

Spotlight

on Student Assessment and Accountability

April 20, 2017

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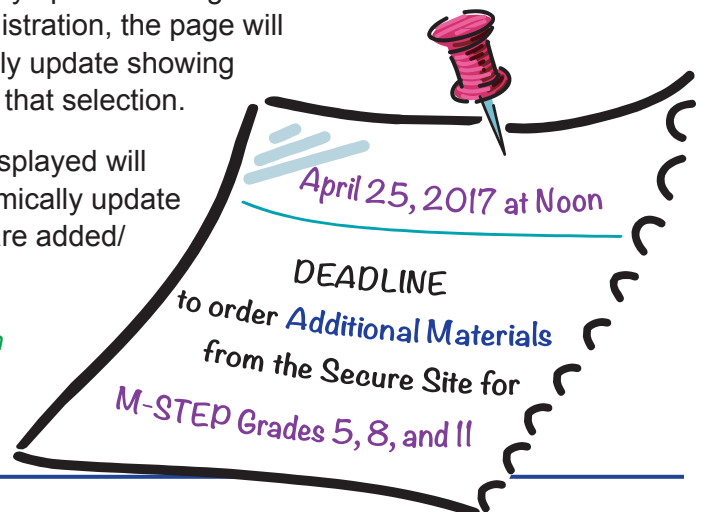
How to Track Student Testing Status in eDIRECT

The Student Status Dashboard is a new enhancement in eDIRECT for the Spring 2017 testing season. This dashboard can help track student testing status throughout the testing window. The dashboard allows eDIRECT users to view the testing status of students for school-level sites. Users will be able to filter to a school-level site and administration for which they have access.

- Immediately upon selecting a site/administration, the page will dynamically update showing results for that selection.
- Results displayed will also dynamically update as filters are added/removed.

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Key:  Reminder (previously run article)



Spotlight on Student Assessment and Accountability

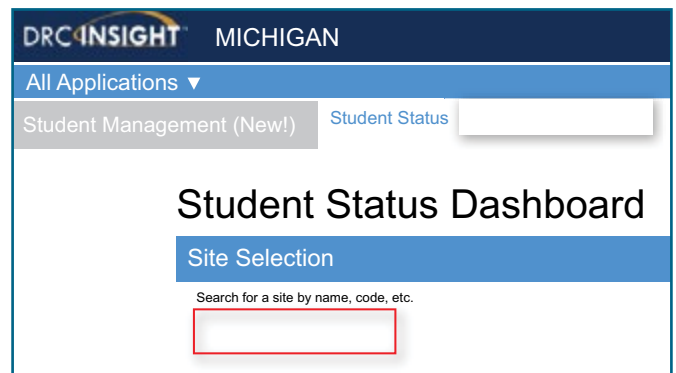
A series of graphs tracking student testing status—in total, by grade, by content area, and by assessment—for the given school for the chosen test administration is available by logging in to your eDIRECT account and navigating to the Student Status Dashboard option in the menu.

If you would like to view the testing status of all students at a school, do the following:

1. Navigate to the Student Status Dashboard.



2. Enter the name of the school in the Site Selection search box. A list displaying the school and available administrations will populate below.
3. Select the administration you would like to view.
4. A series of graphs tracking student testing status in the given school for the chosen assessment will populate below. You can also view testing status in total, by grade, content area, and assessment. If you prefer to view the information as text, select the grid of the upper right hand of the graph in question.



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

5. You can view individual student testing statuses under the Student Search Results header. It is also possible to export this information by clicking on the export to CSV button.

Student Search Results

[Export to CSV](#)

Last Name	First Name	Grade...	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
Last Name	First Name	08	ELA	ELA 8 CAT	G 8 ELA CAT	Completed	04/11/2017 11:46 AM	04/12/2017 11:49 AM	24 Hours 2 Minutes
Last Name	First Name	08	ELA	G8 ELA Perform...	G 8 ELA Perform...	Completed	04/13/2017 11:39 AM	04/14/2017 11:45 AM	24 Hours 6 Minutes
Last Name	First Name	08	Math	Math 8 CAT	G 8 Math CAT	Not Started			
Last Name	First Name	08	Math	G8 Math Perform...	G 8 Math Perform...	Not Started			

The Student Status Dashboard guide can be found in the [eDIRECT USER Guide](#) on pages 26–27. The user guide is located on [eDIRECT](https://mi.drctdirect.com) (<https://mi.drctdirect.com>) under **All Applications** → **General Information** → **Document Type: Manuals & Directions**.

