

Chapter 2: 2019 M-STEP Administration Training for Building and District Assessment Coordinators

PHOEBE GOHS

M-STEP TEST ADMINISTRATION AND REPORTING CONSULTANT



Objectives

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

Extended Test Administration Window

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, MI-Access, and Early Literacy and Mathematics.

Spring 2019 Testing Schedule for Summative Assessments – REVISED															
Assessment	Week of														
	2/4-2/8	2/11-2/15	2/18-2/22	2/25-3/1	3/4-3/8	3/11-3/15	3/18-3/22	4/8-4/12	4/15-4/19	4/22-4/26	4/29-5/3	5/6-5/10	5/13-5/17	5/20-5/24	5/27-5/31
M-STEP Grades 5, 8, and 11								4 weeks				extended 1 week			
M-STEP Grades 3, 4, 6, and 7											4 weeks				extended 1 week
MI-Access Alternate Assessments								7 weeks							extended 1 week
College Entrance: SAT w/Essay*								4/9 only		Makeup 4/23					
Accommodated Testing Window								4/9 – 23							
Work Skills: ACT WorkKeys								4/10 only		Makeup 4/24					
Accommodated Testing Window								4/10 – 23							
PSAT 8/9 (grade 8)*								4/9	Makeup 4/10-16	Makeup 4/23-24					
Accommodated Testing Window								4/9 – 23							
PSAT 8/9 (grade 9) and PSAT 10**								4/9, 10, or 11	Makeup 4/10-16	Makeup 4/23-24					
Accommodated Testing Window								4/9 – 23							
WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs	7 weeks														

* Schools must administer the PSAT 8/9 for 8th grade and SAT with Essay on April 9, 2019 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

** Schools must administer the PSAT 8/9 for 9th grade and PSAT 10 on April 9, April 10, or April 11, 2019 (unless students are approved with accommodations that designate them to test in the accommodated testing window).

- Schools can choose which date works best for them as the initial test day.
- The same grade must test on the same day at the same time.
- Schools can administer multiple grades in one day.

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.

Getting Started

ONLINE
ADMINISTRATION

PAPER/PENCIL
ADMINISTRATION

Getting Started: Online Administration



Create or edit test sessions in eDIRECT and create the Test Schedule.



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



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



Monitor testing, provide support to Test Administrators as needed.

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

Getting Started: Online Administration

Test Schedules

- Test schedules are required for the M-STEP Administration.
- See the Assessment Integrity Guide (AIG) for detailed information

Supports and Accommodations Table

- Includes important information about Universal Tools, Designated Supports, and Accommodations
- Any accommodation that is not listed in the Supports and Accommodations table is not allowable

Online Test Directions

- Online Test Directions are by grade
- Preview the Test Directions before administering the test
- Test Directions must be followed exactly and read verbatim

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 are printed on the test ticket. Be sure you are aware of accommodations before administering a test

Getting Started: Online Administration

Getting Started: Paper/Pencil Administration



SCHEDULE TEST SESSIONS
ACCORDING TO PUBLISHED
SCHEDULE



ENSURE ANSWER DOCUMENTS
HAVE BARCODE LABELS AFFIXED



SECURELY MAINTAIN ALL TESTING
MATERIALS THROUGHOUT THE
TESTING WINDOW



MONITOR AND ADDRESS ANY
TESTING IRREGULARITIES AS THEY
OCCUR

Getting Started: Paper/Pencil Administration

Test Directions

- Paper/Pencil Test Directions are by grade
- Preview the Test Directions before administering the test
- Test Directions must be followed exactly and read verbatim

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

During the Administration

ONLINE
ADMINISTRATION

PAPER/PENCIL
ADMINISTRATION

Scratch Paper

- Secure Material – be sure to collect these after testing
- Student name must be written on scratch paper or graph paper
- Scratch paper must be blank lined or unlined paper

Graph Paper – Mathematics only

- Required for grades 6-8, allowable for grades 3-5
- Blank graph paper
- Available on the M-STEP webpage

Mathematics: Online and Paper/Pencil

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

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

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

*Does not apply to English language arts.

Scratch Paper & Graph Paper

M-STEP Mathematics Calculator Policy

ONLINE ADMINISTRATION

NO Calculators grades 3-5

Grades 6-7:

- Embedded Calculator for Math CAT - on items the calculator is allowable
- Handheld calculator as an accommodation ONLY

PAPER/PENCIL ADMINISTRATION

NO Calculators grades 3-5

Grades 6-7

- NO Calculator for Part 1
- Handheld calculator allowed for Part 2

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

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.

During the Test Administration

During Testing: Assessment Integrity Guide Requirements



Student cell phones and personal electronic devices must be powered off and stored away from the student work area at all times during a test session. Be sure your district policy for cell phone storage during testing is communicated and enforced by all Test Administrators.



All academic posters or displays must be removed or covered.



Computers or work stations should be arranged so that students cannot easily view other students' work.

