



2021 M-STEP Test Administration Grades 8 & 11

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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.

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.



Before Test Administration

Chapter 1: Preparing for Test Administration



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

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

Other Resources



Note: The testing window for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs for both online and paper/pencil has been extended. The new window is **January 27 – April 9, 2021**.

→ OVERVIEW

The Michigan Department of Education (MDE) is pleased to continue the Michigan Student Test of Educational Progress (M-STEP), along with the Michigan Merit Exam (MME), PSAT Assessments, MI-Access alternate assessments, WIDA, and Early Literacy and Mathematics Benchmark Assessments.

The 2019-20 school year certainly did not end the way any of us would have thought. Except for most

of our WIDA assessments, no assessments were conducted last spring for the safety of our students and staff around the state. Michigan's Return to Learn legislation and state Executive Orders have added a few things to think about this school year. They include the fall testing of both PSAT and SAT for students who missed these administrations last spring, as well as the required use of benchmark assessments this school year.

The office of Educational Assessment and Accountability (OEAA) is preparing for an administration of the M-STEP and other statewide assessments this spring as normal. At this time, we have not received any waivers removing the requirement to conduct state summative assessments in Spring 2021.

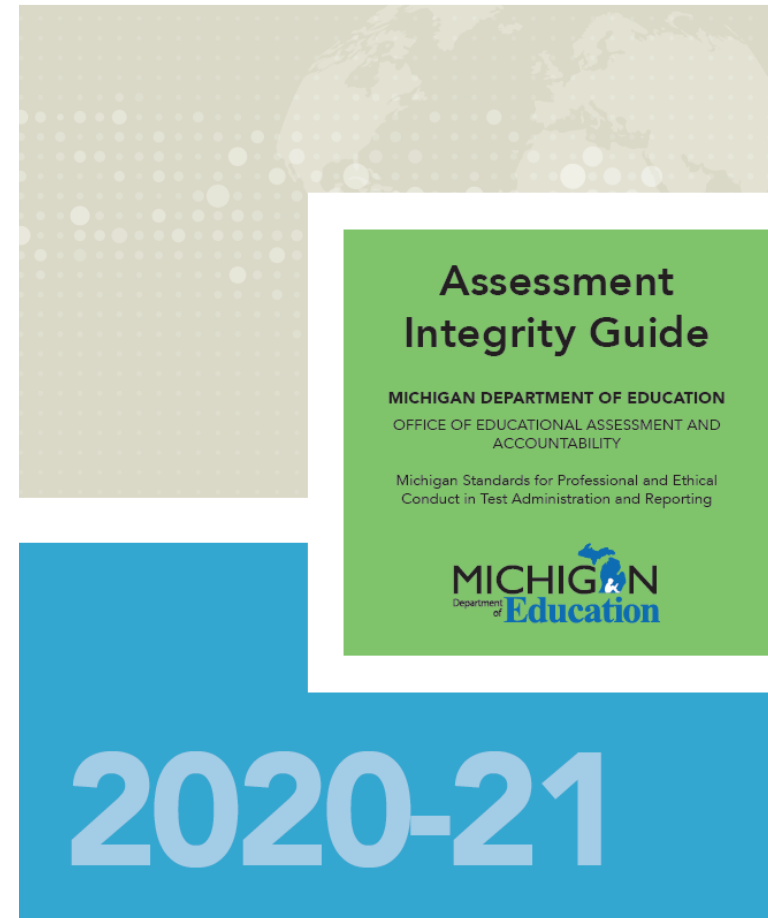
Michigan's assessment system will continue to set national standards for quality and rigor, while measuring how well our students are doing in preparing for careers and college.

Our foremost concern this fall is for the continued safety of students, staff, and families around the state. Please don't hesitate to reach out to our office if you have any questions.

Subscribe to the weekly newsletter [Spotlight on Student Assessment and Accountability](#) (www.michigan.gov/mde-spotlight), for timely information on assessment and accountability topics during the 2020-2021 school year.

