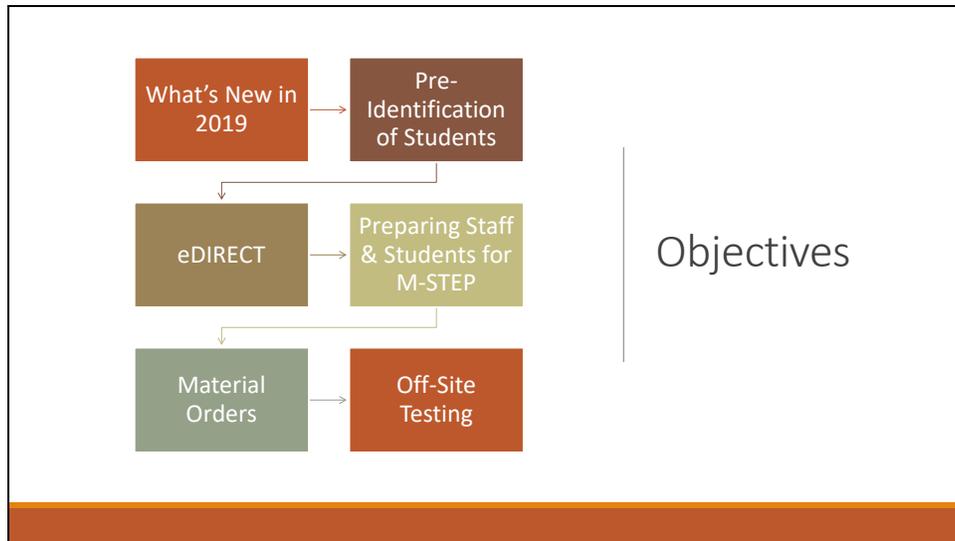


Chapter 1: 2019 M-STEP Administration Training for Building and District Assessment Coordinators

PHOEBE GOHS
M-STEP ADMINISTRATION & REPORTING CONSULTANT
MICHIGAN DEPARTMENT OF EDUCATION

Hello! And thank you for joining me for the first chapter of the 2019 M-STEP Administration training for District and Building Coordinators. My name is Phoebe Gohs, and I am the M-STEP Test Administration and Reporting Consultant.



This is the first of three chapters in our M-STEP Test Administration training series. In this presentation, I will discuss the tasks that need to be done before the test administration. Chapter 2 will outline tasks to be done during testing, and Chapter 3 will address tasks that need to be done after the test administration.

In this chapter, we will review what is new for test administration for Spring 2019, we'll discuss how to pre-identify students for testing, material ordering, using eDIRECT to prepare for the administration, Off-Site testing for those buildings or individuals who need it, and how to prepare students and staff for the M-STEP.

I will also discuss resources that are available to you as you prepare for the test administration.

What's New in 2019

Assessment Integrity Guide revision

- No Seating Chart requirement
- NEW Testing Schedule requirement:
 - district name, building name, building coordinator's name
 - date of assessment administration, location of testing session(s) (i.e., room number, classroom, etc.), starting and ending time of testing session, assessment/grade/content being administered for each testing session, test administrator(s) and proctor(s) for each testing session

The Assessment Integrity Guide has been updated. Changes include the removal of the seating chart requirement. Schools and districts should still maintain prior years' seating charts for three years, but beginning with the 2019 administration, in place of the seating chart, schools are required to develop and keep test schedules for three years.

Details about this new requirement are available in the Assessment Integrity Guide –which is available on the M-STEP web page at www.michigan.gov/mstep.

You should plan to include district and building information, the name of the Building Assessment Coordinator, the date the assessment was administered and location – such as room number or classroom identifier, the start and end time of the test session, the assessment grade and content that was administered in the test session, and the name of the test administrator and, if used, the name of the proctor for each test session.

What's New in 2019

Assessment Integrity Guide Revision

- Personnel who can administer the M-STEP
 - Hierarchical structure has been removed:
 - Test Administrators (TAs) should be selected from the from the following list:
 - Licensed teachers or licensed educational administrators employed by the school district
 - Paraprofessionals or non-licensed administrative personnel employed by the school district
 - Licensed substitute teachers who are employed by the district for the purpose of administering the test

Another change in the Assessment Integrity Guide is the section that details how personnel who are allowed to administer the M-STEP is selected. The hierarchical structure has been removed, and schools and districts can select Test Administrators from the list of allowable staff persons.

Be sure to remember that anyone who administers the M-STEP must be trained in the administration policies and procedures for the test being administered.

What's New in 2019

Science Field Test:

- 2 parts for grades 5 and 8
- All Science Field Test includes 6 clusters (compared to 3 in 2018)

The science field test will have six clusters for grades 5, 8, and 11 – compared to three clusters in 2018. To accommodate the additional testing time, the grade 5 and 8 science field test has two parts - meaning two test sessions and two test tickets are required for grades 5 and 8.

Grade 11 will remain a one-part test.

What's New in 2019

8th Grade Testing

- M-STEP Social Studies – 2 parts/2 test tickets
- M-STEP Science Field Test – 2 parts/2 test tickets
- PSAT 8/9 – ELA and mathematics

View the Grade 8 Assessments Overview and Grade 8 M-STEP Test Administration in the MME Day training available at www.michigan.gov/mme. Follow the [2019 MME/PSAT and Grade 8 Assessment Trainings](#) link.

8th grade testing is new in 2019.

8th grade students will continue to take the M-STEP Social Studies test – which is a two part test that requires two test tickets.

8th graders will take the M-STEP science field test – which is a two part test with two test tickets in 2019.

And the English language arts and mathematics assessment in grade 8 is the PSAT 8/9 assessment.

