

Spotlight

on Student Assessment and Accountability

April 27, 2017

Quick Links . . . take you directly to articles or sections . . .

- **NEW! Assessment Security Training Now Available**
- **Science Pilot Test Participants**
-  **Paper/Pencil Testing for M-STEP Grades 5, 8, and 11 ENDS TOMORROW – April 28, 2017**
- **M-STEP Translation Options**
-  **Top Technical Notes**
- **Where do I Find Michigan's Alternate Content Standards?**
-  **FAME Project Accepting New Coach Applications through May 5, 2017**
- **SAT Corner**
- **ACT WorkKeys**
- **Important Dates**
- **Recently Asked Questions . . .**

Key:



Reminder (previously run article)



information Tech Coordinators also need to know

Testing Window Begins

M-STEP: Grades 3, 4, 6 and 7

Online: Monday, May 1, 2017

Paper/Pencil: Tuesday, May 2, 2017



Testing Window Closes

M-STEP: Grades 5, 8 and 11

Paper/Pencil: Friday, April 28, 2017

Online: Friday, May 5, 2017



NEW! Assessment Security Training Now Available

Test security is a vital consideration to ensure fair, reliable, and valid test scores, and to prevent misadministration. MDE is pleased to announce the release of the new, free Assessment Security Training, available now through [MVU's Professional Learning Portal](https://plp.mivu.org/) (<https://plp.mivu.org/>). This four-module training series can be used as a supplement to your regular required district training, to help your staff:

- understand the importance of test security before, during, and after test administration
- properly prepare for a smooth test administration
- identify the steps to take if something does go awry

Each module is designed to be completed in 10–15 minutes and contains a variety of engaging and interactive content pieces. Module descriptions are included below.

Module 1: An Introduction to Test Security – This module covers why test security is important and provides an overview of the whole series.

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Module 2: Planning and Preparation – This module covers steps to take before testing, such as staff training and preparing the testing environment. These steps will help you avoid common security problems, protecting both your staff and the validity of your test results.

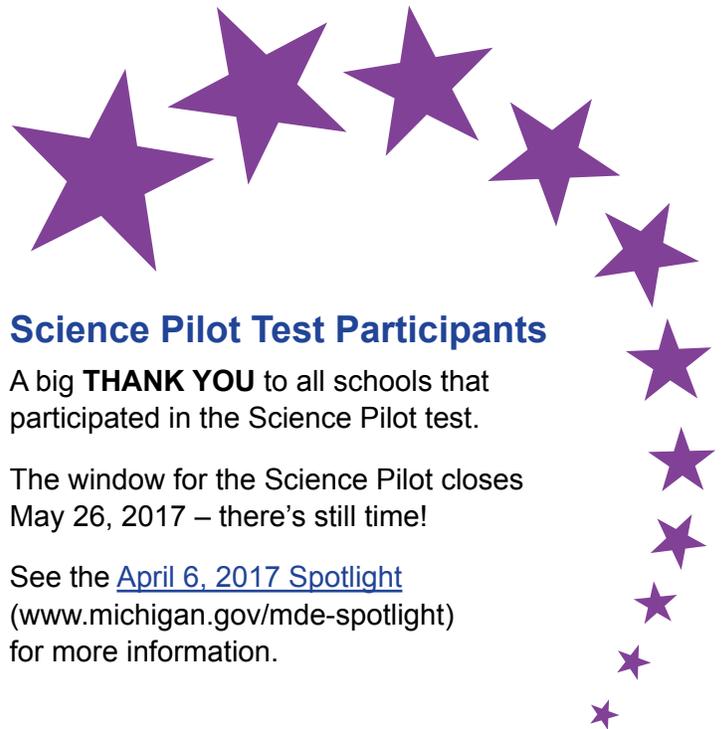
Module 3: Test Administration – This module covers security concerns and considerations during testing. What should test administrators do on-site? What student behaviors should you watch for?

Module 4: Incident Response – This module covers what to do if something goes wrong. Most problems can be prevented with preparation and monitoring, and most can be mitigated with a quick and careful response.

Learners who complete all four modules and demonstrate their knowledge on a short test will be able to print a Certificate of Completion at the end of the training, which may be kept on file with other test administration documentation.

Note: This training is not intended to take the place of other documentation or training, such as the required Security Compliance Form, Seating Charts, or review of the Assessment Integrity Guide and Test Administration Manuals, and should be considered supplementary to the training you already conduct in your school or district.

Register today for the [Assessment Security Training Series](http://bit.ly/MDEAssessmentSecurity) (<http://bit.ly/MDEAssessmentSecurity>). Instructions on how to register for the course, and a direct link to the course can also be accessed on the [M-STEP](http://www.michigan.gov/mstep) (<http://www.michigan.gov/mstep>), [MI-Access](http://www.michigan.gov/mi-access) (<http://www.michigan.gov/mi-access>), and [MME](http://www.michigan.gov/mme) (<http://www.michigan.gov/mme>) webpages under the Professional Development heading.



Science Pilot Test Participants

A big **THANK YOU** to all schools that participated in the Science Pilot test.