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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



What's New

Important Dates Document and Spreadsheet

| | A | B | C | D | E | F |
|----|-----------------------|-----------------|-----------------|--|-------------|-------------------|
| | Assessment | Start | End | Task/Activity (Calendar Description) | Mode | Testing Window |
| 18 | PSAT 10 | 03/23/21 | 04/14/21 | Conduct preadministration session | PP | PSAT |
| 19 | ACT WorkKeys | 03/23/21 | 04/06/21 | Additional Material Order Window by 11:59 PM | PP | ACT |
| 20 | WIDA Alternate ACCESS | 04/16/21 | 04/16/21 | Deadline for shipping test materials to DRC | PP | WIDA |
| 21 | WIDA ACCESS | 04/16/21 | 04/16/21 | Deadline for shipping test materials to DRC | BOTH | WIDA |
| 22 | M-STEP | 03/29/21 | 03/31/21 | Materials arrive in schools - Grades 5, 8 and 11 | Both | 5, 8, 11 |
| 23 | MI-Access | 03/29/21 | 03/31/21 | Materials arrive in schools | BOTH | All Grades |
| 24 | MI-Access | 03/29/21 | 03/31/21 | Materials arrive in schools - All Grades | BOTH | All Grades |
| 25 | ACT WorkKeys | 03/29/21 | 04/02/21 | Materials arrive in schools (Standard Time and Accommodated) - regular delivery date | PP | ACT |
| 26 | WIDA Screener | 04/01/21 | 07/14/21 | K W-APT for Pre-K students during Kindergarten roundup open | PP | WIDA |
| 27 | M-STEP | 04/01/21 | 05/18/21 | Additional Material Order Window (closes at noon) - Grades 5, 8 and 11 | PP | 5, 8, 11 |
| 28 | 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 |
| 29 | MI-Access | 04/07/21 | 05/26/21 | Additional Material Order Window (closes at noon) | PP | All Grades |
| 30 | M-STEP | 04/12/21 | 04/14/21 | Materials arrive in schools - Grades 3, 4, 6 and 7 | Both | 3, 4, 6, 7 |
| 31 | M-STEP | 04/12/21 | 05/07/21 | Online Test Administration Window - Grades 5, 8, 11 | OL | 5, 8, 11 |
| 32 | MI-Access | 04/12/21 | 05/28/21 | Test Administration Window | Both | All Grades |
| 33 | MI-Access | 04/12/21 | 05/28/21 | P/SI Online Answer Document score entry by 4:00 PM | Both | All Grades |
| 34 | ELMB - Spring | 04/12/21 | 06/30/21 | Online Test Administration Window | OL | ELMBA |
| 35 | SAT | 04/13/21 | 04/27/21 | Return of Materials Deadline - Accommodated Materials | PP | SAT |
| 36 | SAT | 04/13/21 | 04/13/21 | Primary Test Day | PP | SAT |
| 37 | SAT | 04/13/21 | 04/15/21 | Makeup Material Order Window | PP | SAT |
| 38 | SAT | 04/13/21 | 04/26/21 | Accommodated Testing Window | PP | SAT |
| 39 | PSAT 8/9 Grade 9 | 04/13/21 | 04/16/21 | Primary Testing Window | PP | PSAT |
| 40 | PSAT 8/9 Grade 9 | 04/13/21 | 05/07/21 | Accommodated Testing Window | PP | PSAT |
| 41 | PSAT 8/9 Grade 9 | 04/13/21 | 05/10/21 | Return of Materials Deadline - Accommodated Materials | PP | PSAT |
| 42 | PSAT 8/9 Grade 9 | 04/13/21 | 04/15/21 | Makeup Material Order Window | PP | PSAT |
| 43 | PSAT 8/9 Grade 8 | 04/13/21 | 05/07/21 | Accommodated Testing Window | PP | PSAT |
| 44 | PSAT 8/9 Grade 8 | 04/13/21 | 04/13/21 | Primary Test Day | PP | PSAT |
| 45 | PSAT 8/9 Grade 8 | 04/13/21 | 04/15/21 | Makeup Material Order Window | PP | PSAT |
| 46 | PSAT 8/9 Grade 8 | 04/13/21 | 04/16/21 | Primary Testing Window | PP | PSAT |
| 47 | PSAT 8/9 Grade 8 | 04/13/21 | 05/10/21 | Return of Materials Deadline - Accommodated Materials | PP | PSAT |
| 48 | PSAT 10 | 04/13/21 | 04/15/21 | Makeup Material Order Window | PP | PSAT |

| 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 |

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.

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



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

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

COVID-19 School Closure Details


* Indicates required field


COVID-19 School Closure ID


371

Created Date and Time


12/30/2020 12:29:46 PM

Created By 

Created By User Phone 

Created By User Email 

CC Email

Last Modified By 

Last Modified Date and Time

12/30/2020 12:29:46 PM

Last Modified By User Phone 

Last Modified By User Email 

* Academic Year

2020-2021

* ISD

* District

* School 

* COVID-19 School Closure Start Date and Time

9/28/2020 12:00 AM



* Anticipated COVID-19 School Closure End Date and Time

12/31/2020 11:59 PM



Please provide details about the COVID-19 school closure

0/1000

Save



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.drccdirect.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.