The Michigan Department of Education and College Board have conducted trainings for schools who will be administering the PSAT 8/9 to 8th graders this spring, and that training is available on the MME web page at www.michigan.gov/mme. You will need to follow the link entitled “2019 MME/PSAT and Grade 8 Assessment Trainings”.

Assessment Coordinator Training Guide
Michigan Department of Education

Relevant assessments:
All Michigan state assessments:

- **M-STEP**
- **MEE**
 - ACT WorkKeys®
 - SAT Math Study
 - 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 (WAPT)
 - WIDA Screener
- **PSAT® 8/9 and 10**
 - Early Literacy and Mathematics Benchmark Assessments (ELMA)

What's New in 2019

New Assessment Coordinator Training Guide – available on all of the assessment web pages (www.michigan.gov/mstep)

Assessment Coordinator Training Guide

MICHIGAN Education

We are excited to announce that our New Assessment Coordinator Training Guide is available on all of our assessment web pages. This important resource provides training and information for each step of the test administration for all Michigan state assessments.

It is organized into before, during, and after sections. Each section is composed of modules that will walk new Assessment Coordinators through each task involved in the test administration.

The tool will also be a resource for a refresher for more experienced Assessment Coordinators, who are looking for updates or reminders about assessment related tasks.

On the Assessment Coordinator Training Guide web page, the entire guide is available for download in one document, or each chapter within the modules can be selected and reviewed.

To go to the guide, on the top of the M-STEP web page – at www.michigan.gov/mstep – follow the link shown here.



Along with the Assessment Coordinator Training Guide, the MDE has created a file of bookmarks to web sites and web pages that most Assessment Coordinators need to access.

This helpful resource is available next to the link to the Assessment Coordinator Training Guide on the top of the M-STEP web page, and on the Assessment Coordinator Training Guide web page.

The link below the bookmarks file contains step by step instructions for how to download bookmarks for each web browser.

What's New in 2019

Scratch Paper Policy Update

- Clarifies what content/grades and scratch paper is allowed
- Defines "used" and "unused" scratch paper

Mathematics: Online and Paper/Pencil

Grade	Graph Paper (required)	Graph Paper (optional)	Scratch Paper (available Universal Tool)
3		X	X
4		X	X
5		X	X
6	X		X
7	X		X

English Language Arts, Science, and Social Studies: Online and Paper/Pencil

Grade	Scratch Paper (available Universal Tool)
3	X
4	X
5	X
6	X
7	X
8*	X
11*	X

*Does not apply to English language arts.

The scratch paper policy has also been updated in 2019 – there have not been actual changes to the policy. Rather, based on feedback from the field, MDE has clarified when scratch paper and graph paper is allowed, and defines what is 'used' and 'unused' scratch paper.

On the updated scratch paper policy, these tables denote when Graph Paper is required or allowable, and when it is available as a Universal Tool.

To view the updated scratch paper policy, go to the M-STEP web page at www.michigan.gov/mstep and look under the Current Assessment Administration section.

Pre-Identification of Students

- OEAA will pre-id students using the fall MSDS general collection (student count day data)
 - OEAA will NOT do additional pulls from MSDS for pre-identification of students
- District/school are responsible for pre-identifying additional students directly on the OEAA Secure Site
 - One student at a time through Student Search
 - Pre-ID File Upload
 - Pre-ID File Format and Template available on log in page of the Secure Site before logging in
 - MSDS Copy Function on Secure Site

More information about how to Pre-ID students is available on the OEAA Secure Site training page at www.michigan.gov/securesitetraining

All students who are testing must be pre-identified through the Secure Site to the test they are taking. MDE has already pre-identified students for testing based on the fall MSDS general collection – student count day – which was October 3, 2018.

If your school submitted a Student Record Maintenance (SRM) before January 2, 2019, then those updates were collected for pre-identification.

Any students who enrolled or left the school, after either the October 3 count day or the January 3 SRM collection, or who need to be moved to the MI-Access assessment, will need to be updated using the Pre-ID feature in the Secure Site.

Schools can Pre-ID individual students through the student search, use the Pre-ID file upload method, or the MSDS copy function. If you are planning to use the MSDS copy function, be sure your school or district maintains up-to-date new enrollment data by submitting a Student Record Maintenance (SRM) file regularly.

Pre-Identification of Students: One Student at a Time/Student Search

Student Search

Students must have a UIC number in order to locate them in the Secure Site and assign to a test cycle. When searching for a student, the search will include student records from the Secure Site and from the Michigan Student Data System (MSDS). If a student is new to the state or new to the public school system and does not have a UIC number, they will not come up in the search and you will need to work with the student pupil accounting person to get a UIC number for the student. When searching by name or Student Number, please verify the student you are selecting is correct before adding a test cycle to the student. [Page Instructions](#)

Search Filter

* Indicates required field
Search by
 Student Number Barcode UIC Student Information

* Last Name * First Name Middle Name Birth Date

ISD District School

Search Results

PROGRAM UIC	STUDENT NUMBER	STUDENT NAME	BIRTH DATE	ETHNICITY
014615008		PKYE,JOLLY, AMory_T	06/21/1997	
0146748166	26045	Fulley, ANDREW LAWSON, A 	07/13/2008	White

Schools can pre-identify students one at a time.

From the Student Assessments menu, select Student Search. Search by Student Information or UIC number. If using the student information, you can enter a partial last name and first name. Click the Search button at the bottom right once completed the search criteria fields.

Student Summary

Verify the Student Summary information to ensure that the student is the correct student before clicking "Add Test Cycle" to ensure the correct IGC is selected.

If a student is assigned from a test cycle, please note that this does not remove them from accountability. If they have moved out of the district/school, please ensure that the correct IGC is used with the student's IGCID.

Users can see student's state assessment scores, and if they do not test at the school, once an enrollment record has been submitted to IGCID, and the district/school receives the student's primary educational providing entity (PEPE).

