Secure Site
Michigan Department of Education | **Answer Documents Received and Not Tested Student**

Purpose of the Function

The Answer Documents Received and Not Tested Students function on the OEAA Secure Site gives districts and schools the opportunity to verify all answer documents, both paper/pencil and online, have been received by the scoring vendor. This also an opportunity to verify other answer document data. Once this review period is over, no additional issues will be accepted.

The second purpose of this function gives districts and schools the ability to submit a reason why a student did not complete one or more of the required tests or content areas. This information is reviewed for a *possible* accountability exemption and is also included in required federal reporting.

IMPORTANT: For all Spring 2021 assessments – the Not Tested reason will be set by OEAA to "COVID Related" June 29 – July 2, 2021. Schools can change the Not Tested reason but are not required or expected to.

Where to Start

1. Login to the Secure Site at www.michigan.gov/oeaa-secure
2. Select Accountable Students & Test Verification and then Answer Documents Received and Not Tested Students from the Student Assessments menu
3. Select the Test Period from the Test Period drop down
   a. "Spring 20XX" includes SAT, PSAT 8, M-STEP and MI-Access
   b. "Spring 20XX WorkKeys" includes WorkKeys
   c. "Spring 20XX PSAT" includes PSAT 9 and PSAT 10
   d. "Spring 20XX WIDA" includes WIDA ACCESS for ELLs 2.0 and WIDA Alternative ACCESS for ELLs
4. Select the ISD, District and School from the drop downs. These may already be filled in based on your security.
5. Click the *Search* button at the bottom right to display the list of students.
6. Notice the task bar just below the Search Criteria section that has opened. These tasks will help guide you through verification of possible answer document issues. Make sure to always review the full list of Answer Documents Received because OEAA cannot systematically find and display all possible issues.
7. The student list will open under the first task of Answer Documents Received.
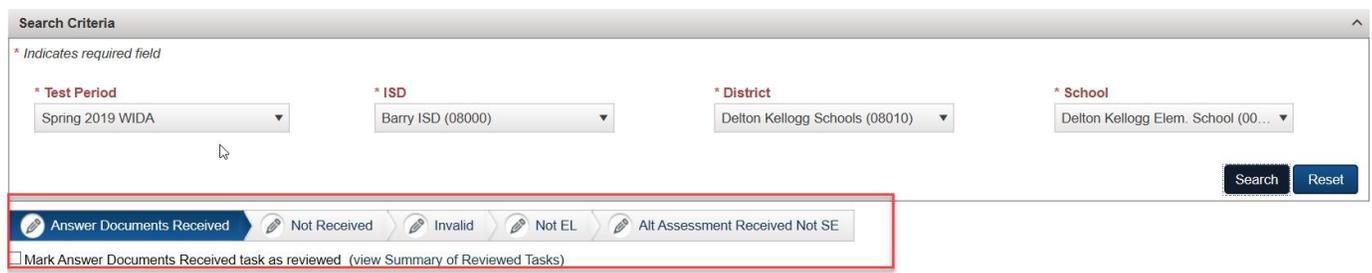
Search Criteria			⌃
Indicates required field			
* Test Period	*** ISD**	*** District**	*** School**
Spring 2019 WIDA ▼	Barry ISD (08000) ▼	Delton Kellogg Schools (08010) ▼	Delton Kellogg Elem. School (00... ▼
			Search Reset

Answer Documents Received 〉 Not Received 〉 Invalid 〉 Not EL 〉 Alt Assessment Received Not SE

☐ Mark Answer Documents Received task as reviewed (view Summary of Reviewed Tasks)

Each task can be marked as reviewed by clicking in the check box just below the task bar. This is not

used by OEAA and is for school and district information purposes only. Tasks can still be reviewed, and issues can still be submitted up through the deadline even after checking a task has been reviewed. You can click on the "View Summary of Reviewed Tasks" link to access the full details of the review page.

☑ Mark Not Received task as reviewed (view Summary of Reviewed Tasks)
Last marked as reviewed by Tina Foote on Wednesday, May 15, 2019 at 09:01 AM

Answer Documents Received Task

The list of students under the Answer Documents Received task will include the following groups of students along with information indicating which tests have been received and which ones have not.

- All students that the school is the primary educational providing entity (PEPE) for as identified in the Michigan Student Data System (MSDS). These students will have *"Yes"* under the Accountable column.
- All students that tested at the school and the school is not the student's PEPE. These students will have a "No" under the Accountable column.

