



# Spring 2017

# M-STEP Test Administration

## CHAPTER 1: PREPARING FOR M-STEP TEST ADMINISTRATION

PHOEBE GOHS

M-STEP TEST ADMINISTRATION AND REPORTING CONSULTANT

# Objectives



- Resources for Assessment Coordinators
- Systems used for M-STEP Test Administration
- Spring 2017 M-STEP Testing Schedule
- Preparing for Spring Assessments
  - Administrative tasks in the systems used for M-STEP Administration
- Preparing for the 2017 M-STEP Test Administration
  - Preparing Students
  - Preparing Staff
- Training Resources



# Resources

**FOR M-STEP TEST ADMINISTRATION**

**[www.michigan.gov/mstep](http://www.michigan.gov/mstep)**

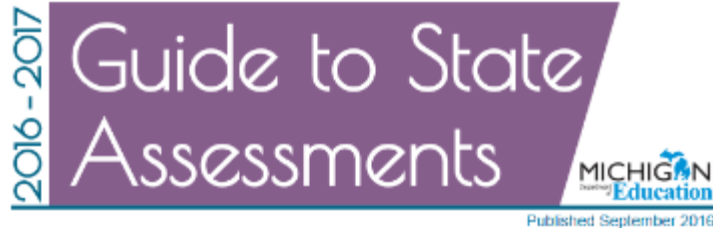
# New Assessment Coordinator Primer



[www.michigan.gov/mstep](http://www.michigan.gov/mstep)



# Other Resources



## → OVERVIEW

The Michigan Department of Education (MDE) is pleased to continue the Michigan Student Test of Educational Progress (M-STEP) into its third year, along with the Michigan Merit Exam (MME), MI-Access alternate assessments, WIDA and the now-operational Early Literacy and Mathematics Benchmark Assessments in grades K, 1, and 2.

We saw successes during the past year of our assessments including transitioning to over 95% of schools administering assessments online, offering preliminary M-STEP reports in less than 48 hours after a student completed a test, and getting all data and reports into the schools before Labor Day.

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Michigan's assessment system continues to set national standards for quality and rigor, while measuring how our students are doing in preparing for careers and college. We look forward to building on our successes and providing an even better assessment experience this year.

### Spring 2017 Summative Assessments:

#### M-STEP summative tests for grades 3-8 include:

- English Language Arts (Grades 3-8): computer-adaptive (CAI) assessment, plus a performance task in grades 5 and 8
- Mathematics (Grades 3-8): computer-adaptive (CAI) assessment, plus performance tasks in each grade 3 through 8
- Science (Grades 4 and 7): fixed-form online assessment
- Social Studies (Grades 5 and 8): fixed-form online assessment

#### MME in grade 11 includes:

- The SAT, with Essay: paper/pencil assessment
- The ACT WorkKeys: paper/pencil assessment
- M-STEP Science: fixed-form online assessment
- M-STEP Social Studies: fixed-form online assessment



## Assessment Integrity Guide

*Michigan Standards for Professional and Ethical Conduct in Test Administration and Reporting*

Developed by the  
Michigan Department of Education  
Office of Standards and Assessment

April 2016

[www.michigan.gov/saa](http://www.michigan.gov/saa)



## More Resources

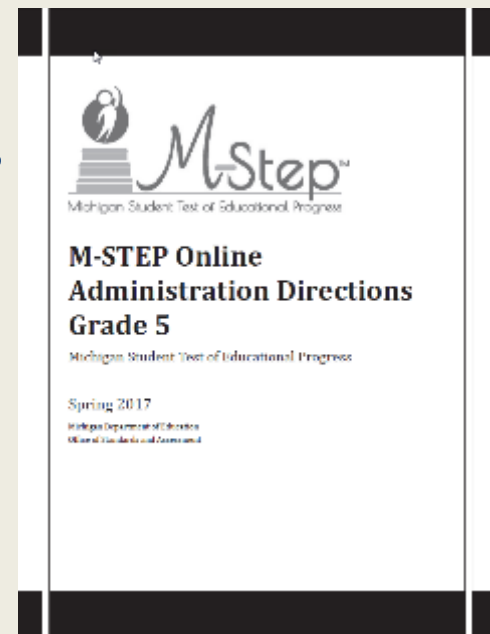
M-STEP Test Administration Manual includes information about:

- Test Administration Policies: Scratch Paper, Calculators, Supports & Accommodations, Incident Reporting, Test Security
- Responsibilities and Checklist of Tasks for each role:
  - District Coordinator
  - Building Coordinator
  - Test Administrators



# Test Administration Directions

- Online Test Directions
  - For 2017, Online Test Directions are by grade
  - Preview the Test Directions before administering the test
- Paper/Pencil Test Directions
  - Grade specific, as in previous administrations
  - Preview the Test Directions before testing.



