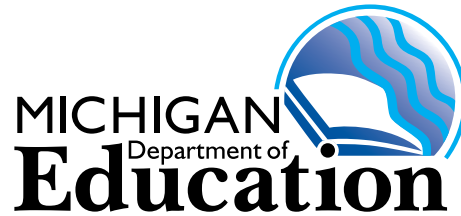


How to Access and View Spring 2016 M-STEP and MI-Access Preliminary Student Roster Reports



Appropriate Use of Data

Scores presented in the report are PRELIMINARY and are subject to change. Only scores from online tests are included in the **Preliminary Student Roster Report**. Preliminary scores are calculated using only machine-scored items available at the time the test is submitted. Scale scores and performance data presented in the 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 Student Roster Report data are embargoed. These reports are for internal use only, and not to be shared or made public.

The **Spring 2016 Preliminary Student Roster Report** allows users to view student Preliminary Scale Scores and subscores (claim and/or discipline scores) by content area and grade for the 2016 M-STEP and MI-Access assessments. The preliminary results will include:

Table 1

M-STEP	MI-Access
English Language Arts in Grades 3–8	English Language Arts in grades 3-8 and 11
Mathematics in Grades 3–8	Mathematics in grades 3-8 and 11
Science in Grades 4, 7, 11, and 12	Science in grades 4, 7, and 11
Social Studies in Grades 5, 8, 11, and 12	Social Studies in grades 5, 8, and 11

Test results will be available within 48 hours of test completion for students testing online (see Table 1). Test completion has occurred when a student has submitted **ALL** parts of a subject area test (e.g., ELA Grade 5 has 2 parts, the Computer Adaptive Test [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).

Table 2

Assessment	Grades	Content Areas	Online Testing Window	Test Result Beginning Availability Date
M-STEP	5 and 8	ELA, Math, Social Studies	April 11 to April 29	April 13
M-STEP	4 and 7	ELA, Math, Science	May 9 to May 27	May 11
M-STEP	3 and 6	ELA and Math	April 25 to May 13	April 27
M-STEP	11 and 12	Science and Social Studies	April 11 to April 29	April 13
MI-Access	3-8 and 11	All subjects	April 11 to May 27	April 13

Note: Final Scale scores and proficiency levels will be included in the final reports this fall.

Accessing the Preliminary Student Roster Report

The Preliminary Student Roster Report is available through the [Secure Site](https://baa.state.mi.us/BAASecure/) (https://baa.state.mi.us/BAASecure/) under the Reports tab. Secure Site access is only available to district and school employees who require the information contained on the site as a part of their user role and permissions. You must have a Michigan Education Information System (MEIS) login in order to access the Secure Site. For instructions on how to obtain a MEIS login, go to <http://www.mi.gov/securesitetraining> and click **How do I obtain access to the Secure Site?**

The Preliminary Student Roster Report for each grade and subject will be updated nightly with the score information for completed tests. The Secure Site will have an indicator if your Preliminary Reports have been updated so you will not need to continuously check for additional students being added to the report. The Preliminary Student Roster Report will also include a student count so you will know when it contains information for each of your students who tested online.

STEP 1: Log in to the Secure Site using your MEIS login. Choose the appropriate profile that allows access to the desired school or district assessment data from the required **Choose the profile to be used** selection dropdown (see Figure 1). Once the profile is selected, click the **OK** button.

The screenshot shows the 'Secure Site' login page for the Michigan Department of Education. At the top, there is a header with the Michigan.gov Home link and the Michigan Department of Education logo. Below the header, the main heading is 'Choose User Profile'. Underneath, it says 'Profiles available for login Sample User'. There is a dropdown menu labeled 'Choose the profile to be used*' with the text 'Select a Profile' inside. A red arrow points to the dropdown menu. Below the dropdown menu, there is a checkbox labeled 'Set Default'.

Figure 1

NOTE: If you do not have access to multiple profiles, this option will not be provided. If you do not have access to multiple profiles, you will go directly to Step 2.

STEP 2: Click on **Reports** in the menu bar and select **Dynamic Score Reports** (see Figure 2)

