Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

March 3, 2016

Key:

🧩 supports and accommodations information

🖥 information Tech Coordinators also need to know

M-STEP Test Administration Manual Available March 4, 2016

The 2016 M-STEP Test Administration Manual (TAM) will be posted by the close of business on **Friday, March 4, 2016** to the M-STEP web page (www.michigan.gov/mstep) under the **What's New** section. The manual provides important information for District Test Coordinators, Building Test Coordinators, and Test Administrators responsible for both online and paper/pencil M-STEP administrations. Being familiar with and following the policies, procedures, and suggestions documented in the TAM, along with the Assessment Integrity Guide which is located on the M-STEP web page (www.michigan.gov/mstep) under the **Current Assessment Administration** secton, will help schools and districts ensure a valid, equitable, and trouble-free M-STEP administration this spring.

🖥 INSIGHT Peripherals and Volume Control

Please remember to have students do the following **BEFORE** logging into INSIGHT:

- plug in headphones

- connect detachable keyboards

- check audio

The INSIGHT secure browser locks down most features of the system to protect test security. If a student logs in and then realizes that audio is muted, he or she will need to pause and exit, adjust audio, and then log back in. There may be additional delay if the student realizes this mid-

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test, has cached answers on the TSM, and needs to have those answers manually pushed to DRC before logging back on.

🖥 WIDA Testing and M-STEP Practice

Most Michigan schools are testing online, both for the ongoing WIDA ACCESS for ELLs 2.0 and the upcoming M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Benchmark Assessments. All of these online tests use the INSIGHT secure browser, with different Testing Site Managers (TSM) (one for WIDA, one for everything else).

Schools can have both TSMs set up at the same time. The same INSIGHT client will point to both, with buttons to select either **Michigan** or **WIDA** testing. This means that schools can begin using the Online Tools Training (OTTs) for M-STEP and other tests while WIDA testing is ongoing, so long as the TSMs are both set up. The OTTs are also available online through the eDIRECT web portal (http://mi-web-td. drcedirect.com/MI/portals/mi), but you **must** use the Chrome browser and not all the support features (like audio) are available through the web portal. Practicing through the INSIGHT client will more closely mirror the actual testing experience.

The two TSMs can be set up at the same time but not on the same computer, whether physical or virtual.

🧩 Help Your Students Prepare for the Online M-STEP

The Office of Standards and Assessment (OSA) has created multiple resources for students taking the Spring 2016 M-STEP online.

Please share this with your classroom teachers!

OSA recommends the following resource sequence:

1) Classroom teachers show the online assessment tutorial to their class as a whole so students gain a general understanding of how the online system works, followed by **2)** viewing the computer adaptive test videos to familiarize teachers and students on how a computer adaptive test functions; the videos may be delivered either as a classroom presentation or students may watch the videos individually via their testing device, and ending with **3)** students are given the opportunity to log into the sample item sets using the testing device they will use during the actual test.

Resources Described

1) **Online Assessment Tutorials**
   are posted on eDirect (https://mi.drcedirect.com) → Test Setup → General Information, select the Test Tutorials tab, then select the Play button in the Action column. There are 3 test tutorial options: M-STEP, MI-Access, and Early Literacy and Mathematics (K-2).

2) **Computer Adaptive Test Videos**
   for ELA and mathematics demonstrate how to navigate the computer adaptive tests (CAT), which is different than how the ELA and mathematics tests functioned last spring. These two important videos can be accessed on the M-STEP webpage (www.michigan.gov/mstep), located in the **What's New** section.

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3) **Sample Item Sets**

for the Spring 2016 M-STEP for students in grades 3–8, and 11 are a select group of test items in English language arts (ELA), mathematics, science, and social studies that encompass different item types, such as multiple choice, constructed response, and various kinds of technology-enhanced items. The sets provide students practice in solving grade-level and content-specific test items aligned to Michigan's content standards. Since the item sets are embedded in the online test engine used to deliver state assessments, students will develop familiarity with taking tests online while they practice using the test engine's online tools and navigation buttons. The Sample Item Sets are contained within the Online Tools Training (OTT) component.

Students needing designated supports and/or accommodations on state assessments can practice using the Grade 3 ELA M-STEP Sample Item Set with accommodations. The Grade 3 ELA M-STEP Sample

Item Set with Accommodations demonstrates some of the available online embedded accommodations and designated supports such as Text-To-Speech (TTS), Color Chooser, Contrasting Text, Masking, and Reverse Contrast.

Educators and students can access the online Sample Item Sets at school using a Chrome browser (https://wbte.drcedirect.com/MI/portals/mi/ott1) or **INSIGHT*** (the online testing platform). Parents and students can also access the online sets available through the Chrome browser from home (the test functionality **requires** the use of Chrome).

