

Spotlight

on Student Assessment and Accountability

What's New

Week of March 9, 2023

- **State Superintendent's Letter Regarding Spring Assessments is Available Now**
- **M-STEP Test Administrator's Directions and Manuals Available Now**
- **DRC INSIGHT Portal Available**
- **Using the DRC Test Monitoring Application**
- **Text-to-Speech Guidance for M-STEP**
- **WIDA ACCESS Additional Material Order Window Closing**
- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs – End of Testing Reminders**

Reminders

- **Educators Needed For MI-Access Standard Setting Validation in Science (June 2023)**
- **FAME Project Accepting New Coach Applications for 2023-2024**



includes information Tech Coordinators need to know

• **State Superintendent's Letter Regarding Spring Assessments Available Now**

- State Superintendent Dr. Michael F. Rice has released a letter to Michigan families discussing the Spring 2023 assessments. The letter outlines the purpose of testing, lists the grade-level assessments, and explains how the Michigan Department of Education (MDE) will use data from the assessments to help target support and resources for students and schools. The letter is available for download and distribution on the [MDE Office of Assessment and Accountability homepage](http://www.michigan.gov/oeaa) (www.michigan.gov/oeaa).

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

- The **Spring 2023 M-STEP Online and Paper/Pencil 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.
- The M-STEP Test Administrator's Directions and Manual is available by test mode (online or paper/pencil) and by grade. 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 20 pre-identified students by test mode and grade.

DRC INSIGHT Portal Available

The [DRC INSIGHT Portal](https://mi.drccedirect.com) (<https://mi.drccedirect.com>) availability for online administrative tasks began Friday, March 3, 2022. For detailed information about student management, test management, and test monitoring, review the [DRC INSIGHT Portal User Guide](https://mi.drccedirect.com/Documents/Unsecure/Doc.aspx?id=12bcd8e1-0ac3-49fb-a000-0d178e952269) (<https://mi.drccedirect.com/Documents/Unsecure/Doc.aspx?id=12bcd8e1-0ac3-49fb-a000-0d178e952269>).

DRC INSIGHT Portal users can:

- assign Universal Tools, Designated Supports, and Accommodations
- create and manage test sessions and print test tickets and rosters
- configure test sessions for test monitoring

Visual demonstrations on many of the tasks described in the User Guide are available in the DRC INSIGHT mini-module online videos:

- [Accessing Documents on the DRC INSIGHT Portal](https://drive.google.com/file/d/100fYeBoVJ46DYCad6IQKKWIHvF9ujcJK/view)
(<https://drive.google.com/file/d/100fYeBoVJ46DYCad6IQKKWIHvF9ujcJK/view>)
- [Searching for Students in the DRC INSIGHT Portal](https://drive.google.com/file/d/1iY0uWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view)
(https://drive.google.com/file/d/1iY0uWdUNUMAHwFpaFx1a8h0cxJdQ_BGz/view)
- [Accessing the Online Tools Trainings \(OTTs\)](https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view)
(https://drive.google.com/file/d/1Hy8iXALnbD6ZsSRbBn9EgFqc_Zd7vMjA/view)
- [Assigning Student Supports and Accommodations in the DRC INSIGHT Portal](https://drive.google.com/file/d/1niNf_i-UISb3xTgPW2_y-4iNRIFxv1jU/view)
(https://drive.google.com/file/d/1niNf_i-UISb3xTgPW2_y-4iNRIFxv1jU/view)

- [Entering Student Responses in the MI-Access Online Document Portal](https://drive.google.com/file/d/1iEChhyHTrqveHwQyaFLmIET1f5rm5ZzS/view)
(<https://drive.google.com/file/d/1iEChhyHTrqveHwQyaFLmIET1f5rm5ZzS/view>)
- [Finding Student Testing Status in the DRC INSIGHT Portal](https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view)
(<https://drive.google.com/file/d/1qyoHGIBX7NPT4kbFVRszj5mz1RyDgrEp/view>)
- [Creating Test Sessions and Printing Test Tickets in the DRC INSIGHT Portal](https://drive.google.com/file/d/1msIFU4FzMH0KMUdVH45XwTv00i-L2HR_/view)
(https://drive.google.com/file/d/1msIFU4FzMH0KMUdVH45XwTv00i-L2HR_/view)
- [Using Test Monitoring in the DRC INSIGHT Portal](https://drive.google.com/file/d/1g7OWywea9PTEBFINDDclAktbUPGhSFwn/view)
(<https://drive.google.com/file/d/1g7OWywea9PTEBFINDDclAktbUPGhSFwn/view>)

