

# Guide to State Assessments



January 2025

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## → OVERVIEW

Welcome to a new school year! The Michigan Department of Education (MDE) Office of Educational Assessment and Accountability (OEAA) is preparing for the 2024-25 administrations of the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Exam (MME), PSAT assessments, MI-Access alternate assessments, WIDA assessments for English learners, and Early Literacy and Mathematics Benchmark assessments.

As Michigan’s students continue to make progress during our recovery from the pandemic, we will continue to provide valid and reliable data that schools and districts can use for program improvements. Our primary concern continues to be the health and safety of students, staff, and families around the state. Please do not hesitate to reach out to our office at [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) if you have questions.

For the most up-to-date assessment and accountability news, subscribe to the weekly newsletter [Spotlight on Student Assessment and Accountability](https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter) (<https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter>). Spotlight provides timely information on assessment and accountability topics throughout the school year.

## → SPRING 2025 SUMMATIVE ASSESSMENTS

There are a number of planned changes in Spring 2025 to the assessments and the systems, procedures, and policies supporting them, including:

### M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments

- The Michigan Department of Education (MDE) has contracted with Data Recognition Corporation (DRC) to handle all administrative, scoring, and reporting functions for both online and paper/pencil M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark assessments. Prior to this year, DRC did not handle paper/pencil materials processing. As a result, many of the administrative procedures surrounding paper/pencil tests and materials are changing, including Call Center options. Specific changes will be detailed in the relevant Test Administration Manuals.

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- DRC is implementing the DRC INSIGHT Enhanced Student Experience (ESE) user interface in the INSIGHT test engine. Students taking the online M-STEP, MI-Access, or Early Literacy and Mathematics Benchmark Assessments will experience an updated user interface which provides a clean, streamlined look for students and complies with ADA guidelines. Educators and students can see and practice with the ESE through the Online Training Tools now. Review the [DRC-INSIGHT Enhanced Student Experience Guide](#) for complete details on the updates.
- Color Preferences – The Color Choices and Color Contrast Designated Supports have been consolidated into the “Color Preferences” option for students taking online assessments.
- Word-processed responses to paper/pencil assessments will no longer be accepted. Students with a documented accommodation allowing for use of a word-processor may continue to respond with a word-processor, but the responses must be transcribed onto an answer document for scoring purposes.

## M-STEP

- Online essays for M-STEP ELA will be AI-scored. Paper/pencil essays will continue to be hand scored.
- M-STEP Social Studies assessments have been realigned to the 2019 Revised standards. The revised [M-STEP Social Studies Blueprint](#) reflects recommended revisions by an educator panel that met in the summer of 2024. As a result, new standard setting will take place in the summer of 2025.

## MI-Access

- MI-Access Functional Independence (FI) online assessments will continue to be two parts to encourage schools to provide appropriate

breaks to students, however, there will now be only one test ticket per content area. The same test ticket will be used to log into both parts of the tests.

## WIDA

- Temporary WIDA ACCESS Test Window Extension: the summative WIDA ACCESS windows are shifting from the standard 7-week testing window to a 10-week testing window to provide scheduling flexibility for schools with students observing Ramadan.
- WIDA has released translated test administrator scripts for the WIDA ACCESS for ELLs assessment. These scripts are available in 16 languages and are available for download from the [WIDA Secure Portal](#).

## SAT with Essay and PSAT-related Assessments

- The Bluebook testing application will include an embedded text to speech (TTS) tool for students who require reading assistance as an accommodation.
- Students with College Board-approved accommodations for extended time will have the optional ability in the Bluebook testing application to move to the next section or to end testing after standard time has expired, but before their full amount of extended time expires.

## ACT WorkKeys

- There will be three testing days, with associated windows for accommodated testing, to provide additional flexibility. Schools can choose to between Window 1 with testing on 3/27/25 or Window 2 with testing on 4/10/25 as their initial test day. All schools will have Window 3 starting on 4/24/25 for makeup testing.
- MDE will provide an Aggregate WorkKeys file that can be downloaded from the [Office of Assessment and Accountability \(OEAA\) Secure Site](#).

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Please note: this is not a comprehensive list of changes. It is important that assessment coordinators and administrators review the relevant test administration manuals and participate in training opportunities.

## M-STEP summative tests for grades 3–7 include:

- English Language Arts (grades 3–7): computer-adaptive test (CAT) with Passage-based Writing prompt (essay) at every grade
- Mathematics (grades 3–7): computer-adaptive test (CAT)
- Science (grade 5): fixed-form online assessment
- Social Studies (grade 5): fixed-form online assessment

## Michigan grade 8 testing includes:

- PSAT 8/9 for grade 8: online multistage adaptive test (MST). This test provides the ELA and mathematics scores for accountability in grade 8.
- M-STEP Science and Social Studies: fixed-form online assessments

## PSAT in grades 9 and 10 includes:

- PSAT 8/9 for grade 9: online multistage adaptive test (MST)
- PSAT 10 for grade 10: online multistage adaptive test (MST)
- Assessment results from the PSAT 8/9 for grade 9 and the PSAT 10 are not part of Michigan's accountability system.

## MME in grade 11 includes:

- SAT with Essay: online multistage adaptive test (MST). This test provides the ELA and mathematics scores for accountability in grade 11.
- ACT WorkKeys: paper/pencil assessment

- M-STEP Science: fixed-form online assessment
- M-STEP Social Studies: fixed-form online assessment

## MI-Access Functional Independence (FI) in grades 3-8 and 11 includes:

- English Language Arts
  - » Expressing Ideas (grades 3–8 and 11): fixed-form **paper/pencil** assessment. Note: this required assessment is **not** available in an online format.
  - » Accessing Print and Using Language (grades 3–8 and 11): fixed-form online assessment
- Mathematics (grades 3–8 and 11): fixed-form online assessment
- Science (grades 5, 8, and 11): fixed-form online assessment
- Social Studies (grades 5, 8, and 11): fixed-form online assessment

## MI-Access Supported Independence (SI) & Participation (P) in grades 3–8 and 11 includes:

- English Language Arts and Mathematics combined administrator booklets with student facing picture cards (grades 3, 4, 6, and 7): paper administrator booklet with online answer documents
- English Language Arts, Mathematics, and Science combined administrator booklets with student facing picture cards (grades 5, 8, and 11): paper administrator booklet with online answer documents
- **Students taking the SI/P levels of MI-Access must be assessed with a locally determined social studies assessment.** Individualized Education Program (IEP) teams must determine which locally determined social

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studies test will be administered for students in grades 5, 8, and 11. Schools are required to provide information on the locally determined social studies test during the OEAA Secure Site Answer Documents Received and Students Not Tested window.

## WIDA summative tests for grades K-12 include:

- WIDA ACCESS for ELLs (grade K): paper/pencil assessment
- WIDA ACCESS for ELLs (grades 1-12): computer-based adaptive test with grades 1-3 paper/pencil writing booklet
- WIDA Alternate ACCESS for ELLs (grades K-12): paper/pencil assessment

## → M-STEP TEST SESSION TIMING

M-STEP tests are untimed and student-paced. Therefore, students **must** be given as much time as they need to complete each session or part of the test. The times listed on the following pages are **estimated** times and are provided for planning purposes. Some students will complete the test in less time than estimated, while others may require additional time. Be sure to plan for both contingencies.

