2021 M-STEP Test Administration Grades 8 & 11

Phoebe Gohs

M-STEP Test Administration and Reporting Consultant

Notes for the 2021 Administration

The State of Michigan, is seeking, but has not yet received a waiver for the requirement to test students. Therefore, we are continuing to prepare for a Spring 2021 M-STEP administration.

Please see 2021 MME and PSAT in High School Test Administration Training Part II Introduction for additional information.

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Notes for the 2021 Administration

1. There is no option for remote administration of the M-STEP. All tests must be administered in-person by an in-person Test Administrator.

2. "Virtual schools" are schools whose primary mode of instruction is virtual; these are not schools who are providing remote instruction during the 2020-2021 school year due to the COVID-19 pandemic.

3. To record your school's COVID-19 related closures or remote instruction, there is a new page in the OEAA Secure Site. This presentation includes information about this page.

4. Updates regarding the administration will be communicated through the weekly Spotlight newsletter. Be sure you receive Spotlight.

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Before Test Administration

Chapter 1: Preparing for Test Administration

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Objectives

Resources for Assessment Coordinators

Systems used for M-STEP Test Administration

Spring 2020 M-STEP Testing Schedule

Preparing for the 2020 M-STEP Test Administration

Preparing Students
Preparing Staff

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Resources: New Assessment Coordinator Training Guide

www.michigan.gov/mstep

Assessment Coordinator Training Guide

Michigan Department of Education

Relevant assessments:

All Michigan state assessments:

- **M-STEP**
- **MME**
  - » ACT WorkKeys®
  - » SAT® with Essay
  - » M-STEP (Science and Social Studies)
- **MI-Access**
  - » MI-Access Functional Independence (FI)
  - » MI-Access Supported Independence (SI)
  - » MI-Access Participation (P)
- **WIDA™**
  - » WIDA ACCESS for ELLs
  - » WIDA Alternate ACCESS for ELLs
  - » WIDA ACCESS Placement Test (W-APT)
  - » WIDA Screener
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

Revised 1-22-19

- Overviews of Assessments and Systems
- Policies, Procedures, and Security
- Supports and Accommodations
- Preparing, Administering, and Completing
- Data and Reporting

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Other Resources

www.michigan.gov/mstep
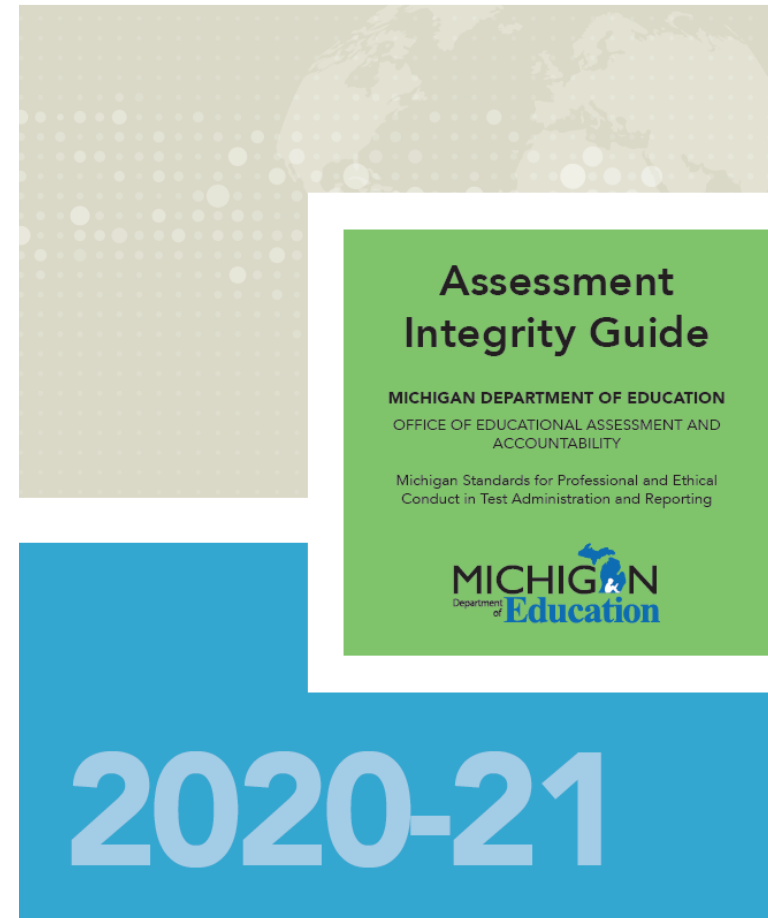
More Resources

M-STEP Test Administration Manual includes information about:

