2.0 Titles
Reading for Information	Workplace Documents
Applied Mathematics	Applied Math
Locating Information	Graphic Literacy

- Students will have 55 minutes to complete each assessment.
- The testing times and the break schedule must be observed exactly, even if it appears that all students have finished.

# Before Testing Tasks

# Off-Site Testing Request – M-STEP, MI-Access, Early Literacy and WIDA

## Schoolwide Requests

- Schoolwide: November 6, 2017 – January 12, 2018
- For schools who cannot test on-site

- Survey at: <https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/>

- A link can also be found on the M-STEP webpage ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))

## Individual Student Requests

- January 15, 2017 – May 22, 2018
- For individual students who cannot test on-site – homebound, expelled with service students



# Off-Site Testing Request – College Board and ACT

## ACT WorkKeys

- There is no longer an approval process for off-site testing.
- Schools must ensure the security of the test books during transit to and from the test site.
- More information can be found in the [Test Coordinator Information Manual](#), page 7.
  - <https://www.act.org/content/dam/act/secured/documents/pdfs/state-district-test-coordinator-paper-test.pdf>

## SAT, PSAT 10, PSAT 8/9

- The window to request an off-site test administration was:

10/24/2017 –  
12/15/2017

# Preparing Staff and Students

**PREPARING STUDENTS**

**TEST SECURITY**

**STAFFING**

**ROOM SETUP**

**OTHER CONSIDERATIONS**



# Preparing Students: OTTs

- Link to OTTs (Chrome Browser):  
<https://wbte.drceirect.com/MI/portals/mi>

Graphing Tools Review Training Student

Question 2 ?

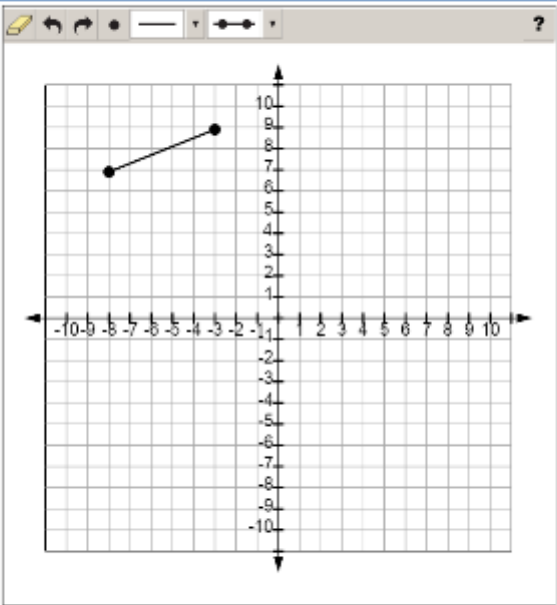
**Coordinate Grid Graphing Tool**

Here is the coordinate grid graphing tool.

For the purpose of this practice, you have been given a coordinate grid that has a range from -10 to 10, increasing in increments of 1, for each axis.

You have also been given all of the buttons in the toolbar which could appear with the coordinate grid graphing tool.

Please note that not all coordinate grids will have the same axes ranges, nor the same set of buttons. In general, you will be limited to only the buttons you need to answer each question.



Review/End Test Pause Flag Back Next

# Preparing Students: Sample Items

Mathematics Grade 4 Sample Items

Training Student

Question 5



Marcia read books over the summer. She created the picture graph shown.

### Summer Reading

Month	Books
June	
July	
August	

= 2 books

Create another picture graph that shows these data with a different key. You may use whole books and half books in your graph.

- A. Select the key you will use.
- B. Select books to complete your picture graph.



?

A. Select the key you will use.

= 3 books  = 4 books  = 5 books  = 6 books



?

B. New picture graph

### Summer Reading

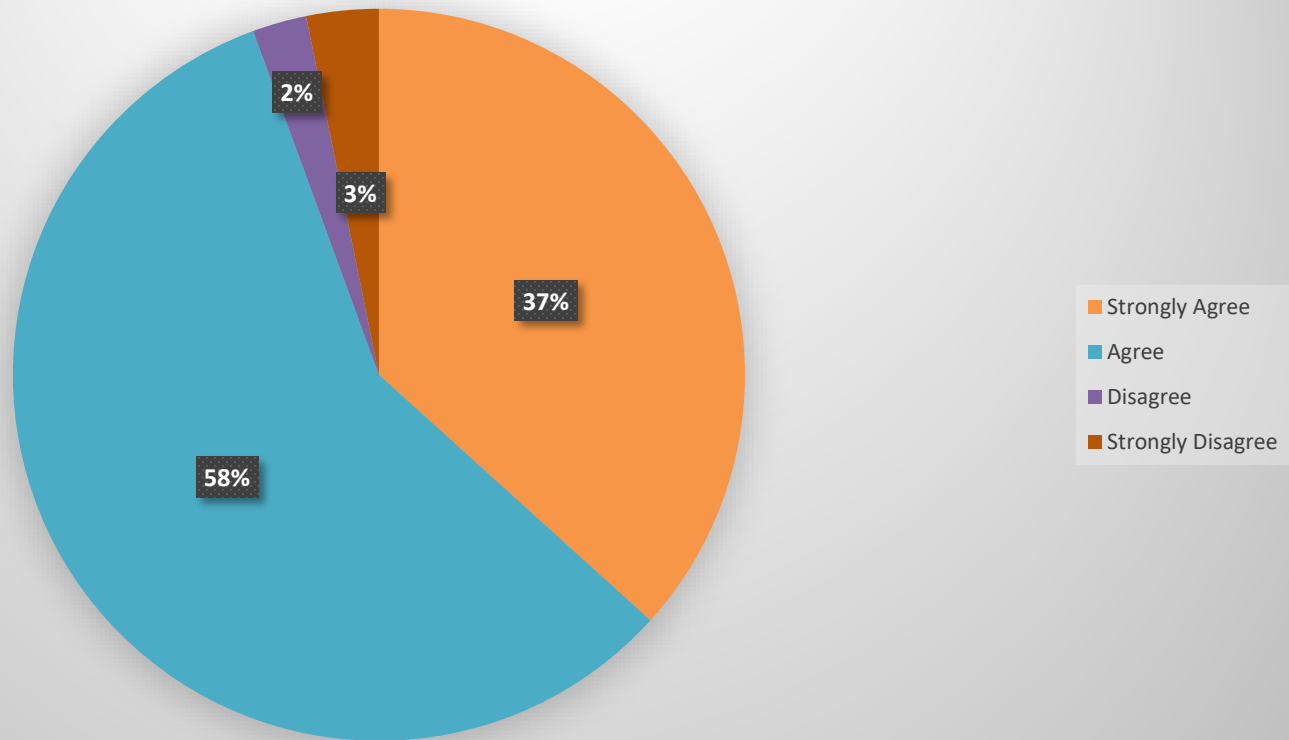
Month	Books
June	
July	
August	

Pause

Next

# Spring 2017 M-STEP Survey Results

STUDENTS FOUND THE ONLINE TOOLS HELPFUL IN PREPARING FOR THE M-STEP



# Preparing Students – College Board

- Free Khan Academy, full length free SATs ([www.satpractice.org](http://www.satpractice.org))
- Assistive technology:  
<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology>
- Full-length practice tests, 2 free:  
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations>
- Practice tests for Braille and large print:  
SSD Customer Service, 212-713-8333 or  
[ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org)
- For more information, attend the *What Tools are Available to Help Student Succeed in High School and Prepare for College* session on Wednesday (Feb 14) at 3:15.

# Preparing Students – ACT WorkKeys

- Visit [ACT WorkKeys Preparation](#) for information on
  - The curriculum
  - Preparing for the tests (including **FREE** sample items and practice tests)
  - The National Career Readiness Certificates (NCRCs)
  - Understanding their scores.
- <https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/preparation.html>



# Preparing Staff: Administration Training

# Preparing Staff: Test Security

- Assessment Integrity Guide and Training
- The Assessment Integrity Guide states that all staff who participate in a state assessment or handle secure assessment materials must be fully trained in assessment integrity, roles and responsibilities, and the test administration manual.

