

# 2022 M-STEP Administration Training for Building and District Assessment Coordinators Chapter One: Before Testing

Phoebe Gohs  
M-STEP Administration & Reporting Consultant  
Michigan Department of Education



Welcome to our Spring 2022 M-STEP Administration Training for Building and District Assessment Coordinators training series! This chapter will review important information and tasks that need to be done Before testing.

I am Phoebe Gohs, the M-STEP Administration and Reporting Consultant for the Michigan Department of Education.

## Objectives

- What's new in 2022
- In Case You Missed It
- OEAA Secure Site
- DRC INSIGHT Portal
- Student Supports and Accommodations
- Preparing Staff & Students for M-STEP

I am going to begin this training session by introducing everything that's new for the M-STEP in 2022. We understand that people may have had different roles or responsibilities over the past couple of school years, so we have an In Case You Missed It section that covers the things that are relatively new over the past couple of years.

Next, I will review the tasks that need to be done in the OEAA Secure Site.

Then, we will review the tasks that are done in the DRC INSIGHT Portal.

Student Supports and Accommodations will be discussed.

And then, I will end by discussing what needs to be done to prepare staff and students for the M-STEP.

# What's New

We will start by going over things that are new for the 2022 administration.

## Testing Window Update

Online Testing Grades 3 (mathematics only), 4, 5, 6, 7, 8, 11	Grade 3 Online ELA and all grades Paper/Pencil Testing
6-week window	4-week window
April 11-May 20, 2022	April 11-May 6, 2022

Paper/pencil testing is now a testing window; there are no specific dates for testing or makeup testing. Students complete their test within established test window dates.

4

Spring 2022 M-STEP Test Administration Training

Spring 2022



The first thing to discuss is the update to the testing windows. There are changes for both online and paper pencil testing. First, for online testing, there is just one 6-week test administration window for grade 3 – math only – and all content areas for grades 4, 5, 6, 7, 8, and 11. That window is April 11 to May 20, 2022.

Then there's a four-week window, and that applies to grade 3 online ELA, and all grades and content areas of paper pencil testing. That four week window also starts on April 11 but ends on May 6.

Grade 3 online ELA has the four-week window so that student scores are available to meet the requirements of the Read by Grade 3 legislation. All grade 3 ELA scores must be complete in order for the preliminary scale score calculations and CEPI parent letters to be sent according to the legislatively required timeline.

Paper pencil testing no longer has specific test dates and makeup dates; students testing paper pencil can complete their test on any school day within the four-week window.

# Test Monitoring Application

**Edit Test Session**

Testing Window: [blurred]

Eligible Grades: 02

When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

# Instructions

\* Indicates required fields

Session Name: [text] Content Area: [text] Eligible Grade: [text] Assessment: [text]

Mode: [text] Begin Date: [text] End Date: [text]

Test Monitoring: **Optional** Restricted Access: **False**

Search for Available Students

Student Last Name: [text] Student First Name: [text] State Student ID (UIC): [text] Grade: [text]

Demographic: [text] Universal Tools - Designated Supports - Accommodations: [text] Teacher: [text] Student Group: [text]

Find Students New Student Clear

Available Students: [list]

Students in Session:

- ErrorStudent, Student (1999999148)
- Smith, Jane (1999999000)
- Student, Sample (1999999149)
- Winter, Student (1999999001)

Double-click to edit Student

Save Cancel

Use of the Test Monitoring Application is optional for each session. Under the Test Monitoring Dropdown, select:

1. **None:** no code entry
2. **Optional:** a code may be entered but is not required
3. **Required:** code is required

If using optional use, then Restricted Access Dropdown selection should be “False”; if using required, then Restricted Access Dropdown selection should be “True”.

5

Spring 2022 M-STEP Test Administration Training

Spring 2022



The next thing that’s new this year is the Test Monitoring Application. This is a new feature in the DRC INSIGHT Portal where Test Administrators can monitor student progress through the test during the test administration.

This is an optional feature, so when setting up your test sessions in the DRC INSIGHT Portal you will see the two new menus that are highlighted here. There is the Test Monitoring menu and Restricted Access menu. Test Monitoring can be set to None – so there would be no code entry, Optional – where a code may be entered but isn’t required, or Required, where a student would not be able to access the test until they inputted the correct code. Restricted Access field can be set to false or true. False means students proceed directly to the test once the monitoring code is entered; True can only be selected if the Test Monitoring selection is Required, and this selection means that students will be placed in a waiting room after entering the Test Monitoring code until they are approved to enter the test.

The way this looks for students is that on the Welcome page of the test where students verify their name and date of birth, there is a box to input the code if either Optional or Required are selected for the test session. The Test Administrator has to have access to the DRC INSIGHT Portal and get the code to start the test from the DRC INSIGHT Portal.

We discuss the access requirements to the DRC INSIGHT Portal later in this presentation when we discuss the DRC INSIGHT Portal in more detail.

# Test Monitoring Application

**Test Monitoring Dashboard**  
Monitoring Code: TOS57284 | Expires: Monday, March 8th, 2021 at 11:59 p.m. [Generate New Code](#)

Waiting Room **All (5)**

Show Filters Panel  Allow Access

<input checked="" type="checkbox"/>	Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress	Registration Start
<input type="checkbox"/>	[REDACTED]	[REDACTED]		Math	Active	Grade 5 Math: Question: 10 / 36	9 / 36	Mar 08 3:28 PM
<input type="checkbox"/>	[REDACTED]	[REDACTED]		ELA	Active	Grade 6 Listening: Question: 9 / 9	9 / 9	Mar 08 3:28 PM
<input type="checkbox"/>	[REDACTED]	[REDACTED]		ELA	Active	Grade 6 Writing Skills: Question: 19 / 20	13 / 20	Mar 08 3:28 PM
<input type="checkbox"/>	[REDACTED]	[REDACTED]		Math	Active	Grade 5 Math: Question: 1 / 36	0 / 36	Mar 08 3:29 PM
<input type="checkbox"/>	[REDACTED]	[REDACTED]		Math	Active	Grade 5 Math: Question: 5 / 36	3 / 36	Mar 08 3:27 PM

6 Spring 2022 M-STEP Test Administration Training Spring 2022

This is what the Test Monitoring Dashboard looks like during the administration. The Test administrator can view student names, which assessment they are logged into, and they can view their navigation and progress through the test for fixed form tests. Science and social studies are fixed-form tests, and some accommodated versions of the ELA and mathematics tests are fixed form. For computer adaptive ELA and mathematics tests, the progress column displays “NA”. This is because the adaptive tests do not have the same quantity of items for all students and items are delivered based on student prior responses; it cannot be determined ahead of time.

## Multiplication Table Guidance

- Before requesting the Multiplication Table for mathematics, schools and districts must use the Multiplication Table Guidance document on the M-STEP web page ([https://www.michigan.gov/documents/mde/Multiplication\\_Table\\_Guidance\\_1\\_746034\\_7.pdf](https://www.michigan.gov/documents/mde/Multiplication_Table_Guidance_1_746034_7.pdf))
- There are ten questions to guide decision-making prior to submitting the request.
- A preponderance of evidence must exist to receive this support.
- Tests may be flagged for review for inappropriate use of this support
  - OEAA monitors the use of Accommodations to ensure students who receive Accommodations have an IEP or 504 plan in place and are assigned appropriately, based upon need. If Accommodations are misused, it could result in invalidation of results and building/district monitoring from OEAA.

There is a new multiplication table guidance document on the M-STEP web page. You can follow this link, or go to [www dot Michigan dot gov](http://www.michigan.gov) slash MSTEP and go to the Supports and Accommodations section. As a reminder, the multiplication table accommodation is available for grades 4 through 7 only.

Before requesting the multiplication table as an Accommodation to use with the mathematics assessment, download and review the document. There are questions that the IEP team needs to answer that will guide decision-making before submitting the **request for the Multiplication Table**. There should be a preponderance of evidence prior to requesting this Accommodation.

OEAA monitors the use of accommodations and may flag tests for over-use or over-assignment of this Accommodation so be sure to follow this process if you are deciding whether to use the multiplication table.

## M-STEP Mathematics: Arabic and Spanish Glossary

Online test now has Arabic and Spanish Glossary available as a Designated Support

- Must be assigned in the DRC INSIGHT Portal
- These are useful for students who are learning English and have literacy in their first language and intermediate to high English proficiency
  - **Selected** English words on each test question and the corresponding Arabic or Spanish translation is provided
  - Not all words in a test question are translated

Mathematics online tests now have a Spanish and Arabic glossary available as a Designated Support. It has to be assigned in the DRC INSIGHT Portal **before printing test tickets**, like all Designated Supports and Accommodations.

These are intended to be used for students learning English who have literacy in their first language plus intermediate to high English proficiency. Not every word on a test is translated, just selected words on each item are provided in the glossary.

## Paper/Pencil Testing Braille Forms

### Science, Social Studies, Grade 5 Mathematics:

- Form 1: General Form
- Form 88: Braille Form (unique this year)
- Form 2: Emergency Form

### English Language Arts, Mathematics (except grade 5 mathematics)

- Form 1: General Form
- Form 2/88: Emergency and Braille forms. All students using the Form 88 Test Booklet must use the Form 2/88 Answer Document

9

Spring 2022 M-STEP Test Administration Training

Spring 2022



If you have any students testing with the Braille paper pencil test, this year there are some changes to the forms. This is important because students have to use the correct Answer Document with the Braille form of the test; we call the Braille form “Form 88” so they both mean the same thing: Braille and Form 88.

