

# Initial Material Orders

## 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
- » WIDA ACCESS Placement Test (W-APT)
- » WIDA Screener

### ■ PSAT™ 8/9 and 10



Initial vs.  
Additional  
Material Orders



Initial Material  
Order Specifics



Practical Tips

## 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 **initial assessment materials** and how they are ordered for each of the state assessments offered in a paper/pencil format, by answering the following questions:

- ▶ What is the difference between an Initial Material Order and an Additional Material Order?
- ▶ How are initial materials ordered for each state assessments?

## What is the difference between an Initial Material Order and an Additional Material Order?



An Initial Material Order is created a few months prior to testing using the Initial Material Order page on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](#). For most state assessments, the Initial Material Order will be created based on the number of students pre-identified for testing in the OEAA Secure Site. More details about this process for each of the assessments appear below. During the initial material ordering window, schools can continue to update their Pre-ID information through the OEAA-posted deadline.

An Additional Material Order can be created starting about two weeks prior to testing using the Additional Material Order page of the [OEAA Secure Site](#). This timing allows the Test Coordinator to inventory materials received in the Initial Material Order and place orders for newly arrived students. Additional Material Orders are pulled daily from the OEAA Secure Site by the testing contractor. This allows schools to place multiple Additional Material Orders throughout the testing window, if needed. Refer to the [Additional Material Orders](#) chapter of this training guide for more information about placing Additional Material Orders.

## How are initial materials ordered for each state assessment?



As mentioned previously, for most assessments, Initial Material Orders are processed through the Initial Material Order page of the [OEAA Secure Site](#). Schools will also use this Initial Material Order page to check and verify orders, no matter how the materials are ordered initially. Districts and schools that place Additional Material Orders through the OEAA Secure Site may view their order, the order status, and the order tracking information on the Material Order Report page of the OEAA Secure Site.

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

For more information on other state assessment-related systems discussed in this chapter, refer to the [OEAA Secure Site](#) and the [Educational Entity Master \(EEM\)](#) chapters of this training guide.

- Different assessments have different shipping destinations.
    - » **M-STEP:** The shipping destination for materials defaults to the M-STEP Building 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:** a District-level OEAA Secure Site User can change the shipping destination on the Initial Material Orders page to “District” or “School.”
      - If the **Ship To** option is set to **School**, the M-STEP/MI-Access materials will be sent to the M-STEP/MI-Access 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.

**Note:** If the Ship To option is changed from District to School for one school, this selection will then be applied to **all** schools in the district for the Initial Material Order.
    - » **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 the shipping destination displayed on the Initial Material Orders page of the OEAA Secure Site is incorrect, contact your Authorized District EEM User to update the shipping information before the posted Initial Material order deadline.
    - » Nonpublic School Assessment Coordinators should contact the MDE Nonpublic School office at 517-335-0543, or email [nonpublicschools@michigan.gov](mailto: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.
  - For most assessments, the Initial Material Order page of the OEAA Secure Site is available for use in January. For WIDA ACCESS for ELLs and WIDA Alternate Access for ELLs, the Initial Material Order page is available in December.
 

Be sure to review the List of Important Dates resources for the assessment being administered for the 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.
  - Before the OEAA-posted deadline for the assessment being administered, Assessment Coordinators should always verify on the Initial Material Order page of the OEAA Secure Site that their orders accurately reflect the amount and type of materials that will be needed.
- The following list contains Initial Material ordering information specific to each state assessment. Again, Initial Material Orders for all materials (including accommodated materials, glossaries), as well as verification and/or revision of Initial Material Orders, is done on the Initial Material Order page of the [OEAA Secure Site](#), unless otherwise stated in this list.
- **SAT with Essay, PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, and PSAT 10**
    - » The College Board SAT and PSAT assessments are administered in paper/pencil format only.
    - » Initial Material Orders to the College Board for standard test booklets are placed automatically, based on the number of students pre-identified in the OEAA Secure Site by the OEAA-posted deadline.

» 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 [SSD Online Portal](#) and cannot be viewed on the Initial Material Order page of the OEAA Secure Site.

» Delivery dates are posted on the [SAT List of Important Dates](#) and the [PSAT List of Important Dates](#). If the scheduled delivery date of materials interferes with the district's spring break, College Board will assign a later delivery date, which is also listed on the List of Important Dates.

» The Intent to Participate establishment process is done in late fall, before the initial material ordering window opens.

Refer to the [College Board and ACT Participation Processes](#) chapter of this training guide for more information on the College Board assessments establishment process.

## ■ ACT WorkKeys

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

» Initial Material Orders for ACT WorkKeys Standard Time, Regular Print Booklets are placed automatically, based on the number of students pre-identified on the OEAA Secure Site by the OEAA-posted deadline.

» Accommodated versions must be ordered through the Initial Material Order page of the OEAA Secure Site by the OEAA-posted deadline.

**Note:** The number of Standard Time, Regular Print Booklets will be reduced by the number of accommodated versions ordered.

» The Initial Material Order of Standard Time, Regular Print Booklets can only be adjusted by pre-identifying additional students or unassigning students from the assessment in the OEAA Secure Site before the OEAA-posted deadline.

