

Spotlight

on Student Assessment and Accountability

April 14, 2016

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IN CASE YOU MISSED LAST WEEK'S SPOTLIGHT . . .

The April 7, 2016 Spotlight had several articles regarding Spring 2016 testing (too many to run again as reminders). If you haven't already read it, check out the [April 7 Spotlight](#), located on the [Spotlight web page](#) (www.michigan.gov/mde-spotlight).

Check out the new **Spring 2016 M-STEP Video Featuring Computer Adaptive Testing** (see [article](#) on page 6).

Spring 2016 Preliminary Reports Are Open!

The new **Preliminary Student Roster Report** for Spring 2016 M-STEP and MI-Access online assessments allows users to view student preliminary scale scores and sub-scores (claim and/or discipline scores) by content area and grade. Test results were promised within **48 hours** after a student submitted all parts of a subject area test—the first reports were delivered in **32 hours!** For more information on the Preliminary Student Roster Report, read the [April 7 Spotlight](#) article—**New for 2016: Preliminary Student Roster Report**.

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Key:  supports and accommodations information



information Tech Coordinators also need to know



Reminder

▶ [Sign up for Spotlight](#) (www.michigan.gov/mde-spotlight) today! Enter your email address and select Spotlight under Student Assessment.

How to Access and View Spring 2016 M-STEP & MI-Access Preliminary Student Roster Reports

To help you navigate the preliminary reporting site and give you information about the Preliminary Student Roster Reports for M-STEP and MI-Access, the MDE has published a document titled **How to Access and View Spring 2016 M-STEP and MI-Access Preliminary Student Roster Reports**. The document is located on the [M-STEP web page](#) (www.michigan.gov/mstep), the [MI-Access web page](#) (www.michigan.gov/mi-access), and through the **Dynamic Reporting** page of the Secure site (the link is at the top of the page).

The following two articles have important updates related to test administration. . .

Grade 5 Mathematics Performance Task

On the M-STEP grade 5 mathematics Performance Task, there are two questions that ask students to fill out a table. Both questions state that students do not need to use every row of the table; however, if the students leave one or more rows blank, these questions will show as unanswered on the end-of-test review screen.

First, we want to assure teachers and students that despite the review screen answer bubble remaining un-shaded for these questions, **the students' responses are in fact being captured and stored, and they will be scored appropriately.**

We strongly recommend that students disregard the un-shaded bubble for these two questions.

If a student is not comfortable disregarding the unshaded bubble in the review screen, the student may:

- Enter a space with the space bar, or

- Place one decimal point in the unused rows.

This will mark the questions "completed" on the review screen.

MI-Access FI ELA Accessing Print Paper/Pencil Answer Document

The Functional Independence (FI) paper answer document for ELA Accessing Print is separated into two parts to mirror the test booklet. A print error on the answer document has been discovered in the part 1 and 2 headers. The headers are reversed (Part 1 should be labeled "Vocabulary" and Part 2 should be labeled "Language"). However, the question numbers in each part of the answer document correctly match the question numbers in each part of the test booklet.

Please note the following:

- Do not attempt to correct the headers on the answer document or make any stray marks beyond the bubbles listed. This could interfere with the scanning process.
- Make sure the test item numbers align to the answer document item numbers.
- **Reminder:** The test administrator should be making all entries on the paper answer document; **NOT** the student. Students make all their selections in the test booklet and the administrator will transfer their responses to the answer document (see page 19 of the Test Administration Manual).
- All answer documents must have a student Pre-ID label affixed or a \$10 processing fee may be charged for each document missing the Pre-ID label.
- Students must take both Accessing Print and Expressing Ideas to count as tested in ELA.

Setting up M-STEP Embedded Supports and Accommodations

Some Designated Supports and Accommodations **MUST** be turned on in eDIRECT prior to printing test tickets. If these are not turned on prior to printing test tickets, students will **NOT** have these supports or accommodations enabled when they log into the test. If student test tickets were printed prior to any of the supports below being turned on in eDIRECT, they **MUST** be reprinted for the affected students after the support/accommodation is turned on in eDIRECT.