# Assessment Integrity Guide

Section	Summary
Prevention of Testing Irregularities	Standards for assessment integrity and security aspects of the design, development, operation, and administration of paper/pencil and online state assessments used to prevent irregularities from occurring.
Detection of Irregularities	Procedures for monitoring and detecting testing irregularities and maintaining the integrity of the state assessment.
Follow Up Investigations	Self and Independent investigations used to determine if security and validity of the state assessment were maintained during test administration.
Remediation	Resolution to allegations and irregularities in test administration.

# Assessment Security Training



Assessment Security is a vital consideration to ensure fair, reliable, and valid test scores, and prevent misadministration. This four-module training series can be used as a supplement to your regular district training to help your staff:

- understand the importance of test security before, during, and after test administration,
- properly prepare for a smooth test administration, and
- understand the steps to take if something does go awry.

Each module is designed to be completed in 10-15 minutes and contains a variety of engaging and interactive content pieces. Module descriptions are included below.



#### **Module 1: An Introduction to Test Security and Planning**

This module covers why test security is important.



#### **Module 2: Getting Ready for Testing**

This module covers steps to take before testing, such as staff training and preparing the testing environment. These steps will help you avoid common security problems, protecting both your staff and the validity of your test results.



#### **Module 3: Test Administration**

This module covers security concerns and considerations during testing. What should test administrators do on-site? What student behaviors should you watch for?



#### **Module 4: Incident Response**

This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring, and most can be mitigated with a quick and careful response.

Learners who complete all four modules and demonstrate their knowledge on a short test will be able to print a Certificate of Completion at the end of the training, which may be kept on file with other test administration documentation. This course is available free of charge through [MVU's Professional Learning Portal](#). Click on the link below to register.

Register at <http://bit.ly/MDEAssessmentSecurity>



This four module training series can be used as a supplement to your regular district training to help your staff and school understand the importance of test security before, during, and after test administration.

Register at:

<http://bit.ly/MDEAssessmentSecurity>



# Assessment Security Modules

The screenshot shows a web-based training module interface. At the top left is the Michigan Department of Education logo. The main content area is titled "Assessment Security Module 1" and features a large speech bubble with the following text: "Welcome to the Michigan Department of Education Test Security Training Series! These modules, along with the Assessment Integrity Guide, will prepare you and your team to establish and maintain appropriate and secure test administration practices." To the right of the speech bubble is a cartoon illustration of a woman with dark hair wearing a red jacket. A "Resources" link is visible in the top right corner. On the left side, there is a "Menu" and "Transcript" section with a list of topics including "An Introduction to Test Security", "Module 1", "Welcome", "Navigation", "An Introduction to Test Security", "Quizzes and Exam", "Let's Get Started", "Why Test Security Matters", "Welcome to Happy Valley", "Preparing the Happy Valley Team", "Preparing for Testing", "Module 1 Review", "Quiz", and "End of Module 1". At the bottom of the main content area, there is a video player control bar with a play button, a progress bar, a refresh icon, and "PREV" and "NEXT" navigation buttons.

- After completion of the four modules participants participate in a comprehensive test and can earn a certificate of completion.

# Secure Materials

- All secure materials must be kept in a locked storage area that is only accessible to the Building Assessment Coordinator. This includes before and after testing.
- M-STEP and MI-Access secure materials include:
  - Test booklets
  - Used answer documents
  - Test tickets
  - Used scratch paper/graph paper
  - Accommodation materials
  - Listening Scripts and CDs
  - Picture Cards
- Information regarding secure materials for WIDA, SAT/PSAT, and ACT WorkKeys are available in their respective Test Administration Manuals.

# Preparing Staff: Staffing for M-STEP, MI-Access, WIDA, and Early Literacy

- Test Administrators (TAs) should be selected from the highest possible ranking from the following list. If a school has exhausted the availability of persons in category “1”, it should select staff in category “2” and so on.
  1. Licensed teachers or licensed educational administrators employed by the school district
  2. Paraprofessionals or non-licensed administrative personnel employed by the school district (*WIDA Exception: these staff members cannot be funded by Title III funds to administer the test*)
  3. Licensed substitute teachers who are employed by the district for the purpose of administering the test

# Preparing Staff for WIDA

- All coordinators and test administrators need a wida.us account
- This secure account provides access to online training modules and associated quizzes to become certified to administer WIDA assessments



# Preparing Staff for College Board

- The staffing needed for test day depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.
- In addition to MDE guidelines on the prior slide,
  - College Board guidelines, test day staff cannot
    - ✦ Have children or members of their household taking the same assessment(s) the student is taking on that date in any location.
    - ✦ be employed by an outside test-prep company.
    - ✦ have taken the SAT within 180 days of the administration date.

# Preparing Staff for College Board

## **Room Proctors Needed**

Apply the ratios listed here on a room-by-room basis.

1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
<b>For a Single Standard Testing Room</b>	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
<b>For a Single Nonstandard Testing Room</b>	
1 – 10	0
More than 10	1

## **Hall Proctors Needed**

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

- Every testing room needs 1 associate supervisor.
- Unless your school tests only a few students, you will need additional staff to assist the supervisor.
- For rooms with more than 34 students, assign additional proctors to help.

# Preparing Staff: Training – College Board

- Online SAT and PSAT Supervisor Training is provided through the College Board Professional Account (see slide 25 for additional information on accessing the training)
  - Approximately 45-60 minutes to complete, broken up into modules
  - Content includes activities for before, during, and after test day. Includes details on both standard and accommodated testing rooms.
  - **Mandatory** for all new SAT test supervisors or anyone who did not complete last year.

# Preparing Staff: Training – College Board

- SSD coordinator training is available, but is the same as the SAT test supervisor training
- Associate supervisor training will focus on their role in administering the test on test day.
- Proctor training webinar will be available for supervisors to show to proctors and hall proctors.
- Test day training for PSAT test supervisors will be also available.
  - Optional, but recommended.

# Preparing Staff: Training – ACT

- Information on selecting and training testing staff can be found in the **Test Coordinator Information Manual** starting on page 14.
  - Access the manual from the ACT state website at [www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)
  - It is located in the Preparation stage.

## 4. WorkKeys: Preparation- Prepare for testing.

### Prepare Your Facility

- [Facility Requirements \(TC Information Manual\) \(PDF\)](#)

### Prepare Your Staff

- [Training Testing Staff \(TC Information Manual\) \(PDF\)](#)
- [Test Administration Training Q&A Webinars](#)

Spring 2018



## Test Coordinator Information

State Testing  
District Testing

### Paper Testing

- [General Testing Information](#)
- [Facility Requirements](#)
- [Staffing Requirements](#)
- [Materials Security Requirements](#)
- [Instructions for Returning Materials](#)

# Preparing Staff: Staffing – ACT

**Room Supervisor** Each room must have a room supervisor responsible for all testing activities in that room. Each room supervisor must be present for the entire test session. The test coordinator may assume the role of room supervisor if only one room is used.

**Number required:** One per test room

**Proctor in a Standard Time Room Setting** As test rooms increase in size, proctors are required to assist the room supervisors.

**Number required:** The table to the right describes minimum proctor requirements.

*Note: If your state or district has a stricter proctor policy, you should abide by that policy.*

Examinees	Proctors Needed
1–25	0
26–50	1
51–100	2
101–150	3
151–200	4

**Proctor in an Accommodations and/or Supports Room Setting**

As test rooms increase in size, proctors are required to assist the room supervisors.

**Number required:** The table to the right describes minimum proctor requirements.

*Note: If your state or district has a stricter proctor policy, you should abide by that policy.*

Examinees	Proctors Needed
1–10	0
11–20	1
21–30	2
31–40	3
41–50	4

# Preparing Staff: Testing Environment

- Quiet, orderly, have adequate lighting and ventilation conducive to testing
- Seating arranged to discourage any sharing of responses
- All content-related posters or classroom displays must be removed or covered.
  - Do Your Best! Or other encouragement posters are permitted
  - MDE-Approved INSIGHT Tools poster may be displayed – but NOT at student desks or computers.
  - “Test-Taking Tips”, word lists, maps, Math formulas, and any other content is prohibited and must be covered or removed.

