Spotlight

on Student Assessment and Accountability

MICHIGAN Department of Education

April 7, 2016

ONLINE M-STEP TESTING

Do Not Give the Test ALL in ONE DAY!

Please see the 2016 Guide to State Assessments* for information on scheduling and test session timing.
*located on the M-STEP web page (www.michigan.gov/mstep)

Important Message From Deputy Superintendent Venessa Keesler

Please see an important video message from Deputy Superintendent Venessa Keesler about **Important Enhancements to This Year's M-STEP Assessment**. The video can be viewed by clicking here, or by going to the M-STEP web page (www.michigan.gov/mstep) and looking under the **What's New** section.

Spring 2016 Testing Window Opens

Next week is a busy week for state summative assessment with the Spring 2016 testing window opening for M-STEP (grades 5, 8, and 11) and MI-Access (all grades). SAT, ACT WorkKeys, PSAT 8/9 for 9th graders and PSAT 10 for 10th graders all test next week. In addition, the online K-2 Early Literacy and Mathematics Field Test opens.

Online Testing

Online M-STEP and MI-Access tests may be administered on weekdays when normal classroom instruction is scheduled. Unless an Alternate INSIGHT Availability Request was submitted and approved, INSIGHT, the student-facing test engine will only be available between

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.

7:00 AM and 4:00 PM. Schools may schedule the online tests in a manner that works best for their students; however, please keep in mind that the online window cannot be extended.

M-STEP Grades 5, 8, and 11: April 11 – April 29, 2016

MI-Access (Grades 3-8, and 11): April 11 – May 27, 2016

K-2 Field Test: April 11 – May 27, 2016

Students taking the M-STEP must be administered the following tests:

Grade	English Language Arts	Mathematics	Science	Social Studies
5	2 parts / 2 test tickets	2 parts / 2 test tickets		2 parts / 2 test tickets
8	2 parts / 2 test tickets	2 parts / 2 test tickets		2 parts / 2 test tickets
11			1 part / 1 test ticket	1 part / 1 test ticket

Students taking the MI-Access Functional Independence (FI) must be administered the following tests:

Grade	English Language Arts	Mathematics	Science	Social Studies
3	2 parts / 2 test tickets **PLUS** paper/pencil form of Expressing Ideas	2 parts / 2 test tickets		
4	2 parts / 2 test tickets **PLUS** paper/pencil form of Expressing Ideas	2 parts / 2 test tickets	2 parts / 2 test tickets	
5	2 parts / 2 test tickets **PLUS** paper/pencil form of Expressing Ideas	2 parts / 2 test tickets		2 parts / 2 test tickets
6	2 parts / 2 test tickets **PLUS** paper/pencil form of Expressing Ideas	2 parts / 2 test tickets		
7	2 parts / 2 test tickets **PLUS** paper/pencil form of Expressing Ideas	2 parts / 2 test tickets	2 parts / 2 test tickets	
8	2 parts / 2 test tickets **PLUS** paper/pencil form of Expressing Ideas	2 parts / 2 test tickets		2 parts / 2 test tickets
11	2 parts / 2 test tickets **PLUS** paper/pencil form of Expressing Ideas	2 parts / 2 test tickets	2 parts / 2 test tickets	2 parts / 2 test tickets

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Note: Test tickets are secure materials and should be handled with the appropriate chain of custody.

If your students are testing **online** (M-STEP, MI-Access FI, or K-2) you should have:

- Reviewed test administration related material located on eDIRECT (https://mi.drcedirect.com) under the **General Information → Documents** tab.

- Reviewed test administration material located on the assessment specific web page (www.michigan.gov/das) and select the assessment from the list on the left.

- Ensured all students testing have been pre-identified on the Secure Site.

- Set-up test sessions, set individual student accommodations and supports, and printed test tickets in eDIRECT. This includes MI-Access Participation (P) and Supported Independence (SI) to facilitate entering scores online when testing is completed.

- Installed INSIGHT and TSM. Run the load simulator on the TSM and a System Readiness Check on each testing computer. The full technology checklist starts on page 17 of the Technology User Guide, also available on eDIRECT (https://mi.drcedirect.com) under the **General Information → Documents** tab.