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.

Edit Test Session

Testing Window: 11/30/2018 - 06/07/2019

Eligible Grades: 08

Instructions

* Indicates required fields

Session Name: UAT SOC 8 * Content Area: Social Studies * Eligible Grade: Assessment: GR8 Social Studies *

Mode: Online * Begin Date: 11/30/2018 End Date: 5/10/2019

Search for Available Students

Student Last Name: Student First Name: State Student ID (UIC): Grade: 08

Demographic: (All) Universal Tools - Designated Supports - Accommodations: (All)

Find Students New Student Clear

Available Students: Students in Session:

IntegrationEightFix, TesterA (8003000001)
IntegrationEightFix, TesterB (8003000002)
IntegrationEightFix, TesterC (8003000003)
IntegrationEightFix, TesterD (8003000004)

Double-click to edit Student Double-click to edit Student

Save Cancel

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.

Instructions

* Indicates required fields

Administration: M-STEP Spring 2019 *
District: DRC Use Only - Sample Dist
School: (All)

Last Name:
First Name:
State Student ID (UIC):

Session:

Content Area: (All)
Eligible Grade:
Assessment: (All)

Show Sessions **Print All Tickets**


Sessions | Status Summary

Instructions

| Session Detail | | | | | | | | |
|--------------------------|----------|--------|--------------|--------------------|-------------|------------|-----------|--------|
| Select | District | School | Session Name | Assessment | Status | Begin Date | End Date | Action |
| <input type="checkbox"/> | | | UAT SOC 8 | GR8 Social Studies | Not Started | 11/30/2018 | 5/10/2019 | |

The DRC INSIGHT Portal: Printing Individual Test Tickets

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




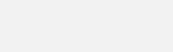
| Session Detail | | | | | |
|----------------|--------------------|-------------|------------|-----------|---|
| Session Name | Assessment | Status | Begin Date | End Date | Action |
| UAT SOC 8 | GR8 Social Studies | Not Started | 11/30/2018 | 5/10/2019 |  |

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

Testing Status

[Instructions](#)

Last Name: Status: (All) Status By Module: GR8 Social Studies - Part 1

| Select | Last Name | First Name | User Name | Password | Status | Started | Completed | Action |
|--------------------------|---------------------|------------|---------------|----------|-------------|---------|-----------|---|
| <input type="checkbox"/> | IntegrationEightFix | TesterA | TINTEGRATIO35 | M88FKC5C | Not Started | | |  |
| <input type="checkbox"/> | IntegrationEightFix | TesterB | TINTEGRATIO20 | J9898Y53 | Not Started | | |  |
| <input type="checkbox"/> | IntegrationEightFix | TesterC | TINTEGRATIO36 | FX0XQZ87 | Not Started | | |  |
| <input type="checkbox"/> | IntegrationEightFix | TesterD | TINTEGRATIO37 | 394BF2RZ | Not Started | | |  |

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 |



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 | 3/15-3/19 | 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 | | | | | | | | | | | | | | | | | | |
| <p>* 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).</p> <p>** 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).</p> <ul style="list-style-type: none"> • 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). <p>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.</p> | | | | | | | | | | | | | | | | | | | |

Test Session Time Estimates: Grade 8

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 |

Test Session Time Estimates: Grade 11

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

Preparing Students: Tutorials and OTTs

MICHIGAN Department of Education

ONLINE TESTING VIDEO TUTORIALS

- Back to Main Page
- Show Instructions
- Play All
- Welcome to the M-STEP Online Tutorial
- Signing in to an Online Tools Practice Training Session
- Signing in to an Online Test
- Pausing, Exiting, and Ending the Test
- Testing Basics
- Basic Tools and Navigation
- Protractor
- Basic Calculator

Welcome to the M-STEP online tutorial.

Grade 8 Science Training Student

Question 1

How do Hand Warmers Work? (Part 1)

Two students are outside in the cold, waiting for a bus. One of the students has a package of hand warmers and offers to share them with the other student. The student opens the package and they each put a hand warmer bag in one of their gloves.

After a few minutes, the students notice that the hand warmer bags start to feel warm. The students want to know how hand warmer bags get warm. They decide to ask their science teacher if they can test the materials inside the hand warmer bags. After reading the ingredients on the hand warmer package, the students decide to focus on iron

This question has two parts.