Student Demographics

Last Name	First Name	Student Number	Address	
Smith	Jane	100456		
First Name	Additional IGCs	Birth Date	Birth Order	Gender
Anderson	10012345	01/1990	0	SM
Middle Name		Ethnicity		
S.		White		

Assessments Scheduled

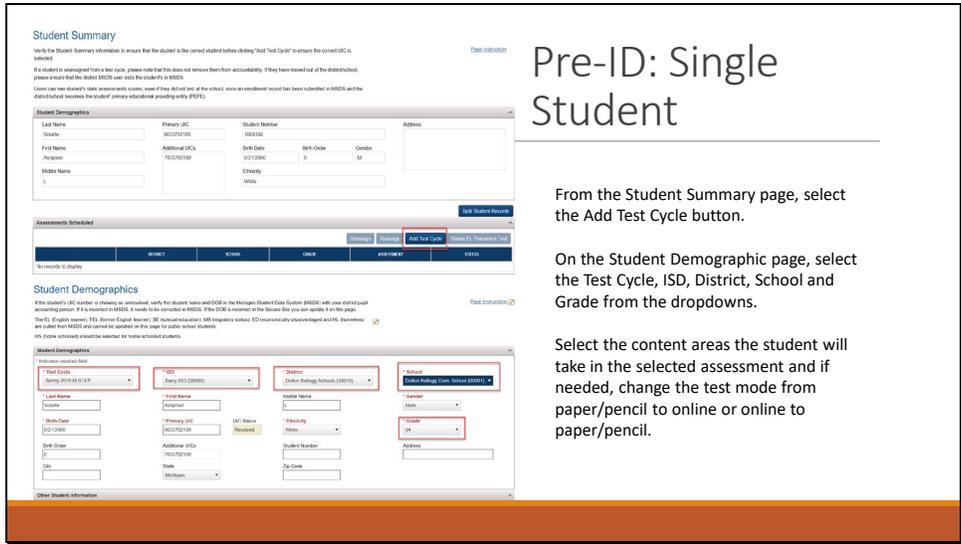
TEST CYCLE	ISD	DISTRICT	SCHOOL	GRADE	ASSESSMENT	STATUS
Spring 2019	ISD 100	District	School	Grade	Assessment	Active

Pre-ID: Single Student

From the Student Summary page, select the Add Test Cycle button.

On the Student Demographic page, select the Test Cycle, ISD, District, School and Grade from the dropdowns.

Select the content areas the student will take in the selected assessment and if needed, change the test mode from paper/pencil to online or online to paper/pencil.



The screenshot shows two screenshots from a web application. The top screenshot is the 'Student Summary' page, which includes a table of 'Assessments Scheduled' with columns for Test Cycle, ISD, District, School, Grade, Assessment, and Status. A red box highlights the 'Add Test Cycle' button. The bottom screenshot is the 'Student Demographics' page, which contains various dropdown menus and text input fields. Red boxes highlight the 'Test Cycle' dropdown (set to 'Spring 2019'), the 'ISD' dropdown (set to 'ISD 100'), the 'District' dropdown (set to 'District'), the 'School' dropdown (set to 'District Middle School 200118'), the 'Grade' dropdown (set to '04'), and the 'Test Mode' dropdown (set to 'Paper/Pencil').

On the Student Demographic page, select the Test Cycle, ISD, District, School and Grade from the dropdowns. If this student is a homeschooled student, click HS for homeschooled.

Select the content areas the student will be taking in the selected assessment and if needed, change the test mode from paper/pencil to online or online to paper/pencil. Click the Save button.

Pre-Identification of Students: Pre-ID File

Welcome to the Secure Site

* Indicates required field

If you do not have a MEIS Account, you must [create a MEIS Account](#) to access the Secure Site.

If you do not have Secure Site access but do have a MEIS Account, log in using your MEIS Login and Password to request access to the Secure Site.

Login

* MEIS Login:

* MEIS Password:

* Accept the security conditions

I understand that data available on the Secure Site is protected under the Family Educational Rights and Privacy Act (FERPA) and I accept responsibility to comply with all FERPA regulations.

This is my personal login and it is not shared with anyone else (access that is shared will be revoked).

[forget your login or password?](#)

Pre-ID File Format

[Pre-ID File Upload Template](#) (modified 9/2018)

[Pre-ID File Upload Layout](#) (modified 9/2018)

Want to stay connected?
[Subscribe to Spotlight Listserv](#)

Need administrator access to the Secure Site?
[Request District Administrator Access](#)
[Request Nonpublic School Administrator Access](#)

To pre-identify students using the mass update option, users will need to use the Pre-ID file template along with the Pre-ID file layout. These can both be found on the Secure Site sign-in page. The highlighted links are the Pre-ID file template and layout documents.

Pre-Identification of Students: Pre-ID File Format

Field Descriptions			
Field Length	Data Type	Field Name	Data Requirements
5	Text	School Building Code	State assigned school number, cannot be blank.
10	Text	AssessmentShortName	Abbreviated assessment name (See Assessments Table above).
2	Text	SDSGradeCode	Student Grade – 00 = K, 01-12, cannot be blank.
50	Text	Last Name	Student Last Name – 'a-z', 'A-Z', ' ', '/' or a space. The field can contain a space but the entire field cannot be blank. The field cannot contain commas.
50	Text	First Name	Student First Name – 'a-z', 'A-Z', ' ', '/' or a space. The field can contain a space but the entire field cannot be blank. The field cannot contain commas.
50	Text	Middle Name	Student Middle Name – 'a-z', 'A-Z' or a space. The field cannot contain commas.
1	Numeric	Ethnicity	Student Ethnicity 1 - American Indian or Alaska Native 3 - Black or African American 4 - Hispanic or Latino 5 - White 6 - Two or More Races

This image is a portion of the Pre-ID file format. This format includes the field length, data type, field name, and data requirements for users uploading a file through the Mass Update feature.