Online tests will remain open and available for testing until the student ends or submits his or her test. This means that students will be able to pause and exit their test at the end of a test session and resume testing in another scheduled session during the testing window. A school can determine the appropriate amount of time for students to spend in a single test session.

**For example**, if the estimated time for a test session is 90 minutes, you may decide to schedule:

- one 2-hour session with a break
- two 60-minute sessions
- three 40-minute sessions
- one 60- and two 30-minute sessions

The net result for schools is the **freedom to schedule an appropriate amount of time for students to be in test sessions**. Students can exit the test without submitting, allowing them to finish the test in another scheduled session.

## Online Test Sessions

When scheduling **online** test sessions, please keep in mind the following:

- Testing windows cannot be extended; therefore, schools should schedule sessions early enough in the testing window to ensure that all students can complete testing within the allowable testing window.
- Schools have flexibility to schedule test sessions any time normal instruction takes place during the school day (M-F 7 a.m. – 4 p.m.) within the test window.
- Not all students need to be administered the same assessment at the same time, nor on the same day.
- Headphones are required for all M-STEP assessments and for MI-Access FI test sessions.
- Estimated online test session times do **not** include the following:
  - » traveling to and from the testing room
  - » distributing and collecting test tickets and scratch paper
  - » signing into the test session
  - » reviewing online test directions with students

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## Paper/Pencil Test Days

- Schools assessing students with paper/pencil assessments must select an initial test date for each grade and content area and assess as many students as possible on the initial dates. Test parts should be scheduled early enough in the school day to allow students to complete the entire test within the school day. ELA Day 1 should be scheduled for a single day and ELA Day 2 should be scheduled on a different day.
- Estimated paper/pencil test session times do **not** include the following:
  - » traveling to and from the testing room
  - » distributing and collecting test materials, including test booklets and answer documents
  - » completing the answer document demographic page
  - » listening to test directions and reviewing sample items

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## → TESTING IN GRADES 3 – 8

The following tables provide overall test session timing and information on online and paper/pencil assessments by grade and content area. For planning purposes, keep in mind that some students will need more time to test and some students will need less time than is estimated.

 <b>Spring 2025 Estimated Test Session Timings Grades 3–7</b>					
Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
ELA Computer Adaptive	2:00	2:00	2:00	2:00	2:00
Mathematics Computer Adaptive	1:30	1:30	1:30	2:00	2:00
Science	NA	NA	1:30	NA	NA
Social Studies	NA	NA	1:00	NA	NA
<b>Estimated Total Hours</b>	<b>3:30</b>	<b>3:30</b>	<b>6:00</b>	<b>4:00</b>	<b>4:00</b>

**NOTE:** Times are in **hours:minutes**. Example: **1:30** equals **1 hour 30 minutes**.

<b>Spring 2025 Estimated Test Session Timings Grade 8</b>	
Subject	Grade 8
PSAT 8/9 (ELA and Mathematics)	2:14
M-STEP Science	1:30
M-STEP Social Studies	1:00
<b>Estimated Total Hours</b>	<b>4:44</b>

**NOTE:** Schools can plan for a total of approximately 3 hours for PSAT 8/9 test day administration activities, testing, and breaks.

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## English Language Arts (ELA)

Grade	Online 	Paper/Pencil 
3 – 7	<ul style="list-style-type: none"> <li>6-week testing window</li> <li>1 session (1 test ticket)</li> <li>◆ <b>Computer Adaptive Test (CAT) – 2 hours</b></li> <li>Breaks can be provided during the test session using the software’s Pause feature</li> </ul>	<ul style="list-style-type: none"> <li>4-week testing window</li> <li>◆ <b>Day 1: Parts 1 and 2 – 1 hour</b> Listening Reading</li> <li>◆ <b>Day 2: Part 3 – 1 hour</b> Writing Research</li> <li>Breaks can be provided at STOP signs in test booklet</li> </ul>

## Mathematics

Grade	Online 	Paper/Pencil 
3 – 5	<ul style="list-style-type: none"> <li>6-week testing window</li> <li>1 session (1 test ticket)</li> <li>◆ <b>Computer Adaptive Test (CAT) – 1 hour, 30 minutes</b></li> <li>Calculators <b>not permitted</b> in grades 3 – 5</li> <li>Breaks can be provided during test sessions using the software’s Pause feature</li> </ul>	<ul style="list-style-type: none"> <li>4-week testing window</li> <li>◆ <b>Part 1 – 45 minutes</b></li> <li>◆ <b>Part 2 – 45 minutes</b></li> <li>Calculators <b>not permitted</b> in grades 3 – 5</li> <li>Breaks can be provided at STOP signs in test booklet</li> </ul>
6 – 7	<ul style="list-style-type: none"> <li>6-week testing window</li> <li>1 session (1 test ticket)</li> <li>◆ <b>Computer Adaptive Test (CAT) – 2 hours</b></li> <li>Grade 6 – embedded basic calculator *</li> <li>Grade 7 – embedded scientific calculator *</li> <li>Breaks can be provided during test sessions using the software’s Pause feature</li> <li>* on designated items</li> </ul>	<ul style="list-style-type: none"> <li>4-week testing window</li> <li>◆ <b>Part 1 – 1 hour</b> (no calculator)</li> <li>◆ <b>Part 2 – 1 hour</b> (with calculator)</li> <li>Grade 6 – basic calculator</li> <li>Grade 7 – scientific calculator</li> <li>Breaks can be provided at STOP signs in test booklet</li> </ul>

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## Science

Grade	Online 	Paper/Pencil 
<b>5 and 8</b>	<ul style="list-style-type: none"> <li>6-week testing window</li> <li>◆ <b>1 session (1 test ticket) – 90 minutes</b></li> <li>Grade 5 – embedded four-function calculator *</li> <li>Grade 8 – embedded scientific calculator *</li> <li>Grade 8 – periodic table of the elements</li> <li>Breaks can be provided during test sessions using the software’s pause feature</li> </ul> <p>* Calculator usage is optional</p>	<ul style="list-style-type: none"> <li>4-week testing window</li> <li>◆ <b>1 Part – 90 minutes</b></li> <li>Grade 5 – four-function calculator (optional)</li> <li>Grade 8 – scientific calculator (optional)</li> <li>Grade 8 – periodic table of the elements</li> <li>Breaks can be provided at STOP signs in test booklet.</li> </ul>

## Social Studies

Grade	Online 	Paper/Pencil 
<b>5 and 8</b>	<ul style="list-style-type: none"> <li>6-week testing window</li> <li>◆ <b>1 session (1 test ticket) – 60 minutes</b></li> <li>Breaks can be provided during test sessions using the software’s pause feature</li> </ul>	<ul style="list-style-type: none"> <li>4-week testing window</li> <li>◆ <b>1 Part – 60 minutes</b></li> <li>Breaks can be provided at STOP signs in test booklet</li> </ul>

## → PSAT 8/9 and PSAT 10 TESTING TIMES

The PSAT 8/9 for grade 8 will count toward ELA and mathematics accountability measures. The PSAT 8/9 for students in grade 9 and the PSAT 10 for students in grade 10 will **not** count toward Spring 2025 accountability. Testing times are the same for PSAT 8/9 and PSAT 10.