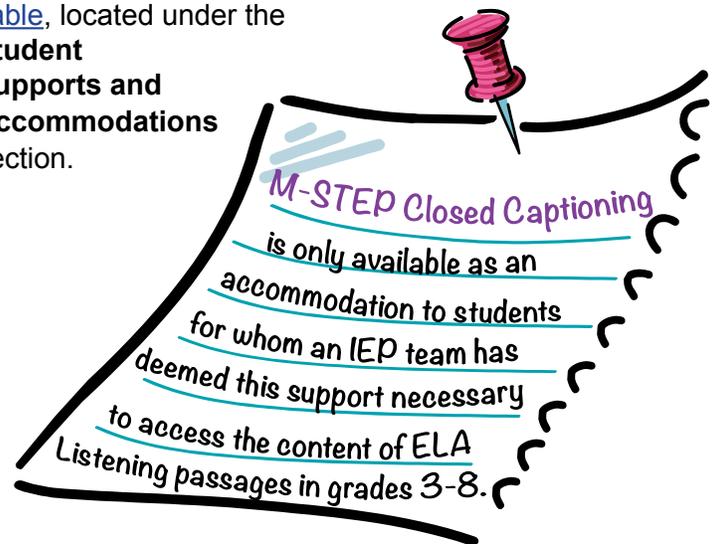
Test administrators AND students must follow the directions, and check test tickets and the student verification screen in INSIGHT (the test delivery engine) before beginning the assessment.

The following table is a list of Designated Supports and Accommodations to which this rule applies:

M-STEP Supports and Accommodations		
Embedded Online Supports/ Accommodations	Test Ticket Abbreviation	Available Content Area/ Grades
Closed Captioning*	CCAPTION	ELA Listening passages only
Color Choices	CC	All
Contrasting Color	CTC	All
Masking	MSK	All
Stacked Translation (Spanish mathematics only)	ST	Mathematics
Text-to-Speech (items only)	TTS	All
Text-to-Speech (items and passages)*	TTSPASSAGE	ELA Grades 6-8 only
Video Sign Language*	VSL	Mathematics and ELA Listening passages and corresponding questions

* requires an IEP

On the M-STEP web page (www.michigan.gov/mstep), please refer to the [M-STEP Test Administration Manual](#) located under the **Current Assessment Administration** section for more information on test administration procedures. Please also note that a comprehensive list of Universal Tools, Designated Supports, and Accommodations can be found in Michigan's [M-STEP, MI-Access, SAT, WorkKeys, and WIDA Student Supports and Accommodations Table](#), located under the **Student Supports and Accommodations** section.



ACT WorkKeys Makeup Materials – DEADLINE!

All requests for makeup materials must be submitted on the Secure Site by:

Thursday, April 14 at 5:00 PM

SAT and PSAT Makeup Materials – DEADLINE!

All requests for makeup materials must be submitted by following the instructions in the email provided by College Board by:

Thursday, April 14 at 11:59 PM

(see [related article](#) on page 10.)

Completing the Online Test: CAT and Fixed Form

A number of Incident Reports have been filed requesting that students computer adaptive tests (CAT) be reopened or unlocked because the student did not complete all items. Computer adaptive tests are designed to require students to answer all questions. Students may only go forward in a CAT; the exception is an ELA reading or listening passage where the students can go back and forth within the passage set of items. The testing engine for a CAT requires each item be answered before allowing a student to go on to the next question. The student can pause and exit but cannot accidentally submit the test early. After the final question, there is not a separate "End Test" button, just the usual "Next" button that leads to a "Congratulations, you have completed the test" message. For the computer adaptive tests, the testing engine ends the test, **students cannot end a CAT test.**

Please note:

- If the student has completed all items on a test, we are unable to unlock or reopen the test. It is important to set the stage with students up front that they need to take their time and give their best effort right from the beginning of the test.
- ELA and Mathematics both have CAT test tickets that require students to respond to all questions.
- Grades 5 and 8 ELA and all grades mathematics also have a fixed form Performance Task. In the Performance Task parts of the test, students can go back and forward. It is very important to stress to students **NOT to click the grey END button before they are completely done with the test.** In a fixed form test session, students should click the **blue PAUSE button** and then **EXIT test button.** (Students might click ahead during directions and then panic and END rather than EXIT.)

- Be proactive in instructing your students to **click END only when they are completely done** with the fixed form tests. M-STEP Science and Social Studies and all MI-Access Functional Independence tests are also fixed form.
- For fixed form tests only, if the student has completed **5 or fewer items and accidentally ENDS out of the test**, please contact DRC directly at 877-560-8378 option 2 to request an unlock.

When **more than five items have been answered, an Incident Report must be filed.** To complete an Incident Report go to the [Secure Site](https://baa.state.mi.us/BAASecure) (<https://baa.state.mi.us/BAASecure>). Incident Reports can be accessed using the **Student Assessments** header drop-down menu. Instructions on how to use the new incident reporting function can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) under the **Quick Reference** section.

Troubleshooting Tips for the Top Technical Issues

We are getting significantly fewer M-STEP and MI-Access help desk calls this year. All your preparation is paying off! Here are the most common online testing issues and troubleshooting tips so far:

- If you are having trouble accessing eDIRECT, the most common issue is not having been authorized on the MDE Secure Site. [Assigning Roles in Secure Site for AMS & eDIRECT](#) is available on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (<http://www.michigan.gov/securesitetraining>).
- Computer Adaptive Tests (CAT)—M-STEP mathematics and English language arts, except performance tasks—do not have an "End Test" button. The student can pause and exit but cannot

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accidentally submit the test early. After the final question, there is not a separate "End Test" button, just the usual "Next" button that leads to a "Congratulations, you have completed the test" message. For the computer adaptive tests, the testing engine ends the test, **students cannot end a CAT test.**

- If your tests are missing TTS (text to speech), HVA (human voice audio) or VSL (video sign language), please check those boxes on your TSM (Testing Site Manager) and click Update Content. **Note:** Updating test content will disrupt anyone currently testing.
- If you have those checked but are receiving an error ("MP3 cannot be downloaded from the caching server"), please try deleting out the cached TTS, HVA, and/or VSL file and re-downloading by clicking Update Content. Your setup may vary, but the cached file is typically the **tsm_manifest.json** file that sits in the folder **C:\Program Files (x86)\TestingSiteManager\apache-tomcat-7.0.40\TSMResources\Resources.**
- Justin Cowen from Dickinson-Iron ISD wrote a visual [M-STEP Trouble Shooting Guide for Chromebooks](https://docs.google.com/document/d/1ASDIriOtw7CmPF1WlmiEDKYV7gcGpLf_9NHvUGpRYzo/edit?usp=sharing) (https://docs.google.com/document/d/1ASDIriOtw7CmPF1WlmiEDKYV7gcGpLf_9NHvUGpRYzo/edit?usp=sharing). Technology Coordinators have reported that it is very helpful in diagnosing common problems.
- Check your wireless settings. DRC may not be able to help you troubleshoot your wireless settings. If your testing computers cannot connect to your TSM, it is often a problem in your network. Common culprits include firewalls, student computers connecting to the guest wireless, or having many computers connect to a few wireless access points (rather than spreading evenly across all of them).

If none of these are solving your problem, please contact DRC customer service at misupport@datarecognitioncorp.com or 1-877-560-8378.

