



M-STEP Online Test Administrator's Directions and Manual All Grades

Michigan Student Test of Educational Progress

Spring 2025

Michigan Department of Education
Office of Educational Assessment and Accountability

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The M-STEP Online Test Administrator's Directions and Manual includes all information that a Test Administrator needs to know to administer any M-STEP assessment. Test Administrators are required to read this document in its entirety **before** administering any online M-STEP assessment.

The following sections are included in this document:

- Overview
- Before Testing
- During Testing
- Online Test Administration Directions
- After Testing

Online Assessments Covered

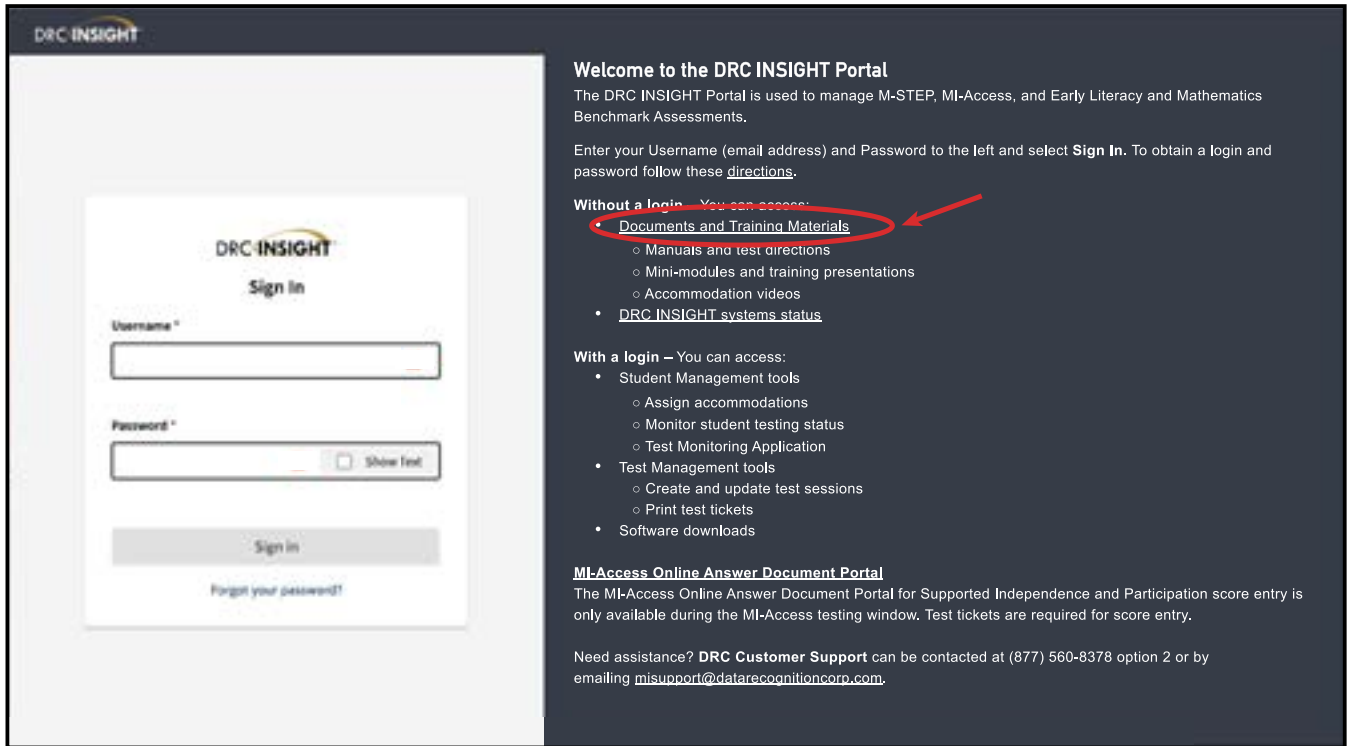
These test directions apply to the following assessments:

- English Language Arts Computer Adaptive Test (CAT)
- English Language Arts Computer Adaptive Test (CAT) with Text-to-Speech (TTS) enabled
- English Language Arts—Video Sign Language (VSL) and Closed Captioning (CCAPTION) fixed form
- Math Computer Adaptive Test (CAT)
- Math Computer Adaptive Test (CAT) with Text-to-Speech (TTS) enabled
- Math—Stacked Spanish (ST) fixed form
- Math—Stacked Spanish (ST) fixed form with Human Voice Audio (HVA) enabled
- Math—Video Sign Language (VSL) fixed form
- Science
- Science with Text-to-Speech (TTS) enabled
- Social Studies
- Social Studies with Text-to-Speech (TTS) enabled
- Social Studies—Stacked Spanish (ST) with Human Voice Audio (HVA) enabled

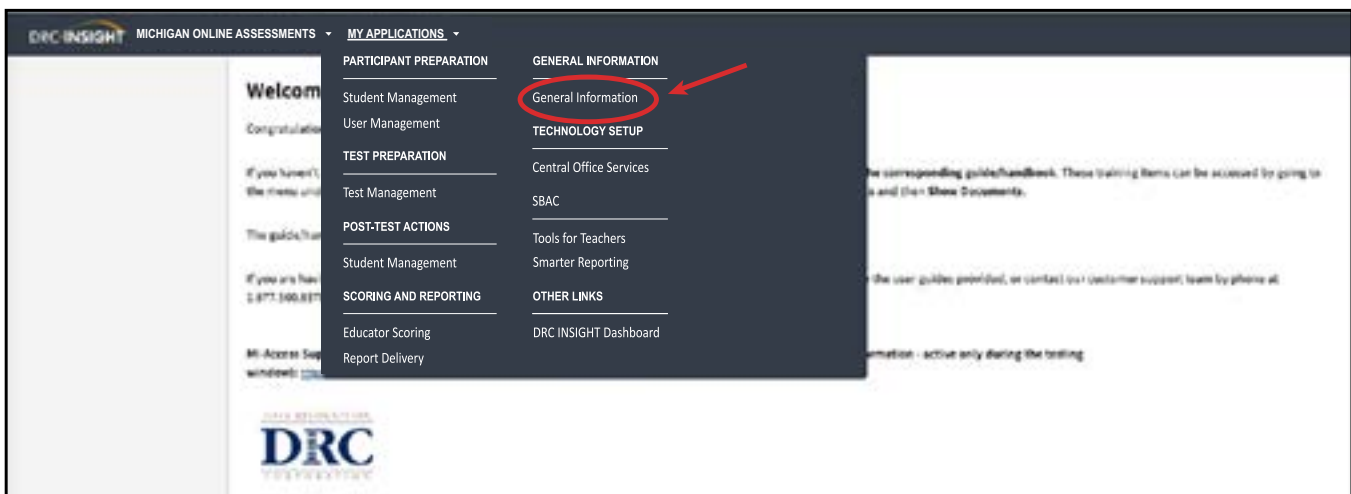
DRC INSIGHT Portal

Users can access documents and resources in the [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>).

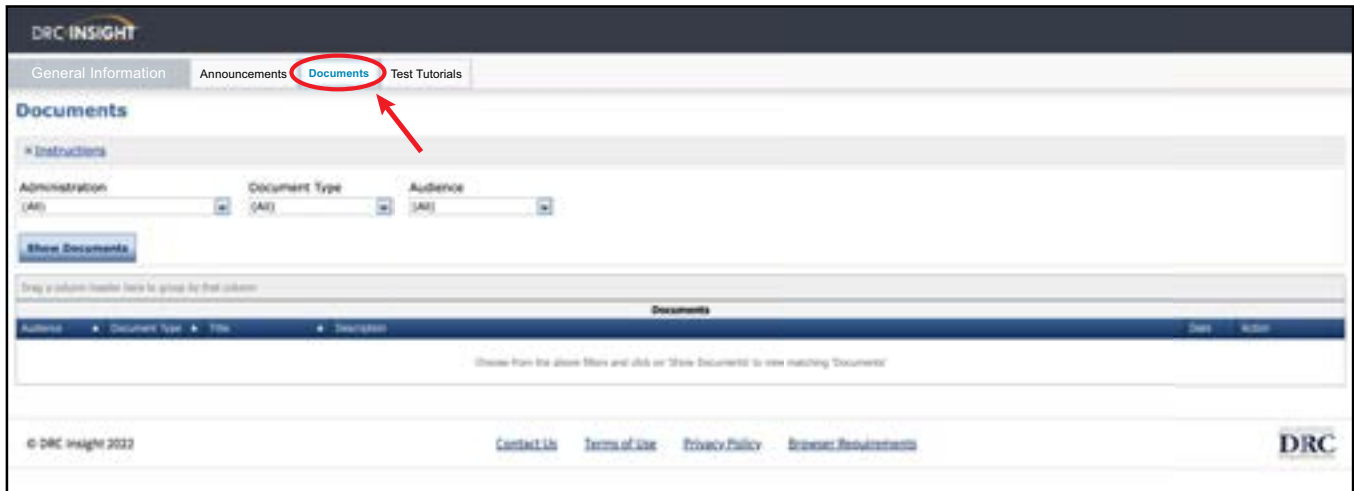
Test Administrators without secure access to the DRC INSIGHT Portal: select **“Documents and Training Materials”** to view all of the materials that are available without secure access.



District and Building Coordinators with secure access to the DRC INSIGHT Portal go to **My Applications** and select **General Information**.

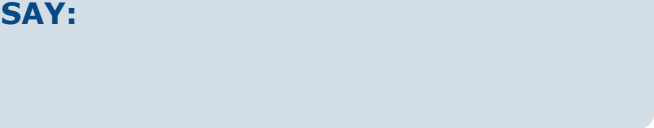

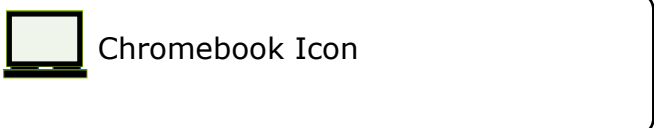


Then, select the **Documents** tab.



The screenshot displays the DRC INSIGHT web application interface. At the top, there is a navigation bar with four tabs: "General Information", "Announcements", "Documents", and "Test Tutorials". The "Documents" tab is highlighted with a red circle, and a red arrow points to it from the right. Below the navigation bar, the "Documents" section is visible, featuring a "Show Documents" button and a table with columns for "Audience", "Document Type", "Title", "Searchable", "Date", and "Action". The table is currently empty, with a message below it stating "Drag a column header here to group by that column" and "Shows from the above Show and click on 'Show Documents' to view matching 'Documents'". The footer of the page includes the copyright notice "© DRC Insight 2022", links for "Contact Us", "Terms of Use", "Privacy Policy", and "Browser Requirements", and the DRC logo.

Key

Icons	Descriptions
	<p>Speak the words in the shaded box.</p>
	<p>This is a tip to help with a smooth testing experience.</p>
	<p>Information specific to Chromebooks</p>

Online Tools Training (OTT) and Student Tutorials

The Online Tools Training (OTT) is an essential part of the testing process. For detailed instructions on how to administer OTTs, please refer to the Student Tutorials found on the [DRC Insight Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) or INSIGHT. The Student Tutorials should be used to familiarize students with the functions and tools of the testing system. Additionally, the M-STEP Test Administration Manual (TAM) will provide more information about using OTTs as well as accessing and using the Student Tutorials.

M-STEP Assessments

The Spring 2025 Michigan Student Test of Educational Progress (M-STEP) includes summative assessments designed to measure student performance relative to the Michigan Academic Standards in English language arts (ELA), mathematics, science, and social studies. This overview will describe the unique characteristics of these content-area tests.

What's New

Test Administration Window

All online tests—for all grades and content areas—have one test administration window: April 7 through May 16, 2025.