» If the delivery date found on the [MME List of Important Dates](#) interferes with the district's spring break, an alternate delivery date for ACT WorkKeys assessment materials can be

requested during the [Manage Participation](#) process. The Manage Participation process is done in late fall, before the initial material ordering window opens.

Refer to the [College Board and ACT Participation Processes](#) chapter of this training guide for more information on the ACT assessment establishment process.

## ■ 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 individual 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 on the [OEAA Secure Site](#). Directions on how to change the mode of testing for a student can be found on the [OEAA Secure Site training web page](#).

» M-STEP and MI-Access FI Initial Material Orders for standard test booklets will be based on the number of students pre-identified AND identified for paper/pencil testing on their Student Assessment Details page on the OEAA Secure Site by the OEAA-posted deadline.

**Note:** If the school has received an [Online Testing Waiver](#), all students in the school will be automatically pre-identified for paper/pencil testing and accounted for in the Initial Material Order.

» The number of test booklets can be changed on the Initial Material Order page of the OEAA Secure Site without adjusting the pre-identification of students by the OEAA-posted deadline. Refer to the [Secure Site Training page](#) for directions on this.

- » Accommodated versions, if needed, must be ordered from the Initial Material Order page of the OEAA Secure Site by the OEAA-posted deadline.

**Note:** If you enter an order for accommodated versions for M-STEP or MI-Access FI and “Save” it, the number of standard test booklets will also save and will not continue to update based on the pre-identification record. Once an order is “Saved,” you can continue to adjust the number of Standard test booklets for M-STEP and MI-Access FI if needed, up through the posted deadline. If you do not “Save” your order, the standard test booklets will continue to update based on the students pre-identified to test through the OEAA-posted deadline.

- » M-STEP Glossary Reference Sheets in various languages can be downloaded (and, in some cases ordered) from the Initial Material Order page. (They will also be available for download only on the Additional Material Order page.)
- » If the delivery date found on the [M-STEP List of Important Dates](#) or the [MI-Access List of Important Dates](#) interferes with the public school district’s spring break, an alternate delivery date can be requested on the Initial Material Order page.
  - If the shipping destination is set to **School**, then a school-level OEAA Secure Site User can select the delivery date for the school.
  - If the shipping destination is set to **District**, then only a district-level OEAA Secure Site User can select an alternate delivery date; if an alternate delivery date is selected for the district, it will be applied to all schools.
- » If all students are testing online, there is no need to order materials. Any needed materials, such as Test Administrator’s Online Test Directions and Manuals, will be shipped directly to the school; other than verifying the **Ship To** destination, no other action by the school is required.

**Note:** MI-Access FI online test directions are embedded in the test. No paper directions will be sent to schools.

## ■ MI-ACCESS Supported Independence (SI) and Participation (P)

- » The MI-Access SI and P assessments are administered to students by paper/pencil format on a one-on-one basis, and the student responses are entered online by school staff.
- » On the Initial Material Order page of the OEAA Secure Site, schools enter the **Number of Assessment Administrators** who will be administering the assessment by the OEAA-posted deadline. Be sure to include both the **Primary** and **Shadow Administrators** in the Number of Assessment Administrators count.

## ■ WIDA ACCESS for ELLs and WIDA Alternate Access for ELLs

- » Initial Material Orders for WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs assessments will be placed automatically, based on the number of students pre-identified and identified for paper/pencil testing on their Student Assessment Details page on the OEAA Secure Site by the OEAA-posted deadline.
- » Braille and Enlarged Print materials, if needed, must be requested on the Initial Material Order page by the OEAA-posted deadline.
- » **WIDA Alternate Access for ELLs** is administered in paper/pencil format only, and all materials will be ordered automatically based on the student’s demographic information in the OEAA Secure Site. Schools will need to select **Tier T** on the student’s Student Assessment Details page on the OEAA Secure Site for students taking the WIDA Alternate ACCESS for ELLs by the OEAA-posted deadline.

## ■ WIDA Screener for Kindergarten

- » The WIDA Screener for Kindergarten assessment is administered in paper/pencil format only.
- » The Initial Material Order page of the OEAA Secure Site is not used for this assessment.
- » Since the WIDA Screener for Kindergarten is a screener that can be administered at any time throughout the year, some materials can be electronically downloaded and printed through

the [WIDA Secure Portal](#) all year-long and ordered using the [MDE order form](#) at the [WIDA Michigan-specific web page](#).

#### ■ **WIDA Screener**

- » The WIDA Screener is an online test; all schools are encouraged to assess students online whenever possible.
- » The Initial Material Order page of the OEAA Secure Site is not used for this assessment.

» For students needing the paper/pencil form of the assessment, materials can be ordered using the order form found at the [WIDA Michigan-specific web page](#).

#### ■ **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.
- » The Initial Material Order page of the OEAA Secure Site is not used in any way for this assessment.

## Practical Tips



- Meet with your school or district's special education staff and/or English Learner (EL) Assessment Coordinator to determine which assessment and which accommodated version of an assessment each special education and/or EL student needs.
- Verify the contact types in the [EEM](#) before December to avoid last-minute updates.
- Cross-reference your district calendar and the List of Important Dates of the assessment(s) being administered to ensure that material order delivery dates will not occur during spring break or other district out-of-school dates. If there is a conflict, an alternate delivery date may be requested.

