# OEAA Secure Site
# Role and Assessment Descriptions

Below is a list of roles with descriptions of access available to users in the OEAA Secure Site. The roles that are used specifically to access DRC INSIGHT Portal and WIDA AMS can be found starting on page 4.

A list of the state assessments and descriptions that can be requested or assigned to a user starts on page 5.

Access to the OEAA Secure Stie is requested through the OEAA Secure Site using MiLogin for Business. Directions on how to request access, along with required forms to be submitted, can be found at How do I get access to OEAA Secure Site.

| **Administrator Level Roles** |
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Administrator roles allow the district and schools to manage access on the OEAA Secure Site along with accessing all functions. Each district should have one or more administrator level users. There is no limit to how many administrator level roles can be granted within a district or school.

District and Nonpublic School Administrator level user request are submitted to OEAA and will be processed within one to two business days. Two forms are required to be submitted with the request on the OEAA Secure Site. Use the link above to access the required form and directions.

The Public School Administrator is submitted to the district administrator and time for processing will vary based on their process.

| Role Name | Description |
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| District Administrator | The role of district administrator allows a user to see and use all functions in the OEAA Secure Site at a district level. The administrator level user is responsible for processing requests for access and for removing access from users that no longer require it for their job. District administrators will receive all district level access request for approval. If there is no school administrator level user, they will also receive requests for school level access.

This role is the only role that can submit a request for an Online Waiver for public schools in their district.

This role will also receive automatic access to WIDA AMS & DRC INSIGHT Portal, the online management system that schools will use to manage the online tests for WIDA ACCESS (AMS), WIDA Screener (AMS), Early Literacy and Mathematics (INSIGHT), M-STEP (INSIGHT), and MI-Access (INSIGHT). |

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| Nonpublic School Administrator | The role of nonpublic school administrator allows a user to see and use all functions in the OEAA Secure Site for the nonpublic school. The administrator level user is responsible for processing requests for access and for removing access from users that no longer require it for their job.<br><br>This role is the <u>only</u> role that can submit a request for an Online Waiver for the school.<br><br>This role will also receive automatic access to WIDA AMS & DRC INSIGHT Portal, the online management system that schools will use to manage the online tests for WIDA ACCESS (AMS), WIDA Screener (AMS), Early Literacy and Mathematics (INSIGHT) M-STEP (INSIGHT), and MI-Access (INSIGHT). |
| Public School Administrator | The role of public school administrator allows a user to see and use all functions in the OEAA Secure Site for the school. The administrator level user is responsible for processing requests for school level access and for removing school level access from users that no longer require it for their job.<br><br>This role will also receive automatic access to WIDA AMS & DRC INSIGHT Portal, the online management software that schools will use to manage the online tests for WIDA ACCESS (AMS), WIDA Screener (AMS), Early Literacy and Mathematics (INSIGHT) M-STEP (INSIGHT) and MI-Access (INSIGHT). |

## All other Roles

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| • District Accountability<br>• Public School Accountability | User will have access to each school's student data files, student test scores, and Accountable Students Enrolled and Demographics. |
| • District User Add/Modify-Assessments<br>• Nonpublic School User Add/Modify<br>• Public School User Add/Modify-Assessments | User will have access to each school(s) assigned and the ability to pre-identify students for testing, unassign students from testing, order testing materials, work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver), complete an incident report, and view student test data and scores.<br><br>District level can request a WIDA Test Exception for students within the public school district. This cannot be done by a school level user. Nonpublic school user can request a WIDA Test Exemption for students within the nonpublic school. |

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| • District User View Only-Assessments<br>• Nonpublic School User View Only<br>• Public School User View Only-Assessments | User will have access to each school(s) assigned and can view the pages and functions but not able to make updates. This will allow a user to view/download/print student data files and dynamic score reports. |
| • Public School Technology/Pre-ID & Score Files | User will have access to tools to pre-ID students including uploading a Pre-ID File, view Pre-ID Report, and view student test scores. This role is for a person that would help assist with pre-id and need access to student score data files. |
| • District Student Test Scores Only<br>• School (nonpublic) Student Test Scores Only<br>• School (public) Student Test Scores Only | User will have access to student data files, dynamic score reports only. |

## DRC INSIGHT Portal and WIDA AMS Access

Some functions for the online M-STEP, MI-Access and Early Literacy and Mathematics are completed in the DRC INSIGHT Portal which is a vendor's system. Some functions for the WIDA ACCESS and WIDA Alternate ACCESS are completed on the WIDA AMS, which is a vendor's system. Access to each of these systems is granted through a role on the OEAA Secure Site.

The roles listed below will only allow users access to the DRC INSIGHT and/or WIDA AMS systems and will not allow any access to the OEAA Secure Site. If access is needed to the OEAA Secure Site, an additional role as listed above would need to be added.

Selection of the assessments in the request and approval process will determine access to either DRC INSIGHT and/or WIDA AMS. If M-STEP, MI-Access, or Early Literacy and Mathematics is selected, access will be given to the DRC INSIGHT Portal. If WIDA Screener or WIDA ACCESS is selected, access will be given to the WIDA AMS.