DRC INSIGHT Enhanced Student Experience

The DRC INSIGHT testing engine has a new look and feel. The new design is called the Enhanced Student Experience (ESE). Reasons for this update are primarily to enhance accessibility features, including color contrasts, to improve keyboard navigation, to improve interactions with accessibility tools, and to improve compliance with ADA standards. The ESE retains full support for all existing content. Test items layout have not changed.

The [DRC INSIGHT Enhanced Student Experience](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/DRC-INSIGHT-Enhanced-Student-Experience-Guide.pdf) presentation (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/General/DRC-INSIGHT-Enhanced-Student-Experience-Guide.pdf>) provides detailed descriptions of the ESE.

All changes to the DRC INSIGHT testing engine can also be viewed in the Student Tutorials and the Online Tools Training (OTT). The tutorials and OTTs can be viewed from the M-STEP web page using the Chrome browser:

- Go to www.michigan.gov/mstep
- Under **Content Specific Information**, select **Online Practice for M-STEP ELA, Math, Science and Social Studies**

OTTs and M-STEP Tutorials can also be accessed from the DRC INSIGHT application.

Bluetooth Headphone Guidance

Headphones are required for all students testing online. For clarification, guidance for allowed headphones has been provided. Headphones allowed for use during testing are:

1. Wired or wireless headphones are allowed.
2. Bluetooth headphones (including AirPods) are allowed if:
 - a. They are only connected to the student's testing device
 - b. All non-testing student devices (including cell phones, smartwatches, tablets, etc) must be powered off for any student using a Bluetooth headphone during testing
3. Headphones with advanced technology, including voice command, texting, app connection, and connection to the internet are not allowed.

One Online Test Administrator's Directions and Manual Document

With the required use of TTS for Directions, the directions that must be read aloud by Test Administrators are the same for all grades and content areas; test-specific differences are read aloud with TTS. Therefore, there is no longer a need for grade or content-specific directions that are read aloud before TTS for Directions begins.

There is now only one Online Test Administrator's Directions and Manual document; it is not specific by grade.

Unlock Requests

For prior administrations, school staff could call the DRC Call Center to unlock fixed-form tests if there were **five or fewer questions answered**. Starting in Spring 2025, all fixed-form tests can be unlocked by the DRC Call Center if:

1. The student has not provided a response for **every item** on the test.
2. The test has not previously been unlocked.

For any test where all items have been answered, or any test that has already been unlocked by the DRC Call Center, an incident report is required.

English Language Arts

English language arts (ELA) is assessed with the M-STEP in grades 3-7. ELA covers four claims: reading, writing, listening, and research. There is one test ticket for students testing online and three parts for students testing with paper/pencil. Refer to the manuals posted on the MME and PSAT web pages for information regarding the PSAT 8/9 for students in grade 8 and the SAT with Essay for students in grade 11.

Passage-Based Writing

All students will have a Passage-based Writing (PBW) item. PBW items include an optional Human Voice Audio to listen to the passage for all students.

Students testing online must have headphones to hear the passage read aloud.

Listening

Listening is part of the ELA assessment for all students.

Students testing online must have headphones to hear the audio presented for this portion of the test.

Mathematics

Mathematics is assessed with the M-STEP in grades 3-7. It covers four claims: concepts and procedures, problem-solving, communicating reasoning, and modeling and data analysis. There is one test ticket for students testing online.

Calculator Policy

Calculator use varies by grade and assessment mode (online or paper/pencil). Therefore, it is important for Test Administrators to understand the state's policy on their use.

No Calculators Allowed in Grades 3, 4, and 5

Regardless of the type of test a student is taking (online or paper/pencil), calculators may not be used for any item on the mathematics grades 3, 4, and 5 assessments; calculator use would change the construct of the items, or what they are intended to measure. All students must abide by this policy, even students whose Individualized Education Programs (IEPs) or Section 504 Plans specify otherwise. The use of a calculator at grades 3, 4, and 5 is considered a nonstandard Accommodation, which will render the assessment invalid. If a student in one of these grades uses a calculator, an incident report must be submitted. Refer to the **Incident Reporting Guide** in the M-STEP Test Administration Manual.

The state's full **Calculator Policy** can be found in [Appendix A](#). Coordinators and/or Test Administrators may copy and share it in its entirety with others involved in testing mathematics.

Embedded Calculators Provided for Online Students in Grade 6 and 7

Students in grades 6 and 7 will use the calculator embedded in the online delivery engine. Students using the embedded calculator will view the Desmos calculator.

Grade 6 students will use a basic calculator, which includes addition, subtraction, multiplication, division, and square root. Calculations are performed automatically as the student keys in the operation.

Grade 7 students will use the scientific calculator. This comprehensive calculator performs square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically without the need to select “enter.”

Districts and buildings should view the Scientific Calculator tutorial with students and provide students the opportunity to practice with the Desmos calculator in the Online Tools Training (OTT). Tutorials and OTTs are accessed without a login through the [DRC INSIGHT Portal](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) by selecting the **Test Tutorials** tab at the top of the page.

Science

The M-STEP science test assesses the Michigan K-12 Science Standards in grades 5, 8, and 11. This is a fixed-form test. This year, the test will have one test ticket and one part in grades 5, 8, and 11 for students testing online.

The test will include seven clusters for each grade assessed.

- Cluster – a stimuli (or context) about a phenomenon and a set of 5-8 related items designed to assess all performance expectations (standards) in one topic bundle
- Topic Bundle – a group of related performance expectations (standards) that are assessed as a group

Calculator Policy for Science Assessments

Students in grades 5, 8, and 11 are allowed to use calculators for both the online and paper/pencil science assessment.

Embedded Calculators are Provided for Students Testing Online in Grades 5, 8, and 11 Science Assessments

Students in grades 5, 8, and 11 taking a science online test will use the calculator embedded in the online delivery engine. The Desmos calculator will be available for all items on the science test.

Grade 5 includes a basic calculator which includes addition, subtraction, multiplication, division and square root.

Grades 8 and 11 include the scientific calculator. This comprehensive calculator performs square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions. Answers display automatically.

The Desmos calculator used for the science assessment is the same calculator available on the grades 6 and 7 mathematics assessments.

Social Studies

The M-STEP social studies assessment will measure the 2019 Michigan Academic Standards for social studies. This is a fixed-form test and includes both independent items and context-based item sets. Context-based item sets include a stimulus (or context) intended to orient the student to a given time period, historical event(s), or concept(s) followed by a set of 3-4 items designed to assess each of a series of related standards. The test will have one test ticket and one part in grades 5, 8, and 11.

Scratch Paper Guidelines

Scratch paper use varies by test, grade, and content area. Be sure to review the state's full **Scratch Paper Policy** in [Appendix B](#).

Designated Supports and Accommodations

The [Michigan Supports and Accommodations Guidance Document](#), which includes the **Supports and Accommodations Tables**, presents appropriate Universal Tools, Designated Supports, Accommodations, identification processes, classroom considerations, and guidelines for all state assessments. The document can be found on the [M-STEP web page](#) (www.michigan.gov/mstep). Guidance in the documents pertains to general education students, as well as to English learners (ELs), students with disabilities (SWDs), and students who are considered ELs and are also identified as SWDs.

Call Center Contact Information

The Office of Educational Assessment and Accountability (OEAA) has a call center to answer questions related to M-STEP testing.

Agents are available to receive questions at the following toll-free phone number and email address during the specified hours.

- **Call:** 1-877-560-8378
- **Email:** mde-oeaa@michigan.gov
- **December 2, 2024 - April 4, 2025**
8:00 AM–5:00 PM (M–F)
- **April 7, 2025 - May 23, 2025**
7:00 AM–5:00 PM (M–F)

The following list shows the options related to the M-STEP that are available on the call center phone menu. Select the appropriate option when contacting the OEAA, either through our toll-free number (877-560-8378) or the Lansing-area local number (517-241-4102).

- **Option 1:** For inquiries related to state assessment policy; the OEAA Secure Site; administration of the M-STEP, MI-Access, Early Literacy and Mathematics; and Accountability Reporting
- **Option 2:** For inquiries related to the SAT, PSAT, or ACT WorkKeys testing:
 - **Option 1:** eligibility to test and the OEAA Secure Site
 - **Option 2:** administration of the College Board assessments (PSAT 8/9, PSAT 10, SAT)
 - **Option 3:** administration of the ACT WorkKeys work skills test
- **Option 3:** For inquiries related to WIDA, the English Learner assessment
- **Option 4:** For all other calls
- **Option 5:** To report known unethical testing practices by a school on any state assessment
- **Option 6:** To repeat these options

OEAA Communications with Schools and Districts

Keeping educators up to date regarding changes in assessment and accountability is critical. The OEAA communicates with the field in a number of different ways, including:

- **Spotlight on Student Assessment and Accountability weekly newsletter** – sign up to receive the newsletter and/or read archived copies on the [Spotlight web page](#) (www.michigan.gov/mde-spotlight)

- [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [DRC INSIGHT Portal](https://mi.drctdirect.com) (https://mi.drctdirect.com)
- the Announcement page on the [OEAA Secure Site](https://baa.state.mi.us/BAASecure/) (https://baa.state.mi.us/BAASecure/)
- presentations at state conferences, including the Michigan School Testing Conference held each year in February

Check these sources regularly to stay up to date on assessment- and accountability-related issues and activities.

Standardized Testing

Uniform procedures are essential to a standardized testing program. To ensure comparable scores, all testing staff must follow the same testing procedures and give instructions exactly as they appear in this manual.

Ensure that you and all testing staff comply with all applicable policies and procedures, including those relating to discrimination. By strictly following policies and procedures, you give students the best guarantee of fair testing and the best possible test day experience.

Test Session Timings

Spring 2025 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	1:00	NA	NA
Estimated Total Hours	3:30	3:30	6:00	4:00	4:00

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

Assessment Security

The primary goals of test security are to protect the integrity of the assessment and to ensure that results are accurate and meaningful. Test security is integral in ensuring that no student has an unfair advantage or a disadvantage in assessment performance.

The [Assessment Integrity Guide \(AIG\)](#) was revised and updated in November 2024. This document, available for download on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep), details

how state-level assessments should be securely administered. The AIG also includes information on roles and responsibilities of testing staff, test preparation, administration irregularities, and security. District and Building Coordinators are required to read the AIG in its entirety. By following the guidelines in the Assessment Integrity Guide, schools ensure that:

- student test results are valid and reliable
- the testing context is equitable for all students
- all practices are ethical

Assessment Security Training

All staff members who participate in a state assessment must be fully trained in assessment security.

Test Administrators/Room Supervisors/Proctors/ Training Requirements:

- Read the Assessment Security Appendix, [Appendix G](#), in this document.

Material Security

- All materials that allow access to or contain test questions or student responses are secure materials and must be handled in a way that maintains their security before, during, and after testing. This includes accommodated materials, used scratch paper, online test tickets, and test rosters.
- All secure materials must be retained in one secure, locked location within the school.
- Test tickets used to log students into each online test are secure materials. Test rosters, which automatically print along with test tickets, are also secure.
- All used scratch paper (including graph paper) must be collected and returned to the building M-STEP Coordinator immediately after testing, to be shredded. No used scratch paper may be kept in the classroom. Used scratch paper must never be taken from one test session to another.
- No test materials that contain test questions or student responses may be copied at any time or retained in the schools.
- The use of cameras or cell phones and the posting of pictures to social media sites during testing is an enormous security risk. Therefore, students or testing personnel may not take photographs at any time during testing. If students violate this policy, their tests will be marked "Prohibited Behavior" and no emergency tests will be permitted.

Test Administration

All testing staff must adhere to these guidelines.