Part A

Use the data table to complete the following statement.

The students can tell that a chemical reaction involving iron because a new substance form overnight.

Part B

Choose one set of properties that **best** supports the completed statement in Part A.

- (a) density and color
- (b) color and volume
- (c) volume and texture
- (d) texture and mass
- (e) mass and density

Review/End Test Pause Flag Next

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

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 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

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.



Assessment Security is a vital consideration to ensure fair, reliable, and valid test scores, and prevent misadministration. This four-module training series can be used as a supplement to your regular district training to help your staff:

- understand the importance of test security before, during, and after test administration,
- properly prepare for a smooth test administration, and
- understand the steps to take if something does go awry.

Each module is designed to be completed in 10-15 minutes and contains a variety of engaging and interactive content pieces. Module descriptions are included below.



Module 1: An Introduction to Test Security and Planning

This module covers why test security is important.



Module 2: Getting Ready for Testing

This module covers steps to take before testing, such as staff training and preparing the testing environment. These steps will help you avoid common security problems, protecting both your staff and the validity of your test results.



Module 3: Test Administration

This module covers security concerns and considerations during testing. What should test administrators do on-site? What student behaviors should you watch for?



Module 4: Incident Response

This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring, and most can be mitigated with a quick and careful response.

Learners who complete all four modules and demonstrate their knowledge on a short test will be able to print a Certificate of Completion at the end of the training, which may be kept on file with other test administration documentation. This course is available free of charge through [MVU's Professional Learning Portal](#). Click on the link below to register.

Register at <http://bit.ly/MDEAssessmentSecurity>





During Test Administration

Chapter 2: During M-STEP Test Administration



Objectives



Getting Started

Online
Paper/Pencil



During the Test Administration



Common Problems and What to Do



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.

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

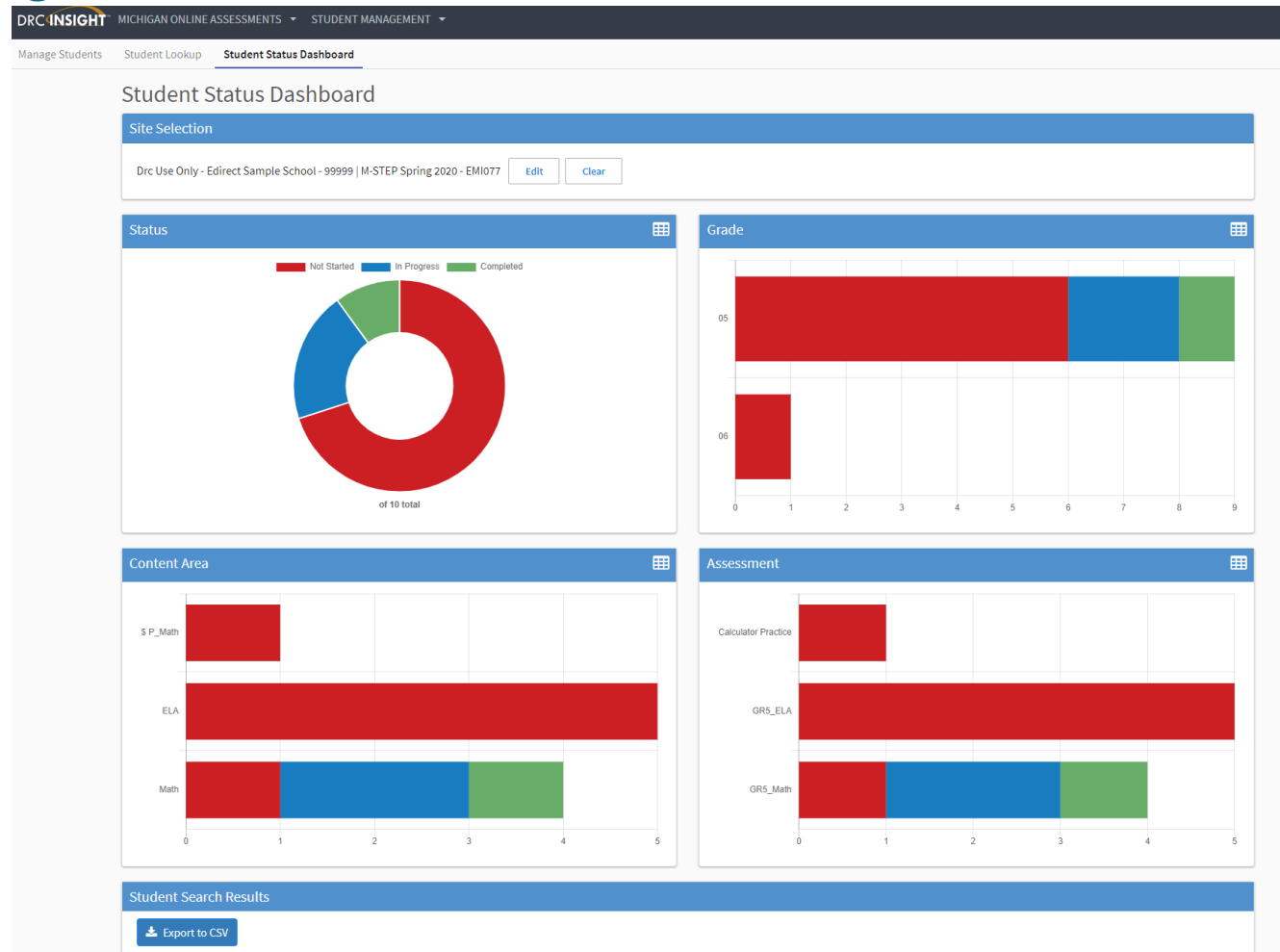
- Unobtrusively move through the room during testing
- Maintain an unobstructed view of all students
- Full attention should remain on testing at all times
- Avoid distracting behaviors:
 - Conversations with other staff
 - Reading books or newspapers
 - Eating
 - Working on a computer or phone
 - Grading 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