### PSAT 8/9 for Grade 8 and Grade 9 and PSAT 10 for Grade 10

PSAT Sections	PSAT 8/9 and PSAT 10 (in hours: minutes)
Reading/Writing	<b>1:04</b>
Math	<b>1:10</b>
<b>Total (hours: minutes)</b>	<b>2:14</b>

**Note:** Schools can plan for a total of approximately 3 hours for PSAT 8/9 and PSAT 10 test day administration activities, testing, and breaks.

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## → TESTING IN GRADE 11 – Michigan Merit Examination (MME)

Students in 11th grade (and eligible 12th grade students) must be administered all three components of the MME:

- SAT with Essay 
- ACT WorkKeys 
- M-STEP Science and Social Studies  

Testing times for the MME components are shown here and on the following page. For detailed information on online testing windows and paper/pencil testing dates, see the **Spring 2025 Summative Testing Schedule** on [page 23](#) of this document.

Spring 2025 MME Component Test Session Timings	
Subject	Grade 11
Science	1:30
Social Studies	1:00
College Entrance with Essay	3:04
Work Skills	2:45
<b>Estimated Total Hours: Minutes</b>	<b>8:19</b>

### M-STEP Science and Social Studies

Grade	Online 	Paper/Pencil 
11	<ul style="list-style-type: none"> <li>• 6-week testing window</li> <li>• <b>Science:</b> 1 session (1 test ticket) – <b>90 minutes</b> <ul style="list-style-type: none"> <li>▪ scientific calculator (optional)</li> <li>▪ periodic table of the elements</li> </ul> </li> <li>• <b>Social Studies:</b> 1 session (1 test ticket) – <b>60 minutes</b></li> <li>• Breaks can be provided during test sessions using the software’s pause feature</li> </ul>	<ul style="list-style-type: none"> <li>• 4-week testing window</li> <li>• <b>Science: 1 Part – 90 minutes</b> <ul style="list-style-type: none"> <li>▪ scientific calculator (optional)</li> <li>▪ periodic table of the elements</li> </ul> </li> <li>• <b>Social Studies: 1 Part – 60 minutes</b></li> <li>• Breaks can be provided at STOP signs in test booklet</li> </ul>

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## SAT with Essay

The SAT with Essay is an online timed test.

**Note:** While the Essay portion of the SAT is no longer offered by the College Board for national test days, it is required for Michigan's Spring testing that is used for accountability purposes.

SAT Sections	Time (in hours: minutes)
Reading/Writing	1:04
Break*	:10
Math	1:10
Break*	:10
Essay	:50
<b>Total (hours: minutes)</b>	<b>3:24</b>

\*College Board requires that you allow a break of 10 minutes at the end of Reading/Writing and a break of 10 minutes at the end of Math to allow examinees to relax or to go to the restroom. No cell phones may be used during the break.

**Note:** Schools can plan for a total of approximately 4 hours for SAT with Essay test day administration activities, testing, and breaks.

## ACT WorkKeys

ACT WorkKeys is a paper/pencil timed test.

Tests	Time (in hours: minutes)
Workplace Documents	:55
Applied Math	:55
Break*	:15
Graphic Literacy	:55
<b>Total (hours: minutes)</b>	<b>3:00</b>

\*ACT requires that you allow a break of 15 minutes at the end of Applied Math (test 2) to allow examinees to relax or to go to the restroom. No cell phones may be used during the break.

## → MI-ACCESS ALTERNATE ASSESSMENTS

Students who take the MI-Access assessment must meet the state definition of a student with the most significant cognitive disabilities. This definition is described in the [Michigan Guidelines for Should My Student Take the Alternate Assessment](#).

MI-Access Alternate Assessments are administered at three levels:

**MI-Access Functional Independence (FI)** – For students who have a significant cognitive impairment and can access resources, strategies, and supports with limited assistance, and whose instruction is aligned closest to the "High" range of complexity for ELA and Mathematics Essential Elements

**MI-Access Supported Independence (SI)** – For students who have a significant cognitive impairment and require ongoing support in major life roles, and whose instruction is aligned closest to the "Medium" range of complexity for ELA and Mathematics Essential Elements

**MI-Access Participation (P)** – For students who have a significant cognitive impairment and require extensive ongoing support through adulthood, and whose instruction is aligned closest to the "Low" range of complexity for ELA and Mathematics Essential Elements

MI-Access assessments are based on the Essential Elements with Michigan Range of Complexity for ELA, mathematics, science, and Extended Grade Level Content Expectations for Social Studies (FI only). The alternate content standards can be found on the [MI-Access web page](https://www.michigan.gov/mde/Services/Student-Assessment/mi-access) (<https://www.michigan.gov/mde/Services/Student-Assessment/mi-access>).

### MI-Access Functional Independence (FI)

With the exception of ELA Expressing Ideas, the MI-Access FI assessments are administered online. A paper/pencil format will be available for those students and schools that are not able to test online.

The FI assessments include:

- **English Language Arts** (grades 3–8 and 11) which consists of two parts – both parts **must** be completed:
  1. Accessing Print and Using Language – online or paper/pencil
  2. Expressing Ideas (constructed response) – administered as **paper/pencil assessment only** to **all** students (including students taking the rest of the MI-Access FI assessments online)
- **Mathematics** (grades 3–8 and 11)
- **Science** (grades 5, 8, and 11)
- **Social Studies** (grades 5, 8, and 11)

### MI-Access FI Online Assessments

Online tests in each content area will have two parts and are untimed. Students can complete one part in a single day with the flexibility to have multiple breaks during the day when needed or to test over multiple days. **It is not recommended for students to take more than one part of a MI-Access section or subject on any single day.**

### MI-Access Supported Independence and Participation (SI/P)

Students are administered activity-based observation items as well as selected-response items using picture cards and/or instructional materials. The answer document is the only online component of the SI/P assessments. Primary Assessment Administrators will enter the student scores for both the Primary and Shadow Assessment Administrators into the online answer document.

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It is strongly recommended that Primary and Shadow Assessment Administrators take the MI-Access Training: Participation and Scoring Administration course. This video-enhanced presentation is an excellent tool for training all staff involved in this testing. This course is available from [Michigan Virtual](https://plp.michiganvirtual.org) (<https://plp.michiganvirtual.org>) and participants can earn 2 SCECHs upon completion. Access the course on the [MI-Access web page](https://www.michigan.gov/mde/Services/Student-Assessment/mi-access) (<https://www.michigan.gov/mde/Services/Student-Assessment/mi-access>) under the **Assessment Training and Resources for Educators** section.