# Systems used for M-STEP Assessment

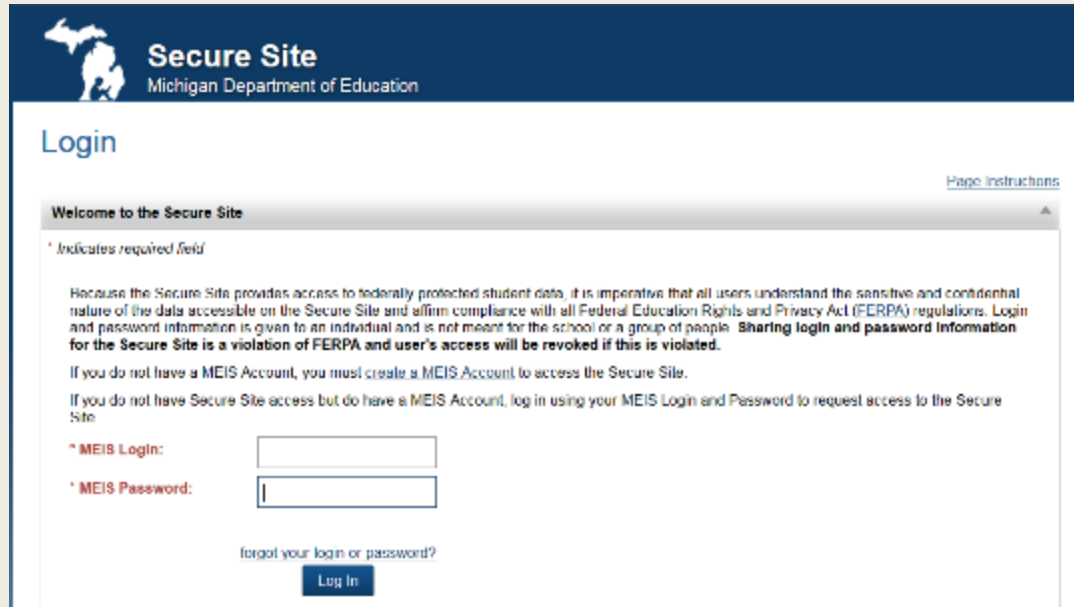
**SECURE SITE**

**E-DIRECT**

**OFF-SITE TESTING REQUESTS**



# Secure Site



The screenshot shows the login page for the Michigan Department of Education's Secure Site. At the top left is the Michigan state logo and the text "Secure Site Michigan Department of Education". Below this is a "Login" heading and a "Page Instructions" link. A "Welcome to the Secure Site" message box contains a disclaimer about FERPA regulations and a warning that sharing login and password information is a violation. Below the text are two input fields: "\* MEIS Login:" and "\* MEIS Password:". A "forgot your login or password?" link is positioned above a blue "Log In" button.

- Access to Secure Site
  - Go to [www.Michigan.gov/seuresitetraining](http://www.Michigan.gov/seuresitetraining) and click on “How do I get access to Secure Site?” link

# Pre-ID in Secure Site

The screenshot displays the 'Secure Site - Quality Assurance' interface for the Michigan Department of Education. The top navigation bar includes links for Home, Admin, Security, Assessment Registration, Student Assessments, Reports, Accountability, and Review Requests. The 'Assessment Registration' menu is expanded, showing options: Pre-Id, Material Orders, Online Sessions, Barcode Labels, Online Waiver Requests, WIDA Test Exceptions, District and School Contacts, and Test Center Establishment. The 'Pre-Id' sub-menu is also expanded, listing: Pre-Id Students, Pre-Id Student Report, Early Roster Load Results, and Pre-Id File Upload Results. Below the navigation, there is a search filter section with a 'Due Date' field and a 'Test Period' dropdown menu. To the right, there is a 'Test Cycle' dropdown menu and 'Filter' and 'Reset' buttons. A 'Page Instructions' link is visible in the top right corner.

- To view your school's Pre-ID Student list, select Pre-ID Student Report
- To manually Pre-ID individual students using the MSDS copy option, select Pre-ID Students, then select MSDS Copy for the Pre-ID method.
- Detailed directions are available on the Secure Site Training page. Go to [www.Michigan.gov/secaresitetraining](http://www.Michigan.gov/secaresitetraining)

# Pre-ID File Format

[Michigan.gov Home](#)



**Secure Site**  
Michigan Department of Education

[Education Home](#) [BAA Home](#) [User Guide](#) [Contact BAA](#)

[Login](#)



## Login

[Page Instructions](#)

### Welcome to the Secure Site

Because the Secure Site provides access to federally protected student data, it is imperative that all users understand the sensitive and confidential nature of the data accessible on the Secure Site and affirm compliance with all Federal Education Rights and Privacy Act (FERPA) regulations: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). Login and password information is given to an individual and is not meant for the school or a group of people. **Sharing login and password information for the Secure Site is a violation of FERPA and user's access will be revoked if this is violated.**

If you do not have a MEIS Account, you must [create a MEIS Account](#) to access the Secure Site.

If you do not have Secure Site access but do have a MEIS Account, log in using your MEIS Login and Password to request access to the Secure Site.

MEIS Login:

MEIS Password:

[Log In](#)

[forgot your login or password?](#)

### Pre-Id File Format

[Pre-Id File Layout](#) (modified 12/2015)

[Pre-Id File Template](#)

### Want to stay connected?

[Subscribe to Secure Site Update Email Listserv](#)

### Need administrator access to the Secure Site?

[Request District Administrator Access](#)

[Request Nonpublic School Administrator Access](#)

# Pre-ID File Format

## Field Descriptions

| Field Length | Data Type | Field Name           | Data Requirements   |
|--------------|-----------|----------------------|---|
| 5            | Text      | School Building Code | State assigned school number, cannot be blank.  |
| 10           | Text      | AssessmentShortName  | Abbreviated assessment name (See Assessments Table above).  |
| 2            | Text      | SDSGradeCode         | Student Grade – 00 = K, 01-12, cannot be blank.   |
| 50           | Text      | Last Name            | Student Last Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank. <b>The field cannot contain commas.</b>  |
| 50           | Text      | First Name           | Student First Name – ‘a-z’, ‘A-Z’, ‘.’, ‘-’ or a space. The field can contain a space but the entire field cannot be blank. <b>The field cannot contain commas.</b> |
| 50           | Text      | Middle Name          | Student Middle Name – ‘a-z’, ‘A-Z’ or a space. <b>The field cannot contain commas.</b>  |
| 1            | Numeric   | Ethnicity            | Student Ethnicity<br>1 - American Indian or Alaska Native<br>3 – Black or African American<br>4 – Hispanic or Latino<br>5 – White<br>6 – Two or More Races          |

# Pre-ID File Template

The screenshot displays the Microsoft Excel interface with the following elements:

- Excel Title Bar:** Shows "Excel" and window control buttons.
- Ribbon:** Includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW.
- Font Group:** Arial font, size 10, with options for bold, italic, underline, and text color.
- Alignment Group:** Includes Wrap Text and Merge & Center options.
- Number Group:** Includes currency, percentage, and decimal options.
- Styles Group:** Includes Conditional Formatting, Format as Table, and Cell Styles.
- Cells Group:** Includes Insert, Delete, and Format options.
- Editing Group:** Includes AutoSum, Fill, Clear, Sort & Filter, and Find & Select.
- Formula Bar:** Shows "J15" and a formula icon.
- Worksheet Grid:** Columns A through Q are visible. Column headers are: A (School Building Code), B (Assessment ShortName), C (SDSGrade Code), D (Last Name), E (First Name), F (Middle Name), G (Ethnicity), H (Date Of Birth), I (Gender), J (Birth Order), K (Street Address), L (City), M (State Code), N (Zip Code), O (UIC), P (Student Number), Q (UIC).
- Sheet Bar:** Shows "Template" and "Instructions" tabs. A red arrow points to the "Instructions" tab.