You can view the format for information about the requirements for each data field.

Pre-Identification of Students: MSDS Copy

Pre-ID Students

Select the method to be used to pre-identify students to a test cycle. The available options from this screen are MSDS Copy (using current student data in the Michigan Student Data System) and File Upload (using the file format located on the log in page of the site). The Pre-ID File Template and Pre-ID File Format document can be found on the log in page of the Secure Site before you log in. [Page Instructions](#)

Pre-ID Students

* Indicates required field

Pre-ID Method

MSDS Copy

File Upload

* ISD Enrollment in MSDS [?](#)

* District Enrollment in MSDS [?](#)

School Enrollment in MSDS [?](#)

* Grade Enrollment in MSDS [?](#)

Special Education (SE) in MSDS [?](#) All Yes No

English Learner (EL) in MSDS [?](#) All Yes No

The Mass Update function is used to update specific assessment information for a group of students at one time. This can be very useful when copying students from one assessment to another – for example, those students who were Pre-ID’ed based on the fall general collection to the M-STEP but who need to be moved to the MI-Access Functional Independence, Supported Independence, or Participation assessments.

To view the Mass Update Screen, using the Student Assessments menu tab, select Mass Update Assessments to bring you to this screen.

Pre-Identification of Students: Mass Update Assessments

Search Criteria

* Indicates required field

* **Test Cycle** Spring 2019 M-STEP

* **ISD** Barry ISD (08000)

* **District** Delton Kellogg Schools (08010)

School Delton Kellogg Elem. School (08001)

Special Education (SE) All Yes No

Homeschooled (HS) All Yes No

Assigned All Yes No

English Learner (EL) All Yes No

Grade All

Search Results

* Indicates required field

* Mass Update Type

Select Mass Update Type

Select Mass Update Type

Copy to Different Test Cycle

Reassign Assessment

Unassign Assessment

Content Areas Selected

Online or Paper/Pencil Test Mode

Reporting Code

Research Code 1

Research Code 2

STUDENT NAME	LIC	BIRTH DATE	GRADE	CONTENT AREA SELECTED - TEST MODE				REPORTING CODE		
				ELA	MA	SC	SS	ELA	MA	SC
stem_william_francs	3558258349	05/15/2008	03	Yes - ON	Yes - ON	N/A	N/A			
zouch_l_hnna	0907713215	05/22/2008	03	Yes - ON	Yes - ON	N/A	N/A			
ell_lindsay	0638468393	03/16/2007	03	Yes - ON	Yes - ON	N/A	N/A			
ltd_AirYama	2737098234	05/18/2008	03	Yes - ON	Yes - ON	N/A	N/A			

As a note, all student identifiable data on screenshots in this presentation are mock data intended to show the function of the Secure Site. No actual student information is included on any slide.

When you are on this page that you see here, select the current test cycle, ISD, District, and School. To narrow your results, you can also select the grade.

Select the search button, and your search results will show below, seen here.

Once here, you can choose your Mass Update Type.

There are many functions available on this page, depending on your purpose – you can reassign the assessment, unassign assessments, assign reporting codes, and more. For more detailed information on the Mass Update page, go to www.michigan.gov/securesitetraining and select “Mass Update Assessments”.

You can find detailed, step-by-step directions for each method of Pre-Identification on the Secure Site training page. Go to www.michigan.gov/securesitetraining.

Pre-Identification of Students: Pre-ID Student Report

- Once individual students are pre-identified for testing, they will be listed immediately on the pre-ID Student Report. The report will:
 - list the content area and mode of testing
 - list student demographics (updated from MSDS)
- Students can be unassigned from the assessment on the Pre-ID Report

Once students have been pre-identified for testing, they will be included on the Pre-ID student report, which includes the content area and mode of testing (this means online or paper/pencil testing), it will list the student demographics – according to the data in MSDS.

You can unassign students from assessments on the Pre-ID report.

To view your school's Pre-ID student list, when in the Secure Site, select the Assessment Registration tab, and then Pre-ID. This will show the Pre ID options available. Select Pre-ID student report to review your currently Pre-ID'ed list of students.

Material Orders

Initial Material Orders (IMO) are done through the OEAA Secure Site, based on pre-ID.

- IMOs are sent to the M-STEP Coordinator as listed in EEM
- Users can select the date for delivery: the default delivery date is March 25-27, 2019. An alternate delivery date is available and can be selected for April 1-3, 2019.

Additional Material Orders (AMO) are also done through the OEAA Secure Site, but are based on materials selected by the user after the IMO window has closed.

The dates for the IMO order window and AMO order window are posted in the M-STEP List of Important Dates document on the M-STEP web page (www.michigan.gov/mstep).

Materials ordering applies to all testing modes – online and paper/pencil testing.

Initial Material Orders are sent to schools based on Pre-ID counts – including test mode. Schools testing online will receive test directions, graph paper if there are students in grades 6-7 testing in mathematics, and any identified accommodated materials. Users can choose the delivery date – for the first testing window for grades 5, 8 and 11 the default date is March 25-27, however if your building or district is on spring break during that time, there is an option to select the alternate delivery date of April 1 through 3. The second testing window for grades 3, 4, 6, and 7 materials are delivered between April 15 to 18, and the alternate delivery date is April 22 through 24.

Additional material orders are available after the initial material orders, and these are based on the materials selected by the user. If additional materials are needed due to newly arrived students, these must be ordered directly by the coordinator during the Additional Material Order window.

