Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

April 5, 2018

Key:

📌 Reminder (previously run article)

💻 includes information Tech Coordinators also need to know

Update on the 2017-18 Annual Education Report

The Michigan Department of Education (MDE) is finalizing data and materials for schools to use in publishing their Annual Education Report (AER). It is anticipated that 2016-17 AER data and materials necessary for the creation of 2017-18 AERs will be available in preview for schools next week at www.MISchoolData.org. Please note that the report information, cover letter templates, and combined report data currently located on the Annual Education Report pages, have not yet been updated to reflect the materials to be used for the 2017-18 school year AERs. MDE will be providing these materials and additional AER information when the AER is available in preview next week.

School Accountability Results Now Available on MISchoolData.org

Results for the Michigan School Index System (www.mischooldata.org/SchoolIndex/Location.aspx) are now available to the public on www.MISchoolData.org. The embargo for school accountability data is now lifted with this release; however, please be aware that any files or screenshots of the accountability reports downloaded from the Secure Site that were utilized for the preview window are never to be shared publicly, as those reports and files contain unsuppressed and potentially personally identifiable information. Supporting resources for the Michigan School Index System can be found at www.mi.gov/mde-accountability.

🖥 Test Content Available for Download

If your Testing Site Manager or Central Office stays on overnight, you have already downloaded the content for next week's online testing. If not, you should plan to download content manually before testing starts, either this week or very early Monday.

Please make sure you have checked the boxes for audio and video content. The English language arts tests have Listening, and most schools have at least one student using audio and/or video accommodations. Unless you are sure that no student will need them, it is safer to check all the boxes and download everything.

Science Field Test Slowdown on Older iPads

Students using older model iPads may see some slowdown when taking M-STEP Science Field Test online. The science field test has some multi-part questions that use more system resources than a simple multiple choice questions. This will not stop testing, but the screen may not be as responsive at the lower end of the supported hardware specs.

An example of what you might see is a question with multiple drop-down boxes from which to select answers. The answer options will appear instantly, but it might take 1-2 seconds for a selected answer to fill in. Similarly, if there are many graphic options to move on a screen, there might be a delay between dragging and seeing the effect on-screen.

If you are seeing that sort of slowdown, there is nothing wrong with your network. This is a hardware limitation.

We are seeing this slowdown on the iPad 4 (from 2012) and the original iPad Air (2013), but not on the iPad Pro (2016). You might see better performance by closing all other apps, if possible.

Secure Materials

All assessment materials must be kept in a locked storage area that is only accessible to the Building Assessment Coordinator and designees. This includes immediately before and after testing, with coordinators supervising materials closely through all aspects of the assessment administration. Secure materials include, but are not limited to, the following items:

- Test Booklets
- Test Tickets and Rosters
- Listening Scripts and CDs
- Accommodated versions of the test including translations
- Used and unused ELA and Mathematics Answer Documents
- Used Science and Social Studies Answer Documents
- Used Scratch/Graph Paper
- MI-Access Student Picture Cards
- MI-Access P/SI Scoring Documents

All personnel involved in testing should be informed of the importance of maintaining strict test security. Remember to have a protocol in place to account for all secure assessment materials before, during, and after each test session.

Important! Logging Scores for MI-Access Supported Independence and Participation

As we approach the opening of the testing window, we would like to share an important note about entering scores in the online answer document for the MI-Access Supported Independence and Participation assessments. The correct form number must be used when logging a student's scores. That form number should come from the front cover of the assessment administrator test booklet, (see example) and not from the test roster created in eDIRECT. Assessment coordinators are encouraged to use a dark color marker to cover up the form number if you utilize the roster from eDIRECT. It is further recommended that test tickets be used for login and score entry instead of the roster to avoid confusion.

Form SI-ELA-32
Form SI-Math-32
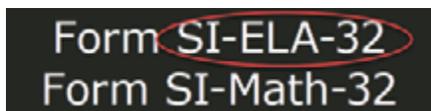
Please note that the Online Answer Document is only available from April 9 through May 25, 2018 (4:00 PM).

M-STEP Test Administration Manual (TAM) Addendum Posted

The M-STEP Test Administration Manual (TAM) has been updated to include the following information:

NOTE about Chromebooks: When testing on Chromebooks, the keyboard must be set to US Keyboard – if it is not, the student will not be able to use quotation marks or apostrophes in text boxes.