# Pre-ID Student Report

## Pre-ID Student Report Search

The Pre-ID Student Report will display students identified for testing in the selected Test Period or Test Cycle. All students, including home schooled students, taking online or paper and pencil assessments must be pre-identified. Once the list of students is displayed, you can also select students using the check box to the far left and unassign them from the test cycle by clicking the "Unassign" button at the bottom right. [Page Instructions](#)

**Search Criteria**

**Test Period\***  OR **Test Cycle\***

**ISD\***  **District\***

**Testing Mode**  
 All  Online  Paper and Pencil

**School**

**Select Content Areas**  
 Check All  
 English Language Arts  
 Mathematics  
 Science

**Pre-IDed Students**

|                          | SCHOOL                      | UIC     | STUDENT ID | STUDENT NAME      | BIRTH DATE | GENDER | GRADE | ETHNICITY | LEP | SE | ED | HL | MS | HS | PREID DATE | ENGLISH LANGUAGE ARTS | MATHEMATICS | SCIENCE | SOCIAL STUDIES |
|--------------------------|-----------------------------|---------|------------|-------------------|------------|--------|-------|-----------|-----|----|----|----|----|----|------------|-----------------------|-------------|---------|----------------|
| <input type="checkbox"/> | Sample Elem. School (12345) | 9876543 | 87654      | Sample, Student 1 | 05/19/2007 | F      | 03    | White     | N   | N  | Y  | N  | N  | N  | 01/08/2016 | MSTEP - ON            | MSTEP - ON  |         |                |
| <input type="checkbox"/> | Sample Elem. School (12345) | 9876543 | 87654      | Sample, Student 2 | 06/17/2007 | M      | 03    | White     | N   | Y  | Y  | Y  | N  | N  | 01/08/2016 | MSTEP - ON            | MSTEP - ON  |         |                |

**Total Pre-IDed Students**

| GRADE                  | ENGLISH LANGUAGE ARTS |        | MATHEMATICS |        | SCIENCE |        | SOCIAL STUDIES |        | TOTAL FOR GRADE |        |
|------------------------|-----------------------|--------|-------------|--------|---------|--------|----------------|--------|-----------------|--------|
|                        | PAPER                 | ONLINE | PAPER       | ONLINE | PAPER   | ONLINE | PAPER          | ONLINE | PAPER           | ONLINE |
| 03                     | 0                     | 89     | 0           | 89     | 0       | 0      | 0              | 0      | 0               | 89     |
| 04                     | 0                     | 94     | 0           | 94     | 0       | 94     | 0              | 0      | 0               | 94     |
| Total for Content Area | 0                     | 183    | 0           | 183    | 0       | 94     | 0              | 0      | 0               | 183    |

# Pre-ID: Mass Update

## Pre-Id Students

Select the method to be used to pre-identify students to a test cycle. The available options from this screen are MSDS Copy (using current student data in the Michigan Student Data System) and File Upload (using the file format located on the log in page of the site). The Pre-ID File Template and Pre-ID File Format document can be found on the log in page of the Secure Site before you log in. **When using MSDS Copy, it is important to select the grade the students are currently in MSDS. For example, for the Fall Early Literacy and Mathematics, students have not yet been submitted in MSDS for the 2016/17 school year and you will search by last year's grade level but use this year's grade as the destination grade.**

[Page Instructions](#)

Choose which method you would like to use to load students into the BAA Secure System for pre-id purposes.

Pre-Id Method

File Upload

Search Filter

\* Indicates required field

\* ISD

Select an ISD

\* District

Select a District

\* Destination Test Period

Select a Test Period

\* File to Upload

Select

# Mass Update Assessments

## Mass Update Assessments

[Page Instructions](#)

Search Criteria

**Test Cycle\*** → Spring 2016 M-STEP  
**ISD\*** Sample ISD (12345)  
**District\*** Sample District (12345) →  
**School** Sample Elem. School (12345)

**Grade** 04  
**Limited English Proficient (LEP)**  All  Yes  No  
**Special Education (SE)**  All  Yes  No →  
**Homeschooled (HS)**  All  Yes  No  
**Assigned**  All  Yes  No

Search Results

**Mass Update Type\*** Copy to Different Test Cycle  
**Copy to Test Cycle\*** → Spring 2016 MI-Access FI

| SELECT                              | SCHOOL | ASSIGNED | STUDENT NAME      | UIC      | BIRTH DATE | GRADE | CONTENT AREA SELECTED - TEST MODE |          |          |     | CLASS GROUP CODE |    |    |    | RESEARCH CODE 1 |    |    |    |  |
|-------------------------------------|--------|----------|-------------------|----------|------------|-------|-----------------------------------|----------|----------|-----|------------------|----|----|----|-----------------|----|----|----|--|
|                                     |        |          |                   |          |            |       | ELA                               | MA       | SC       | SS  | ELA              | MA | SC | SS | ELA             | MA | SC | SS |  |
| <input checked="" type="checkbox"/> | 12345  | Yes      | Sample, Student 1 | 12345678 | 02/15/2006 | 04    | Yes - ON                          | Yes - ON | Yes - ON | N/A |                  |    |    |    |                 |    |    |    |  |
| <input type="checkbox"/>            | 12345  | Yes      | Sample, Student 2 | 12345678 | 08/17/2005 | 04    | Yes - ON                          | Yes - ON | Yes - ON | N/A |                  |    |    |    |                 |    |    |    |  |
| <input checked="" type="checkbox"/> | 12345  | Yes      | Sample, Student 3 | 12345678 | 06/14/2005 | 04    | Yes - ON                          | Yes - ON | Yes - ON | N/A |                  |    |    |    |                 |    |    |    |  |

Page size: 50 8 items in 1 pages



# Initial Test Session Setup

Michigan Department of Education

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

**Pre-ID Student**

The Pre-ID Student Report will allow you to view the status of students, including home schooled students, taking online or paper and pencil assessments. You can filter the report to show only unassigned students using the check box to the far left and unassign them from the test cycle by clicking the Unassign button.

