Early Literacy and Mathematics Benchmark Assessments Preparation

Relevant assessments:

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

☐ Important Dates and Deadlines

☐ Policies, Procedures, and Security

☐ Test Directions

☐ DRC INSIGHT Portal and Test Sessions

☐ Preparing Staff and Students

Assessment Coordinator Training Guide

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MICHIGAN Department of Education

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.

Intro

As a new **Early Literacy and Mathematics Benchmark Assessments** District and Building Assessment Coordinator, if you have not already done so, make sure that you review the **Quick Start Guide** in the **Overview Module** of this training guide. The Quick Start Guide was developed with you in mind and lists several up-front tasks that all Assessment Coordinators must complete in order to ensure a smooth test administration, regardless of the assessment(s) you are responsible for.

This chapter provides an overview of the tasks that need to be completed before administering the Early Literacy and Mathematics Benchmark Assessments, as well as information about where to find the resources and tools necessary to complete each task, by answering the following questions:

▶ Where can I find important dates and deadlines for Early Literacy and Mathematics Benchmark assessment-related tasks?

▶ Where can I find all the administration policies and procedures for testing?

▶ Where can I find information about assessment integrity andsSecurity?

▶ Where can I find Test Directions?

▶ What tasks do I need to do in the Office of Assessment and Accountability (OEAA) Secure Site and how do I do them?

▶ What do I need to do in the DRC INSIGHT Portal?

▶ How do I schedule Test Sessions? How much time should I plan for each Test Session?

▶ Where can I find information about student supports and accommodations?

▶ What do I need to do to prepare staff for testing?

▶ What do I need to do to prepare students for testing?

Where can I find important dates and deadlines for Early Literacy and Mathematics Benchmark assessment-related tasks?

The **Early Literacy and Mathematics Benchmark Assessments Important Dates and Resources** document includes all major testing tasks that need to be done, the deadline or window for each task, and a list of resources with the dates they are available and their locations. This document is posted to the Early Literacy and Mathematics Benchmark Assessments web page each year in early fall in the Current Assessment Administration section. The availability of this document, as well as other assessment-specific dates, will be announced in the weekly Michigan Department of Education (MDE) **Spotlight on Student Assessment and Accountability** newsletter.

Where can I find all the administration policies and procedures for testing?

The MDE has prepared the **Early Literacy and Mathematics Benchmark Assessments Test Administration Manual (TAM).** The TAM is the primary source for all test administration policies and procedures. It outlines the responsibilities of the District Assessment Coordinator, Building Assessment Coordinator, and Test Administrators. It also includes detailed information about the policies and procedures for the assessment, including the scratch paper policy and reporting of any testing irregularities. The TAM is available in early fall each year. An announcement will be made in the MDE **Spotlight on Assessment and Accountability** newsletter when it is available. The TAM is available on the Early Literacy and Mathematics Benchmark Assessments web page. Be sure to read and thoroughly review all the content in the TAM so you are prepared to administer the assessment.

As an Assessment Coordinator, you will need to determine how you will manage the tools, materials, and processes used during testing:

- **Headphones**
  - » Who will ensure all headphones are in working order? Where are they stored?
  - » How will Test Administrators access, distribute, and collect them?
    - all kindergarten and grade 1 tests for English Language Arts (ELA) and mathematics require headphones
    - grade 2 ELA and mathematics tests that have been assigned Text-to-Speech (TTS) require headphones

- **Test Tickets**
  - » Where are they stored?
  - » How will Test Administrators access, distribute, and collect them?

- **Designated Supports/Accommodations**
  - » Who will identify students who require materials for a designated support or accommodation?

Where can I find information about assessment integrity and security?

The **Assessment Integrity Guide** defines all the assessment security requirements for the Early Literacy and Mathematics Benchmark Assessments. It details requirements regarding, but not limited to:

- cell phones and electronic devices
- who can administer assessments
- prohibited behavior and materials
- assessment monitoring procedures
- reporting of administration irregularities and incidents

It is important that Assessment Coordinators are aware of all policies and expectations prior to testing.

Where can I find Test Directions?

Test directions are used by Test Administrators, in addition to the TAM, during the administration of the Early Literacy and Mathematics Benchmark Assessments. Be sure to determine how test directions will be made available to Test Administrators, and who will be responsible for their distribution. The online test directions are provided by grade and available for download from the following sites:

- Early Literacy and Mathematics Benchmark web page.

- DRC INSIGHT Portal Under Documents, select the current **Administration** and then **Document Type: Manuals & Directions**.

What tasks do I need to do in the OEAA Secure Site and how do I do them?