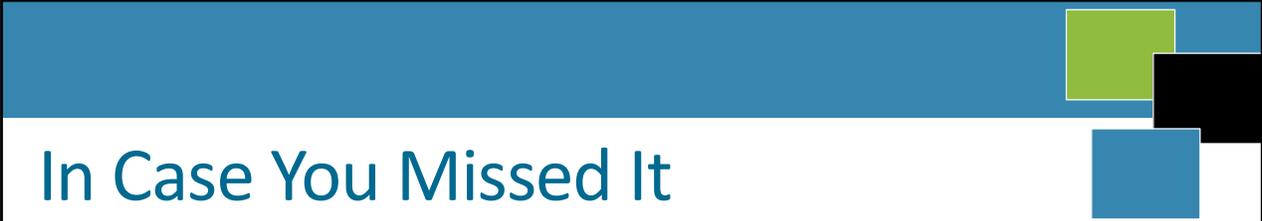
When you order a Braille kit, you will get the correct Answer Document along with the kit so as long as you are using the Answer Document that came with the kit you will be good.

But for Science, Social Studies and grade 5 Mathematics, there are three unique forms of Answer Documents: There’s Form 1, which is the general form, Form 88, which is the Braille form, and Form 2, which is the Emergency Form. If any students use the Enlarged Print test booklet, that goes with the Form 1 Answer Document.

For all grades ELA and Mathematics except grade 5, there are two forms of the Answer Documents: Form 1 that goes with the general form or the Enlarged Print test booklet, and **Form 2** and Form 88 are the same document. You use the Form 2/88 Emergency and Braille Answer Document with the Braille and Emergency test booklets.

Again, as long as you are using the Answer Document that came in the Braille Kit, this should be all sorted out for you. But you should be aware that you need to be careful about

which answer document students use that go along with the test booklet.



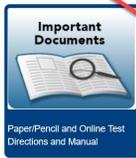
# In Case You Missed It

This next section is going to discuss things that have been added over the past couple of years, in case you missed anything during the pandemic school years.

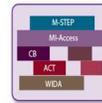
# Test Administration Important Dates



The Michigan Student Test of Educational Progress, or M-STEP, a 21st Century computer-based assessment designed to gauge how well students are mastering state standards. These standards, developed for educators by educators, broadly outline what students should know and be able to do in order to be prepared to enter the workplace, career education training, and college. M-STEP results, when combined with classroom work, report cards, local district assessments and other tools, offer a comprehensive view of student progress and achievement. For additional information, click [State Assessment in Michigan: What it is, What it means - And What it Offers](#)



3-Year OEAA Calendar  
Update coming soon



2021-2022 Summative Testing Schedule  
Updated 08/19/2021



Excel Date File  
(Includes all Assessments)  
Updated 11/08/2021

Grade Levels	Important Dates (pdf)	Google Calendar Link	Date Last Revised
K-12	N/A	All Assessments	10/21/2021
K-2	Early Literacy and Mathematics Benchmark Assessments (K-2) pdf	Early Literacy and Mathematics Benchmark (K-2)	10/07/2021
3-8, 11	MI-Access FI, P, and SI pdf	MI-Access FI, P, and SI	10/21/2021
3,-8, 11	M-STEP pdf	M-STEP	11/16/2021
8, 9, 10	PSAT pdf Includes: PSAT 8/9, PSAT 10	PSAT Includes: PSAT 8/9, PSAT 10	11/08/2021
11	SAT pdf	SAT	11/08/2021
K-12	WIDA for English Learners pdf Includes: WIDA ACCESS, WIDA Alternate ACCESS, WIDA Screener	WIDA for English Learners Includes: WIDA ACCESS, WIDA Alternate ACCESS, WIDA Screener	10/13/2021
11	WorkKeys pdf	WorkKeys	10/28/2021

First, there are three ways you can get the Important Dates; PDFs, an excel spreadsheet that includes all assessment programs, or a Google calendar link. These are all available for all statewide summative assessment programs. You can select which Google calendars you want to add, you can filter the excel spreadsheet, or you can use the PDFs for the program you are working on. These are all available from the M-STEP web page—[www dot Michigan dot gov slash MSSTEP](http://www.dot.Michigan.gov/MSSTEP)—select the button at the top of the page, shown here by the red arrow.

# Test Administrator's Directions and Manual

Everything that a Test Administrator needs to know about the test administration process is in the Test Administrator's Directions and Manuals. TAs are not required to read the Test Administration Manual (TAM)

## Online Test Administrator's Directions and Manual

- Online Test Directions are by grade
- Preview the Test Directions before administering the test

## Paper/Pencil Test Administrator's Directions and Manual

- Grade specific, as in previous administrations
- Preview the Test Directions before testing.

Test administration directions for all administrations are intended for use by Test Administrators

Test Administrators must have a printed copy of directions.

The Test Administrator's Directions and Manuals combine everything a Test Administrator needs to know from the Test Administration Manual with the test directions that are used during the administration.

They are unique by test mode—online or paper/pencil—and by grade. The Test Administrator is required to read the Test Administrator's Directions and Manual for the grade(s), test mode, and content area(s) that they will administer before test administration.

Test Administrators need a printed copy of the directions. They are sent to schools in the initial material order according to the school pre-ID counts.

## TTS for Directions Only

- Schools may choose to use text-to-speech (TTS) for test directions – **this is optional.**
- If schools choose to use TTS for test directions, the test administration directions must be followed to introduce and verify the correct students and correct test.
- The test administration directions will direct Test Administrators where to begin TTS for test directions.
- If schools do not choose to use TTS for test directions, the test administration directions are provided for Test Administrators to read.

Schools can choose to use TTS for Directions Only during administration. This decision should be made by the District or Building Assessment Coordinator.

It's important to note, there are directions to follow that guide students through logging in to the test, verifying that it is the correct test for the student, and then the TTS option begins. The directions for administering the test without TTS for Directions is also included, so it's important that the Test Administrator know which option will be used for the administration and they preview the document before administering the test.

The Online Test Administration Directions and Manual documents include directions to use with TTS for Directions and without. It is important Test Administrators review the directions before administering the test so they know which set of directions to follow.

## Required Assessment Security Training

### Assessment Security Training Requirements:

- District/Building Assessment Coordinators: must complete the Michigan Virtual Assessment Security Modules and read the Assessment Integrity Guide
- Test Administrators: must complete the Michigan Virtual Assessment Security Modules and/or read the Assessment Integrity Guide
- For those who have already completed the Assessment Security Modules, a refresher course is available in place of the full Assessment Security Modules
  - <http://bit.ly/MDEAssessmentSecurity>

Assessment security training is required; District or Building Assessment Coordinators are required to complete the Michigan Virtual Assessment Security Modules and read the AIG and Test Administrators can either complete the modules or read the AIG.

Anyone who has previously completed the Assessment Security Modules will receive a refresher course in Michigan Virtual in place of the full Assessment Security Modules. More information is available on the M-STEP web page at [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep), scroll to the Assessment Training and Resources for Educators section of the web page and select the document "Assessment Security Training Information".

## M-STEP Science Test: One Part for All Grades

One part for all grades; Breaks are encouraged where necessary and in accordance with school or district policy.

Time estimate: 90 minutes

The science test is one part for all grades. Breaks are encouraged during the test session when students need a break, according to local school or district policy.

The test time estimate is 90 minutes.

## M-STEP Social Studies

- Continues to measure the Michigan Academic Standards that were adopted in 2007
- One test part/test ticket
- Stacked Spanish for the online test; Designated Support
- New item type: context-based item sets
  - Include a stimulus (context) to orient students to a time period, historical event, or concept
  - Followed by a set of 3-4 items to assess each of a series of related standards

Social studies is also one part for all grades. There is a new Stacked Spanish Designated Support for online social studies. And there are new item types on the test – context-based items. They include a context that orients students to a time period, historical event, or concept which is followed by three to four items related to that context.

## Incident Reporting

- Report any testing irregularity within two school days
- Test administered without a required Designated Support or Accommodation:
  - If a **Designated Support**: must submit signed form from parent indicating the reason for the retest and parent permission to retest **and** signed form from educator responsible for day-to-day instruction in the content area affirming the student uses the assigned designated support as a part of daily instruction
  - If an **Accommodation**: must submit signed form from parent indicating the reason for the retest and parent permission to retest **and** appropriate page(s) from IEP and/or Section 504 plan that indicates the required accommodation for the content-area test

For incident reporting, a test irregularity should be reported to OEAA within two school days – either of the irregularity or from the date you were notified. This is to ensure a timely response and resolution to the incident.

If there is an irregularity where a test is administered without a required Designated Support, then the school is required to submit a signed form from the parent that indicates the reason for the need to retest and parent permission plus a signed form from the educator who is responsible for day-to-day instruction in the content area that affirms that the student uses the support as a part of daily instruction.

If it is an Accommodation that is not provided during administration, the school must also submit the signed form from the parent with the reason for the retest and permission, plus the appropriate page from the IEP or Section 504 plan that list the required accommodation for the content area.

Incident reports can be submitted prior to getting the required documentation; you do not have to wait to have everything before submitting the incident report.

## Incident Reporting

In three instances:

1. Student becomes ill and goes home on test day
2. Student spends less than 15 minutes (total) in test
3. Student does not take prescribed medication on day of test

**If an incident report is submitted by 11:59 PM on the day the incident occurred, then the test can be regenerated. This will require:**

- Documentation of parent permission
- Documentation of verification of incident

There are three specific testing irregularities that may occur that must be reported on the day the incident occurred, by 11:59 PM. Again, you do not have to have documentation completed before submitting the report, but the report of the irregularity has to be submitted by 11:59 PM that day in order for the test to be regenerated.

The first of these instances is if a student becomes ill and goes home on test day. The test can be regenerated only if the report is submitted on the same day that it occurred, and documentation of parent permission and verification of the incident – in this case, attendance – is provided. Again, documentation can be submitted later, but the report has to be filed the same day.

Next, if a student spends fewer than 15 minutes total in a test. This means if a student spends 5 minutes one day and 7 minutes another day; the cumulative total time spent testing has to be fewer than 15 minutes. Again, this report has to be submitted on the day the test is submitted. Documentation of parent permission is required—but can be collected on a later day as long as the report was submitted on the day of the event. This doesn't require documentation of verification of the incident because OEAA can see the time spent testing in the DRC INSIGHT Portal.