Grades 3, 4, 6, and 7 M-STEP Materials Shipment: Alternate Delivery Date

The M-STEP Grades 3, 4, 6, and 7 test materials will be delivered to districts who requested the alternate delivery date next week, **April 24-26, 2017**. Districts that did not request an alternate delivery date received materials this week, **April 17-19, 2017**.

Materials will be shipped to the address that is listed for the M-STEP Coordinator for each building in the Educational Entity Master (EEM).

Along with the test materials, the school will receive the following:

Security Checklist

- list of all items and barcodes for secure materials in the order

Packing List

- list of all items, quantities, and box locations for the entire order

Box List

- list of all items in each box in the order

Secure Materials are listed separately and should be verified. In the event there is any discrepancy between the secure materials list and the secure materials received, please contact the Call Center (Option 3) to report any missing secure materials.

Schools should inventory all materials received to be sure everything that was ordered was shipped – this will ensure there is ample time to order any additional materials if necessary.

After conducting an inventory of materials, additional materials can be ordered during the Additional Materials Order window. The Additional Materials Order window for grades 3, 4, 6, and 7 is **April 25 – May 16, 2017**.

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

MI School Data Initial Customer Feedback Survey

The Michigan Department of Education (MDE) and the Center for Educational Performance and Information (CEPI) is gathering stakeholder feedback related to the assessment reports located under the **Student Assessment** tab on [MI School Data](http://www.mischooldata.org) (www.mischooldata.org). In a continued effort to improve student assessment reports, we are asking educators, parents, and others who may be interested in providing feedback to fill out [this survey](https://www.surveymonkey.com/r/KNGKZ6S) (https://www.surveymonkey.com/r/KNGKZ6S).

The survey additionally invites stakeholders to participate in future surveys or focus group activities. For questions related to the MI School Data reports, please send an email to cepi@michigan.gov or call 517-335-0505, ext. 3. For questions related to this survey, please send an email to baa@michigan.gov.

Verification of Enrollment for Accountability Purposes Grades 3-8, 11, and required 12

The Verification of Enrollment for Accountability Purposes on the **Accountable Students & Test Verification** page of the [Secure Site](http://www.michigan.gov/baa-secure) (www.michigan.gov/baa-secure) for students in grades 3-8, 11, and required 12 who are expected to take the M-STEP, MI-Access, and SAT, will be available **April 26, 2017**. At this time, only the **Verification of Enrollment for Accountability Purposes** part of the Accountable Students and Test Verification function is available for review. The Verification of Answer Documents and Not Tested portions of this process are expected to be available in June.

The Verification of Enrollment for Accountability Purposes on the Secure Site displays students enrolled in the school based on information in the Michigan Student Data System (MSDS).

When reviewing the list it is important to note a few things:

1. You will need to enlist the help of your district MSDS person (usually the pupil accounting person). If you are unsure of who that is, you can use the District and School Contacts page of the Secure Site to locate your district MSDS authorized user along with their contact information.
2. The list of students is based on the enrollment in MSDS on May 26, 2017. Student demographics are based on the Fall and Spring MSDS General Collection and Student Record Maintenance (SRM) files submitted with an “as of date” on or before May 26, 2017.
 - a. Students who are **not** enrolled now and through May 26, 2017 and **are** listed need to be exited from the district/school in MSDS by the district MSDS person.
 - b. Students who **are** enrolled now and through May 26, 2017 but are **not** listed need to have their enrollment information submitted in MSDS by the district MSDS person.
 - c. It is important to remember that this list is being updated daily from MSDS, so it will change based on SRM submissions through June 21, 2017. What is listed on **June 21, 2017 at 5:00PM** on the Secure Site is what will be used for assessment and accountability reporting.