The SI/P assessments include:

- **English language arts** (grades 3-8 and 11)
- **Mathematics** (grades 3-8 and 11)
- **Science** (grades 5, 8, and 11)

**Note: Districts must administer a locally determined social studies assessment for students who typically take MI-Access SI/P.**

Individualized Education Program (IEP) teams must determine which locally determined social studies assessment will be administered to students in grades 5, 8, and 11.

MI-Access does not allow for nonadjacent testing. This means students who are administered the Supported Independence assessments are not allowed to be administered the M-STEP social studies assessment. Students who are administered the Participation assessments are not allowed to be administered either the MI-Access FI or the M-STEP social studies assessment.

## Grade 11 MI-Access FI: College Entrance and Work Skills Assessments

- Students taking the grade 11 Functional Independence MI-Access assessments may also take the ACT WorkKeys assessment if the Individualized Education Program (IEP) team determines it is an appropriate assessment.

- If the IEP team determines that the SAT with Essay is an appropriate assessment for the student, then the ELA and mathematics scores will be derived from the SAT with Essay and the student will not take the MI-Access FI ELA and mathematics tests.

## → WIDA

### WIDA ACCESS for ELLs

Michigan's federally required summative assessment for students identified as English Learners (ELs) is the WIDA ACCESS for ELLs. This annual assessment is designed to measure K–12 ELs on their progress in learning the English language. The assessment provides a status of their development of Reading, Listening, Writing, and Speaking skills. WIDA ACCESS for ELLs is aligned to the WIDA English Language Development (ELD) standards that Michigan adopted in 2013.

This assessment can be administered online in grades 1–12. A paper/pencil form of the assessment is required for K and available for all domains in grades 1–12 for students who may not yet be technology-ready or have a disability that requires a paper/pencil test.

### WIDA Alternate ACCESS for ELLs

Districts have the option to use the WIDA Alternate ACCESS for ELLs paper/pencil assessment. This assessment is designed for students who are ELs and have or function as if they have significant cognitive disabilities. This assessment is available in grades K–12 (grade level clusters: K, 1–2, 3–5, 6–8, and 9–12). Each section of this test (Listening, Reading, Speaking, and Writing) is estimated to take 20 minutes.

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Additional information about test administration can be found on the [WIDA website](https://wida.wisc.edu) (<https://wida.wisc.edu>) as well as within the WIDA Secure Portal.

## WIDA Screener

The WIDA Screener is a screening assessment used to identify potential ELs upon enrollment. The WIDA Screener is available in both an online and paper/pencil format for students in grades 1-12. However, students should only take the paper/pencil form of the Screener if they have disabilities requiring use of a paper/pencil form or if they are considered recent arrivers (attended U.S. schools for 12 months or less). The WIDA Screener may take between 35 and 70 minutes depending on the grade level cluster and path administered.

The WIDA Screener for Kindergarten is the paper/pencil assessment given to Kindergarteners. This screener assesses the Listening, Reading, Writing, and Speaking domains. It is designed to take 10-15 minutes for Listening and Speaking and an additional 10-15 minutes for Reading and Writing. Refer to Michigan's [Entrance and Exit Protocol](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL_Entrance_and_Exit_Protocol.pdf) ([https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL\\_Entrance\\_and\\_Exit\\_Protocol.pdf](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OES/Programs/Title-III/EL_Entrance_and_Exit_Protocol.pdf)) for screening requirements.

## Test Session Timing and Sequence for WIDA ACCESS

### Scheduling online testing sessions:

- The Listening and Reading domains must be administered first in the testing window for students in grades 1-12. Because the assessment is staged-adaptive, scores from a student's performance in these two domains will determine his/her tier (A or B/C) for Writing.
- Students do not need to be separated by tier (A, B, C) during test administration. However, students must still be tested in the appropriate grade-level cluster.
- Breaks can be provided during the test sessions using the software's pause feature. A single

domain test should not be broken into separate administrations.

- Each online domain requires a separate test ticket. Students in:
  - » grades 1–3 will have three tickets (Writing is administered in paper/pencil only):
    - » Listening
    - » Reading
    - » Speaking
  - » grades 4–12 will have four tickets:
    - » Listening
    - » Reading
    - » Speaking
    - » Writing
- Students must utilize a microphone for the Speaking domain.
- Students must utilize headphones for all domains.
- Although students may be group-administered the Speaking domain, WIDA recommends only 3–5 students per computer lab/test setting. This small group setting is necessary to ensure that student responses are not picked up by another student's microphone. It is possible that a student's score may be negatively impacted if a significant amount of background noise or interference is captured in their response.

### Scheduling paper/pencil testing sessions:

- For students taking the full paper version of the WIDA ACCESS for ELLs, the domains may be administered in any order.
- Breaks can be provided to students during the test sessions as long as materials are kept secure.

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The table below outlines key differences between grades 1–12 online and paper/pencil. Note that all times listed are estimates.

	ACCESS for ELLs - Online (Grades 1-12) 	ACCESS for ELLs - Paper/Pencil (Grades K*-12) 
<b>Grade Level Clusters</b>	<ul style="list-style-type: none"> <li>1, 2–3, 4–5, 6–8, and 9–12</li> </ul>	<ul style="list-style-type: none"> <li>K*, 1, 2, 3, 4–5, 6–8, and 9–12</li> </ul>
<b>Listening</b>	<ul style="list-style-type: none"> <li>test platform captures and scores student responses</li> <li>up to 65 minutes</li> </ul>	<ul style="list-style-type: none"> <li><b>1-12:</b> 25–60 minutes</li> </ul>
<b>Reading</b>	<ul style="list-style-type: none"> <li>up to 60 minutes</li> </ul>	<ul style="list-style-type: none"> <li>35–70 minutes</li> </ul>
<b>Speaking</b>	<ul style="list-style-type: none"> <li>students listen to prompts and speak into headsets to record their answers</li> <li>student responses are automatically sent to DRC for rating and scoring</li> <li>up to 50 minutes</li> <li>maximum of 5 students in the testing room</li> </ul>	<ul style="list-style-type: none"> <li>test administrator plays pre-recorded speaking prompts on a CD</li> <li>students speak their responses to test administrators</li> <li>test administrators score student speech during administration</li> <li>Up to 45 minutes per student, administered individually</li> </ul>
<b>Writing</b>	<ul style="list-style-type: none"> <li><b>Grades 1–3:</b> students complete the entire writing test (prompts and responses) on paper</li> <li><b>Grades 4–12:</b> <ul style="list-style-type: none"> <li>students read prompts on the computer screen</li> <li>students keyboard or handwrite responses based on Michigan’s guidelines—keyboarding is the default setting</li> </ul> </li> <li>keyboarded responses are automatically sent to DRC; handwritten responses will need to be shipped</li> <li>up to 90 minutes</li> </ul>	<ul style="list-style-type: none"> <li><b>Tier A, Grade 1:</b> up to 40 minutes                             <ul style="list-style-type: none"> <li>students read prompts on a paper test form</li> </ul> </li> <li><b>Tier A, Grades 2-12:</b> up to 75 minutes</li> <li><b>Tier B/C, Grade 1:</b> up to 80 minutes</li> <li><b>Tier B/C:</b> up to 80 minutes</li> <li>students handwrite responses on a paper test form</li> <li>test booklets are returned to DRC and scored</li> </ul>

\* Test administrators planning to administer the Kindergarten form of the assessment can plan on an average of **45 minutes per student**. The Kindergarten assessment is administered individually and is semi-adaptive, which may change the administration time depending on students’ English proficiency levels (low proficiency = shorter administration time, high proficiency = longer administration time).