As mentioned above, the District Administrator, Public School Administrator and Nonpublic School Administrators roles are automatically given access to WIDA AMS and DRC INSIGHT Portal and do not need one of the roles listed below.

| DRC INSIGHT and WIDA AMS | |
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| **Role Name** | **Description** |
| • District Online Technology-AMS & INSIGHT<br>• Non-public School Online Tech-AMS & INSIGHT<br>• Public School Online Tech- AMS & INSIGHT | Technology Coordinators are responsible for numerous tasks related to the software used for testing, as well as the Central Office Services (COS), a local caching system that securely caches test content and student responses. |
| • District Online Test Admin-AMS & INSIGHT<br>• Non-public School Online Test Admin-AMS & INSIGHT<br>• Public School Online Test Admin-AMS & INSIGHT | The user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in INSIGHT and/or WIDA AMS for online testing for assigned school(s). |
| • Public School Online Test Administrator<br>• Nonpublic School Online Test Administrator | The user will have access to the Test Monitoring Application in the INSIGHT Portal. The Test Monitoring Application (TMA) in the DRC INSIGHT Portal allows users to monitor student testing activity throughout the duration of their test using Monitoring Codes This is not available for WIDA AMS. |

Below is a list of the assessments you will be prompted to select along with a brief description.

| Assessments Available | |
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| ACT | The ACT was used by the state up through Spring 2015 as the required college entrance exam. |
| Early Literacy | Early Literacy is an optional benchmark assessment for grades K-2 given in the fall, winter, and spring. |
| EL Screener | This is the parent assessment to WIDA Screener and W-APT. When selecting EL Screener, WIDA Screener and W-APT will both be selected. You can deselect one or the other if it's not appropriate for the user. |
| ELPA | English Language Learner Proficiency Assessment was used to test the proficiency of English language learners up through Spring 2013 prior to the use of the WIDA. If a user needs access to past ELPA reports and scores, the user will need the ELPA assessment included in their access. |
| ELPAS | English Language Learner Proficiency Assessment Screener was used to assess students for possible English language learner designation up through Spring 2013 prior to the use of the W-APT. If a user needs access to past ELPAS reports and scores, the user will need the ELPAS assessment included in their access. |
| MEAP | Michigan Educational Assessment Program was the standardized test used to assess students in grades 3–9 through fall 2013 and grade 11 through Spring 2008. Even though the MEAP is no longer used, a user would need access to the MEAP to access any historic MEAP data. |
| MEAP-Access | MEAP-Access was used to assess students with disabilities up through Fall 2013. Even though the MEAP-Access is no longer used, a user would need access to the MEAP-Access to access any historic MEAP-Access data. |
| MI-Access | MI-Access is used to assess students with disabilities grades 3–8 and 11 and is the parent to MI-Access Functional Independence (FI), MI-Access Participation (P) and MI-Access Supported Independence (SI). If given only access to MI-Access without giving access to FI, P and SI, the user would only be able to order materials and not assign or unassign students for testing. It is best to give access to MI-Access along with FI, P and/or SI. |
| MI-Access FI | MI-Access Functional Independence (FI) is used to assess students with disability in grades 3–8 and 11 and the parent assessment is MI-Access. If given only MI-Access FI, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access. |
| MI-Access P | MI-Access Participation (P) is used to assess students with disability in grades 3-8 and 11 and the parent assessment is MI-Access. If given only MI-Access P, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access. |
| MI-Access SI | MI-Access Participation (SI) is used to assess students with disability in grades 3–8 and 11 and the parent assessment is MI-Access. If given only MI-Access SI, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access. |

| MME | Michigan Merit Examination is the standardize assessment for grade 11 and eligible grade 12 assessment that was used through Spring 2014. Even though the high school assessment is still called the MME, it is no longer a single test selection on the OEAA Secure Site. Even though the term MME is no longer used on the OEAA Secure Site, a user would need access to the MME to access any historic MME data. |
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| M-STEP | Michigan Student Test of Educational Progress replaced the MEAP for grades 3-8, 11 and eligible grade 12 as the standardized assessment in spring 2015. |
| PSAT 10 | The PSAT 10 is a College Board product that is given to grade 8 students as part of the state assessments. Users responsible for Secure Site activies for PSAT 10 will need access. |
| PSAT 9 | The PSAT 9 is a College Board product that is given to grade 8 students as part of the state assessments. Users responsible for Secure Site activies for PSAT 9 will need access. |
| PSAT 8 | The PSAT 8 is a College Board product that is given to grade 8 students as part of the state assessments. Users responsible for Secure Site activies for PSAT 8 will need access. |
| SAT | The SAT replaced the ACT in spring 2016 as the state's college entrance examination for grades 11 and eligible grade 12. |
| W-APT | The WIDA-Access Placement Test replaced the ELPAS after Spring 2013 and was used to assess students for possible English language learner designation in grades K-12. As of Fall 2017, W-APT is available for kindergarten and first semester 1st graders only. EL Screener is the Parent test cycle for W-APT and WIDA Screener. |
| WIDA | The WIDA replaced the ELPA in Spring 2013 to test the proficiency of English language learners in grades K-12. This is the full English language test that is given in the spring. This is not a screener. |
| WIDA Screener | The WIDA Screener is given to students in grade 1-12 throughout the year as needed to assist in determining if a student is an English learner (EL). This was new for fall 2017. The EL Assessment test cycle is the parent test cycle for WIDA Screener and W-APT. |
| WorkKeys | The WorkKeys is the state's required work skills assessment test for grades 11 and eligible grade 12. |