- Enabled Text-to-Speech (TTS), Video Sign language (VSL), or Human Voice Audio (HVA) on the TSM(s) as needed

  - TTS is required for all MI-Access and K-2 field test (grade 2 only)

  - HVA is required for K-2 field test (grades K and 1)

- Provided your students an opportunity to view the Student Tutorials and practice with the Online Tools Training (OTTs):

- Student Tutorials can be viewed from the student tutorial portal (http://assets.drcedirect.com/States/MI/Tutorials/Student/20160317/index.html).

- OTTs can be accessed directly through INSIGHT (click on Online Tools Training) or, using a **Chrome browser**, through the online training portal (https://wbte.drcedirect.com/MI/portals/mi).

The Online Tools Training includes modules for Sample Item Sets, Calculator Practice, Graphing Practice, and Supports and Accommodations.

Note: This is not meant to be a complete preparation checklist for assessment administration.

Paper/Pencil Testing
Schools must administer the paper/pencil M-STEP on the designated dates for testing.

Grades 5 and 8						
April 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12 ELA Day 1	13 ELA Day 2	14 ELA Day 3	15 Makeup ELA	16
17	18 Makeup ELA	19 MATH Day 1	20 MATH Day 2	21 SOCIAL STUDIES	22 Makeup any content area	23
24	25	26	27	28	29	30
		Makeup - any content area				

Grade 11						
April 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12 SAT w/Essay	13 WorkKeys	14 M-STEP SCI/SS	15 Makeup SCI/SS	16
17	18	19	20	21	22	23
		Makeup SCIENCE/SOCIAL STUDIES				
24	25	26 Makeup SAT w/Essay	27 Makeup Work-Keys	28	29	30
		Makeup SCIENCE/SOCIAL STUDIES				

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If your students are testing **paper/pencil** (M-STEP and/or MI-Access), you should have:

- Reviewed test administration material located on the assessment specific web page (www.michigan.gov/das) and select the assessment from the list on the left.

- Ensured all students testing have been pre-identified on the Secure Site.

- Affixed barcode labels to answer documents.

- **For M-STEP:** Provided students an opportunity to practice using the **Paper/Pencil Sample Item Sets** and the Mathematics Gridded Response on the M-STEP web page (www.michigan.gov/mstep) under the **Content Specific Information** section.

- **For MI-Access P/SI:** Assessment Administrators should have reviewed the Scoring Rubric Program (http://video1.resa.net/mde/PSI/module1.html) and the tutorial for completing the online answer document, found in eDIRECT (https://mi.drcedirect.com), found under **General Information → Documents** tab.

- MI-Access P/SI student scores should be recorded on the scoring document by the Primary and Shadow Assessment Administrators for each content area as the assessment is given, and then entered into the online answer document by **May 27, 2016**.

Note: This is not meant to be a complete preparation checklist for assessment administration.

Additional High School Testing

Reminder: for 11th graders and eligible 12th graders, the MME is composed of three components—the SAT with Essay, ACT WorkKeys, and M-STEP Science and Social Studies. All three components are required.

Grade	Test	Initial Day	Makeup Day	Accommodated Testing
9*	PSAT 8/9	4/12 or 4/13	4/26 or 4/27	4/12 – 4/27
10*	PSAT 10	4/12 or 4/13	4/26 or 4/27	4/12 – 4/27
11**	SAT wEssay	4/12 only	4/26 only	4/12–4/15 (initial testing days) 4/26–4/29 (makeup testing days)
11**	ACT WorkKeys	4/13 only	4/27 only	4/13-4/27

* Schools can elect to administer the PSAT test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day. As long as all students in the **same grade** are tested on the **same day**, schools can choose which date works best for them for both the initial test dates and the makeup test dates.

**11th and eligible 12th graders

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M-STEP Online Administration Directions Supplements

Content specific M-STEP Online Administration Directions Supplements are now available on the M-STEP web page (www.michigan.gov/mstep) under **Current Assessment Administration** and on eDIRECT (https://mi.drcedirect.com) under the **General Information → Documents** tab. There are specific supplement documents for:

- English Language Arts
- Mathematics
- Science and Social Studies (combined)

The supplements were developed with the Test Administrator in mind and are intended to be used as a companion to the **2016 M-STEP Online Administration Directions** document, not replace it. The supplements are meant to streamline and simplify the delivery of online test administration directions by clarifying the impact of different accommodations and designated supports on the directions. They also minimize the need for the Test Administrator to keep track of which directions to follow depending on the grade and test type – CAT versus fixed form.

