

# Spotlight



## on Student Assessment and Accountability

### March 8, 2018

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### ISD Justification Forms Are Due



The [1% Cap on Participation in State Alternate Assessment ISD Summary Forms](#) (in the alternate assessment from 2017 data) with corresponding LEA justification forms are due **Friday, March 9, 2018**. The summary forms are located on the [MI-Access web page](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) under **What's New**.

If you have already submitted your data, thank you! You may have been contacted to resubmit some forms that had the incorrect designation (indicating an LEA did not exceed the cap when the data shows otherwise), or were requested to submit LEA forms that were missing. Please be sure to submit those as soon as you are able to do so.

For instructions on how to submit the forms electronically or by mail, see the [February 15, 2018 Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

### eDIRECT Available Friday, March 9, 2018 for Online Test Administration Tasks

eDIRECT will be available for online administrative tasks beginning **Friday, March 9, 2018**. All schools administering the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments in Spring 2018 will need access to eDIRECT. eDIRECT is the application that schools use to manage student test sessions, assign student supports and accommodations, print test tickets, and monitor online testing.

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**Key:**  Reminder (previously run article)

 includes supports and accommodations information

 includes information Tech Coordinators also need to know

If you need to request access to eDIRECT, directions can be found in the [How do I get Access to eDIRECT?](#) document on the [Secure Site Training web page](#) ([www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining)) under the **Security** section.

For more information about gaining access to eDIRECT, go to the eDIRECT Access for Spring 2018 article on page 2 in the [February 22, 2018 issue of the Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

For information on how to complete tasks within eDIRECT, go to the [eDIRECT web page](#) (<https://mi.drctdirect.com>) and select **All Applications** → **General Information** → **Documents**, and then select **Mini-Modules** under **Document Type** to view detailed instructions.

## WIDA ACCESS for ELLs 2.0 Student Completion Check

The testing window for WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for Michigan will end on **Friday, March 23, 2018**. **Districts and schools should ensure that all students scheduled to test have done so by this date.**

To help monitor completion of students testing online, the following report in WIDA AMS can be generated:

1. Log in to [WIDA AMS](#) ([www.wida-ams.us](http://www.wida-ams.us))
2. Click on **Report Delivery > Status Reports**
3. Select the Administration and District (select the School, if applicable)
4. Click on the **Daily Cumulative Student Status Report**

This report is an Excel document that allows a district or school to sort by Testing Status and isolate the

students who are Completed, In Progress, or Not Started by each domain. This report is in real time.

This report can be compared to your school roster to ensure that all students have completed their online tests. Tests that have a status of **In Progress** or **Completed** at the close of the testing window will be included in final scoring and reporting. Tests that have a status of **Not Started** will not be included; however, these could represent students who were initially set up in test sessions and are no longer enrolled or completed the paper version of WIDA ACCESS for ELLs 2.0.

For questions about how to access this report, please contact **DRC Customer Support** with any questions at [WIDA@DataRecognitionCorp.com](mailto:WIDA@DataRecognitionCorp.com) or 1-877-560-8378, Option 5.

## MI-Access Test Administration Manuals

The MI-Access Test Administration Manuals (TAMs) are now available on the [MI-Access web page](#) ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access)) under the **Current Assessment Administration** section. The manuals provide administration information for District Coordinators, Building Coordinators, and Assessment Administrators who are responsible for MI-Access administrations.

The TAMs have several changes this year –

- There is one TAM for Functional Independence, which provides details for both online and paper/pencil test administrations.
- There is a separate TAM that covers both Supported Independence and Participation assessments. This TAM covers the unique features of the P/SI administrations and the process of entering scores into the online Answer Document.

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- Each TAM is divided into sections based on role: District Coordinator, Building Coordinator, and Assessment Administrator.

All staff involved in the MI-Access administration should read and know the policies, procedures, and guidelines documented in the TAMs to ensure a valid, equitable, and trouble-free administration. Please note that the TAMs are only available online.

