


Spotlight



February 22, 2018

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Online Sessions for M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)


The ability to create and add students to online sessions on the Secure Site for M-STEP, MI-Access Functional Independence (FI), and Early Literacy and Mathematics Benchmark Assessments (K-2) will end on **Monday, February 26 at 5:00 PM**.

Students who have been pre-identified in the Secure Site will be loaded into eDIRECT and available to schools on **March 9, 2018**. If students have been put into an online session on the Secure Site, those sessions will be transferred over to eDIRECT. All MI-Access Participation (P) and Supported Independence (SI) will be put into one session in eDIRECT by the Office of Educational Assessment and Accountability (OEAA).

Schools will need to continue to pre-identify students on the Secure Site after February 26, but will not be able to put them into an online session until eDIRECT opens on March 9. You will continue to create new sessions or add new students to online sessions in eDIRECT only. Students newly pre-identified in the Secure Site will be transferred to eDIRECT at 6:00 AM, 11:30 AM, and 1:30 PM Monday - Friday, starting March 12, 2018. Students pre-identified between February 26 and March 12, 2018 will be loaded on March 13, 2018.

Nonpublic schools will need to create online sessions in eDIRECT starting on March 9. It is not an option for nonpublic schools to do this in the Secure Site.



Key:  Reminder (previously run article)

eDIRECT Access for Spring 2018

All schools administering the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2) this spring will need access to eDIRECT. eDIRECT is the application that schools will use to manage student test sessions, assign student supports and accommodations, print test tickets, and monitor online testing.

On **February 27, 2018**, DRC will pull District- and School Administrator-level users along with users who have the following roles in the Secure Site:

- **District Online Test Administration** – AMS & eDIRECT Only
- **Public School Online Test Administration** – AMS & eDIRECT Only
- **Nonpublic School Online Test Administration** – AMS & eDIRECT Only

These roles will be given access to manage student test sessions, assign student supports and accommodations, print test tickets, and monitor the online testing.

Data Recognition Corp. (DRC) will continue to pull daily new users with the roles mentioned above from the Secure Site. Users will receive an email with a login and password for eDIRECT from DRC within 24 hours after the access is added to the Secure Site.

Student data will not be available to schools in eDIRECT until March 9, 2018.

Detailed instructions for District- and School Administrator-level users on how to add users to the Secure Site for eDIRECT access can be found in the [Create a New User](#) document on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Security** section.

If you need to request access to eDIRECT, directions can be found in the [How do I get Access to eDIRECT?](#) Document on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Security** section.

New Test Coordinator Resources Page

A New Test Coordinator Resources page has been put together to help new (or not so new) state assessment coordinators get started with accessing materials. The page contains the [Everything New Test Coordinators Need to Know but Didn't Know to Ask](#) presentation from the Michigan School Testing Conference. Resources for all state assessments can be found under the following headings:

- Primers
- Important Dates
- Manuals
- Student Support and Accommodations
- Security
- Other Resources

This is not meant to be the only resource for state assessments, just a central location to get new coordinators started or easy access to popular documents for not-so-new coordinators.

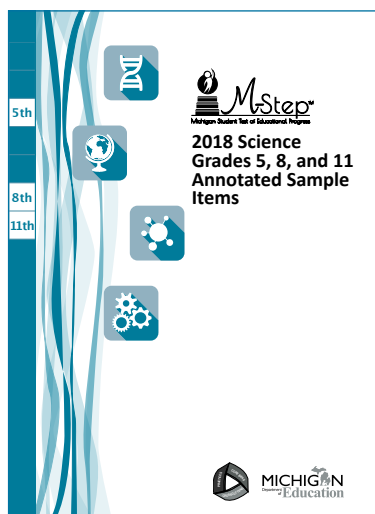
The [New Test Coordinator Resources](#) page can be found under the **Professional Development** section of each state assessment web page.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

New Annotated Sample Items Book for M-STEP Science

The [Spring 2018 M-STEP Science Annotated Sample Item Set](#) is now available on the [M-STEP web page](#) (www.michigan.gov/mstep) under **What's New** and **Content Specific Information**.

The M-STEP Science Assessment Annotated Sample Item Set offers details about the item clusters, student response types, correct responses, and related scoring considerations for the included sample item set. These items have been selected to show some of the new approaches being used to measure the Michigan K-12 Science Standards



(MSS) adopted in 2015. All current item types included in the field test are represented, and additional samples will be provided over time. The sample item set covers:

- one item cluster and one mini item cluster in grade 5
- one item cluster in grade 8
- one item cluster in grade 11

The various item types are not limited to a particular grade level and could appear for any grade.

This is not a comprehensive sample test and does not represent all the standards that will be assessed on the Science M-STEP. Additionally, the examples have been taken from the Online Tools Tutorial (OTT), which is openly available to the public.

The OTTs can be accessed by using the Chrome browser and going to [eDIRECT](https://wbte.drcedirect.com/MI/portals/mi/) (<https://wbte.drcedirect.com/MI/portals/mi/>). From there, select the M-STEP **Online Tools Training**. The science sample item sets can be found in grades 5, 8, and 11. The username and password information are given on the login screen.