- BEFORE testing: select 'Settings' then 'Keyboard Settings' and select US Keyboard

- DURING testing: click anywhere outside of the text box and press CTRL + SHIFT + SPACE BAR to select US Keyboard

NOTE about iPads: When testing on iPads, after logging into the test, students will receive this message:

Confirm App Self-Lock
DRC INSIGHT wants to start Single App Mode. You will be unable to use other apps on iPad until DRC INSIGHT ends Single App Mode. Do you want to allow this?
No   Yes
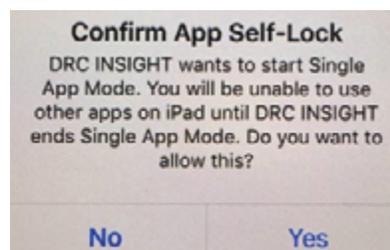
The student or Test Administrator should select "Yes" to continue testing. Once "Yes" has been selected, the test Welcome page will appear.

Ensuring Test Directions are read for each test administered

MDE has received requests to administer more than one test at a time for mixed-age and/or mixed-content groups of students while reading directions for one test. For example:

- "Can we administer the 3rd and 4th grade mathematics M-STEP at the same time, reading the directions from one of the tests to all students?"

- "Can students be given test tickets for more than one test so they can move from one test to the next?"

- "Can students taking different tests be tested in the same room?"

The answer to all these questions is based on the requirement stated above: **Directions must be read and followed explicitly.**

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

Test Administrators cannot read directions for one grade of the mathematics test and presume that those directions will cover students taking a different grade of the mathematics test. There are slight, but important, differences in the directions for different grade and/or content area tests.

If the Test Administrator can ensure that Test Directions are read to students for each test, while not disrupting testing of any other students, then testing in more than one grade or content area is allowable. Per the Assessment Integrity Guide, the content area and grade are already required on the Seating Chart for each test session. When testing more than one grade or content in a single test session, each assessment being administered to each student must be clearly documented in the Seating Chart. In addition, a notation must be made on the Seating Chart describing the steps taken to ensure all students are provided a quiet, distraction-free testing environment while administering more than one assessment in the same room.

If students have already heard the Test Directions and are resuming testing in a makeup or extended session, then multiple grades and content areas are allowed – because they have already heard Test Directions read aloud.

English Learner Exit Survey – Respond by April 20, 2018

The Center for Educational Performance Indicators (CEPI) and multiple offices from the Michigan Department of Education (Office of Student, School and District Supports/Office of Field Services and the Office of Educational Assessment & Accountability) are seeking input from pupil accounting staff, District English Learner Assessment Coordinators, and Title III Program Directors regarding the exiting process for English Learners (ELs).

This cross-agency collaboration is seeking to improve the **exiting process** and would like more information about the challenges districts are experiencing and possible solutions. Please participate by April 20, 2018 in this EL Exit Survey (www.michigan.gov/wida) under **What's New → English Learner Exit Survey**.

If you have questions about the survey, please send them to mde-oeaa@michigan.gov.

🖥 Online Testing Top Tips

With one week until testing, let's quickly review last year's most common problems and solutions.

First, things you can fix in advance – for Technology Coordinators:

- Technology Coordinators should keep test content up to date on your Testing Site Manager (TSM) or Central Office Services (COS). If updating fails repeatedly, check and update the time on your server. Server time should be within 30 seconds of time.gov. If the TSM/COS is always online, updates will happen automatically, but you may need to push the button the morning of testing if servers will be down for spring break.

- When updating test content on your TSM or COS, you probably want all the boxes checked for audio and video. Students with audio accommodations will need that downloaded, or they will see a "TSM Connection Error."

- Chromebooks should have their keyboards set to the standard "US keyboard." This is available under Settings – Keyboard Settings. Quotation marks and apostrophes do not work under the "US international keyboard." (If this is a problem after testing starts, you can change the keyboard by clicking outside the text box and pressing CTRL+SHIFT+SPACE BAR.)

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

- DRC recommends turning off operating system updates during testing. You would not want a forced restart mid-M-STEP.

Reminders for during testing – for District and Building Coordinators (and Technology Coordinators):

- Restarting a computer fixes most problems.

- If a student is having trouble logging into a test, click "Back" or restart INSIGHT and make sure to click the correct test login. Students occasionally click the Online Tools Training or the wrong test. Watch for yellow text indicating which test they are trying to log into. 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 the standard "US keyboard" ("INTL" in the lower-right corner is bad). 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 a student has a math question with a pyramid in the answer box, the student was holding down the fraction button. That "pyramid" is a fraction in a fraction in a fraction . . . Just delete the answer and start over without holding down the fraction button.