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.

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

Incident Reporting Tool

Secure Site
Michigan Department of Education

Home Admin Security Assessment Registration **Student Assessments** Reports Accountability Review Requests

Secure Site

Check the Home page often for updated information [Page Instructions](#)

Search Filter

- Student Search
- Mass Update Assessments
- Incident Reports**
- Accountable Students & Test Verification ▶

* Indicates required field

Due Date

Test Period

Test Cycle

General Announcements

Secure Site Documentation and Support General Announcement

Detailed instructions and information for Secure Site functions can be found on the [Secure Site Training](#) page.

Email Communications from the Secure Site General Announcement

Email confirmations and status updates from the Secure Site go to the email address on your [MEIS](#) account. Have you checked it lately to ensure you are receiving needed information from the Secure Site?

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



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



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.

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/secure sitetraining>

Stay Informed

Spotlight



on Student Assessment and Accountability

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!

What's New

Week of January 7, 2021

- [Who Must/Can Take the MME in Spring 2021?](#)
- [SAT, PSAT, WorkKeys, M-STEP, and MI-Access Pre-ID and Material Orders](#)
- [Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available](#)
- [Remote Testing Documentation Updates](#)

Reminders

- [2021 Michigan School Testing Conference](#)

Recently Asked Questions

Who Must/Can Take the MME in Spring 2021?

The [Who Must/Can Take the MME?](#) document has been updated to address eligibility and testing requirements for students in grades 11 and 12 for the 2020-2021 year. There are updates that apply to this year's spring MME and District and Building Assessment Coordinators should review this document, which is available on the [MME web page](#) (www.michigan.gov/mme) under **General Information**. MDE is communicating with the legislature on how there may need to be modifications to the MME legislation for this year only to align with these recommendations.

SAT, PSAT, WorkKeys, M-STEP, and MI-Access Pre-ID and Material Orders

Districts and schools should be working on their Pre-ID Student report on the OEAA Secure Site for the Spring 2021 SAT, PSAT 8/9, PSAT 10, WorkKeys, M-STEP, and MI-Access. The paper/pencil materials and printed barcode labels the schools/districts will receive are based on the students who are pre-identified by 5 p.m., February 17, 2021. Read the articles in the [December 17, 2020 Spotlight](#) (www.michigan.gov/mde-spotlight) to ensure that you have accurate counts, know how to Pre-ID students, and for other important information.

Early Literacy and Mathematics Benchmark Assessments Student-Level Reports Available

The Office of Educational Assessment and Accountability (OEAA) is pleased to announce that the Early Literacy and Mathematics Benchmark Assessments Student Level Reports for the Winter 2021 administration are available in the Dynamic Reporting System through the OEAA Secure Site. Reports are

(Continued on next page)

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

[CB Corner](#) / [ACT WorkKeys](#) / [Important Dates](#) / [Contacts](#)



Questions?

Phone: 1-877-560-8378

Email: mde-oeaa@michigan.gov