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

3. If a special education student who took the MI-Access FI, SI, or P assessment is not listed in MSDS as special education by June 21, with an “as of date” on or before May 26, 2017, the MI-Access test will be invalidated unless it is corrected in MSDS.
4. Grades 9 and 10 are not included in accountability calculations, therefore they are not included on the Verification of Accountable Students report.
5. The End of Year MSDS General collection submitted the end of June will **not** be used for assessment and accountability reporting. All changes to be reflected for assessment and accountability reporting must be done in MSDS by **5:00 PM on June 21, 2017**.

All changes in MSDS for assessment reporting and accountability **must be completed by 5:00 PM on June 21, 2017**. Remember, we will only be pulling student data with an “as of date” on or before May 26, 2017. The Secure Site will be updating from MSDS daily through **June 21, 2017 at 5:00 PM**.

Accountability appeals for data that could have been fixed in MSDS during this time will not be accepted.

You can find instructions for [Accountable Students and Test Verification – All Assessments](#) on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Accountable Students & Test Verification** section.

If you need additional assistance, please contact the call center (option 3) or email baa@michigan.gov.

Verification of Enrollment for Accountability Purposes WIDA ACCESS for ELLs 2.0

The Verification of Enrollment for Accountability Purposes on the **Accountable Students & Test Verification** page of the [Secure Site](#) (www.michigan.gov/baa-secure) for English learner students in grades K–12 that were expected to take the WIDA ACCESS for ELLs will be available **April 26, 2017**. At this time, only the **Verification of Enrollment for Accountability Purposes** part of the Accountable Students and Test Verification function is available for review. The Verification of Answer Documents and Not Tested portions of this process are expected to be available in the next few weeks.

The Verification of Enrollment for Accountability Purposes on the Secure Site includes students identified in an English learner (EL, also known as LEP in the Secure Site) program in the Michigan Student Data System (MSDS) who were not exited by the end of the previous school year.

When reviewing the list it is important to note a few things:

1. You will need to enlist the help of your district MSDS person (usually the pupil accounting person). If you are unsure of who that is, you can use the District and School Contacts page of the Secure Site to locate your district MSDS authorized user along with their contact information.
2. The list of students is based on the enrollment in MSDS on March 24, 2017. Student demographics are based on the Fall and Spring MSDS General Collection and Student Record Maintenance (SRM) files submitted with an “as of date” on or before March 24, 2017.

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

Spotlight on Student Assessment and Accountability

- a. Students who were **not** enrolled on March 24, 2017 and **are** listed, need to be exited from the district/school in MSDS by the district MSDS person.
- b. Students who were enrolled on March 24, 2017 but are **not** listed, need to have their enrollment information submitted in MSDS by the district MSDS person.
 - i. Students may be enrolled in MSDS but not identified as EL and therefore will not show up on the enrollment list. In this case, the student EL program information will need to be submitted in MSDS.
3. If a student was identified as EL in a previous district and not exited by the end of the last school year, the student will continue to show as EL, even if your district was not the one that submitted them. The student would have been expected to take the WIDA and will be included in accountability as EL.
4. If a student is not identified in MSDS as EL and was assessed with the WIDA ACCESS for ELLs 2.0 assessment or the WIDA Alternate ACCESS assessment, the scores will be invalidated – unless this is corrected in MSDS by May 24, 2017 with an “as of date” on or before March 24, 2017.
5. If an EL student is not identified in MSDS as a Student with Disabilities and was assessed with the WIDA Alternate ACCESS assessment, the scores will be invalidated – unless this is corrected in MSDS by May 24, 2017 with an “as of date” on or before March 24, 2017.
6. If a student was incorrectly identified as EL by your district or any other district, it is too late to make that correction for this school year and the student will be included as EL for accountability purposes. You should work with your district MSDS person to ensure they are exited in MSDS from EL programming in the MSDS End of Year Collection.

All changes in MSDS for the Spring 2017 WIDA reporting and accountability **must be completed by 5:00 PM on May 24, 2017**. Remember we will only be pulling student data with an “as of date” on or before March 24, 2017. The Secure Site will be updating from MSDS daily through **May 24, 2017 at 5:00 PM**.

