

Answer Documents Received and Not Tested Students

Relevant 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
- **PSAT™ 8/9 and 10**
- **Early Literacy and Mathematics Benchmark Assessments (K–2)**

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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 introduces the **Answer Documents Received and Not Tested Students** page in the Office of Educational Assessment and Accountability (OEAA) Secure Site. On that page, users can view the paper/pencil and electronic answer documents received, submit answer document issues, and report a reason a student did not test in order to be considered for accountability exemptions. This chapter includes information about the Answer Documents Received and Not Tested Students page, what to verify, and why reviewing this page is important, by answering the following questions:

- ▶ What is the Answer Documents Received and Not Tested Students page?
- ▶ What do I verify on the Answer Documents Received and Not Tested Students page?
- ▶ Why is it important to review the Answer Documents Received and Not Tested Students page?

What is the OEAA Secure Site Answer Documents Received and Not Tested Students page?



The Answer Documents Received and Not Tested Students page on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#) allows schools/districts to verify that student online and paper/pencil answer documents were received by the scoring vendors. It also allows schools/districts to submit the reason that a student did not test.

The student list includes:

- » all students for whom the school is the Primary Educational Providing Entity (PEPE), whether the student tested or not
 - PEPE is determined by enrollment records in the Michigan Student Data System (MSDS). More information about PEPE can be found in the [Michigan Student Data System \(MSDS\)](#) chapter of this guide.
 - The students listed and identified as being accountable students are the same as those listed on the Accountable Students Enrolled and Demographics page of the Secure Site.
- » all students for whom the school returned an answer document, whether the school is the PEPE or not

During the review of answer documents received, schools can submit on the same page the reason for each student who did not test.

Exception: Reasons a student did not test for SAT cannot be submitted during the SAT answer document review period. Rather, Assessment Coordinators can submit reasons a student did not test for SAT during the M-STEP and MI-Access answer document review period, to ensure that all students who may have taken the MI-Access ELA and mathematics instead of the SAT are accounted for.

Select the appropriate test period for the assessment to be reviewed based on the following:

- » Students in grades 3-8, 11, and required grade 12 students who took the **SAT, PSAT 8/9 (for students in grade 8), M-STEP**, and/or **MI-Access** are available under the spring test period
- » English Learners (EL) who took the **WIDA Access for ELLs** or the **WIDA Alternate ACCESS for ELLs** in grades K-12 are listed under the spring WIDA test period, separate from other spring assessments.

- Students in grade 11 and required grade 12 students who took the **WorkKeys** assessment are available under the spring **WorkKeys** test period.
- Students in grades 9 and 10 who took the **PSAT 8/9** and **PSAT 10** are available under the spring **PSAT** test period.

Note: Students who took PSAT 8/9 in grade 9, PSAT 10, or ACT WorkKeys are currently not included in accountability reporting. Therefore, schools do not need to, nor can they, submit a reason a student did not test for these assessments. The Answer Documents Received should still be reviewed, however, for missing tests and other answer document issues that might invalidate a student's test.

What do I verify on the Answer Documents Received and Not Tested Students page?



On the Answer Documents Received and Not Tested Student page, verify the following:

- **All answer documents submitted**, both electronic form and paper/pencil, were received and show as having been received
 - » If an answer document or content area is showing as not received, confirm whether the student tested.
 - If the student tested at your school and the answer document was submitted, submit a missing test issue to be investigated by the OEAA and the scoring contractor.
 - Submit a copy of the student's attendance record for the day the test was administered.
 - As noted, the ability to submit a not tested reason for SAT will not be available until the M-STEP and MI-Access answer document review period is open.
 - For students tested in grades 4, 7, and 11 with MI-Access Participation (P) or Supported Independence (SI), enter information regarding an "off the shelf" or locally provided social studies assessment.
 - Enter a reason for students taking MI-Access Functional Independence (FI) in grades 5 and 8 who would have taken MI-Access FI science if it were available, for an accountability exemption.
- **Answer documents flagged** for prohibited behavior or nonstandard accommodation are appropriately identified
 - » If a test is showing as being received from your school but the student did not test at your school, submit an Incorrect Tested School issue.
 - » If a student is flagged for a prohibited behavior, but an investigation found no evidence of a prohibited behavior, submit an appeal.
 - » If a student is flagged for using a nonstandard accommodation, but an investigation found that the accommodation used was allowable and identified on the student's IEP, submit an appeal.
- **Students who appear as testing out of level** are appropriately identified
 - » Out-of-level testing occurs when a student takes a grade-level test other than the grade identified in the student's record in the MSDS.
 - » If the grade level identified in MSDS is incorrect, resolve the out-of-level status by correcting the student's MSDS record during the review period.
 - » If the grade-level in MSDS is correct, no action is required and the student's test will be invalidated as out-of-level.
- **Students who appear as invalid** in MSDS are corrected
 - » Students who do not have a current enrollment record in MSDS will be displayed.