The window for the Science Pilot closes May 26, 2017 – there's still time!

See the [April 6, 2017 Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for more information.



Paper/Pencil Testing for M-STEP Grades 5, 8, and 11 ENDS TOMORROW – April 28, 2017

M-STEP paper/pencil testing makeup ends tomorrow, April 28, 2017. Be sure that you refer to the Materials Return Instructions for specific directions on how to return materials. For the grades 5, 8, and 11 testing window, the final date to ship materials without penalty and inclusion in Answer Document Verification is Wednesday, May 3, 2017.

Instructions can also be found in the [M-STEP Test Administration Manual](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) Materials Return Instructions section, on pages 81-88.

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

M-STEP Translation Options

For students who are dominant in a language other than English there are a number of translation options available for the M-STEP assessments.

Information about the translation supports that are available by content area can be found in the [Supports and Accommodations Table](https://www.michigan.gov/documents/mde/M-STEP_Supports_and_Accommodations_Table_477120_7.pdf) (https://www.michigan.gov/documents/mde/M-STEP_Supports_and_Accommodations_Table_477120_7.pdf) and in the recorded [English Learner Supports Webinar](http://www.michigan.gov/documents/mde/Accessibility_Webinar_-_EL_Students-jl_543533_7.pdf) (http://www.michigan.gov/documents/mde/Accessibility_Webinar_-_EL_Students-jl_543533_7.pdf).

Top Technical Notes

The following list contains answers to some of the technical questions received by DRC during the first testing window. 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, first click “Back” or restart INSIGHT and make sure to click the correct 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 a student is having trouble with apostrophes or quotation marks on a Chromebook, make sure their keyboard is set to US Standard. If this was not done before opening INSIGHT, they can click outside of the writing input area and select CTRL-SHIFT-SPACE BAR to change the keyboard.
- If a question has a grayed out “Next” button, the student probably has an invalid answer— for example an incomplete two-part question or a “select two” with one or three selected.

- 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.
- 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.
- 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](http://mi.drcedirect.com) 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) (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 at:

- email misupport@datarecognitioncorp.com
- phone 1-877-560-8378 (select option 2)

If a student is experiencing repeated issues, pause the test and seek assistance. Please do not continue testing the student until the issue has been resolved.

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

Where do I Find Michigan's Alternate Content Standards?

MI-Access, Michigan's alternate assessment for students with the most significant cognitive disabilities, is based on Michigan's alternate content standards in English language arts, mathematics, science, and social studies. The [MI-Access website](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) has recently been updated so that users can navigate to this information easily. A new link titled "Michigan's Alternate Content Standards for English language arts (ELA), mathematics, social studies, and science" has been established in several sections of the website. Once this link is clicked, the user can choose the Essential Elements for ELA and mathematics, the Extended Grade Level Content Expectations for social studies, and the Extended Benchmarks for science.

On the Essential Elements for ELA and mathematics page, please note that the files for grades 3-8 and 11 have been updated. These documents are now arranged using a table format for ease of reading and comparison of skills across the Michigan Range of Complexity. This was done as a direct result of requests from the field. Please note that the alternate standards themselves have not changed. Typographical errors were corrected, and one essential element was moved to its correct claim. The original text of each Essential Element and Range of Complexity has not changed and is the same as it was when posted in 2015. MDE hopes this new format is more user friendly for teachers when planning for instruction.

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 email Kimberly Young, MDE/OSA at youngk1@michigan.gov or call 517-373-0988.



(source 2015-16 MAC Research Abstract)

- FAME training and training materials are provided at no cost.
- Each FAME Coach is supported by a FAME Lead Coach. Lead Coaches are specially trained Michigan educators who provide formative assessment process expertise, as well as FAME coach support.
- 71% of Learning Team members reported that they joined a learning team to learn about the formative assessment process.
- 79% responded that they joined a learning team to improve their teaching practice.

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

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 (select Option 4)
- email michiganadministratorsupport@collegeboard.org

All answer sheets, SAT test books, and PSAT 8/9 test books **MUST** be returned this week. Today (April 27) is the last scheduled day for UPS pickup— so send any packages you have left to ship. Remember to keep the PSAT 10 test books securely stored until scores are released and then they can be returned to students.

Score Release

Students can expect to receive scores in their College Board account in mid-May. Educators will have access to scores in the K-12 reporting portal by late June after MDE has verified the applicable accountability and data files.

Most Importantly . . . THANK YOU!

Administrative activities for the SAT, PSAT 10, and PSAT 8/9 are almost complete and the College Board appreciates all of the time and effort that educators have put into helping deliver opportunity to the students in Michigan! We appreciate all that you do!

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



Information on ACT WorkKeys® provided by the ACT®.

This week's article is a reminder to return all ACT WorkKeys makeup and accommodated test materials.

Packing and Preparing Materials for Return

After testing, follow the instructions in the administration manual(s) to:

- pack test materials used for makeup and accommodates testing
- prepare them for return to ACT

Materials Return Date

ACT has scheduled carrier pickups at your school. You can expect that the carrier will pick up test materials on Thursday, April 27, 2017.

