Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

March 31, 2016

State Superintendent's Letter to Parents

As the testing season approaches, schools and teachers will start to get questions regarding the upcoming Spring 2016 M-STEP. State Superintendent Brian Whiston has written an M-STEP 2016 Parent Letter for you to distribute to parents prior to or during student testing. This letter can assist in answering questions that parents may have —including requests to allow their children to "opt out" of testing. It also contains information on last week's Michigan House of Representatives action. The letter, as well as the resources listed below (which are also available to help in communicating with parents), are located on the M-STEP web page (www.mi.gov/mstep).

- **Spring 2016 Guide to State Assessments**

- **What it is, What it Means – And What it Offers:** An M-STEP parent guide and companion powerpoint program.

Spring 2016 MI-Access: Critical Administration Information

For those administering the MI-Access Functional Independence (FI), Supported Independence (SI), or Participation (P) assessments this spring, please read the following important reminders regarding preparation and administration.

> **MI–Access Coordinators: Please share this with your assessment administrators!**

Key:
- supports and accommodations information
- Reminder
- information Tech Coordinators also need to know

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Spotlight on Student Assessment and Accountability

MI-Access Functional Independence

- Review training materials and the test administration manual before the testing window.

- **MI-Access FI online:**

  - Each content area has two (2) parts. Each part has its own test ticket in eDIRECT. Be sure your students take both part 1 and part 2 of each content area. **Please note: Students taking both parts of the ELA Accessing Print online sections must also complete the ELA Expressing Ideas constructed response section in order to have a completed ELA test. Expressing Ideas is administered in paper format only to all students (see MI-Access FI ELA below).**

  - Text-to-speech and the word-to-word follow along is defaulted as "on" for all students. Students (and assessment administrators) may control the volume and speed of the text-to-speech, as well as toggle the follow along on or off using the "options" button.

  - If you have not already done so, have students practice the online testing experience using the Online Tools Training (OTT) accessed through INSIGHT. If INSIGHT is not installed, the OTT can be accessed on the Online Training Portal (https://wbte.drcedirect.com/MI/portals/mi/ott2). You **must** access the portal version using a Chrome browser.

- **MI-Access FI ELA:**

  - FI ELA (online and paper/pencil) includes two constructed response items that are in **paper format only for ALL students in ALL grades**, including those taking all other content areas online. The ELA constructed response items are found in the **FI ELA: Expressing Ideas** booklets. Be sure your students take **BOTH** the Accessing Print and Expressing Ideas parts of the overall ELA assessment.

MI-Access Supported Independence (SI) and Participation (P)

- Be sure to review training materials and the test administration manual before the testing window.

- If you have never administered these levels of MI-Access before, it is strongly recommended that you review the following training module (http://video1.resa.net/mde/PSI/module1.htm). **NOTE:** We have shifted from the extended content standards in ELA and mathematics to Essential Elements, however the remainder of the training session is still applicable, including training on the rubric and examples of the assessment being given.

- Use the scoring documents to keep track of your scoring of each student's assessment observations. When you are finished, the Primary Assessment Administrator will enter both the Primary Assessment Administrator and Shadow Assessment Administrator scores in the **online answer portal**, using the test tickets provided in eDIRECT. See further instructions posted in eDIRECT (https://mi.drcedirect.com) and the MI-Access web page (www.michigan.gov/mi-access).

- All scores must be entered online **by the end of the day on May 27, 2016**.

Spotlight on Student Assessment and Accountability

NEW M-STEP and MI-Access Training Videos

MDE will be posting new training videos on the M-STEP (www.michigan.gov/mstep) and MI-Access web pages (www.michigan.gov/mi-access) under **What's New** within the next few days.

M-STEP

- **ELA M-STEP Overview** – This video will be helpful for ELA teachers and test administrators as they prepare their students to take the Spring 2016 English language arts (ELA) M-STEP, both online and paper/pencil. The video includes topics such as new and improved features of the 2016 ELA M-STEP, information on claims and targets assessed, and a discussion of the various item types and their functionality that will be presented to students in the online test this year.

MI-Access

- **MI-Access Test Overview** – This video will be helpful for new MI-Access test coordinators and student support teams in preparing students to take the MI-Access Spring 2016. Of particular note are the sections on the new 2016 Functional Independence online test and some of the featured components that students will be encountering for the first time this year, as well as a discussion of the Essential Elements with Michigan Range of Complexity for English language arts and mathematics.