Follow Along Feature for Text-to-Speech

A new feature called **Follow Along** has been implemented this year for some of the state's online assessments. Follow Along highlights each word as it is being read by the text-to-speech (TTS). The feature is enabled automatically once TTS is turned on for students taking the M-STEP assessment. TTS is defaulted to on for all students taking the MI-Access Functional Independence assessments.

All students with TTS enabled can disable Follow Along, if this is not an effective support, by selecting the **Options** button, **Audio Settings**, and then de-selecting the **check mark next to Follow Along**.

The following is a list of Michigan's assessments and content areas on which this feature is available for the 2016 assessment windows:

M-STEP
- Math – available on CAT only, is not enabled on Performance Tasks
- Science
- Social Studies

MI-Access
- Functional Independence – all content areas

New Secure Site Incident Reporting Function

A new incident reporting function has been added to the Secure Site to capture information about testing irregularities and interruptions. Incident reporting will now take place entirely in the Secure Site (https://baa.state.mi.us/BAASecure) and 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 (www.michigan.gov/securesitetraining) under the Quick Reference section.

🖥 Tiger Team to the Rescue

The Michigan Department of Education (MDE) has once again assembled a statewide "Tiger Team" designed to quickly respond to, and support schools and districts with, any technology issues during the Spring 2016 test administration. The team includes

staff from MDE, DRC, and select ISDs. Members of the team will respond by phone or, depending on need, will be dispatched to school locations whenever possible throughout the state.

To receive technical support during the testing windows, call 877-560-8378, Option 2.

Computer Adaptive Testing (CAT)

This year the English language arts (ELA) and mathematics online assessments use a technology called **computer adaptive testing**, or **CAT**. This means that the tests are customized for each student for a more accurate measurement of what students know.

The computer-based test adjusts the difficulty of questions throughout the assessment based on the student's responses. If a student answers a question correctly, the next question will be harder; if a student answers incorrectly, the next question will be easier. Computer adaptive testing significantly improves on the old fashioned, fill-in-the-bubble, paper-and-pencil assessments used since parents and grandparents were in school.

The Michigan Department of Education (MDE) has prepared a fact sheet to assist districts in helping their staff, students, and communities better understand how CAT works. It also describes the potential benefits for students and schools, and answers frequently asked questions about CAT.

Download the fact sheet Computer Adaptive Testing Information from the M-STEP web page (www.michigan.gov/mstep) under **What's New**. Share it with parents, staff, and others who want to learn more about the ways the MDE has enhanced M-STEP to improve students' testing experience, shorten test times, and return actionable results to schools more quickly.

Coming next week: A new 4-minute video will introduce CAT and other M-STEP enhancements to families and other interested stakeholders. Districts can post a link to the video on district websites as a handy reference for parents and other caregivers.

Social Studies Assessment for Participation and Supported Independence Level Students

All students in grades 5, 8, and 11 are expected to take a summative assessment for the social studies content area. Since there is not a MI-Access Participation or Supported Independence level social studies assessment provided by the state, schools are expected to test P/SI level students with a locally approved/developed alternate social studies assessment. Local alternate social studies assessments can be common commercial social studies assessments or locally-developed instruments that include item types such as constructed response, multiple choice, performance tasks, rating scales, observation checklists, portfolios, or others. The administration of the locally approved/developed alternate social studies assessment should occur any time prior to the SAT/M-STEP/MI-Access Verification of Not Tested window so that student participation can be recorded in the Secure Site.

In order for P/SI level students to be recorded as having met the social studies participation expectation, schools will need to submit a **Local Alternate Social Studies** issue from the **Students Not Tested** report in the Secure Site during the **Verification of Not Tested** window that will be available at a later date. Submitting these issues will ensure that the school is credited for P/SI level students meeting the social studies participation requirement. Instructions for the **Spring 2016 Accountable Students and Test Verification** windows and their associated dates will be provided as soon as they become available.