# Cell Phone Policy for M-STEP, MI-Access, and WIDA

- Assessment Integrity Guide (p. 15, AIG) “At a minimum, these devices must be powered off and stored away from the students’ work area at all times during a test session.”
- Student should be informed of the policy before testing; accessing any device during testing constitutes a prohibited behavior and the student’s test results for that test will be invalidated.



# Cell Phone Policy – ACT

- ACT prohibits the use of cell phones and electronic devices
- Examinees may not handle or access a cell phone or electronic device at any time in the test room or during breaks. This includes smart watches, fitness bands, and any other devices with recording, internet, or communications capabilities.
- All devices, including cell phones and wearable devices, must be turned off and placed out of sight.

# Cell Phone Policy – College Board

- The College Board’s prohibited aids include, but are not limited to (unless approved as an accommodation):
  - Mobile phones, smartphones, smartwatches, or other wearable technology
- Access is not allowed once opening scripts have been read
  - This includes breaks
- (The only exceptions are for College Board–approved accommodations or State Allowed Accommodations (SAAs) for particular testing aids.)

# Preparing Staff: Sample Seating Chart for M-STEP

Assessment Integrity Guide

## Test Administration Seating Chart – Sample 3

School:	Rm #:	Date:
Test Administered:	Subject/Grade Level:	
Test Administrator:		
Start Time:	End Time:	

Student 1	Student 2	Student 3	Student 4	Student 5
Name:	Name:	Name:	Name:	Name:
ID:	ID:	ID:	ID:	ID:
Book #:	Book #:	Book #:	Book #:	Book #:
Form #:	Form #:	Form #:	Form #:	Form #:
Student 6	Student 7	Student 8	Student 9	Student 10
Name:	Name:	Name:	Name:	Name:
ID:	ID:	ID:	ID:	ID:
Book #:	Book #:	Book #:	Book #:	Book #:
Form #:	Form #:	Form #:	Form #:	Form #:
Student 11	Student 12	Student 13	Student 14	Student 15
Name:	Name:	Name:	Name:	Name:
ID:	ID:	ID:	ID:	ID:
Book #:	Book #:	Book #:	Book #:	Book #:
Form #:	Form #:	Form #:	Form #:	Form #:
Student 16	Student 17	Student 18	Student 19	Student 20
Name:	Name:	Name:	Name:	Name:
ID:	ID:	ID:	ID:	ID:
Book #:	Book #:	Book #:	Book #:	Book #:
Form #:	Form #:	Form #:	Form #:	Form #:
Student 21	Student 22	Student 23	Student 24	Student 25
Name:	Name:	Name:	Name:	Name:
ID:	ID:	ID:	ID:	ID:
Book #:	Book #:	Book #:	Book #:	Book #:
Form #:	Form #:	Form #:	Form #:	Form #:
Student 26	Student 27	Student 28	Student 29	Student 30
Name:	Name:	Name:	Name:	Name:
ID:	ID:	ID:	ID:	ID:
Book #:	Book #:	Book #:	Book #:	Book #:
Form #:	Form #:	Form #:	Form #:	Form #:

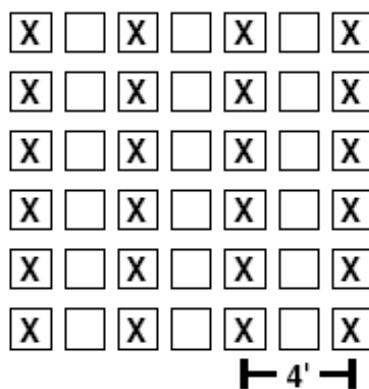
## Sample Seating Plans – College Board

See page 19 of the SAT Supervisor Manual for complete details.

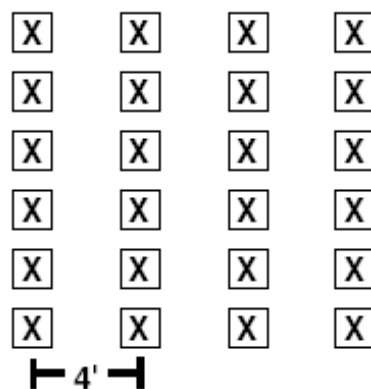
All manuals are located on the MME website at [www.michigan.gov/mme](http://www.michigan.gov/mme)

### SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

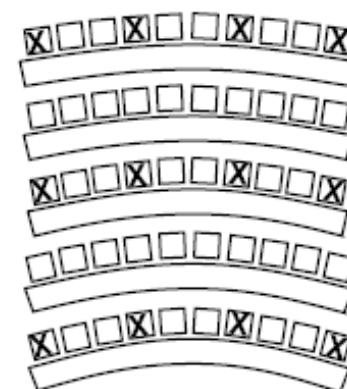
Plan IA: level seating



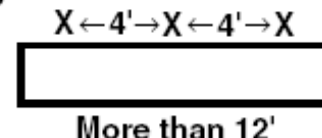
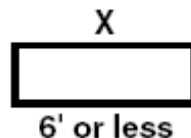
Plan IB: level seating



Plan II: elevated seating

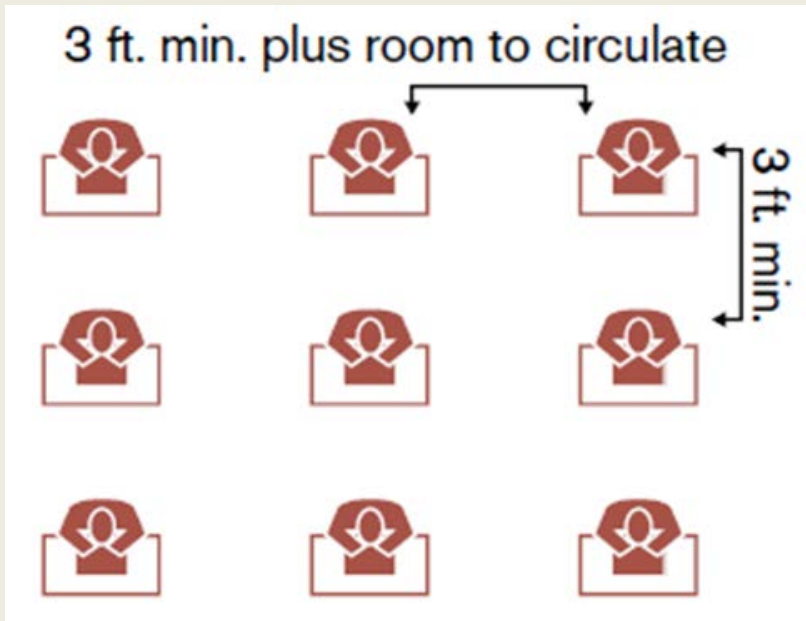


Plan III: tables



# Sample Seating Chart - ACT

- ACT WorkKeys



See the Test Coordinator Information Manual page 7 for additional details.

- Average 15 - 30 standard-time examinees in each room
- Arrange seating so there is a minimum of 3 ft. between examinees

# Real-World Scenario

- A student has a documented medical need to access a cell phone during testing – an example is for students who are diabetic and the student's cell phone displays and monitors the student sugar levels.
- There are two options for how to address this situation:
  - Test the student in a one-on-one proctored session so the student is supervised throughout the test
  - Place the student cell phone on the Test Administrator desk for monitoring during testing.

# Administration

**GETTING STARTED**

**DURING THE TEST ADMINISTRATION**

**ENDING A TEST SESSION OR PART**

# Getting Started with M-STEP: 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 are printed on the test ticket, but any other accommodations are NOT listed. Be sure you are aware of accommodations before administering a test



# Getting Started with M-STEP and MI-Access: 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

# M-STEP Scratch Paper and Calculators

- Scratch Paper
  - Secure Material – be sure to collect these after testing
- Calculator
  - Grades 3, 4, and 5: NO Calculators are allowed for any students – including students with accommodations.
  - Grades 6, 7, and 8:
    - ✦ NO Calculators are allowed for any students on Part 1 of the paper/pencil Math assessment
    - ✦ OL: Calculators are embedded into the assessment. Handheld calculators are available as an accommodation for students with documented IEPs or 504 plans.
    - ✦ P/P: Calculators are allowed for Part 2 for all students.

