



OEAA Update

This update is provided by the Michigan Department of Education, Office of Educational Assessment and Accountability (OEAA) for all individuals who participate in the administration of statewide assessments in Michigan. Please post in a prominent location.

Website: www.michigan.gov/oeaa
Toll-free: 877-560-8378
Email: oeaa@michigan.gov

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OEAA Web Conference Series

As you are aware, the Office of Educational Assessment and Accountability (OEAA) did not host live fall conferences around the state this year. In lieu of live conferences, OEAA is in the process of developing numerous web-based sessions on important assessment and accountability topics. These sessions will be available via the internet for you to view at your convenience. The initial rollout is scheduled for the first week of October. The initial rollout will include the following topics: the English Language Proficiency Assessment (ELPA), Guidelines for Participation in State Assessments, Michigan Educational Assessment Program (MEAP), MI-Access, Michigan Merit Examination (MME), and the OEAA Secure Site. More information about the OEAA Web Conference Series will be disseminated soon.

MEAP Fall 2010 Assessment

MEAP Test Administrator Manuals

The Fall 2010 MEAP Test Administrator Manuals for grades 3 – 9 are available on the MEAP web page (www.michigan.gov/meap). There is one administrator manual for each grade assessed. A supply of manuals was shipped with initial order test materials; however, the administrator manuals will also remain posted online.

MEAP Test Schedule and Make-up Testing

The Fall 2010 MEAP Schedule is posted on the MEAP web page. Each MEAP subject area test has a specific initial test date and multiple make-up test dates. Students who do not take a

test on the initial test date, may test on scheduled make-up test dates. These students will use the same test form assigned to the school.

MEAP Coordinator Briefing

The MEAP Coordinator Briefing held on Thursday, September 16 is archived at www.mistreamnet.org. The PowerPoint slides from the video cast are also posted.

Frequently Asked Questions

When a number of questions focus on a specific topic, that topic is added to the Frequently Asked Questions document. This document can be found at the www.michigan.gov/meap web site. Questions and answers will be updated periodically.

Additional Material Orders

The additional material order period opened on Tuesday, September 28. Please ensure test materials are carefully inventory prior to requesting additional materials. Only a district-level user can place additional material orders; therefore, a building coordinator should check with their district assessment coordinator if additional materials are needed at the building. MEAP additional material orders can be placed through Tuesday, October 26.

Emergency MEAP Test Administration or Resumed MEAP Testing

In fall of 2009, the OEAA implemented new guidelines which enabled schools to resume testing for an absent student under two specific circumstances. If a student becomes ill during testing, or if parents/guardians remove students from school during testing, there are two options for the school to consider:

- (1) The student takes the **entire** emergency test for the appropriate grade/subject area; or
- (2) The student resumes testing where he or she left off.

The decision to allow the student to resume testing or take the **entire** emergency test should be made by the school *and* parents or guardians of the student. Factors to consider in making this determination should be if the student was able to give his or her best effort before they stopped testing or if taking the entire emergency test is in the best interest of the student.

A discussion of the decision-making criteria and procedures are found in the front section of the Test Administration Manual. To report testing irregularities or misadministrations, to notify OEAA of your intention to resume testing, or to order emergency tests, coordinators should complete the *OEAA Test Administration Incidence Report*. This report form can be found on the OEAA Secure Site (www.michigan.gov/oeaa-secure).

Completing the MEAP-Access Eligibility Bubble on Student Answer Documents

There is a new field on the MEAP student answer documents for Fall 2010 entitled "MEAP-Access Eligibility". Information about the purpose of this field can be found in the "MEAP-Access Update" section of this document. Instructions for completing this field can be found in the MEAP Test Administrator Manuals for each grade level.

Late Fees for Return of Materials

Schools who return MEAP answer documents for scoring which do not have the correct Pre-printed student information or barcode label affixed will be charged a \$10 fee for processing these documents. After November 3, schools that return test materials may be charged a late fee (see MEAP Test Schedule at www.michigan.gov/meap). All fees will be assessed by the scoring contractor, Measurement Incorporated.

For more information about MEAP, please email oeaa@michigan.gov or call 877-560-8378 and select option 2.