## M-STEP Test Administration Directions

The Spring 2018 M-STEP Test Administration Directions are now available on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **Current Assessment Administration** section. The link [Test Directions, Spring 2018](#) will open the Test Directions page, which includes both paper/pencil and online Test Directions. All test administration directions are grade-specific. As a reminder, use of the M-STEP Test Administration Manual and the Test Directions are required for a successful, standardized administration of the statewide assessment. Test Directions **must** be followed and read verbatim.

## M-STEP Text-to-Speech Read-Aloud Decision Guidelines

The Office of Educational Assessment and Accountability (OEAA) has created a checklist to help determine which students (both students with and without disabilities) may need text-to-speech (TTS) or the read-aloud Designated Support or Accommodation for the M-STEP assessments. Educators can keep this checklist up to date in a student's permanent record file so it can be used to assist in making the best possible assessment decisions from year to year.

The intent of the checklist is not that all boxes must be checked to utilize the support, however a

preponderance of evidence should exist rather than a few marks in boxes for the student to be provided this level of support. The [Text-to-Speech and Read-Aloud Decision Guidelines for M-STEP checklist](#) as well as the [Supports and Accommodations Table](#) are located on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **Student Supports and Accommodations** section.

## DRC District and Building Coordinator Training Webinars

District and Building Coordinator Training Webinars for the online administration of the Spring 2018 assessments—M-STEP, MI-Access, and Early Literacy and Mathematics—were held this week. If you were not able to attend any or all of these trainings, you can still access the recordings on DRC's [eDIRECT web page](https://mi.drccedirect.com) (https://mi.drccedirect.com). Go to **All Applications** → **General Information** → Documents and select **Training Presentations & FAQs** under **Document Type**.



## FAME Project Accepting New Coach Applications through May 4, 2018

The Formative Assessment for Michigan Educators (FAME) project is entering its eleventh 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.

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# Spotlight on Student Assessment and Accountability

More information on the FAME project and access to the online [2018-19 New FAME Coach application](#) is available on the [MDE Formative Assessment Process page](#) ([www.michigan.gov/formativeassessment](http://www.michigan.gov/formativeassessment)) under **What's New**. The deadline to apply is **Friday, May 4, 2018**. If you have any questions, contact Kimberly Young, MDE/OEAA at [youngk1@michigan.gov](mailto:youngk1@michigan.gov) or 517-373-0988.

## Online Testing Top Tips

With one month until testing, let's quickly review last year's most common problems and solutions.

### **First, things you can fix in advance – for Technology Coordinators:**

- Technology Coordinators should keep test content up to date on your Testing Site Manager (TSM) or Central Office Services (COS). If updating fails repeatedly, check and update the time on your server. Server time should be within 30 seconds of [time.gov](http://time.gov). If the TSM/COS is always online, updates will happen automatically, but you may need to push the button the morning of testing if servers will be down for spring break.
  - When updating test content on your TSM or COS, you probably want all the boxes checked for audio and video. Students with audio accommodations will need that downloaded, or they will see a "TSM Connection Error."
  - Chromebooks should have their keyboards set to the standard "US keyboard." This is available under Settings – Keyboard Settings. Quotation marks and apostrophes do not work under the "US international keyboard." (If this is a problem after testing starts, you can change the keyboard by clicking outside the text box and pressing CTRL-SHIFT-SPACE BAR.)
- DRC recommends turning off operating system updates during testing. You would not want a forced restart mid-M-STEP.

### **Reminders for during testing – for District and Building Coordinators (and Technology Coordinators):**

- Restarting a computer fixes most problems.
- If a student is having trouble logging into a test, click "Back" or restart INSIGHT and make sure to click the correct test login. Students occasionally click the Online Tools Training or the wrong test. Watch for yellow text indicating which test they are trying to log into. Students also mistype their usernames and passwords, so give that another try or type it for them.
- If a student is having trouble with apostrophes or quotation marks on a Chromebook, make sure their keyboard is set to the standard "US keyboard" ("INTL" in the lower-right corner is bad). If this was not done before opening INSIGHT, they can click outside of the writing input area and select CTRL-SHIFT-SPACE BAR to change the keyboard.
- If a question has a grayed-out "Next" button, the student probably has an invalid answer – for example, an incomplete two-part question or a "select two" with one or three selected.
- If a student has a math question with a pyramid in the answer box, the student was holding down the fraction button. That "pyramid" is a fraction in a fraction . . . . Just delete the answer and start over without holding down the fraction button.