Accountability appeals for data that could have been fixed in MSDS during this time will not be accepted.

You can find instructions for [Accountable Students and Demographics for WIDA](#) on the [Secure Site Training web page](#) (www.michigan.gov/securesitetraining) under the **Accountable Students & Test Verification** section.

If you need additional assistance, please contact the call center (option 3) or email baa@michigan.gov.

If you have issues/questions regarding

eDIRECT or INSIGHT

contact the call center

1-877-560-8378

and select **OPTION 2**

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

Michigan WIDA ACCESS for ELLs 2.0 Score Changes

To meet language demands of college- and career-readiness standards, WIDA is raising the bar for English language proficiency. English Learners (ELs) taking the WIDA ACCESS for ELLs 2.0 (online or paper/pencil) will need to showcase higher language skills to achieve the same proficiency level scores. This is the result of a process called Standard Setting. Standard setting determines the student performance required for each proficiency level through a series of decisions made by expert panels of teachers as well as district and state English learner administrators. Please keep in mind that available proficiency levels did not change; neither did the EL entrance and exit criteria.

As a result of the standard setting, WIDA's Proficiency Levels are now more closely aligned with the academic proficiency of career- and college-ready standards. While the test content, scoring, and item difficulty have not changed, students in grades 1–12 taking the WIDA ACCESS for ELLs 2.0 will need to show more linguistic proficiency to receive higher scores.

Educators should review the [Michigan ACCESS for ELLs 2.0 Score Changes](#) document located on the [MDE WIDA web page](#) (www.michigan.gov/wida) which addresses questions such as growth and exiting criteria.

Michigan Score Change Webinar

WIDA and the MDE are hosting a webinar on **May 22, 2017 from 2:00 – 3:00 PM** that will explain the reasons for the anticipated changes in students' proficiency level scores, and offer suggestions for how you can communicate with students and families, administrators, and other educators on how this might impact them.

Educators can watch the live webinar by using a link that will be announced and provided in the Spotlight in the coming weeks. If you are unable to watch the webinar live, it will be recorded and posted to the WIDA website.

Resources

A number of additional resources are currently available on the [WIDA website](#) (www.wida.us/proficiency) to help educators and families understand the changes these include:

- video and discussion guides
- PowerPoint slides
- handouts for teachers and administrators
- Score Lookup Calculator
- Individual Student Score Notes

For Questions About the WIDA Score Changes

If you have **general questions** about the changes, please contact the WIDA Client Services Center at 866-276-7735 or by email at help@wida.us. You may also find additional information on the [WIDA website](#) (www.wida.us/proficiency).

If you have **accountability questions**, please contact the MDE Accountability Office at 877-560-8378 or send an email to MDE-Accountability@michigan.gov.

If you have questions about the **MDE Entrance and Exit Protocol** or questions about services to EL students, please contact the MDE Office of Field Services at 517-373-6066.

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

MI-Access Participation and Supported Independence Social Studies Assessment

All students in grades 5, 8, and 11 are expected to take a summative assessment for the social studies content area. Since there is not a MI-Access Participation (P) or Supported Independence (SI) level social studies assessment provided by the state, schools are expected to test P/SI level students with a locally developed/approved alternate social studies assessment. Local alternate social studies assessments can be common commercial social studies assessments or locally-developed instruments that include item types such as constructed response, multiple choice, performance tasks, rating scales, observation checklists, portfolios, or others. The administration of the locally developed/approved alternate social studies assessment should occur any time prior to the SAT/M-STEP/MI-Access Verification of Not Tested window, so that student participation can be recorded in the Secure Site.

In order for P/SI level students to be recorded as having met the social studies test participation expectation, schools will need to submit a “Local Alternate Social Studies” issue from the “Students Not Tested” report in the Secure Site. This can be done during the Verification of Not Tested window for the M-STEP/MI-Access/SAT that will be available in June. Submitting these issues will ensure that the school is credited for P/SI level students meeting the social studies test participation requirement. Instructions for the Spring 2017 Accountable Students and Test Verification windows and their associated dates will be provided as soon as they become available.