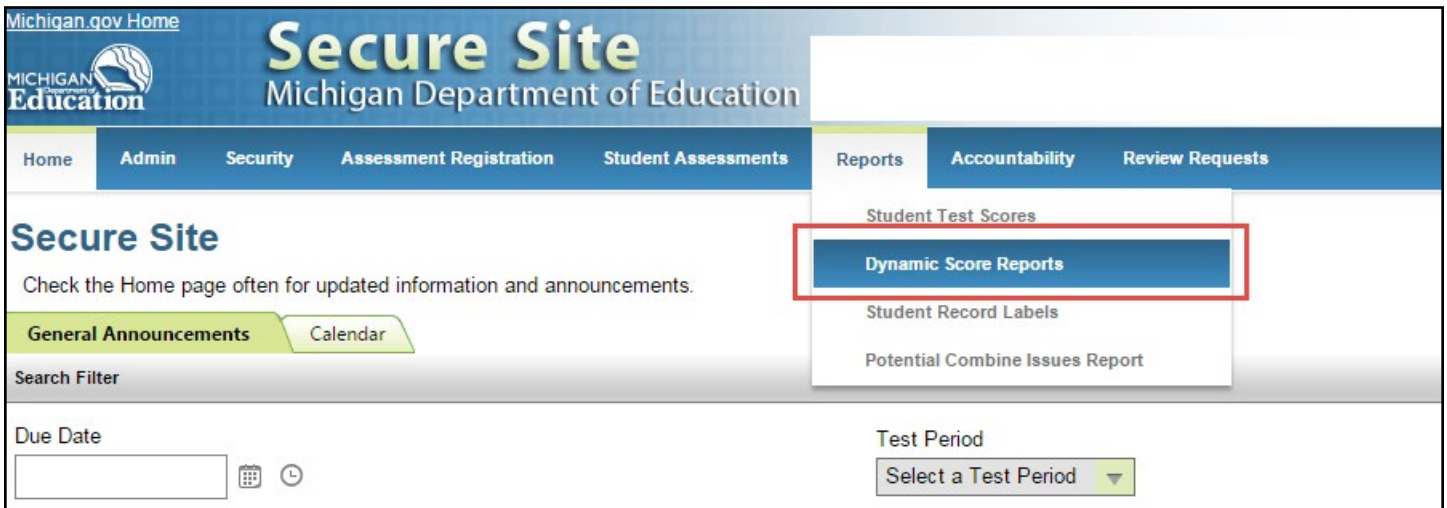


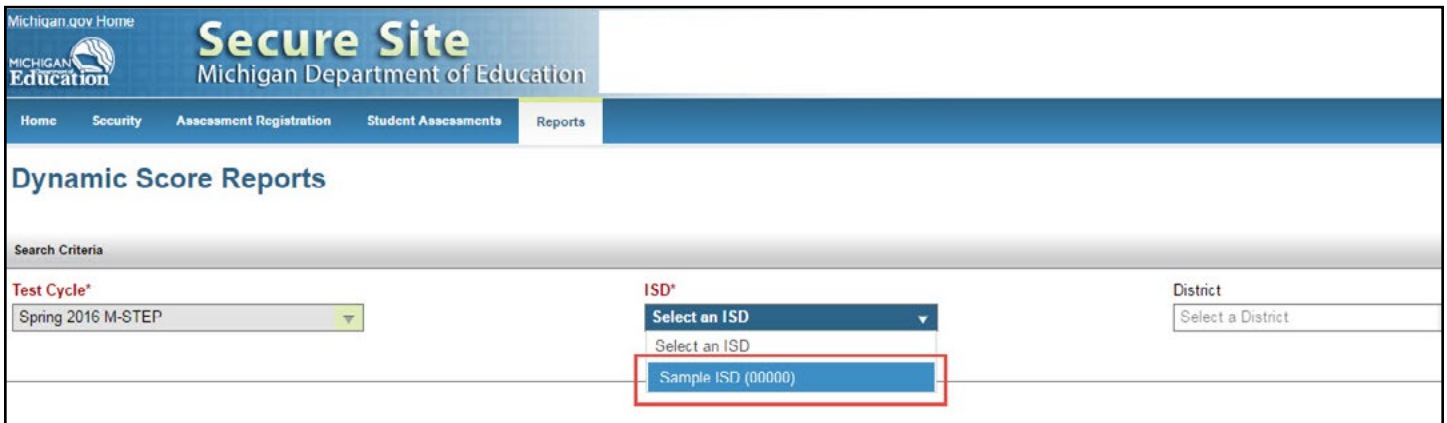
Figure 2

STEP 3: On the Search Criteria page section, select the appropriate test cycle (i.e., Spring 2016 M-STEP or Spring 2016 MI-Access) from the required Test Cycle dropdown (see Figure 3).



Figure 3

STEP 4: Next, select the appropriate ISD in the required **ISD** dropdown. If you only have access to one ISD, that ISD will be pre-populated in the dropdown (see Figure 4). Click **Search**.



The screenshot shows the 'Dynamic Score Reports' page on the Michigan Department of Education's Secure Site. The page has a blue header with the Michigan Department of Education logo and navigation tabs for Home, Security, Assessment Registration, Student Assessments, and Reports. Below the header, the 'Dynamic Score Reports' title is displayed. Underneath, there is a 'Search Criteria' section with three input fields: 'Test Cycle*' (set to 'Spring 2016 M-STEP'), 'ISD*' (a dropdown menu with 'Sample ISD (00000)' selected and highlighted by a red box), and 'District' (set to 'Select a District').

Figure 4

The Search Criteria of **District** and **School** are optional. If you have access to more than one district within the ISD selected and you search without selecting a specific district, all districts that you have access to will be returned in the search results. If you only have access to one district within the ISD selected, that district will be pre-populated. Similarly, if you have access to more than one school within the ISD and district selected, all schools that you have access to will be returned in the search results if you don't select a specific school in the search criteria. If you only have access to one school, that school will be pre-populated. Click **Search**.

After you select the test cycle and district/school entity, a Search Results grid (Figure 5) will be returned with all entities that you have access to within your searched criteria. Both district-level records and school-level records will be returned if you have district-level access. If you do not have district-level access, only school records will be returned. You will be able to see which entities have score data in the **Data Available** column (A), whether or not the scores are suppressed in the **Suppressed** column (B), the report level in the **Report Level** column (C), the district name in the **District** column (D), the school name (or “—All Schools—” for district-level records) in the **School** column (E), and the date that scores were last modified in the **Scores Last Modified Date** column (F). All columns are filterable and sortable.

