

# Spotlight

## on Student Assessment and Accountability

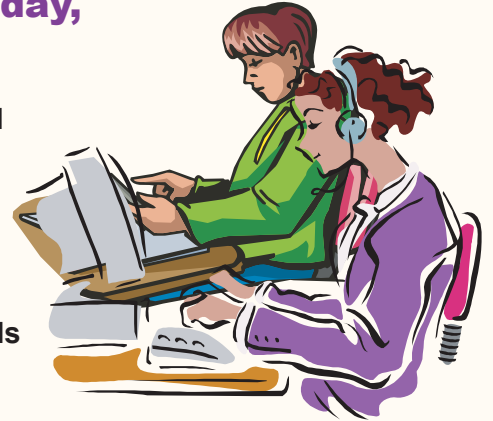
April 6, 2017

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### Testing Begins Monday, April 10, 2017

- **M-STEP:** Grades 5, 8, and 11
- **MI-Access:** 3 – 8 and 11
- **Early Literacy and Mathematics Benchmark Assessment:** Grades K–2
- **Michigan Science Standards Pilot:** Grades 5, 8, and 11





### Spring 2017 Testing Window Opens

Next week begins the state summative assessment administration, with the Spring 2017 testing window opening for M-STEP grades 5, 8, and 11 and MI-Access grades 3-8 and 11. SAT, ACT WorkKeys, PSAT 8/9 for 9th grade, and PSAT 10 for 10th grade are also administered next week.

In addition, the Early Literacy and Mathematics Benchmark Assessment opens for Kindergarten through grade 2 as well as the Michigan Science Standards Pilot in grades 5, 8, and 11. The complete [2017 Summative Testing Schedule for Online and Paper/Pencil Assessments](#) can be found on each assessment page or in the [2016/2017 Guide to State Assessments](#) on the MDE [Student Assessment web page](#) ([www.michigan.gov/das](http://www.michigan.gov/das)) under the **Current Assessment Administration** section.

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

 information Tech Coordinators also need to know

# Spotlight on Student Assessment and Accountability

Be sure that all testing staff have reviewed the appropriate sections of the following documents prior to administering any assessment.

- **Assessment Integrity Guide**
- **Test Administration Manual (TAM):** TAMs are assessment-specific and role-specific. assessments may have multiple TAMs.
- **Test Administration Directions (TAD):** TADs are assessment specific and test mode specific (i.e., online versus paper/pencil). Depending on the assessment, the TADs may be incorporated in the TAM.

## Online Testing

Online M-STEP, MI-Access (FI), Early Literacy and Mathematics Benchmark assessments and the Michigan Science Standards Pilot may be administered during normal classroom instructional time. The online testing engine, INSIGHT, will be available for testing from 7:00 AM to 4:00 PM, Monday through Friday.

The only exception to this is for those schools that previously submitted an Alternate INSIGHT Availability Request.

Schools may schedule the online tests in a manner that is appropriate for their students; however, all testing must be completed within the testing window. Online testing windows cannot be extended.

- **M-STEP Grades 5, 8 and 11:** April 10 – May 5, 2017 (4 weeks)
  - ♦ Schools administering paper/pencil M-STEP assessments must adhere to the paper/pencil test administration dates provided on page 5.
- **MI-Access Grades 3-8 and 11:** April 10 – May 26, 2017 (7 weeks)
- **Early Literacy and Mathematics Benchmark Assessments Grades K-2:** April 10 – May 26, 2017 (7 weeks)
- **Michigan Science Standards Pilot Grades 5, 8, and 11:** April 10 – May 26, 2017 (7 weeks)

Students taking the online **M-STEP** will be administered the following tests:

| Grade | English Language Arts    | Mathematics              | Science                | Social Studies           |
|-------|--------------------------|--------------------------|------------------------|--------------------------|
| 5     | 2 parts / 2 test tickets | 2 parts / 2 test tickets |                        | 2 parts / 2 test tickets |
| 8     | 2 parts / 2 test tickets | 2 parts / 2 test tickets |                        | 2 parts / 2 test tickets |
| 11    |                          |                          | 1 part / 1 test ticket | 1 part / 1 test ticket   |

