

Chapter 2: 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 two 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 during testing for both online and paper pencil administrations.



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

I am going to begin this presentation with how to get started with the M-STEP Administration for both online and paper/pencil test administrations, tasks and responsibilities for staff during the Test Administration, and how to end a test session or part for both online and paper/pencil tests.

I will also address some common problems and what to do when they come up.

Then, I will discuss resources that are available to help throughout the administration.

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													
	3/26 2/8	3/27 2/15	3/28 2/22	3/29 3/1	3/30 3/15	3/31 3/22	4/1 4/12	4/2 4/29	4/3 5/5	4/4 5/19	4/5 5/12	4/6 5/24	4/7 5/31	4/8 5/31
M-STEP Grades 3, 4, 6, and 7														
M-STEP Grades 5, 8, and 11														
MI-STEP Grades 3, 4, 6, and 7														
MI-Access Alternate Assessments														
College Entrance SAT w/Essay**														
Accommodated Testing Window														
MI-STEP ACT Inventory														
Accommodated Testing Window														
PSAT 8/9 grade 8*														
Accommodated Testing Window														
PSAT 8/9 grade 9 and PSAT 8/9**														
Accommodated Testing Window														
MI-STEP ACCESS for ELA and MI-STEP ACCESS for ELA														

* 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 8/9 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.

Due to the record number of snow days Michigan’s local school districts experienced this winter and the subsequent delays in student instruction, the Michigan Department of Education has extended this spring’s statewide testing windows.

Online testing has been extended one week. This means that the M-STEP grades 5, 8, and 11 testing window will run from April 8 through May 10, and the grades 3, 4, 6 and 7 testing window will run from April 29 through May 31.

Paper pencil testing days have not changed and schools are required to test all students who are testing paper/pencil according to the published testing schedule.

Getting Started

ONLINE
ADMINISTRATION

PAPER/PENCIL
ADMINISTRATION

Next we'll discuss Getting Started – for both the online administration and 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.

If you have not already set up test sessions, you will have to set them up in eDIRECT. It is important that the pre-identification through the Secure Site is accurate, so that all students who are expected to test are assigned to the appropriate testing sessions. It is also important to be sure students are put into all test sessions that are required for their grade. eDIRECT does have functionality that will help with tracking progress toward completion of testing, but the system is based on the students who are in the test session – it does not identify a student who is not assigned to the test session.

Next, the appropriate accommodations must be assigned in eDIRECT before test tickets are generated. All accommodations must be assigned in eDIRECT. For detailed directions on assigning accommodations in eDIRECT, go to the eDIRECT User Guide that is available on the eDIRECT website. Go to All Applications, then General Information, and the select the Documents tab.

Once all students have been assigned to all of the appropriate test sessions, and accommodations have been assigned, test tickets need to be printed, sorted according to your testing schedule, and distributed to Test Administrators. Remember that test tickets and accompanying rosters are secure materials and must be handled securely. Be sure that Test Administrators are made aware of the procedures that will

be used in your building for the handling of secure materials.

Once Test Administrators begin testing, test administration progress should be monitored and any issues that come up addressed. If there is a testing irregularity that requires submission to the MDE for resolution, District Coordinators can submit Incident Reports through the Secure Site. Depending on your specific role, you will inform your Building or District Coordinator of any issues that come up, or, if you are the District Assessment Coordinator you will be responsible for submitting Incident Reports.

I will discuss the incident reporting process more when we get to the Common Problems and What to Do section of this presentation.

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

Seating charts are no longer required for the administration of the M-STEP. In their place, test schedules are now required and must be maintained at the school for three years. Detailed information about this requirement was discussed in chapter one of this training series, and may be found in the Assessment Integrity Guide – which is available on the M-STEP web page at www.michigan.gov/mstep.

The Supports and Accommodations table should be reviewed and referenced throughout the test administration. It includes important information about allowable Universal Tools, Designated Supports, and Accommodations. As a reminder, any accommodation not listed in the Supports and Accommodations table for a grade and subject is not allowable on the M-STEP.

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

All test directions are grade-specific. It's important for Test Administrators to preview the Test Directions before administering the test. Test Directions for both the paper/pencil and online administrations are available on the M-STEP webpage at www.michigan.gov/mstep.

Test tickets are a secure material, so it is important these are collected after the testing session to be securely destroyed or to be stored with secure test materials if the student has not completed the test and will resume testing in another test session.

As a reminder, students may only have one test ticket at a time. Giving a student more than one test ticket at a time is a misadministration of the test because Test Directions must be read to students before they start another test session.

