

Spotlight



on Student Assessment and Accountability

January 28, 2016

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Are You Scheduling M-STEP and MI-Access Test Sessions that Extend Beyond 4:00 PM?



Due to security enhancements to DRC's INSIGHT test delivery engine for the 2016 M-STEP and MI-Access assessment windows, the Michigan Department of Education is asking schools to identify themselves if they hold regular daily classroom instruction after 4:00 PM. **INSIGHT is configured to allow testing between 7:00 AM and 4:00 PM, Monday through Friday.** INSIGHT will lock and be unavailable for login outside of these hours unless your school is identified as having regular classroom instruction after 4:00 PM.

Schools that are identified as having regular classroom instruction after 4:00 PM, and plan on scheduling test sessions that extend beyond 4:00 PM, will need alternate INSIGHT availability. Tutoring, daycare, enrichment classes, and extracurricular activities do not constitute regular classroom instruction. Schools with regular classroom instruction after 4:00 PM are typically, but not limited to, vocational or alternative education centers. If your building has regular classroom instruction after 4:00 PM **and** you plan on scheduling test sessions that extend beyond 4:00 PM, you must notify the MDE by completing [this short form](https://baameap.wufoo.com/forms/z10fqyuh00qnanu/) (https://baameap.wufoo.com/forms/z10fqyuh00qnanu/) by **February 19, 2016**. Failure to inform the MDE of regular instruction after 4:00 PM will result in the INSIGHT testing application locking at 4:00 PM and being unavailable until the following morning.

Key:  supports and accommodations information

► [Sign up for Spotlight](https://public.govdelivery.com/accounts/MIMDE/subscriber/new) (https://public.govdelivery.com/accounts/MIMDE/subscriber/new) today! Enter your email address and select Spotlight under Student Assessment.

M-STEP Sample Item Sets

The Office of Standards and Assessment (OSA) has created online Sample Item Sets for the Spring 2016

Please share
with your
classroom
teachers!

M-STEP for students in grades 3–8. Sample Item Sets are a select group of test items in English language arts (ELA), mathematics, science, and social studies that encompass

different item types, such as multiple choice, constructed response, and various kinds of technology-enhanced items. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan’s content standards. Since the item sets are embedded in the online test engine used to deliver state assessments, students will develop familiarity with taking tests online while they practice using the test engine’s online tools and navigation buttons. The Sample Item Sets are contained within the Online Tools Training (OTT) component.

Students needing designated supports and/or accommodations on state assessments can practice using the M-STEP Grade 3 ELA Sample Item Set with accommodations. For more information about a student’s use of Designated Supports and Accommodations, please refer to the **Student Supports and Accommodations** section on the [M-STEP Web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep). The Grade 3 ELA M-STEP Sample with Accommodations demonstrates some of the available online embedded accommodations and designated supports:

- Text-To-Speech (TTS)
- Color Chooser
- Contrasting Text
- Masking

- Reverse Contrast

Feedback collected from the Spring 2015 M-STEP administration indicates that students and teachers who utilized the Sample Item Sets felt more prepared for online testing; students reported feeling confident about taking assessments online, and school administrators and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

The OSA has also posted sample item sets in ELA, mathematics, science, and social studies on the [M-STEP Web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under **Content Specific Information** for students taking paper/pencil tests. The sample item sets contain grade-level sample items showing the types of items students may encounter on the actual test. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan’s content standards.

Educators and students can access the online Sample Item Sets at school using a **Chrome browser** or **INSIGHT** (the online testing platform). Parents and students can also access the online sets available through the **Chrome browser** from home (the test functionality **requires** the use of Chrome). Anyone wishing to access the paper/pencil sets can access them online using any browser. The table on the following page includes links that will take you directly to the sample item sets. The grade 3 accommodated and TTS versions of the sample sets are only available using INSIGHT. More information about INSIGHT can be found in the [Technology User Guide](#) located on the [M-STEP Web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **Current Assessment Administration** section or by going to [eDIRECT](https://mi.dracedirect.com) (<https://mi.dracedirect.com>).