Please note that for **Shared Educational Entities (SEEs)** and **Specialized Shared Educational Entity (S2E2s)**, the district and school operating the SEE building or S2E2 classroom program must be the one that both tests P/SI level students with a local alternate test and also manages all elements of the Accountable Students and Test Verification functions on behalf of the resident districts that participate and send students to the SEE/S2E2.

New for 2016: Preliminary Student Roster Report

The MDE is pleased to announce delivery of the new **Preliminary Student Roster** report for spring 2016 M-STEP and MI-Access online assessments. The Preliminary Student Roster allows users to view student preliminary scale scores and sub-scores (claim and/or discipline scores) by content area and grade for the 2016 M-STEP and MI-Access online assessments. Test results will be available within **48 hours** after a student has submitted all parts of a subject area test (e.g., ELA Grade 5 has 2 parts, the CAT and the Performance Task; test results will be available when the student has completed both the CAT and the Performance Task portions of the Grade 5 ELA M-STEP).

Scores presented in this report are **PRELIMINARY** and are subject to change. Only scores from online tests are included in the Preliminary Student Roster Reports. Preliminary scores are calculated using only machine-scored items available at the time the test is submitted. Scale scores and performance data presented in this report should not be taken as a final evaluation of a student's performance. Preliminary scores do not include constructed-response (short answer or essay) items. The Preliminary Student Roster report is for school use only and may not be shared with the public. This data should not be used for any high stakes decisions (e.g., grade or course placement, curricular evaluations, teacher evaluations, etc.).**The preliminary report data are embargoed. These reports are for internal use only, and not to be shared or made public.**

The Preliminary Student Roster report will be available through the Secure Site (https://baa.state.mi.us/BAASecure) under the **Reports** tab. A document titled **How to Access and View Spring 2016 M-STEP and MI-Access Preliminary Student Roster Reports** will be posted to the M-STEP web page (www.michigan.gov/mstep) and the MI-Access web page (www.michigan.gov/mi-access) by the end of the day on Tuesday, April 12, 2016. Preliminary test results for students completing all parts of an online content test on Monday, April 11, 2016 will be available for online viewing on Wednesday, April 13, 2016.
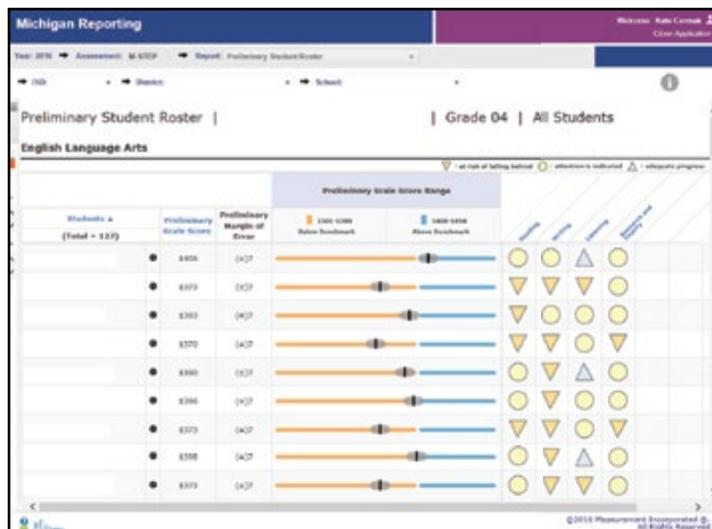
Best Practices: Michigan Student Data System (MSDS) Reporting Guide for Trouble-Free Accountability Data NOW AVAILABLE!