# 2024-2025 Guide to State Assessments

## → EARLY LITERACY AND MATHEMATICS BENCHMARK ASSESSMENTS (K-2)

The MDE-developed Early Literacy and Mathematics Benchmark assessments are available for students in grades K, 1, and 2. These benchmark assessments are aligned to Michigan's academic content standards and can be administered three times a year: fall, winter, and spring. The Early Literacy and Mathematics Benchmark assessments are only available online; there is no paper/pencil version.

Beginning in 2017-2018, the "Read by Grade 3" law requires students in grades K, 1, 2, and 3 be administered an English language arts (ELA) assessment within the first 30 days of school. The assessment must be from the MDE-approved list of initial assessments to assure students are on target to pass the third grade summative ELA assessment (M-STEP). Districts can choose to administer any assessment from the MDE-approved list of initial assessments located on the [Early Literacy and Mathematics web page](http://www.michigan.gov/earlylitandmath) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath)). The MDE-developed Early Literacy Benchmark Assessments are on this approved list of initial assessments and fulfill the Read by Grade 3 initial assessment requirement.

In addition, under current legislation, MDE strongly encourages districts to administer a benchmark assessment or assessments in reading and mathematics at the beginning and end of the school year to all students in Kindergarten through grade 8. [The Benchmark law](https://legislature.mi.gov/Laws/MCL?objectName=mcl-388-1704h) (<https://legislature.mi.gov/Laws/MCL?objectName=mcl-388-1704h>) further directs MDE to provide a benchmark assessment at no cost to districts. Under OEAA's existing administration contract with Data Recognition Group (DRG), **the MDE-developed Early Literacy and Mathematics Benchmark assessments are being made available free of charge to districts to fulfill this requirement for students in grades K-2.** Under both laws, districts may choose different benchmark assessments or tools for literacy/reading and mathematics.

When considering which benchmark assessments and reading assessments a student should take, it is important to look at the needs of all students, including students with the most significant cognitive disabilities. The needs of students who are working toward Michigan's alternate content expectations (Essential Elements) should be considered carefully. For such students, if an IEP team determines that the benchmark or reading assessment the district is using is not appropriate for the student, then another method of assessing the student's progress must be chosen and implemented. This may include, but is not limited to, systems used to monitor ongoing academic progress, if these systems can show student growth and progress toward the appropriate state academic standards.

The above holds true for English learners for whom this or other benchmark assessments are not appropriate because of their current level of language skills. Consider the current monitoring tools or local assessments the district is using with this population of students for monitoring progress toward proficiency in ELA and mathematics.

Early Literacy and Mathematics Testing Windows	
Fall 2024	August 19 – October 25, 2024
Winter 2025	January 6 – February 7, 2025
Spring 2025	April 7 – May 30, 2025

The fall, winter, and spring online administrations of the benchmark assessments use the same online test delivery engine as the M-STEP assessments. For grades K, 1, and 2, there is a 10-week testing window in the fall, a 5-week testing window in the winter, and an 8-week testing window in the spring. Schools participating in the Early Literacy and Mathematics Benchmark online assessments must pre-identify their students in the Secure Site using the Pre-ID function.

# 2024-2025 Guide to State Assessments

Keep in mind the following:

- Human Voice Audio (HVA) is the standard way in which mathematics and ELA reading passages, test questions, and appropriate answer options are presented to students in grades K and 1, so headphones will be needed.
- Students in grade 2 will need headphones if Text-to-Speech (TTS) is enabled.

The following tables provide session and timing information for the Early Literacy and Mathematics Benchmark Assessments.

## English Language Arts (ELA)

Grades	Online  only
K-2	<ul style="list-style-type: none"> <li>• 2 sessions (2 test tickets: Part 1, Part 2)</li> <li>• Breaks can be provided during test sessions using the software's pause feature.</li> <li>• <b>K – Part 1: 30–40 minutes</b> <b>Part 2: 30–40 minutes</b></li> <li>• <b>1 – Part 1: 30–40 minutes</b> <b>Part 2: 30–40 minutes</b></li> <li>• <b>2 – Part 1: 35–45 minutes</b> <b>Part 2: 35–45 minutes</b></li> </ul>

## Mathematics

Grades	Online  only
K-2	<ul style="list-style-type: none"> <li>• 2 sessions (2 test tickets: Part 1, Part 2)</li> <li>• Breaks can be provided during test sessions using the software's pause feature.</li> <li>• <b>K – Part 1: 25–35 minutes</b> <b>Part 2: 25–35 minutes</b></li> <li>• <b>1 – Part 1: 25–35 minutes</b> <b>Part 2: 25–35 minutes</b></li> <li>• <b>2 – Part 1: 35–45 minutes</b> <b>Part 2: 35–45 minutes</b></li> </ul>

Remote testing is supported for students taking the Early Literacy and Mathematics Benchmark Assessments. To better ensure valid and reliable results from the assessment and to maintain the security of test items, an in-person administration is strongly recommended. The remote testing option should be reserved for students who are receiving most or all of their instruction remotely and for whom returning to an in-person school environment is not feasible.

## ➔ MICHIGAN LAW AND BENCHMARK ASSESSMENT REQUIREMENTS

### 2024-25 Benchmark Requirements

With the repeal of [Michigan Compiled Law \(MCL\) 388.1698b](http://legislature.mi.gov/doc.aspx?mcl-388-1698b) (http://legislature.mi.gov/doc.aspx?mcl-388-1698b), effective October 1, 2023, there is no longer a requirement to administer benchmark assessments to receive state aid. However, funding through [MCL 388.1704h](https://legislature.mi.gov/Laws/MCL?objectName=mcl-388-1704h) (https://legislature.mi.gov/Laws/MCL?objectName=mcl-388-1704h) is available if a district continues to administer an approved benchmark assessment. Prior to the pandemic, more than 90 percent of Michigan districts recognized the need for the administration of a benchmark assessment, and MDE strongly recommends the continued use of benchmark assessments.

MCL 388.1704h provides funding for the 2024-25 academic year for districts that administer the NWEA MAP, Curriculum Associates i-Ready, and Renaissance Star benchmark assessments if specific administration and reporting requirements are fulfilled. The Smarter Balanced Interim assessments (grades 3-8) and the Early Literacy and Mathematics Benchmark assessments (grades K-2) remain free to districts and schools.