- Test Administration Policies:
  - Scratch Paper, Calculators
  - Supports & Accommodations
  - Incident Reporting,
  - Test Security

- Responsibilities and Checklist of Tasks for each role:
  - District Assessment Coordinator
  - Building Assessment Coordinator
  - Test Administrators

Spring 2020 M-STEP Test Administration Manual (TAM)

Published January 2020

www.michigan.gov/mstep

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What's New

Important Dates Document and Spreadsheet

	Assessment	Start	End	Task/Activity (Calendar Description)	Mode	Testing Window
118	PSAT 10	03/23/21	04/14/21	Conduct preadministration session	PP	PSAT
119	ACT WorkKeys	03/23/21	04/06/21	Additional Material Order Window **by 11:59 PM**	PP	ACT
120	WIDA Alternate ACCESS	04/16/21	04/16/21	Deadline for shipping test materials to DRC	PP	WIDA
121	WIDA ACCESS	04/16/21	04/16/21	Deadline for shipping test materials to DRC	BOTH	WIDA
122	M-STEP	03/29/21	03/31/21	Materials arrive in schools - Grades 5, 8 and 11	Both	5, 8, 11
123	MI-Access	03/29/21	03/31/21	Materials arrive in schools	BOTH	All Grades
124	MI-Access	03/29/21	03/31/21	Materials arrive in schools - All Grades	BOTH	All Grades
125	ACT WorkKeys	03/29/21	04/02/21	Materials arrive in schools (Standard Time and Accommodated) - regular delivery date	PP	ACT
126	WIDA Screener	04/01/21	07/14/21	K W-APT for Pre-K students during Kindergarten roundup open	PP	WIDA
127	M-STEP	04/01/21	05/18/21	Additional Material Order Window **(closes at noon)** - Grades 5, 8 and 11	PP	5, 8, 11
128	M-STEP	04/05/21	04/07/21	Materials arrive in schools – alternate delivery date requested - Grades 5, 8 and 11	Both	5, 8, 11
129	MI-Access	04/07/21	05/26/21	Additional Material Order Window **(closes at noon)**	PP	All Grades
130	M-STEP	04/12/21	04/14/21	Materials arrive in schools - Grades 3, 4, 6 and 7	Both	3, 4, 6, 7
131	**M-STEP**	**04/12/21**	**05/07/21**	**Online Test Administration Window - Grades 5, 8, 11**	**OL**	5, 8, 11
132	**MI-Access**	**04/12/21**	**05/28/21**	**Test Administration Window**	**Both**	**All Grades**
133	MI-Access	04/12/21	05/28/21	P/SI Online Answer Document score entry **by 4:00 PM**	Both	All Grades
134	ELMB- Spring	04/12/21	06/30/21	**Online Test Administration Window**	OL	ELMBA
135	SAT	04/13/21	04/27/21	Return of Materials Deadline - Accommodated Materials	PP	SAT
136	SAT	04/13/21	04/13/21	**Primary Test Day**	PP	SAT
137	SAT	04/13/21	04/15/21	Makeup Material Order Window	PP	SAT
138	SAT	04/13/21	04/26/21	**Accommodated Testing Window**	PP	SAT
139	PSAT 8/9 Grade 9	04/13/21	04/16/21	**Primary Testing Window**	PP	PSAT
140	PSAT 8/9 Grade 9	04/13/21	05/07/21	**Accommodated Testing Window**	PP	PSAT
141	PSAT 8/9 Grade 9	04/13/21	05/10/21	Return of Materials Deadline - Accommodated Materials	PP	PSAT
142	PSAT 8/9 Grade 8	04/13/21	04/15/21	Makeup Material Order Window	PP	PSAT
143	PSAT 8/9 Grade 8	04/13/21	05/07/21	**Accommodated Testing Window**	PP	PSAT
144	PSAT 8/9 Grade 8	04/13/21	04/13/21	**Primary Test Day**	PP	PSAT
145	PSAT 8/9 Grade 8	04/13/21	04/15/21	Makeup Material Order Window	PP	PSAT
146	PSAT 8/9 Grade 8	04/13/21	04/16/21	**Primary Testing Window**	PP	PSAT
147	PSAT 8/9 Grade 8	04/13/21	05/10/21	Return of Materials Deadline - Accommodated Materials	PP	PSAT
148	PSAT 10	04/13/21	04/15/21	Makeup Material Order Window	PP	PSAT