To help districts and schools understand how data submitted in the Michigan Student Data System (MSDS) impacts accountability calculations (e.g., Scorecards, Top-to-Bottom School Rankings, etc.), a new resource guide updated to reflect Spring

2016 testing, Best Practices: Michigan Student Data System (MSDS) Reporting Guide for Trouble-Free Accountability Data is now available on the MDE Accountability web page (http://www.mi.gov/baa-accountability) under the **What's New** section. This guide can be used to help district and school pupil accountants and assessment coordinators understand how, and from where, their student data is used for accountability purposes, with a focus on accurate MSDS reporting of:

- Student demographics
- Enrollment/exit dates
- Instructional entity/program

Parent Guide to State Assessments in Michigan

School leaders can offer parents an additional resource during the Spring 2016 M-STEP, thanks to a partnership between the MDE and the National PTA. The new **Parent Guide to State Assessments in Michigan** includes:

- Grade-by-grade overview of Michigan assessments
- Michigan's assessments for special populations
- Changes and enhancements to the 2016 M-STEP
- Benefits of Michigan's state assessments
- Sample questions by grade level
- How test results will be used and reported
- How parents can support their children and stay involved

Download and share the Parent Guide to State Assessments in Michigan located on the M-STEP web page (www.michigan.gov/mstep) under the **Parent Student Information** section.

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📌 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 the testing window.

- **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 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 MI-Access FI ELA below).**

  - 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.drcedirect.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 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 ELA Expressing test booklet. Students will

(Continued on next page)

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 the testing window.

- 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). **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.drcedirect.com) and the MI-Access web page (www.michigan.gov/mi-access).

- All scores must be entered online **by the end of the day on May 27, 2016**.

🖥 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 is being checked in the delivery system and will soon be ready for download. This will happen progressively as tests receive final approval. If a computer with an installed TSM is powered on, it is normal for the TSM to periodically check for updates and download them. If you check your TSM, you will see "Out of Date" when new content is available to download and "Up to Date" once the download completes. You probably have your TSM computers on and online so students can use the practice tests in INSIGHT. If not, the updates are cumulative, so the computers will receive all the updates whenever you can download. There is no need to repeatedly or manually download as content becomes available.

As April 11, 2016 approaches, 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 8, 2016. (Adjust as appropriate for your school's spring break.) You may 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, April 25 and 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.

Pages 143–145 of the Technology User Guide discuss content caching. The **Technology User Guide** is available on eDIRECT (https://mi.drcedirect.com/) under **Documents**.

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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.

Spotlight

SAT Corner

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

Supervisor Training

For SAT: Be sure to complete your training if you haven't already done so. This training is required for all SAT School Day supervisors and SSD Coordinators. To access the training click the link at the bottom of the email that was sent to all SAT Test Coordinators in EEM on February 19, 2016. If you receive an error when clicking the link, try copying the link text and then pasting it directly into a different browser. If you can't locate the email or your LMS link, please contact Customer Support by calling 866-260-5211.

For PSAT: If you missed the PSAT Test Supervisor training webinar, you may view the training session on our Michigan website (www.collegeboard.org/michigan). Find the recording in the **Professional Development for Educators** section.

Returning SAT Student Data Questionnaires

We have received questions regarding the process for returning SAT Student Data Questionnaires (SDQ) to the College Board. Therefore, we wanted to provide a clarification. When returning the SDQs, please use the envelope provided with the prepaid UPS label. The envelope may be given to UPS during your school's regularly scheduled pickup from UPS or when they deliver other packages to your school. UPS will charge for a pickup request, therefore if you do not have a pickup, you may hold the package until your test materials are picked up after testing on April 12 or 13, 2016.

If you were planning on completing the SDQs after testing to meet the April 15, 2016 deadline and UPS doesn't stop at your school regularly, please plan to send the package when your makeup materials are picked up. Please remember to store the package securely until picked up by UPS.

Test Materials and Shipping Updates

College Board continues to complete shipments of non-standard test materials. The shipments sent last week and this week will include materials for accommodation requests approved in SSD Online by March 23, 2016. You may receive an additional shipment on April 11, 2016 if your school has late accommodation requests or pending approvals. If you did not receive enough SAT materials for standard testing, please contact us at 800-257-5123 to request the additional needed materials. If you require more PSAT 8/9 or PSAT 10 materials for standard testing, please contact 888-477-PSAT. If you are requesting additional materials because of an increase in enrollment counts, please remember that all test takers must be pre-identified in the Secure Site.

Tracking numbers will be available on the Secure Site within two business days of shipment. Tracking information can be viewed on the **Material Order Summary Report** page. This page is located under the **Assessment Registration** menu located at the top of any Secure Site page. Choose the **Material Orders** submenu and then the **Material Order Reports** option.