[Page Instructions](#)

**Search Criteria**

\* Indicates required field

\* **Test Period**  
Select a Test Period

Pre-Id  
Material Orders  
Online Sessions  
Barcode Labels  
Online Waiver Requests  
WIDA Test Exceptions  
District and School Contacts  
Test Center Establishment

Online Sessions  
Online Sessions Report

Testing Mode  
 All  Online  Paper and Pencil

Select Content Areas  
 Check All  
 English Language Arts

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests

**Online Sessions**

Only students taking the KEA, M-STEP and MI Access Functional Independence online need to be put into an online session. Students do not need to be grouped by their teacher but in the groups that they will be tested in. This does not affect score reporting or teacher evaluations.

[Page Instructions](#)

**Search Criteria**

\* Indicates required field

\* **Test Cycle**  
Spring 2017 M-STEP

\* **IBD**

\* **District**

School

Student Last Name  
Student First Name  
Student UIC

Search Reset

**Search Results: Existing Sessions**

Select All Unselect All

| SELECT                   | SESSION ID | SESSION NAME | SCHOOL | PRIMARY ADMIN FACTOR | GRADE | CONTENT AREA | IN THIS SESSION          | WITHOUT SESSION          | NUMBER OF TEST TAKER(S) | MODIFIED BY | MODIFIED DATE |
|--------------------------|------------|--------------|--------|----------------------|-------|--------------|--------------------------|--------------------------|-------------------------|-------------|---------------|
| <input type="checkbox"/> |            |              |        |                      |       |              | <input type="checkbox"/> | <input type="checkbox"/> |                         |             |               |

# Secure Site: Initial Test Session Set Up

## Online Session Details

If the Primary Administrator Name is not in the drop down, for M-STEP and MI-Access, you will need to select a different administrator name to put the students under. If this is for KEA and the teacher's name is not in the Primary Administrator Name, this means the teacher did not complete their IRR and still needs to be completed. Additional names cannot be added to the drop down menu. Nonpublic Schools cannot put students into online sessions for M-STEP and MI-Access on the Secure Site but will be able to in eDIRECT once they are loaded. Additional notes can be added in the text box for the school's use. This will not be used by DAS.

[Page Instructions](#)

### Enter and Save Session Details

\* Indicates required field

Session Name

(Created when session is saved)

Test Cycle

Spring 2017 M-STEP

ISD

District

\* School

\* Grade Level

Select a Grade Level

\* Content Area

Select a Content Area

\* Primary Administrator Name ⓘ

Select a Primary Administrator

Secondary Administrator Name ⓘ

Select a Secondary Administrator

Additional notes about the session (school use only):

Save

Reset

Back

# Secure Site

- Incident Reporting
- Student test score downloadable data file and reports
  - Can also access new student scores
- Scorecard review and appeals
- Access to Secure Site
  - Go to [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) and click on “How do I get access to Secure Site?” link

# eDIRECT

- Access to eDIRECT
  - Two levels of access; technology or test administrator
  - Technology role will only have the ability to download the TSM and Insight for installation in the school
  - Test administrator role can access all functions that we will discuss in this training.

# Identifying Users in eDIRECT

- Technology Coordinators, District Coordinators, and Building Coordinators need to have access to eDIRECT.
- Access to eDIRECT is assigned through the Secure Site:
  - District Coordinators work with the District Administrator to assign the role in the Secure Site
  - User information is pulled from the Secure Site into eDIRECT.
  - New users will receive an email from eDIRECT with username and password information
- Secure Site Training has a document, *Assigning Roles in the Secure Site for eDIRECT*, which is available on the webpage at: [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

# eDIRECT: Test Sessions

- Users can create Test Sessions in eDIRECT.
- From the eDIRECT main page, select Manage Test Sessions:

**Add Test Session**

Testing Window: 03/25/2015 - 03/25/2016

Eligible Grades: 03

Instructions

\* Indicates required fields

Session Name: Smith Period 1 \*

Content Area: ELA \*

Assessment: G 3 FLA \*

Mode: Online \*

Begin Date: 3/25/2015 \*

End Date: 3/25/2016 \*

Search for Available Students:

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_ State Student ID (UIC): \_\_\_\_\_ Grade: 03

Demographic: (All) Accommodation: (All)

Find Students New Student Clear

Available Students: \_\_\_\_\_ Students in Session: \_\_\_\_\_

Double-click to edit Student





Save Save & Add Another Cancel

# eDIRECT: Test Sessions

To add a test session, do the following:

1. Navigate to the **Test Management** section and select **Manage Test Sessions** at the top of the screen. Select a district and school (these fields are required to add a test session).
2. Scroll to the bottom of the screen and click the **Add Session** button. The Add Test Session window displays.
3. Enter the required information (indicated by an asterisk \*) and any other student search criteria.
4. Click the **Find Students** button.
5. Select a student from the Available Students list. To select multiple students in sequence, press the **Shift** key while you select them. To select multiple students that are not in sequence, press the **Ctrl** key while you select them.

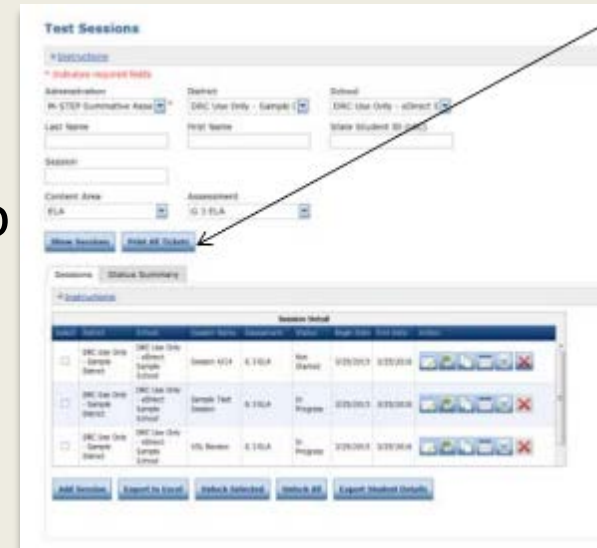
**Note:** Students with a pound sign (#) before their names are not available for the test session because they have reached their maximum number of test sessions for the assessment selected. Each student can only be in one test session per assessment.

6. Use the **Add Selected** , **Remove Selected** , **Add All** , and **Remove All**  icons with the Available Students and Students in Session lists to select one or more students to remove from or add to the test session.
7. Click **Save** or **Save & Add Another**.

eDIRECT's User Guide contains step-by-step instructions for adding test sessions. The guide can be found in eDIRECT, select Documents, then search for all.