Finally, if a student does not take prescribed medication on the day they complete the test,

the test can be regenerated. Again, the report has to be filed on the day it occurs, and documentation can be provided subsequently. And again, parent permission is required. Verification of the incident can be a signed document from the parent indicating the student didn't receive meds, or from whoever is responsible for administering the medications.

Any test can only be regenerated once; this means that for any of these reasons, the test can be regenerated one time but if the same (or another) irregularity occurs a second time, it cannot be regenerated again.

# Science: Calculator Policy

## Calculator Policy

- Grades 3, 4, and 5: NO Calculators are allowed for any students – including students with Accommodations for mathematics. **Basic calculators are allowed for grade 5 science test.**
- Grades 6 and 7: NO Calculators for any students on part 1 of the paper/pencil mathematics assessment
- Online: Calculators are embedded into the mathematics assessment and are available on items when a calculator is allowed. Handheld calculators are available as an Accommodation only for students with documented Individualized Education Program (IEP) or 504 plans.
- **Grades 8 and 11: Scientific Calculators are allowed on all items of the science assessment**

The calculator policy as it relates to mathematics has not changed. No calculators are allowed for any students, even as an Accommodation, for mathematics in grades three through five. In grades six and seven, on the paper/pencil test calculators are allowed only on part two of the test and for the online test the calculator is embedded and available on items where calculators are allowed. And no handheld calculators are allowed except as an Accommodation, and only on items that have the calculator available.

But for science, calculators are allowed for all tested grades: five, eight, and eleven. In grade five, basic calculators are allowed and grades eight and eleven have scientific calculators. The calculator is available on all items and is embedded in the online test.



# Student Supports and Accommodations Overview

I'm going to take a few minutes here to review Student Supports and Accommodations. During testing, issues with supports and Accommodations are a frequent testing irregularity that is reported through our incident reporting tool, and accurate identification of student Designated Supports and Accommodations before testing begins can help prevent a lot of these issues from occurring. So I'm going to walk through what they are, some suggestions for helping keep track of what supports each student needs, and then how to assign them in the DRC INSIGHT Portal.

# Universal Tools, Designated Supports, Accommodations

## Universal Tools

- Available to all students - use is primarily student driven

## Designated Supports

- Available to individual students who have a specific need - use is primarily educator driven

## Accommodations

- Available to students with disabilities whose need for that specific accommodation is documented in IEP/504 plan

First, when we speak about Universal Tools, these are tools that are available to all students. An example of this would be the highlighter. It's available on each item on the online test for all students, and schools are allowed to provide highlighters for paper/pencil testers to students – just make sure they're not using it on the answer document! So this is a tool for everyone, students can use it if they find it helpful.

Designated Supports are available for students based on their specific need. These are decided by educators, and they should be supports that are used in day-to-day instruction. The most common example of a designated support is TTS for items only. Again, this should be decided individually by student—never assigned to a whole class, grade, or content area—and it should be something that the student is using in day-to-day instruction.

Finally, Accommodations are available for students whose IEP or 504 plan documents the need for this Accommodation.

## Text to Speech

There are two types of Text-to-Speech available for M-STEP - the availability of each differs by content area and grade.

1. Designated Support - Text-to-Speech (TTS)
2. Accommodation - Text-to-Speech Passage (TTSPASSAGE)

To help clarify about Text-to-Speech, or TTS, there are two different types of TTS:

TTS for items only – or just TTS, and TTS-Passage.

TTS is a designated support. It reads only the items on the test and can be assigned based on the specific need of the student.

TTS Passage is an accommodation that is available for grades 6 and 7 ELA only. TTS Passage reads the passages and the items. This can only be assigned if TTS or read-aloud is listed in the student's IEP or 504 plan. This is not available as an Accommodation at all for anyone for grades 3-5 ELA because it would change the construct—or what is being measured—of the test.

TTS for Directions only is not an Accommodation or Designated Support. This is a Universal Tool available to any students and should be decided by the District or Building Assessment Coordinator.

# Text to Speech

## Designated Support - Text-to-Speech (TTS)

- Available for ELA, Mathematics, Science, and Social Studies
- Reads questions and answer options for students
- There are no reading passages on the mathematics, science, or social studies assessments

## Accommodation - Text-to-Speech Passage (TTSPASSAGE)

- Available for ELA grades 6 & 7 only
- Reads the passages in addition to the questions and answer options for students

This slide reviews what is included for TTS and for TTS Passage.

TTS is available in all content areas, and it will read questions and answer options. There are no reading passages on the mathematics, science, or social studies assessments.

TTS Passage for grades 6 and 7 ELA will read the passages as well as the question and answer options.

## Student Supports and Accommodations

Create a process to review which tools students are using in the classroom.

Is there a match between what is used in the classroom and what is available/allowable on the state tests?

Review the [Supports & Accommodations Guidance Document](#).

It's important that you take time before testing to create a process that you will use to review which tools students are using in the classroom as a first step in thinking about Supports and Accommodations on the test.

Then, you should work with your team to determine if there is a match between what is used in the classroom and what is available on the M-STEP. Do not review the list of available Designated Supports and Accommodations and then try to fit them to the student or students. Start with what happens in the classroom, then find what matches in the Supports and Accommodations Guidance.

You can find the Supports and Accommodations Guidance document on the M-STEP web page at [www dot Michigan dot gov slash MSTEP](http://www.dot.michigan.gov/MSTEP) under the Student Supports and Accommodations heading. There is some good information in there, including some template documents that will help you keep track of what you should – and should not! – be assigning for students. Make sure you take a look at this document.

## Assigning Student Supports and Accommodations

Before testing begins:

1. Meet with special education staff, educators to ensure you know all students who need any Universal Tools, Designated Supports or Accommodations
2. Assign all appropriate Universal Tools, Designated Supports, or Accommodations
3. Make sure all test administrators are aware of all Universal Tools, Designated Supports, and/or Accommodations for all students in their test session(s)
4. Make sure test administrators have access to necessary materials for providing Universal Tools, Designated Supports and/or Accommodations

25

M-STEP Assessment Administration Updates

Spring 2022



Before testing—which means now—you should meet with staff who are involved in student’s day to day instruction, including special education staff, to determine what students need during testing. Once you have this information—either using the template provided on the M-STEP web page or in another format that you have—then you should assign all of the Universal Tools, Designated Supports, or Accommodations in the DRC INSIGHT Portal.

Once this is done, make sure that your Test Administrators are made aware of all Supports and Accommodations that students need in their test sessions. This is important because not every Support or Accommodation is necessarily delivered through the testing engine and if there are any issues with anything the students will be notifying their test administrator. Some schools use google sheets or other collaborative software to make sure that everyone’s aware of what is needed. Again, you can use this process or another process, but the important thing is that all Test Administrators know every Support and Accommodation that each student should or should not have in each test session. This is an important role of the Assessment Coordinator.

Then, once everyone knows everything they need to know, you’ll need to make sure they have access to all of the materials to provide the Supports and Accommodations. This means things like headphones for TTS, or calculators for grade 6 or 7 students who are

using a handheld calculator.

## Assigning Universal Tools, Designated Supports, and Accommodations in the DRC INSIGHT Portal

Users can see whether a tool is considered a Universal Tool (UT), Designated Support (DS), or Accommodation (AC) while assigning tools.

Universal Tools - Designated Supports - Accommodations	ELA	Math
DS- Oral Translated Test Directions (OTTD)		<input type="checkbox"/>
DS- Read Aloud (Human Reader) (RAHR)	<input type="checkbox"/>	<input type="checkbox"/>
DS- Scribe (Non-Writing Items) (SNWI)	<input type="checkbox"/>	<input type="checkbox"/>
DS- Spanish Translation (Stacked) (ST)		<input type="checkbox"/>
DS- Text-to-Speech (Items Only) (TTS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DS- Visual Aids (VA)	<input type="checkbox"/>	<input type="checkbox"/>
AC- Abacus (A)		<input type="checkbox"/>
AC- Administrator Sign Test Content in ASL (ASTC)	<input type="checkbox"/>	<input type="checkbox"/>
AC- Administrator Sign Test Directions in ASL (ASTD)	<input type="checkbox"/>	<input type="checkbox"/>

26

M-STEP Administration Training for Building and District Assessment Coordinators

Spring 2022



You assign students' Universal Tools, Designated Supports, and Accommodations in the DRC INSIGHT Portal to ensure that students receive the appropriate supports during testing.

You can see whether a support is a Universal Tool – abbreviated UT, Designated Support – abbreviated DS, or Accommodation – abbreviated AC – in the DRC INSIGHT Portal on the screen where you assign them. Make sure that you are working with educators to assign these appropriately. Also, you must assign all Designated Supports and Accommodations **before** you print any test tickets – if test tickets are printed before you have assigned Designated Supports and Accommodations, they will not be available on the student's test.

# Before Testing

Next, we are going to discuss the tasks that need to be done before testing. This is the bulk of the tasks that need to be done by Assessment Coordinators – getting everything set up and ready for the test administration. We'll go through each of these tasks one-by-one.

I will go over general information about each of these tasks, but in some cases I will refer you to training resources that are available on the web pages or in other trainings.

# Test Schedules

Test Schedules are required and must be maintained for three years.

- Test Schedules must include:
  - District name
  - Building name
  - Building Assessment Coordinator's name
  - Date of assessment administration
  - Location of testing session (i.e., room number, classroom, etc)
  - Starting and ending time of testing session
  - Assessment/grade/content being administered for each testing session
  - Test Administrator(s) and proctor(s) for each testing session

Before testing begins, you're going to need to create your building or district testing schedule. These are required to be maintained at the district for three years, and they must include the information included on this slide: district and building name, Building Assessment Coordinator's name, the date, location, and starting and ending time of the test administration, the assessment grade and content, and finally Test Administrator and proctor names for each testing session.

There's a template available in the Assessment Integrity Guide (AIG) on the M-STEP web page—again that's [www dot Michigan dot gov slash MSTEP](http://www.dot.Michigan.dot.gov/MSSTEP)—under the **Current Assessment Administration** section. You are not required to use the template, you can create your own, but you need to have this information on it.