# 2024-2025 Guide to State Assessments

To receive funding for benchmark assessments, MCL 388.1704h requires the administration of benchmark assessments within the first nine weeks of school and again before the last day of the 2024-25 academic year. Additionally, this law requires districts to provide student data to parents or guardians within 30 days after administering the benchmark assessments. Lastly, MCL 388.1704h requires districts receiving funding to report benchmark information from all benchmark assessments administered during the 2024-25 academic year. Data collection will be similar to last year:

- Districts administering NWEA Map, Curriculum Associates i-Ready, Renaissance Star, Smarter Balanced Interim, or Early Literacy and Mathematics benchmark assessments are expected to report assessment results, including growth data if available, and primary mode of instruction to the Michigan Data Hub (MiDataHub) within 30 days of test administration in both the fall and spring.
- For districts using local benchmark assessments or assessments that contain progress monitoring tools, information will be collected in late fall through [NexSys](#), the Michigan Department of Education's (MDE) electronic grant, application and cash management system.

LEAs may apply for 2024-25 benchmark assessment funding if they administer NWEA Map, Curriculum Associates i-Ready, or Renaissance Star benchmark assessments in reading or math to students in any grade K-8. Funding eligibility for this grant opportunity is based on all of the following legislative requirements:

- administering NWEA MAP, i-Ready, or Star benchmark assessments in reading or mathematics during both fall 2024 and spring 2025;
- reporting of NWEA MAP, i-Ready, and Star data correctly to MiDataHub within 30 days of test administration;

- reporting the mode of instruction correctly to MiDataHub within 30 days of test administration;
- applying for funding through [NexSys](#) by the application deadline; and,
- reporting to parents/legal guardians within 30 days of test administration.

Funding for this program is provided with \$11,500,000 from the State School Aid Fund. Eligible districts will receive an equal amount per membership pupil in grades K to 8 in the district. The full \$11.5 million will be equally distributed based on pupil membership. Awards will be announced by February 2025, contingent upon approval of the State Superintendent.

Visit the [MDE Benchmark Assessments web page](https://www.michigan.gov/mde/services/student-assessment/benchmark-assessments) (https://www.michigan.gov/mde/services/student-assessment/benchmark-assessments) for additional information.

## → RESOURCES

### M-STEP, MI-Access FI, and Early Literacy and Mathematics Benchmark Assessments

#### Resources for Students Testing Online

The Office of Educational Assessment and Accountability (OEAA) has developed online resources for students taking state assessments at all grade levels. The resources support the idea that children can learn about online technology when teachers and other educators demonstrate the use of technology—classroom viewing of the student video tutorial, classroom viewing of the Online Tools Training (OTTs), followed by teacher-student interactions while each student practices with technology (OTTs).

With the transition to the [DRC INSIGHT Enhanced Student Experience](#), it is especially important that students (and staff) have opportunities to view and to practice with the new user interface.

# 2024-2025 Guide to State Assessments

## Student Tutorials

The OEAA has created Student Tutorials. These are student-narrated videos that introduce teachers and students to the online tests and tools contained in the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments. The Student Tutorials are designed to be administered in a group setting, such as the classroom, using a projector or other similar resource.



The tutorials can be accessed three different ways:

- [DRC INSIGHT Portal](https://mi.drccedirect.com) (https://mi.drccedirect.com) – Select the **Documents and Training Materials** link, then the **Test Tutorials** tab to access the tutorials.
- **INSIGHT** – Open INSIGHT and at the bottom of the page select the **DRC INSIGHT Online Assessments Tutorials** link.
- [Chrome link to DRC INSIGHT Online Assessments Tutorials](https://wbte.drccedirect.com/MI/portals/mi) (https://wbte.drccedirect.com/MI/portals/mi) – You must use the Chrome browser to access the tutorials. Select the yellow link at the bottom of the page: **DRC INSIGHT Online Assessments Tutorials**. This is the same link used for the online sample item sets.

An important component of the Student Tutorials is that they provide explicit training on the pause/exit/end test functionality of the online testing engine. In addition, the tutorials explain how to access and use specific tools.

## Online Sample Item Sets and OTTs

Other important set of resources teachers can access are online Sample Item Sets for students in grades K-8, and 11. The Sample Item Sets are a select group of test items in ELA, mathematics, science, and social studies that encompass various kinds of technology-enhanced items (including drag and drop and hot spots) and are embedded within the OTTs. The sets provide teachers and students practice in solving grade-level and content-specific test items aligned to Michigan’s content standards and in navigating the online test delivery system. The OTTs are not scored.

OTTs give students opportunities to see what different test items look like and practice using the online testing tools. Providing students with ample practice opportunities will ensure they are familiar with item types, navigation strategies, and system tools on test day.

The OTTs can be accessed two ways:

- [Chrome link to DRC INSIGHT Online Tools Training](https://wbte.drccedirect.com/MI/portals/mi) (https://wbte.drccedirect.com/MI/portals/mi) – You must use the Chrome browser to access the OTTs. Choose the **Online Tools Training** link located under each assessment.

Students can access the practice sets from home with the Chrome browser.

- **INSIGHT** – Open INSIGHT, select the **Online Tools Training** link under each assessment.

Feedback collected from previous administrations indicates that students and teachers who utilized the OTTs and Sample Item Sets felt more prepared for online testing. Students reported feeling confident about taking assessments online, and school administrators and teachers stated they experienced fewer issues related to online testing than students and teachers who did not take advantage of this resource.

# 2024-2025 Guide to State Assessments

## Recommended Sequence

The OEAA recommends that classroom teachers introduce online testing to their students by playing the **Student Tutorial Video** in class to show students how the online testing system and tools work. Once the Student Tutorial Video is shown and discussed in the classroom, teachers then show the **Online Tools Training (OTTs)** to the entire class (these demonstrations don't have to occur on the same day). After students have watched the Student Tutorial Video projected by the teacher, followed by watching the teacher navigate through the OTTs, each student should be provided hands-on practice with the online **Sample Item Sets** contained within the OTTs, ideally using the device they will use during testing. The OEAA welcomes your feedback on the online resources.

## Sample Item Sets for Paper/Pencil Testers

The OEAA has posted Paper/Pencil sample item sets for ELA, mathematics, science, and social studies on the [M-STEP web page](https://www.michigan.gov/mde/services/student-assessment/m-step) (<https://www.michigan.gov/mde/services/student-assessment/m-step>) under the **Content Specific Information** section. Sample Item Sets contain grade-level sample items showing the types of items students may encounter on the actual test. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards. The Sample Items Sets are not considered "Practice Tests," as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

## SAT Suite of Assessments

### Online Testers

The College Board provides several free practice opportunities for students taking the PSAT 8/9, PSAT 10, or SAT with Essay. These resources include:

- Full-length online and paper/pencil practice tests for all assessments
- Official digital SAT Prep on [Khan Academy](https://www.khanacademy.org/test-prep/digital-sat) (<https://www.khanacademy.org/test-prep/digital-sat>)

Information on these resources can be found on the [College Board SAT Suite of Assessments web page](https://satsuite.collegeboard.org) (<https://satsuite.collegeboard.org>). Under the appropriate assessment tab at the top of the web page select the following from the drop-down menu:

- SAT School Day Practice and Preparation
- Preparing for the PSAT 10
- Preparing for the PSAT 8/9

## WIDA ACCESS for ELLs

### Online and Paper/Pencil Testers

A number of resources are available on the [WIDA website](https://wida.wisc.edu/) (<https://wida.wisc.edu/>) to help [educators and students](https://wida.wisc.edu/assess/access/preparing-students) (<https://wida.wisc.edu/assess/access/preparing-students>) become familiar with the WIDA ACCESS for ELLs testing experience for both online and paper/pencil. These resources include Student Handouts, Online Speaking Guidance documents for educators, Online Test Demo, Interactive Sample Items for online testing, Online Test Practice, Paper-Based Sample Items, and Practice Speaking Questions for paper/pencil. Educators are strongly encouraged to review these resources with students.