# eDIRECT: Printing Test Tickets and Rosters







- Test tickets are printed from the Test Session screen in eDIRECT.
- Log in to eDIRECT, select Test Management and then go to Manage Test Sessions.
- Complete the Test, Entity Information, content and grade information and select Show Sessions.
- This will open to show test sessions.
- You can select any or all test sessions to Print All Tickets.





# eDIRECT: Printing Individual Test Tickets

Test tickets can be printed for individual students. First, select the “Edit/Print” icon (shown below):

| Session Detail |             |            |          |   |
|----------------|-------------|------------|----------|---|
| Assessment     | Status      | Begin Date | End Date | Action  |
| G 4 Science    | Not Started | 1/24/2017  | 4/9/2017 |       |

Next, select the student(s) whose test ticket you are printing, and then select, “Print Selected” (shown below):

| Select                              | Last Name | First Name | User Name | Password | Status      | Started | Complete |
|-------------------------------------|-----------|------------|-----------|----------|-------------|---------|----------|
| <input checked="" type="checkbox"/> | Smith1    | John       | JSmith1   | Q76MSM2N | Not Started |         |          |
| <input type="checkbox"/>            | Smith2    | Jane       | JSmith2   | C11M9GFS | Not Started |         |          |
| <input type="checkbox"/>            | Smith3    | John       | JSmith3   | MSHJGDP  | Not Started |         |          |
| <input type="checkbox"/>            | Smith4    | Tara       | JSmith4   | XHQF3SM  | Not Started |         |          |
| <input type="checkbox"/>            | Smith5    | John       | JSmith5   | Z4ZGGJY  | Not Started |         |          |
| <input type="checkbox"/>            | Smith6    | Jane       | JSmith6   | 5RQ75GRX | Not Started |         |          |
| <input type="checkbox"/>            | Smith7    | John       | JSmith7   | M0PREJG1 | Not Started |         |          |
| <input type="checkbox"/>            | Smith8    | Jane       | JSmith8   | JUJ3JDE7 | Not Started |         |          |
| <input type="checkbox"/>            | Smith9    | John       | JSmith9   | 42S53NGB | Not Started |         |          |

Page 1 of 6 (55 items) < Prev 1 2 3 4 5 6 Next >

# eDIRECT: WebEx Training

- There are also trainings for District and Building Coordinators available in eDIRECT.

| Date                                   | Event  |
|--|--|
| Tuesday, February 28<br>10:00-11:00 am | M-STEP District and Building Coordinator Training            |
| Wednesday, March 1<br>10:00-11:00 am   | MI-Access Coordinator Training                               |
| Thursday, March 2<br>10:00-11:00 am    | Early Literacy & Mathematics Assessment Coordinator Training |
| Friday, March 3<br>10:00-11:00 am      | Michigan Science Standards Pilot Assessment Training         |
| Friday, March 3                        | All District/Building Coordinator Training posted on eDIRECT |

# Off-Site Testing Request – M-STEP, MI-Access, Early Literacy ONLY

## Schoolwide Requests

- Schoolwide: November 7, 2016 – February 27, 2017
- For schools who cannot test on-site

- Survey at: <https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/>
- A link can also be found on the M-STEP webpage ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))

## Individual Student Requests

- January 16, 2017 – May 26, 2017
- For individual students who cannot test on-site – homebound, expelled with service students



# Testing Schedule

**SPRING 2017 M-STEP**

# 2017 Test Schedule

## Spring 2017 Testing Schedule for Summative Assessments

|                                     | Week of      |               |               |              |              |               |               |               |             |                 |               |                 |             |              |               |               |  |  |
|-------------------------------------|--------------|---------------|---------------|--------------|--------------|---------------|---------------|---------------|-------------|-----------------|---------------|-----------------|-------------|--------------|---------------|---------------|--|--|
|                                     | 2/6-<br>2/10 | 2/13-<br>2/17 | 2/20-<br>2/24 | 2/27-<br>3/3 | 3/6-<br>3/10 | 3/13-<br>3/17 | 3/20-<br>3/24 | 3/27-<br>3/31 | 4/3-<br>4/7 | 4/10-<br>4/14   | 4/17-<br>4/21 | 4/24-<br>4/28   | 5/1-<br>5/5 | 5/8-<br>5/12 | 5/15-<br>5/19 | 5/22-<br>5/26 |  |  |
| M-STEP Grades 5, 8, and 11          |              |               |               |              |              |               |               |               |             | 4 weeks         |               |                 |             |              |               |               |  |  |
| M-STEP Grades 3, 4, 6, and 7        |              |               |               |              |              |               |               |               |             |                 |               |                 | 4 weeks     |              |               |               |  |  |
| MI-Access Alternate Assessments     |              |               |               |              |              |               |               |               |             | 7 weeks         |               |                 |             |              |               |               |  |  |
| College Entrance:<br>SAT with Essay |              |               |               |              |              |               |               |               |             | 4/11<br>only    |               | 4/25<br>only    |             |              |               |               |  |  |
| Accommodations Testing*             |              |               |               |              |              |               |               |               |             | 4/11 – 4/25     |               |                 |             |              |               |               |  |  |
| Work Skills: ACT WorkKeys           |              |               |               |              |              |               |               |               |             | 4/12<br>only    |               | 4/26<br>only    |             |              |               |               |  |  |
| Accommodations Testing              |              |               |               |              |              |               |               |               |             | 4/12 – 4/26     |               |                 |             |              |               |               |  |  |
| PSAT**                              |              |               |               |              |              |               |               |               |             | 4/11<br>or 4/12 |               | 4/25<br>or 4/26 |             |              |               |               |  |  |
| Accommodations Testing*             |              |               |               |              |              |               |               |               |             | 4/11 – 4/25     |               |                 |             |              |               |               |  |  |
| WIDA ACCESS<br>for ELLs 2.0         | 7 weeks      |               |               |              |              |               |               |               |             |                 |               |                 |             |              |               |               |  |  |
| WIDA Alternate ACCESS<br>for ELLs   | 7 weeks      |               |               |              |              |               |               |               |             |                 |               |                 |             |              |               |               |  |  |

\* Only students that appear on the Non-standard Accommodation Report (NAR) are eligible to test within the 2-week window. Students approved for testing over 2-days must be tested on consecutive days.

