2020 M-STEP Administration Training for Building and District Assessment Coordinators Chapter Three: After Testing

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Objectives

Handling secure and non-secure materials

Packaging and return of materials

Reporting

OEAA Secure Site After-Testing Tasks

Handling Testing Materials

Disposition of Test Materials

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

Instructions for Materials Return

How to Process Secure M-STEP Test Materials After Testing

Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
✎ Used answer documents (all content areas)	scorable box(es)		
🖥 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)	✓*		
✎ 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 page 66 of this manual.

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Instructions for Materials Return

How to Process NonSecure M-STEP Test Materials After Testing

Non-Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
🖊 Unused answer documents (all content areas)			✔
🖊 Unused orange Special Handling envelopes			✔
Test administration manuals		optional	
Test Administrator's Directions and Manual		optional	
Signed OEAA Assessment Security Compliance Forms		store at district for 3 years	
Testing Schedules		store at district for 3 years	

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Materials Return Dates

Materials Return Dates	
Grades	**Final date to ship for inclusion in answer document verification**
Grades 5, 8 and 11	May 6, 2020
Grades 3, 4, 6 and 7	May 27, 2020

Diagram for Packing Scorable Materials

Note: Group used answer documents by grade and content.

Materials should be returned at the end of each test window. See the List of Important Dates for return deadlines.
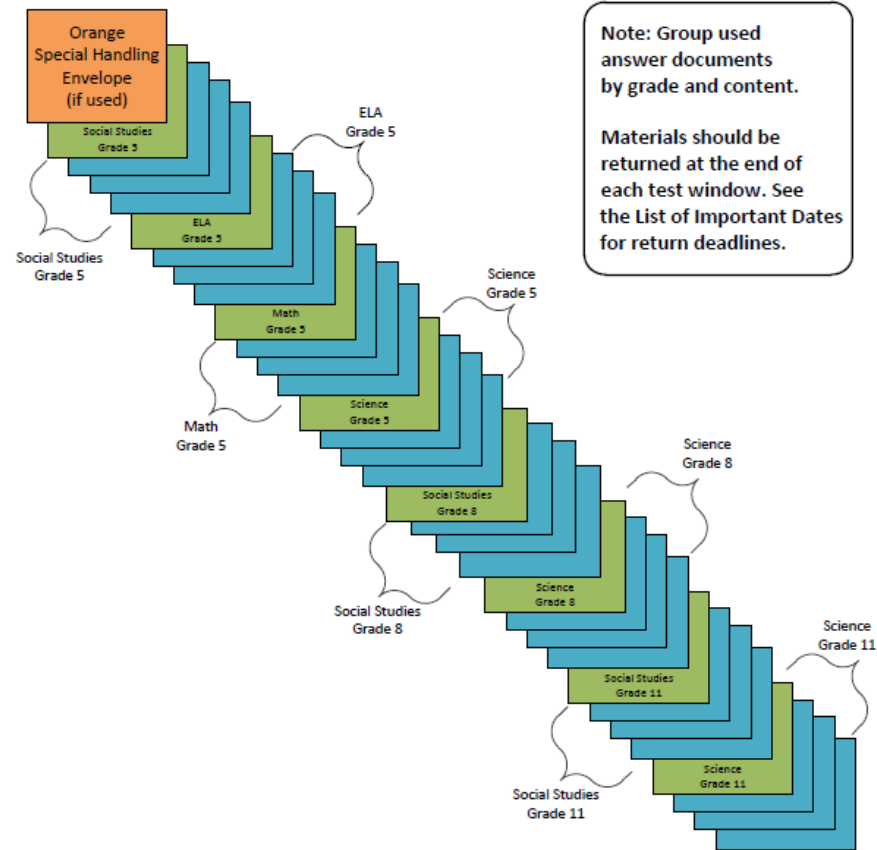
Example:
Assembling Answer Documents for Return
After the Grades 5, 8, and 11 Testing Window

Reporting

Preliminary reports

Final reports

Read by Grade 3 Legislation

After continued review of the law, MDE has decided to make a small adjustment to the testing schedule to provide districts with more time to address the 30-day parental appeal window in the law. The second testing window, formerly scheduled to open on May 4th and close on May 29th, will now open on **Monday, April 27th** and close on **Friday, May 22nd.** This affects tested grades 3, 4, 6 and 7.

Preliminary scale scores will be used to determine:

- > 1271 Meets Requirements

- 1253-1271 Needs Support

- < 1253 Eligible for Retention

Per the legislation, letters will be sent by CEPI directly to parents for students who are eligible for retention.

Schools can view student preliminary scores within 48 hours of the student submitting the test (usually by the next day) and an indicator will be added to the grade 3 ELA reports. MDE encourages schools to monitor Preliminary Reports to identify students who are eligible for retention before parents receive letters.

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Preliminary Reports

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.

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

Preliminary Reports

Preliminary Scale Score	Preliminary Margin of Error	Preliminary Scale Score		History	Geography	Civics and Government	Economics	Public Discourse	
		1395-1499 Below Benchmark 1500-1568 Above Benchmark							
1502	±17			14/19	5/7	6/10	5/7	1/2	
1519	±18			13/19	5/7	9/10	7/7	2/2	
1509	±17			13/19	6/7	6/10	7/7	1/2	
1527	±18			14/19	6/7	9/10	7/7	2/2	
1449	±15			3/19	3/7	4/10	2/7	1/2	

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Final Reports

Available before most schools return to school

Watch the Spotlight for details!

Secure Site After-Testing Tasks

Accountable Students Enrolled

Answer Documents Received and Not Tested

Spring 2020

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Accountable Students Enrolled and Demographics

Available on the OEAA Secure Site on April 27, 2020

Includes school enrollment information and student demographics from the Michigan Student Data System (MSDS)

Only student data submitted with an "as of" date on or before May 29 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 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.

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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 29 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

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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

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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 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.

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!

Helpful Links

Best Practices MSDS Reporting Guide for Trouble-free Accountability Data (https://www.michigan.gov/documents/mde/Accountability_Best_Practices_625027_7.pdf)

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

M-STEP Webpage www.michigan.gov/mstep

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

You'll find:
- calendar reminders
- assessment task reminders
- administration updates
- report information
- much more

Thank you.

For more information about this presentation:

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