MI-Access Fall 2010 Assessment

Assessment Schedule

The fall MI-Access assessment window runs from **October 11 through November 19**. This six week period is designed to provide sufficient time to assess students in grades 3-8. Prior to the administration, please review the MI-Access Test Administrator Manual located in the "What's New" section of the MI-Access web page (www.michigan.gov/mi-access).

Additional Material Orders

Initial material orders were shipped to districts this week (week of September 27). Please allow time for the shipment to be delivered and then carefully inventory all items prior to placing an additional material order. Please DO NOT duplicate orders, as this will delay processing. Additional material orders may be placed from **October 4 through November 16** via the OEAA Secure Site (www.michigan.gov/oeaa-secure). After November 16, the site will remain open ONLY for ancillary materials that are needed to properly organize and return assessment materials.

1) For Districts That Placed an Initial Material Order:

- Check your coverage inventory before placing an additional material order
- Use the "Add'l Material Orders" tab to place an order on the Secure Site
 - For standard-print booklet orders, districts must also order ALL other materials needed to administer the assessment, including student answer documents, rulers, and picture cards.
 - For accommodated version orders, districts will receive ALL the materials needed to administer the assessments, including the accommodated item, student answer documents, standard-print booklets, rulers, etc.

2) For Districts That Did NOT Place an Initial Material Order:

- Use "Add'l Material Orders" tab to place an order as soon as possible. The contractor will be able to identify these orders and they will automatically be processed as a first-time order.
 - This means when either accommodated or standard-print booklets are ordered, districts will automatically receive ALL the materials needed to administer the assessments, including booklets, student answer documents, picture cards, rulers, etc.

Use of accommodated versions of the assessment must be documented in the students IEP. We request districts order only material that will be used. Ordering of Braille test booklets can only be made by calling 877-560-8378, option 4. You must provide District, School and student information, including UIC number.

Completing the MEAP-Access Eligibility Bubble on Student Answer Documents

There is a new field on the MI-Access Functional Independence student answer documents for Fall 2010 entitled "MEAP-Access Eligibility". Information about the purpose of this field can be found in the "MEAP-Access Update" section of this document. Instructions for completing this field can be found in the MI-Access Test Administrator Manual.

Return of Materials and Late Fees

The final date to ship all assessment materials back is **December 3, 2010**. Schools who return answer documents without the correct student barcode label affixed will be charged a \$10 fee for processing. If a shipment is 1 to 14 days past this date, there is a \$250 fee charged per school. If the shipment is 8 to 14 days past this date, there is an additional \$25 per answer document fee charged to the school. Shipments beyond 15 days past this date, will not be charged any fees and no results or reports will be posted or shipped.

If you have any questions about MI-Access, please e-mail oeaa@michigan.gov or call 877-560-8378 and select option 4.

MEAP-Access Update

MEAP-Access will NOT be administered in fall 2010. MEAP-Access is the newest statewide assessment which was administered operationally for the first time in fall 2009. It is designed to assess the content areas of reading/writing and mathematics in grades 3-8 and address the assessment needs of students for whom the MI-Access Functional Independence and MEAP assessments are not appropriate. Detailed eligibility criteria are available on the MEAP-Access webpage www.michigan.gov/meap-access.

Low reliabilities from the Fall 2009 administration results made it clear the assessment items required more extensive modification to provide access to the content for the student participants. The Michigan State Board of Education (SBE), OEAA, the OEAA Advisory Committee, and the Technical Advisory Committee (TAC) agreed that a one-year delay was necessary to allow for appropriate study, development, and testing of modified items for future operational MEAP-Access assessments.

The OEAA was able to assemble stakeholders and educators from around the state to draft modification guidelines and utilized the Cognitive Laboratory Study methodology with individual Michigan students to assist with the verification of the guidelines. These item guidelines required some form of piloting prior to operation. Rather than administering a stand-alone pilot, the OEAA will be field-testing these modified items in some of the MEAP assessment forms as well as the MI-Access Functional Independence forms.