Accommodations are printed on the test tickets. Be sure Test Administrators are made aware of all accommodations for all students in his or her testing session.

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

For the paper/pencil administration, test sessions must be scheduled according to the published schedule.

Assessment Coordinators must ensure that barcode labels are affixed to the student Answer Documents. Barcode labels are required in order to ensure the student's responses and hard work are associated with the correct student. Barcode labels are shipped to schools in the initial material orders according to pre-identification in the Secure Site

And a reminder that all secure testing materials must be maintained in a secure, locked location. Secure materials include test booklets, all used Answer Documents and unused ELA and Mathematics Answer Documents, any used scratch paper, listening scripts and CDs, and any Reader Scripts, translated versions of the test, or other accommodated form of the test.

Again, testing irregularities should be monitored and addressed appropriately. If needed, District Coordinators submit Incident Reports through the Secure Site for MDE resolution or documentation. I will discuss this further in the Common Problems portion of this presentation.

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

As with the Online Test Directions, paper/pencil test directions are grade-specific. And again, it is important that Test Administrators preview the Test Directions before administering the test. This is true even when a Test Administrator has administered the same M-STEP assessment in a previous year – it is important to refresh one's memory about the assessment before administering it.

Answer Documents must have the barcode label affixed in the space provided before administering the test. If additional barcode labels are needed for any reason – for example, a student has enrolled after the Pre-ID for barcode labels deadline, they can be printed from the Secure Site. Go to Assessment Registration, select Barcode Labels, and complete the search criteria.

And, test booklets should be securely stored and given to Test Administrators at the start of a testing session.

Accommodations and Supports, if provided, must also be completed on the Answer Document – by a Test Administrator or Building Coordinator.

During the Administration

ONLINE
ADMINISTRATION

PAPER/PENCIL
ADMINISTRATION

Once testing begins, there are tasks that are completed during the administration – for both online and 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

First, be sure all staff are reminded of these important policies: Scratch Paper and Calculator Use.

Any scratch paper used during testing must be collected for shredding. Used scratch paper and used graph paper are secure materials.

Student names need to be written on scratch paper or graph paper used, so that if a break is taken it can be returned to the correct student.

Graph paper is allowed for grades 6-8. It must be blank graph paper. M-STEP graph paper is available on the M-STEP webpage.

The M-STEP Scratch Paper policy has been updated for 2019, and is posted on the M-STEP web page. The updates help to clarify the difference between ‘used’ and ‘unused’ scratch paper, and provide a table that shows which grade and content areas are allowed to have scratch paper and 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

The Mathematics Calculator policy is posted on the M-STEP webpage – www.michigan.gov/mstep, it is listed in the Test Administration Manual, and it is also included in the Test Directions, specific to the grade.

Calculators are not allowed for any student on any part of the mathematics assessment – online or paper/pencil - in grades 3, 4, and 5. This includes as an accommodation – the use of a calculator changes the construct of the test, and any use of a calculator at these grades is a misadministration and will result in test invalidation.

In grades 6 and 7, calculators are allowed on specific parts of the test.

In the online administration, for grades 6 and 7, calculators are embedded into the assessment on the items for which calculators are allowed. Items that do not allow the use of a calculator do not have the calculator tool available. Any use of a handheld calculator on the online assessment may be done ONLY as an accommodation that is documented in a student's IEP or 504 plan – again for grades 6 and 7 only.

For paper/pencil testing, in grade 6, Basic calculators are allowed on Part 2 only, and in grade 7 scientific calculators are allowed on Part 2 only. Any programmable calculator used must be set to TEST mode during the assessment.

Be sure to review the full Calculator Policy on the M-STEP webpage or in the Test Administration Manual in detail before the administration of the Mathematics M-STEP to ensure compliance with these requirements.

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

For both the online and paper/pencil administration, Test Administrators should actively monitor the assessment. This includes moving through the room to view testers and maintain a view of all students throughout the test session.

Test Administrators' full attention must remain on testing at all times – any distraction must be avoided, including any side conversations, reading, eating, or completing other work during the test.

For safety and security, if video surveillance cameras are already in place in a testing room and are used to maintain security, they are allowed to be used during the test session. Cameras should be directed away from test items, and any recording of a test session must be deleted as soon as possible after the test session.

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.

The Assessment Integrity Guide has been updated for the 2019 administration. Be sure to review the entire document for all updates.

Of particular importance are the cell phone policy, academic posters, and the arrangement of student work stations.

