Spotlight

Michigan Department of Education

on Student Assessment and Accountability

April 13, 2017

M-STEP Grades 3, 4, 6, and 7 Test Materials

The M-STEP Grades 3, 4, 6, and 7 test materials will be delivered to districts next week, **April 17–19, 2017**.

Materials will be shipped to the address that is listed for M-STEP Coordinator for each building in the Educational Entity Master (EEM).

Along with the test materials, the school will receive the following:

Security Checklist
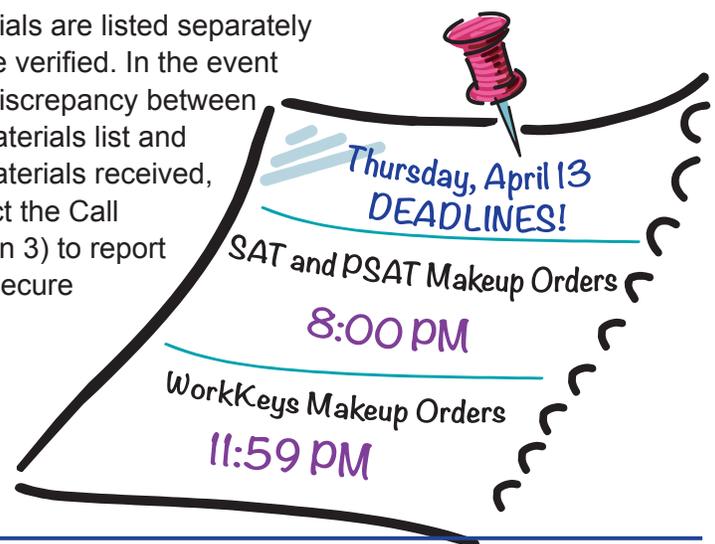- list of all items and barcodes for secure materials in the order

Packing List
- list of all items, quantities, and box locations for the entire order

Box List
- list of all items in each box in the order

Secure Materials are listed separately and should be verified. In the event there is any discrepancy between the secure materials list and the secure materials received, please contact the Call Center (Option 3) to report any missing secure materials.

(Continued on next page)

Thursday, April 13 DEADLINES!
SAT and PSAT Makeup Orders 8:00 PM
WorkKeys Makeup Orders 11:59 PM

Key:
supports and accommodations information

information Tech Coordinators also need to know

Reminder (previously run article)

Schools should inventory all materials received to be sure everything that was ordered was shipped – this will ensure there is ample time to order any additional materials if necessary.

After conducting an inventory of materials, any additional materials can be ordered during the Additional Materials Order window. The Additional Materials Order window for grades 3, 4, 6, and 7 is **April 25 – May 23, 2017**.

Thank you to all schools participating in the M-STEP Science Standards Pilot!

Please remember: All M-STEP students in grades 4, 7, and 11 are required to take the M-STEP science assessment regardless of a district or school decision to participate in the Science Pilot.

Spring 2017 Preliminary Reports

The **Preliminary Student Roster Report** for M-STEP and MI-Access (FI student-facing tests and P/SI online score entries) online assessments contain preliminary scale scores, points earned, and subscores (claim, strand, or discipline scores) by content area and grade. Reports are available **within 48 hours** of students completing all portions of a content area test.

Preliminary Student Roster reports are for school use only, and contain scores that are preliminary and subject to change. Preliminary scores are calculated using only machine-scored items available at the time the test is submitted. Constructed response items are not included in preliminary scores.

To view your school's Preliminary Student Roster Report, review the document How to Access and Navigate Michigan's Interactive Assessment Reporting Site located on the following web pages under the **Reports** section:

M-STEP (www.michigan.gov/mstep)

MI-Access (www.michigan.gov/mi-access)

Early Literacy and Mathematics Benchmark Assessment (www.michigan.gov/earlylitandmath)

This document contains step-by-step instructions for accessing the Dynamic Score Reporting Site.

Important: The data should not be used for any high stakes decisions (e.g., grade or course placement, curricular evaluations, teacher evaluations, etc.) for the following reasons:

- Scores presented in this report are PRELIMINARY and are subject to change.