Student Tested and Does not Appear in List

- Click on the Student Did Test button without selecting a student to report the student's test(s) as missing.
- If the student was enrolled on the last day of testing for WIDA ACCESS or the M-STEP (last day of M-STEP testing is used for SAT, PSAT, MI-Access and WorkKeys), a student record maintenance (SRM) file may need to be submitted in the Michigan Student Data System (MSDS).

School is the PEPE but Student Tested Elsewhere

- If the school is the student's PEPE now but tested elsewhere it will show in yellow as tested and include the school code where the student tested. Hover over the school code to see the name of the school. Since your school is the PEPE, this is for informational purposes only and the students test will be included in *participation* for your school.

Homeschooled (HS) Students

- Verify homeschooled students that tested, are indicated as homeschooled with a "Yes" under the HS column.
  - If a HS student that is not enrolled in the school did test and it is does not say "Yes" under the HS column, click on the student's name, click on the assessment link and place a check mark in the HS box which is located about half way down the page on the left-hand side. Click the *Save* button. This will identify the student as HS and keep the student out of the district and school reports.
  - If a HS student is enrolled for some classes at the school but it says "No" under HS, you will need to work with your district MSDS person to update the student's residency code in MSDS to indicate the student is homeschooled. This must be done by the posted deadline.

- Filter the HS column to verify there are no students incorrectly identified as homeschooled.
    - If there is a" Yes" under the HS column and the student is not homeschooled, then you will need to click on the student's name, click on the assessment link and remove the check mark in the HS box which is located about halfway down the page on the left-hand side. Click the *Save* button.
    - Work with your district MSDS person to verify that the student's residency code in MSDS is correct and does not indicate the student is homeschooled.

Incorrect Tested School - Student Listed as Tested but did Not Test at the School
- If a student is showing as tested at your school but did not test at your school, you should select the student by placing a check mark under the "Select" column to the far left of the student's name and then click on the *Incorrect Tested School* button at the bottom of the screen.
- On the Incorrect Tested School Issue page, you will select the Test Cycle if not already populated. If you know where the student tested, you can select the ISD, District and School or you can just click the *Submit* button at the bottom right without selecting the ISD, District and School. It is optional to add Additional Details that may be helpful to resolve the issue.
- The issue will be reviewed by OEAA to determine/verify where the student tested. Please see the important note about WIDA Access below.

- The tested school change requested issue will be noted on the screen. You can click the link to check the status of this issue or check the status on the Submitted Issues for Answer Documents and Not Tested Students page.

IMPORTANT FOR WIDA ACCESS Only: All domains must be listed in the same school for a student to receive an overall WIDA Score. You should submit Incorrect Tested School issue for a student that tested at the school but moved and took the remaining test at a new school.

Not Received Task

The list of students under the Not Received task will include students that have one or more answer documents missing. OEAA will use your enrollment from MSDS to help identify students that may be missing all answer documents.

1. You can use the Accountable Student column to identify the difference between students that the school is not accountable for or a student that tested there but may have moved and the school is no longer accountable.
   a. If students that have exited the school or district during test and should not be listed as Accountable Student, use the instructions for the Accountable Students Enrolled and Demographics to find out what to do.
   b. If the school is not accountable for the student but the student did test at the school, the test taken at the school should show and the Accountable Student column should say NO. This would be correct.
2. Review the list of students that have an answer document missing.
   a. **Student Was Tested** - If the student did test and the answer document (s) is listed as not received select the student by placing a check mark in the "Select" column to the far left of the student's name. Click the *Student Was Tested* button at the bottom right of the screen.
      i. On the Missing Student Issue/Missing Test Issue screen, select the assessment that the student took from the Missing Test Cycle drop down.
      ii. For WIDA, MI-Access, and M-STEP, you will need to select the content area missing from the Missing Answer Documents section by placing a check mark to the left of the content area. Select the mode of testing the student took from the Tested Mode drop down. This will only be available for assessments that have paper/pencil and online available.
      iii. Add any additional information in the Additional Information text box that may help in finding the missing test.
      iv. Click the *Select* button at the bottom left of the page to attach the seating chart, attendance record or Certificate of Attendance and Participation in State Assessments.