According to the AIG, student cell phones or other electronic devices must be powered off and stored away from the student work area during testing. It is the responsibility of District and Building Assessment Coordinators to be sure Test Administrators are aware of how your district or building will implement this policy and that this policy is enforced.

All academic material that is posted on classroom walls must be covered or removed during the test administration.

And, computers or work stations must be arranged so that students are not able to view other students' work during testing.

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

When ending a test session, for an online administration, all test tickets, test rosters, scratch paper and graph paper if used, must be collected to be securely destroyed. Test Administrators should also be sure that students exit the testing engine.

In paper/pencil administrations, test booklets, Answer Documents, scratch paper, and graph paper if used, should be collected individually – these documents should not be passed down rows. Be sure to verify that all Answer Documents, Test Booklets, and scratch paper are collected from all students – Test Administrators must verify that all materials are collected before students are dismissed and the test session ended.

All secure materials are then returned for secure storage or destruction.

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

Materials need to be collected after the Test Administrations for both online and paper/pencil administrations. Be sure that signed Security Compliance Forms are collected from all staff involved in test administration.

Also, final copies of Testing Schedules must be completed and collected. These should be kept for 3 years after the test administration.

For paper/pencil administrations, all test booklets and answer documents must be collected. Any used Answer Document must have the correct Barcode Label affixed, and any accommodations used need to be filled in on the Answer Document. Also be sure the student information is completed and matches the information on the barcode label – in the event the barcode label becomes damaged or falls of the document.

The Test Administration Manual includes detailed instructions for materials return.

Common Problems and What to Do

COMMON PROBLEMS
INCIDENT REPORTS

Next I will discuss what to do when any problems arise during the test administration.

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

Perhaps the most common problem that happens in the online administration is a student submitting a test before completing it. When this happens, if there are five or fewer questions answered, contact the Call Center at 1-877-560-8378, and select Option 2. If there are more than 5 questions answered, then an Incident Report is required. Except on the Science Field Test, those can be unlocked by the Call Center regardless of the number of questions answered

Another common problem is if a student becomes ill or is removed from the test session before completing the test. For an online administration, collect the student's test ticket and instruct the student to pause and exit the test. The test may be resumed in a later test session, using the original test ticket.

For a paper/pencil administration, the Test Administrator should collect the test materials and flag the last question answered. The test can then be resumed during a makeup session, and an Incident Report should be submitted by the District Assessment Coordinator.

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

Students testing on Chromebook who have the wrong keyboard setting – US International Keyboard – will not be able to use the quotation marks or apostrophes while in text boxes.

To resolve this issue before testing begins, choose Settings on the Chromebook, then choose “Keyboard Settings” and be sure US Keyboard is selected.

If this happens during testing, have the student click outside of the text box, then press Control-Shift-Space Bar which will bring up the option to select the US Keyboard setting.

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

In the online administration, there may be an issue with INSIGHT disconnections or other technical errors. This can be due to a local connectivity issue, or a network issue, or it may be an issue that needs to be resolved with DRC. So, the first step in any situation of a technical issue while testing online is to contact your local Technology Coordinator.

If the Technology Coordinator cannot resolve the problem, then they should contact DRC Customer Support and, if necessary, the District Assessment Coordinator should submit an Incident Report if the problem cannot be solved by the Technology Coordinator or DRC's Customer Support.

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/seuresitetraining.

Any time that a testing irregularity occurs, the District M-STEP Coordinator must report the irregularity to the Office of Educational Assessment & Accountability.

There is detailed information regarding how to address an irregularity, including many possible scenarios, and the most frequent irregularities that occur, in the M-STEP Test Administration Manual. The Incident Reporting Table is in Appendix C on pages 65-75.

The Secure Site also has detailed, step-by-step instructions for submitting an Incident Report at www.michigan.gov/seuresitetraining.

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

Some examples of testing irregularities can be if a student becomes ill and goes home before completing a test. Or a student may transfer from, or into the school during the testing window. Or if a building emergency occurs during the test session. Also if a student is not provided assigned accommodations or is provided accommodations that are not assigned. Or, a student prohibited behavior during the test administration. These irregularities are examples of reasons that an Incident Report should be submitted.

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 Requestor Phone Requestor Email CC Email

Contact Name Contact Phone Contact Email

Test Cycle * ISD * District * School

* Grade * Content Area * Testing Mode Paper/Pencil Online

* Incident Category * Incident Subcategory * Date and Approximate Time Incident Occurred

Incident Reports are submitted through the Secure Site.