- 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 a student receives a message about "unsent responses" at login, probably after a pause or disconnect, the problem is that answers are being saved on the TSM due to a dropped connection. The software pushes those automatically every 15 minutes once the connection is restored, or your Technology Coordinator can push them manually.

- Please write down the error message on the screen before calling your local tech support or DRC. That will be one of the first questions they ask.

- If a student is having repeated issues with technology, pause and exit. You can seek help and then resume testing. If the test is already completed and submitted before you report the problem, the test is already completed and submitted.

FAME Project Accepting New Coach Applications through May 4, 2018

The Formative Assessment for Michigan Educators (FAME) project is entering its eleventh 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 2018-19 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 4, 2018**. If you have any questions, contact Kimberly Young, MDE/OEAA at youngk1@michigan.gov or 517-373-0988.

FAME
FORMATIVE ASSESSMENT FOR MICHIGAN EDUCATORS
Notable and Quotable

- 81% of FAME coaches indicated that the Cognitive Coaching training offered as a part of their coach training was very helpful.

- 68% of respondents indicated that one of the most beneficial aspects of being on a learning team was to reflect with their colleagues on using formative assessment in their classrooms.

- "We just so appreciate the opportunity to participate in FAME, Adaptive Schools and Cognitive Coaching and we appreciate all of the resources shared with us by our Lead. Thank you!"

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SAT Corner

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

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

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

Reminder: Write Down Tracking Numbers

When returning test books or answer sheets, be sure to record the tracking numbers of the packages so you can confirm receipt.

SAT Preadministration Session: Student Answer Sheet Instructions

Students should be provided a copy of the Student Answer Sheet Instructions for use during the preadministration session. This will walk students through the questions of the optional questionnaire as well as provide college codes for identifying the student's four free score sends.

Please be aware of an error on page 2 that refers to an incorrect page number of the answer sheet. Share the following information with your associate supervisors: Before beginning the preadministration script, direct students to turn to page 2 of their SAT School Day Student Answer Sheet Instructions and find at the top of the second column "Turn to page 7 of the answer sheet." Then direct them to replace the "7" with "11." Return to the script and start your preadministration session.

Requesting Makeup Materials

Test supervisors will receive an email on April 9 with a link to a survey to assist in determining makeup materials. **NOTE: You must respond to the survey even if you don't need makeup materials so we can accurately track responses. The survey will NOT inquire about makeups for students testing in the accommodated window, as they have from April 10-April 24 to test.**

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

The surveys will open on April 10 and can be accessed from these links as well as from the email:

SAT Makeup Survey

PSAT 10 Makeup Survey

PSAT 8/9 Makeup Survey

Each survey (one for each assessment) MUST be submitted by April 12 at 11:59 pm EST. If you do not respond to the survey, you will not receive makeup materials.

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

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

UPS Pickup

Test supervisors will also receive an email on April 9 with the date and time of the prearranged UPS pickup. If the date or time needs to be changed, follow the directions provided in the email.

National SAT Administrations for Students with Certain Disabilities

On March 23, an email was sent to all SSD (Services for Students with Disabilities) coordinators about testing students with "school-based accommodations." This email does not pertain to your Michigan-provided School Day administration, but weekend administrations of the SAT. The majority of students that sign up to take a national weekend administration of the SAT will take the test at the test center in which they register. However, for students that have certain accommodations, which include 100% extended time, MP3 Audio, Assistive Technology (ATC), braille, or large font needs greater than 20 point, the opportunity is offered to test in their school

due to their special testing needs. This means your school, even if you have not signed up to be a national test center, may have students looking to test at your location. The decision to support this administration is completely at the discretion of the school. Neither the College Board nor the Michigan Department of Education requires you to participate, nor does this have an impact on the state-provided spring testing. To see the students at your school who have been approved for the accommodations noted above, as well as any administrations for which those students have registered, your school's SSD coordinator can log in to the SSD Online system. If you decide to not support the national testing for these students, College Board will work with students directly to find another school in the area that is available.

Webinar

For those of you not able to attend the Testing Tips webinar on March 21, 2018, the presentation is posted on the MME web page (www.michigan.gov/mme) under **SAT College Entrance Assessment**.

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Information on ACT WorkKeys® provided by the ACT®.