\*\* 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.

# M-STEP Paper/Pencil Testing Schedule: 1<sup>st</sup> Window

## Paper/Pencil Test Dates — Grades 5 and 8















| April 2017 |                           |                     |                     |                         |                                     |          |
|------------|---------------------------|---------------------|---------------------|-------------------------|-------------------------------------|----------|
| Sunday     | Monday                    | Tuesday             | Wednesday           | Thursday                | Friday                              | Saturday |
|            |                           |                     |                     |                         |                                     | 1        |
| 2          | 3                         | 4                   | 5                   | 6                       | 7                                   | 8        |
| 9          | 10                        | 11<br>ELA<br>Day 1  | 12<br>ELA<br>Day 2  | 13<br>ELA<br>Day 3      | 14<br>Makeup<br>ELA                 | 15       |
| 16         | 17<br>Makeup<br>ELA       | 18<br>MATH<br>Day 1 | 19<br>MATH<br>Day 2 | 20<br>SOCIAL<br>STUDIES | 21<br>Makeup<br>any<br>content area | 22       |
| 23         | 24                        | 25                  | 26                  | 27                      | 28                                  | 29       |
| 30         | Makeup - any content area |                     |                     |                         |                                     |          |

## Paper/Pencil Test Dates — Grade 11

| April 2017 |                               |                     |                                 |                        |                        |          |
|------------|-------------------------------|---------------------|---------------------------------|------------------------|------------------------|----------|
| Sunday     | Monday                        | Tuesday             | Wednesday                       | Thursday               | Friday                 | Saturday |
|            |                               |                     |                                 |                        |                        | 1        |
| 2          | 3                             | 4                   | 5                               | 6                      | 7                      | 8        |
| 9          | 10                            | 11<br>SAT           | 12<br>ACT<br>WorkKeys           | 13<br>M-STEP<br>SCI/SS | 14<br>Makeup<br>SCI/SS | 15       |
| 16         | 17                            | 18                  | 19                              | 20                     | 21                     | 22       |
|            | Makeup SCIENCE/SOCIAL STUDIES |                     |                                 |                        |                        |          |
| 23         | 24                            | 25<br>Makeup<br>SAT | 26<br>Makeup<br>ACT<br>WorkKeys | 27                     | 28                     | 29       |
|            | Makeup SCIENCE/SOCIAL STUDIES |                     |                                 |                        |                        |          |
| 30         |                               |                     |                                 |                        |                        |          |

# M-STEP Paper/Pencil Testing Schedule: 2<sup>nd</sup> Window

## Paper/Pencil Test Dates — Grades 3, 4, 6, and 7

| May 2017 |  |  |   |  |   |          |
|----------|--|--|---|--|---|----------|
| Sunday   | Monday   | Tuesday  | Wednesday   | Thursday   | Friday  | Saturday |
|          | 1  |  2<br>ELA<br>Day 1  |  3<br>ELA<br>Day 2   |  4<br>Makeup<br>ELA |  5<br>Makeup<br>ELA                  | 6        |
| 7        |  8<br>Makeup<br>ELA |  9<br>MATH<br>Day 1 |  10<br>MATH<br>Day 2 |  11<br>SCIENCE      |  12<br>Makeup<br>any<br>content area | 13       |
| 14       |  15                 |  16                 |  17                  |  18                 |  19                                  | 20       |
|          | Makeup - any content area  |  |   |  |   |          |
| 21       | 22   | 23   | 24  | 25   | 26  | 27       |
| 28       | 29   | 30   | 31  |  |   |          |

# Test Session Time Estimates



## Spring 2017 Test Session Timings Grades 3–8

| Subject                      | Grade 3     | Grade 4     | Grade 5     | Grade 6     | Grade 7     | Grade 8     |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| ELA Computer Adaptive        | 1:30        | 1:30        | 1:30        | 1:30        | 1:30        | 1:30        |
| ELA Performance Task         | NA          | NA          | 2:00        | NA          | NA          | 2:00        |
| Math Computer Adaptive       | 1:30        | 1:30        | 1:30        | 2:00        | 2:00        | 2:00        |
| Math Performance Task        | 1:00        | 1:00        | 1:00        | 1:00        | 1:00        | 1:00        |
| Science Part 1               | NA          | 0:50        | NA          | NA          | 0:50        | NA          |
| Science Part 2               | NA          | 0:50        | NA          | NA          | 0:50        | NA          |
| Social Studies Part 1        | NA          | NA          | 0:50        | NA          | NA          | 0:50        |
| Social Studies Part 2        | NA          | NA          | 0:50        | NA          | NA          | 0:50        |
| <b>Estimated Total Hours</b> | <b>4:00</b> | <b>5:40</b> | <b>7:40</b> | <b>4:30</b> | <b>6:10</b> | <b>8:10</b> |



# Test Session Time Estimates: High School

## Spring 2017 Test Session Timings - High School

| Subject                      | Grade 9     | Grade 10    | Grade 11    |
|------------------------------|-------------|-------------|-------------|
| Science                      | NA          | NA          | 0:50        |
| Social Studies               | NA          | NA          | 0:50        |
| PSAT*                        | 3:05        | 3:00        | NA          |
| College Entrance*            | NA          | NA          | 4:22        |
| Work Skills*                 | NA          | NA          | 2:30        |
| <b>Estimated Total Hours</b> | <b>3:05</b> | <b>3:00</b> | <b>8:32</b> |

\* Includes scheduled breaks.



# Preparing Staff and Students

**PREPARING STUDENTS**

**TEST SECURITY**

**STAFFING**

**ROOM SETUP**

**OTHER CONSIDERATIONS**

# Preparing Students: Tutorials

DRC INSIGHT MICHIGAN Log In

All Applications ▾

General Information Documents Test Tutorials

## Test Setup General Information

Test Tutorials

▣ [Instructions](#)

Michigan Online Assessment Student Tutorials

| test tutorials                               |   |
|--|---|
| Title  | Action  |
| Michigan Online Assessment Student Tutorials |  |



MICHIGAN Education

ONLINE TESTING VIDEO TUTORIALS

- Back to Main Page
- Show Instructions
- Play Ad
- Welcome to the M-STEP Online Tutorial
- Signing in to an Online Tools Practice Training Session
- Signing in to an Online Test
- Pausing, Exiting, and Ending the Test
- Testing Basics
- Basic Tools and Navigation
- Protractor
- Basic Calculator

Welcome to the M-STEP online tutorial.