Please note: For Shared Educational Entities (SEEs) and Specialized Shared Educational Entity (S2E2s), the district and school operating the SEE building or S2E2 classroom program must be the one that both tests P/SI level students with a local alternate test and also manages all elements of the Accountable Students and Test Verification functions on behalf of the resident districts that participate and send students to the SEE/S2E2.



Additional Call: Panelists Needed for MI-Access Standard Setting

More teachers are needed for events in June and July!

The Michigan Department of Education (MDE) is in the process of creating panels of educators to provide input on assigning performance standards, or cut scores, for the MI-Access assessments administered in Spring 2017. This process is known as **Standard Setting**.

The change in 2016 to measuring the Essential Elements with Michigan Range of Complexity for English/language arts and mathematics requires new performance standards at all tested grade levels.

The MDE is seeking experienced educators who are familiar with both the Essential Elements with Michigan Range of Complexity and the MI-Access assessments. We are seeking active teachers who teach to these standards daily. At this time, teachers are encouraged to apply. In particular, teachers of students who are typically assessed with the Supported Independence and Participation level of MI-Access are encouraged to apply for the June event, and teachers of students who are typically assessed with the Functional Independence level of MI-Access are encouraged to apply for the July event.

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

Standard setting panels are comprised primarily of current teachers. School administrators round out each panel. Principals and program directors are welcome to apply, and are also encouraged to send this notice to teachers they believe would serve this process well.

Panelists who are selected to contribute to the setting of standards will spend four days in Lansing. There are two different events. The first is for MI-Access Supported Independence and Participation assessments. This event will take place **June 19-22, 2017**.

The second event is for MI-Access Functional Independence, and will take place **July 10-13, 2017**. During each event, panelists will work with colleagues to review the assessments, the performance level descriptors, and various data elements to recommend cut scores. The process will have multiple rounds and ample time for group discussion with peers.

The MDE will cover lodging, reimburse for mileage and meals, and pay a stipend of \$250 per day OR will reimburse your school or district for a substitute teacher.

There are a limited number of positions on the panel available. As a result, there is the possibility that not all interested parties will be selected to participate. If you would like to apply to participate in this standard setting panel, please use one of the links below to confirm your interest no later than **April 28, 2017**.

[Standard Setting 2017: MI-Access Supported Independence and Participation – June 19-22, 2017](https://www.surveymonkey.com/r/MIA_SI_P_StanSett2017)
(https://www.surveymonkey.com/r/MIA_SI_P_StanSett2017)

[Standard Setting 2017: MI-Access Functional Independence – July 10-13, 2017](https://www.surveymonkey.com/r/MIA_FI_StanSett2017) (https://www.surveymonkey.com/r/MIA_FI_StanSett2017)

Spring 2017 Assessment Spanish and Arabic Parent Documents Available

The Office of Standards and Assessment is pleased to announce the translation of two popular parent documents into both Spanish and Arabic. These documents are now available by clicking the links below or they can be found on the M-STEP and MME web pages under the **Parent and Student Information** section.

[Superintendent Whiston Parent Letter on Spring 2017 M-STEP and MME](#) (English, Spanish, and Arabic versions available)

[Michigan's Education Assessment System: What it is, What it Means, and What it Offers](#) Provides an overview of state assessments including M-STEP and MME, why they are given and why they are important. Available in English, Spanish, and Arabic.

New ESSA Notes Newsletter

A new issue of [ESSA Notes](#) is now available and was distributed to subscribers on April 19, 2017. The new edition includes the following topics:

- Michigan ESSA Plan Submitted to the U.S. Department of Education
- ESSA Plan Follows Revised USED Template
- Public Comment Period Yields nearly 700 responses
- and more

Visit the [ESSA website](http://www.michigan.gov/essa) (<http://www.michigan.gov/essa>) to view archived copies of ESSA Notes and to stay up to date on Michigan's ESSA plan.

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

FAME Project Accepting New Coach Applications through May 5, 2017

The Formative Assessment for Michigan Educators (FAME) project is entering its tenth 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 [2017–18 New FAME Coach application](#) is available on the [MDE Formative Assessment Process page](#) (www.michigan.gov/formativeassessment) under **What's New**.