ACT WorkKeys: Test Irregularities

In previous Spotlight Newsletters we've shared information about preparing for the ACT WorkKeys test administration and test day activities. This week we'll focus on test irregularities and post-test activities.

The ACT WorkKeys Administration Manual and the ACT WorkKeys Accommodations Administration Manual referenced in this section can be found on the ACT-hosted website (www.act.org/state anddistrict/michigan) under drop-down menu #5, **WorkKeys: Administration- Administer the test successfully → Manuals**.

Irregularity Report

For each room in which an individual or group irregularity is observed, complete an Irregularity Report and return it with your answer documents. The Irregularity Report is located on page 61 of the ACT WorkKeys Administration Manual or page 105 of the ACT WorkKeys Accommodations Administration Manual. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of examinees who were dismissed from or who left the test site without completing the tests. If there are no irregularities in any rooms at your test site, it is not necessary to return a report.

Group Irregularities

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). If this occurs, follow the instructions that begin on page 30 of the ACT WorkKeys Administration Manual or

page 42 of the ACT WorkKeys Accommodations Administration Manual and call ACT as soon as possible. Carefully note the amount of testing time elapsed, and remember to safeguard the security of the test materials at all times.

The Administration Manuals detail the procedures for the following group irregularities:

- Disturbances and Distractions
- Emergency Evacuation
- Inclement Weather
- Missing or Stolen Test Materials
- Mistiming of Tests
- Power Failure

Individual Irregularities

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). Follow the directions that begin on page 32 of the ACT WorkKeys Administration Manual or page 43 of the ACT WorkKeys Accommodations Administration Manual for each type of individual irregularity:

- Defective Test Materials
- Duplicating Test Materials
- Failure to Follow Directions
- Examinees Who Become Ill
- Irrational Behavior
- Prohibited Behavior

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

ACT WorkKeys: Post-Test Activities

The Test Coordinator Information Manual referenced in this section can be found on the ACT-hosted website (www.act.org/stateanddistrict/ michigan) under drop-down menu #6, **WorkKeys: Transportation- Return materials to ACT** → **Manuals**.

After testing is completed on each test date (initial, accommodated, and makeup), the room supervisor must account for all test materials by:

- keeping standard time and accommodated test materials separate

- making sure all pages of the Administration Forms have been completed, and that the applicable forms from the back of the manuals contain all of the necessary information

  - Administration Manual: ACT WorkKeys Testing Irregularity Report on page 61

  - Accommodations Administration Manual:

    - ACT WorkKeys State Testing Reader's Agreement on page 109

    - ACT WorkKeys State Testing Interpreter's Agreement on page 111

- returning all test materials to the test coordinator immediately after testing

Collecting Return Test Materials

The Test Coordinator is responsible for ensuring that the applicable Testing Staff Lists for the test date(s) are complete, and for ensuring that all personnel who assisted with the administration are listed (including anyone assisting with materials or security). Make a copy for your records. The Testing Staff Lists are located on pages 27 – 33 of the Test Coordinator Information Manual.

Use the checklist that begins on page 23 of the Test Coordinator Information Manual to collect the following test materials from each room supervisor (do not dismiss the room supervisors until all required materials have been collected):

- Test Booklets or alternate test forms

- Answer Documents

- Test Administration Forms

- Reader's Agreement, if applicable

- Interpreter's Agreement, if applicable

- Transcriber Agreement, if applicable

- Irregularity Report, if applicable

Be sure to keep the standard time materials separate from the accommodations materials.

Assembling Test Materials for Return to ACT

The Test Coordinator is responsible for assembling materials for return to ACT. A training video has been posted to the ACT hosted website (http://www.act.org/stateanddistrict/michigan) in the **Transportation** stage under **Transfer Test Materials and Data**.

Answer documents and test administration forms are packed together in the processing envelope(s). Use the instructions and illustration on page 25 of the Test Coordinator Information Manual as a guide through packing the processing envelopes. A checklist is also included on the front of each envelope. Be sure to use the correct colored envelope(s) for the type of material being returned:

Standard Time	**Purple**
Accommodations	**Gold**

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

While packing the envelope(s) be sure to:

- complete the front of the envelope to avoid delaying the processing of your answer documents

- use the pre-printed site header to avoid delaying the processing of your answer documents

- turn the answer documents to be scored the same way, with page 1 facing up

- ensure the Booklet Number and Form fields are completed on all answer documents to ensure proper scoring

Packing the Cartons for Return to ACT

The cartons in which the test materials were shipped have reversible flaps that contain a prepaid return label. Use only these cartons and add the colored label received with the test materials to denote the administration type of the materials in the box(es). If you use your own cartons, you must call ACT to receive a new pre-paid FedEx return label.