- Preliminary scores are calculated using only machine-scored items available at the time the test is submitted.

- Data presented in these reports are not a final evaluation of student performance level.

(Continued on next page)

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

🧩 Ramifications of Accommodations Misuse

Educators **must** ensure:

1. The need for Accommodations selected and made available to students for online and paper/pencil testing is outlined in a student's IEP or 504 plan.

2. The need for Designated Supports selected and made available to students for online and paper/pencil testing is made based on an individual student's needs.

3. Designated Supports and Accommodations have not been made assigned en masse within eDIRECT without consideration of student's familiarity with the support and individual student need.

For students with disabilities, a district may be at risk from a legal perspective if Accommodations or Designated Supports are provided to students without the need outlined in a student's IEP or 504 plan. Conversely, a student who is not provided with Accommodations or Designated Supports as outlined in their IEP or 504 plan may be in breach of the student's formal plan and at risk of not showing the full extent of their knowledge and abilities on the assessments. As a reminder Designated Supports are not limited to students with disabilities.

Schools that have assigned a Designated Support or Accommodation to many students within a school for any content area assessment and any grade level may be flagged for follow-up by the Office of Standards and Assessment.

💻 First Week of Testing: Technical Notes

The following list contains answers to some of the technical questions received by DRC during the first week of testing. Please use this troubleshooting list before calling technical support.

- Restarting a computer fixes most problems.

- If a student is having trouble logging into a test, please check two things before calling DRC. First, restart INSIGHT or click "Back" and make sure to click the correctt test login. Students occasionally click the Online Tools Training or a different test. Students also mistype their usernames and passwords, so give that another try or type it for them.

- If you receive a plugin error when starting INSIGHT, please restart INSIGHT and/or the computer. The error usually goes away with a retry or two, and you are set once you log in. MDE is looking into why this is a persistent issue for some computers.

- If you receive a "TSM Connection Error" with an error message of "Failed to load content" mentioning TTS, MP3, or anything else audio-related, the problem is probably that the audio portion of the test was not downloaded on the Testing Site Manager (TSM). Your Technology Coordinator can check those boxes and download the audio content.

- If you are having trouble updating content on your TSM, please update the time on your TSM server. If server time has slipped away from time.gov, the update may error out.

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

- If you are seeing audio buttons where you did not expect them, the student was probably given an audio (TTS) accommodation in eDIRECT. If a student needs audio buttons but does not have them, that accommodation can be added in eDIRECT.

- The Technology User Guide on eDIRECT (mi.drcedirect.com) has troubleshooting tips and the meaning behind error messages. Our friends at Breitung Township Schools also posted their troubleshooting guide (https://docs.google.com/document/d/1ASDIriOtw7CmPF1WlmiEDKYV7gcGpLf_9NHvUGpRYzo/edit?usp=sharing).

If you're still having issues, DRC customer service and tech support are available by:

- email misupport@datarecognitioncorp.com or

- phone 1-877-560-8378 (select option 2).

LAS Links Assessment

Districts may have received emails from Data Recognition Corporation (DRC) inviting them to participate in a free webinar for information related to their LAS Links English language proficiency assessment product. LAS Links is **not** a replacement for the current WIDA English language proficiency assessment system Michigan uses. Districts may participate in these events at their discretion and may call DRC at 1-800-538-9547 for more information.

Pictures Worth a Thousand Words

Over the past few years, the Office of Student Assessment has worked hard to provide administrators, educators, students, parents, and your communities with a variety of YouTube videos on state assessments. From videos designed to provide parents and students with general information on state assessments or what students can expect when testing, to more detailed information for educators on test administration, these resources present complex information in an easy-to-understand format.

For quick access and use, these videos have been placed within a new Assessment Playlist on the Michigan Department of Education's YouTube site (https://www.youtube.com/user/michdepted). You will notice that each title begins with a specific target audience. However, each video can be shown to any audience you deem appropriate.