2016-17 School Accountability Reports and Accountability Student Datafiles Coming Soon

Next week, the MDE will give authorized users of the Secure Site access to preview the new Michigan School Index System reports and accountability student datafiles with 2016-17 school year results. The Michigan School Index System was developed to comply with the accountability requirements set forth in the Every Student Succeeds Act of 2015 (ESSA). Authorized users of the Secure Site will be able to download accountability student datafiles and aggregate school-level reports.

Aggregate reports will include an overall school index value, ranging from 0-100, that indicates performance across subgroups in multiple data components. Overall school index values will be used for identifying schools for state and federal supports. Resource materials for the preview window are now available on the [Accountability web page](#) (www.mi.gov/mde-accountability) under the **Resources for Educators** section. More supporting materials will be provided when the reports and datafiles become available in the Secure Site next week.

See the original article in the [February 8, 2018 Spotlight](#) for more details.

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SAT Corner

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

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email michiganadministratorsupport@collegeboard.org

Supervisor Planning Kits

The supervisor planning kits should be arriving throughout this week. A school will receive **one** supervisor planning kit, which will include the materials for SAT with Essay, PSAT 10, and PSAT 8/9 for 9th grade. If there are multiple test supervisors at your school, coordinate the distribution of these materials for each assessment. This also means that a school that houses 7th-9th grades and administers only the PSAT 8/9 for 9th grade would still receive materials for PSAT 10 and SAT. You can disregard these extra materials if they are not needed at your school, or distribute them to buildings with the appropriate grade levels, as needed. District assessment coordinators will also receive a supervisor planning kit for review purposes and

to assist test supervisors at the school. These materials do not need to be distributed as the school will also receive a copy.

The kits contain sample testing manuals. More manuals will arrive with the preadministration and test material shipments the week of **March 19, 2018**.

Online Supervisor Training

SAT and PSAT supervisors will receive an email with a link to the online training modules the week of **February 26, 2018**. The email can be forwarded to other staff who may need to participate.

Supervisors are responsible for training other test day staff in whatever way is most convenient. Examples include sharing the online training or providing training at a staff meeting. Test day staff should sign the testing staff agreement (which will come with the test materials shipment) to verify they have received training.

There is a PowerPoint presentation this year to assist supervisors in [Hall and Room Proctor Training](#). It is available on the [College Board Michigan web page](#) (www.collegeboard.org/michigan) in the **Resources** section.

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Role	Information About Training	How to Access Online Training
SAT Supervisor	Online SAT supervisor training required by supervisors who have not previously completed it.	Click on link in training email
PSAT 10 or PSAT 8/9 Supervisor	Online PSAT supervisor training is optional, but highly recommended. PSAT supervisors are required to read the testing manuals.	Click on link in training email
Services for Students with Disabilities (SSD) Coordinator	Online SSD coordinator training is optional but highly recommended. The SSD coordinator training modules are the same as the supervisor training modules. Must be trained in some way by test supervisor if acting as associate supervisor or hall/room proctor.	Supervisor forwards the training email and click on link
Backup Supervisor for SAT, PSAT 10, and PSAT 8/9	Online supervisor training is optional but highly recommended. Must be trained by the test supervisor in some way.	Supervisor forwards the training email and click on link
Associate Supervisors for SAT	Online SAT training modules for associate supervisors is optional but highly recommended. Must be trained by the test supervisor in some way.	Supervisor forwards the training email and click on link
Associate Supervisors for PSAT 10 and PSAT 8/9	Online PSAT training is optional but highly recommended. Must be trained by the test supervisor in some way.	Supervisor forwards the training email and click on link
Hall and Room Proctors for SAT, PSAT 10, and PSAT 8/9	Must be trained by the test supervisor in some way. Online PowerPoint is available.	PowerPoint link

Test Material Orders

Schools do not need to order test materials for students who were pre-identified by February 13, 2018. The number and type of test materials that are sent to schools is determined by the number of students pre-identified in the Secure Site by the deadline, cross-referenced with the accommodation

requests in SSD Online. Schools that need additional standard materials can order them in the Secure Site during the additional material order window from **March 21 – March 28, 2018**.

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Important Dates

Approaching Deadlines!

February 26, 2018:

- **M-STEP, MI-Access, and Early Literacy & Mathematics Benchmark DEADLINE** – place students in online test sessions through the Secure Site

February 2018

Now – March 8, 2018:

- **M-STEP, MI-Access, and Early Literacy & Mathematics Benchmark** Alternate INSIGHT Availability Request window for schools that hold regular instructional hours after 4:00 PM and plan to schedule test sessions that extend beyond 4:00 PM

Now – March 23, 2018:

- **WIDA AMS** Test Setup Available

Now – May 22, 2018:

- **M-STEP and MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – submit request [here](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)

February 5, 2018 – March 23, 2018

- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs** testing window

March 2018

March 20, 2018, 3:30–4:30 AM:

- **ACT WorkKeys** Q&A Session - pre-registration is required: <https://act.ilinc.com/register/bwtkkjx>

March 21 – 28, 2018:

- **SAT with Essay, PSAT 10, and PSAT 8/9 for 9th Grade** Additional Material Order Window for standard testing materials

Recently Asked Questions . . .

When will the MI-Access Test Administration Manual be available?

Both the standard and accommodation test administration manuals for MI-Access Functional Independence, Supported Independence, and Participation will be posted to the MI-Access web page the first week of March. An announcement will be made in the Spotlight when they are available.



Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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