In addition, DRC has made the following training resources available through the public eDIRECT (https://mi.drcedirect.com) site:

M-STEP Mathematics

- **How to Create and Edit Equations** – This year, the online Equation Builder has been replaced by the Keypad Input, or Equation Keypad tool. The Equation Keypad Tool will appear in some online mathematics test questions on the computer adaptive test and Performance Task portions of the M-STEP. The online testing video tutorial (http://assets.drcedirect.com/States/MI/Tutorials/Student/20160317/MStep/index.html#) explains the functionality of the Keypad Input tool and will be useful to teachers for preparing students to take the Spring 2016 M-STEP mathematics assessments.

- **MI-Access Online Answer Document** – This video describes the process that Primary and Shadow Assessment Administrators will follow as they access, complete, and submit their Participation and Supported Independence students' online answer documents. The video is located on the Documents page of the public eDIRECT (https://mi.drcedirect.com) site.

Michigan Online Assessment Student Tutorials

Please share this with your classroom teachers!

Did you know that there is a great training resource produced just for students this year on the DRC eDIRECT website? The Michigan Online Assessment Student Tutorials (http://assets.drcedirect.com/States/MI/Tutorials/Student/20160317/MStep/index.html) is a series of training videos developed especially for Michigan students to prepare them to take the Spring 2016 M-STEP, MI-Access, and Early Literacy and Numeracy assessments for grades K, 1, and 2 .

The tutorials cover test overview, test sign-in, as well as pausing, exiting, and ending procedures, basic tools and navigation, and content-specific tools such as the

protractor, basic and scientific calculators, writing tools, Periodic Table of Elements, and Keypad Input, which is new this year for the mathematics computer adaptive test and Performance Tasks. The Keypad Input, or Equation Keypad, has replaced last year's Equation Builder in this year's M-STEP, and is an easier-to-use tool for creating math expressions, equations, and inequalities. Use these helpful tutorials in the classroom to familiarize your students with the tools and functionality of the Spring 2016 assessments.

❖ ELA and Mathematics Grade 2 Text-to-Speech (TTS) Sample Item Sets

The ELA and mathematics grade 2 text-to-speech sample item sets are now available. These sample item sets are designed to encompass different item types, such as multiple-choice 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.

Text-to-speech support may be needed by students who are struggling readers and need assistance to access the assessment by having the questions and answer options read aloud. Please note that the reading passages are not read aloud to students even if TTS is enabled. Reading aloud the reading passages to students at this grade level would be considered a non-standard accommodation.

TTS support may also be needed by a variety of other students, including students with reading-related disabilities, or students with low vision. This support will likely impede the performance of students who do not regularly have the support during

instruction. Students who use text-to-speech will need headphones unless tested individually in a separate setting.

The ELA and mathematics grade 2 TTS sample item sets can be accessed through INSIGHT or on the Online Training portal (https://wbte.drcedirect.com/MI/portals/mi/ott3), which **must** be accessed using a Chrome browser. Select **ELA,** then **ELA Grade 2 Designated Support TTS;** or select **Math,** and then **Math Grade 2 Designated Support TTS**.

M-STEP Mathematics New and Improved Equation Builder

Please share this with your classroom teachers!

The Equation Builder used last year in the Spring 2015 online administration of the M-STEP mathematics test has been replaced with a **new and improved Keypad Input**, also referred to as the **Equation Keypad**.

- The Keypad Input allows for the entry of numbers, expressions, equations, etc., but does not perform any actual computations. Students can also enter numbers using their keyboard, but alpha characters cannot be entered.

- The Keypad Input buttons will vary according to required components of an item. Any necessary variable(s) will be included on the Keypad.

- Computations are to be performed using the online calculator associated with items that are calculator-permitted.

- Some items will have both the Keypad Input and a calculator. Other items will have either the Keypad Input or the calculator. Some items will have neither.

For a helpful video tutorial that you can use in the classroom to familiarize your students with the Keypad Input, please see the DRC Online Assessment Student Tutorials (http://assets.drcedirect.com/States/MI/Tutorials/Student/20160317/MStep/index.html) and click on the video link **How to Create and Edit Equations**.

New Way to Access Interactive Reports, Now Called Dynamic Score Reports

The Interactive Reports for M-STEP and MI-Access are now called Dynamic Score Reports on the Secure Site. Same reports, new name, and also a new way to access them from the Secure Site.