STEP 5: To access the report for a specific entity, you will need to select the check box in the far left column of the record **(G)** and then click the **“Open Report”** button in the bottom right corner of the Search Results grid **(H)**. Only one record can be selected at a time.

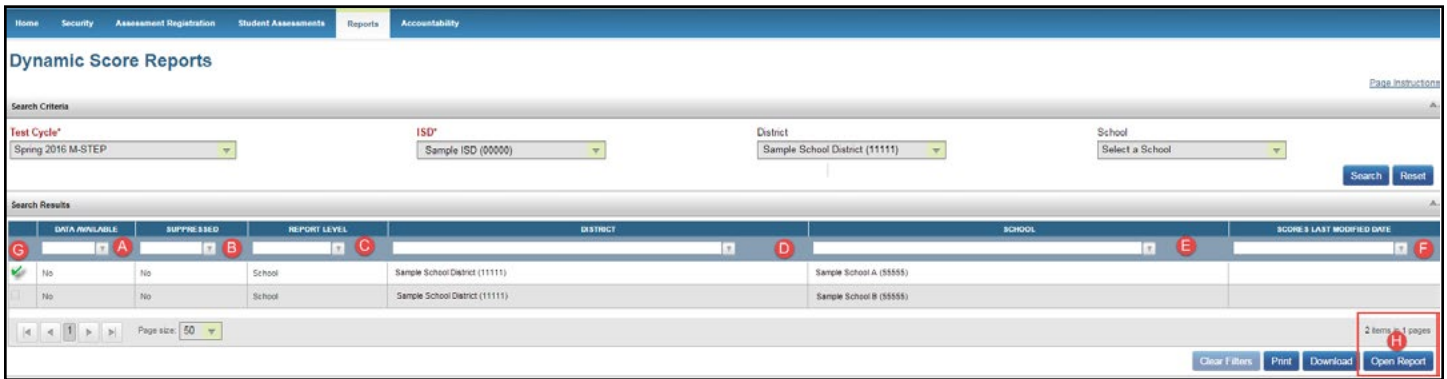


Figure 5

STEP 6: While the system is retrieving data, you will see a message letting you know that you are connecting to our Dynamic Score Report site. (see Figure 6)

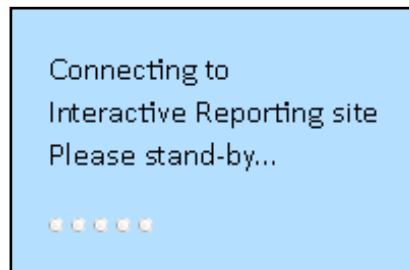


Figure 6

IMPORTANT: Please be sure that your Pop-up Blocker is set to allow the Dynamic Score Reporting site. If your browser is configured to block all pop-ups, you will not be able to access the Dynamic Score Reporting site until your browser's Pop-up Blocker is disabled. In the event that further assistance is needed, please contact your district's network administrator to configure your browser settings to allow access to the Dynamic Score Reporting site.

Once you are in the Dynamic Score Reporting system, you will see this screen telling you that you are now in the Michigan Preliminary Student Roster Report (see Figure 7):