When developing agendas for local board or staff meetings, professional development opportunities or parent conferences and events, think MDE assessment videos.

MDE Assessment Playlist currently includes:

Parent/Student Video: Spring 2017 M-STEP video featuring computer adaptive testing

Parent/Student Video: What students can expect when taking the M-STEP

Educator/Parent: Michigan Early Literacy and Mathematics Benchmark Assessments Video Now Available to Schools

Parents: How to Read M-STEP/MME Fall Report on Student Scores

For Educators: M-STEP ELA Test Overview

For Educators: Navigating the 2017 M-STEP ELA CAT

For Educators: Navigating the 2017 M-STEP Math CAT

For Educators: Chapter 1 2017 Preparing for Test Administration Update

For Educators: Chapter 2 2017 During the M-STEP Test Administration

Administration Videos on eDIRECT:

In addition to the YouTube videos, there is an extensive set of mini videos on eDIRECT (mi.drcedirect.com) that are designed to assist district and school staff through administration tasks associated with eDIRECT and INSIGHT.

MDE Seeks Information on Literacy Assessments

The Michigan Department of Education (MDE) is seeking information regarding assessment tools that may be used by local school districts with students up to 3rd grade in order to address requirements identified in state law under the so-called the "3rd Grade Reading" law (MCL 380.1280f).

In order to develop a list for use in the 2017-2018 academic year of approved assessment tools that meet requirements outlined in this law, MDE is asking assessment vendors, researchers, research centers, and school districts that wish to do so, to submit an assessment for consideration for a statewide approval list. Please review the attached call for information and rubrics and complete the online form to provide information for statewide review. The form will be available through **12:00 PM on April, 24, 2017**.

More information, along with a link to the online form for submission, is available on the MDE Career and College Ready, Early Literacy web page (http://www.michigan.gov/mde/0,4615,7-140-28753_74161---,00.html).

Questions regarding this process, as well as submission of supporting documents providing additional information regarding these assessments, can be emailed to MDEEarlyLiteracy@michigan.gov.

Accountability for Section 31a At-Risk

Section 31a of the State School Aid Act provides funding to eligible districts for instructional and pupil support services who meet the at-risk identification characteristics in the legislation. Section 31a legislation now mandates an accountability component, beginning in school year 2018–19. MDE and CEPI have worked together to create the first report for MI School Data that is specific to the Section 31a At-Risk population. This report provides a snapshot view of the number and percent of proficient 3rd and 11th grade students identified as "Section 31a At-Risk" on the state assessments of M-STEP and the SAT.

While the Section 31a At-Risk report will not be part of the statewide accountability system for two years, we are providing the information for secure users in MI School Data beginning April 20, 2017 and for the public beginning May 4, 2017. The report will show the number and percent of students in 3rd grade who meet proficiency on the English language arts (ELA) section of the M-STEP assessment, and the number and percent of students in 11th grade who meet college readiness benchmarks on the SAT.

Michigan is aligning its long-term goals and measurements of interim progress with an initiative to become a top 10 educational state in 10 years, by the 2024–25 school year. The Section 31a At-Risk report will support efforts to reduce achievement gaps, to identify areas of challenge and to allocate resources to support access to quality educational opportunities for all students.

For more information on Section 31a At-Risk, including an FAQ, go to the Office of Field Services web page (www.michigan.gov/ofs) and click on **Section 31a At-Risk** under the **Programs** section.

For questions related to accountability for Section 31a At-Risk, please contact Alexander Schwarz at schwarza@michigan.gov. For questions related to Section 31a At-Risk report utilization, functionality, and logging into MI School Data, please contact the CEPI help desk at CEPI@michigan.gov.

FAME Project Accepting New Coach Applications through May 5, 2017

The Formative Assessment for Michigan Educators (FAME) project is entering its tenth year, and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms.

FAME coaches are not expected to be the local expert on the formative assessment process; rather FAME coaches are learners along with their learning team. More information on the FAME project and access to the online 2017–18 New FAME Coach application is available on the MDE Formative Assessment Process page (www.michigan.gov/formativeassessment) under **What's New**. The deadline to apply is **Friday, May 5, 2017**. If you have any questions, please contact Kimberly Young, MDE/OSA at youngk1@michigan.gov or 517-373-0988.