## Test Session Time Estimates: Grades 3-7



### Spring 2022 Estimated Test Session Timings Grades 3–7

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	0:60	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>

Test session time estimates have not changed for M-STEP. You can see here the estimates for the time students spend testing – for your schedules you need to add in time for Test Administrators to read directions, for students to log in and for other administrative tasks. There are MDE recommendations for how to schedule in the M-STEP TAM.

Also remember that M-STEP is not a timed test. Students need to be provided adequate time for them to complete testing.

For ELA, student testing should take approximately two hours. Math, grades 3 through 5 is estimated for an hour and a half, and two hours in grades 6 and 7. and Science is estimated in 5<sup>th</sup> grade for an hour and a half. Finally 60 minutes is the estimate for social studies.

## Test Session Time Estimates: Grade 8

### Spring 2022 Estimated Test Session Timings Grade 8

Subject	Grade 8
PSAT 8/9 (ELA and Mathematics)	2:35
M-STEP Science	1:30
M-STEP Social Studies	:60
<b>Estimated Total Hours</b>	<b>5:05</b>

These are the grade eight test time estimates. The M-STEP tests are estimated at an hour and a half for science and one hour for social studies. You can also see the time estimate for PSAT 8/9 is two hours and 35 minutes; remember that M-STEP is not a timed test so these are estimates, whereas PSAT is a timed test, so make sure you follow the procedures in the PSAT test manuals when administering PSAT 8/9.

## Test Session Time Estimates: Grade 11

### Spring 2022 MME Component Test Session Timings

Subject	Grade 11
Science	1:30
Social Studies	0:30
College Entrance*	4:07
Work Skills*	3:00
<b>Estimated Total Hours</b>	<b>9:07</b>

\* Includes scheduled breaks

31 Spring 2022 M-STEP Test Administration Training

Spring 2022



Here we have MME test timings; and again, the M-STEP times are just estimates as it is an untimed test. This is not the case for other programs so make sure you're following procedures for the College Board and ACT WorkKeys tests. But for M-STEP, the science estimate is an hour and a half and social studies is 30 minutes.

## OEAA Secure Site

- OEAA web-based application
- Pre-identify students for state assessments
- Print barcode labels for paper answer documents
- Order paper/pencil assessment materials
- Off-site Test Administration Requests
- Group students into online sessions
- Incident Reporting
- Accountable Students and Test Verification process
- Student test scores, downloadable data file and reports

32

M-STEP Assessment Administration Updates

Spring 2022



Next I will review the tasks done in the OEAA Secure Site. This is a site that you will use quite frequently throughout testing. It's an OEAA web application that is used for many testing tasks, and a lot of those tasks are done before testing, but there are a few are during and after testing.

In the OEAA Secure Site, you will pre-identify your students for all state assessments, it's where you print barcode labels for paper/pencil answer documents – in case you were not able to pre-ID before the deadline for shipping of barcode labels. As a note, if you did have any students pre-ID'ed for paper/pencil testing before the Initial Material Order window, then you will get a blank sheet of labels that you can use to print your barcode labels from the Secure Site.

Which leads me to ordering paper/pencil assessment materials. Your Pre-ID list of students is what determines your Initial Material Order, unless you go in to select additional items at that time. If something changes after the Initial Material Order – you have a student who needs paper/pencil materials that you didn't previously plan on, or you have students enroll who need testing materials – then you can place an Additional Material order – according to the dates in the Important Dates documents. And you place all of these orders in the OEAA Secure Site.

Prior to February 21<sup>st</sup>, you could group students into online sessions in the OEAA Secure Site and those were pulled into the DRC INSIGHT Portal. It's okay if you didn't get this done by February 21<sup>st</sup>, you can still group students into online test sessions within the DRC INSIGHT Portal – that opened on March 4.

During testing, you report any testing irregularities for M-STEP in the OEAA Secure Site, and after testing you use the Secure Site for the accountable students and test verification processes, and you access student test scores, data files, and reports through the OEAA Secure Site.

## OEAA Secure Site

How do I get access to the OEAA Secure Site?

- Log into the OEAA Secure Site with your MEIS login and password and complete the Request Access page
- Instructions can be found at [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) using the “How do I get access to Secure Site?” link

So, you're going to need access to the OEAA Secure Site throughout testing.

If you don't already have access, this slide tells you how to fix that. You log into the OEAA Secure Site using your MEIS login and password. That will bring up the Request Access page, which gives you direction for how to request access.

If you need detailed instructions or additional help, then the Secure Site training page can help you! Go to [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) and click right at the top the page “How do I get access to Secure Site?”.

## Pre-Identification of Students

- OEAA will Pre-ID students using the fall MSDS general collection (student count day data).
  - OEAA will NOT do additional pulls from MSDS for pre-identification of students.
- District/school are responsible for pre-identifying additional students directly on the OEAA Secure Site.
  - One student at a time through Student Search
  - Pre-ID File Upload
    - Pre-ID File Format and Template available on login page of the Secure Site before logging in
  - MSDS Copy Function on Secure Site
- More information about how to Pre-ID students is available on the OEAA Secure Site training page at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)

34

M-STEP Assessment Administration Updates

Spring 2022



The OEAA Pre-ID'd students based on your fall MSDS general collection – student count day – on January 5. There are no additional pulls for pre-ID that are done by MDE after that date – which means that any enrollment changes after this needs to be inputted by you into the OEAA Secure Site.

Depending on the changes that you've had in enrollment (and the accuracy of the MSDS general collection data) for your school or district, you can Pre-ID students one at a time using the Student Search, or if you have a lot of students to add you can follow the Pre-ID file format and template to upload a lot of students. Or, if you are confident in the accuracy of the data in MSDS, you can use the MSDS copy function on the Secure Site.

There is a ton of step-by-step instructions available for each of these methods of pre-ID on the Secure Site training page – again, it's [www dot Michigan dot gov slash securesitetraining](http://www.michigan.gov/securesitetraining). And I will suggest you may want to either memorize that web address or add it to your bookmarks in your browser – again, it's helpful for Pre-ID and for login information, but it has help documents for anything you need to do in the Secure Site.

# Pre-Identification of Students

## Student Search

Students must have a UIC number in order to locate them in the Secure Site and assign to a test cycle. When searching for a student, the search will include student records from the Secure Site and from the Michigan Student Data System (MSDS). If a student is new to the state or new to the public school system and does not have a UIC number, they will not come up in the search and you will need to work with the student pupil accounting person to get a UIC number for the student.

[Page Instructions](#)

**Search Criteria**

\* Indicates required field

Search by

Student Information

UIC

Barcode

\* Student Last Name

  
Student Birth Date  
MM/DD/YYYY 

\* Student First Name

Student Middle Initial

**Search Results**

PRIMARY UIC	SECONDARY UICs	STUDENT NAME	BIRTH DATE	GENDER	ETHNICITY
				Male	

Page size: 150

1 items in 1 pages

35

Spring 2022



This is a screenshot of the Student Search page – with obfuscated data on it. That first column lists the student’s UIC, and then where the arrow is is where the student name is. Then you can see birth date and gender.

As a note, you can search by student information (which is what is selected here, in the upper left), or by UIC or barcode. MDE does suggest that you use, or at least verify, the student UIC number. There are a lot of students who have the same or similar name, and even birth date isn’t always different among students in the whole state who have the same name. We do get a few incident reports each year where the wrong UIC student has been pre-ID’ed for testing and then they complete the test with the wrong UIC and it’s showing as Out of Level because they took a test that is in a different grade level than the actual student, or the student who was actually expected to test according to MSDS is listed as not tested because the student took the test under the wrong UIC. These are difficult to resolve because it’s a manual process to move student test data from one UIC to another and it is not something that is often done. So be sure that you Pre-ID the correct student with the correct UIC and you can avoid all of that.

# Pre-Identification of Students for State Assessments

## One Student at a Time/Student Search

### Student Summary

**Pre-ID Student (previously known as Add Test Cycle)** - before clicking the Pre-ID Student button to add a student to a state assessment, please ensure that you have the correct student.

**Unassign** - students can be unassigned from a state assessment but this does not remove them from accountability. If a student is no longer attending a school, they need to be exited in MSDS.

**View Scores** - to view a new student's scores, an enrollment record must be submitted in MSDS first. This changes the schools to the primary educational providing entity (PEPE) for the student.

**District and School Contacts** - for a new student, select the assessment record for the previous school and click the District and School Contacts button to find the assessment coordinator information to contact to verify the assessments/contents that a student already completed.

[Page Instructions](#)

**Student Demographics**

Student Name	Birth Date	Gender
<input type="text"/>	<input type="text"/>	Male
Primary UIC	Secondary UIC(s)	Ethnicity
<input type="text"/>	Student does not have Secondary UIC(s)	Data not available
Address	Data not available	

**Current Assessments**

[Pre-ID Student](#) [Unassign](#) [Reassign](#) [District and School Contacts](#)

SELECT	BARCODE	SCHOOL	GRADE	ASSESSMENT	CONTENT AREA	TEST MODE	STATUS
No records to display.							

36

Spring 2022



So, once you've found the student, and you know that you have the correct UIC, then you can select Pre-ID student. That is this screen that you see here.

# Pre-Identification of Students for State Assessments

## One Student at a Time/Student Search

The screenshot shows a web form for student pre-identification. The top section, 'Student Demographics', contains several required fields marked with a red asterisk: Test Cycle (Spring 2019 M-STEP), ISD, District, School, Last Name, First Name, Birth Date, Primary UIC, Ethnicity (White), Gender (Female), and Grade (07). Other fields include Middle Name (A), Birth Order (0), City, State (Michigan), UIC Status (Resolved), Student Number, and Zip Code. The bottom section, 'Other Student Information', includes WIDA Tier (Select a Tier), Years of Schooling (n/a), Year First Entered USA School, and a row of checkboxes for student categories: EL, FEL, SE, HS (highlighted with a red box), MS, ED, HL, FC, and MC.