# SAT/PSAT Calculator Policy and Guidelines

- **General policies are as follows:**
  - All questions can be answered without a calculator.
  - College Board recommends that students bring and use a calculator, preferably one they are familiar with, on the Math Test – Calculator portion of the SAT or PSAT. A scientific or graphing calculator is recommended.
  - Students should supply their own calculators. If your school provides calculators, be sure that students are familiar and comfortable with how to use them.
  - Students may also bring acceptable backup calculators in case their primary calculator or batteries fail, but they need your permission to use them.
  - Students may not share calculators.

# ACT WorkKeys – Calculator Policy



## ACT® Calculator Policy

Updated July 1, 2017

- Calculators may only be used on the Applied Math test.
- Calculators cannot be shared during the test.
- Examinees may use any 4-function, scientific, or graphing calculator not on the prohibited list (see below.)
- Entire calculator policy is posted on the ACT hosted Michigan WorkKeys website in the *Administration stage* including the list of prohibited calculators.
  - [www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)

### The following types of calculators are prohibited:

- Calculators with built-in or downloaded computer algebra system functionality, including:

#### Texas Instruments:

- All model numbers that begin with TI-89 or TI-92
- TI-Nspire CAS  
*Note: The TI-Nspire is permitted if not marked CAS.*

#### Hewlett-Packard:

- HP Prime
- HP 48GII
- All model numbers that begin with HP 40G, HP 49G, or HP 50G

#### Casio:

- fx-CP400 (ClassPad 400)
- ClassPad 300 or ClassPad 330
- Algebra fx 2.0
- All model numbers that begin with CFX-9970G

- Handheld, tablet, or laptop computers (including PDAs)

- Electronic writing pads or pen-input devices  
*Note: The Sharp EL 9600 is permitted.*

- Calculators built into cell phones or any other electronic communication devices

- Calculators with a typewriter keypad (letter keys in QWERTY format)  
*Note: Letter keys not in QWERTY format are permitted.*

# WIDA Scratch Paper Policy

---

- Scratch paper can be used for all domains
- Speaking: NOT advised that students write out their responses in advance of answering

# College Board – Photo ID Policy

- Students are required to supply a valid photo ID only if the student is unknown to the testing staff.
- Page 58 of the SAT Supervisor Manual provides the complete Photo ID Requirements.  
([www.michigan.gov/mme](http://www.michigan.gov/mme))

# 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.

# Ending a Test Session or Part for M-STEP, MI-Access FI, and Early Literacy

- Online schools
  - Collect all test tickets, test rosters, scratch paper and graph paper
  - Be sure students exit the testing engine
- Paper/Pencil Schools
  - 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



# Real World Scenario

- A student has left the room with scratch paper.
  - What should you do?
    - ✦ Notify the Test Coordinator immediately
    - ✦ Locate the missing scratch paper if possible
    - ✦ Determine if test security was compromised
    - ✦ Create an incident report

# After the Test Administration

**ENSURING ALL STUDENTS HAVE TESTED**

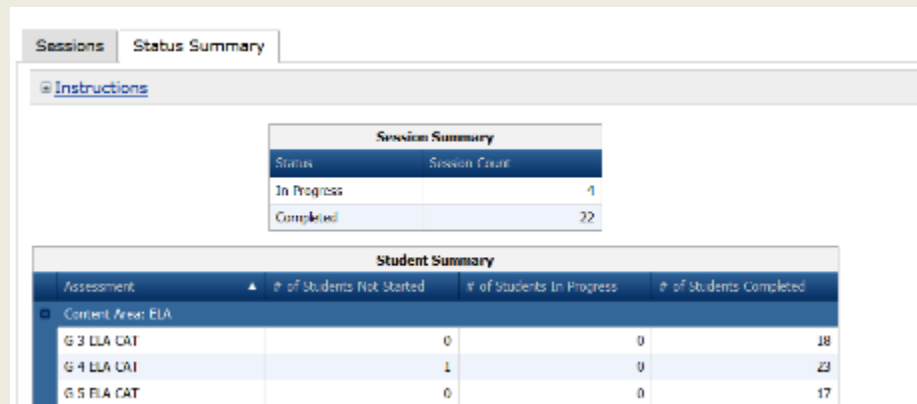
**HANDLING TEST MATERIALS**

**RETURN OF PAPER/PENCIL MATERIALS**

# Have all students tested? for M-STEP, MI-Access, and Early Literacy

- Online Schools:

- In eDIRECT, go to Manage Test Sessions
- Search for your school's sessions, and then select "Status Summary"



The screenshot displays the 'Status Summary' tab in the eDIRECT system. It features two tables: a 'Session Summary' table and a 'Student Summary' table. The 'Session Summary' table shows 4 sessions 'In Progress' and 22 sessions 'Completed'. The 'Student Summary' table provides a breakdown of student counts for three content areas: G3 ELA CAT (18 completed), G4 ELA CAT (23 completed), and G5 ELA CAT (17 completed).

Session Summary	
Status	Session Count
In Progress	4
Completed	22

Student Summary			
Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
Content Area: ELA			
G3 ELA CAT	0	0	18
G4 ELA CAT	1	0	23
G5 ELA CAT	0	0	17

- The Status Summary will show the number of students not started, in progress, and completed for each content area and test session.

# Handling Test Materials: Online for M-STEP, MI-Access, and Early Literacy

- Secure materials to destroy:
  - Test Tickets
  - Test Rosters
  - L1 Glossaries
  - Used Scratch Paper/Graph Paper

**Keep:** Signed Security Compliance forms for 3 years

# M-STEP and MI-Access Handling Test Materials: Paper/Pencil

- Secure materials to return:

- Used Answer Documents
- Unused ELA/Mathematics Answer Documents
- Used Orange Special Handling Envelopes
- Used and unused Test booklets
- ELA Listening CDs and Scripts
- Accommodated versions
- Picture Cards and Cover Sheet
- Audio CDs

- Secure materials to destroy

- L1 Glossaries
- Used Scratch paper/graph paper
- Unused science and social studies answer documents
- P/SI Scoring Documents
- Unused Orange Special Handling Envelopes

**Keep:** Signed Security Compliance forms for 3 years

# ACT WorkKeys Handling Test Materials: Paper/Pencil

- **Materials to Return**

- Processing envelope with Testing Staff List, Test Administration Forms, Pre-printed site header, and Answer documents
- If applicable, also include Student Identification Forms, Large Type Worksheets, Reader, Interpreter, and Transcriber Agreements, Irregularity Report, Voided or Replace Answer Documents
- Used and Unused Test Booklets and Accommodations Forms
- Translated Test Directions

- **Materials to destroy**

- Administration manuals
- Unused Answer Documents
- Unused student barcode labels

# SAT/PSAT Handling Test Materials: Paper/Pencil

- Navigate to the MME website at [www.michigan.gov/mme](http://www.michigan.gov/mme)
- Locate the SAT Supervisor Manual under the *SAT (College Entrance Assessment)* heading
- See pages 50-51 of the manual for complete details

## KEY INFORMATION

### What to Do with Materials

#### HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
Used answer sheets	Yes - in answer sheet return shipment	No	No
Used answer sheets (regular and large block) for students listed on the NAR	Yes - in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Unused answer sheets	Yes - in test book return shipment after makeup testing is complete	No	No
Answer sheets with demographic information or label but no item responses (absentee)	No - unless used for makeup testing	No	Securely store until makeup testing, then, if still not used, securely destroy after makeup testing is complete

# WIDA Handling Test Materials: Paper/Pencil

- Secure Materials to Return

- Test Administrator's Script
- Student Storybook
- Student Response Book
- Activity Board
- Cards and Card Pouch
- Listening and Speaking CD
- Speaking Test Booklet
- Student Test Booklet
- Human Reader Accommodation Script
- Large Print Test Materials
- Braille Test Materials

- Secure Materials to Destroy

- Unused labels
- Scratch paper



# Paper/Pencil Return of Materials Deadlines

Each assessment has detailed information regarding how to return materials in their respective Test Administration Manuals. Be sure to follow these directions.