FAME FACT

(source 2015-16 MAC Research Abstract)

- 79% of learning team member respondents joined a FAME team to improve their teaching practice

- 76% of learning team member respondents indicated the most beneficial aspect of being on a learning team was to share formative assessment ideas

- 90% of learning team member respondents reported using more goal setting to some extent during the school year

- 50% of learning team member respondents indicated they used student peer feedback 1–4 times a week, up from 29% at the beginning of the year who indicated they never used student peer feedback

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

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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)

- Contact the Call Center: 877-560-8378 (Option 4)

- email michiganadministratorsupport@collegeboard.org.

Makeup Materials

DEADLINE to respond to the makeup survey email(s) is **TODAY at 8PM ET**.

There were separate emails sent for PSAT 8/9, PSAT 10, and SAT on April 10, 2017. If you are the test center supervisor for each assessment, you need to respond to each survey. **NOTE: You must respond to the survey even if you don't need makeup materials so we can accurately track responses.**

The survey will only inquire about the materials needed for testing under the supervision of the test center supervisor and will inquire about the number of students who were absent (not the names) and the type of irregularities (if any).

The survey will **NOT** inquire about makeups for students on the NAR. Requesting materials for students on the NAR should not be necessary due to the testing window. If there is an irregularity in a NAR room, TAS (Testing Administration Services) will follow up with guidance on the potential for a makeup.

Schools should not need makeup materials for PSAT 8/9 or PSAT 10 as you are directed to securely store the unused materials until the makeup date. If you mistakenly return these tests, you must use the makeup survey to request additional materials to be sent. The survey should be used if a school needs additional PSAT testing materials.

For schools with off-site locations, the test center supervisor at the primary AI received three email(s) to submit for makeup materials. Each off-site supervisor should notify the primary test center supervisor of the number of absent students or the types of irregularities at each off-site location. The test center supervisor should then submit a consolidated response, one for each assessment.

In case the test center supervisor did not receive the emails with the necessary links, the surveys can be accessed by clicking on the following links:

- SAT Makeup Survey (https://www.surveyresearchonline.com/se.ashx?s=7321E7ED6F799BFE)

- PSAT 10 Makeup Survey (https://www.surveyresearchonline.com/se.ashx?s=7321E7ED4949163C)

- PSAT 8/9 Makeup Survey (https://www.surveyresearchonline.com/se.ashx?s=7321E7ED1FB2EDE5)

Makeup test materials will arrive by April 21, 2017.

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

Other Reminders

Answer sheets will be returned in the white box or bags that are pre-labeled with the colored Pearson sticker. **Please Note:** All used answer sheets **must** have a valid barcode lablel affixed that matches the tested student. Test books will be returned in the boxes that materials were shipped in (except for PSAT 10 test books). Shipping labels were included in the shipments—be sure to check between materials as they tend to shift during delivery.

Return the student data questionnaires by **April 28, 2017** if you have not done so already.

Spotlight on Student Assessment and Accountability

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Makeup Testing

With the standard time test date behind us, today's focus will be on the processes for ordering and administering standard time ACT WorkKeys makeup tests.

Eligibility for Makeup Testing

You may administer makeup tests to examinees who:

- were absent or arrived too late to begin testing

- did not complete required non-test portions of the answer document prior to the initial administration

- began but did not complete testing

You may not administer makeup tests to examinees:

- who completed testing

- dismissed for prohibited behavior

Completing All Tests on the Makeup Test Date

Examinees scheduled for standard time ACT WorkKeys makeup testing must take all tests on the makeup test date (April 26). If an examinee began testing on the initial test date (April 12), you may not use the same answer document for makeup testing.

Makeup Materials – Reminder!