## → SUPPORTS AND ACCOMMODATIONS

Michigan is committed to ensuring all students, including English Learners (ELs) and Students with Disabilities, have access to a wide array of tools for students with specific needs across all state assessments.

# 2024-2025 Guide to State Assessments

The tools are categorized into the following three tiers:

- **Universal Tools:** available for all students, use is student-driven
- **Designated Supports:** available when indicated by an educator or team
- **Accommodations:** available when need is documented in an IEP or Section 504 Plan

**Universal Tools** include embedded default tools for an online assessment such as a highlighter or cross-off tool. A **Designated Support** may be Text-to-Speech (TTS), and an example of an **Accommodation** is a braille form of an assessment.

Along with making sure students have options for accessing the content of the assessments, Michigan must also ensure that these options do not provide an unfair advantage to students using them. Students must always be able to show their knowledge of a particular standard or skill. Calculators provide a perfect example of these concepts. Students are not always allowed to use a calculator on some sections or items on the mathematics assessment. This is due to specific standards being assessed. A student allowed to use a calculator on these items would not actually be able to show whether or not they know how to do some calculations required by the standards. However, there are some items for which a calculator would be permitted for all students, such as when calculation is required but is not the standard being measured.

As educators prepare for the state assessments, it's important to note that a Universal Tool for one content area and assessment may be an Accommodation for another content area or assessment (for example, a calculator). Similarly, a Designated Support may also be an Accommodation, depending on the content target (for example, scribe). This approach is consistent given the emphasis that Michigan's assessment programs have placed on the validity of assessment results coupled with access. Allowable Universal Tools, Designated Supports, and Accommodations all yield valid scores that count as

participation in statewide assessments when used in a manner consistent with Michigan's Supports and Accommodations policies and guidelines.

All policies and guidelines can be found under the **Student Supports and Accommodations** sections of each of the MDE assessment web pages. Additional information can also be found in each test administration manual.

## Making Decisions on an Individual Student Basis

The selection of appropriate Universal Tools, Designated Supports, and Accommodations must be done for all students in the classroom as well as for each assessment. The Universal Tools, Designated Supports, and Accommodations used on the assessments should be those familiar to and used by the student during regular classroom instruction. A mismatch of supports offered can cause significant difficulties for students at the time of testing and potentially negatively impact student test scores.

For example, if a student is given the opportunity to take a mathematics assessment in Spanish but does not have sufficient literacy skills in the Spanish language, the student may struggle more than if he or she had taken the English version of the mathematics assessment. It is inappropriate for districts to make blanket decisions about assessment supports for particular student groups.

Accessibility decisions need to be made on an individual basis. For students with disabilities, classroom and assessment decisions must be documented in the IEP.

For more information, review the resources in the [Supports and Accommodations Guidance Document](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf) ([https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan\\_Accommodations\\_Manualfinal.pdf](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/Michigan_Accommodations_Manualfinal.pdf)) which includes information about M-STEP, MI-Access, WIDA, PSAT, SAT, and ACT WorkKeys assessments.

## → TECH CORNER



### DRC Online Testing Technology Information

Online testing for the M-STEP, MI-Access, WIDA, and Early Literacy and Mathematics Benchmark assessments utilize the Data Recognition Corporation (DRC) INSIGHT™ Online Learning System. The DRC INSIGHT Online Learning System is composed of three main components:

- DRC INSIGHT Portal
- DRC INSIGHT Secure Application
- Central Office Services (COS) Application

The [DRC INSIGHT Portal](https://mi.drccedirect.com) (<https://mi.drccedirect.com>) is the secure administrative website testing coordinators use for managing the assignment of students to test sessions, assigning accommodations and designated supports, test session monitoring, and other administrative functions for M-STEP, MI-Access, and the Early Literacy and Mathematics Benchmark assessments. The WIDA Assessment Management System (AMS) serves the same function for WIDA ACCESS for ELLS and the WIDA Screener. [WIDA AMS](http://www.wida-ams.us) ([www.wida-ams.us](http://www.wida-ams.us)) also provides authorized users access to scoring activities and reports.

The DRC INSIGHT Secure Application (DRC INSIGHT) is a secure web-browser testing interface that is installed on each testing device to provide a secure testing experience for students. It prevents students from using other applications or visiting websites while testing. One DRC INSIGHT installation works for all assessments, including M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments, WIDA ACCESS for ELLs, and WIDA Screener Online. DRC INSIGHT will prompt for a one-click update if a newer version is available, or the latest version (15.x) can be mass-deployed.

Central Office Services (COS) Application is an application that allows technology coordinators to install, configure, and manage the online testing environment from a central location. The COS Service Device is a caching server that holds a secure copy of the test content, so it can be downloaded once thus saving bandwidth. The COS Application works with DRC INSIGHT to help manage network traffic, maintain connectivity, handle bandwidth issues, and provide for additional test security. While not required, the use of COS Service Devices are strongly recommended especially with assessments that have audio or video.

One COS Service Device can serve for all Michigan assessments including WIDA, as well as supporting multiple schools. COS comes with load balancing built in. This should allow fewer, simpler, and more reliable configurations that can be shared across buildings. Content Management for your COS Service Devices is in the [DRC INSIGHT Portal](#) under Install & Configure Testing Software. Technology Coordinators can use the Portal to download software and installation manuals, manage content hosting, and set up configuration files for INSIGHT.

A wide range of devices is supported for Spring 2025 testing. Check the DRC INSIGHT System Requirements for online testing or the Technology User Guide for all supported devices and operating systems. These documents can be accessed on the [DRC INSIGHT Portal](#) by selecting the Documents and Training Materials link. The main limiting factors are device RAM and operating system support. Older operating systems age out each year as their developers stop supporting them. as their developers stop supporting them.

## → TECH CORNER



### College Board Online Testing Technology Information

The SAT with Essay, PSAT 10, and PSAT 8/9 assessments are delivered digitally each spring. The College Board online testing solution consists of four main components:

- Test Day Toolkit (TDTK)
- Services for Students with Disabilities (SSD) Online
- Bluebook
- State Data Management System (SDMS)

[Test Day Toolkit](https://testday.collegeboard.org) (<https://testday.collegeboard.org>) is the secure website testing staff, including coordinators and administrators, use to set up testing rooms and rosters, print test tickets, take attendance, proctor the test, and report irregularities. While no installation is required, users will require a College Board professional account to access TDTK.