# Preparing Students: OTTs

- Link to OTTs (Chrome Browser):  
<https://wbte.drceirect.com/MI/portals/mi>

Graphing Tools Review Training Student

Question 2 ?

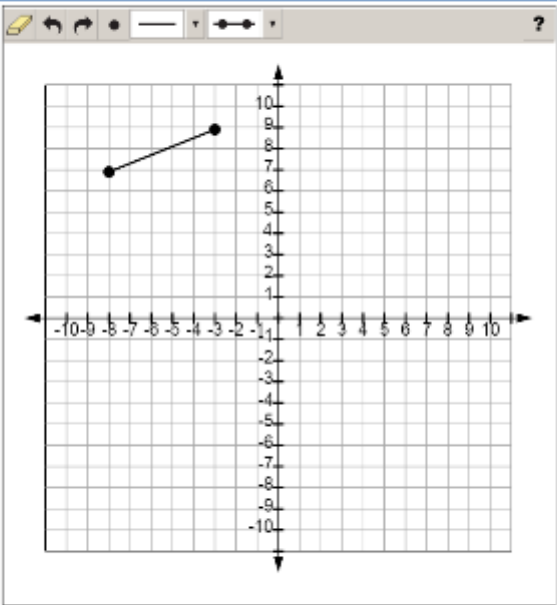
**Coordinate Grid Graphing Tool**

Here is the coordinate grid graphing tool.

For the purpose of this practice, you have been given a coordinate grid that has a range from -10 to 10, increasing in increments of 1, for each axis.

You have also been given all of the buttons in the toolbar which could appear with the coordinate grid graphing tool.

Please note that not all coordinate grids will have the same axes ranges, nor the same set of buttons. In general, you will be limited to only the buttons you need to answer each question.



Review/End Test Pause Flag Back Next

# Preparing Students: Sample Items

Mathematics Grade 4 Sample Items

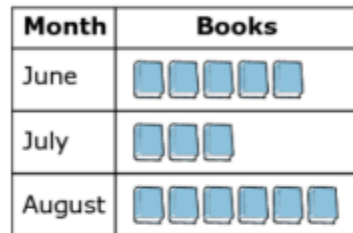
Training Student

Question 5



Marcia read books over the summer. She created the picture graph shown.

### Summer Reading



= 2 books

Create another picture graph that shows these data with a different key. You may use whole books and half books in your graph.

- Select the key you will use.
- Select books to complete your picture graph.

?

**A. Select the key you will use.**

= 3 books   = 4 books   = 5 books   = 6 books

?

**B. New picture graph**

### Summer Reading

| Month  | Books |
|--------|-------|
| June   |       |
| July   |       |
| August |       |

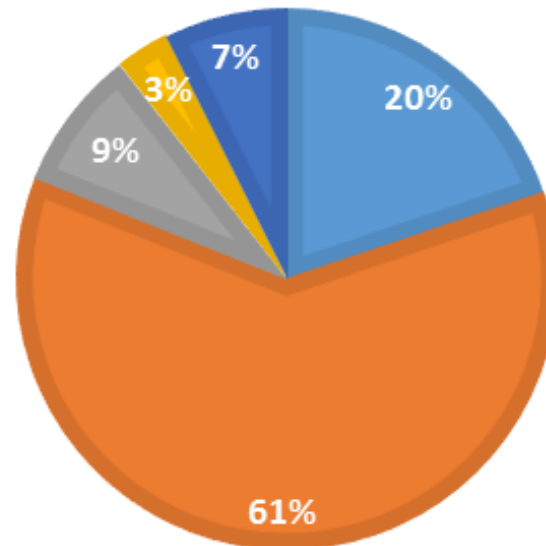
Pause

Next

# Spring 2016 M-STEP Survey Results

## STUDENTS FOUND THE ONLINE TOOLS HELPFUL IN PREPARING FOR THE M-STEP

■ Strongly Agree ■ Agree ■ Disagree ■ Strongly Disagree ■ Did not use



# Preparing Staff: Test Security

- Assessment Integrity Guide and Training
- The Assessment Integrity Guide states that all staff who participate in a state assessment or handle secure assessment materials must be fully trained in assessment integrity, roles and responsibilities, and the test administration manual.

# Assessment Integrity Guide Training



**Menu**

- ▼ An Introduction to Test Security
  - Welcome
  - An Introduction to Test Security
  - Navigation
  - Let's Get Started
  - Why Test Security Matters
  - Welcome to Happy Valley**
  - Preparing the Happy Valley Team
  - Staff Training
  - Plan Ahead
  - Testing Day at Happy Valley
  - Key Points During Testing
  - Incidents Will Happen
  - End of Module 1
  - Quiz Placeholder

## Assessment Security Module 1

Resources

Welcome to Happy Valley Elementary School! The staff at Happy Valley are ready for testing. They are going to walk us through what they did to prepare, how they prevent problems, and how they respond when problems arise.

Happy Valley isn't perfect. They know that. That's why they prepare for problems - to keep things on track and get them back on track when they slip.



< PREV    NEXT >



# Preparing Staff: Staffing

- Test Administrators (TAs) should be selected from the highest possible ranking from the following list. If a school has exhausted the availability of persons in category “1”, it should select staff in category “2” and so on.
  1. Licensed teachers or licensed educational administrators employed by the school district
  2. Paraprofessionals or non-licensed administrative personnel employed by the school district
  3. Licensed substitute teachers who are employed by the district for the purpose of administering the test

# Preparing Staff: Testing Environment

- Quiet, orderly, have adequate lighting and ventilation conducive to testing
- Seating arranged to discourage any sharing of responses
- All content-related posters or classroom displays must be removed or covered.
  - Do Your Best! Or other encouragement posters are permitted
  - “Test-Taking Tips”, word lists, maps, Math formulas, and any other content is prohibited and must be covered or removed.

# Preparing Staff: Seating Charts

- **Must include:**
  - Test session start and stop times
  - Online only: Test session name and student login name
  - Test Administrator's name
  - Names of proctors, as applicable
  - Room number and description of testing area
  - Test administered, content area and grade level
  - Paper Pencil only: Test Booklet number
- Seating Charts may be required by MDE staff in the event of an Incident Report or Missing Test Issue.