37

Spring 2022



You'll need to make sure that you Pre-ID to the correct test cycle, ISD, District, School and grade. Also, you can see the required information is listed here in red.

At the bottom of the screen you can see other student information – such as if the student is identified as EL, Former English Learner, Special Education, Homeschooled, Migrant, Economically Disadvantaged, Homeless, in Foster Care or Military Connected.

# Pre-Identification of Students for State Assessments One Student at a Time/Student Search

SELECT	CONTENT AREA	CONTENT AREA SELECTED	TEST MODE	INCLUDED IN ONLINE SESSION	ONLINE SESSION NAME	REPORTING CODE	RESEARCH CODE 1	RESEARCH CODE 2
<input type="checkbox"/>	English Language Arts	No	<input type="radio"/> Paper/Pencil <input type="radio"/> Online	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mathematics	No	<input type="radio"/> Paper/Pencil <input type="radio"/> Online	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



This is where you'll enter the test mode—that means paper/pencil or online—and you can also assign your reporting codes or research codes here.

# Pre-Identification of Students for State Assessments

## Pre-ID File

Welcome to the Secure Site

\* Indicates required field

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.

Login

\* MEIS Login:

\* MEIS Password:

\* Accept the security conditions

I understand that data available on the Secure Site is protected under the Family Educational Rights and Privacy Act (FERPA) and I accept responsibility to comply with all FERPA regulations.

This is my personal login and it is not shared with anyone else (access that is shared will be revoked).

[forgot your login or password?](#)

**Pre-ID File Format**  
[Pre-ID File Upload Template](#) (modified 9/2018)  
[Pre-ID File Upload Layout](#) (modified 9/2018)

**Want to stay connected?**  
[Subscribe to Spotlight Listserv](#)

**Need administrator access to the Secure Site?**  
[Request District Administrator Access](#)  
[Request Nonpublic School Administrator Access](#)

39

Spring 2022



Next we will discuss pre-identification using the Pre-ID file upload.

On the login screen, you can download the pre-ID file upload template. This is important because you need to use this specific layout in order for your upload to work in the OEAA Secure Site, and you need to follow the codes and abbreviations that are listed in the template. I'll show you a part of the template on the next page.

# Pre-Identification of Students for State Assessments

## 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 1 - American Indian or Alaska Native 3 - Black or African American 4 - Hispanic or Latino 5 - White 6 - Two or More Races

40

Spring 2022



So this is just a section of the Pre-ID File Upload Template. You can see that it shows you the field length, the data type to be inputted, and then the field name and the specific information about how to complete each row. You can see, for example, the SDS Grade code must be inputted, and you input kindergarten as zero zero – not K, or just zero. You can also see the requirements for inputting the student last, first and middle name. And the specific codes used to identify student ethnicity.

Again, this is a part of the Pre-ID File Upload Template – if you are going to Pre-ID using this method, make sure that you follow the requirements listed here.



# Pre-Identification of Students for State Assessments MSDS Copy

## 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.

[Page Instructions](#)

The screenshot shows a web form titled "Pre-ID Students". At the top left, there is a note: "\* Indicates required field". Below this, the "Pre-ID Method" section has two radio buttons: "MSDS Copy" (which is selected) and "File Upload". To the right of this section are four dropdown menus: "\* ISD Enrollment in MSDS" (with a help icon), "\* District Enrollment in MSDS" (with a help icon), "School Enrollment in MSDS" (with a help icon), and "\* Grade Enrollment in MSDS" (with a help icon). Below these are two more sections: "Special Education (SE) in MSDS" with radio buttons for "All", "Yes", and "No"; and "English Learner (EL) in MSDS" with radio buttons for "All", "Yes", and "No". A "Search" button is located at the bottom right of the form area.

42

Spring 2022



This screen shows you the MSDS Copy process for pre-identifying students. You can see in the box under “Pre-ID Method” the MSDS Copy option has been selected.

It’s important that you use the information as submitted in MSDS in order for this to work, and in order to make sure that you have accurate reporting of results – both for the students who are expected to test for accountability calculations but also in order to view the student’s results.

# Pre-Identification of Students for State Assessments MSDS Copy

## Select Destination Information

\* Indicates required field

\* Destination Test Cycle

Select a Test Cycle

\* Destination Grade

Select a Grade

\* Content Area

School

Select a School

## Search Results

Select All Unselect All

	SCHOOL	UIC	STUDENT NAME	BIRTH DATE	GENDER	AS OF DATE	GRADE
<input type="checkbox"/>					M	10/02/2019	03
<input type="checkbox"/>					M	10/02/2019	03
<input type="checkbox"/>					F	10/02/2019	03
<input type="checkbox"/>					M	12/11/2019	03

Back

Submit

43

Spring 2022



Once you've inputted the information on the previous screen, you will view this screen (again obfuscated for privacy). You need to select the destination test cycle – that is the test cycle that you are pre-identifying the student to test in, then grade and content area.

# Pre-Identification of Students for State Assessments Mass Update Assessments

**Search Criteria**

\* Indicates required field

\* Test Cycle: Spring 2020 M-STEP

\* ISD: Sample ISD

\* District: Sample District

School: Sample School

-Special Education (SE):  All  Yes  No

Homeschooled (HS):  All  Yes  No

Assigned:  All  Yes  No

English Learner (EL):  All  Yes  No

Grade: All

Search Reset

**Search Results**

\* Indicates required field

\* Mass Update Type

- Select Mass Update Type
- Select Mass Update Type
- Copy to Different Test Cycle
- Reassign Assessment
- Unassign Assessment
- Content Areas Selected
- Online or Paper/Pencil Test Mode
- Reporting Code
- Research Code 1
- Research Code 2

STUDENT NAME	UIC	BIRTH DATE	GRADE	CONTENT AREA SELECTED - TEST MODE				REPORTING CODE						
				ELA	MA	SC	SS	ELA	MA	SC	SS	ELA		
			03	Yes - ON	Yes - ON	N/A	N/A							
			03	Yes - ON	Yes - ON	N/A	N/A							
			03	Yes - ON	Yes - ON	N/A	N/A							

44

Spring 2022



Here you can see the Mass Update Assessments screen. From here, you can change the testing mode – online or paper/pencil – you copy students from M-STEP to MI-Access (remember when you do this to remove the student from M-STEP for that content area!) and you can copy students from one component of MME to another component all done as groups of students, instead of individually.

I have a note about pre-identification of students for MI-Access. Each year MDE receives a few incident reports where a student has completed both the M-STEP and MI-Access assessment in the same content area. In order for this to occur, you have a student who sat down twice to take a test in the same content area – which is not something anyone wants to see happen.

One reason that this happens is that an Assessment Coordinator does not remove the student from M-STEP – this is not automatic. Make sure that you remove students from M-STEP who are taking MI-Access in that content area.

Another issue can happen if you haven't finalized your Pre-ID list before students are pulled into the DRC INSIGHT Portal – which this year happened on February 21st. If you have any students who are taking MI-Access in a content area that are still pre-ID'ed to M-STEP in that content area on February 21st, then they will be pulled into the DRC INSIGHT Portal.

And once a student is pulled into the DRC INSIGHT Portal they cannot be removed.

When this happens, if the student is listed in a test session, then there will be test tickets generated and printed when you print the test tickets. Once there is a printed test ticket, it is natural for the Test Administrator to administer the test, assuming that if a student has a test ticket then the student should test. One way that some schools have solved this potential problem is to create a test session that is called “Not Testing” – or something like that – where they can put those students so that there is no test ticket printed out and therefore no reason for the test to be taken. Remember – accountability calculations are made based on MSDS enrollment data, not what’s in the DRC INSIGHT Portal, so it is not an issue if you have students who are in the DRC INSIGHT Portal as not testing.

If you need more information about how to use this screen, there are detailed step-by-step instructions available on the Secure Site Training Page – [www dot Michigan dot gov slash securesitetraining](http://www.dot.michigan.gov/securesitetraining).

## Pre-Identification of Students for State Assessments

### Pre-ID Student Report

- Once individual students are pre-identified for testing, they will be listed immediately on the pre-ID Student Report. The report will:
  - list the content area and mode of testing
  - list student demographics (updated from MSDS)
- Students can be unassigned from the assessment on the Pre-ID Report

The Pre-ID student report is available so that you can view students who are pre-identified for testing, including by grade and content area, mode of testing – that is, paper/pencil or online – and demographic information based on what exists in MSDS.

You can use this page to unassign students from an assessment if you notice any errors in your Pre-ID list. Remember, unassigning a student from a test in the OEAA Secure Site does not remove the accountability to test; accountability is based on MSDS information.

# Pre-Identification of Students for State Assessments

## Pre-ID Student Report

The screenshot shows the 'Pre-ID Student Report Search' page within the 'Secure Site' of the Michigan Department of Education. The page includes a navigation menu with options like Home, Admin, Security, Assessment Registration, Student Assessments, Reports, Accountability, and Review Requests. Below the navigation, there is a 'Pre-ID Student Report Search' section with a brief explanation of the report and a 'Page Instructions' link. A 'Search Criteria' form is displayed, featuring several dropdown menus and checkboxes for filtering results. The form includes fields for 'Search by' (with radio buttons for 'Test Cycle' and 'Test Period'), 'Test Cycle', 'ISD', 'District', 'School', 'Grade', and 'Reporting Code'. 'Search' and 'Reset' buttons are located at the bottom right of the form. At the bottom of the page, there are links for 'MI.gov', 'Home', 'MOE Home', 'Assessment & Accountability', 'Contact', 'Change Profile', 'Log Out', 'Policies', 'EOA', 'Compliance', 'Secure Site Help', and 'Educational Entry Master (EEM)', along with a copyright notice for 2020 State of Michigan.

46

Spring 2022



Here is what the Pre-ID Student report looks like. Each column can be filtered so that you can look at this list based on any of the listed categories. You can also see the total count pre-ID'ed by content area and total according to test mode.