[SSD Online](https://ssdonline.collegeboard.org) (<https://ssdonline.collegeboard.org>) is the secure website SSD Coordinators use to request accommodations for students. Users must have a College Board professional account to access SSD Online.

[Bluebook](https://bluebook.collegeboard.org) (<https://bluebook.collegeboard.org>) is the digital testing application students use to take the test and must be installed on testing devices before test day. Bluebook can be installed on school managed devices or on students' personal devices. Chromebooks, Macs, Windows devices, and iPads are supported although Chromebooks must be school-managed and run in kiosk mode. Technology Coordinators can find technical information for Bluebook including a list of technology tasks, network readiness specifications and activities, and device readiness requirements on the [College Board Bluebook web page](https://bluebook.collegeboard.org/technology) (<https://bluebook.collegeboard.org/technology>).

[State Data Management System \(SDMS\)](#) is College Board's sole registration system used by state accountability programs (and the schools and districts within those states) to manage student registrations for assessments in the digital SAT Suite. Starting in mid-February, once students are registered in MDE's OEAA Secure Site, their data flow into the State Data Management System (SDMS) within one business day. In SDMS, student registration data are combined with accommodations data from SSD Online, if applicable. These combined data are then transferred to Test Day Toolkit after an additional business day. The total transfer time from the Secure Site to Test Day Toolkit is two business days, barring any extenuating circumstances.



# Summative Testing Schedule

## for Online and Paper/Pencil Assessments

The Michigan Department of Education (MDE) Spring 2025 testing windows and dates for all summative online and paper/pencil assessments are included in this document. The table below shows the testing windows for the summative assessments.

Assessment	Week of																	
	1/27-1/31	2/3-2/7	2/10-2/14	2/17-2/21	2/24-2/28	3/3-3/7	3/10-3/14	3/17-3/21	3/24-3/28	3/31-4/4	4/7-4/11	4/14-4/18	4/21-4/25	4/28-5/2	5/5-5/9	5/12-5/16	5/19-5/23	
M-STEP Online											6 weeks							
M-STEP Paper/Pencil											4 weeks							
MI-Access Alternate Assessments											7 weeks							
College Entrance: SAT w/Essay											3 weeks							
Work Skills: ACT WorkKeys									3/27 Window 1		4/10 Window 2		4/24 Makeup					
ACT WorkKeys Accommodated Testing Windows									Window 1: 3/27 - 4/9 OR Window 2: 4/10 - 4/23 Makeup Window: 4/24 - 4/30									
PSAT 8/9 (Grade 8)											3 weeks							
PSAT 8/9 (Grade 9)											3 weeks							
PSAT 10 (Grade 10)											3 weeks							
WIDA ACCESS and WIDA Alternate ACCESS for ELLs	10 weeks																	

- Spring testing dates are current as of August 2024. While unlikely, testing dates may shift slightly due to legislative or contractual changes.
- Schools may choose either Window 1 or Window 2 for initial ACT WorkKeys testing. All testing of absent students will take place during the Makeup Window.
- Additional *temporary* flexibility is provided to the WIDA assessments due to the significant overlap of Ramadan and the typical 7-week assessment window.

### Students in grades 3-10 will be administered:

- M-STEP English language arts (ELA) and mathematics (grades 3–7)
- PSAT 8/9 (grade 8) which provides ELA and mathematics results for accountability purposes
- M-STEP science and social studies (grades 5 and 8)
- PSAT 8/9 (grade 9)
- PSAT 10 (grade 10)

### Grade 11 students will take the Michigan Merit Examination (MME) which has three required components:

- SAT with Essay college entrance exam (this provides ELA and mathematics results for accountability purposes)
- ACT WorkKeys work skills assessment
- M-STEP science and social studies

# 2025 Summative Testing Schedule

## for Online and Paper/Pencil Assessments

### ONLINE Test Administration Dates

#### M-STEP

- **Grades 3–8, and 11:** the online tests may be administered on any instructional day during the 6-week window of **April 7 – May 16, 2025**

#### MI-Access Alternate Assessments

- **Grades 3–8, and 11:** the online tests may be administered on any instructional day during the 7-week window of **April 7 – May 23, 2025**

#### WIDA ACCESS for ELLs

- **Grades 1–12:** the online tests may be administered on any instructional day during the 10-week window of **January 27 – April 4, 2025**

**Note:** A normal instructional day takes place M–F from 7:00 a.m. – 4:00 p.m. When administering M-STEP or MI-Access online assessments, schools that provide regularly planned instruction that extends beyond 4:00 p.m. must complete an Alternate Insight Availability Request.

For online testing, not all students need to be administered the same assessment at the same time, nor on the same day.

#### SAT with Essay, PSAT 10, PSAT 8/9

- **Grades 8–11:** the online tests may be administered on any instructional day during the 3-week window of **April 7 – April 25, 2025**

**Note:** Schools will have the flexibility to test on any day within the approved window, and they may use multiple days within the window for testing if preferred. However, students must complete testing in one day unless they have accommodations that allow for two-day testing. Students in different grades may not test together.

#### PAPER/PENCIL Test Administration Dates

Paper/pencil assessments must be administered within the designated paper/pencil testing window for each assessment program.

#### M-STEP

- **Grades 3–8, and 11:** the paper/pencil tests may be administered on any instructional day during the 4-week window of **April 7 – May 2, 2025**

**Note:** Schools must select an initial test date for each grade and content area and assess as many students as possible on that date. The remaining days in the paper/pencil window may be used for makeup testing of absent students. Students with accommodations may be tested flexibly throughout the window.

#### MI-Access Alternate Assessments

- **Grades 3–8, and 11:** the paper/pencil tests may be administered on any instructional day during the 7-week window of **April 7 – May 23, 2025**

#### WIDA ACCESS for ELLs and Alternate ACCESS for ELLs

- **Grades K-12:** the paper/pencil tests may be administered on any instructional day during the 10-week window of **January 27 – April 4, 2025**

#### SAT with Essay, PSAT 10, PSAT 8/9

- **Grades 8–11:** the paper/pencil tests may be administered on any instructional day during the 3-week window of **April 7 – April 25, 2025**

#### ACT WorkKeys

- **Grade 11:** Schools may choose either Initial Test Day 1 or Initial Test Day 2 with the respective accommodated window. All schools may use Test Window 3 for makeup testing:

- » Initial Test Day 1 is **March 27, 2025**
- » Initial Accommodated Window 1 is **March 27 – April 9, 2025**
- » Initial Test Day 2 is **April 10, 2025**
- » Initial Accommodated Window 2 is **April 10 – April 23, 2025**
- » Makeup Test Day is **April 24, 2025**
- » Makeup Accommodated Window 3 is **April 24 – April 30, 2025**