Bilingual Word-to-Word Dictionary Usage Reminders

Below is a list of M-STEP content areas for which non-electronic bilingual word-to-word dictionaries can be used. These word-to-word dictionaries do not provide definitions of words, but only provide direct translations of individual words in a target language. Educators must keep in mind that this Designated Support is intended for students who use such dictionaries on a regular basis in the classroom to aid in their understanding of content in their core subject areas. Use of this support may result in the student needing additional overall time to complete the assessment.

Students may use this support for the following M-STEP paper/pencil or online assessments:

- Mathematics
- ELA – Performance Task Full Writes Only (last item on the ELA Performance Task)
- Science
- Social Studies

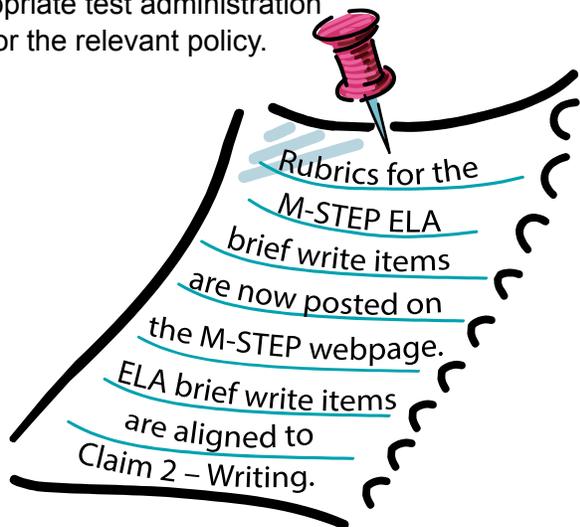
For additional information on what supports may be useful for English Learners (ELs) please refer to the Supports and Accommodations Table and corresponding Manual (see page 3 for links to these documents).

M-STEP and Personal Reading Materials

Students may have personal reading materials for use upon completion of testing under the following conditions:

1. Reading material is stored off the work surface (e.g., desk, table).
2. Reading material is not content related (i.e., no science textbook during the science test).
3. Reading material is in paper format – no eReaders or other electronic forms.
4. Testing must be completed and test materials collected.
 - a. For online testing this means:
 - i. The test has been submitted.
 - ii. Test tickets and scratch paper have been collected.
 - b. For paper/pencil testing this means:
 - i. Test booklets, answer documents, and scratch paper have been collected.

This policy applies to **M-STEP testers only**. For SAT, PSAT 8/9, PSAT 10, and ACT WorkKeys, please see the appropriate test administration manual for the relevant policy.



Spring 2016 M-STEP Video featuring computer adaptive testing

New Spring 2016 M-STEP Video featuring Computer Adaptive Testing

To continue the MDE's commitment to provide high quality assessment information, a new video outlining the Spring 2016 M-STEP and computer adaptive testing was unveiled at the April 12, 2016 State Board of Education meeting. This meaningful video can be shared with educators, parents, and community members, as well as placed on school and district websites. It is available on the MDE YouTube site at [Spring 2016 M-STEP video featuring computer adaptive testing](https://www.youtube.com/watch?v=dUQ6NayCNiA) (<https://www.youtube.com/watch?v=dUQ6NayCNiA>) and the [M-STEP web page](http://www.mi.gov/mstep) (www.mi.gov/mstep).

M-STEP Tweets

Twitter users can follow **#MSTEP2016** to see daily news and updates related to this year's M-STEP testing. MDE's goal is to connect followers with the resources and messaging that will help them make this year's testing a positive experience for everyone.