Tabs: **Important Dates** | How to Instructions | Change Log

2021 M-STEP List of Important Dates

Start	End	Task/Activity	Mode
10/19/20	11/24/20	Online Waiver Window – request waiver to administer paper/pencil **by 5:00 PM**	PP
01/06/21	02/17/21	Initial Material Order Window (all grades) **by 5:00 PM**	PP
01/06/21	02/17/21	Pre-identification of students for barcode labels **by 5:00 PM**	PP
01/06/21	02/23/21	Online test session setup in the OEAA Secure Site **by 5:00 PM**	OL
01/06/21	05/06/21	Off-site Test Administration Request – Grades 5, 8, and 11	Both
01/06/21	05/20/21	Off-site Test Administration Request – Grades 3, 4, 6, and 7	Both
01/06/21	05/20/21	Pre-identification of students **by 5:00 PM**	OL
01/14/21	03/05/21	Alternate Insight Availability Request	OL
02/18/21	05/20/21	Pre-identification of students for local printing of barcode labels	PP
03/02/21	03/02/21	Online District and Building Coordinator Training – DRC INSIGHT Portal (formerly eDIRECT) at 10:00 AM – recording available **03/03/21**	OL
03/05/21	05/21/21	Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	OL
03/29/21	03/31/21	Materials arrive in schools – Grades 5, 8, and 11	Both
04/01/21	05/18/21	Additional Material Order Window **(closes at noon)** – Grades 5, 8, and 11	PP
04/05/21	04/07/21	Materials arrive in schools – alternate delivery date requested – Grades 5, 8, and 11	Both
04/12/21	04/14/21	Materials arrive in schools – Grades 3, 4, 6, and 7	Both
04/12/21	**05/07/21**	**Online Test Administration Window – Grades 5, 8, and 11**	**OL**
04/13/21	04/13/21	ELA Day 1 Paper/Pencil Test Day – Grade 5	PP
04/14/21	04/14/21	ELA Day 2 Paper/Pencil Test Day – Grade 5	PP
04/14/21	TBD	Preliminary Reports (within 48 hours of online test completion)	OL
04/15/21	04/15/21	Science and Social Studies Test Day – Grade 11	PP

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Test Administrator's Directions and Manual

Updated document that includes everything that a Test Administrator needs to know about the test administration process. TAs are no longer required to read sections of the Test Administration Manual (TAM)

Online Test Administrator's Directions and Manual
- Online Test Directions are by grade
- Preview the Test Directions before administering the test

Paper/Pencil Test Administrator's Directions and Manual
- Grade specific, as in previous administrations
- Preview the Test Directions before testing.

Test administration directions for all administrations are intended for use by Test Administrators

Test Administrators MUST have a printed copy of directions.

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TTS for Directions Only

Schools may choose to use text-to-speech (TTS) for test directions – **this is optional**

If schools choose to use TTS for test directions, the test administration directions must be followed to introduce and verify the correct students and correct test.

The test administration directions will direct Test Administrators where to begin TTS for test directions.

If schools do not choose to use TTS for test directions, the test administration directions are provided for Test Administrators to read.