The dates that the Initial Material Order window and the Additional Material Order window are open are posted in the M-STEP List of Important Dates document which is available on the M-STEP web page – at www.michigan.gov/mstep.

Slide 19

Initial Material Order Details

Test Cycle	ISD	District	School
Spring 2019 M-STEP	Barry ISD (08000)	Delton Kellogg Schools (08010)	Delton Kellogg Elem. School (00901)
Status	Last Updated	Last Updated By	
Processing	1/23/2019 11:18AM	DAS Processing, DAS Processing	

Shipping Information

* Indicates required field

* Shipping Destination

School

Address

Attn: [REDACTED]

6325 Delton Road
Delton, MI 49046

* Shipment 2 Delivery Dates (Grades 3, 4, 6, 7)

Monday, April 15, 2019 - Wednesday, April 17, 2019

Monday, April 22, 2019 - Wednesday, April 24, 2019

M-STEP and MI-Access only

Initial Material Orders

This screen shows the details for the Initial Material Orders. It is important to note that material orders are sent to the address listed in EEM for the M-STEP Coordinator – be sure that this address is correct in EEM. You can verify that the address is correct on this page.

Next, you can see that the two delivery date options are available there. The default date is two weeks before testing, and the alternate is one week before testing begins.

Initial Material Orders

Material Counts (Initial Order) ▼

3rd Grade 4th Grade 5th Grade ←

English Language Arts

MATERIAL NAME	MATERIAL COUNT	ACCOMMODATED STUDENT COUNT	ACTION
Test Booklet	0		
Braille Kit * - Contracted	0		Select Students
Braille Kit * - Uncontracted	0		Select Students
Enlarged Print Kit *	0		Select Students

Mathematics

MATERIAL NAME	MATERIAL COUNT	ACCOMMODATED STUDENT COUNT	ACTION
Ukrainian Glossary Reference Sheet	0		Download
Test Booklet	0		
Spanish Test Booklet	0		
Braille Kit * - Contracted	0		Select Students

This image shows the material ordering section for Initial Material Orders. Again, the material counts for the Initial Materials are automatically pulled based on Pre-ID counts. There are some accommodated materials that can be downloaded from this page – the example seen on this screen is the Glossary Reference Sheet.

You will also notice, for some accommodated versions of the test the user must select the students who will use the material.

Additional Material Orders

- M-STEP will be ordered through the OEAA Secure Site
 - Grades 5, 8, and 11 - April 2 – April 23, 2019 at noon
 - Grades 3, 4, 6, and 7 - April 23 – May 14, 2019 at noon

These are the dates for the Additional Material Order window.

Again, these dates are available on the M-STEP List of Important Dates document, which is available on the M-STEP web page at www.michigan.gov/mstep.

Reporting Codes

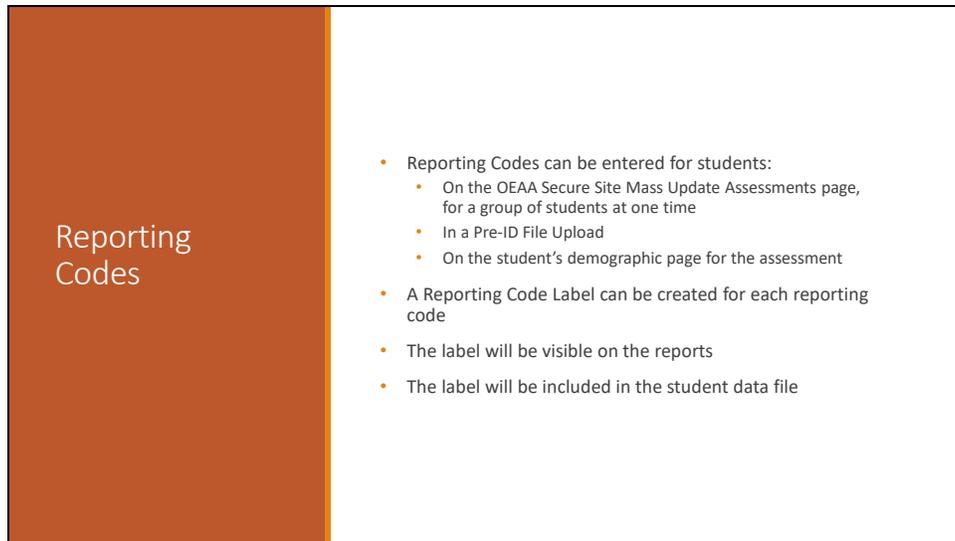
- Four-digit numeric/alpha code created by the district or school
- Students can be filtered by the code on several screens of the OEAA Secure Site
 - Pre-ID Student Report
 - Online Sessions
- Dynamic Score Reporting Site reports can be filtered by Reporting Codes
- The reporting code will be included in the student data file

Reporting Codes allow users to sort the reports according to the codes, and view reports based on the reporting codes identified.

The user creates a four-digit code for each student group assigned to the reporting code. Then the students can be filtered according to the code on the Pre-ID Student Report and online sessions screen in the OEAA Secure Site.

Final reports in the Dynamic Score Reporting Site can also be viewed and sorted according to Reporting Code.

It is also included in the student data file.



Reporting Codes

- Reporting Codes can be entered for students:
 - On the OEAA Secure Site Mass Update Assessments page, for a group of students at one time
 - In a Pre-ID File Upload
 - On the student's demographic page for the assessment
- A Reporting Code Label can be created for each reporting code
- The label will be visible on the reports
- The label will be included in the student data file

Reporting codes can be assigned in different pages in the OEAA Secure Site. They can be assigned on the Mass Update Assessments page for a group of students at once. They can be assigned in the Pre-ID file upload, and they can be assigned by student on the demographic page.

Reporting Code Labels can also be created for Reporting Codes. This label can be an alphanumeric identifier for the group; the Reporting Code Label is visible on the final reports and in the student data file.