Use the instructions and illustration on page 26 of the Test Coordinator Information Manual to guide you through packing the carton(s) with the processing envelope(s), used and unused test booklets, all alternate test forms (braille, DVDs, etc.), and translated test directions. Be sure to reasonably fill each carton. Any unused cartons may be recycled.

Retain the administration manuals, unused answer documents, and ancillary materials for makeup testing. Do not return the original packing list.

Once the contents are placed into the carton(s) in the correct order, do the following.

- Reverse the flaps on the carton.

- Number each carton 1 of X, 2 of X, etc. where X is the total number of boxes being returned for that particular administration type.

- Add the appropriately colored label to the outside of the box to denote the administration type (**Standard Time is purple**, **Accommodations is Gold**). Do not cover any existing labels.

- Make sure your six-digit ACT High School Code, school name, and return address are all visible on the outside of the cartons.

- Seal each carton so the shipping and colored return labels are visible.

- Return the carton(s) to secure storage until pickup.

If your school did not test any examinees, you do not need to follow each step above. Be sure to do the following.

- Complete the outside of the processing envelope(s) and mark as "Did not test (provide reason)".

- Discard the unused Site Header.

- Pack the cartons using the instructions and illustration on page 26 of the Test Coordinator Information Manual.

- Send an email to statetesting@act.org indicating you did not test any examinees.

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

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Materials Pickup

FedEx is scheduled to pick up test materials for return to ACT after testing.

- Initial standard time, April 12 - 16, 2018

- Initial accommodations, April 26 - 30, 2018

Place the cartons in a location where FedEx will be able to pick them up. If your school's normal pickup point is secure or constantly monitored, you may leave them there. If it is not, leave a note directing the driver to a staffed location where you can leave the materials. Do not leave the materials unattended.

If your materials are not picked up within two business days after the scheduled pickup date, call ACT to arrange a new pickup.

Contacting ACT

If you have questions, you may:

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

2. call ACT at 800-553-6244
   9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

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

Spotlight

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Important Dates

Approaching Deadlines!

SAT/PSAT

April 10, 2018:
- **SAT with Essay** Initial Test Day

April 10 and/or 11, 2018:
- **PSAT for grades 9 and 10** Initial Test Dates

April 10-12, 2018:
- **SAT** Order Makeup Materials through the College Board

ACT WorkKeys

April 11, 2018:
- **ACT WorkKeys** Initial Test Day

April 11 - 12, 2018:
- **ACT WorkKeys** Order makeup materials through the Secure Site

April 2018

Now – May 22, 2018:
- **M-STEP** and **MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – submit request here (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)

M-STEP

April 3 – 24, 2018 (closes at noon):
- **M-STEP–grades 5, 8, and 11** Additional Material Orders Window in the OEAA Secure Site

April 9 – May 4, 2018:
- **M-STEP–grades 5, 8, and 11** Online Test Administration Window

April 24 – May 15, 2018 (closes at noon):
- **M-STEP–grades 3, 4, 6, and 7** Additional Material Orders Window in the OEAA Secure Site

April 30 – May 25, 2018:
- **M-STEP–grades 3, 4, 6 and 7** Online Test Administration Window

MI-Access

April 3 – May 22, 2018 (closes at noon):
- **MI-Access–grades 3-8 and 11** Additional Material Orders Window in the OEAA Secure Site

April 9 – May 25, 2018:
- **MI-Access Alternate Assessments–grades 3-8 and 11** Online and Paper/Pencil Test Administration Window

(Continued on next page)

SAT/PSAT

April 10 – 24, 2018:
- SAT/PSAT Accommodated Test Administration Window

April 24, 2018:
- SAT Makeup Test Day

April 24 – 25, 2018:
- PSAT Makeup Test Days

ACT WorkKeys

April 11 – 24, 2018:
- ACT WorkKeys Accommodated Test Administration Window

April 25, 2018:
- ACT WorkKeys Makeup Standard-time Test Administration

April 25 – May 1, 2018:
- ACT WorkKeys Makeup Accommodated Test Administration Window

Have Questions?

Email mde-oeaa@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