      You must submit a copy of the seating chart, attendance record, or the Certificate of Attendance and Participation in State Assessments to show that the student was present on the day of testing. A link to this form can also be found at the top of the Missing Student/Missing Test Issue page.
      v. Click the *Submit* button at the bottom right to submit the issue. This will submit an issue to OEAA to be reviewed.

IMPORTANT FOR WIDA ACCESS Only: All domains must be listed in the same school for a student to receive an overall WIDA Score. You should submit a Student Was Tested if the student took some of the domains at a prior school before enrolling at your school so they can be moved to you school.

Enter a missing test

* Indicates required field

Request ID	Request Status	Requestor Name ⓘ	Requestor Email ⓘ
	Open		

* Missing Test Cycle	ISD	District	School
Spring 2019 M-STEP ▼	Barry ISD (08000) ▼	Delton Kellogg Schools (08010) ▼	Delton Kellogg Elem. School (00901) ▼

UIC	STUDENT NAME	GRADE	ENGLISH LANGUAGE ARTS	MATHEMATICS	SCIENCE	SOCIAL STUDIES	ACCESSING PRINT	EXPRESSING IDEAS	VIEW IMAGES
		03	Not Received	Not Received	N/A	N/A	Not Received	Not Received	

* Missing Answer Documents

☑	ANSWER DOCUMENT NAME	* TESTED MODE
☑	ELA	Online ▼
☐	Math	Select a Tested Mode ▼

Additional Information

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* Attach documents to support the request (Allowed extensions are: .doc,.docx,.xls,.xlsx,.csv,.txt,.pdf)

[ ] [Select]

[Submit] [Back]

IMORTANT: The Not Tested process will be separate from the Answer Documents Received and will be available June 29 – July 2, 201 for all Spring 2021 assessments. Schools are not expected or required to change the default "COVID Related" not tested reason that will be set by OEAA.

Once available, if a school does want to change the not tested reason from "COVID Related" to something else, click on the Not Tested Reason link under the appropriate content area for the student.

b. **Student Did Not Test** - If the student did not test in the content area that is showing as not received, select the student by placing a check mark in the "Select" column to the far left of the student's name. Click the *Student Did Not Test* button at the bottom right of the screen.

    i. PSAT 8/9 (grade 9), PSAT 10 and WorkKeys are not currently included in accountability calculations, therefore, schools will not be expected or able to submit a Not Tested reason for grade PSAT for grades 9 and 10 and Workkeys.

    ii. Select a new reason from the Not Tested Reason drop down for each of the content areas that were not taken.

    iii. Since the not tested reasons are not being reviewed for accountability for spring 2021, all issues will be set to resolved.

    iv. A full list of Not Tested Reasons is available at the end of this document.

    v. Supporting documentation can be added by clicking the *Select* button at the bottom left to select the documentation to be added to the not tested reason.

Student Details

Student Name	UIC	Birth Date	Enrolled Grade
▮▮▮▮	▮▮▮▮	▮▮▮▮	06

For which content area(s) are you requesting an exception? Please choose below

CONTENT AREAS	NOT TESTED REASON	COMMENTS
Listening	Select a Response ▾	
Reading	Select a Response ▾	
Speaking		
Writing		

Select a Response
- Select a Response
- Absent
- Administrative Error
- Expelled with Services
- Expelled Without Services
- Incarceration
- Late Enrollment/Unable to Test
- Medical Exception
- Other
- Parent Refused/Student Refused
- Suspension

Attach documents to support the Requ... [Select]

[Submit] [Back]

3. You can also use the Submitted Issues for Answer Documents and Not Tested Students screen to view all issues submitted for a school or district, based on your security.

LISTENING	READING	SPEAKING	WRITING
Not Received	Not Received	Not Received	Not Received
Not tested reason submitted WIDA reported missing	Not tested reason submitted WIDA reported missing	Not tested reason submitted WIDA reported missing	Not tested reason submitted WIDA reported missing
Not tested reason submitted	Not tested reason submitted	Not tested reason submitted	Not tested reason submitted
Not Received	Not Received	Not Received	Not Received

This image displays the WIDA ACCESS for ELLs 2.0 content areas

IMPORTANT NOTE: If the student is showing "No" under the Accountable Students, you are not required and cannot submit a not tested reason for the student. Only the student's PEPE will be expected to submit a not tested reason for a student.

Invalid Task

This task will include a list of student assessments by content area that have been invalidated for the following reasons. You will find an abbreviation under the content area that has been invalidated and a Search Results Key at the bottom of the page. Note that some of invalidations can be corrected or appealed before the deadline and some cannot.