Districts and schools will notice a new bubble on the fall 2010 MEAP and MI-Access student answer documents labeled "MEAP-Access Eligibility". This Yes/No bubble is designed to identify students who would most likely be eligible to take the MEAP-Access assessment if it was indeed available this fall. It is important that this bubble is completed by test administration staff, as this bubble will contribute greatly toward the verification, analysis, and development of MEAP-Access item modification guidelines for future assessments. For details on the MEAP-Access eligibility criteria, please visit the MEAP-Access webpage at www.michigan.gov/meap-access.

OEAA anticipates that MEAP-Access will be available for operational use during Fall 2011.

Importance of the UIC

For Fall 2010 MEAP and MI-Access testing, it will be more important than ever to ensure that every student has the correct UIC associated with his/her student record and the records in the Michigan Student Data System (MSDS) match those in the OEAA Secure Site. Student score reporting and AYP determinations may be adversely affected if there are missing or erroneous UICs or incorrect student demographics. Additional information about the impact of missing or invalid UICs, and step-by-step instructions for resolving UICs and updating student demographics will be forthcoming. Please watch for this important communication.

Assessment Integrity Reminders

10-day Rule Abolished

OEAA has received many inquiries about test preparation during the 10 days prior to testing. With the publication of the *Assessment Integrity Guide*, dated September 9, 2009, the 10-day rule was abolished. Instead, the *Assessment Integrity Guide* provides educators with guidelines on appropriate and inappropriate test preparation, regardless of the duration until statewide testing begins.

Bulletin Boards

Also, many questions have arisen about bulletin board displays. The *Assessment Integrity Guide* provides the following guidance for bulletin board displays:

Ensure that any room used for assessment does not contain any visual material that would provide students with clues or answers to questions. All items (such as displays, charts, maps, tables, bulletin board material, etc.) that contain any information directly related to MDE Benchmarks, HSCEs and GLCEs that could provide information to students in answering questions during test taking have been cleared or covered.

Universal Accommodations

The *Assessment Accommodation Summary Table*, dated September 29, 2009, provides that there are a number of “universal accommodations” which can be given to all students, regardless of whether they have an IEP, Section 504 Plan, or ELL instruction. An example of a universal accommodation would be testing a student in a separate room, or in a separate location within a room. Use of a universal accommodation should not be recorded as an accommodation on the student answer document for MEAP or MI-Access. If a universal accommodation is used by a student, do not record the universal accommodation on the student’s answer document.

Fall 2010 Grades 3-9 Accommodated Formats Summary

A two-page document which summarizes the accommodated materials produced for MEAP and MI-Access Functional Independence in fall 2010 is now available on both the MEAP and MI-Access websites under the “What’s New” sections. For your convenience, a link to this document is provided here:

http://www.michigan.gov/documents/mde/Fall_2010_OEAA_Accommodated_Formats_333682_7.pdf.

ELPA Update

ELPA Resources for New Staff Members

Do you have teachers or administrators who will be new to the ELPA this year? Tell them to check out the “ELPA Administrator’s Welcome Kit”, “Teacher Welcome Kit”, and “ELPA Primer: All About the ELPA”. These resources and many more are located on the ELPA webpage at www.michigan.gov/elpa.

Spring 2011 ELPA

The testing window for the Spring 2011 ELPA is March 7 – April 15. A calendar of important dates such as the Pre-ID window and Tested Roster dates can also be found on the ELPA

webpage. OEAA will be conducting an online testing pilot for ELPA this spring. The dates for the online pilot will be the same as the standard testing window: March 7 – April 15.

For more information about ELPA, please email oeaa@michigan.gov or call 877-560-8378 and select option 5.

Accountability Newsletter

There are many new developments in Michigan's accountability systems—Adequate Yearly Progress (AYP), the new Michigan School Accreditation and Accountability System (MI-SAAS), and the Persistently Lowest Achieving Schools list. OEAA will be publishing an accountability newsletter shortly. When this newsletter arrives, please review it carefully. The addition of this newsletter is intended to encourage and assist schools and districts in thinking systematically about school accountability throughout the year.

For more information about Accountability, please email oeaa@michigan.gov or call 877-560-8378 and select option 6.