M-STEP	MI-Access	WIDA	SAT/PSAT	ACTWorkKeys
Gr 5, 8, 11: May 2, 2018	May 30, 2018	March 30, 2018	April 26, 2018	May 3, 2018
Gr 3, 4, 6, & 7: May 23, 2018				

# Common Problems and What to Do

## COMMON PROBLEMS INCIDENT REPORTS

# Common Problems for M-STEP, MI-Access FI, Early Literacy, and WIDA

- 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
- 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, resume testing in an individual one-on-one proctored makeup session, submit an Incident Report

# Common Problems for M-STEP, MI-Access FI, Early Literacy, and WIDA

- 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 District Coordinator submits an Incident Report

# Incident Reporting for M-STEP, MI-Access FI, WIDA, and Early Literacy and Mathematics

- If any testing irregularity occurs, the District Coordinator must report to the Office of Educational Assessment and Accountability as soon as possible
- The M-STEP Test Administration Manual has detailed information regarding how to submit an Incident Report in Appendix C, pages 89-99; each assessment TAM will have information specific to the assessment.
- The Secure Site Training page also has detailed information about how to access and use the Secure Site Incident Reporting Tool at [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure).

# Incident Reporting for ACT WorkKeys

- Refer to the ACT WorkKeys Administration Manual page 30 for instructions on completing and returning the ACT WorkKeys Testing Irregularity Report.
  - [www.act.org/stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)

(this page can be removed)

## ACT WorkKeys Testing Irregularity Report

**Individual and Group Irregularities** (See *Irregularities* section of *Administration Manual* for complete information about irregularities. Copy this form as needed.)

**Purpose of this form:** This form is used by room supervisors to report any irregularities that occur in their test rooms on test day.

**Instructions for the test coordinator:** If you receive an Irregularity Report from a room supervisor, ensure that the appropriate procedures for reporting the irregularity were followed: Check the form for completeness; be sure that voided answer documents, if applicable, are attached; for group irregularities, be sure that a list or roster of examinees in that room is attached. Make a copy of the completed forms for your records and return the originals to ACT.

**Instructions for room supervisors:** If an irregularity occurs in your test room, complete all appropriate fields on this form and return the completed form to the test coordinator.

---

Test Site \_\_\_\_\_ Room #/Location \_\_\_\_\_ ACT High School Code \_\_\_\_\_

---

City, State \_\_\_\_\_ Test Date \_\_\_\_\_

Staple any voided answer documents or defective test materials to this form. Return in envelope with other test administration forms.

# Incident Reporting for SAT and PSAT

- Refer to the applicable Michigan Supervisor Manual for instructions on completing and returning the Supervisor's Irregularity Report (SIR)
  - [www.Michigan.gov/mme](http://www.Michigan.gov/mme)

## Sample Supervisor's Irregularity Report (SIR)

**IMPORTANT:** *This sample may not match your testing room or your school's test date.*

**1. GENERAL INSTRUCTIONS TO SUPERVISOR:** Form 1 of 1

Refer to the Irregularities Chart in your manual for when to use this form and when to call the School Day support line. **IMPORTANT:** Call the School Day support line in your manual immediately if test materials are missing or damaged. Report each irregularity on a separate SIR, and return all SIRs immediately after testing ends.

- Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.
- Complete sections 2-9 and 11 as appropriate to the irregularity type. The staff member reporting the incident **MUST** sign the form in section 10.
- Attach (but do NOT staple) any defective materials to the SIR.
- As a last step, on each form, fill in "Form \_\_\_ of \_\_\_" (e.g., "1 of 3") at the top of this box.

Indicate the type of testing room and room number: \_\_\_\_\_

2. Testing Start Date		
Month	Day	Year
<input type="radio"/> Jan		
<input type="radio"/> Feb	10	2018
<input type="radio"/> Mar	0	0
<input checked="" type="radio"/> Apr	1	1
<input type="radio"/> May	2	2
<input type="radio"/> Jun	3	3
<input type="radio"/> Jul	4	4
<input type="radio"/> Aug	5	5
<input type="radio"/> Sep	6	6
<input type="radio"/> Oct	7	7
<input type="radio"/> Nov	8	8

# Examples of “Testing Irregularities”

- Student becomes ill and goes home before completing a test
- 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



# Incident Reporting Tool for MDE developed assessments



## Secure Site - Quality Assurance

Michigan Department of Education

[Home](#) [Admin](#) [Security](#) [Assessment Registration](#) [Student Assessments](#) [Reports](#) [Accountability](#) [Review Requests](#)

## Incident Report Details

If the incident has affected a student's test, you must select yes on the question were "Students Involved in the Incident?", then click the "Select Students" button to bring up the list of students to select from.

[Page Instructions](#)

**IMPORTANT NOTE.** When selecting yes to "Do online sessions need to be regenerated?" you will be required to select the part of the test to be regenerated. For ELA and Math, the CAT is considered Part 1 and the Performance Task is considered Part 2. This is very important to know this when requesting a test be regenerated or unlocked.

### Request Details

\* Indicates required field

Requestor Name

Gohs, Phoebe

Requestor Phone

517-335-1394

Requestor Email

gohsp@michigan.gov

CC Email

Contact Title

Contact Name

Sample ISD (12345)

Contact Phone

Sample School District (12345)

Contact Email

Sample School (12345)

Test Cycle

Spring 2017 M-STEP

\* ISD

Genesee ISD (25000)

\* District

Flint, School District of the City of (25)

\* School

Select a School

\* Grade

Select a Grade

\* Content Area

Select a Content Area

\* Testing Mode

Paper/Pencil  Online

\* Incident Category

Select an Incident Category

\* Incident Subcategory

Select an Incident Type

\* Date and Approximate Time Incident Occurred

# Incident Report

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

## 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. [?](#)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and help. Below the toolbar is a large empty text area for entering the incident description.

## Attach Documentation

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

File selection input field with a "Select" button.

Print Save Save and Submit

Back

# Round Table Discussions

## Questions?

For questions related to each topic, see the listed MDE staff.

- MI-Access: John Jaquith and Dan Evans
- IEP or 504 Questions: John Jaquith
- Supports & Accommodations and WIDA: Jennifer Paul
- M-STEP: Phoebe Gohs
- Early Literacy & Mathematics Benchmark Assessment: Tim Tahaney
- MME: Diby Kouadio, Kate Cermak
- SAT/PSAT: Sarah Thaler
- Secure Site: Tina Foote
- Online Testing and Test Security: Pietro Semifero and Jessica Fenby
- Something else? Kate Cermak

# Accountable Students and Test Verification

**TINA FOOTE**  
**SECURE SITE ANALYST**

# Accountable Students & Test Verification

- Verification of Enrollment for Accountability Purposes
  - The last opportunity to verify and update student enrollment and demographics in the Michigan Student Data System (MSDS)
  - Students enrolled in the school in MSDS and will be included in accountability calculations
  - SRMS can update MSDS after the spring general collection through the designed window provided by our office (after testing) for assessment and accountability reporting
  - Check for homeschooled and nonpublic school students on the list
    - ✦ Homeschooled students must have a residency code of 07 or 15 in MSDS to be excluded from accountability
    - ✦ Nonpublic school students must have a residency code of 04 or 08 in MSDS to be excluded from accountability

# Verification of Enrollment for Accountability

- Verification of Enrollment for Accountability Purposes
  - Accountable Student Groups
    - ✦ Demographic groups used for accountability and assessment reporting
    - ✦ Click on links to drill down to student list
    - ✦ Student list is filtered for you
  - Accountable Students and Demographics
    - ✦ Full list of students
    - ✦ Can filter to review

# Verification of Enrollment for Accountability

- Student demographics
  - English learner (EL) previously known as LEP – student is identified in an EL program in MSDS
    - ✦ Students are EL for the full school year. When exited from EL, the student would no longer be EL the following year but will be formerly English learner (FEL)
    - ✦ WIDA ACCESS for ELLs is a test for EL students only - if student is not marked as EL in MSDS, the test will be invalidated



# Verification of Enrollment for Accountability

- Special Education (SE) – student is identified in a SE program in MSDS
  - ✦ This includes speech
  - ✦ WIDA Alternate ACCESS for ELLs (ELs with disabilities) and MI-Access test is for special education students only, so if a student is not marked as SE in MSDS, the test will be invalidated
- Economically Disadvantaged (ED) – student is identified in one of the four categories (will remain ED for a full school year):
  - ✦ free/reduced lunch
  - ✦ Migrant
  - ✦ homeless
  - ✦ included in direct certification file from the Department of Health and Human Services