Meeting the 95% Test Participation Requirement: A Recipe for Success

Taking the following actions now will help to ensure that assessment participation rates are accurately reported later for accountability purposes and will help your school meet the 95% participation requirement:

1. **Make sure local enrollment and exit records are up-to-date** so that records can be pulled and uploaded to MSDS by June 10, 2016. Schools and districts have the opportunity through the end of the Verification of Enrollment and Demographics window to review and update enrolled and exited students in the MSDS.
2. **Make note of any student whose answer document is flagged for Prohibitive Behavior or Non-Standard Accommodations.** Schools and districts will have the opportunity during the Verification of Answer Documents in the Secure Site to review students with these flags and appeal the flag if it was done accidentally.
3. **Gather the necessary documentation for students that go untested on state assessments** (i.e., a signed doctor's note with start- and end-date of a medical condition). Schools and districts will have the opportunity to submit "not tested" reasons for these students in the Secure Site during the Verification of Not Tested Students window. Submitted "not tested" reasons will be reviewed for the possibility of excluding the student(s) from participation rates.

TENTATIVE verification window dates:

- **Enrollment:** Early-May – Early-June
- **Answer Docs:** Mid-June – Late-June
- **Not Tested:** Mid-June – Late-June

More detailed information for each window will be provided in the Spotlight as we approach each window's open date.

Participation At-Risk Notice

The Michigan Department of Education has released a list of "Assessment Participation At-Risk" schools. These are schools that failed to meet the 95% assessment participation target for multiple subjects and/or student groups in the 2014–15 school year. If these schools continue to not meet the 95% participation target for the 2015–16 school year, they will be named "Assessment Participation Non-Compliant" and be required to begin a series of supports and interventions to help them meet the participation target in the future.

For more information and to review the list, see the [Assessment Participation At-Risk Information](http://www.michigan.gov/documents/mde/Assessment_Participation_At-Risk_Notice_521337_7.pdf) document (http://www.michigan.gov/documents/mde/Assessment_Participation_At-Risk_Notice_521337_7.pdf). This document is located on the [Accountability web page](http://www.mi.gov/baa-accountability) (www.mi.gov/baa-accountability) under **Resources for Educators**.



Reminders

Spring 2016 MI-Access: Critical Administration Information

For those administering the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessments this spring, please read the following important reminders regarding preparation and administration.

**MI-Access Coordinators:
Please share this with your
assessment administrators!**

MI-Access Functional Independence

- Review training materials and the test administration manual before testing.
- **MI-Access FI online:**
 - ♦ Each content area has two (2) parts. Each part has its own test ticket in eDIRECT. Be sure your students take both part 1 and part 2 of each content area. **Please note: Students must take both parts of the ELA Accessing Print online sections and complete the paper/pencil ELA Expressing Ideas constructed response section in order to have a completed ELA test. Expressing Ideas is administered in paper format only to all students (see the bullets under the MI-Access FI ELA heading).**
 - ♦ Text-to-speech and the word-to-word follow along is defaulted as “on” for all students. Students (and assessment administrators) may control the volume and speed of the text-to-speech, as well as toggle the follow along on or off using the “options” button.

- ♦ If you have not already done so, have students practice the online testing experience using the Online Tools Training (OTT) accessed through INSIGHT. If INSIGHT is not installed, the OTT can be accessed on the [Online Training Portal](https://wbte.drctdirect.com/MI/portals/mi/ott2) (https://wbte.drctdirect.com/MI/portals/mi/ott2). You **must** access the portal version using a Chrome browser.

• MI-Access FI ELA:

MI-Access Functional Independence ELA is made up of **BOTH** Accessing Print and Expressing Ideas. Both of these components must be taken for a student to count as tested and receive an ELA score.

- ♦ **For online testers:** Students taking the test online will take FI ELA Accessing Print part 1 and part 2. Each part will have its own test ticket and both parts need to be completed by the student. In addition, students will respond to two constructed response items found in the FI ELA Expressing Ideas test booklet which is only available in a paper/pencil format. Students will write their responses in the accompanying student answer document (also a paper format).
- ♦ **For paper/pencil testers:** Students taking the test using the paper/pencil format will take FI ELA Accessing Print using the FI ELA Accessing Print test booklet (assessment administrators will transfer answers to the student “bubble format” paper answer document). All parts of the Accessing Print component will be in one test booklet. In addition, students will respond to two constructed response items found in the FI

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ELA Expressing test booklet. Students will write their responses in the accompanying student answer document.