If you need to order makeup ACT WorkKeys test materials, the window opened on April 12 and **closes April 13 at 11:59 PM**. Due to the shipping timeframe for test materials, makeup material orders will not be accepted after the above deadline. If you do not order makeup materials, no materials will be sent. Examinees tested with initial test booklets on the makeup test date will not receive scores.

Materials ACT Sends to You for Makeup Testing

Items you should keep for makeup testing:

- manuals, and unused answer documents

ACT will send the following materials for makeup testing:

- different test booklets

- additional answer documents

- additional administration manuals

- a State and District Testing Site Header

- orange and black return envelopes

- polymailer(s)

- other supplements, as applicable

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Important: The ACT WorkKeys test booklets for the initial test date are different than those for the makeup test date. Please do not keep test booklets from the initial test date for use on the makeup test date.

For detailed information about post-testing tasks such as collecting, packing, and returning materials and makeup testing, please refer to the ACT WorkKeys Administration Manual, which can be found on the ACT Michigan web page (act.org/stateanddistrict/Michigan).

Barcode Labels

All examinee answer documents are required to have a barcode label. Barcode labels should be applied prior to examinees completing the demographic sections of their answer document. Printed barcode labels were shipped for examinees whose Pre-ID information was submitted between January 9 and February 14, 2017. A blank sheet of yellow labels was included in each initial shipment of test materials. Barcode labels may be printed at the school for newly enrolled examinees using the MDE Secure Site.

The ACT WorkKeys Administration Manual contains all the detailed information your schools ACT WorkKeys test coordinator and testing staff will need to successfully administer the ACT WorkKeys assessment. Please refer to the **ACT WorkKeys Administration Manual** for details on test monitoring, the sequence of the ACT WorkKeys tests, timing of the tests, and much more. The manual is located on the Michigan/ACT website (act.org/stateanddistrict/michigan).

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. call ACT at 800-553-6244

   - standard time: ext. 2800

   - accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

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

Spotlight

Important Dates

Approaching Deadlines!

April 13, 2017 at 8:00 PM:
- **SAT, PSAT 8/9, and PSAT 10** makeup orders

April 13, 2017 at 11:59 PM:
- **WorkKeys** makeup orders

April 2017

Online Testing

Now – May 5, 2017:
- **M-STEP** Test Window: Grades 5, 8, and 11

Now – May 5, 2017:
- **FAME** Project Accepting New Coach Applications through May 5, 2017. More information on the FAME project and access to the online application is available on the MDE Formative Assessment Process page (www.michigan.gov/formativeassessment) under **What's New**.

Now – May 26, 2017:
- Pre-ID of students for online testing for **M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments,** and **Michigan Science Pilot Assessment**

Now – May 26, 2017:
- **Early Literacy and Mathematics Benchmark Assessment** Test Window: Grades K–2

- **Michigan Science Standards Pilot** Test Window: Grades 5, 8, and 11

Online and Paper/Pencil Testing

Now – May 26, 2017:
- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request here (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

Now – May 26, 2017:
- eDIRECT available for online test administrative tasks for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments,** and the **Michigan Science Standards Pilot**

Now – May 26, 2017:
- **MI-Access** Test Window: 3–8 and 11

April 27 and 28, 2017, 8:00 AM — 4:00 PM:
- **WIDA Workshop for School Leaders REGISTRATION IS CLOSED**

April 28, 2017:
- **MI-Access Standard Setting:** Deadline to sign up to apply for the MI-Access Standard Setting Panels taking place this summer. For more information and links to the application, please refer to the March 30, 2017 Spotlight (www.michigan.gov/mde-spotlight). Click on the article **MI-Access Standard Setting for English Language Arts and Mathematics**.

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

Spotlight

on Student Assessment and Accountability

Important Dates

Now – May 25, 2017 at noon:
- **MI-Access** additional materials and makeup orders

Now – May 2, 2017 at noon:
- **M-STEP Grades 5, 8, and 11:** Order standard and accommodated materials for grades 5, 8, and 11 from the Additional Material Order page of the Secure Site.