The deadline to apply is **Friday, May 5, 2017**. If you have any questions, please email Kimberly Young, MDE/OSA at youngk1@michigan.gov or call 517-373-0988.



(source 2015-16 MAC Research Abstract)

- Learning Team members reported that they were more knowledgeable about all formative assessment strategies (goal setting, using learning targets, activating student prior knowledge, providing descriptive feedback, using student peer and self-assessment) by the end of the year.
- 93% of FAME Coaches reported that they found Cognitive Coaching training to be helpful.
- FAME Learning Teams indicated the three most discussed formative assessment features at learning team meetings were using learning targets with students, using formative assessment tools, and planning for the use of formative assessment.

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)
- contact the Call Center: 877-560-8378 (select Option 4)
- email michiganadministratorsupport@collegeboard.org.

Makeup Test Materials

1. Makeup test materials will arrive by **April 21, 2017** for schools that utilized the makeup survey tool.
2. The online attendance roster will not be updated for makeups, as we do not know which students are testing. Therefore, test center supervisors may use a copy of their **April 11, 2017** roster or print a new roster for the makeup date. This will include all students, so only mark present or absent for the students expected to test on the makeup.
3. Material pickups will be scheduled.
 - a. **SAT Pickup:** Test center supervisor will receive an email on April 24, 2017 for **scheduled pickup on April 26**, only if administering a makeup on April 25, 2017.
 - b. **PSAT Pickup:** All PSAT test center supervisors will receive an email on April 24, 2017 for **scheduled pickup on April 27**. All schools will be scheduled for makeup pickups, even if you do not have one. Simply indicate to the UPS driver that you have no materials when they arrive, if applicable.
 - c. **SSD Pickup for students testing in the accommodated testing window:** All SSD coordinators will receive an email on April 24, 2017 for **scheduled pickup on April 26** for pickup of nonstandard materials.
4. All remaining answer sheets **MUST** be submitted during those last pickups. Remember that similar to the primary administration, the pickups are **not** assessment-specific, so any materials that are packed and ready should be given to the driver when he/she arrives.

Please Note: All used answer sheets **must** have a valid barcode label affixed that matches the tested student.

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

This week's article is a reminder of the upcoming ACT WorkKeys makeup test day administration.

Completing All Tests on the Makeup Test Date

Examinees scheduled for standard time ACT WorkKeys makeup testing must take all tests on the makeup test date (April 26). If an examinee began testing on the initial test date (April 12), you may not use the same answer document for makeup testing.

Important: The ACT WorkKeys test booklets for the initial test date are different than those for the makeup test date. Please do not keep test booklets from the initial test date for use on the makeup test date.

Barcode Labels

All examinee answer documents are required to have a barcode label. Barcode labels should be applied prior to examinees completing the demographic sections of their answer document. A blank sheet of yellow labels was included in each initial shipment of test materials. Barcode labels may be printed at the school for newly enrolled examinees using the MDE Secure Site.

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 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://act.org/stateanddistrict/michigan) (act.org/stateanddistrict/michigan).

Materials ACT Sends to You for Makeup Testing

Items you should keep for makeup testing:

- manuals, and unused answer documents

ACT will send the following materials for makeup testing:

- different test booklets
- additional answer documents
- additional administration manuals
- a State and District Testing Site Header
- orange and black return envelopes
- polymailer(s)
- other supplements, as applicable

For detailed information about post-testing tasks such as collecting, packing, and returning materials and makeup testing, please refer to the **ACT WorkKeys Administration Manual** which can be found on the [Michigan/ACT website](http://act.org/stateanddistrict/michigan) (act.org/stateanddistrict/michigan).

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
 - ♦ standard time: ext. 2800
 - ♦ accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Important Dates

Approaching Deadlines!

Online and Paper/Pencil Testing

April 28, 2017:

- **MI-Access Standard Setting:** Deadline to sign up to apply for the MI-Access Standard Setting Panels taking place this summer. For more information and links to the application, please refer to the [March 30, 2017 Spotlight](#) (www.michigan.gov/mde-spotlight). Click on the article **MI-Access Standard Setting for English Language Arts and Mathematics**.