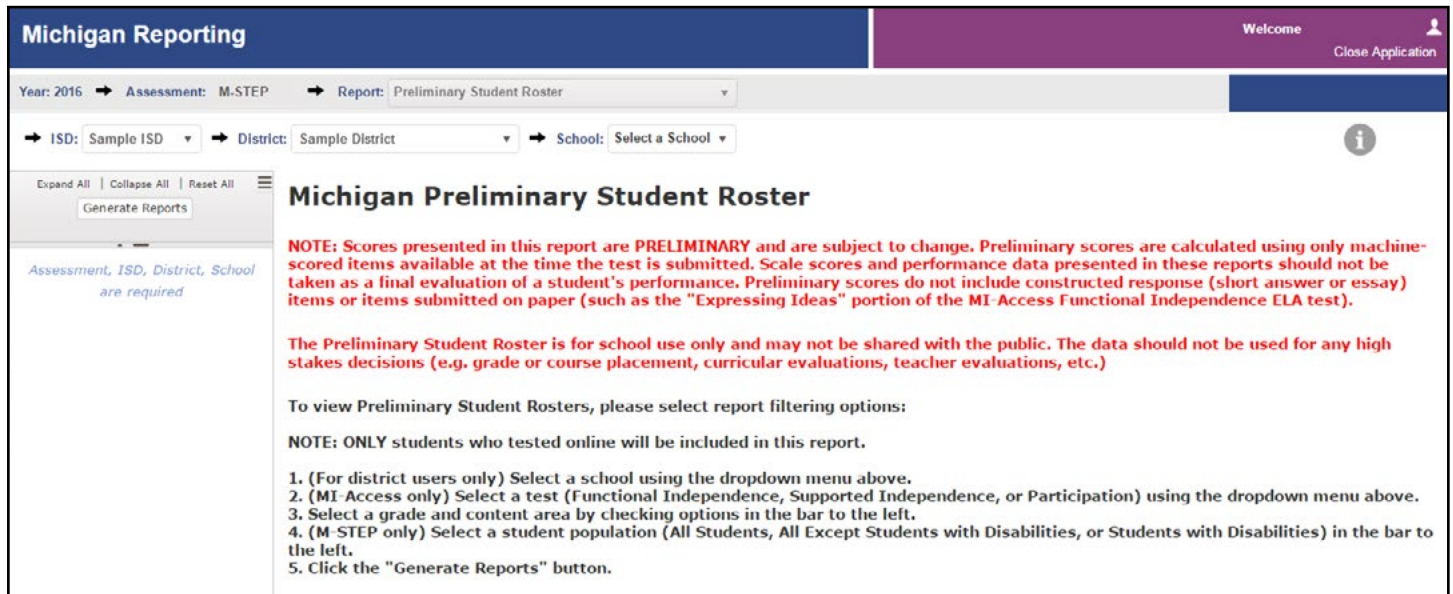


Figure 7

STEP 7: Follow the on-screen directions to generate a report.

- For details on the M-STEP Preliminary Student Roster Report, see below.
- For details on the MI-Access Preliminary Student Roster Report, see page 10.

STEP 8: To return to the Secure Site, click **Close Application** (see Figure 8) in the upper-right corner of the Dynamic Score Reporting site screen.

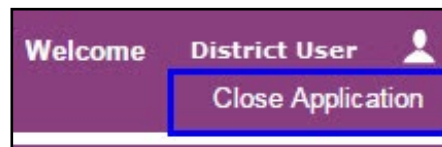


Figure 8

When finished in the Secure Site, be sure to log out of your account.

For additional assistance, please contact baa@michigan.gov or call 877-560-8378, option 3.

About the M-STEP Preliminary Student Roster Report

The Michigan Student Test of Educational Progress (M-STEP) Preliminary Student Roster Report allows you to view student Preliminary Scale Scores and subscores (claim and/or discipline scores) by content area and grade.

NOTE ABOUT PRELIMINARY SCORES: Scores presented in this report are PRELIMINARY and are subject to change. 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.).

NOTE ABOUT PRELIMINARY MATH SCORES: Math claims 2 and 4 are combined for final reporting. The combined score is not available for preliminary reporting.

NOTE ABOUT SCORES MARKED “NOT CURRENTLY REPORTABLE”: There are several reasons why a test may not be reportable at the time of preliminary reporting. In order to ensure that as many tests are scored as possible, please consider the following:

1. A student with incomplete, incorrect, or missing enrollment data in the Michigan Student Data System (MSDS) may not be reportable. Please ensure that the student (a) has a UIC, (b) is enrolled correctly in MSDS, and (c) is enrolled in the correct grade in MSDS.
2. A student whose test is incomplete will not be reportable. In a small number of cases, this may be because a section of the test, such as the performance task, has not yet been correctly registered by the testing software, in which case the score will appear later. In other cases, the student’s entire test was not completed. For the most meaningful test results, it is suggested that assessment administrators encourage students to attempt to complete the entire test.
3. A student’s test is not reportable if the student (a) engaged in prohibited behavior or (b) used a nonstandard accommodation.

If reasons for unreportable scores can be resolved, then the score will appear.

Student Population (see Figure 9)

The population of students to be displayed may be selected by the user. You may select from the following student populations:

1. All Students – this is the default
2. Students with Disabilities – students who are marked Special Education in the Michigan Student Data System (MSDS) at the time of testing
3. All Except Students with Disabilities – students who are not marked Special Education in MSDS at the time of testing

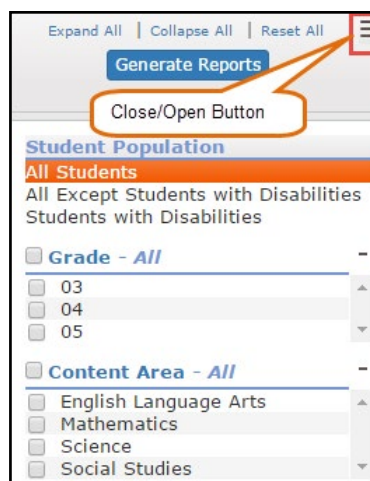


Figure 9

M-STEP Preliminary Roster Report Layout

The report is divided into four main sections (see Figure 10):

1. An alphabetical listing of the selected students **(A)**
2. Overall content performance in a table format **(B)**
3. Overall content performance in a graphical format **(C)**
4. Subscore performance (claim or discipline scores) in a graphical or table format. **(D)**