Remember you can unassign students from testing if you see them on this list but they should not be. This is another opportunity to verify that your students who are taking MI-Access in a content area are not also Pre-ID'ed for M-STEP. Search by Test Period and then select Spring 2022.

## Pre-Identification of Students for State Assessments

### Student Barcode Labels

- All paper/pencil answer documents must have a student barcode label
- If pre-identified by the posted deadline, their printed barcode labels will be provided by the vendor
- After the deadline, labels must be printed from the OEAA Secure Site

47

Spring 2022



Barcode labels are required for all paper/pencil answer documents. **You must have a student barcode label on each answer document.**

If you pre-identified by February 16, then barcode labels will be printed and shipped with your Initial Material Order. If not, then you have to print them from the OEAA Secure Site.

# Pre-Identification of Students for State Assessments Student Barcode Labels

The screenshot shows the 'Secure Site' interface for the Michigan Department of Education. The main navigation bar includes 'Home', 'Admin', 'Security', 'Assessments', 'Registration', 'Student Assessments', 'Reports', 'Accountability', and 'Review Requests'. The 'Assessments' menu is expanded, showing options like 'Barcode Labels', 'District and School Contacts', 'Material Orders', 'Off-site Test Administration Requests', 'Online Sessions', 'Online Waiver Requests', 'Pre-Id', 'Reporting Codes', 'Test Center Participation', and 'WIDA Test Exceptions'. The 'Barcode Labels' option is selected, leading to a search and filter page. This page includes a 'Search Criteria' section with a dropdown for 'Test Cycle' (set to 'Spring 2020 M...') and a 'Pre-Id Alter Date' field. The main search area contains dropdowns for 'District' and 'School', and input fields for 'Student Name' and 'UIC'. A 'Testing Mode' section has radio buttons for 'All' (selected), 'Online', and 'Paper and Pencil'. 'Search' and 'Reset' buttons are at the bottom right. A footer contains links for 'MI.gov', 'Home', 'MDE Home', 'Assessment & Accountability', 'Contact', 'Change Profile', 'Log Out', 'Policies', 'FOIA', 'Compliance', 'Secure Site Help', 'Educational Entity Master (EEM)', and 'Copyright 2020 State of Michigan'.

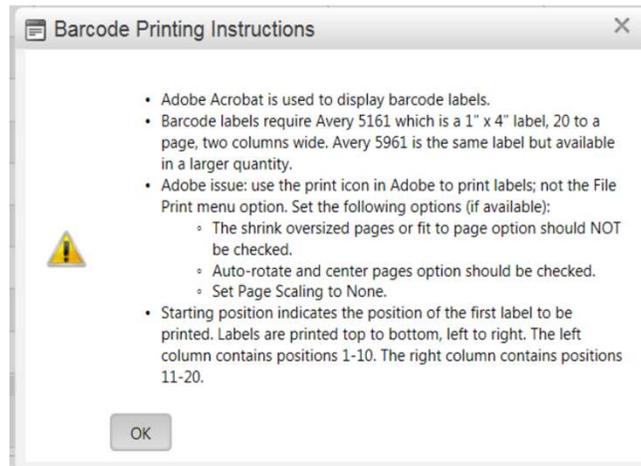
48

Spring 2022



To find barcode labels in the Secure Site, from this screen, you search by test cycle, ISD, district and school, and you can filter your results by student name, UIC, grade, or test mode – paper/pencil or online – to print barcode labels.

## Pre-Identification of Students for State Assessments Student Barcode Labels



This note pops up on your screen when you select “Print Barcodes” on the lower left of the search results. There are specific labels and settings that are required when you are printing your barcodes, so make sure you read this so that your barcodes are printed correctly.

# Material Ordering

Initial Material Orders (IMO) are done through the OEAA Secure Site, based on pre-ID.

- IMOs are sent to the M-STEP Coordinator as listed in EEM
- Users can select the date for delivery: the default delivery date is March 28 through 30, 2022. An alternate delivery date is available and can be selected for April 4-6, 2021.

Additional Material Orders (AMO) are also done through the OEAA Secure Site but are based on materials selected by the user after the IMO window has closed.

The dates for the IMO order window and AMO order window are posted in the M-STEP List of Important Dates document on the M-STEP web page ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)).

Initial Material Orders were done through the OEAA Secure Site and are based on your Pre-ID counts.

Additional materials orders will also be done in the OEAA Secure Site, **this function is** available once the IMOs have arrived in schools. Dates for material delivery are listed here and in the Important Dates documents: March 28 through 30 is the default date range, and April 4 through 6 are the alternate dates, in case your school or district has a conflict for the default dates.

Deliveries for AMOs are based on ordered materials.

# Initial Material Orders

Home Admin Security Assessment Registration Student Assessments Reports Accountability Review Requests Help

Home > Initial Material Orders

- Barcode Labels
- COVID-19 School Closures
- District and School Contacts
- Material Orders
  - Initial Material Orders
  - Additional Material Order
  - Emergency Material Order
  - Material Order Reports
- Off-site Test Administration Requests
- Online Sessions
- Online Waiver Requests
- Pre-Id
- Reporting Codes
- Test Center Participation
- WIDA Test Exceptions

Initial Material Orders

- When ordering Braille
- When ordering M-STEP students using the C...
- For MI-ACCESS Pa...

Initial Material Order

Test Cycle  
Spring 2022 M-S

Status  
Processing

District

School

Last Updated  
1/11/2022 11:15AM

Last Updated By  
DAS Processing, DAS Processing

Shipping Information

\* Indicates required field

\* Shipping Destination  
School

Address

\* Delivery Dates  
 Monday, March 28, 2022 – Wednesday, March 30, 2022  
 Monday, April 4, 2022 – Wednesday, April 6, 2022

51

Spring 2022

MICHIGAN  
Department of Education

This is the Initial Material Orders screen, or IMOs. You search by test cycle, and then you can select your shipping destination and your delivery dates. The first date listed is the default date, but you can change that in case there's something happening in your district or building during that week.

The address listed is based on the address for the M-STEP Coordinator in EEM. Make sure you verify that this is correct so that your materials are sent to the correct place.

IMOs are automatically generated based on your Pre-ID count – this window has closed for Spring 2022, but you can view your order from this screen.

## Additional Material Orders

- Schools will have the opportunity to order additional paper/pencil materials once initial materials have arrived in the schools
- M-STEP will be ordered through the OEAA Secure Site
  - April 7 – May 3, 2022 at noon for all grades and content areas

You can still place material orders if you have any need for additional materials. The **window** for Additional Materials Orders **is** listed here – April 7 through May 3<sup>rd</sup>.

These dates are also listed in the Important Dates documents.

## Materials Delivered

All buildings for online and paper/pencil testing receive:

- OEAA Security Compliance Forms
- Test Administrator’s Directions and Manual (according to Pre-ID test mode)

Online Testing	Paper/Pencil Testing
<b>Graph Paper</b> – one per Pre-IDed student in grade 6 or 7	<b>Blank Labels</b> - for schools that have any students Pre-IDed for paper/pencil testing
	<b>Listening Scripts, CDs</b> – based on number of ELA test booklets ordered for paper/pencil testing only
	<b>Paper/Pencil Test Booklets/Answer Documents</b> – based on students Pre-IDed for paper/pencil testing or available as ordered
	<b>Pre-ID Labels</b> – per student Pre-IDed for paper/pencil testing, one for each content area tested
	<b>Return Kit</b> – for schools with any students Pre-ID’ed for paper/pencil testing. Includes Instructional for Materials Return, FedEx Air Bills, Return Kit Cover Sheet, and Special Handling Envelope
	<b>Accommodated materials</b> – If ordered, accommodated materials packaged in a kit

53

M-STEP Assessment Administration Updates

Spring 2022



We are asked frequently what comes in the Initial Material Orders – which are based on Pre-ID count. So, here we go:

Everyone receives OEAA Security Compliance Forms and the Test Administrator’s Directions and Manual – either online and/or paper/pencil, depending on their Pre-ID count. The Test Administrator’s Directions and Manuals are sent at a rate of one per twenty pre-ID’ed students.

Then, for schools that only have online testing in their Pre-ID count, if they have 6<sup>th</sup> or 7<sup>th</sup> grade students, they will also receive one graph paper per student.

For schools that have any student pre-ID’ed for paper/pencil testing, then they will receive blank labels that you can print barcodes on, if necessary, listening scripts and CDs, of course the test booklets and answer documents, and your printed Pre-ID labels, based on the students who were Pre-ID’ed to paper/pencil testing on or before February 16<sup>th</sup>. Return kits are now only sent to schools that have students Pre-ID’ed for paper/pencil testing.

If you had no students Pre-ID’ed for paper/pencil testing during the Initial Material Order window but subsequently order paper/pencil materials during the Additional Material Order window, you will be sent the Return Kit with your Additional Material Order.

Finally any schools that ordered any accommodated materials will receive those according to the materials ordered.

## Materials Inventory

### Inventory materials upon receipt

Use the packing slip included with each order to verify that all materials listed are included in your order

Secure materials must be returned to the scoring contractor. If any secure materials are not returned by the materials return deadline, MDE will contact the school to locate the missing materials. If the missing materials were not identified by the receiving school as missing during the inventory process when received, MDE will expect the school to locate missing materials.

Make sure that you inventory all of your secure materials when you receive them. Use the packing slip that's included in your delivery to verify that everything listed on the packing slip is included in your order.

If there are any secure materials that are required to be returned to the scoring contractor – such as listening scripts or CDs, accommodated versions of the test, test booklets, et cetera – that are not returned, you will be required to locate the missing materials. You cannot say at that point that you didn't receive them – you need to tell us that at the time of delivery.

If you do your inventory and there are any materials that are on your packing list that you did not receive, send us an email at [mde-oeaa@Michigan.gov](mailto:mde-oeaa@Michigan.gov) so that we can locate the missing secure materials.

This is important because failure to return all secure materials may result in the district or school being placed on a future monitoring list.