It was brought to our attention that the "Michigan Assessment Materials and Timeline – April 2016" document that arrived with your test materials has an incorrect picture of the PSAT 8/9 answer sheet for standard testing rooms. Schools should have received red PSAT 8/9 answer sheets with their standard test materials and green PSAT 8/9 answer sheets (depicted on the Materials and Timeline document) with their nonstandard test materials.

Testing Students with Accommodations

Schools will receive accommodated testing materials based on all accommodation requests submitted for review, not just approvals, so that any late approved students may be tested on the primary test date. Therefore, it is imperative that schools verify all students approved for accommodations, using the SSD Online Eligibility Roster or Dashboard before test day. Students should be tested using these materials ONLY if they have been approved in SSD Online. Please note the following:

- All requests submitted by the February 16, 2016 deadline have been reviewed:
  - for SAT, students with approved accommodations will test on April 12, 2016
  - for PSAT, student with approved accommodations will test April 12-27, 2016

- For requests submitted after February 16, 2016, we will continue to review. SSD Coordinators should check their SSD Online Dashboard and Non-Standard Administration Roster (NAR) for late approvals. Any students with an approved status by test day, may test if materials are available.

- For requests that were not approved for the primary date, schools may submit additional documentation for review or submit a state-allowed accommodation for the student to test on the makeup day. Or, the student/parent may choose to test on the primary test date without the accommodation.

- Late requests submitted through March 18th will be reviewed for the make-up test.

- Late requests submitted after March 18th will be reviewed but will not be in time for Spring 2016 testing. Therefore, schools may apply for state-allowed accommodations or have students test without accommodations.

For SAT, the Eligibility Roster will provide a list of all students with approved accommodations, while the NAR will show only those students who will test with aqua or lime test books under the SSD Supervisor. Remember, students approved for accommodations such as extended/extra breaks or 50% extended time for math or writing only will use pink test books and test under the Test Center Supervisor, and while approved for accommodations, will not appear on the NAR. For PSAT, all students testing with accommodated materials will appear on the NAR.

Test materials for students that appear on the Non-Standard Administration Roster (NAR) for the April 12, 2016 administration are Aqua (green/blue) with a Diamond symbol on the cover, as shown here.

Each test book will be clearly marked with a subtitle indicating the version of the test book. When administering this test to students, please continue to use the Cyan (light blue) scripts in your School Day Testing Manual, which begin on page 65. If you have any questions, please feel free to contact us at 855-539-1595.

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Test Day Irregularities

All Test Center Supervisors and Associate Supervisors should review **Reporting Test Day Irregularity** section in the SAT, PSAT 10, and PSAT 8/9 Supervisor's Manuals. An irregularity includes security incidents, misconduct, defective materials, timing errors, use of prohibited aids, or other incidents and disturbances. A **Supervisor's Irregularity Report (SIR)** must be completed for each irregularity that happens and the Supervisor should contact the appropriate test day support number if required, based on the type of incident. After testing, the College Board will review all irregularities to confirm any makeup testing required for students.

Makeup Roster and Test Materials

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 an input to 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 initial test day. If possible, do this before you print it for your initial test day. This will allow you to keep one list with all students and identify students that tested on the initial test day or the make-up test day.

2. Make sure to keep a copy of the Student Roster when returning the original to College Board with the initial day materials.

3. During makeup testing, check off the students that are testing during the makeup session under the Makeup column, don't forget you may have students that experience irregularities for which College Board/ETS has approved makeup testing. You will be contacted by College Board regarding these approvals. Students that 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 spreadsheet if needed.

This list of test takers will represent everyone who will test on the initial test day, make-up test day, and those testing with accommodations. This list will be important to help identify the make-up 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.

Test Center Supervisors will receive a Makeup Information email for each College Board assessment, SAT, PSAT 10 and PSAT 8/9, the day before test day. The SAT Makeup administration is April 26, 2016 and the PSAT 10 and PSAT 8/9 makeup dates are April 26 or 27, 2016. This email will include instructions on 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, you will enter counts for all students requiring makeup testing, and all new materials will be sent. For PSAT 10 and PSAT 8/9 you will 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.