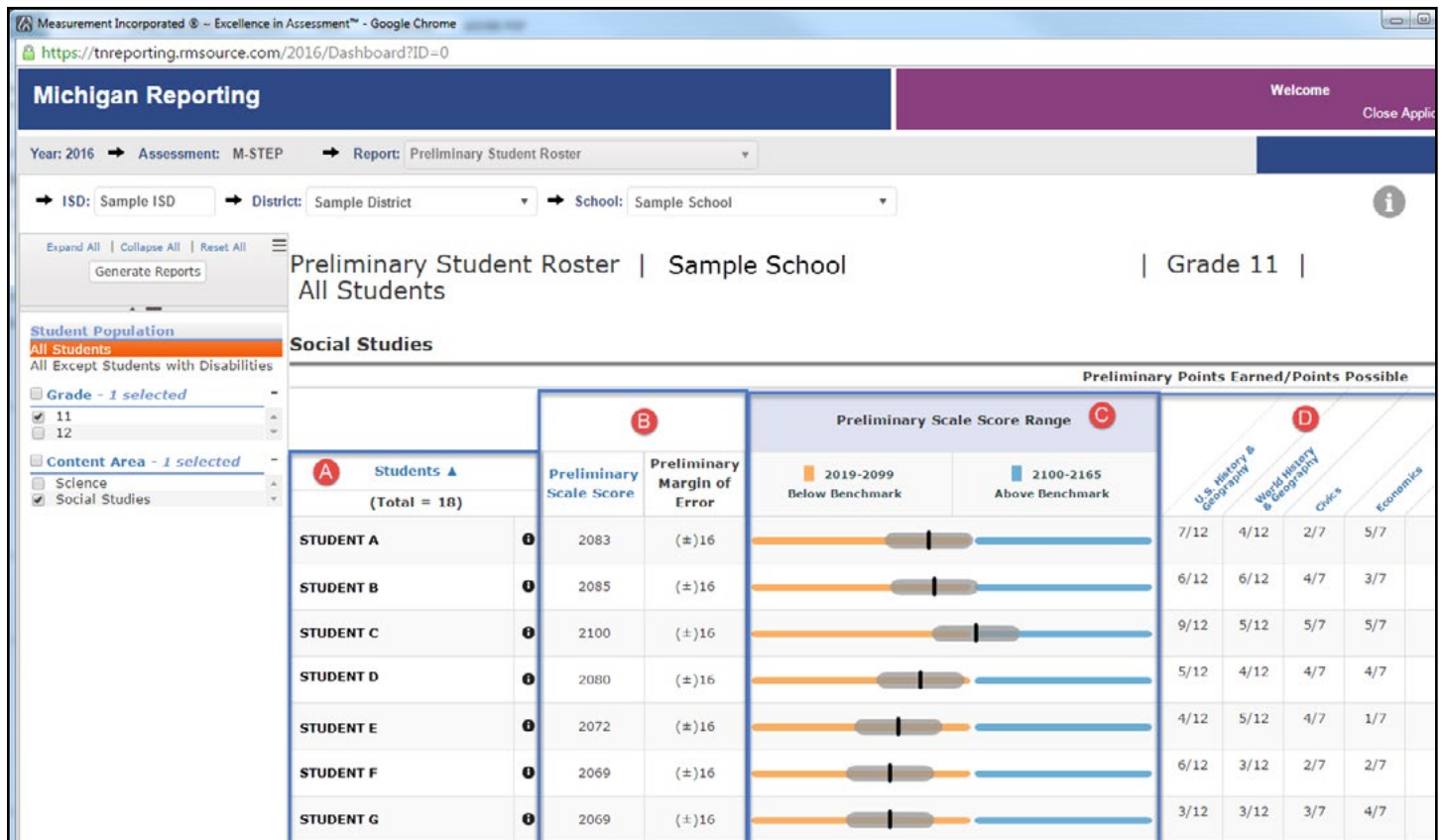


Figure 10

Selected Students (A)

Students in the selected population are displayed in ascending alphabetical order by last name, then first name. The sort sequence can be changed to sort in descending alphabetical order. The following data is displayed in this section:

1. Number of students displayed in the student roster. This represents all students who tested in the selected student population including students with invalid tests.
2. Student Name as last name, first name, middle initial. Student name is sortable.

The following additional information may be obtained by clicking on the information or “i” symbol (see Figure 11):

1. Unique Identification Code (UIC)
2. Date of Birth (DOB)

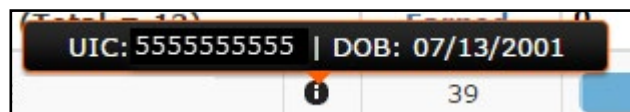


Figure 11

Overall Content Performance (Table Format) (B) (see Figure 10 on page 8)

For each selected student the following is displayed:

1. Preliminary Scale Score – the scale score is sortable (ascending or descending depending on sort selection).
2. Preliminary Margin of Error

Overall Content Performance (Graphical Format) (C) (see Figure 10 on page 8)

The performance data for each selected student is also displayed in a graphical format. Color-coded lines indicate the range of scores for above and below the score benchmark. The student's Preliminary Scale Score is indicated by a vertical line, surrounded by an oval that shows the estimated range of final scores possible. The width of the oval representing the student score shows the preliminary margin of error. In addition, the ranges for above and below the benchmark are provided in the legend.

Content Subscore (Claim or Discipline) Performance (D) (see Figure 12)

Each claim (for mathematics and ELA) or discipline (for science and social studies) has one column to the right of the overall content performance area.

1. Claim performance indicator will show either:
 - a. A blue, upward-pointing triangle if the student is showing adequate progress
 - b. A yellow circle if attention is indicated
 - c. An orange, downward-pointing triangle if the student is at risk of falling behind
2. Discipline scores will show a count of points earned out of points possible.

The subscore columns are sortable. Sorting by a subscore will result in a list of the selected students by their preliminary performance status (claims) or by proportion of points earned (disciplines).