# Verification of Enrollment for Accountability

---

- Homeless (HL) – student is identified in MSDS as homeless and will remain homeless for the full school year
- Migratory Status (MS) – updated in the Michigan Migrant Education Database System (MEDS) and loaded to MSDS and pulled from MSDS

# Accountable Student Groups

[Back To Task List](#)

Accountable Student Groups

Accountable Students and Demographics

## Accountable Students

STUDENT GROUP	ALL GRADES	03	04	05
Total accountable students	<u>106</u>	<u>45</u>	<u>29</u>	<u>32</u>
Economically Disadvantaged (ED)	<u>58</u>	<u>27</u>	<u>16</u>	<u>15</u>
Homeless (HL)	<u>7</u>	<u>4</u>	<u>3</u>	0
Homeschooled (HS)	0	0	0	0
Limited English Proficient (LEP)	0	0	0	0
Migrant Student (MS)	0	0	0	0
Special Education (SE)	<u>12</u>	<u>7</u>	<u>2</u>	<u>3</u>
American Indian or Alaska Native	<u>1</u>	0	<u>1</u>	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Hispanic or Latino	<u>4</u>	<u>1</u>	<u>1</u>	<u>2</u>
Native Hawaiian or Other Pacific Islander	0	0	0	0
Two or More Races	<u>4</u>	<u>1</u>	<u>3</u>	0
White	<u>97</u>	<u>43</u>	<u>24</u>	<u>30</u>

# Accountable Students & Demographics

Back To Task List

Accountable Student Groups

Accountable Students and Demographics

Search Results

UIC	STUDENT NAME	BIRTH DATE	GENDER	ETHNICITY	GRADE	SE	ED	MS	HL	LEP	HS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0516865988	<a href="#">Alaglan, Ja'tise</a>	3/12/2007	M	White	03	N	Y	N	N	N	N
1681900245	<a href="#">Alaglan, Quialyn</a>	9/22/2007	M	White	03	N	N	N	N	N	N
8649092500	<a href="#">Ankersen, Muhammad-Jamal</a>	7/25/2008	M	White	03	N	Y	N	N	N	N
3362144736	<a href="#">Ayubbi, Shtyana</a>	7/7/2008	M	White	03	N	N	N	N	N	N
2306897564	<a href="#">Barreda, TOIESHA</a>	7/4/2007	M	White	03	Y	Y	N	N	N	N
1861635254	<a href="#">Blatz, Amity</a>	3/14/2008	F	White	03	N	Y	N	Y	N	N
9608592528	<a href="#">BORDUI, Trysten</a>	5/25/2008	F	White	03	N	Y	N	N	N	N
9168887634	<a href="#">BRADSHAW BETTS, Ty'Rionna</a>	7/25/2008	M	White	03	N	N	N	N	N	N
2219060267	<a href="#">Campos-Flowers, Faven</a>	3/18/2008	M	White	03	N	Y	N	N	N	N
5400250983	<a href="#">Campos-Flowers, Kay'Ciara</a>	6/16/2007	M	White	03	Y	Y	N	N	N	N



Page size: 50

45 items in 1 pages

Clear Filters

Download

Print

# Accountable Students & Test Verification

- Verification of Answer Documents
  - Only opportunity to report missing tests (online and paper/pencil test)
  - Only opportunity to review tests marked prohibitive behavior (PB) and nonstandard accommodated (NS) and appeal
  - Issues are submitted from the Secure Site
  - Know who tested and who did not test (and why) beforehand
  - Have access to seating charts

# Verification of Answer Documents

Verification of Answer Documents
<u>Missing Tests</u>
<u>Prohibited Behavior</u>
<u>Nonstandard Accommodations</u>
<u>Alternate Assessment Received Not SE</u>
<u>Out Of Level</u>
<u>Answer Documents Received</u>
<u>Answer Document Issues</u>
<u>Answer Document Appeals</u>

# Verification of Answer Documents

- Verification of Answer Documents
  - Missing Tests
    - ✦ Students that took at least one test but missing one or more
      - Not available for SAT, WorkKeys, PSAT – only one answer document
    - ✦ Submit a missing test issue for those that were taken but missing (online and paper/pencil)
    - ✦ Must attach the seating chart showing the student was in attendance for testing
    - ✦ If test was not taken, submit a Not Tested reason
  - Prohibited Behavior
    - ✦ Test was marked with a prohibited behavior
    - ✦ Have a list of students available that were marked with a prohibited behavior
    - ✦ Appeal prohibited behavior if it is marked in error

# Verification of Answer Documents

- Verification of Answer Documents
  - Nonstandard Accommodations
    - ✦ Test was marked with a nonstandard accommodation
    - ✦ Have a list of students available that used a nonstandard accommodation
    - ✦ Appeal nonstandard accommodation if it is marked in error
  - Alternate Assessment Received Not SE
    - ✦ Students taking the MI-Access and WIDA Alternate Access must be identified as special education in MSDS or test will be invalidated



# Verification of Answer Documents

- Out of Level
  - ✦ Student grade compared from MSDS and test taken
  - ✦ If MSDS is incorrect, it can be corrected
  - ✦ If the grade level tested is incorrect, the test will be invalidated
- Answer Documents Received
  - ✦ Full list of answer documents received
  - ✦ Verify all students are listed
    - Important to verify all students that tested are listed!
    - Submit a missing student issue

# Accountable Students & Test Verification

- Answer Document Issues
  - ✦ List of answer document issues that have been submitted for the school
  - ✦ Review the status and comments
- Answer Document Appeals
  - ✦ List of appeals for prohibited behavior and nonstandard accommodation appeals that have been submitted
  - ✦ Review the status and comments
- We cannot identify all possible issues. Review carefully.

# Verification of Not Tested

- Verification of Not Tested
  - Possible accountability exemption and required federal reporting
  - Have teachers keep track of reasons students did not test
    - ✦ Can use the download Pre-ID Student Report
  - Have medical documentation ready
  - Family vacations – absent
  - Students suspended – required to test
  - Administrative Error – data that could have been fixed in MSDS (such as student exit date), misunderstood if a student needed to test

# Verification of Not Tested

- Enter MI-Access S and P alternative social studies test
- No MI-Access for grade 12 students
- For mixed M-STEP and FI students, if IEP states a student was to take a science test but science is no longer available in that grade, submit as MI-Access student
- If a reason is not entered, it will be defaulted to “absent” for accountability reporting.

# Accountable Students & Test Verification Task List

Search Results

	CLOSE DATE	TASK	STATUS	STATUS LAST SET BY	STATUS LAST SET DATE
▼	3/2/2017 8:00 AM	1/1/2020 8:00 AM	Verification of Enrollment for Accountability Purposes		
		<a href="#">Accountable Student Groups</a>	☒		
		<a href="#">Accountable Students and Demographics</a>			
▼	3/2/2017 8:00 AM	3/2/2018 8:00 AM	Verification of Answer Documents		
		<a href="#">Missing Tests</a>	✔	Foote, Tina	2/5/2018 2:54 PM
		<a href="#">Prohibited Behavior</a>	☒		
		<a href="#">Nonstandard Accommodations</a>	☒		
		<a href="#">Alternate Assessment Received Not SE</a>	☒		
		<a href="#">Out Of Level</a>	☒		
		<a href="#">Answer Documents Received</a>	☒		
		<a href="#">Answer Document Issues</a>			
		<a href="#">Answer Document Appeals</a>			
▼	3/2/2017 8:00 AM	3/2/2018 8:00 AM	Verification of Not Tested		
		<a href="#">Not Tested</a>	☒		
		<a href="#">Not Tested Issues</a>			
		<a href="#">Accountable Students</a>	☒		

# Secure Site Support

- [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining)
  - Documentation
- Email [mde-oeaa@Michigan.gov](mailto:mde-oeaa@Michigan.gov)
- Call 877-560-8378, select option 3
  
- For more detailed information about accountability related topics, go to the *MDE Accountability Update* session on Thursday (Feb 15) at 2:30

# Reporting

**PHOEBE GOHS**

**M-STEP TEST ADMINISTRATION AND REPORTING  
CONSULTANT**

## MDE Reporting Systems

- Dynamic Score Reporting System
- MI School Data – [Mischooldata.org](http://Mischooldata.org)
- MI-Learn – Pilot program



# Dynamic Score Reporting Site

**Secure Site**  
Michigan Department of Education

Home Admin Security Assessment Registration Student Assessments **Reports** Accountability Review Requests

Secure Site  
Check the Home page often for updated information and announcements.