After the primary test date:

- **For SAT**: All used and unused test materials, including test books, should 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 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.

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.

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 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.

Upcoming Topic – 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 this initial administration, the College Board will be extending the window for submitting the score sends past the posted April 21, 2016 deadline. More information to follow.

Visit the [Michigan website](www.collegeboard.org/michigan) (www.collegeboard.org/michigan) for access to the latest webinars and additional information.

Spotlight

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

ACT WorkKeys: Test Irregularities and Makeup Materials Reminder

The initial day of ACT WorkKeys test administration is Wednesday, April 13, 2016. To make sure your ACT WorkKeys test coordinator is prepared for unforeseen events, today's focus is on irregularity reporting as provided in 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).

Irregularity Report

Complete an Irregularity Report for each room in which an individual or group irregularity is observed, and return it with your answer documents. 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 center without completing the tests. If there are no irregularities in any rooms at your test center, it is not necessary to return a report.

Group Irregularities

Overview

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 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.

Disturbances and Distractions

If a disturbance or distraction occurs that affects examinees' concentration and it cannot be stopped, or the examinees cannot be moved to a quieter location, immediately call ACT. Do not dismiss examinees until you have received instructions. If you do not have a proctor to assist you, stop the test and collect the test booklets and answer documents before leaving the room to call ACT. Report all disturbances and distractions, however minor (including examinee illness), on your Irregularity Report.

Emergency Evacuation

In the event of an emergency evacuation, your first concern must be for the safety of your examinees and your testing staff. If an emergency occurs, note the testing time that has elapsed and—if time permits—have examinees close their test booklets and place their answer documents inside them. Collect the test booklets only if time permits. Instruct the examinees and staff to leave the building. If it is safe to do so, lock the test room. Call ACT as soon as you can safely reach a telephone.

Missing or Stolen Test Materials

A missing or stolen test booklet is the most serious irregularity that can occur at a test center, excluding those affecting the health or safety of your examinees or staff. If—at any time—you cannot account for a test booklet, you must **immediately** call ACT at 800-553-6244, ext. 2800. We will advise you regarding what actions you must take.

Spotlight on Student Assessment and Accountability

Individual Irregularities

Overview

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 for each type of individual irregularity as described below.

Note: Any time you observe behavior that requires dismissal and voiding of an answer document, **be sure you inform the examinee that the answer document will not be scored and the reasons for your action**. Each instance must also be documented on the Irregularity Report.

Defective Test Materials

Replace a defective test booklet or answer document as quickly as possible so the examinee does not lose time.

- Be sure the replacement test booklet is the **same test form** as the defective test booklet.

- Print "Defective Material Void" on the cover of the test booklet or across the front of the answer document and attach it to the Irregularity Report. Explain the circumstances on the Irregularity Report.

- If an answer document is defective, the examinee must transfer, under your supervision, all information exactly as originally noted to a new one **after the test session**.

- Call ACT for further directions if you do not have sufficient materials to replace those that are defective.

Prohibited Behavior

Page 30 of the ACT WorkKeys Administration Manual includes a detailed list of prohibited behaviors, and page 31 contains procedures for dismissal due to prohibited behavior. Please be sure to review these sections carefully prior to ACT WorkKeys test administration.

Please note: Examinees dismissed for prohibited behavior are not to be scheduled for makeup testing.

Makeup Materials – Reminder!

If you need to order makeup ACT WorkKeys test materials, the window is from:

> **April 13, 7:00 AM – April 14 at 5:00 PM**
>
> **All requests for makeup materials must be submitted by 5:00 PM on April 14, 2016.**
>
> **Do not keep test booklets from initial testing for the makeup test date. If you order materials you will receive different test booklets in your makeup shipment. Examinees tested with initial test booklets on the makeup test date will not receive scores.**

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.

ACT WorkKeys Blank Yellow Labels –Clarification

The yellow labels that were provided by ACT to use when printing barcode labels from the Secure Site for the ACT WorkKeys will not align correctly with the Secure Site. All answer documents are required to have a student barcode label placed on it for proper scoring and reporting. If you need to print a student barcode label from the Secure Site, please use an Avery 5161 which is a 1" x 4" label, 20 to a page, two columns wide. Avery 5961 is the same label but available in a larger quantity. The labels do not need to be yellow.