Required Assessment Security Training

Assessment Security Training Requirements have been updated:

- District/Building Assessment Coordinators: must complete the Michigan Virtual Assessment Security Modules and read the Assessment Integrity Guide

- Test Administrators: must complete the Michigan Virtual Assessment Security Modules and/or read the Assessment Integrity Guide

- For those who have already completed the Assessment Security Modules, a refresher course is available in place of the full Assessment Security Modules

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M-STEP Science Test

Operational in 2021

Students will receive seven clusters

Two parts for grades 5 and 8; one part for grade 11

Time estimate: 90 minutes

M-STEP Social Studies

- Continues to measure the Michigan Academic Standards that were adopted in 2007

- One test part/test ticket

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Off-Site Test Administration Requests

Off-Site test administration requests are done through the OEAA Secure Site.

Go to www.michigan.gov/oeaa-secure

Under the Assessment Registration tab select "Off-Site Test Administration Request"

The Off-Site Test Administration Request window for M-STEP is January 6 through May 6, 2021.

COVID-19 School Closures

Systems used for M-STEP Administration

OEAA Secure Site

Pre-ID

Online Test Session Setup

Material Ordering

Incident Reporting

Student and aggregate level test score downloadable data file and reports

COVID-19 School Closure Page

Off-Site Testing

Access to OEAA Secure Site

- Go to www.Michigan.gov/securesitetraining and select the "How do I get access to Secure Site?" link

DRC INSIGHT Portal (formerly known as eDIRECT)

- Test Session Setup

- Assigning student supports and accommodations

- Printing test tickets and rosters

- Monitoring test completion

- The DRC INSIGHT Portal User Guide can be found in the DRC INSIGHT Portal at mi.drcedirect.com.
  - To access the User Guide, select the "**here**" link in the **Documents and Training** bullet point, then select **Documents**, then **Show Documents**.

Identifying Users in the DRC INSIGHT Portal

Technology Coordinators, District Coordinators, and Building Coordinators need to have access to the DRC INSIGHT Portal.

- Test Administrators do NOT need access – student tutorials, mini-modules, and the TAM can all be accessed on the DRC INSIGHT Portal without a login

Access to the DRC INSIGHT Portal is assigned through the Secure Site:

- District Coordinators work with the District Administrator to assign the role in the Secure Site
- User information is pulled from the Secure Site into the DRC INSIGHT Portal.
- New users will receive an email from the DRC INSIGHT Portal with username and password information

Secure Site Training has training documents available at www.michigan.gov/securesitetraining:

- How do I get access to the DRC INSIGHT Portal, for gaining access to the DRC INSIGHT Portal
- Create a new User or Disabling and changing user access for District Coordinators that want to assign user access.

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DRC INSIGHT Portal: Test Sessions

Users can create test sessions on the DRC INSIGHT Portal (https://mi.drcedirect. com) select **My Applications**, then **Test Management**, then **Manage Test Sessions**

The DRC INSIGHT Portal User Guide contains step-by-step instructions for adding test sessions.

DRC INSIGHT Portal: Test Sessions and Test Tickets

Test tickets are printed from the Test Session screen in the DRC INSIGHT Portal.

Select **My Applications**, then **Test Management**, then **Manage Test Sessions**

Complete the Administration, District, School, Content Area, and Eligible Grade information and select Show Sessions.

This will open to show test sessions.

You can select any or all test sessions to Print All Tickets.

The DRC INSIGHT Portal: Printing Individual Test Tickets

Test tickets can be printed for individual students. First, select the "Edit/Print" icon (shown below):
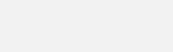

Next, select the student(s) whose test ticket you are printing, and then select, "Print Selected" (shown below):

DRC INSIGHT Portal: District and Building Coordinator Training

Date	Event
Tuesday, March 2 10:00-11:00 am	M-STEP District and Building Coordinator Training