- Ensure an appropriate testing environment is maintained.
- Begin all standardized test administration procedures according to the explicit directions in this document.
- Follow test directions exactly as they are written, as required.
- Monitor student behavior closely for adherence to proper test-taking practices. Ensure that there are no distractions during the test administration period, including talking, noises, and other interactions among students; prevent students from viewing another student's computer screen or answer document.
- Ensure that students whose IEP and/or section 504 plan requires them to use Universal Tools, Designated Supports, and Accommodations have these available to them at the time of testing.
- Ensure that any student who needs an allowable Universal Tool or Designated Support has these resources available to them at the time of testing.
- Maintain material security.
- Ensure students are not able to access cell phones, smart watches, or any additional technology during testing.

See [Appendix D](#) for more information about Active Monitoring Best Practices.

Security Compliance

All staff involved in the administration of M-STEP tests must read and sign an Office of Educational Assessment and Accountability (OEAA) Assessment Security Compliance Form, affirming that they have read the required assessment materials related to their role in the M-STEP administration process, and that they understand their role and responsibilities. Completed forms are required from Test Administrators, proctors, and all other staff or volunteers with access to secure test materials or student responses. All OEAA Assessment Security Compliance Forms must be returned to the Building M-STEP Coordinator and kept on file for three years.

Anyone involved in the administration of the M-STEP is obligated to report any suspected violations of test security.

Materials Permitted or Required During Testing

MDE-Approved INSIGHT Tools Poster

The MDE-approved [INSIGHT Tools Poster](https://www.michigan.gov/mde/0,4615,7-140-22709_70117-407429--,00.html) (https://www.michigan.gov/mde/0,4615,7-140-22709_70117-407429--,00.html) poster is the **only** INSIGHT Tools poster that may be posted during testing. No other tools poster or testing help/tips may be displayed at any time during testing.

The **INSIGHT Tools** poster must not be within reach of students during testing; the poster is to be displayed in the classroom, but not placed at or on student desks or computers.

Any other use of these posters, or any other INSIGHT Tools poster, is prohibited.

Number 2 Pencils

Number 2 pencils should be made available to students testing online to use with scratch paper or graph paper.

Additional Paper

- Scratch paper is allowed for both the online and paper/pencil tests.
- The school may choose to provide additional graph paper to students testing with paper/pencil; however, no formulas, reference materials, or information of any kind can appear on that paper.
- Under no circumstances can used scratch paper, graph paper, or notes be taken from one test session or test part to another.
- All scratch paper and graph paper must be collected immediately after testing, returned to the Building Coordinator, and securely shredded.

For more detailed information on scratch paper, refer to the **Scratch Paper Policy** in [Appendix B](#).

Headphones

- All online tests require headphones. Once directions have been read, not all online tests have further need of headphones during the test.
- Headphones are required for all online tests and students using Audio Recordings or Video Recordings as a Designated Support or Accommodation for paper/pencil science and social studies.
- Students may use their own headphones or earbuds, but Test Administrators should check them prior to testing to ensure they are working properly and not connected to any bluetooth device.

Headphones Allowed for Student Use During Testing

Headphones allowed for use during testing:

1. Wired or wireless headphones **are allowed**.
2. Bluetooth headphones (including AirPods) **are allowed if**:
 - a. they are only connected to the student's testing device
 - b. all non-testing student devices (including cell phones, smartwatches, tablets, etc) must be powered off for any student using a Bluetooth headphone during testing
3. Headphones with advanced technology, including voice command, texting, app connection, and connection to the internet **are not allowed**.

Training Requirements and Resources for Students

Resources for Students to Prepare for Testing

The Enhanced Student Experience in the DRC INSIGHT testing engine is a new look and feel for online testing. The navigation buttons and tools have moved, therefore it is important that all students view and practice with the updated testing engine before test day. MDE **strongly** recommends that all grades review the Online Student Tutorials and use the Online Tools Training (OTT) resources on the device they will use during the test before test day.

The resources for online testing may be accessed in the **Accessing Online Tools Training** mini-module available on the [DRC INSIGHT Portal](https://www.mi.drctdirect.com) (www.mi.drctdirect.com) by selecting **Show Documents**. Instructions for easy navigation to documents in the DRC INSIGHT Portal are on [page 3](#).

Available resources include:

- Student Tutorials (for use with classrooms of students to provide an overview of what they will practice using the OTTs)
- Online Tools Trainings (OTTs) for general education students
- OTTs for students using Supports and Accommodations

It is highly recommended that schools provide students with opportunities to practice using these resources before they take the online or paper/pencil tests.

Online Student Tutorials

Online Student Tutorials are designed to be viewed with students in a classroom environment to provide an overview of the INSIGHT testing engine and tools. It is a companion activity that prepares students for the Online Tools Training (OTTs). The tutorials are not a substitute for the hands-on practice that the OTTs provide.

The tutorials are available in two places.

- [DRC INSIGHT Portal](https://mi.drctdirect.com) (https://mi.drctdirect.com) – instructions for easy navigation to documents in the DRC INSIGHT Portal are on [page 3](#).
- INSIGHT testing engine – select the tutorial link at the bottom of the screen

Online Tools Training for Students

Online Tools Trainings (OTTs) allow students to see what different test items look like and to practice using the online testing tools. Before the testing software is installed, you must use the Google **Chrome** web browser to access the OTTs at the [OTT Portal](https://wbte.drctdirect.com/MI/portals/mi/) (https://wbte.drctdirect.com/MI/portals/mi/). **Note:** If Chrome is not your default browser, you will need to copy and paste this url address into a Chrome web browser. You can access the OTTs through the testing software, once it is installed.

OTT resources include:

- all ELA, mathematics, science, and social studies sample item sets
- calculator practice module
- graphing practice
- masking (Designated Support)
- color preferences (Designated Supports)
- mathematics stacked Spanish translation (Designated Support)
- mathematics and social studies Spanish and Arabic glossary (Designated Support)
- text-to-speech (TTS):
 - ELA and mathematics TTS – items only (Designated Support)
 - ELA TTS – items and passages (Accommodation)
- Video Sign Language (VSL) (Accommodation)
- Closed Captioning – ELA (Accommodation)

Providing students with ample practice opportunities will ensure they are familiar with the test content, item types, navigation strategies, and system tools on test day.

Before Testing Checklist

- With the exception of the Test Directions for content you will **not** administer, Test Administrators are required to read this document in its entirety **before** administering any M-STEP assessment.
 - Complete the MDE Assessment Security online course **and/or** read the [Assessment Security Appendix](#), available in this document.
 - Sign the OEAA Assessment Security Compliance Form
 - Verify INSIGHT software is installed on all testing devices
 - Ensure you know how to launch INSIGHT on the device students will be using to test
 - Ensure students have viewed the student tutorials and practiced using the OTTs
 - Ensure student's Designated Supports and/or Accommodations (if applicable) have been set and/or that all materials necessary to administer assigned Designated Supports and/or Accommodations are available, such as headphones for TTS
 - Ensure that headphones are available for all students
 - Clearly understand the scheduled testing time, including planned breaks
 - Prepare the classroom for testing:
 - Remove or cover all classroom instructional materials that may affect the validity of the assessment. All instructional materials must be removed or covered. This includes all information regarding the content area of the test being administered or test-taking strategies. Examples include, but are not limited to:
 - » tips for taking tests
 - » content displays
 - » word lists
 - » writing formulas
 - » definitions
 - » mathematical formulas/theorems
 - » multiplication tables
 - » charts or maps
- Note:** The INSIGHT Tools poster is allowed if it is posted in the classroom (not at students' desks).
- Ensure student testing devices are positioned in such a way that students cannot easily read another student's screen or interact with one another.
 - If using portable testing devices, such as a laptop, iPad, or Chromebook, ensure the devices are connected to a power source (preferred) or fully charged.
 - Check to make sure there are no test tickets or scratch paper left over from another testing session. If found, return to the Building Test Coordinator.
 - Verify the testing room will be free of distractions for the duration of the test session.
- Obtain a student test ticket for each student who will be testing. Test tickets are secure materials and should be securely stored until you are ready to pass them out. Students will require a separate ticket for each part of the test. One test ticket is required for each content area test.
- Make note on the test roster of the test tickets you are distributing. Use the test roster to verify you have collected all tickets after students have signed in.

Test Materials Needed for M-STEP

Materials Needed by Test Administrator	Materials Needed by Students
This booklet	Test ticket
Class set of test tickets and roster for the test session being administered	Testing device
	Pencil (optional—needed if scratch paper is used)
	Headphones
	Blank scratch paper (optional—Universal Tool)



Take a few minutes to review all the parts of this document you will need to read aloud during testing. Use sticky notes or sticky flags to give yourself a quick reference to the next set of directions to read.



CHROMEBOOK: If your students are testing on a Chromebook, there are a few additional tasks you'll need to be aware of. It is important to review the information on [page 23](#) **before** the first day of testing to ensure a smooth testing experience.

Important Tasks During Testing

The following tasks should be performed in the order listed.

Managing Student Test Tickets

Test tickets and rosters are secure materials. Once printed, they must be kept in a secure location until the test session is scheduled to begin. Test Administrators are instructed to distribute test tickets just prior to student login, and to collect test tickets after all students have logged in and begun testing.

Only one test ticket should be distributed at a time; students should not have access to any test ticket other than the test the student is currently taking.

Helpful Hint: Test tickets **must** be collected as soon as students log into the test; they cannot be kept at their work station through the whole test session.

After a testing session is complete, the Test Administrator should return all test tickets (and rosters, if printed) to the Building M-STEP Coordinator for:

- destruction (if all students finished the test)

or

- secure storage (if students have not completed the test)

TIP!

Some schools sort test tickets into envelopes for “complete” “in progress” and “not started” to help manage test tickets.

Verifying Supports and Accommodations on Test Tickets

For students with Supports and Accommodations, some of those Supports/ Accommodations will be displayed at the bottom of their test ticket (see the following sample test ticket).

**M-STEP Spring 20XX
Test Ticket - G3 ELA**

Student Name: Smith, John J.
Date of Birth: 11/3/20XX

Username: **JSMITH1**
Password: **234K79HQ**

(Note: Username and password are not case sensitive)
Universal Tools - Designated Supports - Accommodations: **MSK**
Test Session: gr 3 ela

Supports and Accommodations are abbreviated on the test tickets as follows:

Supports/Accommodations	Test Ticket Abbreviation
Abacus	A
Auditory Amplification	AA
Alt communication devices	ACD
Administered Individually/ Small Group	AISG
Sign Language ASL Video	ASL
Administrator Sign Test Content in ASL	ASTC
Administrator Sign Test Directions in ASL	ASTD
Arabic Glossary	AG
Bilingual word-to-word dictionary	BWWD
Continuous Magnification	CM
Closed Captioning	CC
Color Preferences	CP
Masking	MSK

Supports/Accommodations	Test Ticket Abbreviation
Noise Buffers	NB
Non-embedded Calculator	NEC
OEAA Multiplication Table	OMT
Oral Translated Test Directions	OTTD
Read Aloud (Human Reader)	RAHR
Scribe (Non-Writing items)	SNWI
Spanish Glossary	SG
Spanish Translation (Stacked)	ST
Scribe (Writing items)	SWI
Text-To Speech (Items Only)	TTS
Text-to-Speech (Items & Passages)	TTSPASSAGE
Visual Aids	VA

Test Administrators need to know which Universal Tools, Designated Supports, and Accommodations are needed for all students prior to the test administration.

Students or Test Administrators will be required to turn on some Accommodations once the student has launched INSIGHT.

Permitted Items in Testing Room

Students may only have required testing materials and any Accommodations specified in the student’s IEP, Section 504 Plan, and EL instruction documentation at their work spaces during testing.

Item	Permitted?
Pencil	YES – If students are provided scratch paper as a Universal Tool.
Highlighter	NO – A highlighting function is included within the test engine.
Additional paper (provided by School/District)	YES – Blank scratch paper is allowed for ELA, social studies, science, and mathematics as a Universal Tool.
Headphones	YES – For all online tests
Non-academic reading material	YES – Non-academic reading material is allowed for student use after testing is completed. Electronic formats are not allowed. Reading material must be a traditional book or magazine. Reading material must be kept off the students’ work surfaces until the test has been submitted.