NOTE: The Sample Items Sets are not considered “Practice Tests,” as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

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M-STEP Sample Item Sets			
Content	Grades	Item Types	Access
English Language Arts Computer Adaptive Test (CAT)	3-8	multiple choice, technology enhanced, constructed response	Chrome*
English Language Arts – Performance Task	5 and 8	technology enhanced, constructed response	Chrome*
English Language Arts – Accommodated version	3	multiple choice, technology enhanced, constructed response	INSIGHT**
English Language Arts – Text-To-Speech	3	multiple choice, technology enhanced, constructed response	INSIGHT**
ELA Paper/Pencil Sample Items (includes Performance Task for grades 5 and 8)	3-8	multiple choice, multi select, constructed response	M-STEP Website
Mathematics Computer Adaptive Test (CAT)	3-8	multiple choice, technology enhanced, constructed response	Chrome*
Mathematics Online Performance Task	3-8	multiple choice, technology enhanced, constructed response	Chrome*
Mathematics Calculator Practice	6-8	basic (6) and scientific calculators	Chrome*
Mathematics Paper/Pencil Sample Items (include Performance Task for all grades)	3-8	multiple choice, multi select, grid-in response, multiple answer, constructed response	M-STEP Website
Social Studies	5, 8, 11	multiple choice, technology enhanced	Chrome*
Social Studies Paper/Pencil Sample Items	5, 8, 11	multiple choice	M-STEP Website
Science	4, 7, 11	multiple choice, technology enhanced	Chrome*
Science Paper/Pencil Sample Items	4, 7, 11	multiple choice	M-STEP Website

* If Chrome is not your default browser, you will need to cut and paste the Chrome access link below into a Chrome browser.

** INSIGHT requires installation. See the Technology User Guide and other support materials on [eDIRECT](https://mi.dracedirect.com) (<https://mi.dracedirect.com>) for more information.

M-STEP Web page: www.michigan.gov/mstep

Chrome access: <https://wbte.dracedirect.com/MI/portals/mi/ott1>

WIDA ACCESS for ELLs 2.0 Tips

WIDA Coordinator and Test Administrator Training Accounts

If you are a WIDA District Coordinator or will be administering either the online or paper/pencil WIDA assessment you will need access to the [WIDA Secure Portal](http://www.wida.us) (www.wida.us). This account will provide you with access to the training materials that are required of all test coordinators and test administrators.

To create an account, if you have not done so already, please go to the [WIDA Secure Portal](http://www.wida.us) (www.wida.us) and use **michigan** as your username and **mitten** as your password. If you do not see your district listed, please e-mail baa@michigan.gov. If you are a District Coordinator you will need to send an email to baa@michigan.gov indicating this is your role so that additional access can be granted in this Secure Portal.

Please note that this account is not tied to the MDE Secure Site or WIDA AMS. Account information from these sites will not work for the the [WIDA Secure Portal](http://www.wida.us) (www.wida.us).

Adding and Removing Students from WIDA AMS:

Districts that enrolled new English Learner (EL) students after December 28, 2015 must assign those students to the 2016 WIDA ACCESS for ELLs test cycle in the Secure Site. Students cannot be manually added by users in the WIDA AMS system.

Additionally, the functionality to remove students from WIDA AMS is not available. Districts should instead update their Pre-ID lists on the Secure Site. However, please note that un-assigning students from the WIDA ACCESS for ELLs assessment in the Secure Site will **NOT** remove students from your WIDA AMS list.

For more information on completing these steps in the Secure Site please refer to the [WIDA ACCESS for ELLs 2.0 Pre-identification of Students](http://michigan.gov/documents/mde/WIDA_Pre_ID_Directions_507692_7.pdf) document (http://michigan.gov/documents/mde/WIDA_Pre_ID_Directions_507692_7.pdf).

Materials:

Online testing schools and paper/pencil schools received materials earlier this week. A list of materials received for both modes of testing can be found in the **Grades 1–12 Online Test Administration Manual** (page 29) or **Paper Test Administration Manual** (page 22). These manuals can be found by logging into the [WIDA Secure Portal](http://www.wida.us) (www.wida.us).

Please note that districts testing online should have received paper/pencil materials for the Writing domain for students in grades 1–3 as well as Writing booklets for students in grades 4–12. Districts should refer to the [December 3, 2015 Spotlight](http://www.michigan.gov/documents/mde/Spotlight_12-3-15_507523_7.pdf) (http://www.michigan.gov/documents/mde/Spotlight_12-3-15_507523_7.pdf) to learn more about the available 4–12 Writing booklets for online testers.