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Testing Schedule

2021 Test Schedule

Spring 2021 Testing Schedule for Summative Assessments

Assessment	Week of																		
	1/27-1-29	2/1-2/5	2/8-2/12	2/15-2/19	2/22-2/26	3/1-3/5	3/8-3/12	315-3/19	3/22-3/26	3/29-4/2	4/5-4/9	4/12-4/16	4/19-4/23	4/26-4/30	5/3-5/7	5/10-5/14	5/17-5/21	5/24-5/28
M-STEP Grades 5, 8, 11												4 weeks						
M-STEP Grades 3, 4, 6, 7													4 weeks					
MI-Access Alternate Assessments												7 weeks						
College Entrance: SAT w/Essay*												4/13 only		Makeup 4/27-4/29			Makeup Contingency 5/18	
Accommodated Testing Window												4/13 – 4/26		Makeup 4/27-4/29			Makeup Contingency 5/18-5/20	
Work Skills: ACT WorkKeys												4/14 only		Makeup 4/28	Makeup Contingency 5/5			
Accommodated Testing Window												4/14 – 4/27			Makeup 4/28-5/4	Makeup Contingency 5/5-5/11		
PSAT 8/9 (grade 8)*												4/13 only Primary 4/14-16		Makeup 4/27-5/7				
Accommodated Testing Window												4/13 – 5/7						
PSAT 8/9 (gr 9) PSAT 10**												Primary 4/13-16		Makeup 4/27- 5/7				
Accommodated Testing Window												4/13 – 5/7						
WIDA ACCESS & WIDA Alternate ACCESS for ELLs	Extended: January 27 - April 9, 2021																	

* Schools must administer the PSAT 8/9 for 8th grade on April 13, 2021. The Primary window of 4/14-4/16 is available for students who were absent on 4/13 (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 13, 14, 15, or 16, 2021 (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, but grades must be in separate administration sessions (grade 9 students must be tested separate from grade 8 students).

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.

Spring 2021 Estimated Test Session Timings Grade 8

Subject	Grade 8
PSAT 8/9 (ELA and Mathematics)	2:35
M-STEP Science Part 1	:45
M-STEP Science Part 2	:45
M-STEP Social Studies	:60
Estimated Total Hours	5:05

Spring 2021 MME Component Test Session Timings

Subject	Grade 11
Science	1:30
Social Studies	0:30
College Entrance*	4:07
Work Skills*	3:00
Estimated Total Hours	9:07

* Includes scheduled breaks

Preparing Students & Staff

Spring 2021 M-STEP Test Administration Training

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Preparing Students: Tutorials and OTTs

Preparing Staff: Staffing

Test Administrators (TAs) should be selected from the following list.

1. Licensed teachers or licensed educational administrators employed by the school district
2. Paraprofessionals or non-licensed administrative personnel employed by the school district
3. Licensed substitute teachers who are employed by the district for the purpose of administering the test

Michigan Department of Education (2019). Assessment Integrity Guide

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Preparing Staff: Testing Environment

Quiet, orderly, have adequate lighting and ventilation conducive to testing

Seating arranged to discourage any sharing of responses

All content-related posters or classroom displays must be removed or covered.

- Do Your Best! Or other encouragement posters are permitted
- MDE-Approved INSIGHT Tools poster may be displayed – but NOT at student desks or computers.
- "Test-Taking Tips", word lists, maps, Math formulas, and any other content are prohibited and must be covered or removed.

Preparing Staff: Test Schedules

Must include:
- District and building name
- Building Assessment Coordinator's name
- Date of assessment administration
- Location of testing session(s) (room number, classroom)
- Starting and ending time of test session
- Test administered, content area and grade level
- Test administrator(s) and proctor(s) for each test session

Preparing Staff: Sample Testing Schedule

Appendix B – Sample Testing Schedules

Testing schedules must include the following information and be retained by the district or school for 3 years.

- District Name
- Building Name
- Building Coordinator's Name
- Location of testing session(s) (i.e. room number, classroom, etc.)
- Start and end time of testing session(s)
- Assessment/grade/content/form being administered for each testing session
- Test Administrator(s and proctors) for each testing session

<School Name>
<District Name>
<Assessment Name> Testing Schedule

Building Coordinator:

Date	Grade Level	Teacher Name	Test Administrator/ Proctor	Testing Location/ Room	Content/ Form	Test Session 1 Time		Test Session 2 Time	
						Beg.	End	Beg.	End

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Assessment Security Training

The MDE Assessment Security Training has been updated with new information from the updated Assessment Integrity Guide (AIG).

Assessment Security Training Requirements:

- Assessment Coordinators must complete the Assessment Security Modules and read the AIG

- Test Administrators must complete the Assessment Security Modules and/or read the AIG

For those who have already completed the Assessment Security Modules, a refresher course is available in place of the full Assessment Security Modules.