Search Results

SELECT	UIC	STUDENT NAME	MSDS GRADE	TESTED GRADE	WIDA ALTERNATE (TIER T)	LISTENING	READING	SPEAKING	WRITING	EL	SE	LAST UPDATED FROM MSDS
☐			00	00	No	WIDA-P/P (MS)	WIDA-P/P (MS)	WIDA-P/P (MS)	WIDA-P/P (MS)	Yes	No	12/10/2018 01:00 PM
☐			00	00	No	Not Received	WIDA-P/P (PB) (MS)	Not Received	Not Received	Yes	No	12/10/2018 01:00 PM
☐			00	00	No	WIDA-P/P (Invalid-3)	WIDA-P/P (Invalid-3)	WIDA-P/P (Invalid-3)	WIDA-P/P (Invalid-3)	Yes	No	12/10/2018 01:00 PM
☐			00	00	No	WIDA-P/P	WIDA-P/P (PB)	WIDA-P/P	WIDA-P/P	Yes	No	12/10/2018 01:00 PM
☐			00	00	No	WIDA-P/P (PB) Tested at 02649	WIDA-P/P (PB) Tested at 02649	WIDA-P/P (PB) Tested at 02649	WIDA-P/P (PB) Tested at 02649	Yes	No	12/10/2018 01:00 PM
☐			01	01	No	Not Received	WIDA-P/P (MS)	Not Received	Not Received	Yes	No	12/10/2018 01:00 PM
☐			01	01	No	WIDA-P/P (PB)	WIDA-P/P (PB)	WIDA-P/P (PB)	WIDA-P/P (PB)	Yes	No	12/10/2018 01:00 PM
☐			01	01	No	WIDA-ON (PB)	WIDA-ON (PB)	WIDA-ON (PB)	WIDA-ON (PB)	Yes	No	12/10/2018 01:00 PM
						WIDA-P/P (OL)	WIDA-P/P (OL)	WIDA-P/P (OL)	WIDA-P/P (OL)			

- **Prohibited Behavior (PB)**
    - If an incident report was submitted, you can use the IR-### link under the content area to view the incident report (if submitted by your school) for the details of the PB.
    - If the student did engage in a prohibited behavior, there is nothing to do and the test will be invalidated.
    - If the student did not engage in a prohibited behavior, you can select the student by placing a check mark in the box to the far left of the name and click on the Appeal PB button. This will open the Answer Document Appeal: Prohibited Behavior page to allow you to submit an appeal for review. Please give as much detail as possible about why the test was marked PB and why it should not have been before clicking the *Submit* button at the bottom right of the page.
- **Nonstandard Accommodations (NS)**
    - If an incident report was submitted, you can use the IR-### link under the content area to view the incident report (if submitted by your school) for the details of the NS.
    - What is a nonstandard accommodation? A nonstandard accommodation is an accommodation that was given that is not in the student's IEP or 504 Plan AND on the list of available accommodations by content area in the Student Supports and Accommodations Guide. If you received written approval from OEAA for an accommodation not listed in the Student Supports and Accommodations Guide this would not be a nonstandard accommodation.
    - If the student did use a nonstandard accommodation, there is nothing to do and the test will be invalidated.
    - If the student did not use a nonstandard accommodation, you can select the student by placing a check mark in the box to the far left of the name and click on the Appeal button. This will open the Answer Document Appeal: Nonstandard Accommodation page to allow you to submit an appeal for review. Please give as much detail as possible about why the test was marked NS and why it should not have been before clicking the *Submit* button at the bottom right of the page.
- **Out of Level (OL)**
    - The tested grade must match the student's grade level in the Michigan Student Data System (MSDS). If it does not match, the test will be invalidated.
    - If the student used the incorrect answer document or did test in a grade other than the grade they are enrolled, there is nothing to do and the test will be invalidated.
    - If the student's grade level in MSDS is incorrect, the district MSDS person can submit a student record maintenance (SRM) file with the correct grade in MSDS. It is IMPORTANT to note the "as

of" date the SRM file must be for OEAA to update the Secure Site. This information can be found in the Directions section on the Invalid task page and in the Spotlight.

- **Misadministered (MS)**
  - If an incident report was submitted, you can use the IR-### link under the content area to view the incident report (if submitted by your school) for the details of the MS.
  - A misadministration can be caused by test security issues, proper testing practices not beingused, etc.