Spotlight

on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

WorkKeys

- **April 8, 2016 at 12:00 noon:** Deadline to order additional standard test booklets from the Additional Material Order page of the Secure Site.

💻 TSM

- **Before testing begins on April 11, 2016:** Be sure your TSM shows "Up-to-Date" (see related article on page 11).

Coming Next Week . . .

M-STEP and MI-Access

- **April 11, 2016:** Testing begins for M-STEP grades 5, 8, and 11, and MI-Access all grades. Please refer to the Spring 2016 Testing Schedule (http://www.michigan.gov/documents/mde/S16_Testing_Schedule_498529_7.pdf).

SAT, PSAT 10, PSAT 8/9

- **April 12, 2016:** SAT with Essay initial test day.
- **April 12 or 13, 2016:** PSAT initial test days.

WorkKeys

- **April 13, 2016:** WorkKeys initial test day.
- **April 13, 7:00 AM – April 14 at 5:00 PM:** Makeup standard test booklets can be ordered from the Additional Material Order page of the Secure Site.

SAT, PSAT 10, PSAT 8/9

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

April 2016

💻 TSM

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

M-STEP

- **Now – April 26, 2016 at 12:00 noon:** Grades 5, 8, and 11 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

WorkKeys

- **Now – April 20 at 12:00 noon:** 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.

M-STEP

- **April 13 7:00 AM – 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.

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- **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.

- **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.

May 2016

🖥 TSM

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

Spotlight on Student Assessment and Accountability

Recently Asked Questions

Where can I download the latest version of the INSIGHT iPad application?

From the Apple AppStore.

Why are my iPad testers getting a warning message about iOS 9.3?

An update to the iPad operating system was released on Monday, March 21, 2016. Quality Assurance (QA) testing to verify that INSIGHT still operates as expected can take up to 30 days after the public release of an operating system update. Until that is done and iOS 9.3 is officially supported, iPad users who have updated to 9.3 will receive a warning message when using INSIGHT. Students can click through this message to continue into testing.

I received my grades 5, 8 and 11 M-STEP materials, when will I receive the other grade levels?

M-STEP materials are scheduled to arrive in schools approximately two weeks before the appropriate grade-level testing window.

- Grades 3 and 6 materials should arrive **April 11 – April 12, 2016**

- Grades 4 and 7 materials should arrive **April 25 - April 26, 2016**

The shipment dates were selected in order to provide schools adequate opportunity to inventory and place additional material orders prior to the start of the grade-level testing window while limiting the amount of time secure materials must be stored in schools.

When will I receive the script for the Performance Task?

There has never been a script for the Performance Task. Last year, Classroom Activities were an in-class scripted activity that preceded the Performance Tasks. Classroom Activities have been eliminated for the 2016 M-STEP as it was determined the Performance Tasks provided the necessary supports for students.

For 2016, M-STEP English language arts (ELA) tests in grades 5 and 8 continue to include the Performance Task. Performance Tasks are part of all grades in M-STEP mathematics. ELA does include a listening section and for paper/pencil testers—a listening script (or CD) is required. The listening items are embedded in the online ELA assessments and students will require headphones.

Can more than one grade level be tested in a room for the initial testing? What about the makeup testing?

Due to differences in test directions, grade levels may not be mixed for the initial testing. As long as directions are read to students separately by grade level, students may be placed in a mixed grade-level room for make-up testing after the directions have been read.

Spotlight
on Student Assessment and Accountability

Recently Asked Questions

My students are all testing online, why did I receive return materials for paper/pencil testing?

Most online schools will test a few students with paper/pencil tests due to assigned accommodations and/or designated supports. Often these materials are ordered during the **Additional Material Order** window. Last year we found many schools did not order return materials and this resulted in the late return of materials. Since fees are imposed for the late return of materials, each school receiving an initial order of materials also received a Return Kit regardless of their online or paper/pencil status.

When I am ordering WorkKeys test booklets, how do I order answer documents?

When you place an order for WorkKeys test booklets, the system will automatically include an answer document.

► Access previous Spotlight editions (www.michigan.gov/mde-spotlight)