Detailed instructions for assigning Reporting Codes is available on the Secure Site Training page at www.michigan.gov/securesitetraining.



The diagram features a vertical orange bar on the left with the text "eDIRECT" in white. To the right, three horizontal boxes describe the system's components and access:

- Top Box (Orange):** Contains a ribbon icon and the text "Data Recognition Corp. (DRC) application".
- Middle Box (Dark Brown):** Contains a computer and tablet icon, the text "System used to manage online testing for M-STEP", and a list of functions: "Online test sessions", "Assigning online supports and accommodations", "Printing/managing test tickets", and "Monitoring student testing status".
- Bottom Box (Light Brown):** Contains a checkmark icon, the text "Access is granted through the OEAA Secure Site", and two notes: "District, nonpublic school, and public school administrators need access" and "Test Administrators do not need secure login to access tutorials, manuals, or other documents".

eDIRECT is the DRC application that is used to manage online testing.

In eDIRECT, users can set up test sessions, assign online supports and accommodations, print and manage test tickets and rosters, and monitor student testing status.

Access to eDIRECT is granted through the Secure Site. District and school administrators need access to eDIRECT in order to complete the tasks listed here. Test Administrators do not need secure login access because the tutorials, manuals, and other documents that Test Administrators use are available without a secure login.

eDIRECT

Available for online administrative tasks on March 8

- Students who were pre-identified and put into online test sessions in the OEAA Secure Site by February 25 will be copied into the eDIRECT test sessions.
- Students can continue to be pre-identified in the Secure Site after February 25, and will be copied into eDIRECT three times a day.
- Students pre-identified after February 25 will need to be added to test sessions directly in eDIRECT.

eDIRECT became available for online administrative tasks on March 8.

Students who were pre-identified and put into online test sessions in the OEAA Secure Site by February 25 will be copied into the eDIRECT test sessions.

Students can continue to be pre-identified in the Secure Site after February 25, and were copied into eDIRECT three times daily.

Students who are pre-identified after February 25 will need to be added to test sessions directly in eDIRECT.

eDIRECT: Printing Individual Test Tickets

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

Session Detail				
Assessment	Status	Begin Date	End Date	Action
G 4 Science	Not Started	1/24/2017	4/9/2017	

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

Test	Last Name	First Name	User Name	Assessment	Status	Printed	Class
<input type="checkbox"/>	Smith	John	JSmith1	Q70P0126	Not Started		
<input checked="" type="checkbox"/>	Smith	Jane	JSmith2	CT0P0225	Not Started		
<input type="checkbox"/>	Smith	John	JSmith3	MS00000P	Not Started		
<input type="checkbox"/>	Smith	Jane	JSmith4	MS00000P	Not Started		
<input type="checkbox"/>	Smith	John	JSmith5	2420011Y	Not Started		
<input type="checkbox"/>	Smith	Jane	JSmith6	MS00000X	Not Started		
<input type="checkbox"/>	Smith	John	JSmith7	MS00000X	Not Started		
<input type="checkbox"/>	Smith	Jane	JSmith8	MS00000Y	Not Started		
<input type="checkbox"/>	Smith	John	JSmith9	MS00000Z	Not Started		

Page 1 of 1 (10 rows) | | | | |

You can also print tickets individually by selecting the test session, then choosing the Edit/Print Ticket Status icon that is displayed to the right of the Test Session.

Once you have opened the Edit/Print Ticket Status page, you can select the individual student or students whose test tickets you are printing, and then select “Print Selected”.

eDIRECT Mini-Modules

The screenshot shows the eDIRECT Michigan interface. At the top, there is a navigation bar with 'DRC INSIGHT MICHIGAN' and a 'Log In' button. Below this, there are tabs for 'General Information', 'Documents', and 'Test Tutorials'. The 'Documents' tab is selected, and the page title is 'Documents'. There are filters for 'Administration' (All), 'Document Type' (All), and 'Audience' (All). A 'Show Documents' button is visible. Below the filters, there is a table with columns: Audience, Document Type, Title, Description, Date, and Action. The table contains five rows of mini-modules.

Audience	Document Type	Title	Description	Date	Action
District/Building Coordinator	Mini-Modules	How to Access the OTTs	A mini-module on how to access the OTTs for student training	8/21/2018	 
District/Building Coordinator	Mini-Modules	How to assign and mass-assign student supports and accommodations	A mini-module on how to how to assign and mass-assign student supports and accommodations	9/21/2018	 
District/Building Coordinator	Mini-Modules	How to Create Test Sessions and Print Test Tickets	A mini-module on how to create test sessions and print test tickets	8/21/2018	 
District/Building Coordinator	Mini-Modules	How to Find Student Testing Status	A mini-module on how to find student testing status	8/21/2018	 
District/Building Coordinator	Mini-Modules	How to Search for Students	A mini-module on how to search for students	8/21/2018	 

eDIRECT has mini-modules that provide detailed instructions about how to perform administrative tasks – such as accessing the OTTs, assigning and mass-assigning student supports and accommodations, how to create test sessions and print test tickets, how to find the student testing status, and how to search for students.

These modules are found by selecting general information, then documents, and then selecting Show Documents.