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- If you receive a plugin error when starting INSIGHT, please restart INSIGHT and/or the computer. The error usually goes away with a retry or two, and you are set once you log in.
- If a student is missing audio buttons for their accommodations, or has audio buttons for accommodations they should not have, there is likely a mistake in the accommodations set in eDIRECT. Pause and exit the test, change the accommodations in eDIRECT, and have the student log back in.
- If you receive a “TSM Connection Error” with an error message of “Failed to load content” mentioning TTS, MP3, or anything else audio-related, the problem is probably that the audio portion of the test was not downloaded on the Testing Site Manager (TSM). Your Technology Coordinator can check those boxes and download the audio content.
- If a student receives a message about “unsent responses” at login, probably after a pause or disconnect, the problem is that answers are being saved on the TSM due to a dropped connection. The software pushes those automatically every 15 minutes once the connection is restored, or your Technology Coordinator can push them manually.
- Please write down the error message on the screen before calling your local tech support or DRC. That will be one of the first questions they ask.
- If a student is having repeated issues with technology, pause and exit. You can seek help and then resume testing. If the test is already completed and submitted before you report the problem, the test is already completed and submitted.



## Interested in Serving on Science Assessment Committees?

The Office of Educational Assessment and Accountability (OEAA) is looking for science educators interested in being a part of the state assessment development process. Participation on the committees includes thorough training in content and instruction in using the Michigan Item Bank System (online repository for clusters, items, stimuli, and contexts).

For more information, see the article in the [March 1 Spotlight](#). Or you can apply through the [Assessment Committee Participation Application](#) located on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **Professional Development**.



## New Annotated Sample Items Book for M-STEP Science

The [Spring 2018 M-STEP Science Annotated Sample Item Set](#) is available on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **What's New** and **Content Specific Information**.

The M-STEP Science Assessment Annotated Sample Item Set offers details about the item clusters, student response types, correct responses, and related scoring considerations for the included sample item set. For more information, see the article on page 3 of the [February 22, 2018 Spotlight edition](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

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## SAT Corner

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

### Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

### Shipments

Preadministration materials and secure testing materials will arrive the week of **March 19, 2018**. Requests to get materials early cannot be granted. All materials will be addressed to the test supervisor. Please note supervisors will receive numerous boxes and that standard and accommodated materials will likely come separately.

The College Board ships accommodated materials for all students in the pending and approved status in Michigan's contracted grade levels (11th and 12th for SAT). Therefore, you will likely receive extra materials for students you don't plan to test. You will also get materials for a student who has not yet been approved to use those materials, in the event that the approval occurs before test day. The Services for Students with Disabilities (SSD) coordinator must ensure that a student has been approved for accommodations before the accommodations are provided.

### Nonstandard Administration Report (NAR)

The NAR for SAT with Essay will be available the week of **March 12, 2018**. The SSD coordinator will receive an email that same week that provides instructions on how to access the NAR.

### English Learner Supports

Refer to the [March 1 edition of Spotlight](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for information on using English Learner Supports, including translated test directions and word-for-word glossaries. Schools will be required to print the necessary translations, which are available for [SAT with Essay](#), [PSAT 10](#), and [PSAT 8/9 for 9th grade](#).

### Upcoming Webinar

[Register for the Testing Tips webinar](#) ([www.tinyurl.com/MichiganTestingTips](http://www.tinyurl.com/MichiganTestingTips)) on **March 21, 2018 from 3:00–4:00PM**. This webinar will cover helpful hints for a successful preadministration session and test day. If you cannot attend the live webinar, register so you can receive the presentation and recording by email after its completion.

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## ACT WorkKeys: Preparing for the Test Administration

In last week's Spotlight article, we shared information about ACT WorkKeys testing staff requirements. This week's article will focus on receiving your initial ACT WorkKeys test materials, placing orders for additional test materials, test security and facilities requirements, plus answer document preparation. Unless otherwise noted, all of the information in this article can readily be found in the [ACT WorkKeys Administration Manual](#), located on the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) in the **Preparation** stage.