» An enrollment record must be submitted in MSDS by the posted OEAA deadline or the test will be invalidated.

■ **Students who took the WIDA Alternate ACCESS for ELLs and MI-Access tests are marked as Special Education (SE)**

» If an SE student is not marked SE, update the student's record in the MSDS during the review period to resolve the issue.

■ **Students who took the WIDA ACCESS and WIDA Alternate ACCESS for ELLs are marked as English Learners (EL)**

» If an EL student is not marked EL, update the student's record in the MSDS during the review period to resolve the issue.

■ **Homeschooled students' answer documents have been received** and each such student is identified as a homeschooled student.

» If a student is a homeschooled student but is not identified as such, update the student's record during the review period according the following guidelines:

- homeschooled students enrolled in a non-core content-area class at the school can be updated in MSDS
- homeschooled students who did not take a class at the school can be identified as homeschooled in the student demographic page of the OEAA Secure Site

Always review the full list of Answer Documents Received. The OEAA cannot systematically identify all possible issues.

Why is it important to review the Answer Documents Received and Not Tested Students page?



The Answer Documents Received and Not Tested Students review period is the only opportunity schools and districts have to resolve answer document issues. Invalidated tests and students who do not receive scores will negatively influence the school's participation rate as reported in the Michigan School Index System and the Parent Dashboard.

- » Missing answer documents not reported as missing will not receive a score.
- » Answer documents marked with prohibited behavior and nonstandard accommodation will be invalidated, and the student will not receive a score. If the student did in fact engage in a prohibited behavior or used a nonstandard accommodation, then no action is needed.
- » Student tests marked as testing out of level will be invalidated, and the student will not receive a score.

- » Students who took the WIDA ACCESS for ELLs or WIDA Alternate ACCESS for ELLs and are not identified as EL students will have their tests invalidated.
- » Students who took WIDA Alternate ACCESS for ELLs or MI-Access and are not identified as SE will have their tests invalidated.

This review period is also the only opportunity to submit reasons why students did not test for a possible accountability exemption.

- » If a reason is not submitted, the student will be considered absent as the not tested reason.
- » If a MI-Access P or SI student took a locally created social studies assessment but the information is not provided, the student will be counted as not tested.

- » If a MI-Access FI student did not take the science assessment in grades 5 and 8 and the appropriate not tested reason is not entered, it will be assumed they should have taken M-STEP and the student will count as not tested.

Failure to review the Answer Documents Received and Not Tested Students page might cause issues that will impact a student's score and/or accountability calculations for the school.

Watch the weekly MDE [Spotlight on Student Assessment and Accountability](#) newsletter for information on the Answer Documents Received and Not Tested Students page starting in May of each year.

Complete instructions on reviewing [Answer Documents Received and Not Tested Students](#) can be found on the [Secure Site Training web page](#) under the Accountable Students and Test Verification section.



Practical Tips

- During the testing window, ask teachers to keep a list of students who did not test and the reasons why.
- Ensure that the testing room seating charts are available prior to reviewing the Answer Documents Received and Not Tested Students page.
- Read through the instructions ahead of time to ensure you are aware of the potential issues and know how to resolve them, provided they can be resolved.
- Know who the authorized district MSDS user is and work out a plan to make updates to MSDS if needed during the review process.