

# Chapter 3: 2019 M-STEP Administration Training for Building and District Assessment Coordinators

PHOEBE GOHS

M-STEP TEST ADMINISTRATION AND REPORTING CONSULTANT

Hello! And welcome to Chapter Three of the 2019 M-STEP Administration Training for Building and District Assessment Coordinators. In this chapter of the training, I will discuss the tasks to be done after testing for both online and paper pencil administrations.



## Objectives

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1. Handling secure and non-secure materials
2. Packaging and return of materials
3. Reporting
4. Secure Site After-Testing Tasks

I will begin this presentation by discussing the appropriate handling of secure and non-secure materials after testing.

Next, I will cover the packaging and return of paper/pencil materials.

Then I will review after-testing reporting. by discussing the availability of the Preliminary Report and final reports.

Finally, I will discuss the tasks that need to be done in the OEAA Secure Site after testing.

# Test Materials

DISPOSITION OF TEST  
MATERIALS

INSTRUCTIONS FOR  
MATERIALS RETURN

In this section, I will review the appropriate ways to handle test materials after testing.

# Disposition of Test Materials

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## Secure Materials to be destroyed after testing

- Online:
  - Test Tickets and Rosters
  - Used scratch paper
  - Used graph paper
- Paper/Pencil:
  - Used scratch paper
  - Used graph paper
  - L1 Glossaries
  - Unused science and social studies answer documents

Some secure materials for both online and paper/pencil testing must be securely destroyed after testing.

In online testing, these secure materials include test tickets and rosters, and all used scratch paper and graph paper.

For paper/pencil testing, all used scratch paper and graph paper must be securely destroyed. Additionally, first-language glossaries used for math and unused science and social studies answer documents must also be securely destroyed.

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

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

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

# Instructions for Materials Return

This table is on page 55 of the M-STEP Test Administration Manual, continuing on page 56. It lists which secure materials should be returned to the M-STEP Contractor, what materials schools should keep, and what schools must destroy.

Other information on page 55 describes how to process secure test materials. Information on page 56 describes how to process non-secure materials.

Paper/pencil secure materials that must be returned to the M-STEP contractor include all used answer documents, unused ELA and mathematics answer documents, the Orange Special Handling Envelope, all used and unused test booklets, any accommodated versions of the test, and ELA Listening CDs and scripts.

Items to be securely destroyed by the school, as discussed on the previous slide, are also listed here.

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

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

# Instructions for Materials Return

This is the second page of this table, found on page 56 of the M-STEP Test Administration Manual. This page describes how to process non-secure test materials.

Unused science and social studies answer documents and unused Orange Special Handling Envelopes are listed here, and must be securely destroyed by the school after testing.

Materials to be stored at the district for three years are the signed OEAA Security Compliance Forms and, beginning this year, testing schedules.

Schools or districts can determine for themselves how to handle Test Administration Manuals and Directions after testing.

## Materials Return Dates

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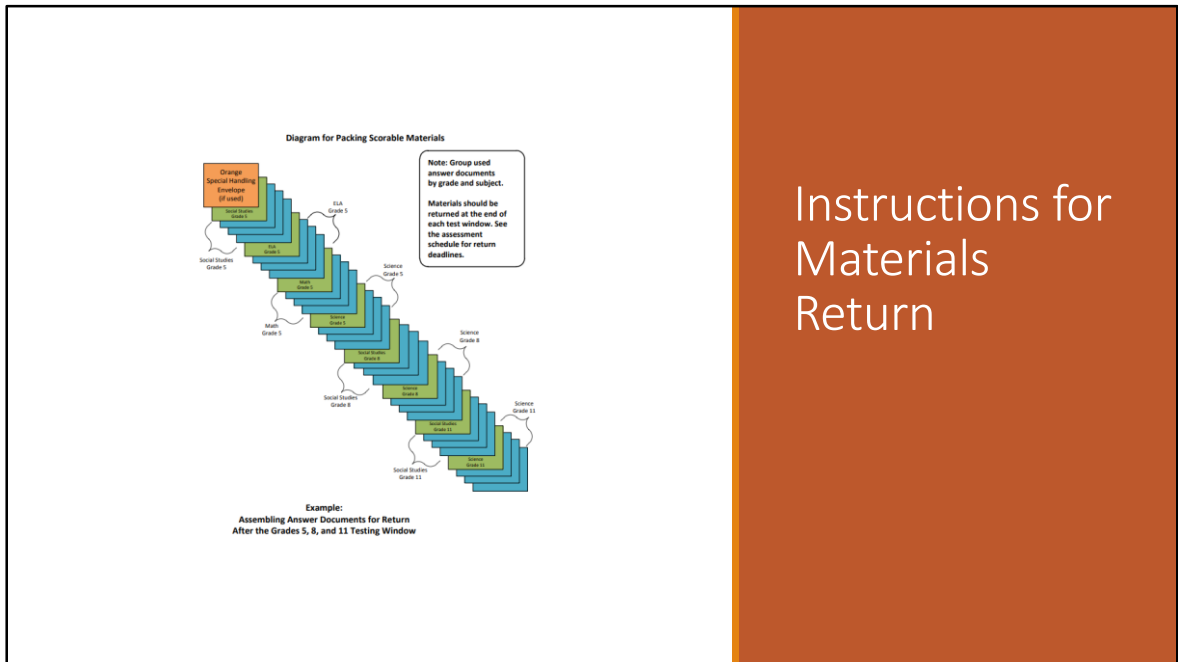
Materials Return Dates				
Grades	Final date to ship without penalty and for inclusion in answer document verification	Shipping dates with \$250 late fee charge	Shipping dates with \$250 late fee and \$25 processing fee per answer document	Dates after which materials will NOT be scored
Grades 5, 8 and 11	May 1, 2019	May 2–8, 2019	May 9–15, 2019	May 16, 2019
Grades 3, 4, 6 and 7	May 22, 2019	May 23–29, 2019	May 30–June 5, 2019	June 6, 2019

This table on page 60 of the M-STEP Test Administration Manual shows the deadlines for the return of materials for each test window.

For grades 5, 8, and 11, the last date to ship materials without penalty and for inclusion in Answer Document Verification is May 1, 2019. The school or district might have to pay late fees if the materials are shipped after May 1<sup>st</sup> – and be sure to note that materials will not be scored if they are shipped after May 16.

The deadlines for grades 3, 4, 6, and 7 are also listed. You will want to be sure to ship by May 22<sup>nd</sup> to avoid incurring any fees and for inclusion in Answer Document Verification. Again, there is the possibility of late fees and processing fees if the materials are shipped after the dates listed in this table. Again, note that materials will not be scored if they are shipped after June 6<sup>th</sup> for grades 3, 4, 6, and 7.

To avoid negative impacts in reporting, return materials as close as possible to the listed deadlines – that is, May 1<sup>st</sup> for grades 5, 8, and 11, and May 22<sup>nd</sup> for grades 3, 4, 6, 7.



# Instructions for Materials Return

This diagram is on page 61 of the M-STEP Test Administration Manual. It details how to pack scorable materials in the scorable materials box for return.

If it is used, the Orange Special Handling Envelope is placed on top of the materials in the box. Under that are materials that must be packed in grade-level order. Any social studies tests must be at the top, followed by ELA and then math. The science field test is at the bottom.

Be sure to refer to the After Testing instructions on pages 54-61 of the Test Administration Manual to ensure correct packing of materials.

Also note that barcode labels are always required on all used answer documents.



# Reporting

PRELIMINARY  
REPORTS  
FINAL REPORTS

In this section, I will discuss the Preliminary and Final Reports.

## Preliminary Reports

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Preliminary Reports are available on the Secure Site, by selecting the Reports drop-down and then selecting Dynamic Score Reports.

Preliminary Reports include only machine-scored responses and do not include any hand-scored items.

The Science Field Test is not reported in Preliminary Reports.

The Preliminary data is for school use only and may not be shared with the public. **Treat this as embargoed data.**

More detailed information about the Preliminary Reports and the data in them is available in the Interpretive Guide to Preliminary Reports, which is available on the M-STEP webpage at [www.michigan.gov/mstep](http://www.michigan.gov/mstep), under the Reports section.

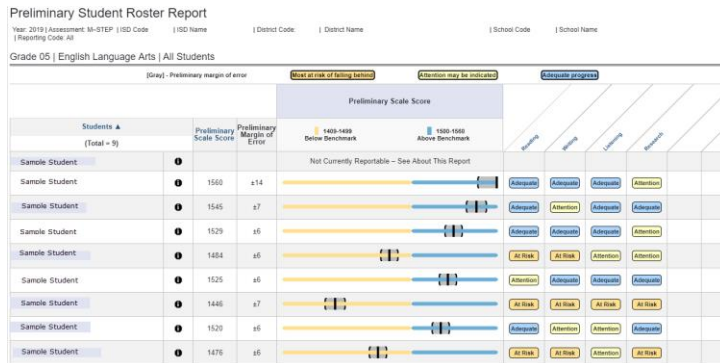
The Preliminary Reports are available 48 hours after the student submits both parts of the test, and remain available until Final Reports are released. Preliminary Reports are accessed through the Secure Site, by selecting the Reports drop-down, and then selecting Dynamic Score Reports.

The Preliminary Reports include only machine-scored items; they do not include any hand-scored items. It is important to remember that preliminary data is for school use only and may not be shared with the public. Schools must treat this as embargoed data.

The science field test is not included in Preliminary Reports. These results will be reported when Final Reports are released.

More detailed information about the Preliminary Reports and the data in them is available in the Interpretive Guide to Preliminary reports, available on the M-STEP webpage, at [michigan.gov/mstep](http://michigan.gov/mstep), under the Reports section.

# Preliminary Reports



This is an example of an ELA Preliminary Report. The Preliminary Scale Score is plotted as below or above benchmark – the Proficiency designation or cut. Not proficient, partially proficient, proficient, and advanced designations are not available until the final score reports.

Math and ELA Claim Performance Indicators are included on the reports – again, based on preliminary data. Social studies raw scores – points earned out of points possible – are reported based on machine-scored items.

Preliminary Reports will remain available until Final Reports are released.

# Spotlight

on Student Assessment and Accountability

MICHIGAN  
Education

March 21, 2019

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

- Spring 2199 Test Window Extensions
- Updated Test Administration Documents
- WIDA ACCESS for ELLs End of Testing Reminders
- ACCESS for ELLs Interpreting Score Reports Webinar
- M-STEP Test Administration Training Series - Chapter 1 Available Now
- M-STEP Computer Adaptive Test Training Videos Updated
- Test-to-Speech is NOW For All Students
- Invite Staff from MDE to Visit Your School During Testing
- Statewide School Index Report Tools Now Available
- Important Reminders
  - FAME Project Accepting New Catch Applications for SY18-19
  - Focus on Assessment Literacy
  - What is the Purpose of Assessment?
  - College Board Corner
  - ACT WorkKeys
  - Important Dates
  - Contacts

## Spring 2019 Test Window Extensions

Due to the recent number of snow days Michigan's local school districts experienced this winter and the subsequent delays in student instruction, many school leaders have asked the Michigan Department of Education (MDE) to extend this spring's statewide testing windows.

Spring 2019 EXTENDED Testing Schedule

Assessment	2018	2019	2020	2021	2022	2023	2024	2025
M-STEP Grades 3, 4, and 5	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10
M-STEP Grades 6, 7, and 8	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10
M-STEP Mathematics	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10
College-Access 8th-12th	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10
WIDA ACCESS for ELLs	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10
ACT WorkKeys	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10	3/20-4/10

The MDE is committed to being as responsive, flexible, and accommodating as possible in offering options to local districts for administration of the M-STEP, M-Access, and Early Literacy and Mathematics.

After discussions with the MDE and among our assessment vendors, and in consideration of the MDE's operational needs, we will be extending the Michigan-developed tests assessment testing windows (M-STEP, M-Access, and Early Literacy) by one week, for this year only. The integrated paper-pencil tests for M-STEP are not changing.

These extensions will likely result in delays in the release of testing data and school-level results when testing is completed.

(Continued on next page)

Key: Remainder (previously run article) Accessibility options and accommodations information

Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access Call Center: 877-660-6378

# Final Reports

Available before most schools return to school

Watch the Spotlight for details!

Final reports will be available in mid-to-late August. Be sure to watch the Spotlight for details.

Final Reports include both student-level and aggregate level reports. An Interpretive Guide to M-STEP Reports document will provide additional detailed information about the data reported.

# Secure Site After-Testing Tasks

ACCOUNTABLE  
STUDENTS ENROLLED

ANSWER  
DOCUMENTS  
RECEIVED AND NOT  
TESTED

Some tasks must be completed in the Secure Site after testing to ensure all assessment and accountability data are collected and correct.

## Accountable Students Enrolled and Demographics

- available on the OEAA Secure Site in late April or early May
- includes school enrollment information and student demographics from the Michigan Student Data System (MSDS)

Only student data with an “as of” date on or before May 31 will be used to update the list of students through mid-June.

The list will be updated several times a day from MSDS, This means if additional student data is submitted in MSDS, it will be update through the mid-June deadline. The list of students and demographic information can change based on what is submitted in MSDS.

Watch the weekly Spotlight for more information and deadlines as they get closer.

The Accountable Students Enrolled and Demographics page of the OEAA Secure Site will be available late April or early May.

This page will display a list of students enrolled, along with their demographic information, from the Michigan Student Data System (MSDS). The students listed will be included in accountability calculations. Student demographics will be used in assessment and accountability reporting.

While schools can continue to update MSDS through mid-June, OEAA will only use student data with an “as of date” on or before May 31<sup>st</sup>. Since the Secure Site is updating from MSDS several times a day, the list and student information can change based on the information submitted in MSDS.

Watch the weekly Spotlight for availability and deadline information.

## Accountable Students Enrolled and Demographics

### What should you do with the list of students?

- Verify homeschooled and nonpublic school students are not listed.
- Verify all students enrolled on May 31 are listed.
- Verify students who have exited the school are not listed.
- Verify the student demographic information is correct.

Work with your district MSDS authorized user to get updates into MSDS

What should you do with this list of students and demographics? You should verify that homeschooled students and nonpublic school students are not included on the list of enrolled students. You should verify that students who are currently enrolled are listed. You should continue to verify the student enrollment through the June deadline but should only include students who are enrolled on May 31. Verify that students who have exited the school are not listed, and finally verify student demographic information is correct.

New this year, Military Connected and Foster Care will be included as a demographic on the list to be verified. These two new demographics will be included in assessment reporting, but will not be a subgroup for 2018/19 accountability reporting.

If you find errors or information that needs to be updated, you will need to work with your district MSDS authorized user to get those updates in MSDS. If you don't know who your MSDS authorized user is, you can find that information on the Secure Site, on the District and School Contacts page under the Assessment Registration dropdown.

## Answer Documents Received and Not Tested

- available on the OEAA Secure Site in mid-June
- lists students and the tests (paper/pencil and online) that have been received by the vendor
- displays tests that may be invalidated (some may be able to be appealed or corrected)
- provides opportunity for a reason a student did not test to be submitted for a possible accountability exemption

The Answer Documents Received and Not Tested will display the list of students for whom the testing vendors have received either a paper/pencil or an online test.

This is the only opportunity for schools to review this listing and to report possible issues that may be able to be resolved before assessment and accountability reporting.

The list will also display tests that may be invalidated for various reasons. Some of the reasons for invalidation may be appealed or corrected to ensure a student receives a valid score.

This will also be the opportunity for schools to submit a reason why a student did not test, for review by the accountability office for a possible exemption.



## Answer Documents Received and Not Tested

What must I do with this list?

Verify all paper/pencil tests that were returned are listed.

Verify all online tests that were taken are listed.

The following issues can be submitted:

- If a test was taken at the school and is not listed as received, a “Student Was Tested” reason must be submitted.
- If the student did not test, then a “Student Did Not Test” reason must be submitted
- If a student is listed as tested but did not test at the school, then a “Incorrect Tested School” reason must be submitted

Verify the tests listed under the Invalid tab (new this year) and review the reason they may be invalidated. Some might be able to be corrected or appealed.

This is the **only** opportunity to submit answer document issues and reasons why a student did not test.

What must I do with this list?

Schools should take the time to verify that all paper/pencil and all online tests that were taken are listed as having been received.

During this time, Student Not Tested issues can be submitted. This would be necessary if a student did test at the school but the list shows the test was not received.

If a student is correctly listed as not having been tested, then a “Student **Did Not Test**” issue, including the reason the student did not test, must to be submitted.

If a student did not test at the school is listed as having done so, an “Incorrect Tested School” must be submitted.

New this year is an “Invalid” tab, which will list students whose tests will be invalidated with note about why the test will be invalidated. Some reasons for invalidation can be appealed or could be fixed in MSDS to ensure the student receives a valid score.

This is the **only** opportunity to report any possible issues that could be resolved and to submit a reason why a student did not test for a possible accountability exemption.



April 19, 2018

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

- Are You Interested in Serving on Science Assessment Committees?
- Mail 026 11.3
- MI Access P18 Online Answer Document Link Error
- 2017-18 Annual Education Report Requirements
- ASL Clarification for M-STEP ELA
- Electronic Device Use During Testing
- WAPT and WIDA Screener Score Entry Reminders
- FAME Project Accepting New Coach Applications through May 4, 2018
- SAT Center
- ACT WorkKeys
- Important Dates
- Recently Asked Questions...

Are You Interested in Serving on Science Assessment Committees?

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

Bias and Sensitivity Review & Content Review – July 16-20, 2018

Members of each committee will provide feedback and guidance on Draft Science Item Clusters.

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

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

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

[\(Continued on next page\)](#)

Key: Reminder (previously not active)

Includes supports and accommodations information

Includes Information Tech Coordinators also need to know

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

Call Center: 877-569-8378

## Upcoming Answer Documents Received and Test Verification Tasks and Deadlines

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

The Answer Documents Received and Not Tested windows will come up after testing is over. Again – make sure that you receive the Spotlight each week for updates.

## Helpful Links

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Best Practices MSDS Reporting Guide for Trouble-free Accountability Data  
([https://www.michigan.gov/documents/mde/Accountability\\_Best\\_Practices\\_625027\\_7.pdf](https://www.michigan.gov/documents/mde/Accountability_Best_Practices_625027_7.pdf))

Secure Site Training <http://www.mi.gov/securesitetraining>

Secure Site <http://www.mi.gov/oeaa-secure>

M-STEP Webpage [www.michigan.gov/mstep](http://www.michigan.gov/mstep)

These are some helpful links:

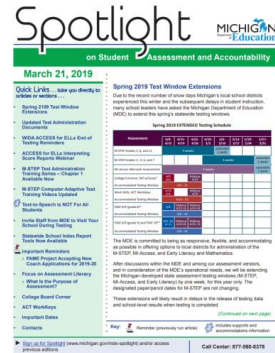
Best Practices MSDS Reporting Guide for Trouble-free Accountability Data, Secure Site Training, the Secure Site link, and the M-STEP webpage link.

# Stay Informed

To stay up-to-date on all assessment-related issues, sign up to receive weekly Spotlight newsletter, at [www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)

You'll find:

- calendar reminders
- assessment task reminders
- administration updates
- report information
- much more



Be sure to stay informed about test administration with the weekly Spotlight on Student Assessment. This newsletter communicates important information from the Office of Educational Assessment and Accountability – the OEAA – including reminders about upcoming tasks and deadlines, any test administration updates or policy updates, and answers to recently asked questions.

If you are not already receiving the Spotlight, go to [michigan.gov/mde-spotlight](http://michigan.gov/mde-spotlight) to sign up. The Spotlight comes out every Thursday afternoon and is sent through email.



Thank you.

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**Phoebe Gohs**

**M-STEP Test Administration & Reporting  
Consultant**

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

Thank you for joining me for Chapter 3 of the M-STEP Administration Training – After Testing Tasks.

If you have any questions or comments, please email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).