# Spotlight

## on Student Assessment and Accountability

MICHIGAN Department of Education

## April 21, 2016

Over 1,000,000 Online Tests Completed!

WoW!

## Great Job!

### Timing and Scheduling of the M-STEP Online Assessments

The functionality of the M-STEP online assessments allows students to take multiple breaks during testing using the Pause and Exit feature. Please consider the stamina of your students when scheduling test sessions. If students need to take their online M-STEP over the course of several days (such as short sessions spread out over several days), please make a plan to have test proctors and devices available for them. **Within the three-week test window, there is no requirement for online test takers to complete the M-STEP in one day or one test session.** Please refer to the **Spring 2016 Guide to State Assessments** document posted to the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep), and review pages 3–9 for suggested timing and sample online test schedules.

**Key:**

supports and accommodations information

information Tech Coordinators also need to know

Reminder

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

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1. **Helpful Tips for students logging into INSIGHT:**

   A. Make sure the student is logging into the correct Administration on INSIGHT (Example: MI- Access vs. M-Step).

   B. Verify the printed test ticket matches what is in eDirect.

   C. Characters are NOT case sensitive. Have the student attempt to log in using only lower-case characters.

2. **Student Status page on eDirect:** This page is reflecting the content area as a whole. This will show "in progress" until all content areas are completed.(Example: ELA will remain "in progress" and will not show "complete" until both the Performance Task and CAT testing are complete).

*When Contacting the Call Center regarding the:*

*online M-STEP*

*online MI-Access*

*INSIGHT and eDIRECT*

*call 877-560-8378 – option 2 to reach the DRC online call center.*

## Ending Online M-STEP Test Sessions: Important Information!

Due to Incident Reports received regarding ending the M-STEP test, we are providing this clarification. Please be sure to review this information prior to submitting an Incident Report or contacting the Call Center.

### Computer Adaptive Test (CAT) Ending

We have received questions and Incident Reports because the student or test administrator were not certain all questions were answered and submitted.

Students can see the number of the test items they are working on throughout the test. However, **there is no review screen** for any CAT test because it is adaptive. The student will work through the items, clicking the Next button after each item, until the "Congratulations!" screen appears, which indicates the test is complete.

**Next** When you hit the next button and see the screen below, you have reached the end of the CAT test.

The final screen of the ELA and Math CAT tests contains a message that states, "Congratulations! Your test is complete. Select the Continue button to end the test session. The login screen will appear", with a continue button that ends the test.

| G 5 ELA CAT |
| --- |
| **Congratulations!** |
| **Your test is complete.** |
| Select the Continue button to end the test session. The login screen will appear. |
| Continue |
| Copyright © Data Recognition Corporation |

**Continue** After clicking the continue button, students will be taken back to the blue login screen.

*(Continued on next page)*

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**Fixed Form Tests including Performance Task (PT) Ending**

As a general rule, MDE does not unlock completed tests. **ONLY** tests that are incomplete (i.e., tests that do not have responses for all items) can be unlocked. These tests will be unlocked **only** if the test was ended in error.

## Incident Report Details

After one week of processing assessment administration incident reports, we have discovered that sometimes critical information is missing. We would like to ask that the requestors provide specific details of the events in each of the incident reports. Examples of these include items such as, name of student, type of test (CAT, PT or part 1 or 2) and the best contact phone number to call. If student(s) are affected by the incident being reported, please choose the "Yes" radio button next to the question asking "Were students involved in the incident?" which will allow you to select each of the student(s) impacted. This will greatly assist our team in processing the reports by avoiding time-consuming phone calls to ascertain the issues.

Instructions for incident reports can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining).

## M-STEP Stacked Spanish Tips

Educators are reminded that this language support for the M-STEP mathematics assessment is intended for students whose primary language is not English and who use dual language supports in the classroom.

Students using this support should have high Spanish AND English literacy skills. Students may use this support in conjunction with an oral translation, which effectively provides a read-aloud support to students who need it. Use of this support will increase reading load and cognitive load and may result in the student needing additional overall time to complete the assessment. As a reminder, students must participate in the M-STEP mathematics assessments regardless of the language they speak, the country they come from, or their length of residence in the United States.

If this option has been selected for a student in eDIRECT, they will also be provided the Performance Task in Spanish. Students using the translated form of the assessment must still respond in English for constructed response items. Students may also use a non-electronic bilingual word-to-word dictionary (does not provide definitions) to aid in translation of content-specific words that may appear in the performance task or to construct their responses.