NOTE: The Sample Items Sets are not considered "Practice Tests," as a practice test implies a test with the same number of items and similar level of difficulty as an actual test.

*The Grade 3 ELA M-STEP Accommodated and TTS versions of the sample sets are only available using INSIGHT.

SAT Corner
Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

College Board Accommodations – What to do Now

Our Services for Students with Disabilities (SSD) team continues to review all accommodations requests, even though the deadline has passed. If you submitted accommodations by the deadline, they will continue to work up until test day to review and approve accommodations. Our goal is to review and approve all accommodations that were submitted by the deadline. In some of those cases, it may mean we are expediting materials to arrive just before test day. SSD Coordinators should continue to monitor their SSD Online Dashboard for status updates. As requests are approved, you will see the updates in SSD Online on the Dashboard, your Eligibility Roster, and Nonstandard Accommodations Roster (NAR) once available.

If you missed the deadline or have a new student, please submit the accommodation request as soon as possible. Requests are worked in the order they are received and while we can't commit to having the review complete by the April 12, 2016 test date since it is after the deadline, the sooner the request is submitted the better chance it might be. Regardless, our SSD team will continue to review and approve requests to support the student testing on the makeup administration. For requests approved after the deadline, the SSD Coordinator will need to call or email the SSD support line (844-255-7728) to request a supplemental shipment of materials to receive all the necessary materials.

Planning for Test Day – SAT Extended Time

For SAT with Essay, the standard schedule includes testing room doors closing at 8:00 AM for pre-administration activities and testing beginning at 8:30 AM. Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 AM or as late as 8:30 AM, and they may start testing any time between 8:00 AM and 9:00 AM EST. Schools must contact the SAT School Day Customer Support (866-870-3127) for consideration and approval to start earlier or later than these times. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations. For SAT, there are three types of extended time accommodations. Students may be approved for:

1. **EXTENDED TIME READING (entire test):** Students testing with either 50% or 100% extended time will test over 2 days between April 12–15, 2016. Testing must occur on two consecutive days during that window. The most common accommodations are for 50% extended time or 100% extended time.

2. **EXTENDED TIME MATHEMATICS Only:** Students approved for mathematics only will receive additional time for the math sections only. These students will test on April 12, 2016 in a single day.

3. **EXTENDED TIME WRITING Only:** Students approved for extended time for the writing section, will receive additional time for the essay only. These students will test on April 12, 2016 in a single day.

Testing times for each test section, including the standard breaks, can be found in the [Planning for Test Day – SAT Extended Time PDF](#) located on the [MME web page](#) (www.michigan.gov/mme) under **What's New**.

For students testing in the single day session, we recommend the students bring or schools provide snacks for students to eat during the breaks. If this is a challenge for your school, please contact us for further guidance at: michiganadministratorsupport@collegeboard.org.

Check back next week for information about extended time for PSAT 8/9 and PSAT 10.

Key Dates

Week of March 14, 2016: PSAT 8/9 and PSAT 10 Test Day Training Webinar

March 23, 2016: Test Material arrivals

April 12, 2016: SAT Test Administration

April 12–15, 2016: SAT School-based Accommodated Testing Window

April 12–13, 2016: PSAT 8/9 and PSAT 10 Test Administration

April 12–27, 2016: PSAT 8/9 and PSAT 10 Accommodated Testing Window

April 26, 2016: SAT Makeup Test Administration

April 26–27, 2016: PSAT 8/9 and PSAT 10 Makeup Test Administration

Along with news in the Spotlight, the College Board will continue to update information about the spring implementation on our [Michigan website](#) (www.collegeboard.org/michigan).

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

ACT Website Redesign

We are excited to introduce the newly redesigned ACT-hosted website for the Michigan WorkKeys program! The newly improved website was launched on February 26, 2016. Come take a look!

The new website has been designed for our state and district customers to experience improved access to information about the ACT WorkKeys assessment in addition to ACT's other products and services. Although the look and feel of the website has been redesigned, the following features of the website have not changed:

- All of the same resources from the previous site will still be found on the new site. They will also continue to have the same titles.

- You can continue to use the same URL to access this site.

- Like the previous site, the new site will still be unavailable to the general public.

- The new site will continue to be the central location for storing the necessary documentation and information for your school and district to have a successful testing experience.

If you have questions, you may

- Contact ACT electronically via the Contact Us web page (www.act.org/aap/state/contact.html)

- Call us at 800-553-6244, ext. 2800 (enter code 23), Monday through Friday from 9:30 AM – 6:00 PM Eastern Time

ACT WorkKeys Test Admin Part 2: Testing Staff Requirements

In last week's Spotlight article we shared information about preparing for the administration of the ACT WorkKeys test administration. This week we will put a spotlight (pun intended!) on ACT WorkKeys testing staff requirements. All of the information in this article can readily be found in the ACT WorkKeys Test Administration Manual, located on the ACT/Michigan website.