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

Students taking the online and/or paper/pencil **MI-Access** will be administered the following tests:

| MI-Access Functional Independence (FI)      |            |                          |                           |       |
|---|------------|--------------------------|---------------------------|-------|
| Content                                     | Grades     | Parts/Tickets            | Online                    | Paper |
| ELA: Accessing Print Using Language* (APUL) | 3-8 and 11 | 2 parts / 2 test tickets | Yes                       | Yes   |
| ELA: Expressing Ideas* (EI)                 | 3-8 and 11 | 1 part / 0 test tickets  | MUST be given using paper | Yes   |
| Mathematics                                 | 3-8 and 11 | 2 parts / 2 test tickets | Yes                       | Yes   |
| Science                                     | 4, 7, 11   | 2 parts / 2 test tickets | Yes                       | Yes   |
| Social Studies**                            | 5, 8, 11   | 2 parts / 2 test tickets | Yes                       | Yes   |

| MI-Access Supported Independence (SI) and Participation (P) |            |  |   |       |
|---|------------|--|---|-------|
| Content   | Grades     | Parts/Tickets                          | Online  | Paper |
| ELA   | 3-8 and 11 | 1 Part / 1 Test Ticket for score entry | Scores entered in <b>Online Answer Document</b> with test ticket*** | Yes   |
| Mathematics   | 3-8 and 11 | 1 Part / 1 Test Ticket for score entry | Scores entered in <b>Online Answer Document</b> with test ticket*** | Yes   |
| Science   | 4, 7, 11   | 1 Part / 1 Test Ticket for score entry | Scores entered in <b>Online Answer Document</b> with test ticket*** | Yes   |

\* Both APUL and EI must be administered to receive a valid ELA score. EI is paper only and must be administered to students whether they are taking online or paper tests.

\*\* No social studies assessment is provided by MDE for P/SI. Students must be assessed using a locally approved assessment for social studies. Schools must indicate in this in the Secure Site during the Accountable Students and Test Verification window.

\*\*\* MI-Access P/SI student scores MUST be recorded on the scoring documents by the Primary and Shadow Assessment Administrators for each content area as the assessment is given, and then entered into the online answer document by **May 26, 2017**. Scoring documents may be copied. They are also available on the [MI-Access web page](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access) for printing.

Students taking the online **Early Literacy and Mathematics Benchmark Assessment** will be administered the following tests:

| Grade | English Language Arts    | Mathematics              |
|-------|--------------------------|--------------------------|
| K     | 2 parts / 2 test tickets | 2 parts / 2 test tickets |
| 1     | 2 parts / 2 test tickets | 2 parts / 2 test tickets |
| 2     | 2 parts / 2 test tickets | 2 parts / 2 test tickets |

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# Spotlight on Student Assessment and Accountability

Students taking the online **Michigan Science Standards Pilot** assessment will be administered the following tests:

| Grade | Science                |
|-------|------------------------|
| 5     | 1 part / 1 test ticket |
| 8     | 1 part / 1 test ticket |
| 11    | 1 part / 1 test ticket |

**Please note:** All M-STEP students in grades 4, 7, and 11 are required to take the M-STEP science assessment regardless of a district or school decision to participate in the science pilot.

**Reminder: Test tickets are secure materials and must be handled according to the appropriate chain of custody.**

Prior to administering the online M-STEP, MI-Access FI, Early Literacy and Mathematics Benchmark assessment, or the Michigan Science Standards Pilot, testing staff should:

- Review the test administration related materials on [eDIRECT](https://mi.drctdirect.com) (https://mi.drctdirect.com) under the **All Applications** → **General Information** → **Documents**.

- Review test administration materials located on the assessment specific web page. Go to the MDE [Student Assessment web page](http://www.michigan.gov/das) (www.michigan.gov/das) and select the assessment from the list on the left.
- Ensure all students who are testing have been pre-identified on the Secure Site.
- Set up test sessions, set individual student accommodations and supports, and print test tickets in eDIRECT.
- Test tickets are required for online entry of P/SI scores.
- Install INSIGHT and TSM. Run the load simulator on the TSM and a System Readiness Check on each testing computer. The full System Requirements and Testing Information section starts on page 11 of the [Technology User Guide](#), also available on [eDIRECT](https://mi.drctdirect.com) (https://mi.drctdirect.com) under the **All Applications** → **General Information** → **Documents**.
- Enable Text-to-Speech (TTS), Video Sign Language (VSL), or Human Voice Audio (HVA) on the TSM(s) as needed (see graphic on following page):

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10 records per page

Content List search

| Content  | Status     | Download HVA                        | Download TTS                        | Download VSL                        | File Count  | Download Results                        | Retry Content                         |
|--|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------|---|---------------------------------------|
| 523711 - Michigan Science Standards Pilot Spring 2016 Spring 2017      | Up to Date | N/A                                 | N/A                                 | N/A                                 | 265/265     | <input type="button" value="Download"/> | <input type="button" value="Update"/> |
| 523747 - Early Literacy & Mathematics Benchmark Assessment Spring 2017 | Up to Date | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | N/A                                 | 130/130     | <input type="button" value="Download"/> | <input type="button" value="Update"/> |
| 523775 - MI-Access Functional Independence (FI) Spring 2017            | Up to Date | N/A                                 | <input checked="" type="checkbox"/> | N/A                                 | 5766/5766   | <input type="button" value="Download"/> | <input type="button" value="Update"/> |
| 523777 - Michigan Student Test of Educational Progress Spring 2017     | Up to Date | N/A                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 45287/45287 | <input type="button" value="Download"/> | <input type="button" value="Update"/> |