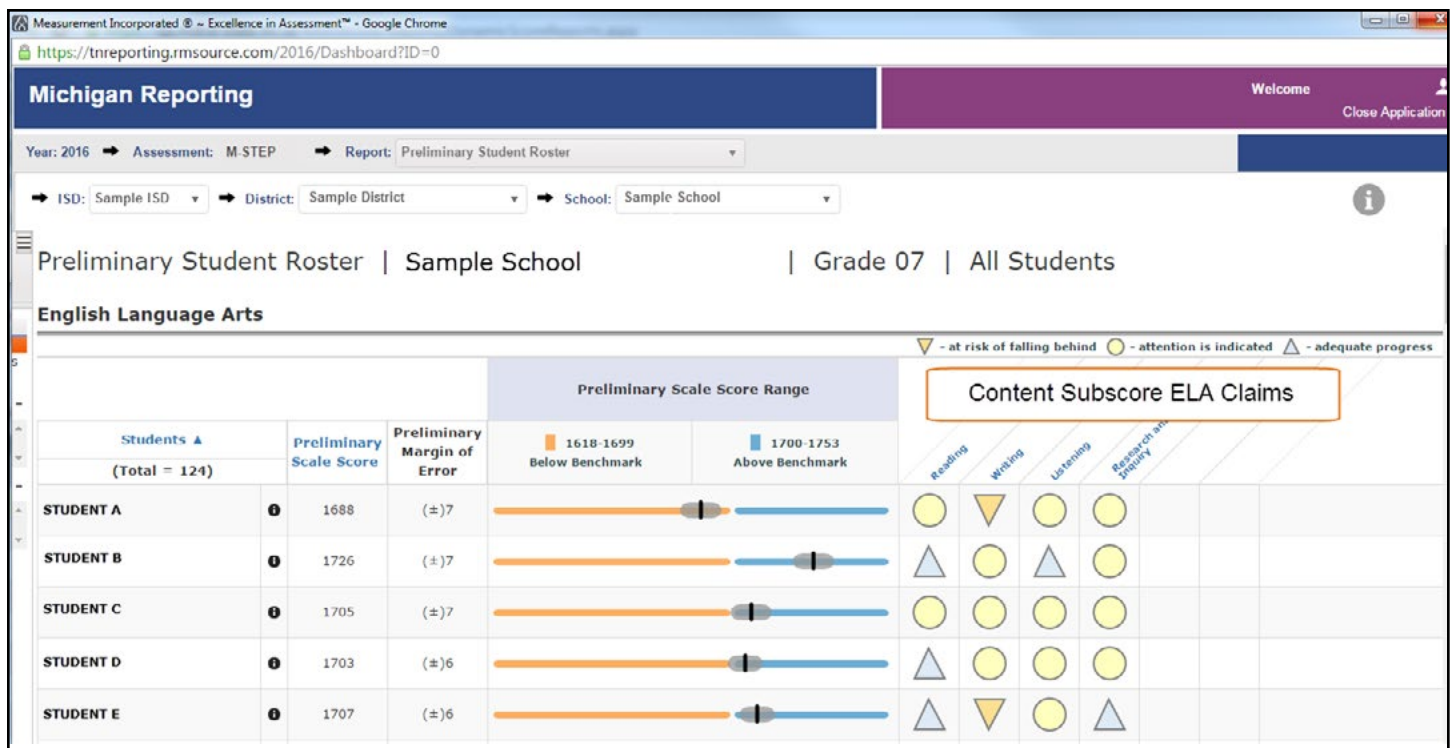


Figure 12

About the Data :

- The Preliminary Student Roster Report
 - ◆ is a list of students with scale scores represented for a selected student population by grade and content;
 - ◆ includes online test takers only; and
 - ◆ does not include homeschooled students.
- Overall performance is marked on the graphic to indicate the student’s overall performance and preliminary margin of error.
- Each color band of the graphic indicates performance above or below the score benchmark.
- Preliminary Scale Scores have been adjusted to be comparable with scores across different forms of the test.
- Preliminary claim and discipline data provides performance information for claims or disciplines within each subject.
- Grade 11 mathematics and ELA scores are provided by the SAT component of the Michigan Merit Exam (MME). These scores are not available for preliminary reporting.

About the MI-Access Preliminary Student Roster Report

The MI-Access Preliminary Student Roster Report allows users to view student Preliminary Scale Scores, subscores (claim or discipline scores), and points earned by content area and grade.

NOTE ABOUT PRELIMINARY SCORES: Scores presented in this report are PRELIMINARY and are subject to change. 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. 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.).

NOTE ABOUT CLAIMS: The Essential Elements with Michigan Range of Complexity for English Language Arts and Mathematics is broken down into four different claims for each content area. As our first year measuring these alternate content standards, operational items may not be represented in every claim. For claims where only field test items were represented, those claims will not be reflected on the student roster report. As MI-Access continues to be developed, operational items will be represented in every claim in future years.

NOTE ABOUT SCORES MARKED “NOT CURRENTLY REPORTABLE”: There are several reasons why a test may not be reportable at the time of preliminary reporting. In order to ensure that as many tests are scored as possible, please consider the following:

1. A student who is not marked as Special Education in the Michigan Student Data System (MSDS) cannot have a reportable MI-Access score. Please ensure that students are identified correctly in MSDS.
2. A student with incomplete, incorrect, or missing enrollment data in MSDS may not be reportable. Please ensure that the student (a) has a UIC, (b) is enrolled correctly in MSDS, and (c) is enrolled in the correct grade in MSDS.
3. A student whose test is incomplete will not be reportable. For the most meaningful test results, it is suggested that assessment administrators encourage students to attempt to complete the entire test.
4. A student’s test is not reportable if the student (a) engaged in prohibited behavior or (b) used a nonstandard accommodation.

If reasons for unreportable scores can be resolved, then the score will appear.

Assessment Type

You may select the assessment type to be displayed by clicking the down arrow next to Select an Assessment in the Dynamic Reporting Site (see Figure 13). The options are:

1. MI-Access FI (Functional Independence – FI)
2. MI-Access SI (Supported Independence – SI)
3. MI-Access P (Participation – P)

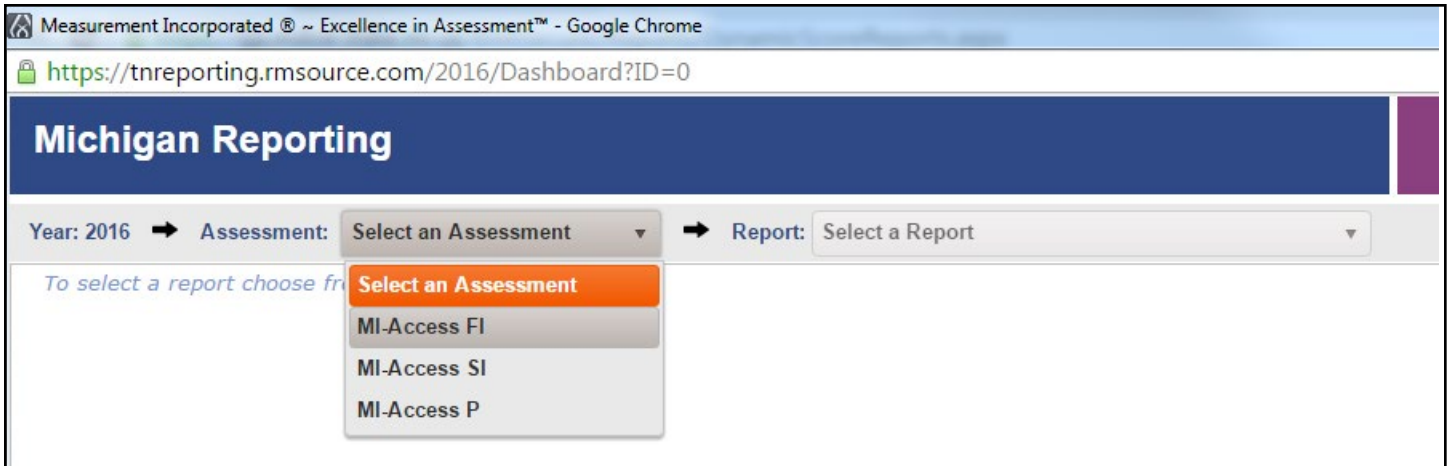


Figure 13

Score Types Available

Preliminary Scale Scores are provided for Functional Independence science and social studies.

For Functional Independence mathematics and ELA, and all Supported Independence and Participation scores, the report shows points earned out of points possible.

MI-Access Preliminary Roster Report Layout

The report is divided into four main sections (see Figure 14):

1. An alphabetical listing of the selected students **(A)**
2. Overall content performance in a table format **(B)**
3. Overall content performance in a graphical format **(C)**
4. Subscore performance (claim or discipline scores) in a graphical or table format. **(D)**