- **Not Found in MSDS (Invalid-1)**
  - Students that do not have a current enrollment record in MSDS will be invalidated.
  - This can be resolved by the district MSDS person submitting a student enrollment information in a record maintenance (SRM) file in MSDS. It is IMPORTANT to note the "as of" date the SRM file must be for OEAA to update the Secure Site. This information can be found in the Directions section on the Invalid task page and in the Spotlight.

- **Special Education not indicated in MSDS (Invalid–2)**
  - A test is invalid if a student takes an alternate test (MI-Access or WIDA Alternate ACCESS for ELLs) and is not identified as a special education student in MSDS.
  - This can be resolved by the district MSDS person submitting the special education program the for the student in MSDS using a record maintenance (SRM) file. It is IMPORTANT to note the "as of" date the SRM file must be for OEAA to update the Secure Site. This information can be found in the Directions section on the Invalid task page and in the Spotlight.

- **Missing PAA or SAA Scores (Invalid-3)**
  - Students taking the MI-Access Participation and MI-Access Supported Independence must have both the primary assessment administrator (PAA) and shadow assessment administrator (SAA) scores entered. If both are not entered the tests will be invalidated.
  - It is passed the deadline for entering P and SI scores, so this will not be able to be resolved and the test will be invalid.

- **Student Administered multiple Test Types (Invalid-4)**
  - This means the student was administered one or more different assessment types (i.e. M-STEP and MI-Access,FI, P and SI, PSAT 8) in the same content area.
  - If an incident report was submitted, you can use the IR-### link under the content area to view the incident report (if submitted by your school) for the details.
  - If an incident report was not submitted, OEAA keeps the higher level of test such as M-STEP or PSAT 8.

- **Multiple Answer Documents Returned (Invalid-5)**
  - If a student takes a test more than one time, the first test is used by OEAA and the second test will be invalidated.
  - If an incident report was submitted, you can use the IR-### link under the content area to view the incident report (if submitted by your school) for the details.

- **Late Returns (Invalid-6)**
  - If a test is returned after the posted pick up deadlines, the tests will not be scored and will be considered invalid. Please note that if tests were returned late, they may be showing as not received and not be included on the Answer Documents Received and Not Tested.
  - There is no option for resolution.

- **Incident Report (Invalid-7)**
  - An incident report was submitted for a specific incident and the reason the test is invalid is not covered under any of the current invalid reasons.

- o You can use the IR-### link under the content area to view the incident report (if submitted by your school) for the details.
- **Student Did Not Meet Attemptedness (Invalid-8)**
  - o A student must complete a certain number of questions or words on a written response in order to be considered attempted. This number is not provided to the schools or public.
  - o This can be easily determined at this time for online test but cannot be determined for paper/pencil tests.
  - o If the attemptedness is not met, the test is invalid and there is no option to resolve this.
- **Do Not Score (Invalid-9)**
  - o An incident report was submitted by the school and asked to mark the test Do Not Score. You can click on the IR-### link under the content area to view the incident report (if submitted by your school) for the details.
  - o The test will not be scored and there is no option to resolve this.

Not EL Task

This task is only available for the spring WIDA ACCESS and WIDA Alternate ACCESS for ELLs assessment. Only English learner (EL) students can take the spring WIDA assessment and if a non-EL student tests, the tests will be invalidated. The list of students (if any) have been identified as taking the WIDA ACCESS or the WIDA Alternate ACCESS for ELLs but are not identified as an English Learner (EL) student in the Michigan Student Data System (MSDS).

If the student is an EL student, you will need to work with the district MSDS person to have a student record maintenance (SRM) file submitted in MSDS with the EL program. It is IMPORTANT that the SRM be the correct "as of" date for OEAA to pick it up. You can find the "as of" date in the Directions section on the page of the Not EL task and in the Spotlight.

Alt Assessment Received Not SE Task

Only special education (SE) students can take the MI-Access Functional Independence (FI), Supported Independence (SI) or Participation (P) assessments. If a student is not identified in as being in special education, the tests are invalidated. The list of students (if any) have been identified as taking a MI-Access tests but are not identified as SE student in the Michigan Student Data System (MSDS).