## ACT WorkKeys Test Administration Materials

Non-secure and initial secure materials are combined into one shipment for the Spring 2018 administration. These materials, as well as any accommodated materials, are being shipped from ACT for distribution to schools in either the week of **March 12** or **March 19, 2018**, as selected on the Manage Participation screen in PearsonAccess<sup>next</sup>. FedEx tracking information will be available on the Material Order Summary Report page found under the Assessment Registration menu and Material Orders on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)). The tracking information will be available beginning **March 12, 2018**.

The quantities of standard time ACT WorkKeys materials are based on your school's Pre-ID student counts pulled from the OEAA Secure

Site as of 5:00 PM on February 13, 2018, minus the accommodated counts entered on the Initial Material Order page.

To be sure your school has a sufficient supply of test materials for the April 11, 2018 test administration, check the materials as soon as you receive them using the guidelines found in the [ACT Test Coordinator Information Manual](#), located on the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) in the **Preparation** stage..

After checking in your test materials, if the number of examinees scheduled to test exceeds the number of test materials received, you will need to order additional ACT WorkKeys materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) ([www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)) beginning **Wednesday, March 21, 2018** through the following **Wednesday, March 28, 2018 at 5:00 PM ET**.

[Instructions for the Additional Material Order](#) function can be found on the [Secure Site Training web page](http://www.michigan.gov/secure-sites-training) ([www.michigan.gov/secure-sites-training](http://www.michigan.gov/secure-sites-training)) under **Material Ordering**.

## Authorized Access

Staff access to secure materials must be limited to only those activities necessary to prepare for test day, the test administration itself, and counting and packing materials for return to ACT. Access to test materials prior to test day is restricted to the test coordinator and substitute test coordinator. A designated staff member may assist with materials

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if the test coordinator is present and if that individual does not have a relative or ward testing on test day. Do not permit unauthorized personnel to access the materials. Examinees and anyone who may test within the next 12 months are not permitted access to the materials.

### **Off-Site Testing and Transfer of Materials**

Some schools may need to utilize an alternative location for testing. Examples of off-site locations are community colleges, churches, banquet halls, or other high schools. You do not need approval to test at an off-site location. However, ACT requires you to provide information about the location on your test day administrative forms. Use only the test materials assigned to your school. If examinees test with materials that have been transferred from another school, the answer documents will NOT be scored.

### **Security of Test Materials**

Secure test materials include all ACT WorkKeys test booklets and all answer documents with examinee-identifying information (even if the examinee completed only the non-test portions or if only a barcode label was applied).

The test coordinator is responsible for the security of all test materials from the time the materials are delivered to the time they are returned. The test coordinator must protect the materials from damage, theft, loss, or conditions that could allow prior access to the tests.

ACT WorkKeys test booklets are copyrighted and cannot be photocopied, used for any purpose other than testing, or opened by any person other than the examinee on test day. Testing staff and examinees are prohibited from disclosing test

questions or response choices to anyone. Scores earned by examinees who may have had advance access to test content will be canceled. These scores will not be reported to examinees and will be ineligible for career readiness certificates.

### **In the Event of a Security Breach**

Call ACT immediately at 800-553-6244, ext. 2800, if any of the following occurs:

- any items are missing from your shipment
- you receive test booklets that do not match the serial numbers on your ACT WorkKeys packing slip
- any test booklet seals are broken at any time except by examinees as instructed on test day
- the cartons or materials appear to have been tampered with in any way
- a test booklet is lost, stolen, or otherwise missing (even if only temporarily) at any time
- you have reason to believe someone had unauthorized access to the materials
- a test booklet is discovered missing during testing – if this happens, do not permit examinees to leave without calling ACT for instructions

### **Secure Storage Before Testing**

After you have counted and checked the condition of all materials in your shipment, reseal the cartons with the provided tape and write your name across the seal. Lock them in secure storage. Protect the materials from damage, theft, loss, or from

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any conditions that could allow prior access to or knowledge of the tests.

