

Additional Material Orders

Relevant assessments:

All Michigan state assessments:

■ M-STEP

■ MME

- » ACT WorkKeys®
- » SAT® with Essay
- » M-STEP (Science and Social Studies)

■ MI-Access

- » MI-Access Functional Independence (FI)
- » MI-Access Supported Independence (SI)
- » MI-Access Participation (P)

■ WIDA™

- » WIDA ACCESS for ELLs
- » WIDA Alternate ACCESS for ELLs
- » WIDA Screener

■ PSAT™ 8/9 and 10

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Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Intro

This chapter discusses how to place **Additional Material Orders** for each of the state assessments offered in a paper/pencil format, by answering the following questions:

- ▶ What is an Additional Material Order?
- ▶ How do I place an Additional Material Order?

What is an Additional Material Order?



An Additional Material Order is an order placed by schools after the Initial Material Orders for paper/pencil assessments have been delivered to the schools. (See the **Initial Material Orders** chapter of this training guide for more information about Initial Material Orders.)

The window for ordering additional assessment materials is usually open approximately two weeks

prior to testing. These orders are placed using the Additional Material Order page of the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) or through the testing contractor depending on the assessment. For some assessments, additional materials may need to be ordered through the testing contractor. See the section below to learn how to place an additional order for assessment materials.

How do I place an Additional Material Order?



Most Additional Material Orders, but not all, can be placed directly through the Additional Material Order page of the [OEAA Secure Site](#). Additional Material Orders placed through the OEAA Secure Site are pulled daily by the assessment contractor responsible for shipping the materials. The process for placing Additional Material Orders varies for each state assessment.

- Different assessments have different shipping destinations.

» **M-STEP:** The shipping destination for materials defaults to the M-STEP School Assessment Coordinator listed in the [Educational Entity Master \(EEM\)](#).

- » **MI-Access:** The shipping destination for materials defaults to the MI-Access District Assessment Coordinator listed in the EEM
- » For M-STEP and MI-Access, anyone entering an order for additional materials can select the shipping destination and the selection will only apply to that order.
 - If the **Ship To** option is set to **“School,”** the M-STEP/MI-Access materials will be sent to the M-STEP/MI-Access School Assessment Coordinator at the address listed for them in the EEM.
 - If the **Ship To** option is set to **“District,”** the materials will be sent to the M-STEP/MI-Access District Assessment Coordinator at the address listed for them in the EEM.

» **WIDA ACCESS and Alternate ACCESS for**

ELLs: Materials for these assessments will always ship to the District English Learner (EL) Assessment Coordinator at the address listed for them in the EEM.

» **College Board assessments and ACT**

WorkKeys: All assessment materials will automatically ship to the School ACT WorkKeys, SAT, and PSAT Test Coordinator, at the address listed for them in the EEM.

■ Assessment Coordinators should always review the **Ship To** information in the OEAA Secure Site.

» If incorrect shipping information is displayed on the shipping destination of the Additional Material Orders page of the OEAA Secure Site, contact your Authorized District EEM User to have it updated before the order is placed.

» Nonpublic School Assessment Coordinators must contact the MDE Nonpublic School office at 517-335-0543, or email nonpublicschools@michigan.gov, to have the EEM updated on their behalf.

» When a change is made in the EEM, the new information will be copied to the OEAA Secure Site that night.

■ Be sure to review the [List of Important Dates](#) resources for the assessment being administered for Initial and Additional Material Order windows. Also, watch the weekly MDE [Spotlight on Student Assessment and Accountability](#) newsletter for specific dates and deadlines each year.

The following list discusses Additional Material ordering specifics and exceptions for each state assessment.

Note: In the OEAA Secure Site, PSAT 8/9 is listed as two separate test cycles, PSAT 8 and PSAT 9.

■ **SAT with Essay, PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, and PSAT 10**

» The College Board SAT with Essay and PSAT assessments are administered in paper/pencil format only.

» The Additional Material Orders page of the OEAA Secure Site is used for ordering additional assessment materials for the initial day of testing for SAT and PSAT 8/9 and 10 and not for the Makeup Day testing.

» Standard test booklets, answer documents, and supervisor manuals can be ordered from the Additional Material Order page of the OEAA Secure Site.

» Accommodated versions of the test will be sent based on requests submitted online through the [College Board's Services for Students with Disabilities \(SSD\) web page](#). The request for accommodated materials can only be viewed in the College Board [SSD Online Portal](#) and cannot be viewed on the Additional Material Order page of the OEAA Secure Site.

» Assessment materials for Makeup Day testing for the SAT and PSAT assessments must be ordered through the College Board. On the day before or day of initial testing, the SAT or PSAT Test Coordinators will receive an email regarding makeup day test materials from the College Board, with instructions and a link for ordering.