Yellow barcode labels – Every district received a quantity of yellow (District/School) barcode labels without student names in your shipment of WIDA materials. These labels are to be used for students that you did not receive a Pre-ID student barcode label for. This also applies to online testers that will be submitting their writing response via paper.

For more information about the barcode labels in your shipment of WIDA materials, please reference pages 28-32 in your Access for ELLs 2.0 Paper Test Administration Manual.

Accommodations:

Currently, Michigan AMS users are not able to assign accommodations to students. The MDE is aware of this problem and is working with DRC to resolve the issue. The MDE recommends that school and district staff make a list of students and their needed supports so that when functionality is available districts are prepared to input information efficiently.

Unlocking Student Tests:

Unless a student has a specific accommodation for extended testing, or a technical difficulty occurs

that prevents testing from continuing on a given day, students should not be testing in the same domain over multiple days. A single domain test, (WIDA domains are Reading, Writing, Speaking, and Listening) should be administered in a single sitting. However, in the rare instance that a student needs to resume a test session on a subsequent day, students can use their original test ticket to log in and resume testing where they left off on the previous day.

Spring 2016 Supports and Accommodations Webinar for NEW Coordinators PowerPoint

If you were unable to attend the January 25, 2016 Supports and Accommodations Webinar for New Test Coordinators, or did attend and would like to see the presentation again, the slides for this presentation have been posted to the Supports and Accommodations section of the following web pages:

- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
- [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [WIDA](http://www.michigan.gov/wida) (www.michigan.gov/wida)

These presentation slides are posted in addition to, and in the same location as, the original Supports and Accommodations Refresher webinar, and the January 6, 2016 Refresher Webinar video.

Spring 2016 Supports and Accommodations Resources Available

Many resources are now available for schools to begin planning and preparing for spring assessments. Below is a list of what is currently available:

- Math and ELA Read-Aloud Guidelines

- Math Read-Aloud Spanish Guidelines
- Michigan Scribing Protocol
- M-STEP Multiplication Table (available as an M-STEP Accommodation for Grade 4 and above)
- OSA Word-to-Word Bilingual Dictionary Guidance (Recommended Guidance)
- Recommended Qualifications and Guidelines for Translators (Recommended Guidance)

The Read-Aloud Guidelines are now available in English or Spanish (oral translation) and must be referred to when providing this type of support to students. Additionally, when offering a scribe to students the Michigan Scribing Protocol must also be utilized.

Supports and Accommodations Frequently Asked Questions

Have questions about Supports and Accommodations for the 2016 statewide summative assessments? A document containing frequently asked questions concerning Supports and Accommodations has been posted to all the MDE assessment web pages in the Supports and Accommodations section:

- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)
- [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [WIDA](http://www.michigan.gov/wida) (www.michigan.gov/wida)

Please refer to this document as the answers for many common questions about student supports and accommodations can be found here.

Still have questions? Email baa@michigan.gov with Supports and Accommodations in the subject line, or call 877-560-8378, option 8.

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

PSAT 8/9 Reminder

PSAT 8/9 is available from College Board this spring for both 8th and 9th graders. The MDE is sponsoring all 9th graders for an April 12–13, 2016 administration. Schools participating this spring with 9th graders should Pre-ID their students in the Secure Site by **February 16, 2016**. In addition, all accommodations requests MUST be submitted in College Board's SSD Online system by **February 16, 2016** as well.

Any schools interested in having 8th graders participate in PSAT 8/9 this spring must have placed orders directly with College Board. The deadline for placing orders was **January 27, 2016**. The test administration window is February 22, 2016 through March 4, 2016. For more information, see the [PSAT 8/9 web page](https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/dates) (<https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/dates>).

Accommodation Tips – Previously Approved Students

If a transfer student was previously approved for accommodations by the College Board while at his or her old school, the SSD Coordinator can use SSD Online to move the student to his or her dashboard. When a student transfers, schools/districts are encouraged to share the student's status and SSD number if they were already approved. The student may also have an eligibility

letter from College Board with their SSD number. That SSD number can be used to look them up in the SSD Online system. When submitting the accommodation request in SSD Online, you will be asked on the first screen if the student is a transfer student. When responding “yes,” the system will ask for the student's SSD number. Once the SSD number is entered, the student will transfer to the school's dashboard. If you are unsure of the students' SSD number, please contact the College Board SSD Support line at 844-255-7728.