Providing Assistance

It is particularly important to understand the difference between helping students understand test directions and online tools and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved Universal Tools, Designated Supports, or Accommodation, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words, reading any part of the test aloud to students, or manipulating tools. These activities are not appropriate and will result in test scores being invalidated.

Student Log In and Questions

- **Assisting a student to log in:** if a student is struggling to log in, the Test Administrator should first verify that the student has selected the M-STEP assessment on the INSIGHT screen (and not the OTTs). Next, the Test Administrator can tell the student that login and password are not case sensitive and observe the student typing the login and password. If the student is still unable to login, the Test Administrator may type the student login and password with the student observing.
- **Answering student questions:** Test Administrators must not help students with any content of the test.
 - Prohibited practices include (but are not limited to):
 - » providing hints
 - » defining any words
 - » helping to read or pronounce any word
 - » pointing out important information in the question or suggesting a student read a certain section of the item or highlight any part of the question
 - » in any way provide any verification of a correct/incorrect answer if asked by a student

Any of these activities are inappropriate and violate ethical test administration practices and will result in test scores being invalidated.

- Allowable practices include:
 - » telling the student to “do their best work”
 - » telling the student to select their best answer for a question

If a student is off-task, you may redirect the student using the statement below:

SAY: It is important that you do your best. Do you need to pause the test and take a break?

If a student has a question about how to use the tools, you may direct the student to review the help screen by using the script below:

SAY: You may select the question marks to re-read the test directions or for directions about how to use the tools on the test.

If a student has a question about the content of any item, you may direct the student using the statement below:

SAY: Try your best and choose the answer that makes the most sense to you.

Procedures for Testing Breaks, Interruptions, or Pauses

If a student needs to pause their test for a few minutes, use the **blue Pause button** in the tool bar along the bottom of the screen. Once the **Pause** button is selected, the test questions are removed from the screen (for test security reasons), and the student has up to 20 minutes to return and resume testing before being logged out of the test.

If a student needs to exit the test to move to another workstation or to resume at a later time, select the **Pause** button, select the **Exit** button, and then select the **Yes, Exit** button on the pop-up screen. The student will need their test ticket to log in again. The test will remain “In Progress.”

Test Directions – All Online M-STEP Assessments

Introduction

1. The Introduction section of Online Test Directions is the same for all online tests. Insert the test name in the appropriate blank as you read the directions to students.
2. Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.
3. Make sure that no student is in possession of an electronic device. Any electronic devices must be powered off and stored away from the students' work area at all times during a test session.
4. Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
5. Make sure that students do not have any materials at their work area that are not required for testing.

Instruct students that they should not open anything on their computers until they are told to do so. The device desktop/home screen should be visible until you instruct students to open INSIGHT. Distribute and ensure students have all allowed test materials.



Make note on the test roster of the test tickets you are distributing. Use the test roster to verify you have collected all tickets after students have signed in.

SAY: Welcome to the M-STEP (Insert Name of Test) _____. We are now ready to begin. It is important that you give this test your best effort so that you can show yourself, your teachers, and your parents what you know and can do. Please carefully follow these directions. Do not select anything on your computer until I tell you to do so.

You are only allowed to have your testing device, headphones, and materials provided to you by your Test Administrator on your work area.

Make sure you don't have any other electronic devices or materials at your work area.

Pause to verify no students have any non-testing devices or other materials at their desk.

SAY: I will now pass out your test ticket.

Pass out test tickets.

SAY: Each of you now has a test ticket. Check to make sure that your name and correct date of birth appear on the test ticket and it has the correct name of the assessment (Name of assessment) _____. Raise your hand if your test ticket does not have your name, your correct date of birth, or the correct assessment name on it.

Correct any ticket distribution errors. If a test ticket contains incorrect student information, report the issue to your Building Assessment Coordinator immediately.

<p>M-STEP Spring 20XX Test Ticket - G3 ELA</p> <p>Student Name: Smith, John J. Date of Birth: 11/3/20XX</p>
<p>Username: JSMITH1 Password: 234K79HQ</p>
<p>(Note: Username and password are not case sensitive) Universal Tools - Designated Supports - Accommodations: MSK Test Session: gr 3 ela</p>



A list of Accommodations and the abbreviations used are available on [page 17](#).

If your school is using scratch paper as a Universal Tool, read the following section:

SAY: I will now pass out scratch paper for you to use during your test.

Pass out scratch paper.

If your school is passing out headphones for student use, read the following section.

SAY: I will now pass out headphones to use during your test.

Pass out headphones.



Make sure the computer volume is turned on (not muted) before launching INSIGHT.

Headphones Allowed for Student Use During Testing

Headphones are required for all students. Allowed Headphones for use during testing are:

1. Wired or wireless headphones **are allowed**.
2. Bluetooth headphones (including AirPods) are **allowed if**:
 - a. they are only connected to the student’s testing device
 - b. all non-testing student devices (including cell phones, smartwatches, tablets, etc) must be powered off for any student using a Bluetooth headphone during testing
3. Headphones with advanced technology, including voice command, texting, app connection, and connection to the internet **are not allowed**.

Test Sign-In

SAY: Now we are ready to begin. First, launch INSIGHT on your testing device. You should see the Michigan Department of Education screen with a picture for M-STEP, a picture for MI-Access, a picture for Early Literacy and Mathematics, and a picture for the Smarter Balanced Interim Assessment. Is there anyone who does not see this screen?



Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the M-STEP Technology Coordinator or M-STEP Building Assessment Coordinator. It is acceptable to move the student to another computer.

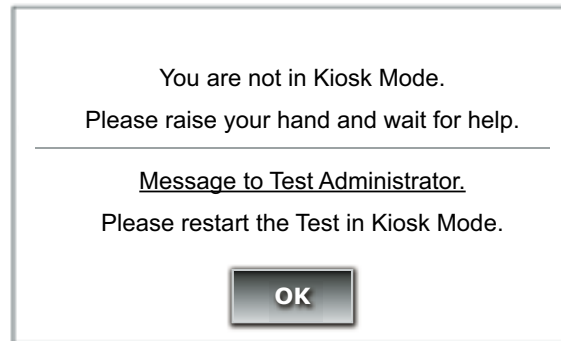
Technology Notes

Review this page to troubleshoot if students have problems opening the INSIGHT testing application on Chromebook or iPads.



CHROMEBOOK: Students can **not** be logged in to a Google account. As a guest, they should be directed to launch INSIGHT by selecting “apps” from the taskbar. This will launch INSIGHT in “kiosk mode.” If the app is launched while signed in to a Google account, they will receive an error.

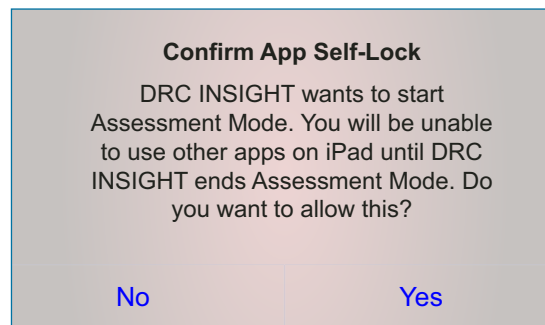
Login steps are the same as for the desktop/laptop version, except that students will use their finger to move the cursor (instead of a mouse). MDE recommends that students use an external keyboard, and if they’ve already been taught, they can use the “tab” key to move the cursor between fields.



Chromebook Not in Kiosk Mode
Error Message



Note about iPads: When testing on iPads, after logging in to the test, students will receive the following message:



Students should be instructed to select “Yes” which will open the test sign-in screen.

When all students are ready,

SAY: On the left-hand side of the screen, under M-STEP, select Test Sign In. You should then see the sign-in screen appear. Is there anyone who does not see the sign-in screen?

Pause to assist students as necessary.



When all students are ready,

SAY: Once you log into the test, your directions will read using TTS. Make sure you have your headphones on. If your audio does not work when you log in, raise your hand and I will help you.

Verify that all students have headphones and that their device audio volume is turned on.

Note: If the testing device audio is muted, students must exit the testing engine, unmute the device audio, and log back in to the test.

SAY: If you have any questions while you are listening to the directions, raise your hand and I will come to your desk to help you.

Are there any questions?

Pause to answer any questions.

SAY: You may now enter your Username and Password in the spaces provided on the screen. Your Username and Password are found on your test ticket. If you need assistance, please raise your hand. When you have finished entering your Username and Password, select the Sign In button in the middle of the screen.

Collect all student test tickets after they have logged into the test.

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each test; Usernames and Passwords are **not** case sensitive. The student's date of birth should be used to verify that the correct test ticket is given to a student.



If a student receives an "invalid login," select the "back" button in the bottom left corner of the sign-in screen. Select Test Sign In below the M-STEP icon (be sure you are not selecting below the MI-Access or Early Literacy and Mathematics icons or the OTT) and try again. Verify correct Username and Password have been entered.

Students advance independently through the directions screens. When they have completed the directions, they will be prompted to Begin the Test and begin testing.

Welcome Screen

The first screen that students will see when logging in is the Welcome Screen. This screen contains important identifying information for the student to review and confirm that they have signed in to the test with their own name and date of birth.

If you are using the Test Monitoring Application, students will provide the Test Monitoring code on this page.

It may be necessary for the Test Administrator to allow the test session to begin in the DRC INSIGHT Portal. See [Appendix E](#) for more information.

Pause to assist students as necessary.



Example 1:

Welcome Screen with No Accommodations



Example 2:

Welcome Screen with Accommodations (Ex: Color Chooser Option)



Example 3:

Welcome Screen with the Test Monitoring Application Code

TIP!

This screen is the first opportunity to turn on the color Accommodations for **students with vision impairments that require one or more of these Designated Supports**. Color Preferences (CP) are available using the Options button when assigned in the DRC INSIGHT Portal by the Building Assessment Coordinator. You may need to assist these students.

Test Selection Screen

The next screen students will see after they have confirmed they are the correct student--and have entered the Test Monitoring code, if applicable--is the test selection screen. This screen verifies that the student is taking the correct content area test. Be sure students know which content area test they will take during the test session.

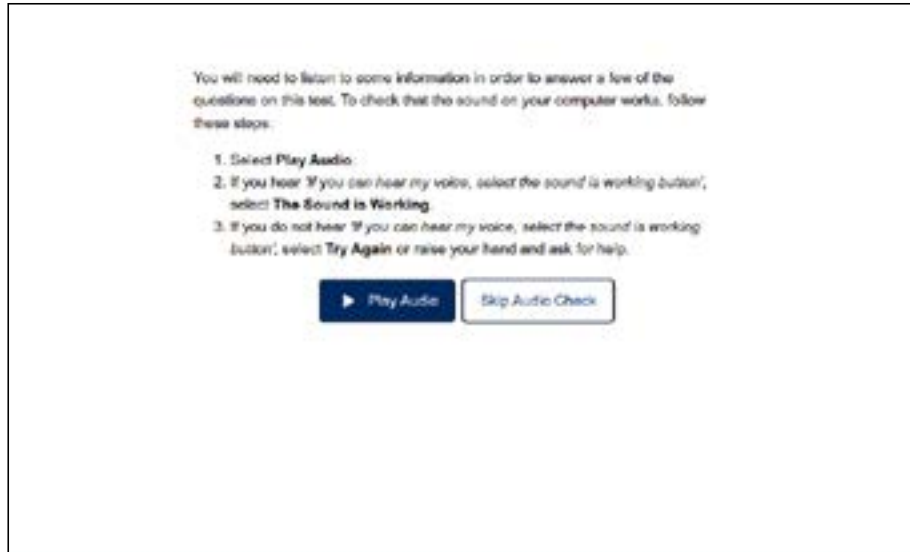


TIP!