MI-Access Supported Independence (SI) and Participation (P)

- Be sure to review training materials and the test administration manual before testing.
- If you have never administered these levels of MI-Access before, it is strongly recommended that you review the [training module](http://video1.resa.net/mde/PSI/module1.htm) (<http://video1.resa.net/mde/PSI/module1.htm>). **NOTE:** We have shifted from the extended content standards in ELA and mathematics to Essential Elements, however the remainder of the training session is still applicable, including training on the rubric and examples of the assessment being given.
- Use the scoring documents to keep track of your scoring of each student's assessment observations. When you are finished, the Primary Assessment Administrator will enter both the Primary Assessment Administrator and Shadow Assessment Administrator scores in the **online answer portal**, using the test tickets provided in eDIRECT. See further instructions posted in [eDIRECT](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) and the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access).
- All scores must be entered online **by the end of the day on May 27, 2016**.



FAME Project Accepting New Coach Applications – Deadline is May 6, 2016



The Formative Assessment for Michigan Educators (FAME) project is entering its ninth 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 2016–17 New FAME Coach application is available on the [DAS Formative Assessment Process web page](http://www.michigan.gov/formativeassessment) (www.michigan.gov/formativeassessment) under **What's New**. The deadline to apply is **Friday, May 6, 2016**. If you have any questions, please contact Kimberly Young, MDE/DAS at youngk1@michigan.gov or 517-373-0988.

SAT Corner

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

Thank You Michigan Educators

Congratulations on your first administration of SAT, PSAT 10, PSAT 8/9! The College Board would like to thank everyone for your dedication during this first administration of SAT, PSAT 10, and PSAT 8/9. We greatly appreciate your understanding during the state's transition to the SAT and PSAT-related assessments. We know there were some challenges this year and we are committed to making improvements for next year as our partnership continues.

Testing for Students Pre-Identified after February 16, 2016

Schools who did not Pre-ID any of their students by the February 16, 2016 deadline will be required to test on the makeup administration date(s):

- **For SAT:** The makeup administration is April 26, 2016. Any students testing with accommodations that appear on the Nonstandard Accommodations Report (NAR) will test April 26–29, 2016.
- **For PSAT 10 and PSAT 8/9:** The makeup administration for students testing without accommodations is April 26 or 27, 2016. Any students testing with accommodations that appear on the NAR may test from when you receive your materials through April 27, 2016.
- All student testing must be complete by April 27, 2016.

Schools should expect to receive makeup test materials by April 22, 2016.

Makeup Test Materials – Look for the email

Test Center Supervisors should have received and responded to the Makeup Information email for each College Board assessment, SAT, PSAT 10 and PSAT 8/9. If you haven't responded, please do so immediately. This is the only way College Board will know to ship any additional materials you may need.

The email included instructions for how to report absentees, late transfers or additions, and students who experienced an irregularity that may be eligible for a makeup, to determine volume of makeup materials required. To respond for SAT, enter counts for all students requiring makeup testing, all new materials will be sent. For PSAT 10 and PSAT 8/9 enter only the additional materials needed on top of what you already have at your school. If you have sufficient PSAT materials on-site at your school to conduct the makeup, you will enter 0 for PSAT.

Please note: You may receive multiple questionnaires if you are the Test Center Supervisor for multiple assessments. Please respond to **each** questionnaire that you receive. If no form is submitted for your school, no materials will be shipped for the makeup administration. If your attending institution (AI) utilizes off-site testing

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locations as part of your administration, please report your aggregate makeup requirements for your AI.