Once logged on to the Secure Site, select Dynamic Score Reports from the Reports menu. Select the Test Cycle, ISD, District and School from the drop-down menus. If you have district access, the selection of a district and school are not required. After searching, the Search Results will list the school selected, or the schools for the district if you are a district level user

and a school was not selected. If you have access to multiple districts within the ISD searched and no specific district was selected, all buildings within districts that you have access to will be listed.

To access the Dynamic Score Reports, click on the check box in the first column to the far left and click on the Open Report button at the bottom right to the open the available Dynamic Score Reports. Note on the Search Results screen, there is additional information such as if data is available for the school. If data is not available, the checkbox will be disabled.

If you forget and go to the Student Test Scores from the Reports menu, don't worry, once you select the test cycle from the drop-down, if it is a test cycle that has Dynamic Score Reports available, a Dynamic Score Reports (formerly known as Integrative Reports) link will appear to the right of the Report Type drop down box. Click on this link and it will take you to the Dynamic Score Reports page as described above.

Reminders

M-STEP and MI-Access Supports and Accommodations Webinar Recordings & Resources

All M-STEP and MI-Access Supports and Accommodations resources, including recordings from webinars held earlier this year, can be found under each assessment page's **Student Supports and Accommodations** section:

M-STEP (www.michigan.gov/mstep)

MI-Access (www.michigan.gov/mi-access)

MME (www.michigan.gov/mme)

If you have questions once these materials have been reviewed, please send an e-mail to baa@michigan.gov or call 1-877-560-8378 and select the appropriate assessment option.

EL Test Exceptions from State Assessments

The Michigan Department of Education is able to provide certain exceptions to the state assessment policy for first year English learner (EL) students. Students who are identified as Limited English Proficient (LEP) in the Michigan Student Data System (MSDS) and have been enrolled in **U.S. schools for 12 months or less** at the time of taking a state assessment, may be eligible to receive a one-time exception from having to take the English language arts portion of state assessments. A document outlining the availability of this exception will be available under the **Student Supports and Accommodations** section of each state assessment web page.

Please note a change in directions for PSAT 8/9, PSAT 10, and SAT Exceptions:

Exceptions for an eligible EL student may be requested for the ELA content area through a two-part process outlined here:

Step 1: Request "math only" materials for eligible students through The College Board's SSD Online System. The SSD Online will handle "math only" requests for first year EL students as an accommodation. The Services for Students with Disabilities (SSD) Coordinator should submit a state-allowed accommodation request in the College Board SSD Online system. When submitting, choose **Other Accommodation** then choose **Accommodated seating, special lighting or furniture** from the drop-down. The accommodation will be automatically approved and students will test with a lime test book. This will ensure the eligible EL exception students are tested with materials that will still yield their required valid math score. The request must occur **BEFORE April 3, 2016** so that the material is received before testing occurs on April 12, 2016. College Board will provide an **EL Math Only script** for test directions that will be available for download on the Michigan website (www.collegeboard.org/michigan)by April 4, 2016.

Step 2: AFTER the SAT test administration window, during the Verification of Not Tested window in the Secure Site, schools will

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need to provide a Not Tested reason for the students for whom an exception request was submitted in the SSD Online System.

- Students who received a state-allowed accommodation exempting them from the ELA portions will not receive a scholarship opportunity associated with PSAT 8/9 or PSAT 10 or a college-reportable SAT score.

For questions pertaining to the SSD system, please call College Board at 1-855-539-1595.

🖥 Downloading Online Test Content

Test content for M-STEP, MI-Access, and the K-2 field test is downloaded to your Testing Site Manager (TSM). This is your local cached copy, saving you bandwidth during testing. That content is saved securely until the testing window opens, and then it is sent to students' testing computers when they log in.

Testing content is being checked in the delivery system and will soon be ready for download. This will happen progressively as tests receive final approval. If a computer with an installed TSM is powered on, it is normal for the TSM to periodically check for updates and download them. If you check your TSM, you will see "Out of Date" when new content is available to download and "Up to Date" once the download completes. You probably have your TSM computers on and online so students can use the practice tests in INSIGHT. If not, the updates are cumulative, so the computers will receive all the updates whenever you can download. There is no need to repeatedly or manually download as content becomes available.

As April 11, 2016 approaches, you will want to make sure your content is up-to-date. If any TSM computers are not regularly on and online, it is advisable to bring them online and give them a chance to download

the content. Ideally, all TSMs will show "Up to Date" before you leave on Friday, April 8, 2016. (Adjust as appropriate for your school's spring break.) You may want to leave TSM computers on for the weekend to make sure all updates are ready on the first day of testing. There may also be updates as testing starts for other grades, so you would repeat this for Monday, April 25 and May 9, 2016.