Note: Please prepare all remaining test materials for return prior to the scheduled pickup date. The carrier may arrive anytime between 8 AM and 5 PM local time.

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 [Michigan/ACT website](http://act.org/stateanddistrict/michigan) (act.org/stateanddistrict/michigan).

Contacting ACT

If you have questions, you may:

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

Important Dates

Approaching Deadlines!

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**.

Paper/Pencil Testing

April 28, 2017:

- **M-STEP** Grades 5, 8, and 11 Test Window **CLOSES** 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 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

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

Important Dates

Online and Paper/Pencil Testing

Now – May 24, 2017 at 5:00 PM:

WIDA ACCESS for ELLs 2.0 Verification of Enrollment for Accountability window.

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/) (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

Now – June 21, 2017 at 5:00 PM:

- **M-STEP**, **MI-Access**, and **SAT** 3-8, 11, and required 12 Verification of Enrollment for Accountability window

Now – June 21, 2017:

- **M-STEP**, **MI-Access**, and **SAT** 3-8, 11, and required 12 Verification of Enrollment for Accountability Purposes window

Paper/Pencil Testing

Now – May 16, 2017 at noon:

- **M-STEP Grades 3, 4, 6, and 7** additional materials and makeup orders

Now – May 23, 2017 at noon:

- **MI-Access** additional materials and makeup orders

May 2017

Online Testing

May 1 – 26, 2017:

- **M-STEP** Test Window: Grades 3, 4, 6, and 7

May 31, 2017, 8:00 AM – 4:00 PM:

- **WIDA Workshop for Online Screener**
REGISTRATION IS CLOSED

Online and Paper/Pencil Testing

May 26, 2017:

- **MI-Access P/SI Online** entry of answer documents closes

Paper/Pencil Testing

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**.

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

Important Dates

Paper/Pencil Testing (continued)

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) (<http://www.michigan.gov/mstep>) pages 81-88 for detailed instructions.

May 24, 2017:

M-STEP Grades 3, 4, 6, and 7 Materials and Answer Documents Return Deadline. May 24, 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) (<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 [MI-Access Test Administration Manual \(TAM\)](#) on the [MI-Access web page](http://www.michigan.gov/mi-access) (<http://www.michigan.gov/mi-access>), pages 81-88, for detailed instructions.

June 2017

Online Testing

June 1, 2017, 9:00 AM – 4:00 PM:

- **WIDA Paper Screener Workshop**
Seats are still available for this workshop.
Register Today!

Recently Asked Questions . . .

How do I request a test unlock?

The answer varies based on the test that needs to be unlocked:

- M-STEP and MI-Access Functional Independence
 - Tests that are complete – that is any test that has had a response entered for all questions – cannot be unlocked. Only tests with unanswered items can be unlocked.

Please note: For Computer Adaptive Tests (M-STEP ELA and mathematics CAT tests) the testing software only marks a test complete when all questions have been answered.
 - Only tests that were submitted accidentally by the student can be unlocked. Tests, whether they are complete or not, that were submitted intentionally cannot be unlocked. Lack of effort is not a valid reason to unlock a test.
 - 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, 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.

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

Students should be instructed to select the Submit button only when they have completed their test.

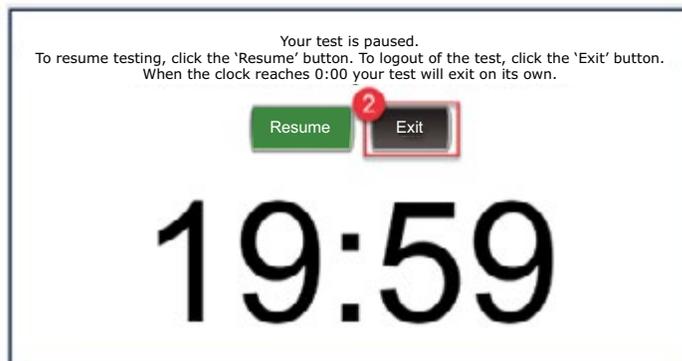
Pause & Exit Process

It is very important that students are familiar with the processes for pausing and exiting a test if they are taking a break. The Pause & Exit will allow a tester to pause and exit both CAT and Fixed Form tests including the Performance Tasks. The student will be able to use the same test ticket and log back in to complete the test at a later time.

1. Select the Pause button.



2. Select the Exit button.



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

Recently Asked Questions . . .

I did not complete my MI-Access Participation (P) or Supported Independence (SI) online answer document correctly. Can I request an unlock?

The answer document cannot be unlocked. However, we can regenerate the affected answer document, which will allow the primary administrator to re-enter the scores properly. The process for requesting an answer document regeneration is:

- gather the necessary information, including the details that resulted in the error and the students and tests impacted, and submit an Incident Report in the Secure Site
- the MDE will review the Incident Report and process the request
- a reply will be sent from the Secure Site providing instructions for the reentry of scores

What do we do if a student is experiencing problems in the online test?

If a student is having repeated issues with technology, hardware, or item functionality, it is imperative that the student pauses and exits the test. Testing can resume after the issue is resolved. MDE does not unlock or regenerate a test that has been completed and submitted by the student.



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