Changing Mode of Assessment
OEAA Secure Site

All schools are expected to test online when online assessments are available. Only schools that have submitted an online testing waiver and been approved via the OEAA Secure Site will be expected to administer the paper/pencil test instead of online to their students. Assessments available online currently are M-STEP, MI-Access Functional Independence and WIDA ACCESS for ELLs 2.0. Early Literacy and Mathematics Benchmark Assessment (K-2) is only available online, there is no paper/pencil test available.

Individual students in a school can take the paper/pencil test because of accommodations or other reasons as needed without applying for a waiver.
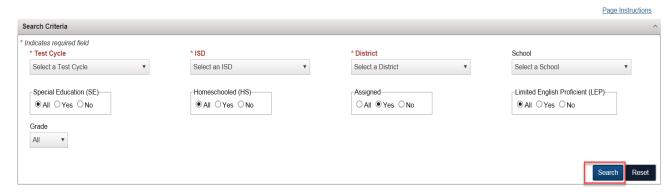
When students are pre-identified to a testing cycle by either OEAA or the school, the mode of testing will automatically be set by the OEAA Secure Site based on the mode the test is available and if there is an approved online waiver.

The testing mode can be changed for a student(s) on the OEAA Secure Site using the Mass Update Assessments function on the OEAA Secure Site. This should be changed for schools that are testing online but have a student(s) that requires a paper/pencil test (no waiver is needed in this situation) or for a paper/pencil school (with an approved waiver) but have a student(s) that will be taking the test online due to available accommodations.
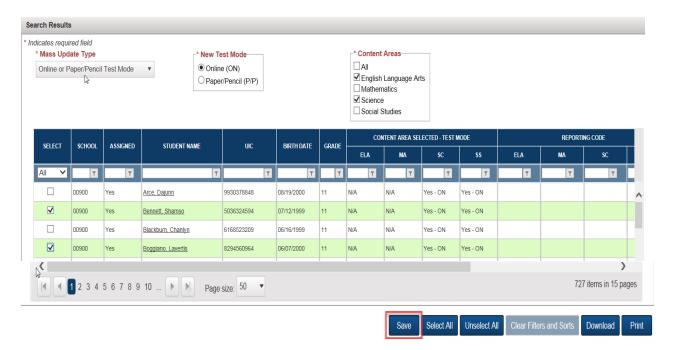
Mass Update Assessments – Changing the Mode of Testing

1. Log in to the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
2. From the Student Assessments menu at the top, select Mass Update Assessments.

3. Select the Test Cycle that students are pre-identified to from the drop down menu.
4. Select the ISD, District and School from the drop down menus. If you are a district level user, you are not required to select a school.
   a. All other search fields are optional to limit your search of students.

5. Click the *Search* button at the bottom right.

6. A list of students matching the search criteria entered will come up under the Search Results. Also note that a new drop down titled Mass Update Type also will appear.
7. From the Mass Update Type drop down, select *Online or Paper/Pencil Test Mode*.
8. Once the selection is made from the mass Update Type drop down, the New Test Mode selection will display, select either Online (ON) or Paper/Pencil (P/P) indicating which mode of the testing the student(s) should be changed to.
9. From the newly opened Content Areas, select the content area(s) that the mode of testing should be changed.
10. From the student list, select the students by clicking in the check box in the first column to the left of the student's name. Once you have selected all appropriate students, click on the *Save* button at the bottom right.
    a. Don't forget you can use the filter icon in each of the column headings to make it easier to look for specific students in the list.

11. The selected student(s) will now will be indicated as testing in the new mode selected whether it is paper/pencil or online.