



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

Phoebe Gohs

M-STEP Administration & Reporting Consultant

Michigan Department of Education





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.

Instructions for Materials Return

How to Process NonSecure M-STEP Test Materials After Testing

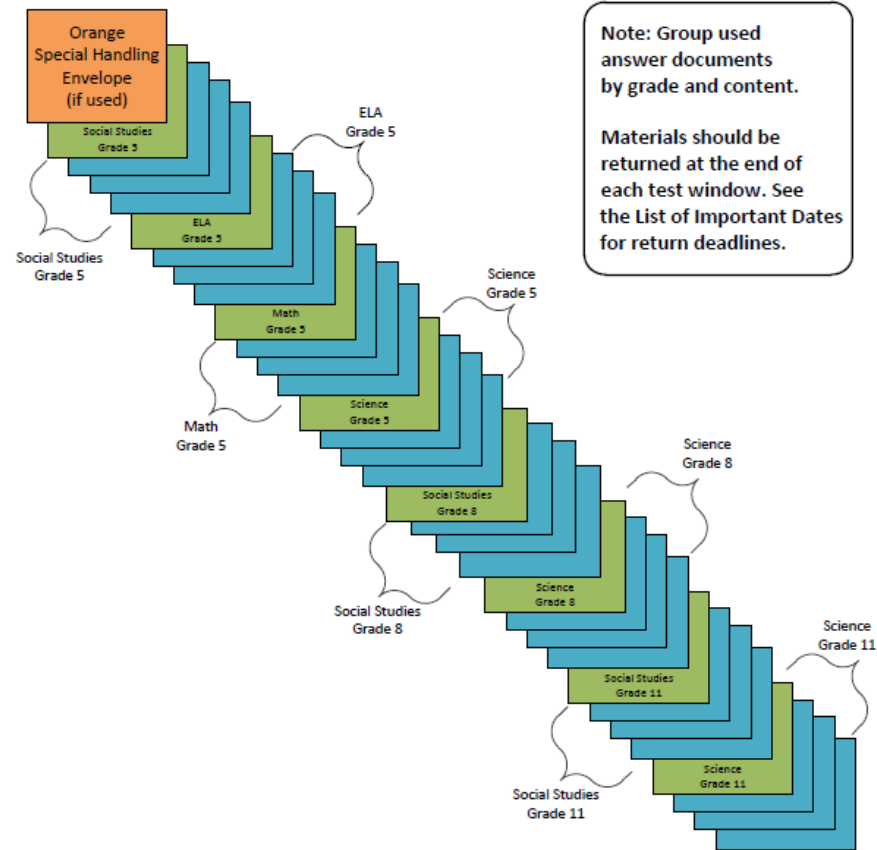
Non-Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
 Unused answer documents (all content areas)			✓
 Unused orange Special Handling envelopes			✓
Test administration manuals		optional	
Test Administrator's Directions and Manual		optional	
Signed OEAA Assessment Security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

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

Instructions for Materials Return

Diagram for Packing Scorable Materials



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.

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						
		1395-1499 Below Benchmark	1500-1568 Above Benchmark	History	Geography	Civics and Government	Economics	Public Discourse
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

Final Reports

Available before most schools return to school

Watch the Spotlight for details!

Spotlight

on Student Assessment and Accountability



February 27, 2020



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

- Early Literacy and Mathematics Aggregate Reports
- Reporting Codes for All State Assessments – Grades K–12
- Research Codes 1 and 2 Available for All State Assessments
- Michigan School Grades Reports Coming Soon
- New M-STEP Supports and Accommodations Teacher Guides for Students Who Are English Learners; Have Visual Impairments; or Are Deaf or Hard-of-Hearing
- What Do I Bubble on WIDA Test Booklets?
- Condition Codes for the Passage-Based Writing
- M-STEP Test Administration Training Series – Chapter 1 and 2 Available NOW!
- Performance Assessment Cadre of Experts Development Opportunity
- Reminder: Public Input on Draft Alternate Content Expectations for Science is Closing Soon
- College Board Corner
- ACT WorkKeys
- Important Dates
- Contacts

Early Literacy and Mathematics Aggregate Reports

We are happy to announce that the Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Score Reporting for the Winter 2020 administration are available in the Dynamic Score Reporting System through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Detailed directions for accessing reports can be found in the [Dynamic Score Reporting Site User Guide](#), which is located on the [Early Literacy and Mathematics web page](#) (www.michigan.gov/earlylitandmath) under the Reporting section.