Note: The time frame for responding to the email is very short (2-3 days) and cannot be extended.

» If you do not receive shipping labels and other necessary return materials, contact the College Board Educator Hotline immediately at 866-870-3127, Option 1, to ensure you do not miss the materials return deadline.

■ **ACT WorkKeys**

» The ACT WorkKeys assessment is administered in paper/pencil format only.

» The Additional Material Orders page of the OEAA Secure Site is used for ordering additional test materials, including accommodated versions for the initial day of testing for WorkKeys.

» The Additional Material Orders page of the OEAA Secure Site is used for ordering Makeup Day assessment materials.

Note: The window for ordering makeup materials is very short and starts on the day of initial testing. Be sure to watch for notifications on deadlines.

» Standard time, regular print books; answer documents; Test Administration Manuals; and accommodated versions of the test can be ordered from the Additional Material Order page OEAA of the Secure Site.

» If you do not receive shipping labels and other necessary return materials, contact ACT immediately at 319-337-1270 to ensure you do not miss the materials return deadline.

■ **M-STEP and MI-Access Functional Independence (FI)**

» The M-STEP and MI-Access FI assessments are administered online. Only schools that test some or all their students using a paper/pencil format need to order materials; these include:

- schools that have an **Online Testing Waiver** to test all students using a paper/pencil format
- schools testing online that have students who require a paper/pencil format.

Note: For these students, the mode of testing must be changed from online to paper/pencil on each student's Demographic page in the [OEAA Secure Site](#). Directions on how to change the mode of testing for a student can be found on the [Secure Site training web page](#).

» Standard test booklets, answer documents, Test Administration Manuals, accommodated versions, FedEx Airbills, Scorable Return Labels, and Special Handling Envelopes can be ordered through the Additional Material Order page of the Secure Site.

» Answer documents must be ordered separately; they are not included with the standard test booklets.

» When an English language arts (ELA) standard test booklet is ordered, a Listening CD or Listening Script must also be ordered if the school does not already have one, so the Listening portion of the ELA test can be administered.

» M-STEP Glossary Reference Sheets in various languages can be downloaded from the Additional Material Order page of the OEAA Secure Site.

» MI-Access FI materials for all grades can be placed through the Additional Material Order page throughout the Additional Material Order window.

■ **MI-Access Supported Independence (SI) and Participation (P)**

» The MI-Access SI and P assessments are administered one-on-one to students using the paper/pencil format, and student responses are entered online by the Primary Assessment Administrator. Therefore, test administrator materials are not ordered for each student, but will need to be ordered for each administrator.

» If you did not place an Initial Material Order for test administration materials or you need additional test administration materials, these can be ordered from the Additional Material Order page of the OEAA Secure Site by entering the **Number of Assessment Administrators**. Be sure to include both the Primary and the Shadow Administrators in the count.

■ **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs**

» After the Initial Material Order window has closed, assessment materials (test administrator scripts, student response booklets, student test booklets, writing booklets, speaking and listening CDs, kindergarten materials, accommodated versions, and return materials) for WIDA ACCESS ELLs and WIDA Alternate ACCESS for ELLs must be ordered through the [WIDA Assessment Management System \(AMS\)](#) and not through the OEAA Secure Site. (See the [WIDA AMS Basics](#) chapter of this training guide if you are not yet familiar with WIDA AMS.)

■ **WIDA Screener**

» The WIDA Screener is an online test for students in grades 1-12 and a paper/pencil test for students in Kindergarten; schools are encouraged to assess students online whenever possible.

» The Initial and Additional Material Order pages of the OEAA Secure Site are not used in any way for this assessment.

- » If the district needs paper/pencil screeners, the WIDA Paper Screener Order Form found on MDE's [WIDA web page](#) will need to be completed and emailed to mde-oeaa@michigan.gov.

■ **Early Literacy and Mathematics Benchmark Assessments (K-2)**

- » Early Literacy and Mathematics Benchmark Assessments (K-2) is available online only. There is no paper/pencil version of the test.

Districts and schools that place Additional Material Orders through the OEAA Secure Site can view the orders they placed, their status, and their tracking information on the Material Order Report page of the OEAA Secure Site.

Full instructions for the Additional Material Order page of the OEAA Secure Site can be found at the [Secure Site Training web page](#) under the Material Ordering section.

For more information on the OEAA Secure Site and the EEM, see the [OEAA Secure Site](#) and the [Educational Entity Master \(EEM\)](#) chapters of this training guide.

Practical Tips



- Meet with special education staff and English Learner (EL) Assessment Coordinators to determine which assessment and which accommodated version of an assessment your special education or EL students may need.
- Verify the contact types in the [EEM](#) before December to avoid possible last-minute updates.