- Confirm your access to the Office of Assessment and Accountability (OEAA) Secure Site
  - » See the **OEAA Secure Site** chapter of this training guide for more information about the OEAA Secure Site, and how to get access to it.
- Pre-identify students to the test they will be taking
  - » See the **Pre-Identification of Students for State Assessments** chapter of this training guide for information about how to pre-identify students for testing.
- Set up test sessions for online testing

- Set up reporting codes and/or research codes, if used
  - » Refer to the **Reporting Codes and Research Codes** chapter of this training guide for information about how to set up reporting codes and research codes.
- Report testing irregularities (during testing)
  - » Refer to the **Incident Reporting** chapter of this training guide for information on testing irregularities and how to report them.

Directions for all of these activities can be found on the Secure Site Training web page.

What do I need to do in the DRC INSIGHT Portal?

The DRC INSIGHT Portal (formerly known as eDIRECT) is Data Recognition Corporation's (DRC) test management system; it is used to manage student online testing and perform the following functions:

- » assign student supports and accommodations
- » print test tickets and test rosters
- » set up and maintain test sessions
- » monitor test completion

Refer to the **DRC INSIGHT Portal Basics** chapter of this training guide for more information about the portal and how to obtain access.

Additional directions for performing tasks in the DRC INSIGHT Portal, including step-by-step instructions for managing test sessions, are available in the **DRC INSIGHT Portal User Guide** or in the **Mini-Modules**, which are located in the DRC INSIGHT Portal. Under **Documents**, select Document Type: Mini-modules.

How do I schedule Test Sessions? How much time should I plan for each Test Session?

Online test session time estimates for each grade and content area are provided in the **Guide to State Assessments** on the Early Literacy and Mathematics Benchmark Assessments web page. These estimates will to help Building and District Assessment Coordinators build a schedule that works for each school to ensure all tests are administered.

When reviewing the test session time estimates, it is important to remember that the estimates do not include any classroom tasks such as taking attendance, passing out test tickets, reading directions, or addressing any technology needs.

Note: The Early Literacy and Mathematics Benchmark Assessments are not timed, so when building the schedule, be sure to plan for fast finishers, as well as for students who need extra time.

Because MDE does not extend testing windows regardless of whether students finish the test or not,

all testing must be completed within the published testing window. Be sure to monitor student completion of testing on the DRC INSIGHT Portal Testing Status screen throughout the testing window to be sure all tests are complete.

Note: The Testing Status screen in the DRC INSIGHT Portal only includes students who are pre-identified in the OEAA Secure Site; if a student is expected to test but is not pre-identified, that student will not appear on the Testing Status screen.

Schools are allowed significant latitude in scheduling test sessions in a manner that best meets the needs of their students. Given that, the OEAA recommends not waiting until the end of a testing window to administer the test unless absolutely necessary, as unforeseen events—such as building emergencies, technology problems, or student illness—might have a negative impact on a school's ability to ensure all students can complete testing.

Where can I find information about student supports and accommodations?

The Current Assessment Administration section of the Early Literacy and Mathematics Benchmark Assessments web page includes the **Supports and Accommodations Table and Resources for Early Literacy and Mathematics Benchmark Assessments (K-2)**. This document includes details on state-allowed Universal Tools, Designated Supports, and Accommodations available to students taking the Early Literacy and Mathematics Benchmark Assessments.

For more information on student supports and accommodations, refer to the following chapters of this training guide:

- **Student Supports and Accommodations Overview** – includes detailed information about which universal tools, designated supports, and accommodations are available to students when testing

- **Selecting and Assigning Universal Tools, Designated Supports, and Accommodations** – describes how to assign universal tools, designated supports and accommodations for students

What do I need to do to prepare staff for testing?

District Assessment Coordinators are responsible for providing training on the policies and procedures listed in the **Early Literacy and Mathematics Benchmark Assessments Test Administration Manual (TAM)** and the **Assessment Integrity Guide** for staff involved in test administration. Also, all staff involved in testing must sign the OEAA Assessment Security Compliance Form, which must be kept on file at each district or school for three years.

For more information about preparing staff for testing, refer to the following chapters of this training guide:

- **Preparing Yourself and Staff as a District Coordinator**

- **Preparing Yourself and Staff as a Building Coordinator**

What do I need to do to prepare students for online testing?

MDE recommends that all students be prepared to use the tools and functionality of the test prior to testing. The recommended order is for test administrators to:

1. View the Student Tutorials in the DRC INSIGHT Portal with students in the classroom

2. Model the use of the **Online Tools Training (OTTs)** for students in the classroom

3. Provide students the opportunity to practice with the OTTs on the device they will use for testing prior to the test administration

More information about locating these resources and other considerations for preparing students for testing is available in the Preparing Students and Parents for Testing chapter of this training guide.