Please plan to check your TSMs before testing each day. Students cannot test without up-to-date content. If the latest content has not been downloaded on Monday morning, you may experience delays as you download it.

Pages 143–145 of the Technology User Guide discuss content caching. The Technology User Guide is available on eDIRECT (https://mi.drcedirect.com/) under **Documents**.

📌 FAME Project Accepting New Coach Applications – Deadline is May 6, 2016

The Formative Assessment for Michigan Educators (FAME) project is entering its ninth year and is seeking interested educators who would like to lead a local learning team of teachers to explore, implement, and reflect on formative assessment practices in their classrooms. FAME coaches are not expected to be the local expert on the formative assessment process, rather FAME coaches are learners along with their learning team. More information on the FAME project and access to the online 2016–17 New FAME Coach application is available on the DAS Formative Assessment Process web page (www.michigan.gov/formativeassessment) under **What's New**. The deadline to apply is **Friday, May 6, 2016**. If you have any questions, please contact Kimberly Young, MDE/DAS at youngk1@michigan.gov or 517-373-0988.

Spotlight

SAT Corner

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

SAT Training - Complete the Required Supervisor Training Now

The deadline to complete the SAT training was March 30, 2016. However, training will remain open to allow those of you who missed the deadline to complete it. To access the training, click the link at the bottom of the email that was sent to all SAT Test Coordinators in EEM on February 19, 2016. **Please note**: It may take up to 24 hours for your training to appear in the **My Learning** section of the LMS after you follow the email link to register for the training. Test Center Supervisors will need to provide access to the training to both Associate Supervisors and SSD Coordinators. This can be done within the course, or by forwarding the email with the link to the training. **This training is required for all SAT School Day supervisors and SSD Coordinators.** If you receive an error when clicking the link, try copying the link text and then pasting it directly into a different browser. If you can't locate the email or your LMS link, please contact Customer Support by calling 866-260-5211. We will be reaching out this week to remind Test Center Supervisors to begin the training.

PSAT 8/9 and PSAT 10 Training – Watch the Webinar

If you missed the PSAT Test Supervisor training webinar, you may view the training session on our Michigan website (www.collegeboard.org/michigan) website. Find the recording in the **Professional Development** section under **Offering the Tests**.

Room Planning and Testing with Accommodations Webinar

Need more help with planning room assignments and understanding how to administer in accommodated testing rooms? If you're a test center supervisor, the webinar will provide additional guidance for developing your roster and planning for students testing in roster nonstandard testing rooms. If you're a SSD Coordinator, the webinar will provide more information on planning the test day for students who appear on the NAR.

To register for the April 5, 2016 session at 2–4 PM, click here, or go to: https://collegeboardtraining. webex.com/collegeboardtraining/ and look in the **Other Events** section for the webinar entitled **Developing Your Roster, Planning Rooms, and Administering Tests in Nonstandard Testing Rooms**.

Shipping Updates

Test Materials

Schools should have received ALL standard, non-accommodated, test materials including answer sheets. All tracking information has been loaded in Secure Site. This should represent all the testing materials you will need for students testing in the standard testing rooms. If you did not receive enough materials for standard testing, please contact College Board at 800-257-5123.

For accommodated materials, shipments are still in process. Accommodation requests submitted by the deadline have been completed and we are in the process of shipping materials based on those approvals. In addition, College Board will

be sending materials for pending accommodation requests so that schools have materials for late requests that receive approvals closer to test date. College Board is shipping accommodated materials based on each school's spring break dates. For schools out the week of April 4th, you should expect shipments to arrive this week. For all other schools, shipments will arrive the week of April 4, 2016 with all deliveries by April 11, 2016. College Board will notify schools directly if there are any delays or changes to the shipping schedule.

Pre-ID Labels

As of this week, all schools should have received their Pre-ID labels. Schools received one set of Pre-ID labels for PSAT 8/9 and PSAT 10 and two sets for SAT. One set of labels should be used to pre-label student answer sheets per the instructions in the Michigan Supplement Manual.

For SAT, the second set of labels is for the Student Data Questionnaire (SDQ). The label should be placed in the upper right-hand corner in a position so that it doesn't cover up any bubble boxes.