After the primary test date:

- **For SAT:** All used and unused test materials, including test books, must be returned immediately following the April 12, 2016 SAT administration at your school. New materials will be shipped to your attention prior to the April 26, 2016 makeup administration.
- **For PSAT 10:** Return used answer sheets. Store used test books securely for return to students after score reports are received. Unused and/or test material overages from the primary administration should remain securely stored onsite to be used during the makeup administration.
- **For PSAT 8/9:** Return used answer sheets and test books. Unused and/or test material overages from the primary administration should remain securely stored onsite to be used during the makeup administration.
- Retain all unused Pre-ID labels for SAT and PSAT to use for the makeup administration.
- **Please note:** Students testing over two days for SAT, must test on consecutive days. If a student misses the second day of testing, they must retake the full test on the makeup date. For PSAT, students may complete their second day of testing, using the same materials, when they return.
- Schools will need labels for all students participating in the makeup administration. After test day, save any labels that you did not use, these may be used for the makeup administration. The school must generate a pre-identification label on site for any student

without a label available. Schools will receive a set of blank labels as part of your makeup test materials shipment. Labels must be affixed to the answer sheets.

- As a reminder, students with a reported irregularity on a Supervisor Irregularity Report (SIR) must be approved by ETS to be eligible to test on the makeup date.

Preparing your Makeup Roster

For the Makeup Administration, Test Center Supervisors will need to have a roster of students prepared for managing attendance. For the primary administration, using the downloaded Pre-ID Student Report from the Secure Site, you developed a roster, or list of students to test. Using that roster on test day, you marked any students who were absent or didn't test. That report will be a resource when building your makeup roster. Remember all students must be pre-identified in the Secure Site in order to test. Test Center Supervisor's will need to work with the SSD Coordinator to confirm the information for students testing with accommodations that appear on the NAR. To create your makeup roster:

1. Add a Makeup column to your downloaded Pre-ID Student Report (Student Roster) that you created for the primary testing day. This will allow you to keep one list with all students and identify students that tested on the primary test day or the makeup test day.
2. Make sure to keep a copy of the Student Roster when returning the original to College Board with the primary day materials.
3. During the makeup testing, check off the students who are testing under the Makeup column. Don't forget you may have students

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who experienced irregularities that College Board/ETS has approved for makeup testing. You will be contacted by College Board regarding these approvals.

4. Students who were not pre-identified at the time the Pre-ID Student Report was downloaded for use as a Student Roster should be added to the roster.

This list of test takers will represent everyone who will test on the primary test day, makeup test day, and those testing with accommodations. This list will be important to help identify the makeup materials that will be needed and allow you to accurately order materials. It will also be beneficial during the Accountable Students and Test Verification process to quickly and easily identify students that did test or did not test when reviewing the answer document received and reporting possible answer document issues.

After makeups are completed:

- **SAT:** Return all remaining used and unused materials including answer sheets and test books.

- **PSAT 10:** Return used answer sheets from the makeup administration. Dispose of any unused answer sheets and store test books for return to students with score reports.
- **PSAT 8/9:** Return all remaining used and unused materials including answer sheets and test books.

Score Sends

Students will use their College Board online student account to identify the colleges, universities, and scholarship programs they wish to send their SAT scores to electronically. College Board is preparing detailed information for schools to assist students with submitting their score send requests. For the Spring 2016 administration, the College Board will be extending the window for submitting the score sends past the posted April 21, 2016 deadline. More information to come in future editions of Spotlight.



Information on ACT WorkKeys® provided by the ACT®.

ACT WorkKeys: Makeup Testing

The test date for standard time ACT WorkKeys makeup testing will be on Wednesday, April 27, 2016. Today's focus will be on the processes for administering standard time ACT WorkKeys makeup tests.

Eligibility for Makeup Testing

You **may** administer makeup tests to:

- examinees who were absent, arrived too late to begin testing, or did not complete required non-test portions of the answer document.
- examinees who began but did not complete testing

You may **not** administer makeup tests to:

- examinees who completed testing
- examinees 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 27). If an examinee began testing on the initial test date (April 13), you may **not** use the same answer document for makeup testing.