Search Filter

\* indicates required field  
Due Date [calendar icon] [clear icon]

Test Period  
Select a Test Period

Test Cycle  
Select a Test Cycle

General Announcements

**Pre-identification for SAT, PSAT and WorkKeys**

1/8/2018 8:00:00 AM - 5/1/2018 5:00:00 PM

The identification of slabs for spring 2018 SAT, PSAT RS, PSAT 10, WorkKeys is now available. C student record maintenance (SRM) files that were submitted. This was a one time pull from MSUS to Site. Students that have moved can be unassigned from the test cycle but remember they must be o

**Michigan Dynamic Score Reporting Site**

Welcome [user icon]  
Chris Applegate

Year: 2017 → Assessment: M-STEP → Report: Welcome Page

→ ISO: → District: → School:

**Welcome to Michigan's Dynamic Score Reporting Site!**

**To access your reports:**

- Select a report from the **Report** dropdown menu above.  
(Note: The page will refresh with available filters in the left margin.)
- District users may need to select the desired school to display the report.
- Select from the filters on the left margin.
- Select the blue **Generate Reports** button to generate and open the requested report.  
(Note: your filter selections will remain in place until you select different filter options.)

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For more information about the reports available in the Dynamic Score Reporting Site, go to the *M-STEP (and MI-Access and Early Literacy & Mathematics Benchmark) Reporting Overview* session on Thursday (Feb. 15) at 2:30.

# MI School Data

MI School Data Welcome HELP LOGIN Michigan's Official Web Site

Parent Dashboard ▾ Early Childhood ▾ Special Education ▾ K-12th Grade ▾ Postsecondary ▾ Other & Data Files ▾

Student Mobility Report has Updated  
SY 2016-17 data are now available

NEW!  
**Parent Dashboard**  
Your window to important information  
The Parent Transparency Dashboard provides information about Michigan public schools, including:

- 57%
- 58%
- 52%
- 64%
- 76%
- 66%

View the Parent Dashboard

**TOP 10 IN 10 YEARS**  
The Michigan Department of Education is committed to progress towards this goal will be assessed by the following metrics: Early Learning, Engagement, Effectiveness


Early Childhood  
Information about programs that provide education and services to Michigan children from birth through age eight will be found here.

- Student Counts >
- Student Assessment >
- Postsecondary Outcomes by High School >
- Our Schools - At A Glance
- Dashboard & Accountability Scorecard >
- English Learner Data >
- Financial Reports >
- Staffing Information >
- Career and Technical Education
- District/School Information >
- Grades 3-8 Assessments >
- High School Assessments >
- College Readiness
- Student Growth
- Students Not Tested
- Top 30 / Bottom 30 Analysis
- Professional Learning Resources

For more information about MI School Data, go to the *Overview of MI School Data Reporting* session on Thursday (Feb. 15) at 1:00 pm.

# MI-Learn (Pilot Program)

The screenshot shows the MI-Learn Pilot Program web interface. The header includes navigation links (Home, MDE Home, About, Contact, Logout) and the user name TOMMICUS ONEAL. The main content area is divided into two columns. The left column contains a 'Welcome to the MiLearn Pilot' message and a 'Detailed Reports' section with a 'Student Search' tab. The right column contains a 'My Permissions' section. Below these are sections for 'Choose an Assessment and Report' and 'Configure the Report'. The 'Configure the Report' section shows a progress bar with steps: 1. Test Cycle, 2. School, and 3. Subject. The 'Subject' dropdown is set to 'Mathematics'. A 'Run Report' button is visible.

Home MDE Home About Contact Logout  MDE.gov

**MiLearn**  
MICHIGAN UNIFIED EDUCATIONAL  
ASSESSMENT REPORTING NETWORK  
Michigan Department of Education

WHARTON PUBLIC SCHOOLS

TOMMICUS ONEAL

Home

### Welcome to the MiLearn Pilot

Thank you for viewing the Michigan Unified Educational Assessment Reporting Network (MiLearn). This is a pilot of a system being developed by the Division of Educator, Student, and School Supports, a Division of The Michigan Department of Education. The pilot now provides both WIDA data and Spring 2016 and Spring 2017 M-STEP data.

Get started right away! Use the **Detailed Reports** section to configure and run a report that summarizes assessment data that is pertinent directly to you. Or use the **Student Search** to find a specific student's assessment results.

### My Permissions

Job Title(s), Access Level assignment(s), and Report permission(s) for your current job title, access levels, and reports are the following:

With the "Teacher" Job Title at Park Elementary School with "Only my classes" access level, you have access to the following reports:

- M-STEP Proficiency Summary
- M-STEP Student Detail
- M-STEP Student Report
- M-STEP Targeted Evaluation Analysis

[See All](#)

Detailed Reports Student Search

### Choose an Assessment and Report

Assessment: M-STEP

Report: M-STEP Proficiency Summary

### Configure the Report

Advanced Mode:  OFF

1 Test Cycle 2 School 3 Subject

All fields are required.

Subject: Mathematics

Select a Subject

Select the Subject for the report. Report results will show aggregate assessment results for all students nested in this Subject. Results will be limited to a School if you specified one.

Program:

← Prev Run Report

For more information about MI-Learn, go to the *Overview of MI-Learn Assessment Reporting System for Students, Parents, Educators* session on Wednesday (Feb. 14) at 10:20 am.

# College Board K-12 Reporting Portal

Educators can access scores for the College Board suite of assessments through the K-12 Reporting Portal.

See the College Board Michigan website for more information:

<https://collegereadiness.collegeboard.org/state-partnerships/michigan>

## Scores for Educators

Michigan educators have access to score reports. You can access scores through the [K-12 score reporting portal](#). This site includes:

- The Reports Center, where you can configure, run, and print online reports.
- The Download Center, where you can securely download score data files to import into your student information system.

## Score Report Help for Michigan Educators

This short tutorial will help you learn how to access and use online score reports and data files in the [score reporting portal](#).

 [Watch the tutorial.](#)

# ACT Reports



INFORMATION FOR ▾

7. WorkKeys: Interpretation- Receive score reports and data.

## Score Reports

- Score Report Schedule for ACT WorkKeys
- Sample Individual Summary Score Report Report (PDF)
- Sample ACT WorkKeys Roster Score Report (PDF)
- Online Reports Portal User Guide (PDF)
- Score Reports Available in Online Reports Portal (PDF)

## Impact of Test Data

- How the WorkKeys Assessments Can Work for You (PDF)
- ACT WorkKeys Scale Score Interpretation Guide (PDF)
- Score Level Interpretation - Applied Math
- Score Level Interpretation - Graphic Literacy
- Score Level Interpretation - Workplace Documents

- Information on ACT score reports is located on the ACT Michigan website under the Interpretation stage.