If a student experiences technology difficulties during a test, contact your local Technology Coordinator. **Do not** tell the student to continue testing under adverse circumstances; MDE is unable to unlock or regenerate a test due to an unaddressed or unresolved technology issue during testing.

Audio Check Screen

After selecting their test, students will view the Audio Check screen. It is important that students verify they are able to hear the audio before they begin the remaining test directions. Be sure to monitor students as they work through this screen to verify their audio is working.

**TIP!**

If a student's headphones are plugged in and the volume on the headphones is turned up but the student does not hear the test, the student must log out, close INSIGHT, and verify that the computer volume is turned up and not muted.

Monitoring During Testing

Collect and recount all student test tickets after students have logged in. Ensure the number of tickets matches the number noted from before testing. Student test tickets are considered secure material. Save these tickets in case a student is logged off and needs it again. Each individual test session requires a different test ticket. **Test tickets must be returned to the Building Assessment Coordinator with all secure materials at the end of each testing session.**

Active Monitoring Best Practices

Required Test Administrator Practices Responsible for Student Monitoring:

- Testing staff move unobtrusively through the room during testing.
- Monitor student behavior closely for adherence to proper test-taking practices.
- Full attention should always remain on students testing.
- Ensure that students testing online do not access unauthorized computer applications, including the use of the internet, during the test.
- Ensure that there are no distractions during the test administration period (i.e., talking, noises, other distractions among students, viewing of another student's computer screen or answer document).
- Ensure that students who are required to use supports and accommodations on the tests are receiving them.

- Make sure that students remain at their designated testing device and location. If students step away from their test at any time:
 - Online testing: test must be paused
- Pay special attention to the possible use of cell phone cameras or other devices to take screen images.
- Testing staff ensure that students remain focused on testing.
- At no time should students be left in the testing room without adult supervision.
- Testing rooms should be set up in such a way that minimizes potential for cheating or student disruptions (i.e., computer screens are not viewable by other students, students are seated away from other students).

Avoid Distracting Behaviors:

- Conversations with other staff
- Reading books or newspapers
- Eating
- Working on computer or phone
- Grading papers
- Engaging in any other activity not related to test administration

Best Practices

- Student and staff electronic devices are turned off and stored outside of the testing room.
- Before testing begins, remind students that all electronic devices must be turned off and stored outside of the testing room; specifically remind students that "electronic devices" include cell phones, smartwatches, Bluetooth headphones (or any headphones not used for testing).

- Test Administrator uses portable device (i.e., an iPad or laptop) to monitor student testing progress on the Test Monitoring Application while Proctor(s) move unobtrusively throughout the testing room to monitor student progress.
- After testing, students read a hard copy of non-academic reading material or sit quietly without disrupting any students who are testing.

Acceptable Practices

- Student and staff electronic devices are turned off and stored away from the work area.
- Before testing begins, remind students that all electronic devices, including cell phones, smartwatches, Bluetooth headphones (or any headphones not used for testing) must be turned off and stored away from the work area.
- Test Administrator uses portable device (i.e. an iPad or laptop) to monitor student testing progress on the Test Monitoring Application periodically while frequently moving unobtrusively throughout the testing room to monitor student progress.
- After testing, students read a hard copy of non-academic reading material.

Prohibited Practices

- Student and staff electronic devices are not turned off and/or are accessible while testing.
- After testing, students have any access to content-related material or are disruptive to students who are still testing.
- Test Administrator monitors testing on the Test Monitoring Application while not moving throughout the testing room to monitor student progress.
- After testing, students access their testing devices, engage in any academic work related to test content, or are disruptive in any way.

As students are working, move around the room to ensure students are working on the correct part. If a student has selected an incorrect part, select the Pause button, the Exit button, and then the "Yes, Exit" button to return to the test sign-in screen; **do not select the "Review/End Test" button.**

Maintain a secure and distraction-free test environment.

Testing Irregularities

Notify your Building M-STEP Coordinator.

Completing the Test Session

Collect and recount test tickets. All test tickets must be returned to the Building Assessment Coordinator unless the student did not complete the test and is being escorted to another location to complete the test. **Note:** Students are not allowed to transport test materials from one location to another. If students have **not** completed their test but will resume at a later time, return test tickets to the Building Assessment Coordinator for secure storage until testing can resume. A new test ticket can be printed by the Building Coordinator, if necessary.

Exiting the Test Engine

Students using a desktop, laptop, iPad, or Chromebook can simply exit INSIGHT once they have finished. Ensure you can see the desktop or home screen of every testing device before a student is dismissed. This is particularly important for 1:1 devices that stay with the student (such as a Chromebook, laptop, or iPad).



Some schools sort test tickets into envelopes for “complete” “in progress” and “not started” to help manage test tickets.

APPENDIX A: M-STEP Calculator Policy

Mathematics

Students in grades 3, 4, and 5 are **not** allowed to use a calculator on ANY item in the mathematics assessment, as the use of calculators at these grade levels changes the construct of the items and what they are intended to measure. All students must abide by this no-calculator-allowed policy, even students whose IEP or 504 Plan specifies otherwise. **The use of a calculator at grades 3, 4, or 5 is considered a nonstandard accommodation.** Nonstandard accommodations render the assessment invalid.

Science

Students in grade 5, 8, and 11 are allowed to use a calculator on any item in the science assessment.

Students Testing Online

On grades 6 and 7 mathematics and grades 5, 8, and 11 science assessments, students will use the calculator embedded within the online delivery engine. The calculator will appear in the toolbar when items allow its use; it will not appear when items do not allow its use.

There are two types of embedded online calculators:

- Basic calculator – science grade 5 and mathematics grade 6
- Scientific calculator – science grades 8 and 11 and mathematics grade 7

The Office of Educational Assessment and Accountability (OEAA) has developed resources for students testing online to help prepare them for online testing. One of the resources is an online calculator practice tool. It is recommended that students testing online visit the practice environment to see sample items and familiarize themselves with the online calculator tool. To practice using the M-STEP online calculators, go to the [Online Tools Training \(OTT\) portal](https://wbte.drctdirect.com/MI/portals/mi/) (https://wbte.drctdirect.com/MI/portals/mi/) using the Google Chrome browser.

Students Testing with Paper/Pencil

On grades 6 and 7 mathematics and grades 5, 8 and 11 science assessments, students will use a handheld calculator.

Calculators are allowed on all items of the science assessments. Calculators are allowed only on Part 2 of the mathematics assessment.

Mathematics test booklets are divided into two parts. Part 1 of the paper/pencil mathematics assessment is considered non-calculator, and students must not have a calculator within reach. Part 2 of the paper/pencil mathematics assessment allows the use of a calculator. Once students start Part 2, they are not allowed to return to the non-calculator items on Part 1.

Since external hand-held graphing calculators are programmable, there is a potential of a security breach. All programmable calculators must be set to TEST mode during the testing session for both mathematics and science assessments.

Types of hand-held calculators:

- Basic calculator – science grade 5 and mathematics grade 6
- Scientific calculator – science grades 8 and 11 and mathematics grade 7

Important Notes

Alignment

The operational items on all of the assessments have been field-tested and are aligned to Michigan’s standards.

Fairness

The issue of fairness between students testing online and students testing with paper/pencil with regard to calculator usage has been raised. The OEAA decided not to burden schools by requiring them to purchase calculators specifically for these assessment as a possible one-time use. Some schools may not have the grade-specific calculators for their students

testing with paper/pencil to use. The OEAA has reviewed every item to determine if the use of an above-grade-level calculator gives those students an advantage. Students will not be advantaged or disadvantaged based on using an above-grade calculator on the assessment.

Managing Students Testing Online and External Hand-held Calculators

The OEAA prohibits students testing online from using external handheld calculators instead of the embedded online calculator. The only students testing online who may use an external calculator are those students whose IEP or Section 504 Plan specifies the use of a special adaptive calculator.

APPENDIX B: M-STEP Scratch Paper Policy

Scratch paper is a universal tool that may be made available to students during testing. Used scratch paper is a secure material. District Coordinators should develop and disseminate procedures for the secure handling and disposal of used scratch paper.

Terms

Graph Paper: blank, gridded paper provided by MDE for use in grades 6-7 mathematics

Scratch Paper: blank, lined, or unlined paper

Graph paper and scratch paper are separated into two types:

Unused Scratch/Graph Paper: scratch/graph paper that does not include any student markings; unused scratch/graph paper may include a student's name written on it

Used Scratch/Graph Paper: scratch/graph paper that includes any student markings beyond the student's name

Students Testing Online: Mathematics

Scratch paper is allowed in all test sessions. For students in grades 6-7, blank graph paper is required and is provided in the online initial material order. The grades 3-5 tests do not include items that require graph paper. However, it is optional to provide graph paper for grades 3-5. Additional graph paper can be downloaded from the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

For grades 3-5, scratch paper must be blank ruled or unruled, or (optionally) graph paper.

For grades 6-7 the graph paper must be blank.

Fresh scratch/graph paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for login, a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.

Students must write their names on the scratch paper. When students are given a break, the scratch paper must be collected and securely stored with test tickets until testing resumes.

If a student's name is clearly written on the used scratch paper, it can be returned to that student to use when resuming an in-progress test.

Students Testing Online: English Language Arts, Science, and Social Studies

Scratch paper is allowed in all test sessions. For all grades this must be blank ruled or unruled paper.

Fresh scratch paper must be distributed at the start of each new test session. That is, when a student receives a new test ticket for login, a fresh sheet of scratch paper must be provided at that time. Once a test session is completed, used scratch paper must be returned with the test tickets to the Building Coordinator for secure shredding.

Students must write their names on the scratch paper. When students are given a break, the scratch paper must be collected and securely stored with test tickets until testing resumes.

If a student's name is clearly written on the used scratch paper, it can be returned to that student to use when resuming an in-progress test.

Students Testing with Paper/Pencil: Mathematics

Scratch paper is allowed in all test sessions and test parts. For grades 3-5 this must be blank ruled or unruled, or (optionally) graph paper. Students in grades 6-7 may be provided blank graph paper in place of blank ruled or unruled paper; however, students may also use the graphs in their test booklets to solve problems. Additional graph paper can be downloaded from the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep).

Fresh scratch paper must be distributed with each part of a test and students must write their names on the scratch paper. After students encounter a “stop” sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with the rest of the test materials to the Building M-STEP Coordinator for shredding. If students testing with paper/pencil are provided a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.

Students Testing with Paper/Pencil: English Language Arts, Science, and Social Studies

Scratch paper is allowed in all test sessions and test parts. For all grades this must be blank ruled or unruled paper.

Fresh scratch paper must be distributed with each part of a test and students must write their names on the scratch paper. After students encounter a “stop” sign in the test booklets, scratch paper must be collected and securely stored until it can be returned with

the rest of the test materials to the Building M-STEP Coordinator for shredding. If students testing with paper/pencil are given a break not associated with a test part, then used scratch paper must be placed inside their closed test booklets.

Note: In order to prevent the use of an inappropriate writing utensil on the answer document, students should only have access to number 2 pencils during paper/pencil testing.

Mathematics: Online and Paper/Pencil

Grade	Graph Paper (required)	Graph Paper (optional)	Scratch Paper (available Universal Tool)
3		X	X
4		X	X
5		X	X
6	X		X
7	X		X

English Language Arts, Science, and Social Studies: Online and Paper/Pencil

Grade	Scratch Paper (available Universal Tool)
3	X
4	X
5	X
6	X
7	X
8*	X
11*	X

*Does not apply to English language arts.

APPENDIX C: Electronic Device Policy

Prior to test administration, District and Building Assessment Coordinators must create a specific policy for the use of electronic devices by students and staff during testing. Personal electronic devices that are not used for testing pose a large security risk to all state assessments. As accessibility to and the use of additional electronic devices has increased over the last few years, among both students and staff, instances of cheating, plagiarism, and inappropriate use of devices have had a negative impact on the validity and reliability of the state's assessments. This has also caused invalidation of student tests and has resulted in negative impacts to assessment participation and accountability.

As technology continues to change, districts will need to discuss the types of technology used by students and staff and to update plans to ensure that non-testing devices are not accessed during testing. District and building-level electronic device use policies must include the state-required policies detailed below and must be communicated to staff, students, and families. Staff will need thorough training on active monitoring of test administrations and on how to respond to incidents involving prohibited student behavior through the use of, or access to, additional electronic devices during testing.

Electronic Device Examples:

Examples of electronic devices include, but are not limited to:

- any electronic device that can be used to record, to transmit, or to receive information not used for testing
- computer tablets, iPads, e-readers (for example: Kindle)
- smart watches (for example: Fitbits; Apple, Garmin, Samsung watches; any watch with access to other applications or the internet)
- smart phones and cell phones
- headphones with advanced technology, including voice command, texting, app connection, and connection to the internet
- smart glasses (for example: Google Glass, Apple Vision Pro)
- desktop computers, laptops, Chromebooks, not used for testing

Policy for Students

Students are not permitted to use, to wear, or to access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, smart headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes. Administration staff are to practice due diligence in actively monitoring students in the testing room and on breaks to ensure that electronic devices are not accessed. If a student brings an additional electronic device into the testing room, the test administrator must follow the district/building level electronic device policy in ensuring the electronic device is stored appropriately and is not accessible to the student during testing.

The testing environment is not to be disturbed by any electronic devices not used for testing or test administration. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

Additionally:

- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room.
- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.
- No pictures or videos may be taken during testing.

Headphones Allowed for Student Use During Testing

Some assessments require the use of headphones for directions.

Headphones allowed for use during testing:

1. Wired or wireless headphones **are allowed**.
2. Bluetooth headphones (including AirPods) **are allowed if:**
 - a. they are only connected to the student's testing device
 - b. all non-testing student devices (including cell phones, smartwatches, tablets, etc) must be powered off for any student using a Bluetooth headphone during testing
3. Headphones with advanced technology, including voice command, texting, app connection, and connection to the internet **are not allowed**.

Policy for Test Administrators/ Test Monitors and Staff

Test Administrators and Test Monitors must be focused on active monitoring throughout test administration. Districts must determine

how Test Administrators and Test Monitors will alert others if issues arise (for example: sick student[s] in the room or technical issues).

During testing, staff may only use a computer or other appropriately configured device (for example: an iPad or Chromebook) for monitoring the SAT with Essay, PSAT 8/9 for grades 8 and 9, PSAT 10, WIDA, MI-Access FI, or M-STEP assessments, and these devices should be used for no other purpose during testing.

To allow Test Administrators and Test Monitors to actively monitor with minimal disruption, districts may choose to allow Test Administrators and Test Monitors to use cell phones to alert other staff of issues. Test Administrators/Monitors may use cell phones or other electronic devices only to alert others that assistance is needed or in an emergency. Wearable technology is strongly discouraged for testing staff; if it is worn, devices must be set on airplane mode to limit access to other applications and the internet.

A Test Administrator shall not disturb the testing environment through texting, speaking, or other cell phone/wearable technology/ electronic device use, except in the event of an emergency.

Test content can never be photographed or communicated; this includes when a Test Administrator or Test Monitor needs to alert others of an issue or incident.

Test Administrators and Test Monitors are not to use their cell phones, wearable technology, or other devices to check email or to perform other work during testing. All such electronic devices are to be silenced to reduce disruptions. If a district chooses to allow Test Administrators and Test Monitors to use cell phones to contact other staff during testing, the district must place particular emphasis on proper and improper cell phone use in communications to staff about district policies and procedures for testing.

Staff who go between rooms or who help troubleshoot technical issues during testing, such as the District Assessment Coordinator or Technology Coordinator, may also use their cell phones to contact the service provider's help desk; however, if possible, they should step out of the testing room to make calls in order to minimize disruptions.

Best Practices

- **Students and staff are not allowed to bring any additional electronic devices into the testing room.**

Electronic devices are to be left at home or kept in a secure on-site location during testing (for example: student lockers, staff storage cabinets).

There are to be strict policies and procedures in place to prevent additional electronic devices from being brought into the testing room.

Staff is to actively verify that no student has additional electronic devices before, during, and after testing.

Example: Test administration staff remind students to check that they have no electronic devices.

"Do you have earbuds in your ears or in your pocket?" "Are you wearing a smartwatch?"

Acceptable Practices

- **Policies and procedures are in place to ensure additional electronic devices are not accessible to students while in the testing room.**

Additional electronic devices that students bring into the room are collected by staff members; the devices are powered off and stored away from the students.

Prohibited Practices

Students

- **Students bring additional electronic devices into the testing room and devices are accessible during testing.**

If a student has a cell phone or other non-test electronic device out at any point during a test session, that student's test has been compromised and is prohibited behavior, even if the student did not use the cell phone or device.

- **Students are not allowed to wear or access "wearable" technology (such as smartwatches, fitness trackers, smart headphones) during testing. If a student is wearing such a device during testing, this is considered prohibited behavior, regardless of whether the device was used or not.**

Even if a student has exited or submitted their test, they cannot use cell phones or other electronic devices in the testing room. If the student has exited/submitted the test and then accesses a cell phone/electronic device (including wearable technology), this constitutes prohibited behavior.

Staff

- **Staff brings additional electronic devices into the testing room and devices are accessible during testing.**

If a test administrator or other staff in the testing room accesses an additional electronic device, this will result in a misadministration for the entire testing session and possible invalidation of the students' tests, in addition to any other actions the Michigan Department of Education (MDE) deems necessary.

Photography/communication of test content will result in a misadministration for the entire testing session and possible invalidation of the students' tests, in addition to any other actions MDE deems necessary.

APPENDIX D: Active Monitoring Best Practices

Required Test Administrator Practices Responsible for Student Monitoring:

- Testing staff move unobtrusively through the room during testing.
- Monitor student behavior closely for adherence to proper test-taking practices.
- Full attention should always remain on students testing.
- Ensure that students testing online do not access unauthorized computer applications, including the use of the internet, during the test.
- Ensure that there are no distractions during the test administration period (i.e., talking, noises, other distractions among students, viewing of another student’s computer screen or answer document).
- Ensure that students who are required to use supports and accommodations on the tests are receiving them.
- Make sure that students remain at their designated testing device and location. If students step away from their test at any time:
 - Online testing: test must be paused
 - Paper/pencil testing: student answer document is placed inside the test booklet, and the test booklet is closed and collected by Test Administrator.
- Pay special attention to the possible use of cell phone cameras or other devices to take screen images.

- Testing staff ensure that students remain focused on testing.
- At no time should students be left in the testing room without adult supervision.
- Testing rooms should be set up in such a way that minimizes potential for cheating or student disruptions (i.e., computer screens are not viewable by other students, students are seated away from other students).

Avoid Distracting Behaviors:

- Conversations with other staff
- Reading books or newspapers
- Eating
- Working on computer or phone
- Grading papers
- Engaging in any other activity not related to test administration

Best Practices

- Student and staff electronic devices are turned off and stored outside of the testing room.
- Before testing begins, remind students that all electronic devices must be turned off and stored outside of the testing room; specifically remind students that “electronic devices” include cell phones, smartwatches, Bluetooth headphones with connectivity to other devices not used for testing or the internet (or any headphones not used for testing).

APPENDICES

- Test Administrator uses portable device (i.e., an iPad or laptop) to monitor student testing progress on the Test Monitoring Application while Proctor(s) move unobtrusively throughout the testing room to monitor student progress.
- After testing, students read a hard copy of non-academic reading material or sit quietly without disrupting any students who are testing.

Acceptable Practices

- Student and staff electronic devices are turned off, collected, and stored away from the work area.
- Before testing begins, remind students that all electronic devices, including cell phones, smartwatches, Bluetooth headphones (or any headphones not used for testing) must be turned off and stored away from the work area.
- Test Administrator uses portable device (i.e. an iPad or laptop) to monitor student testing progress on the Test Monitoring Application periodically while frequently moving unobtrusively throughout the testing room to monitor student progress.

periodically while frequently moving unobtrusively throughout the testing room to monitor student progress.

- After testing, students read a hard copy of non-academic reading material.

Prohibited Practices

- Student electronic devices are not turned off and/or are accessible while testing.
- Staff electronic devices are used for any purpose other than monitoring testing or in an emergency.
- After testing, students have any access to content-related material or are disruptive to students who are still testing.
- Test Administrator monitors testing on the Test Monitoring Application while not moving throughout the testing room to monitor student progress.
- After testing, students access their testing devices, engage in any academic work related to test content, or are disruptive in any way.

APPENDIX E: DRC Test Monitoring Application

If your Building or District Assessment Coordinator set up the Test Monitoring Application (TMA) and you have a DRC INSIGHT Portal account, you will be able to monitor students during the test session. This appendix provides detailed instructions for how to use the TMA.

Prerequisites and Assumptions

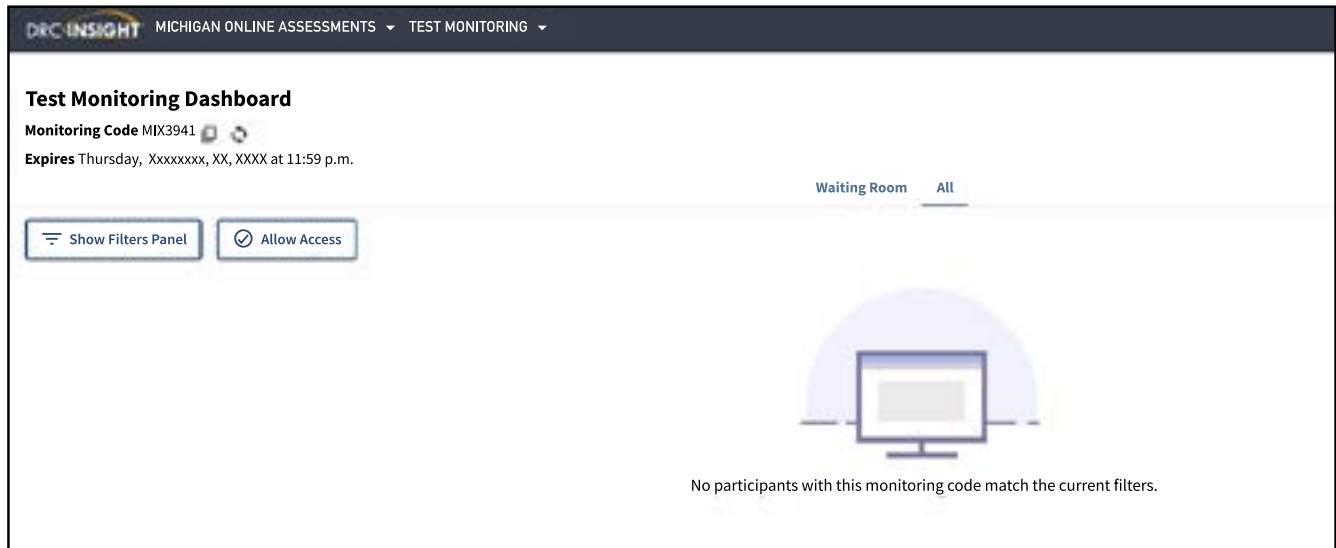
- You must have a DRC INSIGHT Portal account with a role that has the Test Monitoring - Access permission.
 - School users will have access to the Test Monitoring Application.
 - Test Administrators will need either a “Public School Online Test Administrator” or “Nonpublic School Online Test Administrator” role assigned through the OEAA Secure Site in the DRC INSIGHT Portal.
 - For information about how to assign user permissions in the OEAA Secure Site, view the Request Access document available on the OEAA Secure Site Training page (www.michigan.gov/securesitetraining). The DRC INSIGHT Portal is used in connection with DRC’s online test engine, INSIGHT.

Generating and Using a Monitoring Code

To generate and use a Monitoring Code, do the following:

1. Log in to your DRC INSIGHT Portal account.
2. Select **Test Monitoring** from the My Applications menu.
3. The Test Monitoring Dashboard is displayed.
 - a. If there is not an active Monitoring Code, one will be automatically generated that will expire at the end of the day.
 - b. If there is an active Monitoring Code, that code will be displayed along with its expiration date and the Test Monitoring Dashboard will display any students registered to that code.

Figure 1 Test Monitoring Dashboard Before Students Begin Testing



4. To generate a new code, click the **Generate New Monitor Code icon next to the current monitoring code**, and select an expiration date.
 - b. Codes will expire at 11:59 p.m. local time on the expiration date.
5. Click **Generate**. The expiration date now displays next to the Monitoring Code in the Test Monitoring Dashboard.
 - a. This will cause the existing code to expire and will display a warning that any students registered to the code will be removed from the dashboard. Students who are actively testing when the Monitoring Code is regenerated will continue testing without disruption, but they will no longer appear on the Test Monitoring Dashboard.
6. Distribute the Monitoring Code to your students.
7. After logging in to the test, students enter the Monitoring Code in the **Enter Monitoring Code** field on the Student Verification page and then click **Save**. If they entered a valid code, the student is registered to the code and will appear on the Test Monitoring Dashboard.
8. The student clicks **Continue**.

Figure 2 Test Monitoring Application Set Up as Optional:
Student View

The screenshot shows the 'Verify Student Information' screen in the DRC INSIGHT application. The page title is 'Verify Student Information'. The main content area contains the following text and form elements:

Before you begin testing, please review the following information.

Participant Name:	Tom Jones
Test Name:	Gr 5 Measurement and Data
Test Session:	VOR test 6
Date of Birth:	01/01/2014
State Student ID (UIC):	1234566666
District Student ID:	
Tools - Supports - Accommodations:	

If any of your information is not correct, please notify your Assessment Administrator.

If your information is correct, enter the **Monitoring Code**, if provided by your Assessment Administrator, and select **Save**. If no Monitoring Code is available, select **Continue**.

Monitoring Code

Figure 3 Test Monitoring Application Set Up as Required:
Student View

Verify Student Information

Before you begin testing, please review the following information.

Participant Name:	Tom Jones
Test Name:	Gr 4 Editing
Test Session:	VOR test 1
Date of Birth:	01/01/2014
State Student ID (UIC):	1204566666
District Student ID:	
Tools • Supports • Accommodations:	

If any of your information is not correct, please notify your Assessment Administrator.

If your information is correct, enter the **Monitoring Code** provided by your Assessment Administrator, and select **Save**. Then, select **Continue**.

Monitoring Code

Continue

Result

Once the student clicks **Continue**, what happens next depends upon the configuration of your test session:

- If Restricted Access is not set, the student can begin testing.
- If Restricted Access is set, the student will be taken to the Waiting Room page. The student will appear on the Waiting Room tab within the dashboard until the

Test Administrator has allowed them into the test. The Test Administrator can allow waiting students to begin testing one at a time, select multiple students, or allow all of the students into the test.

Figure 4 Test Monitoring Dashboard with Waiting Room and All Tab

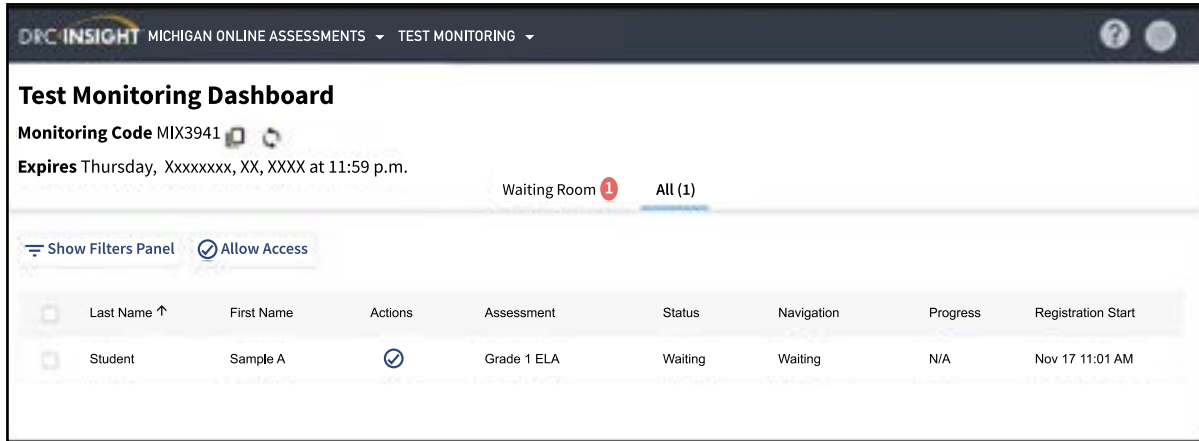
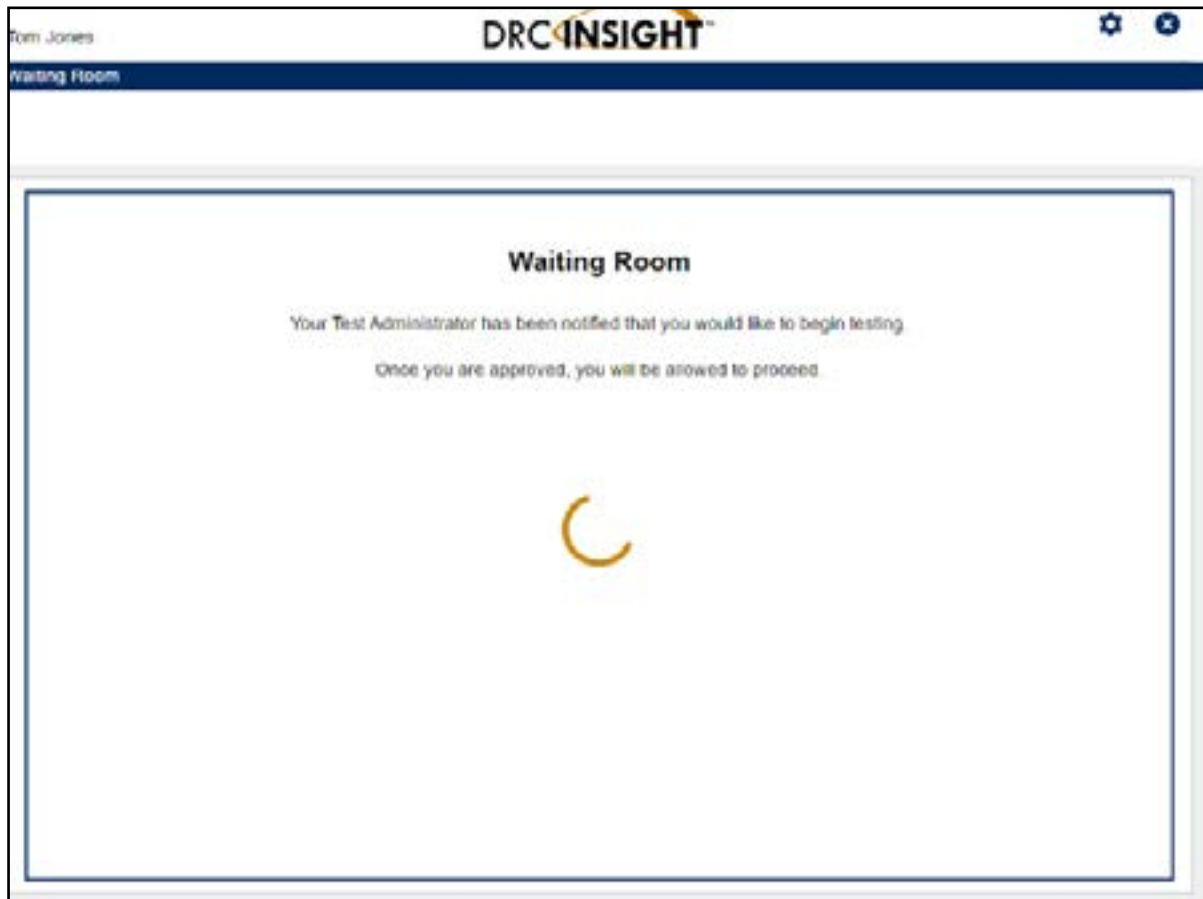


Figure 5 Student View of Waiting Room



Once the student is allowed into the test, they appear in the All tab within the Test Monitoring Dashboard with the following information:

- **Name** – the student’s first and last name
- **Actions**
 - Allow:
 - » Enabled when student has a status of Waiting
 - » Clicking **Allow** will let that student enter the test
- **Assessment** – the name of the Assessment to which the student is registered to the dashboard
- **Status**
 - **Active** – Students is registered to the Monitoring Code and may be actively testing; is not in one of the other statuses
 - **Waiting** – Student is in the Waiting Room and needs to be allowed into the test
 - **Inactive** – Student has done no navigation within the Test Engine for at least 5 minutes
 - **Paused** – Student has Paused the test
- **Exited** – Student has exited the Test Engine either from using the Exit button, closing the Test Engine (either the Public or Secure Browser), or from timing out on the Pause Test screen
- **Completed** – Student has submitted that part of the test
- **Navigation** – the part of the test and screen that the student is currently viewing in the Test Engine. Example: Reading: Question 1 / 20 where Reading is the Test Module
- **Progress** – the number of answers the student has submitted out of the expected number of answers for that part of the test.
 - N/A will appear when the student has not yet begun testing (they are still on Student Verification, Waiting Room, Test Modules, or Test Directions screen)
 - Percentage appears for students taking a CAT test
- **Registration Start** – the date/time that the student registered to the dashboard (entered a valid Monitoring Code on the Student Verification screen in the Test Engine)

Figure 6 Test Monitoring Dashboard with Students Testing

The screenshot shows the 'Test Monitoring Dashboard' interface. At the top, it displays 'DRC INSIGHT MICHIGAN ONLINE ASSESSMENTS' and 'TEST MONITORING'. Below this, the 'Monitoring Code' is 'MIX3941' and it 'Expires Thursday, Xxxxxxx, XX, XXXX at 11:59 p.m.'. The current view is 'Waiting Room' with 'All (5)' students. There are buttons for 'Show Filters Panel' and 'Allow Access'. The main table lists student data with columns for Last Name, First Name, Actions, Assessment, Status, Navigation, Progress, and Registration Start.

Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress	Registration Start
Student	Sample A		Math	Active	Grade 5 Math Question 10/36	9/36	March 04 3:24 PM
Student	Sample B		ELA	Active	Grade 6 Listening Question 9/9	9/9	March 04 3:25 PM
Student	Sample C		ELA	Active	Grade 6 Writing Skills Question 19/20	19/20	March 8 3:28 PM
Student	Sample D		Math	Active	Grade 5 Math Question 1/36	0/36	March 8 3:34 PM
Student	Sample E		Math	Active	Grade 5 Math Question 5/36	5/36	March 8 3:27 PM

APPENDIX F: M-STEP Test Session Checklist for Test Administrators

Test Session: _____

Test Administrator: _____

Location: _____ Grade/Content Area: _____

Date: _____ Start Time: _____ End Time: _____

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Test Administrator and Proctor(s) had cell phones turned off; wearable technology is discouraged, however, if worn was set on airplane mode. (View the Electronic Device Policy in the Test Administrator’s Directions and Manual documents.) <input type="checkbox"/> Test Administrator and Proctor(s) ensured students did not have access to any personal electronic device not used for testing. (Medically necessary electronic devices must be left with the Test Administrator; if this is not possible, then the test must be administered in a one to one administration.) <input type="checkbox"/> Test Administrator was aware of all student supports and accommodations before testing, and verified students had access to materials and/or embedded supports during testing. <input type="checkbox"/> Test Administrator read the Test Directions exactly as they appear in the appropriate grade Online or Paper/Pencil Test Administrator’s Directions and Manual. <input type="checkbox"/> Test Administrator and Proctor(s) passed out test tickets and immediately collected when students began testing. (<i>Reminder: test tickets are secure materials and must be handled securely.</i>) <input type="checkbox"/> Test Administrator and Proctor(s) distributed scratch and/or graph paper in accordance with school or district policy. Each piece of | <ul style="list-style-type: none"> paper was collected as students finished and returned to Building Coordinator. (<i>Reminder: used scratch and graph paper are secure materials and must be handled securely.</i>) <input type="checkbox"/> Test Administrator and Proctor(s) focused on student testing throughout the test session and: <input type="checkbox"/> Moved unobtrusively through the room during testing <input type="checkbox"/> Monitored student behavior closely <input type="checkbox"/> Ensured students did not access unauthorized computer applications or materials <input type="checkbox"/> Ensured no distractions occurred <input type="checkbox"/> Monitored students to ensure no electronic devices were accessed or used <input type="checkbox"/> Test Administrator and/or Proctor(s) immediately reported any testing irregularities to appropriate staff. <input type="checkbox"/> OPTIONAL: Test Administrator and/or Proctor(s) sorted Test Tickets into complete, need to finish, and absent for easy identification when returned. <input type="checkbox"/> Test Administrator or Proctor returned all items to appropriate staff at the end of the test session. (Test tickets, Test Roster, scratch paper, Test Booklets, Answer Documents, Accommodated forms of the test, Test Directions Manual) |
|--|---|

Test Administrator Signature: _____ Date: _____

Proctor(s) Signature: _____ Date: _____

Adapted from document initially created by Godwin Heights Public Schools (2022)

APPENDIX G: Assessment Integrity and Security for Test Administrators

Why is Assessment Security Important?

Following test administration requirements will help ensure all students have equal opportunities to show their knowledge, skills, and abilities, while ensuring the results are accurate and meaningful. The overarching rule of test security is to follow all the rules.

All students are to be tested under standardized conditions. Poor test security and administration practices may affect student performance and provide an advantage, or a disadvantage, to a student or group of students.

As you plan for test administration, it is important to know the key assessment security policies and expectations so you can ensure that your students have a standardized testing experience. The information below is vitally important to testing and test administration.

Assessments and Roles

Before you begin testing and training, you must understand the M-STEP assessment and your role in administering the assessment.

All of Michigan's state assessments measure student progress with Michigan's content standards or other career- or college-readiness goals. The Michigan Student Test of Educational Progress (M-STEP) is given to students online in grades 3-7 to measure their knowledge of state standards in English language arts (ELA) and mathematics. Student knowledge of science and social studies standards are measured by M-STEP in grades 5 and 8. High school students take the M-STEP science and social studies components as part of the Michigan Merit Examination (MME).

These are the roles associated with the M-STEP:

- **District Assessment Coordinator**
District M-STEP Coordinators are responsible for overseeing all testing at the district level and act as backup support at the school or building level. The person fulfilling this role must develop necessary testing policies, ensure that all other roles associated with testing are filled, lead professional development activities associated with testing, and ensure that Building Coordinators and Test Administrators are aware of training opportunities for students.
- **Building Assessment Coordinator**
The Building M-STEP Coordinator is responsible for arranging training opportunities for Test Administrators and students, making all testing arrangements, developing test schedules based on the school's resources and needs (including available computers and testing rooms), and ensuring the overall integrity of the assessment process.
- **Test Administrator**
Test Administrators are responsible for preparing for and administering the M-STEP tests directly to students.
- **Technology Coordinator**
Technology Coordinators are responsible for numerous tasks related to the software used for testing (INSIGHT), as well as the Central Office Services (COS), a local caching system that securely caches test content and student responses.

Required Training for Test Administration and Assessment Security

Test administration and test security training are required of all test administrators. Required training of all staff involved in testing is monitored by the Office of Educational Assessment and Accountability (OEAA).

Assessment Administration Training:

The Test Administration Manual (TAM) for each assessment describes the required test administration training. It is up to the local district/building to determine how training is delivered to test administrators. At a minimum, M-STEP Test Administrators are required to read the Test Administration Directions and Manual (TADM) for the grade and content areas they will be administering as part of their test administration training.

Assessment Security Training:

Test Administrators/Room Supervisors/Proctors are required to complete the Michigan Department of Education (MDE) Assessment Security online course through Michigan Virtual, and/or read "Assessment Integrity and Security for Test Administrators" (this document).

OEAA Assessment Security Compliance Form

All staff involved in the administration of M-STEP tests must read and sign an OEAA Assessment Security Compliance Form, affirming that they have read the required assessment materials related to their role in the M-STEP administration process, and that they understand their role and responsibilities. The security compliance form is to be provided to testing staff by the District or Building M-STEP Coordinator.

Additional copies of the [Assessment Security Compliance Form](https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/General/OEAA_Security_Compliance_Form.pdf) can be found at https://www.michigan.gov/-/media/Project/Websites/mde/OEAA/General/OEAA_Security_Compliance_Form.pdf.

All OEAA Assessment Security Compliance Forms must be returned to the District or Building M-STEP Coordinator and kept on file for three years.

Required Secure Test Administration Practices

A test administrator serves an important role in ensuring that all students receive a standardized testing experience. The following required secure test administration practices must be followed to ensure a proper testing experience for all students.

Material Handling:

- Follow the directions found in the TAM or TADM for handling secure materials.
- Account for all assessment materials, including test tickets, before, during, and after each test session.
- Distribute and collect secure test materials to/from students individually.
- Ensure the security of materials used to provide accommodations as prescribed for students with Individualized Education Programs, Section 504 plans, or who are English learners.
- Ensure that all test tickets and used scratch paper are securely handled according to local procedures. Return all test booklets and answer documents securely according to local procedures.
- Return the answer document or submit student responses for each student who took the test regardless of the student's perceived efforts.

Test Administration:

- Verify the testing room will be free of distractions for the duration of the test session.
- Begin all standardized test administration procedures explicitly according to the test administrator manual and test directions and/or script.

- Read oral instructions to the students exactly as they are written as required by the appropriate test administrator manual and test directions or script.
- Follow proper procedures for logging into the assessment (if applicable).
- Follow directions for restarting any online sessions that have lost connection to the system.
- Do not review or check a student's paper/pencil answer document.
- Direct students to erase any stray marks and darken any faint bubbles prior to handing in their completed tests.
- Report any suspected violations of test security.

Student Monitoring:

- Monitor student behavior closely for adherence to proper test-taking practices.
- Ensure that students testing online do not access unauthorized computer applications, including the use of the internet, during the test.
- Ensure that students who are required to use supports and accommodations on the tests are receiving them.
- Ensure that there are no distractions during the test administration period (such as talking, noises, other distractions among students, viewing of another student's computer screen or answer document).
- Make sure that students remain at their designated testing work area.
- Pay special attention to the possible use of cell phone cameras or other devices to take screen images.

Responding to Student Behavior

If a student is not on task, testing staff are to redirect them and encourage them to do the best they can. When students exhibit prohibited behaviors, testing staff are to follow district/building incident reporting procedures. Students are exhibiting prohibited behaviors if they:

- communicate or collaborate in any manner with another student; this includes written, electronic, verbal, or gestured forms of communication
- copy, request, or accept another student's answers or receive any form of help in answering questions
- use any material or equipment that is not expressly permitted by the directions found in the TADM
- answer a test question or any part of a test for another person or assist another student before or during a test
- return to previously administered sections of the test when informed by the test administrator to stop work in that section
- use any unauthorized electronic devices (smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders)
- intentionally disrupt other students taking the test
- engage in any other practice that has the potential of affecting the validity and reliability of the student's score or the score of another student

Unethical Test Administration Practices

Any report to the OEAA of test administrators being involved in the practices described below may lead to serious consequences. These include, but are not limited to, test invalidation, student re-testing, parent notification of misadministration, additional required training of staff, and removal of ability to administer assessments in the future. Districts and buildings can also take formal disciplinary action against staff involved in unethical testing behavior. These behaviors include:

- examining or discussing actual test items or test responses with anyone
- giving students access to test content or secure test questions, except during the actual test administration (Note: access to practice tests and released items is not prohibited)
- reviewing actual test items before, during, or after the test administration, unless needed as part of the test administration directions
- copying, reproducing, or using all or any portion of secure assessment material in any manner inconsistent with assessment security measures
- allowing media representatives to interview or photograph students or staff during or after the testing windows or allowing access to any assessment material other than released items; students and school staff may be interviewed after results are released, but media staff and students should be cautioned to not discuss any assessment materials, problems, or test questions
- leaving secure assessment materials, including test tickets, unattended at any time unless they are in a secure locked location
- leaving a testing room unsupervised at any time
- permitting the use of any supplemental or reference materials during test administrations that are not specifically allowed
- making test answers available to students
- assisting a student by any direct or indirect means (including gestures, pointing, prompting) in identifying or providing correct or incorrect answers on any test
- using, handling, or viewing online tests, test booklets, or answer documents for any purpose other than proper test administration procedures
- reading student responses during/after testing, or in the case of paper/pencil testing, attempting to hand-score student responses to any test; a Building Assessment Coordinator may examine a student response only as an emergency procedure – for example, if a student is suspected of endangering themselves or others and it is believed that the student’s response may contain some important information
- participating in, directing, aiding, counseling, assisting, encouraging, ignoring, or failing to report prohibited acts
- failing to follow test administration directions for the test precisely as directed in the test administrator manuals
- disclosing or discussing the contents of tests with students, parents, teachers, other educators, or community members before, during, or after testing, except to report potential problems to the Building Assessment Coordinator
- erasing or changing student answers in any way
- making any changes to student responses in the online testing system

- logging in as a student to the online testing system unless as a part of the test administration process
- administering assessments outside of their designated testing window
- providing accommodations to students who do not have an IEP or section 504 plan
- posting test items or materials on the internet

If you observe staff unethical behavior, report it to your building and/or district coordinator. If you feel uncomfortable reporting these instances directly to your coordinator, you can make a report through the following resources.

- **To report cheating and unethical behavior by a district or school regarding state assessments**, call 877-560-8378 (select option 1), or complete the online [Complaint or Allegation of Misadministration Form](#)
- **To report a testing irregularity or misadministration** involving M-STEP, WIDA Access for ELLs, MI-Access, and Early Literacy and Mathematics (K-2), complete an [Incident Report](#) on the [OEAA Secure Site](#)

OEAA Monitoring for Misadministration, Prohibited Student Behavior, and Unethical Staff Practices

The OEAA monitors all schools to ensure that secure test administration practices are being followed. Any determination that a behavior does not follow secure practices may result in a misadministration of the assessment.

The OEAA completes the following types of test administration monitoring:

- Allegation Reporting
- Forensic Data Analysis
- Incident Reporting Monitoring
- Missing Materials Monitoring
- Off-Site Test Administration Monitoring
- Social Media Monitoring
- Supports and Accommodations Usage Monitoring
- Test Administration Observations

Through yearly monitoring, testing staff may be asked to provide more information about any instances of identified issues through the investigative process. This communication will come through the District or Building Coordinator.



Office of Educational Assessment and Accountability (OEAA)

E-mail: mde-oeaa@michigan.gov

Phone: 877-560-8378