ACT WorkKeys test coordinators are responsible for selecting their test day staff. Members of the ACT WorkKeys testing staff must be people of integrity. Room supervisors and proctors may be current or retired faculty members, school administrative or clerical employees, substitute teachers, student teachers, or paraprofessionals.

Who May Not act as ACT WorkKeys Testing Staff

The following people may **NOT** act as ACT WorkKeys testing staff:

- High school students, volunteers, and lower-division undergraduates.

- Anyone who intends to take ACT WorkKeys tests within the next 12 months.

- Anyone involved in ACT WorkKeys test preparation activities at any time during the current testing year (September 1, 2015 through August 31, 2016), due to potential conflict of interest. (**Note**: ACT recognizes that the normal duties of a counselor or teacher

may involve some responsibilities of test preparation. These activities are not a conflict of interest, provided they are part of job responsibilities defined by one's employer and the employer is not a commercial enterprise.)

In addition, to protect you and your relatives or wards from allegations of impropriety, if any relative or ward will test at your site or any school in your state on the same test date:

- You **may not** serve as test coordinator or back-up test coordinator for the administration of the tests that day. You must delegate all supervisory responsibilities for that date – including the receipt and return of test materials – to a qualified colleague.

- You **may not** have access to the secure test materials prior to test day.

- You **may** serve as a room supervisor or proctor, provided that the examinee is not assigned to a test in a room where you are working. You must not have access to the examinee's answer document or test materials.

- Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship. Scores for an examinee will be cancelled if any of these policies are violated.

The ACT WorkKeys Test Coordinator

The ACT WorkKeys test coordinator ensures that examinees testing at your site test under the same conditions as examinees at every other site. The test coordinator can serve at only one school.

In addition to the test coordinator role, there are several other key roles to consider when testing ACT WorkKeys:

- The ACT WorkKeys Back-up Test Coordinator

- The ACT WorkKeys Test Accommodations Coordinator

- The ACT WorkKeys Room Supervisor

- The ACT WorkKeys Proctor

- The ACT WorkKeys Roving Proctor

- ACT WorkKeys Rotating Proctors

Please refer to the ACT WorkKeys Test Administration Manual (http://www.act.org/content/dam/act/unsecured/documents/WKStateManual.pdf) pages 6–9 for detailed information on each of these roles.

Coming up next week: ACT WorkKeys Test security requirements. Have a great week!

If you have any questions about the ACT WorkKeys assessment, please call 800-553-6244, ext. 2800 (enter code 23), Monday through Friday from 9:30 AM – 6:00 PM Eastern Time.

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Important Dates

March 2016

SAT

- **Now – March 30, 2016:** SAT Supervisor Test Day Online Training

WIDA

- **Now – March 25, 2016:** Summative assessment testing window for WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs.

WIDA

- **March 18, 2016:** Deadline for WIDA Additional Material Orders in the WIDA Assessment Management System (AMS).

SAT, PSAT 10, PSAT 8/9

- **Week of March 14, 2016:** PSAT 8/9 and PSAT 10 Test Day Training Webinar
- **March 23, 2016:** Test Material arrivals

M-STEP/MI-Access

- **March 24 – 29, 2016:** M-STEP and MI-Access materials delivered to schools and districts (no weekend deliveries).

M-STEP

- **March 30, 7:00 AM – April 26, 12:00 noon:** Grades 5, 8, and 11 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

WorkKeys

- **March 31, 7:00 AM – April 8 at 12:00 noon:** Additional standard test booklets will be available to order from the Additional Material Order page of the Secure Site.
- **March 31, 7:00 AM – April 20 at 12:00 noon:** Accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

April 2016

WorkKeys

- **April 13, 7:00 AM – April 14 at 5:00 PM:** Makeup standard test booklets can be ordered from the Additional Material Order page of the Secure Site.

MI-Access FI, P, and SI

- **April 1, 7:00 PM – May 25 at 12:00 noon:** Standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

M-STEP

- **April 13 7:00 AM – May 10, 12:00 noon:** Grades 3 and 6 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.
- **April 27, 7:00 AM – May 24, 12:00 noon:** Grades 4 and 7 standard and accommodated materials can be ordered from the Additional Material Order page of the Secure Site.

SAT, PSAT 10, PSAT 8/9

- **April 14, 2016, 11:59 PM:** Deadline to order additional materials.

► Access previous Spotlight editions (http://www.michigan.gov/mde/0,4615,7-140-22709_70117-280911--,00.html)

Have Other Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.