# Preparing Staff: Sample Seating Chart

Assessment Integrity Guide

## Test Administration Seating Chart - Sample 1

|                     |                      |       |
|---------------------|----------------------|-------|
| School:             | Rm #:                | Date: |
| Test Administered:  | Subject/Grade Level: |       |
| Test Administrator: |                      |       |
| Start Time:         | End Time:            |       |

|    |    |    |    |    |    |
|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |

| Seat # | Student Name | P/P - Test Booklet Number<br>CBT - Student Login ID | Form # | Test Completed |
|--------|--------------|---|--------|----------------|
| 1      |              |   |        |                |
| 2      |              |   |        |                |
| 3      |              |   |        |                |
| 4      |              |   |        |                |
| 5      |              |   |        |                |
| 6      |              |   |        |                |
| 7      |              |   |        |                |
| 8      |              |   |        |                |
| 9      |              |   |        |                |
| 10     |              |   |        |                |
| 11     |              |   |        |                |
| 12     |              |   |        |                |
| 13     |              |   |        |                |
| 14     |              |   |        |                |
| 15     |              |   |        |                |
| 16     |              |   |        |                |
| 17     |              |   |        |                |
| 18     |              |   |        |                |
| 19     |              |   |        |                |
| 20     |              |   |        |                |
| 21     |              |   |        |                |
| 22     |              |   |        |                |
| 23     |              |   |        |                |
| 24     |              |   |        |                |
| 25     |              |   |        |                |
| 26     |              |   |        |                |
| 27     |              |   |        |                |
| 28     |              |   |        |                |
| 29     |              |   |        |                |
| 30     |              |   |        |                |



# Training Resources

# Secure Site Trainings

[www.michigan.gov/seuresitetraining](http://www.michigan.gov/seuresitetraining)

MDE / STUDENT ASSESSMENT / SECURE SITE TRAINING

## Secure Site Training and Resource Materials

The Secure Site is a web based application used for state assessments and accountability. The primary functions of the Secure Site are 1) Pre-identification of Students for both paper and pencil and online assessment, 2) Ordering paper and pencil tests including accommodated versions of the assessments, 3) Incident Reporting, 4) Review of Accountable Students and Test Verification, 5) Review and appeal of preliminary Score Report, 6) Review and appeal of Annual Measurable Achievement Objectives (AMAO), 7) Retrieval of data score files and score reports.

The Secure Site is available to authorized district and school personnel only.

[How do I get access to the Secure Site?](#)

| Manuals/Guides  |   |
|---|---|
| <a href="#">Secure Site User and Procedure Manual</a>   | The manual is currently being updated and not available at this time.   |
| <a href="#">Spring 2017 Best Practices, MSDS Reporting Guide for Trouble-free Accountability Data</a> | The guide gives information to assist in submitting data in the Michigan Student Data System (MSDS) for assessment and accountability reporting. This guide should be shared with all student pupil accounting staff. |

| Security   |  |
|--|--|
| <a href="#">Approving, Creating, Modifying Users</a>                 | Only district and school administrator level users of the Secure Site can approve access request made through the Secure Site, create a new user directly on the Secure Site, disable a user and modify a users access. <b>This document also contains the assessment data available on the Secure Site along with the role names and definitions.</b> |
| <a href="#">Assigning Roles in Secure Site for AMS &amp; eDIRECT</a> | AMS is used to manage the online testing for WIDA. eDIRECT is used to manage the online testing for MI-Access and M-STEP. Access to AMS & eDIRECT can only be given through the Secure Site.   |
| <a href="#">User Request Access and Roles</a>                        | Requests for access to the Secure Site are done through the Secure Site by logging on to the site with your MEIS login and password. Request for additional access can also be done directly on the Secure Site.   |

# M-STEP Trainings

- This training series
  - Chapter 1 : Preparing for the M-STEP Administration
  - Chapter 2 : During the M-STEP Administration
  - Chapter 3 : After the M-STEP Administration
- eDIRECT WebEx Training – available in eDIRECT
- Assessment Integrity Guide Training – available in MVU or on M-STEP Webpage

# Stay Informed

- Sign up to receive weekly Spotlight issues to stay up-to-date on all assessment-related issues at:

[www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)

- You'll find:

- Date Reminders
- Assessment Task reminders
- Administration Updates
- Report Information
- Much more!

**Spotlight** MICHIGAN Department of Education  
on Student Assessment and Accountability

**January 19, 2017**

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

- New Science Pilot for Spring 2017
- WIDA Test Exceptions
- 2017 Michigan School Testing Conference
- Alternate INSIGHT Availability Request Window: January 19 – February 9, 2017
- New ESSA Notes Newsletter Available
- SAT Corner
- ACT WorkKeys
- Important Dates

Key: Reminder (previously run article)

Information Tech Coordinators also need to know

**New Science Pilot for Spring 2017**

The Michigan Science Pilot Assessment will be available for Spring 2017 testing for students in grades 5, 8, and 11. This assessment is based on Michigan's recently adopted K-12 Science Standards. The Michigan Department of Education (MDE) is seeking schools and districts to volunteer to participate in the Science Pilot Assessment. This assessment is only offered online, and there are no accommodations provided other than typical online tools (highlighter, magnifier, color chooser, etc.). The science pilot will be conducted during the M-STEP testing window, **April 10, 2017 – May 26, 2017**.

Each participating student will be administered one item cluster consisting of a scenario and 5-8 questions. These item clusters are designed to take students 10-15 minutes to complete. There will also be a short survey for students at the end of the pilot assessment. Schools may decide whether an entire class will participate in the pilot, or a subset of the class.

Since this is a pilot assessment, no data will be returned to schools or districts. The data captured will help MDE create a valid operational test for the Michigan K-12 Science Standards in the future.

If your school or district is interested in participating in Michigan's Science Standards (MSS) Pilot this spring, you do not need to contact MDE – just complete the following steps:

**Pre-Identification**

- Participating students in grades 5, 8, and 11 must be pre-identified on the [Secure Site](http://www.michigan.gov/baa-secure) ([www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure)) to the **Spring 2017 MSS Pilot**. The MDE will **not** pre-identify students for the Spring 2017 science pilot.

*(Continued on next page)*

► [Sign up for Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) and/or access previous editions | Call Center: 877-560-8378



**Thank you!**