Paper/Pencil Testing

April 25, 2017 at noon:

- **M-STEP Grades 5, 8, and 11:** Deadline to order standard and accommodated materials for grades 5, 8, and 11 from the Additional Material Order page of the Secure Site.

April 28, 2017:

- **M-STEP Grades 5, 8, and 11 Test Window CLOSES** Paper/Pencil testers do not have the entire online window for testing. Please refer to the [Paper/Pencil Summative Testing Schedule for content specific dates](#) located on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Current Assessment Administration**.

Coming Next Week . . .

Paper/Pencil Testing

April 25, 2017 (Makeup):

- **SAT:** Grade 11

April 26, 2017 (Makeup):

- **ACT WorkKeys:** Grade 11

April 25–26, 2017 (Makeup):

- **PSAT 8/9:** Grade 9
- **PSAT 10:** Grade 10

Online and Paper/Pencil Testing

April 27 and 28, 2017, 8:00 AM — 4:00 PM:

- **WIDA Workshop for School Leaders**
REGISTRATION IS CLOSED

April 2017

Online Testing

Now – May 5, 2017:

- **M-STEP Test Window:** Grades 5, 8, and 11

Now – May 5, 2017:

- **FAME Project Accepting New Coach Applications** through May 5, 2017. More information on the FAME project and access to the online [application](#) is available on the [MDE Formative Assessment Process page](#) (www.michigan.gov/formativeassessment) under **What's New**.

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

Important Dates

Online Testing (continued)

Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments**, and **Michigan Science Pilot Assessment**

Now – May 26, 2017:

- **Early Literacy and Mathematics Benchmark Assessment** Test Window: Grades K–2
- **Michigan Science Standards Pilot Test** Window: Grades 5, 8, and 11

Online and Paper/Pencil Testing

Now – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request [here](https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/) (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

Now – May 26, 2017:

- eDIRECT available for online test administrative tasks for **M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments**, and the **Michigan Science Standards Pilot**

Now – May 26, 2017:

- **MI-Access** Test Window: 3–8 and 11

April 26 – June 21, 2017 at 5:00 PM:

- **M-STEP, MI-Access, and SAT 3-8, 11**, and required 12 Verification of Enrollment for Accountability window (see article on [page 4](#)).

April 26 – May 24, 2017 at 5:00 PM:

- **WIDA ACCESS for ELLs 2.0** Verification of Enrollment for Accountability window (see article on [page 5](#))

April 26 – June 21, 2017:

- **M-STEP, MI-Access, and SAT 3-8, 11**, and required 12 Verification of Enrollment for Accountability Purposes window (see article on page 4)

Paper/Pencil Testing

Now – May 25, 2017 at noon:

- **MI-Access** additional materials and makeup orders

April 25 – May 16, 2017 at noon:

- **M-STEP Grades 3, 4, and 7** additional materials and makeup orders

May 2017

Online Testing

May 1 – 26, 2017:

- **M-STEP** Test Window: Grades 3, 4, 6, and 7

May 31, 2017, 8:00 AM – 4:00 PM:

- **WIDA Workshop for Online Screener**
REGISTRATION IS CLOSED

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

Important Dates

Online and Paper/Pencil Testing

May 26, 2017:

- **MI-Access P/SI Online entry of answer documents closes**

Paper/Pencil Testing

May 3, 2017:

- **M-STEP Grades 5, 8, and 11** Materials and Answer Documents Return **Deadline**. May 3, 2017 is the final date to ship without penalty and inclusion in Answer Document Verification. See the [M-STEP Test Administration Manual \(TAM\)](#) on the [M-STEP web page](http://www.michigan.gov/mstep) (<http://www.michigan.gov/mstep>) pages 81-88 for detailed instructions.

May 2 – 19, 2017:

- **M-STEP** Test Window: Grades 3, 4, 6, and 7 Paper/Pencil testers do not have the entire online window for testing. Please refer to the [Paper/Pencil Summative Testing Schedule for content specific dates](#) located on the [M-STEP web page](#) (www.michigan.gov/mstep) under **Current Assessment Administration**.