Report	Description	Aggregation
Demographic Report	• provides aggregated raw score data which displays number of students assessed, mean percent of points earned and the mean points earned for all selected demographic subgroups of students by grade and content.	• School • District • State
Fall to Winter Change Report (coming soon)	• provides aggregated raw score data, which displays fall assessment average points earned and spring assessment average points earned • displays the percentage of students who had a Decrease, No Change, Increase, and No Change – Earned All Points from fall to winter for demographic subgroups of students by grade and content	• School • District • State
Student Trend Report (coming soon)	• provides overall student scores for up to the last three academic years as well as overall school and overall state averages by content area	• School • District • State

Key:  Reminder (previously run article)  Includes supports and accommodations information

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access



Secure Site After-Testing Tasks

Accountable Students Enrolled

Answer Documents Received and Not Tested

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.

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

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

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!



February 27, 2020



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

- Early Literacy and Mathematics Aggregate Reports
- Reporting Codes for All State Assessments – Grades K –12
- Research Codes 1 and 2 Available for All State Assessments
- Michigan School Grades Reports Coming Soon
-  New M-STEP Supports and Accommodations Teacher Guides for Students Who Are English Learners; Have Visual Impairments; or Are Deaf or Hard-of-Hearing
- What Do I Bubble on WIDA Test Booklets?
- Condition Codes for the Passage-Based Writing
- M-STEP Test Administration Training Series – Chapter 1 and 2 Available NOW!
-  Performance Assessment Cadre of Experts Development Opportunity
-  Reminder: Public Input on Draft Alternate Content Expectations for Science is Closing Soon
- College Board Corner
- ACT WorkKeys
- Important Dates
- Contacts

Early Literacy and Mathematics Aggregate Reports

We are happy to announce that the Early Literacy and Mathematics Benchmark Assessment aggregate-level Demographic Reports for the Winter 2020 administration are available in the Dynamic Score Reporting System through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Detailed directions for accessing reports can be found in the Dynamic Score Reporting Site User Guide, which is located on the [Early Literacy and Mathematics web page](#) (www.michigan.gov/earlylitandmath) under the Reporting section.

Report	Description	Aggregation
Demographic Report	• provides aggregated raw score data which displays number of students assessed, mean percent of points earned and the mean points earned for all selected demographic subgroups of students by grade and content.	• School • District • State
Fall to Winter Change Report (coming soon)	• provides aggregated raw score data, which displays fall assessment average points earned and spring assessment average points earned • displays the percentage of students who had a Decrease, No Change, Increase, and No Change – Earned All Points from fall to winter for demographic subgroups of students by grade and content	• School • District • State
Student Trend Report (coming soon)	• provides overall student scores for up to the last three academic years as well as overall school and overall state averages by content area	• School • District • State

Key:  Reminder (previously run article)  includes supports and accommodations information

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access

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

Spotlight

on Student Assessment and Accountability



November 14, 2019

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

- Pre-identification for Winter 2020 Early Literacy and Mathematics Benchmark Assessment (K-2)
- Pre-identification for Winter 2020 M-STEP Online Passage-Based Writing Field Test Grades 3-8
- Updated 2019-20 Assessment Integrity Guide Released
- Updated 2019-20 Assessment Security Compliance Form Released
- Updated Assessment Security Training Requirements
- 2020 Michigan School Testing Conference
- Michigan School Index System Reports and Accountability Student Datafiles Coming Soon
- Focus on Assessment Literacy
 - » Validity: the most important concept in educational testing
- College Board Corner
- ACT WorkKeys
- Important Dates
- Contacts

Pre-identification for Winter 2020 Early Literacy and Mathematics Benchmark Assessment (K-2)

Pre-identification for the Early Literacy and Mathematics Benchmark Assessment (grades K-2) will open on **November 18, 2019**. Students who took the Early Literacy and Mathematics Benchmark Assessment in the fall will automatically be pre-identified to the Winter 2020 Early Literacy and Mathematics Benchmark Assessment by the Office of Educational Assessment and Accountability (OEAA).

If students tested in Fall 2019 and will not be testing in Winter 2020, no action is needed from schools, even if students are automatically pre-identified by OEAA.


Schools that choose to participate will need to pre-identify additional students for testing directly on the OEAA Secure Site using any of the following methods:

- MSDS Copy Function
- Pre-ID File Upload
- Student Search – one student a time

Schools should also put students into online test sessions on the OEAA Secure Site through **December 9, 2019**. After December 9, students must be pre-identified on the OEAA Secure Site and then put into online test sessions in the DRC INSIGHT Portal (formerly known as eDIRECT).

Schools will have access to manage student data and test sessions in the DRC INSIGHT Portal starting **December 13, 2019**. Students newly pre-identified on the OEAA Secure Site will be transferred to the DRC INSIGHT Portal three times a day through **January 30, 2020**.

Directions for all methods of pre-identification and for creating/managing Online Sessions on the OEAA Secure Site can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining).

Key:  Reminder (previously run article)

► [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

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:

Office of Assessment and Accountability

Email: mde-oeaa@michigan.gov

Phone: 877-560-8378

For Accountability questions:

Email: mde-accountability@michigan.gov

Phone: 877-560-8378