During
Test Administration

Chapter 2: During M-STEP Test Administration

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Objectives

Getting Started   *Online*

Paper/Pencil

During the Test Administration

Common Problems and What to Do

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Getting Started

Online Administration

Paper/Pencil administration

Getting Started: Supports and Accommodations Guidance Document

Supports and Accommodations Guidance Document

- Includes important information about Universal Tools, Designated Supports, and Accommodations

- If a student requires an accommodation that is not listed in the supports and accommodations table, a special request to use that accommodation may be made by contacting the MDE to determine whether the accommodation is considered allowable as a standard or non-standard accommodation

- Supports and Accommodations Table is in the Guidance Document and provides information about the Universal Tools, Designated Supports, and Accommodations that are available by content and grade.

Getting Started: Online Administration

Schedule Test Sessions and create or edit test sessions in the DRC INSIGHT Portal.

Monitor the assignment of appropriate accommodations in the DRC INSIGHT Portal **before** test tickets are generated.

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

Monitor testing, provide support to Test Administrators as needed.

- NOTE: Incident Reports are expected to be submitted within two school days of a testing irregularity

Getting Started: Online Administration

Online Test Administrator's Directions and Manual

- These are available by grade
- Read the Test Directions before administering the test

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
- Be sure you are aware of student supports and accommodations before administering a test – it is possible that universal tools, designated supports, or accommodations may not be listed on the roster or test ticket.

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Getting Started: Paper/Pencil Administration

Schedule test sessions according to published paper/pencil testing 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
- Read the Test Directions before administering the test

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

- Securely stored
- Given to Test Administrators at the start of a testing session

Scratch Paper

Scratch Paper

- Secure Material – be sure to collect these after testing for secure destruction or storage

- Student name must be written on scratch paper if testing will be resumed in a later test session

- Scratch paper must be blank lined or unlined paper

The Scratch Paper policy can be found on the M-STEP web page (www.Michigan.gov/mstep), in the Test Administration Manual, and in each Test Administrator's Directions and Manual document.

