M-STEP and MI-Access Verification of Answer Documents and Not Tested Available

Verification of Answer Documents and Verification of Not Tested for the Spring 2015 M-STEP and MI-Access assessments are now available for review. The Verification of Answer Documents process is the sole way to ensure all student answer documents have been accounted for and are correct. The Verification of Not Tested reports are the sole way to submit reasons for possible exemption from the test participation requirement. Schools can still view the Verification of Accountable Students for Spring 2015, however the deadline to submit enrollment or student demographic changes in the MSDS for assessment and accountability reporting was Thursday, June 18 at 5:00 p.m. The accountable students data can no longer be updated.

All answer document issues and Not Tested reasons must be submitted **by 5:00 p.m.** on **July 20, 2015.** Unresolved answer document issues cannot be corrected or appealed at any time after the close of Verification of Answer Documents.

Submitting Answer Document Issues

Districts and schools should submit an "answer document issue" if discrepancies are noted while reviewing the Verification of Answer Documents. **An issue should ONLY be submitted for a student who took that specific assessment for the content area at your school.**

An answer document issue should be submitted for:

- **Missing Test** – a test was taken in that content area at the school, but is not listed. **A Certificate of Attendance and Participation in Spring 2015 Assessments form MUST be completed and attached to the missing test issue submitted. A link to the form can be found at the top of the Missing Tests page.**

- **Missing Student** – a student took one or more tests in your district, but is not listed on the page. **A Certificate of Attendance and Participation in Spring 2015 Assessments form MUST be completed and attached to the missing test issue submitted. A link to the form can be found at the top of the Missing Student page.**

- **Move** – a student record appears for a student who was not tested in the school. Do not submit a Move issue for a student that tested at the school and then moved to another school during the testing window.

- **Combine** – a student has more than one test record listed on the Answer Documents Received page and the two (or more) records needs to be combined together.

- **Appeals for Prohibited Behavior (PB)** or **Nonstandard Accommodations (NS)**

Verification of Students Not Tested

To meet federal reporting requirements and calculate participation rates for accountability purposes, schools must provide a reason why a student was not assessed in Spring 2015 using the M-STEP or MI-Access in one or more content areas.

The *Not Tested* screen on the Secure Site will display a list of students who have been identified as enrolled in the school on June 5, 2015 and did not take one or more of the required assessments. All *Not Tested* reasons need to be submitted **by 5:00 p.m. on July 20, 2015.**

Selections from the drop down menu which may be a valid exemption reason are automatically submitted electronically for review by MDE's accountability staff. However, not all reasons listed in the drop down menu are valid exemption reasons for accountability purposes. If a *Not Tested* reason is selected that cannot be used as an accountability participation exemption, the issue will automatically be rejected and therefore will not be reviewed by accountability. Students appearing on your list of not tested students that are a result of having not updated your MSDS data by the June 18th deadline are to be submitted with the "administrative error" reason.

You can check the status of submitted issues on the "Not Tested Issues" screen. After *Not Tested* issues are submitted, please check back periodically, as additional information may be needed. If additional information is requested, this information is required before the submitted issue can be processed. Please be patient during this staff review process.

Detailed instructions can be found by clicking on Accountable Students & Test Verification link under the Quick Reference section at www.michigan.gov/securesitetraining.

If you need assistance or have additional questions, please call 877-560-8378 and press option 3 or email baa@michigan.gov.