# Managing Secure Materials

Must be retained in one secure, locked location within the school

During testing, must be distributed and collected each day

## Online testing:

- Test rosters and tickets
- Used scratch paper and used graph paper

## Paper/pencil testing:

- Test Booklets
- Used Answer Documents
- First language (L1) glossaries
- Accommodated versions of the test
- Used scratch paper and used graph paper

55

M-STEP Assessment Administration Updates

Spring 2022



On our random visits to schools, management of secure materials comes up as an issue in some schools. So this slide is a reminder:

All secure materials must be retained in a secure, locked location within the school. This cannot be just in a locked office – like on the principal or Assessment Coordinator’s desk – because it’s possible that the office can be left unattended and the materials are not secure. They need to be locked in a cabinet or drawer when not in use.

Next, all secure materials must be distributed and collected each day.

Secure materials for online testing are test rosters and test tickets, and any used scratch or graph paper.

For paper/pencil testing, secure materials include test booklets, used answer documents, L1 glossaries, any accommodation version of the test, listening CDs or scripts, reader’s scripts, used scratch or graph paper – and more. Make sure you review the TAM if you have any questions about what are secure materials, look on page 63 for more information about materials and materials handling.

## DRC INSIGHT Portal

### Data Recognition Corp. (DRC) application

#### System used to manage online testing for M-STEP

- Online test sessions
- Assigning online Designated Supports and Accommodations
- Printing/managing test tickets
- Monitoring student testing status

#### Access is granted through the OEAA Secure Site

- District, nonpublic school, and public school administrators need access
- Test Administrators do not need secure login to access tutorials, manuals, or other documents

The DRC INSIGHT Portal is the system used to manage online test sessions, assign Designated Supports and Accommodations, to print and manage test tickets, and during testing to monitor student testing status.

Access to the DRC INSIGHT Portal is granted through the OEAA Secure Site, based on role assignment in the OEAA Secure Site. If you need help getting access to the DRC INSIGHT Portal, go to the Secure Site training page at [www.Michigan.gov/securesitetraining](http://www.Michigan.gov/securesitetraining) and select the document under Security called “How do I get Access to DRC INSIGHT Portal?”.

## DRC INSIGHT Portal

### Available for online test administration tasks March 4, 2022

- Students who were pre-identified and put into online test sessions in the OEAA Secure Site by February 21 were copied into the DRC INSIGHT Portal test sessions.
- Students can continue to be pre-identified in the OEAA Secure Site and will be copied into the DRC INSIGHT Portal three times a day.
- Students pre-identified after February 21 will need to be added to test sessions directly in the DRC INSIGHT Portal.

57

Spring 2022



The DRC INSIGHT Portal will become available for online test administration tasks beginning on March 4.

Students who were Pre-ID'ed and put into online test sessions in the OEAA Secure Site by February 21st will be copied into the DRC INSIGHT Portal and put into test sessions.

But you can still Pre-ID students in the OEAA Secure Site and these students will be copied into the DRC INSIGHT Portal three times a day. These students who are pre-ID'ed after February 21st will need to be added to test sessions in the DRC INSIGHT Portal.

# Identifying Users in the DRC INSIGHT Portal

Technology Coordinators, District Coordinators, and Building Coordinators need to have access to the DRC INSIGHT Portal.

- Test Administrators do not need access to view student tutorials, mini-modules, and the TAM
- If Test Administrators are using the Test Monitoring Application, they will need secure access

Who Needs Access?	Required or Optional	Secure Site Role
Technology Coordinators	Required	<ul style="list-style-type: none"> <li>• District Online Technology-AMS &amp; INSIGHT Portal</li> <li>• Public School Online Tech-AMS &amp; INSIGHT Portal</li> <li>• Nonpublic School Online Tech-AMS &amp; INSIGHT Portal</li> </ul>
District or Building Assessment Coordinators	Required	<ul style="list-style-type: none"> <li>• District Online Test Admin-AMS &amp; INSIGHT Portal</li> <li>• Public School Online Test Admin-AMS &amp; INSIGHT Portal</li> <li>• Nonpublic School Admin-AMS &amp; INSIGHT Portal</li> </ul>
Test Administrators	Optional; Required if using the Test Monitoring Application	<ul style="list-style-type: none"> <li>• Public School Online Test Administrator</li> <li>• Nonpublic School Online Test Administrator</li> </ul>

58

Spring 2022 M-STEP Test Administration Training

Spring 2022



User access to the DRC INSIGHT Portal is required for both Technology Coordinators and Building and District Assessment Coordinators. The roles to be assigned in the OEAA Secure Site are listed here; they haven't changed from prior administrations.

New this year is that if your Test Administrators are going to use the Test Monitoring Application they will need to have secure access. Again, if they are not using the Test Monitoring Application, then **they** don't need secure access; they can access student tutorials, mini-modules, and the TAMs without access.

If they are using the Test Monitoring Application, then they do need access, and they should be assigned either public or nonpublic Online Test Administrator roles in the OEAA Secure Site. Then they will get the email from the DRC INSIGHT Portal with information about how to access their account.

## DRC INSIGHT Portal: Printing Test Tickets and Rosters

- Test tickets are printed from the Test Session screen in the DRC INSIGHT Portal.
- Log in to the DRC INSIGHT Portal, 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.

The screenshot shows the 'DRC INSIGHT' portal interface for 'Test Management'. It features a 'Test Sessions' section with several filter fields: Administration (M-STEP Spring 2020), District, School, Last Name, First Name, State Student ID (DRC), Session, Content Area (ELA), Eligible Grade (HS), and Assessment (100\_ELA). Below these filters are two buttons: 'Show Sessions' and 'Print All Tickets', with a red arrow pointing to the latter. A 'Sessions Detail' table is visible at the bottom, showing columns for ID, Name, Date, and Status, with three rows of data.

59

M-STEP Administration Training for Building and District Assessment Coordinators

Spring 2022



Once your Pre-ID is done, test sessions are set up, AND you have assigned all Universal Tools, Designated Supports, and Accommodations, then you can print your test tickets. A quick reminder – you have to assign Universal Tools, Designated Supports, and Accommodations **before** test tickets are generated. If you print your test tickets and then add a support afterwards, the support won't be available when the student logs in to test.

To print your test tickets, log into the DRC INSIGHT Portal, select Test Management, and then go to Manage Test Sessions.

Complete the Administration, entity information, grade, and content area and select Show Sessions.

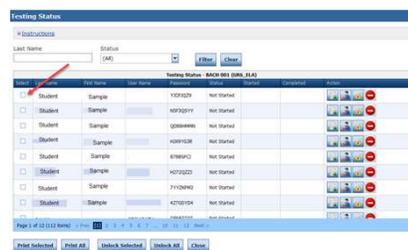
This will bring back all of the test sessions according to your filtered results. You can select test session test tickets to print, or you can select Print All Tickets to print all of the test tickets for the filtered results shown.

## DRC INSIGHT Portal: Printing Individual Test Tickets

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



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



Test tickets can also be printed individually. You select the Edit/Print icon shown in the first image, and then select the student or students whose test ticket you are printing, then select “Print Selected”

# DRC INSIGHT Portal Assessment Coordinator Training

General Information Announcements Documents Downloads Test Tutorials

## Documents

Instructions

Administration (All) Document Type Training Presentations Audience (All)

Show Documents

Drag a column header here to group by that column

Documents						
Audience	Document Type	Title	Description	Date	Action	
District Technology Coordinator	Training Presentations & FAQs	Link for Technology Readiness Training Presentation Recording - 12/1/21	Link for Technology Readiness Training Presentation Recording - 12/1/21	12/1/2021		
District Technology Coordinator	Training Presentations & FAQs	Link for Technology Setup and Installation Training Presentation Recording - 7/28/21	Link to the recorded Technology Setup and Installation Training Presentation - presented July 28, 2021	7/28/2021		
District Technology Coordinator	Training Presentations & FAQs	Q&A from Technology Readiness Training - 12/1/21	Q&A from Technology Readiness Training - 12/1/21	12/1/2021		
District Technology Coordinator	Training Presentations & FAQs	Technology Readiness Training Presentation Slides - December 2021	Slide deck used for the 12/1/21 Technology Readiness Live Training Presentation	11/29/2021		
District Technology Coordinator	Training Presentations & FAQs	Technology Setup and Installation Training Presentation Slides - July 2021	Slides for the July 2021 Technology Setup and Installation Training Presentation	7/28/2021		
District/Building Coordinator	Training Presentations & FAQs	Early Literacy & Mathematics DC/BC Training Presentation Recording Link	Link to the recorded Early Literacy & Mathematics District/Building Coordinator Training - presented August 5, 2021	10/11/2021		
District/Building Coordinator	Training Presentations & FAQs	Link to Smarter Balanced Interim Assessments Test Administration Training Link	Link to recorded Smarter Balanced Interim Assessments Test Administration Training - recorded August 2021	8/10/2021		
District/Building Coordinator	Training Presentations & FAQs	Slides for the Early Literacy & Mathematics DC/BC Training Presentation	Slides for the August 5, 2021 Early Literacy & Mathematics Benchmark Assessments District/Building Coordinator Training Presentation	10/11/2021		

61 M-STEP Assessment Administration Updates

Spring 2022



There are mini-modules, each no longer than five minutes, that explain in detail how to do each function in the DRC INSIGHT Portal. Once you are logged in, go to General Information, then select the Documents tab, and filter on mini-modules and select Show Documents.