Accommodation Tips – Change Requests

For students who have been previously approved for accommodations, a change request may be submitted to add or remove accommodations. To process a change to an existing accommodation, locate the student on the SSD Online Dashboard. Choose **Options** and select **Create change request**. When submitting a change request to add accommodations for a student, please be sure to include documentation that includes how the student is impacted by the disability and why the accommodation being requested meets the need. Once submitted, the request will be reviewed. The status of the request will be reflected on the SSD Dashboard.

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Key Dates

February 16, 2016:

- Accommodations request deadline
- Deadline to pre-ID students in the Secure Site to receive pre-printed barcode labels with your materials shipment

February 18 – March 30, 2016: SAT Online Supervisor Test Day Training

Late March: PSAT 8/9 and PSAT 10 Test Day Training Webinar

March 23, 2016: Test Material arrivals

April 12, 2016: SAT Test Administration

April 12-15, 2016: SAT School-based Accommodated Testing Window

April 12-13, 2016: PSAT 8/9 and PSAT 10 Test Administration

April 12-27, 2016: PSAT 8/9 and PSAT 10 Accommodated Testing Window

April 26, 2016: SAT Makeup Test Administration

April 26-27, 2016: PSAT 8/9 and PSAT 10 Makeup Test Administration

Along with news in the Spotlight, the College Board will continue to update information about the spring implementation on our [Michigan website](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan).

Important Dates

January 2016

WIDA

- **Week of January 25, 2016:** WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs materials will be delivered on or before this date. For questions regarding delivery, please call DRC Customer Service at 1-855-787-9615 or email DRC Customer Service at WIDA@datarecognitioncorp.com.
- **Now – March 18, 2016:** WIDA Additional Material Orders window is open in the WIDA Assessment Management System.

February 2016

WIDA

- **February 8, 2016 – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

SAT, PSAT 10, PSAT 8/9

- **February 16, 2016:** Deadline to submit State-Allowed Accommodations (SAA) requests to ensure that the appropriate materials will be provided on test day.

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ACT WorkKeys

-  **February 16, 2016 at 5:00 PM:** Deadline to order accommodated materials through the MDE Secure Site on the Initial Material Orders page.

SAT, PSAT 10, PSAT 8/9, and WorkKeys

- February 16, 2016 at 5:00 PM:** Deadline to Pre-ID students on the MDE Secure Site for vendor-printed barcode labels and initial standard materials.

MSTC Conference

- February 16–18, 2016:** The 2016 Michigan School Testing Conference (MSTC) at the Kensington Court Hotel in Ann Arbor, MI. Pre-conference workshops will be offered on **Tuesday, February 16, 2016**. The regular conference will be on **February 17–18, 2016**. For conference program information and registration, go to the [MSTC online registration site](http://gomiem.org) (<http://gomiem.org>).

M-STEP/MI-Access Online

- February 26, 2016:** Deadline for putting students into online sessions for the M-STEP and MI-Access FI. After February 26, 2016, students need to be put into online sessions in eDIRECT.

M-STEP, MI-Access FI Paper/Pencil

- February 26, 2016 at 5:00 PM:** Deadline for students to be pre-identified and identified as paper/pencil testers on the Secure Site for barcode labels, initial materials, and accommodated materials.

K-2 Early Literacy and Numeracy

- February 26, 2016 at 5:00 PM:** Students pre-identified on the Secure Site by this date will be available in eDIRECT **starting March 4, 2016**. Students can continue to be pre-identified on the Secure Site and they will be loaded daily into eDIRECT.

MI-Access P and SI

- February 26, 2016 at 5:00 PM:** Deadline to enter the number of administrators administering the assessment through the Secure Site on the Initial Material Orders page.

March 2016

SAT, PSAT 10, PSAT 8/9

- Late March:** PSAT 8/9 and PSAT 10 Test Day Training Webinar
- March 23, 2016:** Test Material arrivals

Recently Asked Questions

Why can't I add a user in AMS, I was able to before?

Due to some security concerns, the ability to add a new user in AMS by another AMS user was removed. An email was sent out to those users on January 6, 2016 informing them of the new process. Instructions on how district administrator level users of the Secure Site can set up access in the Secure Site and how users can request access through the Secure Site, can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining); click on **Assigning Roles in Secure Site for AMS & eDIRECT**.

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.