Assigning Universal Tools, Designated Supports, And Accommodations in e-DIRECT

Users can see whether a tool is considered a Universal Tool (UT), Designated Support (DS), or Accommodation (AC) while assigning tools

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Student Detail', 'Universal Tools - Designated Supports - Accommodations', 'Demographics', 'Testing Codes', and 'Test Sessions'. The 'Universal Tools - Designated Supports - Accommodations' tab is active. Below the navigation bar is a table with the following structure:

Universal Tools - Designated Supports - Accommodations	Universal Tools - Designated Supports - Accommodations			
	EIA	Math	Science	Social Studies
DS- Read Aloud (Human Reader) (RAHR)	<input type="checkbox"/>	<input type="checkbox"/>		
DS- Scribe (Non-Writing Items) (NWI)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
DS- Spanish Translation (Stacked) (ST)		<input type="checkbox"/>		
DS- Text-to-Speech (Items Only) (TTS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DS- Visual Aids (VA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC- Abacus (A)			<input type="checkbox"/>	<input type="checkbox"/>
AC- Administrator Sign Test Content in ASL (ASTC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC- Administrator Sign Test Directions in ASL (ASTD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New in 2019, users are able to see whether each tool is a Universal Tool, Designated Support, or Accommodation while assigning supports and accommodations in eDIRECT. The abbreviations are used to identify the category of each tool: UT for Universal Tool, DS for Designated Support, and AC for Accommodations.

Setting Up Test Sessions

Before February 25, 2019, students can be assigned to test sessions in the OEAA Secure Site. These test sessions will be pulled into eDIRECT and available in eDIRECT when it becomes available on March 8.

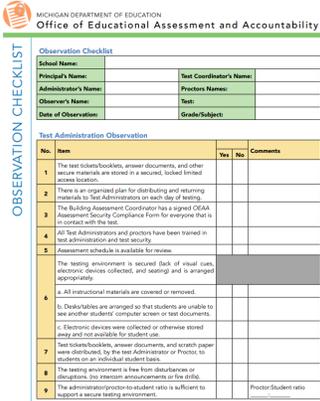
If a student is Pre-identified after February 25, they must be added to test sessions in eDIRECT.

If test sessions aren't set up in the OEAA Secure Site by the February 25 deadline, the test sessions can be set up in eDIRECT.

Before February 25, 2019, students can be assigned to test sessions in the OEAA Secure Site. These test sessions will be pulled into eDIRECT and available in eDIRECT when it becomes available on March 8.

If a student is Pre-identified after February 25, they must be added to test sessions in eDIRECT.

If test sessions aren't set up in the OEAA Secure Site by the February 25 deadline, the test sessions can be set up in eDIRECT.



Observation Checklist

School Information

School Name:		Test Coordinator's Name:	
Principal's Name:		Proctor's Name:	
Administrator's Name:		Test:	
Observer's Name:		Grade/Subject:	
Date of Observation:			

Test Administration Observation

No.	Item	Yes	No	Comments
1	The test tickets/booklets, answer documents, and other secure materials are stored in a secured, locked limited access location.			
2	There is an organized plan for distributing and returning materials to the Administrator on each day of testing.			
3	The Building Assessment Coordinator has a signed OCAA Assessment Security Compliance Form for everyone that is in contact with the test.			
4	All Test Administrators and proctors have been trained in test administration and test security.			
5	Assessment schedule is available for review.			
6	The testing environment is secured back of visual cues, electronic devices collected, and seating and is arranged appropriately.			
7	All instructional materials are covered or removed.			
8	i. Desks/tables are arranged so that students are unable to see another student's computer screen or test documents. ii. Electronic devices were collected or otherwise stored away and not available for student use.			
9	Test tickets/booklets, answer documents, and scratch paper were distributed by the Test Administrator or Proctor to students on an individual student basis.			
10	The testing environment is free from distractions or disruptions that impede assessments at the testing site.			
11	The administrator/proctor to student ratio is sufficient to support a secure testing environment.			Proctor:Student ratio

Testing Schedule

- Scheduling Test Sessions
 - Test schedules are required and retained by the school for 3 years; specific requirements are in the Assessment Integrity Guide (AIG)
 - Test time estimates provided by MDE do not include time spent preparing devices, reading directions, etc.
 - Paper/pencil testing must follow the published paper/pencil testing schedule
 - M-STEP is not a timed test; students must be given time to complete their test
 - A sample test schedule is provided in the AIG in Appendix C.

Test schedules are now required for each test session, replacing the seating chart requirement.

Test schedules must be retained by the school for three years – schools should continue to retain seating charts for the previous 3 years.

A sample test schedule is provided in the Assessment Integrity Guide in Appendix C.

Test Session Time Estimates: Grades 3-7



Spring 2019 Estimated Test Session Timings Grades 3–7

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00
Mathematics Computer Adaptive	1:30	1:30	1:30	2:00	2:00
Science Field Test Part 1	NA	NA	0:45	NA	NA
Science Field Test Part 2			0:45		
Social Studies Part 1	NA	NA	0:30	NA	NA
Social Studies Part 2	NA	NA	0:30	NA	NA
Estimated Total Hours	3:30	3:30	6:00	4:00	4:00

NOTE: Times are in hours:minutes. Example, 1:30 equals 1 hour 30 minutes.

When planning for test scheduling, test time estimates provided by MDE do not include time spent preparing devices, reading directions, and other classroom tasks. Paper/pencil testing must follow the published paper/pencil testing schedule.

The M-STEP is not a timed test – all students must be given time to complete their test. Assessment Coordinators and Test Administrators need to plan for students who finish early and for students who need more time. Students testing with designated supports or accommodations may also need more time.