## DRC INSIGHT Portal: Student Preparation

Student Tutorials are available in DRC INSIGHT Portal

OTTs can be accessed through the INSIGHT Testing Engine or by the link on the M-STEP web page using a Chrome browser

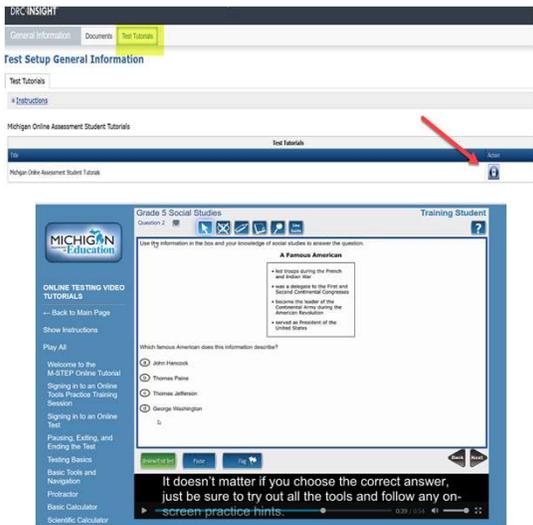


It is important that students are aware of how the items on the test work, and the tools that are available to them before testing day. This ensures that students can focus on the content – and not the testing engine – on testing day.

There are student tutorials and online tools training – or OTTs – that should be used. You can launch INSIGHT, and the tutorials are the yellow link at the bottom, and you can see the OTTs listed under each assessment logo.

You can also access them from the M-STEP web page, as long as you use a Chrome browser. Go to the Parent/Student Information section and select the link “Online Practice for M-STEP ELA, Math, Science and Social Studies”. The page that opens has a link to the OTTs on the top portion of the page.

# DRC INSIGHT: Student Tutorials



MDE recommendation:

- View tutorials with students
- Model use of OTTs
- Provide students opportunity to practice OTTs on the device the students will use during testing

63

M-STEP Assessment Administration Updates

Spring 2022



To prepare students for testing, MDE recommends that a teacher view the tutorials with students as a class and then models the use of OTTs. Once students are familiar with this, then they should have an opportunity to practice with the OTTs on the device that they will use during testing.

The image here shows you what the tutorials look like. They're each a short video that focuses on one thing in the test. They use a child voice, and there is closed captioning on each tutorial.

# Scratch Paper

## Scratch Paper Policy

- Universal Tool
- Graph Paper – required for grades 6 and 7 mathematics; optional for grades 3 – 5
- Secure Material – be sure to collect after testing

Here is a reminder about the scratch paper and calculator policies. The full policies are available on the M-STEP web page, in the Test Administration Manual, and in the Test Administrator’s Directions and Manual documents.

For scratch paper, it is available as a Universal Tool. On the mathematics test, graph paper is required for grades 6 and 7 and optional for grades 3 through 5.

Don’t forget that used scratch paper is a secure material. Be sure to collect after testing for secure destruction.

# Calculator Policy

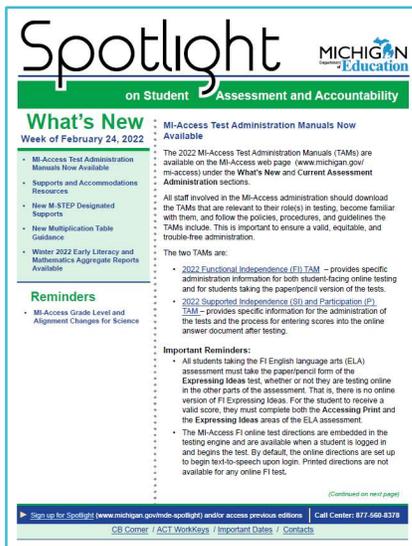
## Calculator Policy

- Grades 3, 4, and 5: NO Calculators are allowed for any students – including students with Accommodations for mathematics. Basic calculators are allowed for grade 5 science test on all parts/items.
- Grades 6 and 7: NO Calculators for any students on part 1 of the paper/pencil mathematics assessment
- Online: Calculators are embedded into the mathematics assessment and are available on items when a calculator is allowed. Handheld calculators are available as an accommodation only for students with documented Individualized Education Program (IEP) or 504 plans.
- Grades 8 and 11: Scientific Calculators are allowed on all parts/items of the science assessment

I discussed the calculator policy at the beginning of this presentation. But, again, you can find this on the M-STEP web page, in the TAM, and in the Test Administrator's directions and Manuals documents.

And, again, there are no changes in the calculator policy for mathematics. The update was to allow a basic calculator for grade 5 science and a scientific calculator for grades 8 and 11 science.

# Stay Informed!



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

**What's New**  
Week of February 24, 2022

- MI-Access Test Administration Manuals Now Available
- Supports and Accommodations Resources
- New M-STEP Designated Reports
- New Multiplication Table Guidance
- Winter 2022 Early Literacy and Mathematical Aggregate Reports Available

**Reminders**

- MI-Access Grade Level and Alignment Changes for Science

**MI-Access Test Administration Manuals Now Available**

The 2022 MI-Access Test Administration Manuals (TAMs) are available on the MI-Access web page ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) under the **What's New and Current Assessment Administration** sections.

All staff involved in the MI-Access administration should download the TAMs that are relevant to their roles in testing, become familiar with them, and follow the policies, procedures, and guidelines the TAMs include. This is important to ensure a valid, equitable, and trouble-free administration.

The two TAMs are:

- **2022 Functional Independence (FI) TAM** – provides specific administration information for both student-facing online testing and for students taking the paper/pencil version of the tests.
- **2022 Supported Independence (SI) and Participation (P) TAM** – provides specific information for the administration of the tests and the process for entering scores into the online answer document after testing.

**Important Reminders:**

- All students taking the FI English language arts (ELA) assessment must take the paper/pencil form of the Expressing Ideas test, whether or not they are testing online in the other parts of the assessment. That is, there is no online version of FI Expressing Ideas. For the student to receive a valid score, they must complete both the Accessing Print and the Expressing Ideas areas of the ELA assessment.
- The MI-Access FI online test directions are embedded in the testing engine and are available when a student is signed in and begins the test. By default, the online directions are set up to begin text-to-speech upon login. Printed directions are not available for any online FI test.

(Continued on next page)

► Sign up for Spotlight! ([www.michigan.gov/mimde-spotlight](http://www.michigan.gov/mimde-spotlight)) and/or access previous editions | Call Center: 877-560-8378  
CB Corner / ACT WorkKeys / Important Dates / Contacts

Sign up for the Spotlight!

<http://public.govdelivery.com/accounts/MIMDE/subscriber/new>

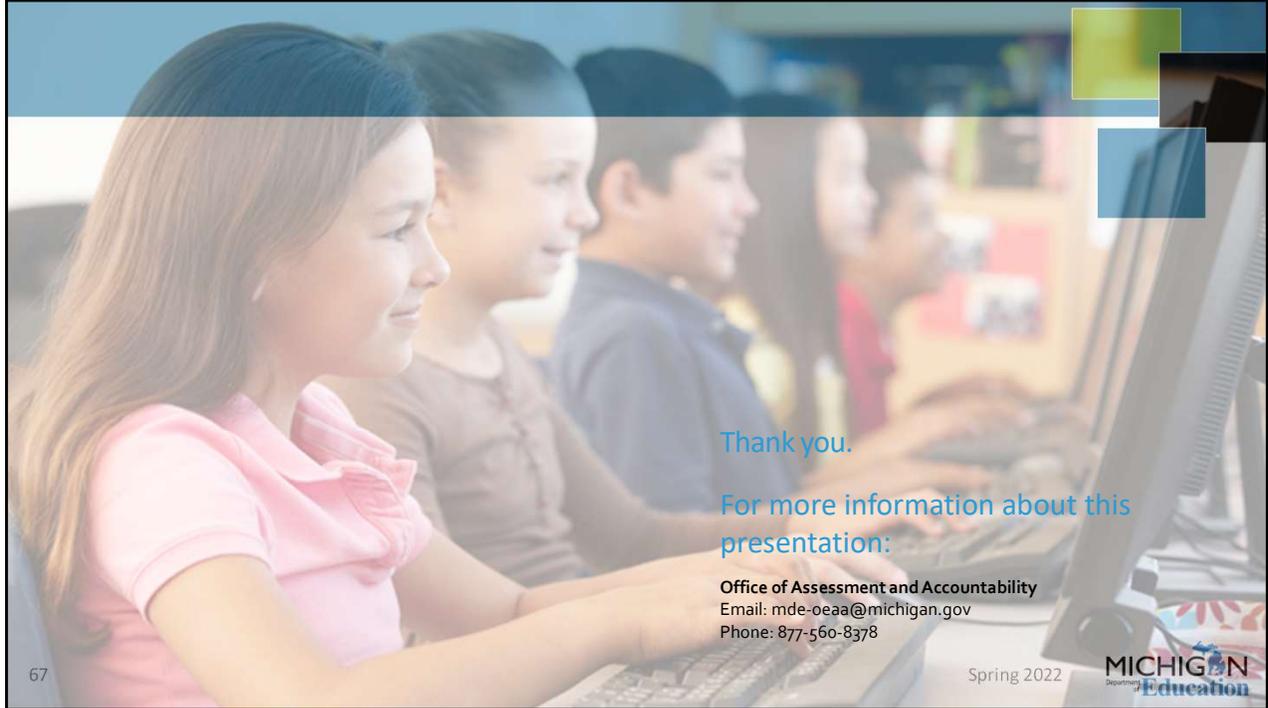
66

Spring 2022



Are you signed up for the Spotlight? It's our weekly newsletter that includes all of the important information that you need to know throughout the year. It comes out on Thursday afternoon.

If you're not signed up yet, go to [www.Michigan.gov/mstep](http://www.Michigan.gov/mstep), scroll down until you see the Spotlight logo, click it, and you can sign up there!



Thanks for joining me for this first chapter of the 2022 M-STEP Administration Training! You can see our contact information here if you have any questions - email [mde-oeaa@Michigan.gov](mailto:mde-oeaa@Michigan.gov) or call 877-560-8378 and follow the prompts.

Also, if you have ideas, suggestions, or ways that you manage your test administration tasks that you think other schools might find helpful, send us an email! We include those in Spotlight articles, and all of the Helpful Hints that you see in the TAM came from tips from folks from the field. Let us know what's working for you!

Make sure that you join me for chapter 2 of this training where we will discuss the tasks that need to be done during testing!