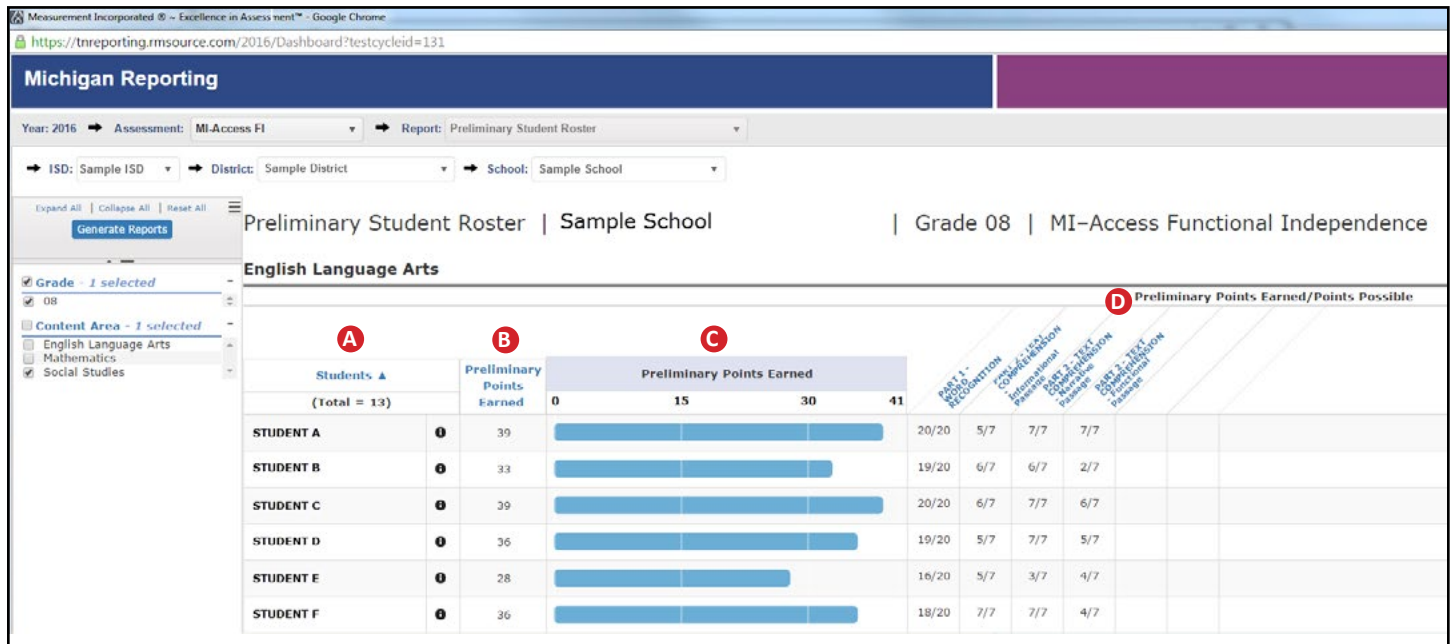


Figure 14

Selected Students

Students in the selected assessment are displayed in ascending alphabetical order by last name, then first name. The sort sequence can be changed to sort in descending alphabetical order. The following data is displayed in this section:

1. Number of students displayed in the student roster. This represents all students who tested in the selected student population including students with invalid tests.
2. Student Name as last name, first name, middle initial. Student name is sortable.

The following additional information may be obtained by clicking on the information or “i” symbol:

1. Unique Identification Code (UIC)
2. Date of Birth (DOB)

Overall Content Performance (Table Format)

For each selected student the following is displayed:

1. For subjects/tests for which a Preliminary Scale Score is available, the Preliminary Scale Score and preliminary margin of error will be displayed.
2. For all other subjects and tests, the total number of points earned will be displayed.

The scale score and points earned are sortable. Sorting by these scores will result in a list of the selected students in order of score (ascending or descending, depending on sort selection).

Overall Content Performance (Graphical Format)

The performance data for each selected student is also displayed in a graphical format. For subjects/tests in which a Preliminary Scale Score is available, color-coded lines indicate the range of scores for above and below the score benchmark. The Preliminary Scale Score is indicated by a vertical line, surrounded by an oval that shows the estimated range of final scores possible. For subjects/tests in which a Preliminary Scale Score is available, the width of the oval representing the student score shows the preliminary margin of error. In addition, the ranges for above and below the benchmark are provided in the legend.

For all other subjects and tests, a horizontal bar will indicate the number of points earned. A point scale appears at the top of the chart.

Content Subscore (Claim or Discipline) Performance

Each claim (for mathematics and ELA) or discipline (for science and social studies) has one column to the right of the overall content performance area. Each subscore column shows a count of points earned out of points possible.

The subscore columns are sortable. Sorting by a subscore will result in a list of the selected students ordered by proportion of points earned.

About the Data:

- The Preliminary Student Roster Report
 - ◆ is a list of students with scale scores represented for a selected student population by grade and content;
 - ◆ includes online test takers only; and
 - ◆ does not include homeschooled students.
- Preliminary claim and discipline data provide performance information for claims or disciplines within each subject.
- For subject scores that include a Preliminary Scale Score:
 - ◆ Overall performance is marked on the graphic to indicate the student's overall performance and preliminary margin of error.
 - ◆ Each color band of the graphic indicates performance above or below the score benchmark.
 - ◆ Preliminary Scale Scores have been adjusted to be comparable with scores across different forms of the test.
- For subject scores that do not include a Preliminary Scale Score or claim and discipline scores:
 - ◆ Overall performance (points earned) is indicated on the graphic by a horizontal bar.

FOR ALL REPORTS — Data Definitions:

- **Claim:** For both M-STEP and MI-Access assessments, claims are used as a means to organize assessment targets and apply to English language arts and mathematics. Within the claims, assessment targets are used to organize the standards.
- **Claim Performance Indicator (M-STEP English language arts and mathematics only):** The claim level symbol is an indicator of a student’s performance on an English language arts or mathematics claim. A blue, upward-pointing triangle indicates that the student is showing adequate progress. A yellow circle shows that attention to the student’s progress is indicated. An orange, downward-pointing triangle indicates that the student is at risk of falling behind. NOTE: MI-Access claim performance for English language arts and mathematics is reported as points earned / points possible.
- **Discipline:** Disciplines are used as a means to organize content standards and expectations. Disciplines apply to science and social studies.
- **Margin of Error:** Educational measurements are attempts to capture a student’s true score, or ability, in the area being assessed. The margin of error around the student score is an estimate of the range of scores one would expect if the student were to be measured repeatedly with parallel assessments. Because the preliminary score is based on a limited set of items, the preliminary margin of error is larger than it would be for final score reporting.
- **Raw Score:** Points earned/total points possible. Raw scores are not comparable across different forms of the test.
- **Preliminary Scale Score:** Preliminary scale scores are test scores that have been statistically adjusted to a common scale that allows scores to be compared across different forms of the test.

Privacy Notice: The Individual Student Report contains federally protected student information. This report must be used in accordance with the Family Educational Rights and Privacy Act (FERPA).