May 24, 2017:

M-STEP Grades 3, 4, 6, and 7 Materials and Answer Documents Return Deadline. May 23, 2017 is the final date to ship without penalty and inclusion in Answer Document Verification. See the [M-STEP Test Administration Manual \(TAM\)](#) on the [M-STEP web page](http://www.michigan.gov/mstep) (<http://www.michigan.gov/mstep>) pages 81-88 for detailed instructions.

May 30, 2017:

- **MI-Access Grades 3–8 and 11** Materials and Answer Documents Return Deadline. May 30, 2017 is the final date to ship without penalty and inclusion in Answer Document Verification. See the [M-STEP Test Administration Manual \(TAM\)](#) on the [M-STEP web page](http://www.michigan.gov/mstep) (<http://www.michigan.gov/mstep>) pages 81-88 for detailed instructions.

Recently Asked Questions . . .

Should I turn off automatic updates during testing?

DRC recommends turning off operating system updates during testing. While there are no known conflicts with INSIGHT and new operating system versions, you would not want auto-updates to be running while you are trying to test.

There is also a known issue with some Chromebooks updating to the new version 57. If your Chromebooks have lit but black screens, they probably updated the OS and hit this issue. The fix is to roll back to version 54. This may affect only HP 14 G3 and G4 Chromebooks. This is not specific to INSIGHT; you will not be able to see anything. Google is aware of the issue and [tracking it](https://bugs.chromium.org/p/chromium/issues/detail?id=706535) (https://bugs.chromium.org/p/chromium/issues/detail?id=706535).

Why don't I see students I pre-identified for the science pilot in eDIRECT?

It takes twenty-four hours after students have been pre-identified to show up in eDIRECT. After that time, those students can be put into sessions.

Quotation marks don't work on my Chromebook during testing. Can you tell me why this is not working?

The Insight Testing Engine requires that Chromebooks be set to the US Keyboard setting. Some sites have inadvertently set this to the US International Keyboard setting, which does not have all of the functionality of the US Keyboard setting. If the wrong keyboard is used, the quotation marks will not work.

Step by Step Instructions on how to check your Chromebook keyboard:

1. Have the user sign in to the Chromebook.
2. Click the status area (where the account picture appears).
3. Click **Settings > Show advanced settings**.
4. In the Languages section, click **Language and input settings**.
 - ♦ The setting that causes the quotation marks button to become unavailable is International English.
5. Have the user remove the International English language and make sure that US English has been added to the available languages.
 - ♦ If US English is not available, click **Add**, pick US English, and then click OK.
6. In the right column, click the **US English** box.
7. Click **Done**.
8. Ensure the keyboard on the Chromebook is set to **US Standard — not US International**.
9. If the student is ALREADY in the INSIGHT testing engine, they can click outside of the writing input area and select CTRL-SHIFT-SPACE BAR to change the keyboard. Once that is done they should be able to use the " and ' keys.

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

Recently Asked Questions . . .

Why didn't I receive a copy of the M-STEP Test Administration manual with my shipment?

Since Spring 2016 the M-STEP Test Administration Manual (TAM) is only available online. The TAM can be found on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **Current Assessment Administration** section.

Can content areas and grade levels be mixed in the same testing room?

Due to differences in test directions, grade levels and content areas cannot be mixed for initial testing.

As long as the appropriate directions are read to students separately by grade level and content area, before they enter the testing room, students may be placed into a mixed grade-level/content area room for makeup testing.

During a test session, are students allowed to access their computers once they have completed their test?

Students should not be allowed use their computers after testing. This has the potential to become distracting in the testing environment and may incentivize rushing through a test. Students are **not allowed** to have cell phones or any other handheld electronic devices during testing.

How do I submit an Incident Report?

Incident reports are submitted through the Secure Site. [Step-by-step instructions](#) are available on the [Secure Site training page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining), under the **Miscellaneous** section.

NOTE: The Secure Site Incident Reporting page is **not** supported in the Firefox browser. Users in Firefox are able to view Incident Reports in the Secure Site, but are **not** able to submit an Incident Report.



Have Questions?

Email BAA@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

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