Online Administration: Monitoring test completion

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

Users can view a graph of not started, in progress, or completed:



Online Administrations

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

Paper/Pencil Administrations

- Collect test materials individually (do NOT pass down rows)
- Verify that each student has turned in both the Answer Document and Test Booklet as well as used scratch paper
- Return secure materials

Ending a Test Session or Part

Collecting Materials

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

Collect final Testing Schedules

Paper/Pencil Administrations

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

Common Problems and What to Do

COMMON PROBLEMS
INCIDENT REPORTS

Common Problems

Online Session Locked

- If 5 or fewer questions have been answered, contact the Call Center at 1-877-560-8378 and select Option 2
- If more than 5 questions have been answered, an Incident Report is required
- For the Science Field Test, the Call Center can unlock those regardless of the number of questions answered

Student becomes ill/parents remove student during test

- Online: Pause and Exit; then resume with the original test ticket in a makeup session
- Paper/Pencil: Collect materials and flag last question answered, resume during a makeup session, and submit an Incident Report

Chromebook testers – Keyboard MUST be set to US Keyboard – if it is not, the student will not be able to use quotation marks or apostrophes in text boxes

- BEFORE testing: Select ‘Settings’ then ‘Keyboard Settings’ and select US Keyboard
- DURING testing: click outside of the text box and press CTRL-SHIFT-SPACE BAR to select US Keyboard

Common Problems

Common Problems

INSIGHT disconnections, not advancing, or other technical error

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

Incident Reports

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

The M-STEP Test Administration Manual has detailed information regarding when to submit an Incident Report in Appendix C, pages 65-75

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

Examples of Testing Irregularities

Student becomes ill and goes home before completing a test

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

Building emergency during the test session

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

Student Prohibited Behavior during the test session

Incident Reporting Tool

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  	Contact Phone  	Contact Email 
Test Cycle Spring 2017 M-STEP	* ISD Sample ISD (12345) ▼	* District Sample School District (12345) ▼	* School Sample School (12345) ▼
* Grade Select a Grade ▼	* Content Area Select a Content Area ▼	* Testing Mode <input type="radio"/> Paper/Pencil <input type="radio"/> Online	
* Incident Category Select an Incident Category ▼	* Incident Subcategory Select an Incident Type ▼		* Date and Approximate Time Incident Occurred <input type="text"/>  

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: abc, undo, redo, bold, italic, underline, link, unlink, list, list, link, unlink, help

Attach Documentation

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

Select

Print Save Save and Submit

Back

Resources



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

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

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

Test Administration Manual

Test Directions

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

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

More Resources – www.michigan.gov/mstep

Assessment Integrity Guide

New Assessment Coordinator Training Guide

List of Important Dates

MDE-Approved INSIGHT Tools Poster

Stay Informed

Sign up to receive weekly Spotlight issues to stay up-to-date on all assessment-related issues at:

www.michigan.gov/mde-spotlight

You'll find:

- Date Reminders
- Assessment Task reminders
- Administration Updates
- Report Information
- Much more!

Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

March 21, 2019

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

- Spring 2109 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
- Text-to-Speech is NOT 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 Coach Applications for 2019-20
- 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 record 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	4/8-4/12	4/15-4/19	4/22-4/26	4/28-5/3	5/6-5/10	5/13-5/17	5/20-5/24	5/27-5/31
M-STEP Grades 5, 8, and 11		4 weeks			extended 3 week			
M-STEP Grades 3, -4, 6, and 7					4 weeks		extended 3 week	
MI-Access Alternate Assessments					7 weeks			extended 3 week
College Entrance: SAT w/Essay*	4/8-4/12	4/15-4/19	4/22-4/26	4/28-5/3	5/6-5/10	5/13-5/17	5/20-5/24	5/27-5/31
Accommodated Testing Window		4/9-23						
Work Skills: ACT WorkKeys	4/15-4/19	4/22-4/26	4/28-5/3	5/6-5/10	5/13-5/17	5/20-5/24	5/27-5/31	
Accommodated Testing Window		4/16-23						
PSAT 8/9 (grade 8)*	4/15-4/19	4/22-4/26	4/28-5/3	5/6-5/10	5/13-5/17	5/20-5/24	5/27-5/31	
Accommodated Testing Window		4/16-23						
PSAT 8/9 (grade 9) and PSAT 10**	4/15-4/19	4/22-4/26	4/28-5/3	5/6-5/10	5/13-5/17	5/20-5/24	5/27-5/31	
Accommodated Testing Window		4/16-23						

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, MI-Access, and Early Literacy and Mathematics.

After discussions within the MDE and among our assessment vendors, and in consideration of the MDE's operational needs, we will be extending the Michigan-developed state assessment testing windows (M-STEP, MI-Access, and Early Literacy) by one week, for this year only. The designated paper/pencil dates 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: Reminder (previously run article) includes supports and accommodations information

► [Sign up for Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) and/or access previous editions | **Call Center: 877-560-8378**



Thank you.

**Phoebe Gohs, M-STEP Test
Administration & Reporting Consultant**

Email: mde-oeaa@michigan.gov