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Use this link for directions on how to [Request DRC INSIGHT Portal Access](https://www.michigan.gov/documents/mde/Request_Access_Directions_698565_7.pdf) (https://www.michigan.gov/documents/mde/Request_Access_Directions_698565_7.pdf).

This chart shows who needs access to the portal and the Secure Site role the user will request:

Who Needs Access?	Required or Optional	Secure Site Role
Technology Coordinators	Required	District Online Technology – AMS & INSIGHT Portal Public School Online Tech – AMS & INSIGHT Portal Nonpublic School Online Tech – AMS & INSIGHT Portal
District or Building Assessment Coordinators	Required	District Online Test Admin – AMS & INSIGHT Portal Public School Online Test Admin – AMS & INSIGHT Portal Nonpublic School Online Test Admin – AMS & INSIGHT Portal
Test Administrators	Optional – required if using the Test Monitoring Application	Public School Online Test Administrator Nonpublic School Online Test Administrator

Using the DRC Test Monitoring Application

The Test Monitoring Application (TMA) in the DRC INSIGHT Portal is a tool for online testing. It lets users monitor student testing activity during the test session.

Detailed information about the TMA and step-by-step instructions for using it (with images) are provided in **Appendix H** of the [M-STEP Test Administration Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/M-STEP_Test_Administration_Manual.pdf).

Why Use the Test Monitoring Application

The TMA shows student testing status and progress throughout the test session. Using this information, testing administrators can:

- verify that students are actively testing or identify students who are inactive during the test session
- confirm students who have paused their test
- identify any students who exit the test engine (for fixed form tests) or whose test has been exited after timing out on the Pause screen (this occurs automatically after the session has paused for 20 minutes)
- identify which students have completed their test and when they do so
- for fixed form tests, view student progress through the test by monitoring the question number the student is working on; this can help Test Administrators:
 - » identify students who may be moving too quickly through the test
 - » identify where students are within the test, to determine whether most students are near the end of testing or whether students will need more time

Test Monitoring Dashboard

The screenshot shows the 'Test Monitoring Dashboard' interface. At the top, it displays 'DRC INSIGHT MICHIGAN ONLINE ASSESSMENTS TEST MONITORING'. Below this, there is a 'Monitoring Code' field with the value 'MIX3941W' and a refresh icon. The 'Expires' field shows 'Thursday, Xxxxxxxx, XX, XXXX aWLL:59 p.mW' and the 'Waiting Room' is 'All (5)'. There are two buttons: 'Show Filters Panel' and 'Allow Access'. The main part of the dashboard is a table with the following columns: Last Name, First Name, Actions, Assessment, Status, Navigation, Progress, and Registration Start. The table contains five rows of student data.

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

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As shown, the Test Monitoring Dashboard first displays the testing students' names and the assessment they are taking.

Other columns displayed in the dashboard are:

Status

Testing status displays when students are:

- **Active:** student is actively testing
- **Waiting:** student is in the Waiting Room waiting to begin the test
- **Inactive:** student has not navigated in the test for five minutes or more
- **Paused:** student test is paused
- **Exited:** student has exited the testing engine, either by selecting "Exit" or if the test has timed out after more than 20 minutes paused
- **Completed:** student has submitted the test

Navigation and Progress

On fixed form tests (all science and social studies tests, and some accommodated forms of English language arts and mathematics tests), the display shows the question the student is working on out of the total number of questions (for example, if the student is on Question 14 of 32 questions, the display will show "14/32").

For all computer adaptive testing (CAT) tests (most English language arts and mathematics tests) the Navigation/Progress lanes display "N/A" (not applicable).

Registration Start

Displays the date and time the student logged in to the TMA.

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