## Keyboard Shortcuts for INSIGHT

Some students may find it more beneficial to use keyboard shortcuts when navigating the online M-STEP assessments rather than using a mouse. A helpful guide posted to eDIRECT provides keyboard shortcuts for these additional INSIGHT navigation options. Please check out the Keyboard shortcuts for INSIGHT online testing on eDIRECT (https://mi.drcedirect.com/default.aspx) under **General Information → Documents → M-STEP Spring 2016** from the **Administration** drop-down menu.

## P/SI Online Answer Document Instructions/Link for Score Entry

The MI-Access Participation and Supported Independence (P/SI) student experience for this spring continues to be an instructionally embedded assessment administered using selected-response items with picture cards (or equivalent instructional

materials) and activity-based observation items, just as they have in the past. The observational scores of the primary and shadow assessment administrators (PAA/SAA) will be entered into the online answer document from the scoring document sheets per the instructions listed below.

## Online Answer Document Portal Link and Score Entry

The Assessment/Building Coordinator must ensure that all students are placed into test sessions in eDIRECT for the appropriate assessment and print test tickets. These tickets are given to the PAA to log into the MI-Access P/SI answer document portal, so the PAA can submit both the PAA and SAA scores for each student. This online answer document portal will only be available through **May 27, 2016**. Detailed instructions are also available in the P/SI Online Answer Document Instructions for Score Entry, located on the MI-Access website (www.michigan.gov/mi-access) under the **Current Assessment Administration** section.

## New Role for Users on the Secure Site

Now that schools can access the preliminary report within two business days after a student has taken a full content area M-STEP and/or MI-Access assessment online, a new role on the Secure Site has been created to allow more users access to the reports.

Users with District or School administrator level access in the Secure Site can now give the role of

- District Student Test Scores Only,

- School (public) Student Test Scores Only, or

- School (nonpublic) Student Test Scores Only

to a user who only needs access to the Student Test Scores and Dynamic Reporting pages of the Secure Site. This role would allow a user to access the

preliminary reports and final reports from the Dynamic Reports page as they become available. It is important to keep in mind that the role allows the user access to **ALL** student scores within the school or district (based on the role selected) and does not restrict it by teacher or class/group codes.

Most users who have access to the Secure Site already have access to the Student Test Scores and Dynamic Reporting pages of the site and do NOT need this additional role added to them. Their access will not change. This is intended to allow users as districts and schools see fit to access just the preliminary reports and student test scores pages and nothing more on the Secure Site.

## Spring 2016 M-STEP Preliminary Reporting

Preliminary Reports for the Spring 2016 M-STEP assessment are now available on the Secure Site. These preliminary indicators are available to Michigan educators and illustrate students' performance on the M-STEP summative assessment for those students testing online within 48 hours of completing all parts of a subject area test (e.g., ELA Grade 5 has two parts, the CAT and the Performance Task).

### Accessing the Preliminary Report

The Preliminary Student Roster (by subject and grade level) is available in the Secure Site under the **Reports** tab (**Dynamic Score Reports**), and is updated nightly with the score information for completed tests. The Secure Site has an indicator if your Preliminary Reports have been updated so you will not need to continuously check for additional students being added to the report.

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**Printing the Preliminary Report**

It is intentional that the preliminary reports are not available as a print or exportable format, as the data is preliminary and for internal use only. However, MDE is aware of the desire and/or need to share these report data with educators who may not currently have access to the Secure Site. There is now a new user role in the Secure Site titled "Student Test Scores Only" (see related article on page 2). This role allows the user to view only the Student Test Scores and Dynamic Reporting pages on the Secure Site. This role can be assigned to educators who site administrators wish to provide with access to the preliminary results data. **Please note:** Assigning other staff to this role is a local decision. Note also, that the data cannot be restricted to any finer grain than building level, so if a user is assigned the "Student Test Scores Only" role, then the user will have access to all Student Test Score data within that building.

**Preliminary Student Roster—by subject and grade level**

The information available during the preliminary reporting timeframe is as follows:

- Preliminary scale score for the subject (English language arts (ELA), mathematics, science, or social studies)

- Preliminary scale score range, including the preliminary margin of error band

- ONLY Includes machine-scorable items

- ELA and mathematics **Claim Performance Indicators** – Computer Adaptive Test (CAT) administration:

  - **At Risk of Falling Behind** – students most at risk

  - **Attention is Indicated** – use local data to further determine student ability

  - **Adequate Progress** – students making adequate progress in the claim

- Science and social studies **Discipline Scores** – fixed form administration:

  - Discipline scores will be raw score out of points possible

  - All items are machine scorable

  - Still preliminary

**How to use these reports**

These reports should be considered preliminary and are subject to change once all items have been scored and scaled. Additionally, these reports are **embargoed** scores and should not be distributed or released. These data should **NOT** be used for high stakes decisions.

However, preliminary reports can be used as an initial indicator of student performance on the M-STEP in each subject. Educators may wish to use these reports, in coordination with locally collected assessment data, to consider the following:

- Review local and/or norm-referenced assessment results to create general comparisons of achievement levels for an overall grade, content area, or for particular students.

  - Are there any surprises?

  - Why might that be?

- Review the students considered "at risk of falling behind" on M-STEP and check their participation in the school's multi-tiered system of support.

  - Might certain students have been overlooked?

  - Are all students receiving the appropriate amount of intervention?

- Review the students considered as "attention is needed."

  - Does formative practice ensure skill and knowledge gaps are being closed?

- ◆ How does local assessment data complete the picture around the student in this claim?
- • Compare with last year's M-STEP results.
  - ◆ Are there some students who might have continuing gaps in overall content that could be addressed?
  - ◆ Are there some students who have reached high levels for two years whose work might be differentiated to include higher levels of rigor?
- • At a district/school level:
  - ◆ Are there any major concerns that need to be addressed in Improvement Plans?
  - ◆ Can these results be used to support or inform summer programming?
  - ◆ Are there major areas of concern with current curriculum?
  - ◆ How does the local assessment system complement these results?
- • See **District Assessment Inventory** on the [MDE Career & College Ready Instruction web page](http://www.michigan.gov/mde/0,4615,7-140-28753_65803-362792--,00.html) (http://www.michigan.gov/mde/0,4615,7-140-28753_65803-362792--,00.html)

## New Video Describes How Students Experience M-STEP

Schools have a new M-STEP communications tool to share with students, families, and staff. A new video entitled **M-STEP: What Can Students Expect?** provides an overview of what students can experience when taking the online M-STEP assessments. The video is rich with images of the assessment's user-friendly navigation tools and interactive technology-enhanced (TE) items that students will encounter.

Students with special needs and the adults who support them can learn more about the

accommodations that are built into the assessments—accommodations such as the ability to choose background and text colors, cover up or mask areas of the screen, play audio using a screen reader, and view translations in Spanish.

The video also directs viewers to the testing tutorials and practice opportunities available for students to help them prepare for taking the M-STEP online.

[M-STEP: What can students expect?](https://www.youtube.com/watch?v=s6YEkBQ6RVk) (https://www.youtube.com/watch?v=s6YEkBQ6RVk) is posted on the [M-STEP web page](www.michigan.gov/mstep) (www.michigan.gov/mstep), where visitors can also find testing tutorials, online practice links, and other useful tools for educators and parents. It is also available on the [MDE You Tube site](https://www.youtube.com/user/michdepted) (https://www.youtube.com/user/michdepted).

An earlier video, featured in the [April 14 Spotlight](www.michigan.gov/mde-spotlight), (www.michigan.gov/mde-spotlight) describes in detail the new features of the 2016 M-STEP, including the Computer Adaptive Test (CAT) used for English language arts and mathematics assessments in grades 3-8. It is available on the [MDE You Tube site](#) at Spring 2016 M-STEP video featuring computer adaptive testing (https://www.youtube.com/watch?v=dUQ6NayCNiA).

## WIDA ACCESS for ELLs 2.0 Accountable Students and Demographics Review

**Complete By:**
**5:00 PM**
**MAY 2**

The Accountable Students and Demographics for Spring 2016 WIDA ACCESS for ELLs 2.0 and the WIDA Alternate ACCESS for ELLs is now available on the [Secure Site](www.michigan.gov/baa-secure) (www.michigan.gov/baa-secure). At this time, only the Accountable Students and Demographics part of the Accountable Students and Test Verification function is available for review. The Verification of Answer Documents and Not Tested

portions of this process are expected to be available in the next few weeks.

The Accountable Students and Demographics list on the Secure Site includes students identified in an LEP program in the Michigan Student Data System (MSDS) who were not exited as proficient by the end of the previous school year. When reviewing the list it is important to note a few things:

1. You will need to enlist the help of your district MSDS person (usually the pupil accounting person).

2. The list of students is based on the enrollment in MSDS on March 25, 2016. Student demographics are based on the Fall and Spring MSDS General Collection and Student Record Maintenance (SRMS) files submitted with an "as of date" on or before March 25, 2016.

    a. Students who were not enrolled on March 25 but are listed need to be exited in MSDS by the district MSDS person.

    b. Students who were enrolled on March 25 but not listed need to have their enrollment information submitted in MSDS by the district MSDS person.

        i. Students may be enrolled in MSDS but not identified as LEP and therefore will not show up on the enrollment list. In this case, the student LEP program information will need to be submitted in MSDS.

3. If a student was identified as LEP in a previous district and not exited as proficient by the end of the last school year, the student will continue to show as LEP, even if your district was not the one that submitted them.

4. If a student is not identified in MSDS as LEP and was assessed with the WIDA ACCESS for ELLs 2.0 assessment, the scores will be invalidated –

unless that is corrected in MSDS by **May 2, 2016** with an "as of date" on or before March 25, 2016.

5. If an LEP student is not identified in MSDS as a Student with Disabilities and was assessed with the WIDA Alternate ACCESS assessment, the scores will be invalidated – unless that is corrected in MSDS by **May 2, 2016** with an "as of date" on or before March 25, 2016.

6. If a student was incorrectly identified as LEP by your district or any other district, it is too late to make that correction for this school year. You should work with your district MSDS person to ensure they are removed in MSDS from LEP services in the MSDS End of Year Collection.

All changes in MSDS for the Spring 2016 WIDA reporting and accountability **must be completed by 5:00 PM on May 2, 2016**. Remember, we will only be pulling student data with an "as of date" on or before March 25, 2016. The Secure Site will be updating from MSDS daily through May 2 at 5:00 PM.

You can find instructions for Accountable Students and Demographics for WIDA on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Quick Reference** section.

If you need additional assistance, please contact the call center at 877-560-8378 and press option 3 or email baa@michigan.gov.

## 1% MI-Access Proficiency Cap Exception Applications Now Available

The 1% MI-Access Proficiency Cap Exception applications are available through **Monday, August 29, 2016 at 5:00 PM**. Applications are completely electronic and are available through the Secure Site from the Accountability menu. Districts that already have an approved 1% exception application from

# Spotlight on Student Assessment and Accountability

the 2013–2014 or 2014–2015 school years need not reapply, as approved applications are active for three years of scorecard appeal windows. The list of currently approved 1% exception applications and their necessary reapplication dates can be found in the PDF MI-Access 1% Cap Exception Application List located on the MDE Accountability web page (www.michigan.gov/baa-accountability).

A helpful resource has been created to provide you

- detailed information on the 1% cap;
- how the 1% cap is calculated;
- how to access the MI-Access Proficiency Cap Exception Application; and
- sample responses to the questions on the 1% exception application.

This resource can be found at this link (http://www.michigan.gov/documents/mde/MI-Access_Cap_Exception_Information_459065_7_516453_7.pdf).

# Reminders

## 🖥 Downloading Online Test Content

Test content for M-STEP, MI-Access, and the K-2 field test is downloaded to your Testing Site Manager (TSM). This is your local cached copy, saving you bandwidth during testing. That content is saved securely until the testing window opens, and then it is sent to students' testing computers when they log in.

Testing content has been uploaded for the next testing window and is ready for download. You probably already have your TSM computers on and online for testing. If not, once a computer with an installed TSM is powered on, it is normal for the TSM to periodically check for updates and download them. The updates

are cumulative, so the computers will receive all the updates when a download occurs. There is no need to repeatedly or manually download as content becomes available.

Before the April 25, 2016 test administration window opens, you will want to make sure your content is up to date. If any TSM computers are not regularly on and online, it is advisable to bring them online and give them a chance to download the content. Ideally, all TSMs will show "Up to Date" before you leave on Friday, April 22, 2016. You will want to leave TSM computers on for the weekend to make sure all updates are ready on the first day of testing. There may also be updates as testing starts for other grades, so you would repeat this for Monday, May 9, 2016.

Please plan to check your TSMs before testing each day. Students cannot test without up-to-date content. If the latest content has not been downloaded on Monday morning, you may experience delays as you download it.

## 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 test 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 who 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.

## 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 (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.

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**on Student Assessment and Accountability**

## SAT Corner

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

### Makeup Testing and Returning Test Materials

**Makeup Testing**

SAT, PSAT 10, and PSAT 8/9 makeup material shipments are on the way to you based on the material requests you submitted. All test materials should arrive in schools by **Friday, April 22, 2016**.

- **For SAT:** A full set of new materials will be shipped to your attention for all students reported through the **Online Makeup Form** who are eligible for a makeup. This shipment will also include SAT return materials—a pre-labeled bag (or box) for the return of used answer sheets and a return label to apply to the original carton for test book return. Nonstandard makeup test material shipments for NAR accommodations include individual return materials.

- **For PSAT 10:** Unused and/or test material overages from the primary administration should remain securely stored onsite to be used during the makeup administration. You will receive additional materials based on the counts provided on the **Online Makeup Form**.

- **For PSAT 8/9:** Unused and/or test material overages from the primary administration should remain securely stored onsite to be used during the makeup administration. You will receive additional materials based on the counts provided on the **Online Makeup Form**.

### Return Materials for PSAT 10 and PSAT 8/9

A set of PSAT 10 and PSAT 8/9 return materials will be shipped to each school to arrive by **April 26, 2016**.

- **For PSAT 8/9:** these materials will include a pre-labeled bag (or box) for the return of used answer sheets and a return label to apply to the original carton to return the test books.

- **For PSAT 10:** the return materials will include a pre-labeled bag (or box) for the return of used answer sheets, test books are not returned. This shipment will be sent to all schools, including those that had sufficient materials onsite to cover the makeup administration.

If you have 9th or 10th grade students testing with Non-Standard Accommodations Report (NAR) accommodations during the window of April 12–27, 2016, return these materials with your standard makeup materials. If you do not have students participating in a makeup, use the PSAT 10 and PSAT 8/9 makeup return materials kit to return nonstandard test materials for those students testing during the April 12–27, 2016 window.

### Sending Score Reports to Colleges and Universities

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. When

sending scores, students do not need to know school codes, but rather just the name and state location of the school. Many students have already completed the score send process. However, we know many have not yet been able to complete the process. Therefore, to assist students with sending score reports, the College Board will be sending a one-page document to Test Center Supervisors, for distribution to students, to help guide them through using their four free score sends. The instructions will include:

- how to create a College Board Student Account;

- how to link their student account to the Michigan SAT School Day, if it didn't happen automatically; and

- how to select colleges and/or universities for whom to send SAT scores.

Typically, the deadline for sending free score reports is nine days after the primary test day is complete. However, for this initial administration, the **College Board will be extending the window for submitting score reports through May 16, 2016**. Look for the mailing with detailed instructions for students in the next couple of weeks.

# Important Dates

## Important Testing Information . . .

### 🖥 TSM

- **Before testing begins on April 25, 2016:** Be sure your TSM shows "Up-to-Date" (see related article on page 8).

### SAT, PSAT 10, PSAT 8/9

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

## Coming Next Week . . .

### 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.

## April 2016

- **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.

# Important Dates

## 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.

## May 2016

### 💻 TSM

- **Before testing begins on May 9, 2016:** Be sure your TSM shows "Up-to-Date" (see related article on page 8).

### 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 unsent 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 unsent 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 unsent 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.

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► Access previous Spotlight editions (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.

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# Recently Asked Questions

**I have a student who has moved and took an online assessment and now I cannot unassign them on the Secure Site because they are showing as tested. Will the new school be able to assign them on the Secure Site and test them?**

It is recommended to unassign a student from the test cycle on the Secure Site if the student did not test. If the student did take a complete test at your school, you should not unassign them on the Secure Site. Multiple schools can assign a student to the test cycle, whether another school has unassigned them or not. Of course, the score will be reported back to the school where the student took the content area assessed.

Remember, accountability calculations will be based on the student's enrollment in MSDS and not where they are pre-identified on the Secure Site. If a student exits, then the exit information should be submitted in MSDS.

**Can the online tests be given in any order (part/session 2 before part/session 1)?**

Yes, as long as each part/session has a unique test ticket and they are administered within the three-week grade-level testing window. For example: If a student is absent when session 1 is administered, but returns when session 2 is administered, they may take session 2 with their class and take session 1 at a later time.

**When completing an incident report, what is the difference between requesting a test being unlocked versus regenerated?**

- Unlock is simply opening a test for a tester to resume where they were with the same test ticket.

- Regenerating erases an existing test entirely and requires they start with a new test ticket.

**I received an email stating that additional information was needed for an incident report that I completed on the Secure Site. Do I email that information or call the office?**

If you receive an email requesting additional information on an incident report, you should go back to the incident report on the Secure Site and add the additional information requested. All information should be included on the incident report.

**When I attempt to order braille or enlarged print from the Additional Material Order page and click on the Select Students link, no students come up, why?**

The Braille and Enlarged Print test are paper/pencil, therefore only students identified as taking the paper/pencil test will come up on the list when clicking the **Select Students** link. You can do a student search and go into the student demographic screen for the test cycle and deselect the check marks under the **Online** column for each of the content areas and this will indicate the student is paper/pencil testing. Once this is done, the student should come up under the Select Students link on the Additional Material Order page of the Secure Site.