If the student is SE, you will need to work with the district MSDS person to shave a student record maintenance (SRM) file submitted in MSDS with the SE program. It is IMPORTANT that the SRM be the correct "as of" date for OEAA to pick it up. You can find the "as of" date in the Directions section on the page of the Alt Assessment Received Not SE task and in the Spotlight.

Additional Tips

- You can move through the tasks by clicking on each task at the top or by clicking the *Next Task* button at the bottom right of each page.
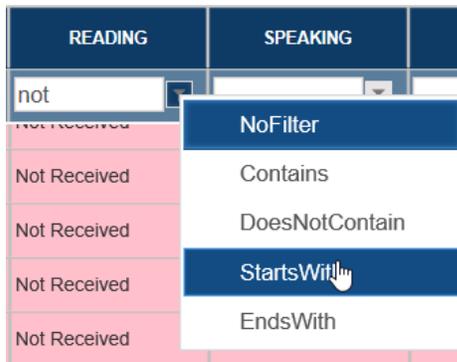
- A Search Results Key is at the bottom right of each page.
- Each page can be printed or downloaded to assist with the review of the information or to pass along to others for review. Remember this does contain confidential student information so please follow all FERPA guidelines.
- Don't forget to use the column filters to help in verifying information.

- Use the "Last Updated From MSDS" column to determine if current updates for the student in MSDS have been applied yet. Student data is updated from MSDS twice a day.
- Use the electronic version of this document to use word search (Ctrl + F) to find the information you are looking for quickly.
- You can use the Submitted Issues for Answer Documents and Not Tested Student located under the Student Assessments, then Accountable Students & Test Verification to verify the issues and not tested reasons submitted along with the status of each one.

Not Tested Reasons

- **Absent** - Select this reason if the student had excused or unexcused absences, vacation, appointments, etc.
- **Administrative Error** – Select this reason if there was an error in returning an answer document, missing barcode labels on the answer document, the student was missed for testing, etc. This would also be used if the student's exit date was not submitted in MSDS. This reason is used when an error occurred on the school's part that prevented the student from being tested, the answer document to be scored, or the failure to update student exit information in MSDS.
- **ELL Student Exemption (ELA Only)** – Select this reason if the student has been enrolled in a US school for one year or less. The year is accumulative and may be accrued through multiple visits to the US. Students must have taken the WIDA Screener, W-APT or most recent Spring WIDA to be eligible for the exemption.
- **Expelled with Services** – Select this reason if the student was expelled prior to or during testing and is receiving services from the district.
- **Expelled without Services** – Select this reason if the student was expelled prior to or during testing and is not receiving services from the district. A date of expulsion MUST be provided and should have been updated in MSDS.
- **Late Enrollment/Unable to Test** – select this reason for students that enrolled in the school late during the testing window and was unable to test which may include the school did not have

enough materials on hand to the test the student and the opportunity had already passed to order additional materials for testing the student.

- **Local Alternative Soc. Studies (P/SI Levels Only)** – Select this reason if the student took MI-Access P and SI in all other content areas. These students were required to have taken an alternate social studies assessment that could have been developed by the district/school. You will be required to answer additional questions regarding the alternate assessment that was administered.
- **Medical Exemption** – Select this reason if the student had a medical condition that prevented them from testing. You will be required to submit additional information regarding the illness.
- **Grades 5 and 8 Science Only – IEP Indicates Alternate** – select this reason for students in grades 5 and 8 that are special education and would have taken a MI-Access science test if it was available.
- **Grade 12 Only - MI-Access Student** – select this reason if the student is grade 12 and would have taken the MI-Access assessment if it was available for grade 12 students.
- **New to State (Grade 12 Only)** – Select this reason if the student is in grade 12 and new to the State of Michigan or the Michigan public school system.
- **Parent Refused/Student Refused** – Select this reason if the parent refused to allow the student to be tested or the student refused to take the test.
- **Previously Tested** – Select this reason if the student previously had taken any part of the MME or high school MI-Access in a prior year or if the student had previously been included in the high school accountability. If a student has been held back for several years, the system may not pick up on a test that was taken several years ago.
- **Suspension** – Select this reason if the student was suspended during the testing window.
- **Test Scores Missing** – Select this reason if a student tested and the answer document was sent for scoring. A missing test issue **must** have been entered during the Answer Documents Received review period to use this reason. If the answer document was sent for scoring and it was not reported as missing during the Answer Documents Received review period, giving us an opportunity to locate it, and it is past the deadline for submitting answer document issues, you must use the Administrative Error reason.