Materials ACT Sends to You for Makeup Testing

Items you should **keep** for makeup testing:

- unused 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
- polmailer(s)

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.

Makeup Materials – Reminder!

If you need to order makeup ACT WorkKeys test materials, the window is from **April 13 at 7:00 AM – April 14, 2016 at 5:00 PM**. All requests for makeup materials must be submitted by 5:00 PM on April 14, 2016.

Important!

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.

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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**. The manual is located on the [Michigan/ACT website](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) (<http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html>).

If you have any questions about the ACT WorkKeys assessment, please call ACT at 800-553-6244, ext. 2800 (enter code 23), Monday through Friday from 9:30 AM – 6:00 PM Eastern Time.

Important Dates

Approaching Deadlines!

SAT, PSAT 10, PSAT 8/9

- **April 14, 2016, 11:59 PM:** Deadline to order makeup materials.

WorkKeys

- **April 14, 2016, 5:00 PM:** Deadline to order makeup materials.
- **April 20 at 12:00 noon:** Deadline to order **accommodated** materials from the Additional Material Order page of the Secure Site.

April 2016

SAT, PSAT 10, PSAT 8/9

- **April 22, 2016, 11:59 PM:** Date by which schools should expect to receive makeup test materials.

TSM

- **Before testing begins on April 25, 2016:** Be sure your TSM shows "Up-to-Date." (see related article in the [April 7 Spotlight](#), page 11)

M-STEP

- **April 26, 2016 at 12:00 noon:** Deadline to order standard and accommodated materials for grades 5, 8, and 11 from the Additional Material Order page of the Secure Site.
- **April 29, 2016:** End of test window for grades 5, 8, and 11. Verify that all TSMs have been checked for unsent responses to ensure that all completed test data has been submitted.
- **Now – May 10, 12:00 noon:** Grades 3 and 6 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.
- **April 27, 7:00 AM – May 24, 12:00 noon:** Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

MI-Access FI, P, and SI

- **Now – May 24 at 12:00 noon:** Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

(Continued on next page)

May 2016

TSM

- **Before testing begins on May 9, 2016:** Be sure your TSM shows "Up-to-Date" (see related article in the [April 7 Spotlight](#), page 11).

FAME

- **Friday, May 6, 2016:** Deadline to apply to be a FAME coach. More information on the FAME project and access to the FAME Coach application, go to the [DAS Formative Assessment Process web page](#) (www.michigan.gov/formativeassessment) and look under **What's New**.

M-STEP

- **May 4, 2016 – Grades 5, 8, and 11:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.
- **May 13, 2016:** End of test window for grades 3 and 6. Verify that all TSMs have been checked for unsubmitted responses to ensure that all completed test data has been submitted.
- **May 18, 2016 – Grades 3 and 6:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.
- **May 27, 2016:** End of test window for grades 4 and 7. Verify that all TSMs have been checked for unsubmitted responses to ensure that all completed test data has been submitted.

MI-Access

- **May 27, 2016:** End of test window for all grades. To do in the following order:
 - ♦ 4:00 PM Deadline to enter P/SI answer documents online.
 - ♦ Verify that all TSMs have been checked for unsubmitted responses to ensure that all completed test data has been submitted.

June 2016

M-STEP

- **June 1, 2016 – Grades 4 and 7:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

MI-Access

- **June 3, 2016:** Final materials return date to ship **without penalty** and inclusion in Answer Document Verification.

Recently Asked Questions

Why couldn't my student highlight one of the sentences in a paragraph on the M-STEP ELA test?

The M-STEP contains “hot text” test questions, which are paragraphs with embedded answers. Students are asked to select a sentence(s) or word(s) to answer a question. It is important for your students to know that not all of the sentences or words are selectable. This is the expected functionality. The test items have been reviewed to verify that the correct answers are among the selectable sentences.

► Access previous [Spotlight editions](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight)

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.