Materials must be kept inside a locked safe or vault to which only the test coordinator and substitute test coordinator have access. If a safe or vault is not available, materials may be stored inside a locked file cabinet or closet that is inside a locked room, with the following stipulations:

- Only the test coordinator and the substitute test coordinator may have access to the cabinet or closet. The cabinet or closet must have a built-in lock or a heavy-duty padlock. The keys must always be kept secure and should not be part of a master key system.
- The door to the room in which materials are stored must be kept locked when not in authorized use.
- The secure location must not be accessible through a window or a dropped ceiling.

## Removal from Storage and Assignment to Rooms

Before test day, sort booklets and other secure test materials for distribution to individual rooms, and then return them to locked storage until test day morning. Test booklets must be personally handed to room supervisors by the test coordinator.

The test coordinator and each room supervisor must record the number and sequence(s) of test booklets received by the room supervisor, initialing the “Before Testing” section on the Test Room Report. After the test, test booklet counts must also be reconciled and initialed using the “Returned After Testing” section on the same form.

## ACT WorkKeys Testing Facility Requirements

The ACT WorkKeys test coordinator must select the test site and reserve rooms for administration of the test. Test sites and rooms must meet several requirements to help ensure a fair and secure test environment.

Be sure to select facilities that:

- allow testing staff to control access to the testing areas
- have a phone that staff can use on test day

You may also want to have:

- a room to use as test-day headquarters for staff and materials

When selecting test rooms, be sure to select rooms that:

- can be reserved to allow time for the entire test session, plus any potential delays
- can be rearranged, if needed, to meet testing requirements
- are quiet and as free as possible from potential distractions
- have good lighting, temperature, and ventilation
- have convenient and adequate access to restrooms

ACT WorkKeys test coordinators should avoid rooms with multiple levels or graduated seating unless you have no alternative, as these types of rooms make security more difficult.

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## ACT WorkKeys Answer Document Preparation

There are several steps needed to prepare the answer documents prior to testing day. These activities must be completed prior to test day or it will be considered a misadministration and scores may be canceled.

### Apply Barcode Labels to Answer Documents

For each examinee, school staff must apply the Pre-ID barcode label on page 4 of the answer documents in the shaded area. All answer documents must have a Pre-ID label, no exceptions! Apply the labels right-to-left to ensure the timing tracks are not covered and processing is not delayed. Do not place the barcode label on the front page or in any other location on the answer document.



### Block 18 – Reporting High School Code

Do not complete block 18 – Reporting High School Code. Reports will be sent to the school where the examinee tested.

### Block 26 – Local Use Items

For each examinee, school staff must complete block 26 – Local Use Items, using the State Use Questions listed in the [Administration Supplement](#) received with your test materials and posted on the [ACT hosted website](http://www.act.org/stateanddistrict/michigan) (http://www.act.org/stateanddistrict/michigan) in the **Administration** stage. If the question does not apply to an individual examinee, you may leave it blank.

### Completing the Demographic Information

All examinees must complete the demographic and address information in blocks 1, 2, and 4 through 15. This must be completed prior to test day or it will be considered a misadministration and scores may be canceled.

### Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244  
9:30 AM – 6:00 PM ET
  - standard time: ext. 2800
  - accommodations: ext. 1788
3. email accommodations questions to [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

## Important Dates

### Approaching Deadlines!

**Thursday, March 8, 2018 (closes at 11:59 PM):**

- **M-STEP, MI-Access, and Early Literacy & Mathematics Benchmark Alternate INSIGHT Availability Request window DEADLINE** for schools that hold regular instructional hours after 4:00 PM and plan to schedule test sessions that extend beyond 4:00 PM.



**March 16, 2018:**

- **WIDA Additional Material Orders DEADLINE** in WIDAAMS

### March 2018

**Week of March 12 or 19, 2018:**

- Receive **ACT WorkKeys** test materials for the initial test day

**March 20, 2018, 3:30–4:30 PM:**

- **ACT WorkKeys** Q&A Session - pre-registration is required: [act.ilinc.com/register/bwtkkjx](http://act.ilinc.com/register/bwtkkjx)

**March 21, 2018, 3:00–4:00 PM:**

- **College Board Testing Tips webinar** [Register for the Testing Tips webinar](http://www.tinyurl.com/MichiganTestingTips) (www.tinyurl.com/MichiganTestingTips)