Student Data Questionnaires

As of last week, most schools received their Student Data Questionnaires (SDQ). There are some schools that will be receiving SDQ's this week or next week depending upon their school break. Any schools encountering the delay received a notification from College Board. Once received, schools should apply a Pre-ID label in the upper right-hand corner in a position so that it doesn't cover up any bubble boxes. When completing the SDQ with students, we recommend using pen; however a number 2 pencil is also acceptable.

Contacting College Board

Are you unsure of who to contact regarding your College Board question? If so, use the following chart to assist.

Program	Type of inquiry	Contact Information
All	Questions about accommodations, materials	MI SSD Helpline: 855-539-1595 Email: ssd@info.collegeboard.org
SAT	General information, help with student accounts, and processes	MI Educator Hotline: 866-870-3127, option 1 Email: michiganadministratorsupport@collegeboard.org
SAT	Material Shipment Issues, request additional materials	MI Test Administration Services: 800-257-5123 Email: tas@ets.org
PSAT 10	General information and material shipments	PSAT Customer Support: 888-477-PSAT, ext: 7728, Email: psat10@info.collegeboard.org
PSAT 8/9	General information and material shipments	PSAT Customer Support: 888-477-PSAT, ext: 7728, Email: psat@info.collegeboard.org

Upcoming Topic – Score Sends

Students will use their College Board online student account to identify the colleges, universities, and scholarship programs they wish to electronically send their SAT scores. More information will be provided in Spotlight in the coming weeks to help with this process.

Key Dates for the SAT 10 and PSAT 8/9 are listed in the Important Dates Section.

Visit the Michigan website (www.collegeboard.org/michigan) for access to the latest webinars and additional administration information.

Spotlight

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

ACT WorkKeys Test Day Activities-Administering the Test

Today's article focuses on the administration of the ACT WorkKeys assessment scheduled for Wednesday, April 13, 2016. Please be sure to reference the **ACT WorkKeys Administration Manual** for detailed information and instructions. The manual is located on the [Michigan/ACT website](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) (http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html).

Test Room Starting Time

Verbal instructions may begin as soon as all examinees have been identified and seated. It is recommended that the verbal instructions start no later than 9:00 AM in all rooms.

Absolutely no one may be admitted to the test room after test booklets have been distributed. If this policy is violated, the answer documents for the examinees admitted late will not be scored.

General Announcements to Examinees

Before testing begins, you may wish to make announcements regarding:

- **Calculators**: If desired, read a current list of prohibited calculators. To find the list click [here](http://www.act.org/content/act/en/products-and-services/the-act/help.html#testday2) (http://www.act.org/content/act/en/products-and-services/the-act/help.html#testday2), scroll down to the **Test Day** section and select **Can I Use a Calculator?**

- **Electronic devices**: Other than permitted calculators, examinees are not allowed to have or use any electronic devices in the test room or during the break.

- **Hats**: Some hats may obstruct your view of examinees' eyes. Because not all hats may hinder your ability to monitor the examinees, the announcement to remove hats is left to your discretion.

- **Institutional requirements**: You may dismiss an examinee who purposefully disregards a posted regulation of your site or school policy and mark the answer document VOID. Some schools, for example, do not allow smoking on school grounds. Explain to the examinee the reason for the dismissal and document in full on the Irregularity Report.

- **Nervous noise**: Some examinees relieve tension through talk and movement before and after tests. Because they must maintain complete silence during testing, allow this normal behavior, but remind them to be considerate of other rooms who may still be testing while your room is taking a break.

- **Restrooms**: Describe the location of restrooms and drinking fountains available during the break.

Checking Calculators During Applied Mathematics

You must check for prohibited calculators during the **Applied Mathematics** test (test 2). Check periodically to make sure examinees did not switch calculators after the first check. If you discover an examinee using a prohibited calculator, follow the procedures in "Dismissal for Prohibited Behavior" (page 31 of the **ACT WorkKeys Administration**

Manual) to dismiss the examinee and void the answer document. Document this dismissal on the Irregularity Report.

Formula Sheet

A formula sheet that includes all formulas required for the Applied Mathematics test is provided in the **Applied Mathematics** test booklets. **These sheets should be collected at the end of the test with the test booklets.**

Test Monitoring Responsibilities

All testing staff, room supervisors, and proctors are to **remain attentive** to their testing responsibilities throughout the entire administration. Examinees must feel that the staff are doing all they can to provide an irregularity-free administration. To protect the validity of individual test scores and maintain the security of the test materials, the following must be observed:

- Walk around the room during testing to be sure examinees are working on the correct test and to discourage and detect prohibited behaviors.
- During the test, do not read, correct papers, or engage in any tasks not related to the administration of the test.
- Do not engage in conversation during testing or allow unauthorized personnel in the test room.
- Do not leave a test room unattended at any time.
- Complete detailed documentation of any irregularities of which you are aware.

Break after Test 2

ACT **requires** that you allow a break of 15 minutes at the end of Applied Mathematics (test 2) to allow examinees to relax or go to the restroom. The break timing starts when you call stop on **Applied Mathematics** and ends when you begin reading the verbal instructions for Locating Information, no more than 15 minutes later. The following policies and guidelines apply:

Timing and Sequence:

You must begin timing the break **immediately** upon calling stop on **Applied Mathematics**. The break is timed as the entire time between the end of the **Applied Mathematics** test (test 2) and the start of the Locating Information test (test 3), not just the time examinees are out of the room. You **must** begin the verbal instructions for **Locating Information** no later than 15 minutes after the break starts.

Examinees Who Leave During a Test and Return

Examinees may go to the restroom during testing, but it is best not to announce it. Collect test booklets and answer documents from examinees who go to the restroom. Return test materials to examinees when they are readmitted. Be sure the same examinee returns after leaving. If you have doubts, recheck the identification.

Examinees who leave the test room during a timed test or return after timing has begun may not make up lost time. The absence need not be recorded on the Irregularity Report. If two or more examinees are permitted to leave at the same time, or if other rooms have been dismissed, the examinees must be accompanied by a proctor. If no proctor is available, only one examinee may leave the room at a time. **Do not leave a test room unsupervised at any time.**

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The **ACT WorkKeys Administration Manual** contains all the detailed information your schools ACT WorkKeys test coordinator and testing staff will need to successfully administer the ACT WorkKeys assessment. Please refer to the **ACT WorkKeys Administration Manual** for details on calculators, formula sheets, test monitoring, the sequence of the ACT WorkKeys tests, timing of the tests, and much more. The manual is located on the [Michigan/ACT website](http://www.act.org/content/act/en/products-and-services/state-and-district-solutions/michigan.html) (http://www.act.org/) content/act/en/products-and-services/state-and-district-solutions/michigan.html) under the heading **ACT WorkKeys: Michigan – Manuals and Supplements**.

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

Important Dates

March 2016

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.

WorkKeys (cont'd)

- **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

WIDA

- **April 1,2016:** Deadline to ship **ALL** WIDA ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs materials.

MI-Access FI, P, and SI

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

- **April 11, 2016:** Testing begins for grades 5, 8, and 11, and MI-Access all grades. Please refer to the [Spring 2016 Testing Schedule](http://www.michigan.gov/documents/mde/S16_Testing_Schedule_498529_7.pdf) (http://www.michigan.gov/documents/mde/S16_Testing_Schedule_498529_7.pdf).

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.

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Important Dates

April 2016 (continued)

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 makeup materials.

Recently Asked Questions

I unassigned a student from the M-STEP or MI-Access testing and they are still in eDIRECT, how do I remove them?

Unassigning students in the Secure Site does not remove them from eDIRECT. You can remove a student from a test session in eDIRECT but you cannot remove the student from eDIRECT.

Why isn't the student data we submitted in the Spring MSDS General Collection being updated on the Secure Site?

Data that was submitted in the spring MSDS general collection will not be available for DAS to pull until after CEPI runs their closeout process for the spring MSDS general collection, which will be April 11, 2016. Keep in mind that even though we are updating daily from SRMs submitted in MSDS, SRMS with an "as of date" after March 25, 2016 will not be updated on the Secure until May 2, 2016 and then will be updated daily through the final pull of student data for assessment and accountability reporting for M-STEP, MI-Access and SAT on June 10, 2016, as stated in the March 24 Spotlight (www.michigan.gov/mde-spotlight).

How do I change a grade for a student in the Secure Site?

A grade level cannot be changed on the current test cycle record on the Secure Site. You will need to unassign the incorrect grade level record from the test cycle and then add the test cycle again with the correct grade.

- If taking the assessment online, the new test cycle record with the correct grade level will be copied into the online management system early morning the following day.

- If taking the paper/pencil assessment, a new barcode label will need to be printed to be placed on the answer document.

► Access previous Spotlight editions (www.michigan.gov/mde-spotlight)