○ [www.act.org/  
stateanddistrict/michigan](http://www.act.org/stateanddistrict/michigan)

# WIDA AMS

- Educators can access pdf reports in WIDA AMS
- For more information about the reports available, please refer to the [WIDA AMS User Guide](#) at wida.us

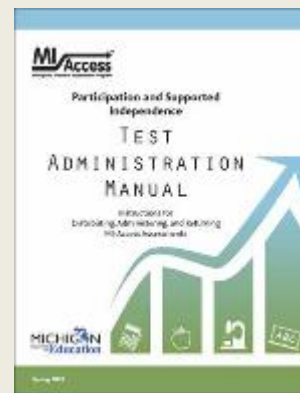
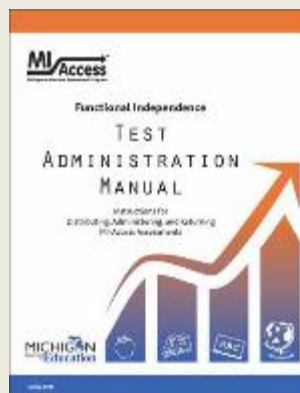
# Resources Available

**PHOEBE GOHS**

**M-STEP TEST ADMINISTRATION AND REPORTING  
CONSULTANT**

# Test Administration Manuals

- Include information about:
  - Test Administration Policies: Scratch Paper, Calculators, Supports & Accommodations, Call Center, Incident Reporting, Security
  - Responsibilities and Checklist of Tasks for each role





# High School Manuals

**Spring 2018**

## SAT<sup>®</sup> SCHOOL DAY Supervisor Manual

Look inside for:

- ADMINISTRATION SETUP AND MANAGEMENT
- STAFF AND FACILITY REQUIREMENTS
- SECURITY REQUIREMENTS
- RECEIVING AND RETURNING MATERIALS

**Spring 2018**

## SAT<sup>®</sup> SCHOOL DAY Accommodated Testing Manual

Look inside for:

- SECURITY REQUIREMENTS
- NONSTANDARD TEST DAY SCRIPTS AND PROCEDURES
- TIMING CHARTS

**Spring 2018**

## SAT<sup>®</sup> SCHOOL DAY Supervisor Manual

Look inside for:

- ADMINISTRATION SETUP AND MANAGEMENT
- STAFF AND FACILITY REQUIREMENTS
- SECURITY REQUIREMENTS
- RECEIVING AND RETURNING MATERIALS

**Spring 2018**

## PSAT<sup>®</sup> 10 Supervisor Manual

Look inside for:

- SECURITY REQUIREMENTS
- STANDARD AND ACCOMMODATED TEST SCRIPTS
- TESTING ROOM PROCEDURES
- INSTRUCTIONS FOR RETURNING MATERIALS

**Spring 2018**

## PSAT<sup>®</sup> 8/9 Supervisor Manual

Look inside for:

- SECURITY REQUIREMENTS
- STANDARD AND ACCOMMODATED TEST SCRIPTS
- TESTING ROOM PROCEDURES
- INSTRUCTIONS FOR RETURNING MATERIALS

**2018**

Test Date: \_\_\_\_\_  
 Test Room: \_\_\_\_\_  
 Room Supervisor: \_\_\_\_\_

## ACT WorkKeys<sup>®</sup> Administration Manual

State Testing

- Standard Time
- Paper Testing

This manual is for participating states to administer ACT WorkKeys through ACT training with Standard Time.

[www.act.org/workkeys](http://www.act.org/workkeys)

**2018**

Test Date: \_\_\_\_\_  
 Test Room: \_\_\_\_\_  
 Room Supervisor: \_\_\_\_\_

## ACT<sup>®</sup> WorkKeys<sup>®</sup> Administration Manual

State Testing

- Accommodations and English Learner Supports
- Paper Testing

This manual is for participating states to administer ACT WorkKeys through ACT training with accommodations and for english learner supports.

[www.act.org/workkeys](http://www.act.org/workkeys)

**Spring 2018**

## Test Coordinator Information

State Testing  
District Testing

Paper Testing

- General Testing Information
- Facility Requirements
- Staffing Requirements
- Materials Security Requirements
- Instructions for Returning Materials

[www.act.org](http://www.act.org)

**Spring 2018**

## M-STEP<sup>®</sup> Test Administrator Manual (ADM)

# Secure Site Trainings

[www.michigan.gov/seuresitetraining](http://www.michigan.gov/seuresitetraining)

## Secure Site Training and Resource Materials

The Secure Site is a web based application used for state assessments and accountability. The primary functions of the Secure Site are 1) Pre-identification of Students for both paper and pencil and online assessments, 2) Ordering paper and pencil tests including accommodated versions of the assessments, 3) Incident Reporting, 4) Review of Accountable Students and Test Verification, and 7) Retrieval of data score files and score reports.

The Secure Site is available to authorized district and school personnel only.

### How do I get access to the OEAA Secure Site?

Manuals/Guides	
<a href="#">Secure Site User and Procedure Manual</a>	The manual is currently being updated and not available at this time.
<a href="#">Spring 2017 Best Practices, MSDS Reporting Guide for Trouble-free Accountability Data</a>	The guide gives information to assist in submitting data in the Michigan Student Data System (MSDS) for assessment and accountability reporting. This guide should be shared with all student pupil accounting staff.
Security	
<a href="#">Create a New User</a>	Only a district, public school or nonpublic school administrator level user can create a new user in the OEAA Secure Site.
<a href="#">Disabling and Changing User Access</a>	Only a district, public school or nonpublic school administrator level user of the OEAA Secure Site can disable (remove) or change a user's access to the OEAA Secure Site.
<a href="#">How do I get Access to eDIRECT?</a>	eDIRECT is used to manage and the online M-STEP and MI-Access. This includes printing test tickets, selecting accommodations for online testing and monitoring student test sessions.
<a href="#">How do I get Access to WIDA AMS?</a>	WIDA AMS is used to manage the online WIDA Screener and Spring WIDA ACCESS for ELLs 2.0 assessments. This includes printing test tickets, selecting accommodations for online testing and monitoring student test sessions.

# Assessment Webpages

- Each assessment has its own page:
  - M-STEP: [www.michigan.gov/mstep](http://www.michigan.gov/mstep)
  - MI-Access: [www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)
  - MME: [www.michigan.gov/mme](http://www.michigan.gov/mme)
  - WIDA: [www.michigan.gov/wida](http://www.michigan.gov/wida)
- Each assessment page follows the same organization:
  - What's New
  - Current Assessment Administration
  - Student Supports and Accommodations
  - Content Specific Information
  - Professional Development
  - Reporting
  - General Information
  - Parent/Student Information

# Stay Informed

## Spotlight

on Student Assessment and Accountability




January 25, 2018

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

- WIDA ACCESS for ELLs Paper Materials
- Resources for WIDA Preparation
- WIDA 2018 Annual Conference – Call for Presenters
- Save the Date! DRC District and Building Coordinator Training Webinars
- Coming Spring 2019: PSAT 8/9 for 8th Grade
- Michigan School Testing Conference
- SAI Corner
- ACT WorkKeys
- Important Dates
- Recently Asked Questions ...

Key:  Reminder (previously run article)

 contains supports and accommodations information

► Sign up for Spotlight ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) and/or access previous editions

Call Center: 877-560-8378

### WIDA ACCESS for ELLs Paper Materials

A communication from WIDA was sent out on Tuesday, January 23, 2018 indicating that paper test materials can be shipped back as soon as they are complete. We would like to remind educators that Michigan's WIDA/ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs testing window begins February 5 and runs through March 23, 2018. Materials are scheduled to arrive in districts on January 30, 2018.

As the e-mail noted, paper/pencil materials can be shipped back as soon as students have completed testing. If you have questions regarding materials shipments, please call 1-877-560-8378 or send an email to [WIDA@mstatearcognitioncorp.com](mailto:WIDA@mstatearcognitioncorp.com).

### Resources for WIDA Preparation

The following WIDA documents contain important testing information and should be reviewed in advance of the testing window, which opens February 5, 2018:

- [Michigan ACCESS for ELLs 2.0 Checklist](#) – provides very important Michigan-specific information that is role specific for District and School Coordinators as well as Test Administrators
- [Michigan-Specific WIDA Test Administration Manual](#) – can be used in place of the generic Test Administrator Manual that will be included in the materials shipments
- [District and School Test Coordinator Manual](#) – intended for Test Coordinators
- [Accessibility and Accommodations Supplement](#) – information regarding available tools and accommodations for WIDA's assessments
- [WIDA Assessment Management System \(WIDA/AMS\) User Guide](#) – instructions on how to navigate and use WIDA/AMS

- Sign up to receive weekly Spotlight issues to stay up-to-date on all assessment-related issues at: [www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)
- You'll find:
  - Date Reminders
  - Assessment Task reminders
  - Administration Updates
  - Report Information
  - Much more!

# Make a Plan!

- Which resources will you need and use when you get back to your school or district?
- Which resources will you share with a colleague who is not here today?
- What are the three most important things from this session that you will report back to your colleagues and coworkers?

# Thank you!