**March 21 – 28, 2018:**

- **SAT with Essay, ACT WorkKeys, PSAT 10, and PSAT 8/9 for 9th Grade** Additional Material Order Window for standard testing materials in the OEAA Secure Site

**Now – March 23, 2018:**

- **WIDA AMS** Test Setup Available

**Now – May 22, 2018:**

- **M-STEP and MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – submit request [here](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/)

**Now – March 23, 2018**

- **WIDA ACCESS for ELLs and WIDA Alternate ACCESS for ELLs** testing window

### April 2018

**April 3 – 24, 2018 (closes at noon):**

- **M-STEP–grades 5, 8, and 11** Additional Material Orders Window in the OEAA Secure Site

**April 3 – May 22, 2018 (closes at noon):**

- **MI-Access–grades 3-8 and 11** Additional Material Orders Window in the OEAA Secure Site

**April 9 – May 4, 2018:**

- **M-STEP–grades 5, 8, and 11** Online Test Administration Window

**April 9 – May 25, 2018:**

- **MI-Access Alternate Assessments–grades 3-8 and 11** Test Administration Window

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# Spotlight on Student Assessment and Accountability

## April 10, 2018:

- **SAT with Essay** Initial Test Day

## April 10 and/or 11, 2018:

- **PSAT for grades 9 and 10** Initial Test Dates

## April 10-12, 2018:

- **SAT** Makeup Materials – order through College Board

## April 11, 2018:

- **ACT WorkKeys** Initial Test Day

## April 11 - 12, 2018:

- **ACT WorkKeys** Order makeup standard time and accommodated testing materials

## April 11 – 24, 2018:

- **ACT WorkKeys** Accommodated test administration window

## April 24 – May 15, 2018 (closes at noon):

- **M-STEP–grades 3, 4, 6, and 7** Additional Material Orders Window in the OEAA Secure Site

## April 25, 2018:

- **ACT WorkKeys** Makeup standard time test administration

## April 11 – 24, 2018:

- **ACT WorkKeys** Makeup accommodated test administration window

## April 30 – May 25, 2018:

- **M-STEP–grades 3, 4, 6 and 7** Online Test Administration Window



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## Recently Asked Questions . . .

### Where do I find test directions for MI-Access Functional Independence tests?

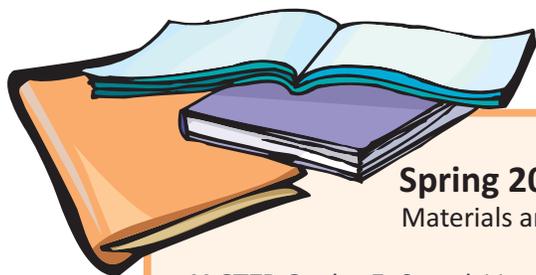
The MI-Access **online** test directions for Functional Independence (FI) are embedded in the testing engine when a student is logged in and the test begins. The online directions are set up to begin text-to-speech upon login by default.

Printed directions are **NOT** available for any online FI test. If the test administrator encounters a technical issue with the sound, the administrator may read the directions to the student while paging through the introduction screens and directions.

The MI-Access **paper/pencil** directions can be found in the Assessment Administrator section of the FI Test Administration Manual.

### When can I order additional materials for the Spring 2018 assessments?

Dates for additional materials for all the upcoming state assessments are listed below. Feel free to keep this list on hand as a quick reference.



### Spring 2018 Additional Material Orders

Materials are ordered through the OEAA Secure Site

M-STEP Grades 5, 8, and 11: **April 3 – 24 (closes at noon)**

M-STEP Grades 3, 4, 6, and 7: **April 24 – May 15 (closes at noon)**

MI-Access Grades 3-8 and 11: **April 3 – May 22 (closes at noon)**

SAT, ACT WorkKeys, PSAT 8/9, and PSAT 10: **March 21 – 28 (closes at 5:00 PM)**

ACT WorkKeys Makeup Orders: **April 11 – 12 (closes at 5:00 PM)**

**NOTE:** The following additional materials are ordered through College Board

SAT Makeup Materials: **April 10 – 12 (closes at 5:00 PM)**

### Have Questions?

Email [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions.

Email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) for accountability questions.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues