

2024 M-STEP Administration Training for Building and District Assessment Coordinators Chapter Three: After Testing

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Objectives

- Handling secure and non-secure materials
- Packaging and return of materials
- Reporting
- OEAA Secure Site After-Testing Tasks









Handling Testing Materials

Disposal of Test Materials

- Secure Materials to be destroyed after testing
 - Online:
 - Test Tickets and Rosters
 - Used scratch paper
 - Used graph paper
 - Paper/Pencil:
 - Used scratch paper
 - Used graph paper
 - L1 Glossaries

Instructions for Materials Return



How to Process Secure M-STEP Test Materials After Testing

Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
 Used answer documents (all content areas)	scorable box(es)		
 Student test tickets and test rosters			✓
 Used orange Special Handling Envelope(s) with contents	scorable box(es)		
 Used and unused test booklets (grades 3–8 & 11)	✓*		
 Accommodated versions of the test (reader scripts, braille, enlarged print, audio and video recordings, translated versions)	✓*		
 ELA Listening Recordings	✓*		
 ELA Listening Scripts	✓*		
 L1 (First language) Glossaries (mathematics)			✓
Print to Braille Correspondence Documents			✓
Used scratch paper (including graph paper)			✓
Unused Airbills and other Return Kit Materials			✓

* Can be returned with the scorable materials, or in a separate box as directed in **Instructions for Packing Non-scorable Materials for Return** on [page 79](#) of this manual.

Instructions for Materials Return

How to Process Non-Secure M-STEP Test Materials After Testing

Non-Secure Test Materials	Return to M-STEP Contractor	Schools Keep	Schools Destroy
 Unused answer documents (all content areas)			✓
 Unused orange Special Handling envelopes			✓
Test administration manuals		optional	
Test Administrator's Directions and Manual		optional	
Signed OEAA Assessment Security Compliance Forms		store at district for 3 years	
Testing Schedules		store at district for 3 years	
Training Materials		store at district for 3 years	

Materials Return Dates

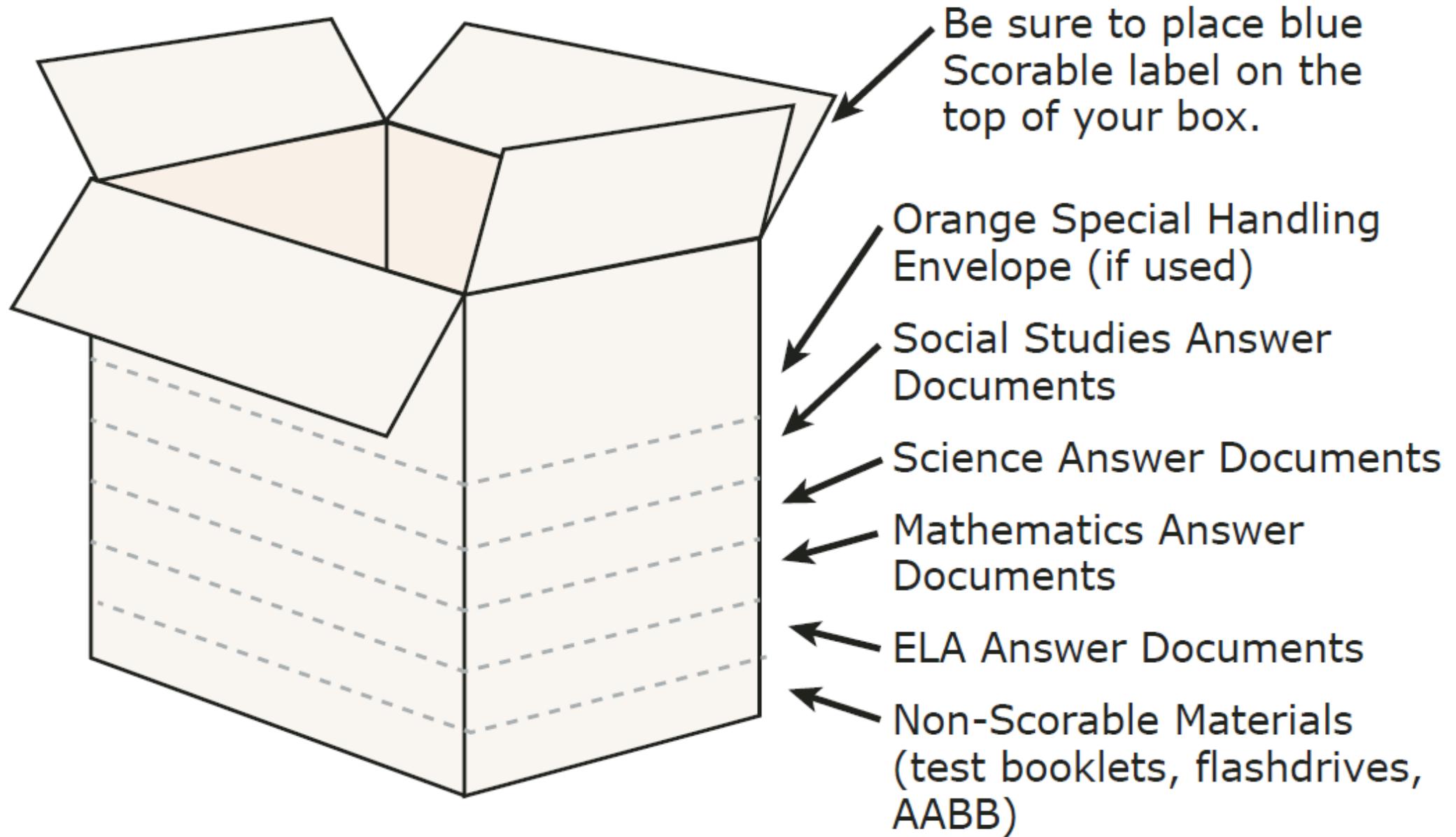
Materials Return Date

**Final date to ship for inclusion in
answer document verification**

May 8, 2024

Tests returned after May 8 will not be scored.

Diagram for Packing Scorable Materials



Reporting

Preliminary reports

Final reports

Preliminary Reports

- ❑ Preliminary Reports are available on the Secure Site, by selecting the Reports drop-down and then selecting **Dynamic Score Reports**.
- ❑ Preliminary Reports include only machine-scored responses and do not include any hand-scored items.
- ❑ More detailed information about the Preliminary Reports and the data in them will be available in the About this Report document provided in the Dynamic Score Reporting Site.

Read by Grade 3 Legislation

- ❑ Schools can view student preliminary scores within 48 hours of the student submitting the test (usually by the next day) and an indicator is on the grade 3 ELA reports. MDE encourages schools to monitor Preliminary Reports to identify students who are eligible for retention before parents receive letters.
- ❑ While the retention component of the legislation has been removed, the components that require communication of student progress were maintained.
- ❑ CEPI will send a letter notifying parents their child has been identified for additional supports to 3rd grade students who score 1271 or below on the M-STEP ELA assessment.

Read by Grade 3 Legislation

- Preliminary scale scores will be used to determine:
 - > 1271 Meets Requirements
 - < 1272 Needs Support
- Per the legislation, letters will be sent by CEPI directly to parents of students who are eligible for retention.

Preliminary Reports

Students (Total = 391)	Preliminary Scale Score	Preliminary Standard Error	Preliminary Scale Score		Claims				Read By Grade 3 Law
			1203-1299 Below Benchmark [Gray] - Preliminary Standard Error	1300-1357 Above Benchmark	Reading	Writing	Listening	Research	
	1323	±6			Above	At/Near	At/Near	Above	Meets
	1324	±6			Above	Above	Above	At/Near	Meets
	1262	±6			Below	Below	At/Near	At/Near	Supports
	1270	±6			Below	Below	At/Near	Below	Supports
	1274	±6			Below	Below	At/Near	At/Near	Meets
	1270	±6			Below	Below	Below	At/Near	Supports
	1303	±6			At/Near	At/Near	At/Near	At/Near	Meets
	1272	±8			Below	Below	At/Near	Below	Meets
	1249	±7			Below	Below	Below	Below	Supports
	1292	±6			Above	At/Near	Below	Below	Meets
	1286	±6			At/Near	Below	At/Near	Below	Meets

FINAL REPORTS

Available before
most schools return
to school

Watch the Spotlight
for details!

Spotlight

on Student Assessment and Accountability

What's New

February 29, 2024

- M-STEP Online Test Administrator's Directions and Manuals Available Now
- DRC INSIGHT Portal Available
- Closing Soon: Alternate INSIGHT Availability Request window for M-STEP, MI-Access
- State Assessment Exemptions for English Learners Who Are Recent Arrivals
- Winter 2024 Early Literacy and Mathematics Aggregate Reports Available
- Winter 2024 Early Literacy and Mathematics Benchmark Student Data Files and Aggregate Data Files
- FAME Project Accepting New Coach Applications for 2024-2025
- 2025 Michigan School Testing Conference: Call for Presenters
- College Board Corner
- ACT WorkKeys
- Important Dates
- Conferences & Webinars
- Contact Us

M-STEP Online Test Administrator's Directions and Manuals Available Now

The Spring 2024 Online M-STEP Test Administrator's Directions and Manuals are available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the What's New and Current Assessment Administration sections.

The M-STEP Test Administrator's Directions and Manuals include all required content that Test Administrators must know prior to administering the M-STEP.

Note: With the new requirement to use TTS for Directions for all online M-STEP tests, the Test Administrator's Directions and Manuals contain introductory information that must be followed in the directions section of the document, including:

- distributing test tickets and scratch paper
- logging into the test
- use of the "Welcome" screen to verify that students have logged into the correct test and their name and date of birth are correct
- use of the "Audio Check" screen to verify that the audio on students' testing equipment is working correctly

Test Administrators **must** follow the directions provided in the Test Administrator's Directions and Manual documents when beginning a test session.

Test Administrators are required to read the Test Administrator Directions and Manual for the test mode(s) and grade(s) they will administer prior to test administration.

M-STEP Test Administrator's Directions and Manuals are also printed and sent to schools in the Initial Material Order, with one copy included per 15 pre-identified students by test mode and grade.

The M-STEP Test Administrator's Directions and Manual is available by test mode (online or paper/pencil) and by grade. Paper/pencil Test Administrator's Directions and Manual documents will be posted online as soon as they are available. Watch the Spotlight for more information.

Secure Site After-Testing Tasks

Accountable Students Enrolled
Answer Documents Received and
Not Tested

Accountable Students Enrolled and Demographics

- ❑ Available on the OEAA Secure Site on April 26, 2024
- ❑ Includes school enrollment information and student demographics from the Michigan Student Data System (MSDS)
- ❑ Only student data submitted with an “as of” date on or before May 24 will be used to update the list of students through mid-June.
- ❑ The list will be updated several times a day from MSDS. This means if additional student data is submitted in MSDS, it will be updated through the deadline. The list of students and demographic information can change based on what is submitted in MSDS.
- ❑ Watch the weekly Spotlight for more information and deadlines as they get closer.

Accountable Students Enrolled and Demographics

What should you do with the list of students?

- Verify homeschooled and nonpublic school students are not listed.
- Verify all students enrolled on May 24 are listed.
- Verify students who have exited the school are not listed.
- Verify the student demographic information is correct.

Work with your district MSDS authorized user to get updates into MSDS

Answer Documents Received and Not Tested

- Available on the OEAA Secure Site June 5-11
- Lists students and the tests (paper/pencil and online) that have been received by the vendor
- Displays tests that may be invalidated (some may be able to be appealed or corrected)
- Provides opportunity for a reason a student did not test to be submitted for a possible accountability exemption

Answer Documents Received and Not Tested

- ❑ What must I do with this list?
 - Verify all paper/pencil tests that were returned are listed.
 - Verify all online tests that were taken are listed.
- ❑ The following issues can be submitted:
 - If a test was taken at the school and is not listed as received, a “Student Was Tested” issue must be submitted.
 - If the student did not test, then a “Student Did Not Test” reason should be submitted
 - If a student is listed as tested but did not test at the school, then an “Incorrect Tested School” issue must be submitted
- ❑ Verify the tests listed under the Invalid tab and review the reason they may be invalidated. Some might be able to be corrected or appealed.
- ❑ This is the **only** opportunity to submit answer document issues and reasons why a student did not test.

Helpful Links

- Best Practices MSDS Reporting Guide for Trouble-free Accountability Data (https://www.michigan.gov/documents/mde/Accountability_Best_Practices_625027_7.pdf)
- Secure Site Training <http://www.mi.gov/securesitetraining>
- M-STEP Webpage www.michigan.gov/mstep

STAY INFORMED

To stay up-to-date on all assessment-related issues, sign up to receive weekly Spotlight newsletter, at www.michigan.gov/mde-spotlight

You'll find:

- calendar reminders
- assessment task reminders
- administration updates
- report information
- much more



Spotlight



on Student Assessment and Accountability

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

THANK YOU.

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