Now – April 28, 2017:
- **M-STEP** Test Window: Grades 5, 8, and 11 Paper/Pencil testers do not have the entire online window for testing. Please refer to the Paper/Pencil Summative Testing Schedule for content specific dates located on the M-STEP web page (www.michigan.gov/mstep) under **Current Assessment Administration**.

April 25, 2017 (Makeup):
- **SAT:** Grade 11

April 26, 2017 (Makeup):
- **ACT WorkKeys:** Grade 11

April 25–26, 2017 (Makeup):
- **PSAT 8/9:** Grade 9
- **PSAT 10:** Grade 10

April 25 – May 16, 2017 at noon:
- **M-STEP Grades 3, 4, and 7** additional materials and makeup orders

May 2017

Online Testing

May 1 – 26, 2017:
- **M-STEP** Test Window: Grades 3, 4, 6, and 7

May 26, 2017:
- **MI-Access P/SI Online** entry of answer documents closes

May 31, 2017, 8:00 AM – 4:00 PM:
- **WIDA Workshop for Online Screener REGISTRATION IS CLOSED**

Paper/Pencil Testing

May 3, 2017:
- **M-STEP Grades 5, 8, and 11** Materials and Answer Documents Return Deadline. May 3, 2017 is the final date to ship without penalty and inclusion in Answer Document Verification. See the M-STEP Test Administration Manual (TAM) on the M-STEP web page (http://www.michigan.gov/mstep) pages 81-88 for detailed instructions.

May 2 – 19, 2017:
- **M-STEP** Test Window: Grades 3, 4, 6, and 7 Paper/Pencil testers do not have the entire online window for testing. Please refer to the Paper/Pencil Summative Testing Schedule for content specific dates located on the M-STEP web page (www.michigan.gov/mstep) under **Current Assessment Administration**.

Important Dates

Paper/Pencil Testing (continued)

May 23, 2017:

M-STEP Grades 3, 4, 6, and 7 Materials and Answer Documents Return Deadline. May 23, 2017 is the final date to ship without penalty and inclusion in Answer Document Verification. See the M-STEP Test Administration Manual (TAM) on the M-STEP web page (http://www.michigan.gov/mstep) pages 81-88 for detailed instructions.

May 30, 2017:

- **MI-Access Grades 3–8 and 11** Materials and Answer Documents Return Deadline. May 30, 2017 is the final date to ship without penalty and inclusion in Answer Document Verification. See the M-STEP Test Administration Manual (TAM) on the M-STEP web page (http://www.michigan.gov/mstep) pages 81-88 for detailed instructions.

Recently Asked Questions . . .

Is the student's login name for online testing required on the seating chart for M-STEP? The Integrity Guide has conflicting information.

The login name is **not** required as long as the students first and last name is on the seating chart.

Can a student have food or drink at their desk during testing?

No, unless there is a medical reason which **must** be documented in a student's IEP or 504 plan.

I have a student that accidently submitted her test. Can I get the test unlocked?

The short answer is: usually. Of course, the complete answer is a little more complicated.

- For M-STEP and MI-Access Functional Independence:

  - If five or fewer questions have been answered, DRC can unlock the test. Call the Help Desk at 877-560-8378 opt 2 with the student's name, UIC, and assigned test session.

  - If more than five questions have been answered and the test status is in-progress, please submit an Incident Report through the Secure Site requesting an unlock. You will need to confirm the submission was accidental and not an intentional action on the part of the student. Lack of effort is not a valid reason to unlock a test.

  - Unfortunately, if the test status is marked complete, the test cannot be unlocked. **Please note:** For Computer Adaptive Tests (M-STEP ELA and math CAT tests) the testing software only marks a test complete when all questions have been answered.

- For Early Literacy and Mathematics Benchmarks assessments and the Science Pilot test, DRC can unlock all accidently submitted tests.

It is very important that students are familiar with the processes for pausing and exiting a test if they are taking a break. Students should be instructed to select the submit button only when they have completed their test.

Have Questions?
Email BAA@michigan.gov for assessment questions.
Email MDE-Accountability@michigan.gov for accountability questions.

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