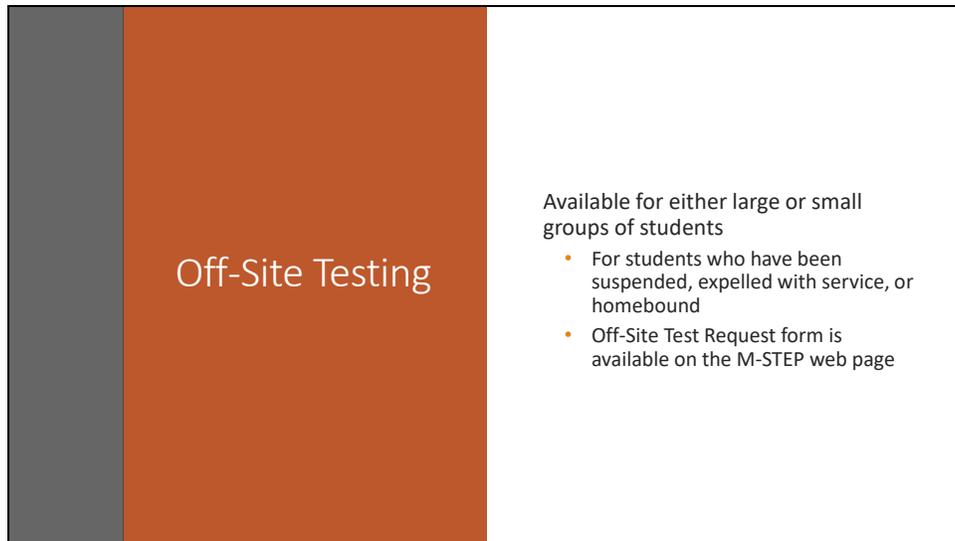
This slide shows the estimated test session timings for grades 3-7. Please note the increase in test time estimates for the science field test in grade 5, due to the test being a two-part test with more clusters assessed than in 2018.

Test Session Time Estimates: Grade 8

Subject	Grade 8
M-STEP Science Field Test Part 1	:45
M-STEP Science Field Test Part 2	:45
M-STEP Social Studies Part 1	:30
M-STEP Social Studies Part 2	:30
PSAT 8/9 (ELA and Mathematics)	2:40
Estimated Total Hours	5:10

These time estimates are for grade 8 testing.

The science field test is two parts, with 45 minutes estimated for each part. Social Studies time estimates are not changed from 2018. Please note, the PSAT 8/9 for ELA and mathematics is a timed test and will take 2 hours and 40 minutes.

The slide features a dark grey vertical bar on the left side. The main content area is divided into two sections: a large orange rectangle on the left containing the text "Off-Site Testing" in white, and a white rectangle on the right containing text and a bulleted list. The text in the white rectangle reads "Available for either large or small groups of students". The bulleted list contains two items: "For students who have been suspended, expelled with service, or homebound" and "Off-Site Test Request form is available on the M-STEP web page".

Off-Site Testing

Available for either large or small groups of students

- For students who have been suspended, expelled with service, or homebound
- Off-Site Test Request form is available on the M-STEP web page

Off-site testing is available for large or small groups of testing.

Off-site testing is primarily used for students who are homebound and receiving services, students who are suspended during the test administration window, and for students who have been expelled with services.

The Off-Site test request is available on the M-STEP web page at www.michigan.gov/mstep. Plan for 3 business days for the MDE review; if you need a faster response time, email mde-oeaa@michigan.gov with your note and we will work with you to accommodate your request.

Preparing Staff for the M-STEP

All staff involved in the administration must be trained in the policies and procedures of the M-STEP prior to administration

Test Administrators must read the test directions for the assessment to be given prior to the test administration

Be sure all Test Administrators have a hard copy of the test directions and that they review the Test Administration Manual

All staff who are involved in the administration must be trained in the policies and procedures of the M-STEP prior to administration.

Test Administrators also must read the test directions for the assessment that will be given prior to the test administration.

Test Administrators need a copy of the test directions. They should also review the Test Administration Manual.

Spotlight MICHIGAN Education
on Student Assessment and Accountability
January 31, 2019

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

- **Testing Window Extension: Winter Early Literacy and Mathematics Benchmarks and Passage-based Writing Field Test**
- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Testing Window Opening**
- **M-STEP Test Administration Manual Available NOW**
- **ERC District and Building Coordinator Training Webinars - Spring 2019**
- **Important Reminders**
- **2019 Michigan School Testing Conference**
- **College Board Corner**
- **ACT WorkKeys**
- **Important Dates**
- **Contacts**

Testing Window Extension: Winter Early Literacy and Mathematics Benchmarks and Passage-based Writing Field Test
In light of the recent weather and school closings, the Winter 2019 Early Literacy and Mathematics Benchmark assessments and the M-STEP Passage-based Writing Field Test testing windows have been extended to **Friday, February 8, 2019**. Please inform your technology coordinator if you will be testing next week, as they may have scheduled local servers to go offline when testing ends.

Due to the extension of the winter testing windows, Pre-ID for the Spring 2019 Early Literacy and Mathematics Benchmark Assessments (K-2) will open on **Monday, February 11, 2019**. Students participating in the winter window will be automatically pre-identified for the spring benchmark assessments. Information on how to pre-identify students for testing can be found on the [Spotlight: 2019 Testing Web Page](#) (www.michigan.gov/newsroom/testing).

WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs Testing Window Opening
The WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs testing window opens this coming **Monday, February 4, 2019** and closes **Friday, March 23, 2019**. Educators must ensure all students who are enrolled in the district during this window and are identified as English Learners (ELs) are assessed on either assessment during this window.

Additional Material Orders
Educators in need of additional paper materials for students can now place Additional Material Orders through WIDA.AMS. (Continued on next page)

Key: document (previously not visible)

► [Sign up for Spotlight](#) (www.michigan.gov/newsroom/spotlight) and/or access previous editions | Call Center: 877-660-8378

The Spotlight on Student Assessment and Accountability is the OEAA’s weekly newsletter that includes important assessment information.

Be sure to sign up on the M-STEP web page for the Spotlight listserv to be sent to you email every Thursday.



Thank you for joining me for Chapter 1 of the M-STEP Administration Training – Before Testing Tasks.

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

Be sure to join me in the next chapter of this training – Chapter 2 – During Testing Tasks.