Users select the Student Assessments tab at the top of the page, and then Incident Reports in the dropdown menu.

The Contact information is prepopulated based on the M-STEP Assessment Coordinator who is assigned in the EEM.

Once you have selected the test cycle and entity information, select the grade, content area and testing mode. Based on these selections, the Incident category dropdown will update. Then select the incident subcategory. Directions about which category and subcategory should be used, based on your situation, can be found in the Incident Reporting Table in the M-STEP Test Administration Manual. This table is organized based on the Incident Categories listed in the dropdown menu of the Secure Site.

Incident Report

The screenshot shows a web-based form for reporting an incident. The form is titled "Incident Report" and is part of a system with a navigation menu including Home, Admin, Security, Assessment Registration, Student Assessments, Reports, Accountability, and Review Requests. The form is divided into several sections:

- Request Action:** This section includes a "Resolution Action" dropdown menu with options: "No resolution action needed", "Unlock online tests", "Regenerate online tests", and "Order emergency paper materials".
- Students Involved or Impacted:** This section contains a question: "Were specific students involved in or impacted by the incident?" with radio button options for "Yes" and "No".
- Incident Description:** This section includes a text area for describing the incident. The instructions state: "The description should be as complete as possible and include:
 - a list of staff involved by name and role,
 - a description of the incident, and
 - whether security of any test item or secure material was potentially compromised."
- Attach Documentation:** This section allows users to attach documents to support the report. It lists allowed extensions: .doc, .docx, .xls, .xlsx, .csv, .txt, .pdf.

At the bottom right of the form, there are buttons for "Print", "Save", "Save and Submit", and "Back".

After you have selected the category and subcategory, you can select your requested action. Depending on the incident category and subcategory that you've selected, student names may be required. Student names that are populated are based on students who were pre-identified for testing.

Then, a description of the incident is included.

Once you've included all of the information about your testing irregularity, be sure to "Save and Submit" your Incident Report – if you do not submit the incident report MDE can not respond to your incident.

Resources



There are a number of resources available for you to use during the test administration.

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

The Test Administration Manual has checklists of tasks to help District and Building Assessment Coordinators, and Test Administrators during the testing window.

The TAM also includes detailed directions for reporting any testing irregularities, and all policies regarding test administration are included – such as the calculator policy, scratch paper policy, and supports and accommodations information.

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.

Test Directions are also an important and required tool during testing, In addition to the directions to be read by Test Administrators, information about when and how to take breaks during testing for either the paper pencil or online administration, test tickets for online testing, and again the calculator and scratch paper policy are included, with specific information according to grade.

More Resources – www.michigan.gov/mstep

Assessment Integrity Guide

New Assessment Coordinator Training Guide

List of Important Dates

MDE-Approved INSIGHT Tools Poster

Be sure to visit the M-STEP web page at www.michigan.gov/mstep for even more important resources.

The updated Assessment Integrity Guide is available. The AIG contains important information about test security and mandatory assessment administration guidelines for all Michigan state assessments.

The New Assessment Coordinator Training Guide provides training on each task to be done for administering Michigan state assessments – organized into before, during, and after testing.

There is a List of Important dates available for M-STEP grades 3-7 and for grade 8. (As well as for all of the other Michigan assessments). Be sure to refer to these important dates throughout the testing windows to be sure you are keeping up to date on important tasks.

The approved INSIGHT Tools Poster is also available on the M-STEP web page. This is the only allowed poster that schools can post in the classroom during testing to cue students on the use of the tools in the online assessment.

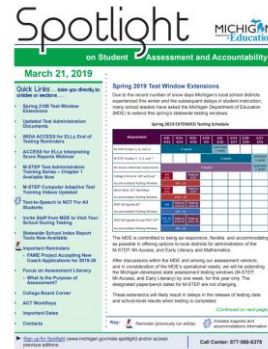
And, there are many other resources available on the M-STEP web page!

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!



Be sure to stay informed throughout the test administration with the weekly Spotlight on Student Assessment. Important information from the assessment office is communicated through the Spotlight – including reminders about upcoming tasks and deadlines, any test administration updates or policy updates, and recently asked questions are answered.

If you are not already receiving the Spotlight, go to www.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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Thank you for joining me for Chapter 2 of the M-STEP Administration Training – During Testing Tasks.

If you have any questions or comments, please email mde-oeaa@michigan.gov.

Be sure to join me in the next chapter of this training – Chapter 3 – After Testing Tasks.