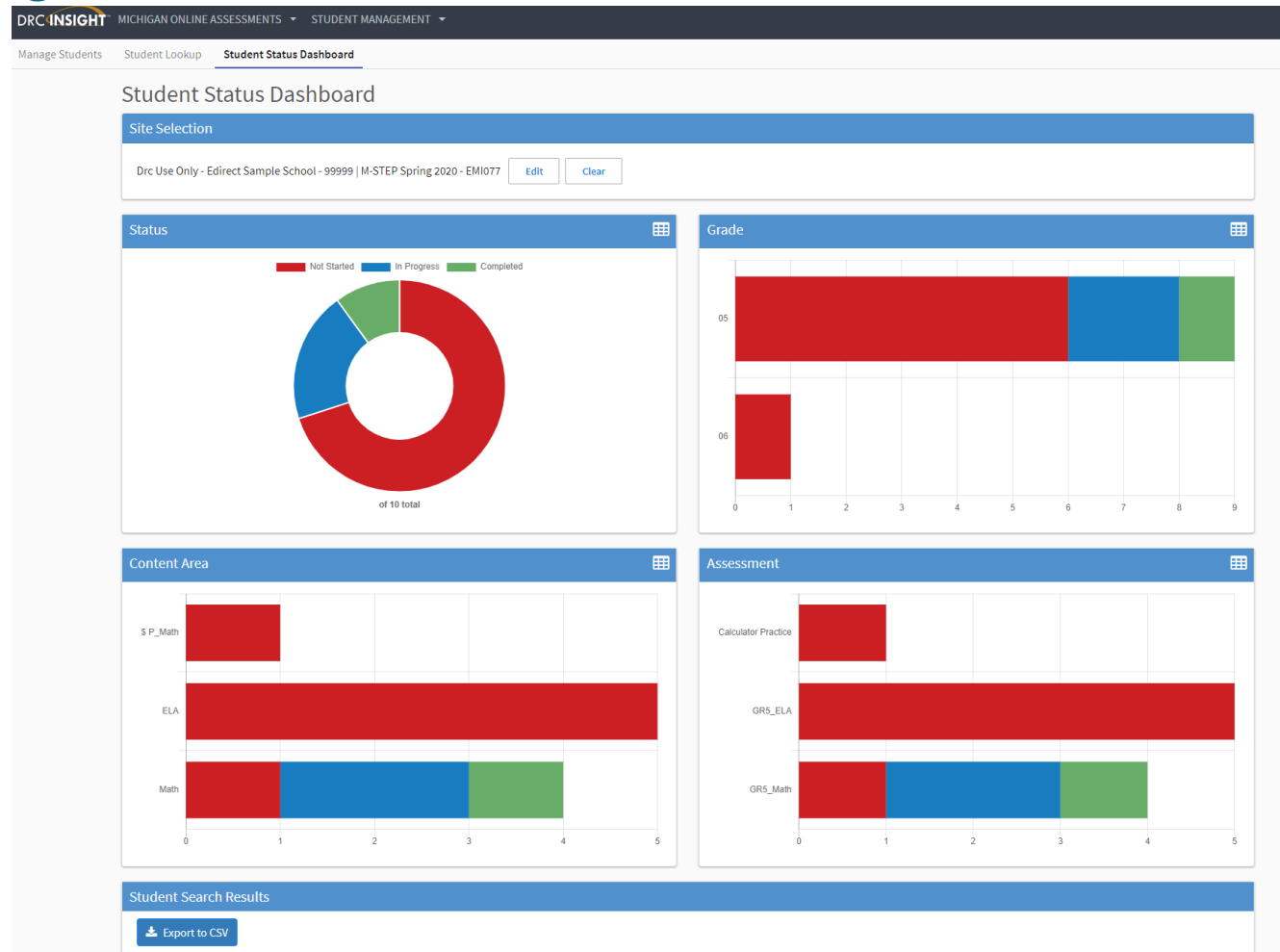# During the Test Administration

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.

Online Administration: Monitoring test completion

In the DRC INSIGHT Portal, users can monitor progress toward test completion on the Student Status page:

Collecting Materials

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

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 that all appropriate accommodations are bubbled on Answer Documents

Common Problems and What to Do

Common Problems

Incident Reports

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Incident Reports

- If any testing irregularity occurs, an incident report is expected to be filed with the Office of Educational Assessment & Accountability within two school days

- The M-STEP Test Administration Manual has detailed information regarding when to submit an Incident Report in the Incident Reporting Table

- 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.

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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 occurs during the test session

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Incident Reporting Tool

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

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, submit an Incident Report

Common Problems

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

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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

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After Test Administration

Chapter 3: After the M-STEP Test Administration

Objectives

Handling secure and nonsecure materials

Packaging and return of materials

Reporting

Disposition of Test Materials

Secure Materials to be destroyed:

- Online:
  - Test Tickets and Rosters
  - Used Scratch Paper
- Paper/Pencil:
  - Used Scratch Paper
  - Unused Answer Documents (all content areas)

Instructions for Materials Return

The M-STEP Test Administration Manual will contain information about:

- Secure and Non-secure materials to be returned
- Materials Return Dates: May 19, 2021 for the grades 5, 8, 11 window
- Instructions for packaging materials

Be sure to review the information in the Test Administration Manual to ensure compliance with materials return requirements.

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Preliminary Reports

Preliminary Reports are available through the OEAA Secure Site. Select **Reports**, then **Dynamic Score Reports**.

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

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 the Preliminary Reports, is available in the Guide to Preliminary Reports, which is available on the M-STEP webpage during the test administration at www.michigan.gov/mstep, under the Reports section.

Helpful Links

Best Practices MSDS Reporting Guide for Trouble-free Accountability Data (http://www.mi.gov/documents/mde/MSDS_Best_Practices_400576_7.pdf)

New Assessment Coordinator Training Guide (https://www.michigan.gov/mde/0,4615,7-140-22709_63192-476290--,00.html)

M-STEP Webpage www.michigan.gov/mstep

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

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!

Questions?

Phone: 1-877-560-8378
Email: mde-oeaa@michigan.gov

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