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# Spotlight on Student Assessment and Accountability

- Provide your students an opportunity to view the Student Tutorials and practice with the Online Tools Training (OTTs):
  - ♦ Student Tutorials should be viewed as a classroom activity from the [Student Tutorial portal](http://assets.drcedirect.com/States/MI/Tutorials/Student/20160317/index.html) (<http://assets.drcedirect.com/States/MI/Tutorials/Student/20160317/index.html>)
  - ♦ OTTs should be accessed individually by students directly through INSIGHT (click on **Online Tools Training**) or, using a Chrome browser, through the [online training portal](https://wbte.drcedirect.com/MI/portals/mi) (<https://wbte.drcedirect.com/MI/portals/mi>). However, the OTTs can be reviewed first as a classroom activity to familiarize students with the navigation and tools.

The Online Tools Training includes modules for Sample Item Sets, Calculator Practice, Graphing Practice, and Supports and Accommodations.

## Paper/Pencil Testing

Schools administering paper/pencil M-STEP and MME assessments must adhere to the paper/pencil test administration dates found in the [Paper/Pencil Summative Testing Schedule for content specific dates](#) located on the [M-STEP web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **Current Assessment Administration**.

The M-STEP and MME paper/pencil tests for grades 5, 8, and 11 must be administered per the following schedule:

### Paper/Pencil Test Dates – Grades 5 and 8

| April 2017 |                           |                     |                     |                         |                                     |          |
|------------|---------------------------|---------------------|---------------------|-------------------------|-------------------------------------|----------|
| Sunday     | Monday                    | Tuesday             | Wednesday           | Thursday                | Friday                              | Saturday |
|            |                           |                     |                     |                         |                                     | 1        |
| 2          | 3                         | 4                   | 5                   | 6                       | 7                                   | 8        |
| 9          | 10                        | 11<br>ELA<br>Day 1  | 12<br>ELA<br>Day 2  | 13<br>ELA<br>Day 3      | 14<br>Makeup<br>ELA                 | 15       |
| 16         | 17<br>Makeup<br>ELA       | 18<br>MATH<br>Day 1 | 19<br>MATH<br>Day 2 | 20<br>SOCIAL<br>STUDIES | 21<br>Makeup<br>any<br>content area | 22       |
| 23         | 24                        | 25                  | 26                  | 27                      | 28                                  | 29       |
| 30         | Makeup - any content area |                     |                     |                         |                                     |          |

### Paper/Pencil Test Dates – Grade 11

| April 2017                          |        |           |                       |                        |                        |          |
|-------------------------------------|--------|-----------|-----------------------|------------------------|------------------------|----------|
| Sunday                              | Monday | Tuesday   | Wednesday             | Thursday               | Friday                 | Saturday |
|                                     |        |           |                       |                        |                        | 1        |
| 2                                   | 3      | 4         | 5                     | 6                      | 7                      | 8        |
| 9                                   | 10     | 11<br>SAT | 12<br>ACT<br>WorkKeys | 13<br>M-STEP<br>SCI/SS | 14<br>Makeup<br>SCI/SS | 15       |
| 16                                  | 17     | 18        | 19                    | 20                     | 21                     | 22       |
| Makeup SCIENCE/SOCIAL STUDIES       |        |           |                       |                        |                        |          |
| 23                                  | 24     | 25        | 26                    | 27                     | 28                     | 29       |
| Makeup SAT      Makeup ACT WorkKeys |        |           |                       |                        |                        |          |
| Makeup SCIENCE/SOCIAL STUDIES       |        |           |                       |                        |                        |          |
| 30                                  |        |           |                       |                        |                        |          |

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# Spotlight on Student Assessment and Accountability

All paper answer documents for M-STEP, MI-Access, SAT, ACT WorkKeys, PSAT 8/9, and PSAT 10 must have a valid barcode label affixed that is associated with the testing student. Answer documents returned without a valid barcode label may not be scored and districts are subject to fees.

Prior to administering the paper/pencil M-STEP or MI-Access assessments:

- Review the test administration manuals and materials located on the assessment specific web page. Go to the MDE [Student Assessment web page](http://www.michigan.gov/das) (www.michigan.gov/das) and select the assessment from the list on the left.
- Ensure all students testing have been pre-identified in the Secure Site
- Affix barcode labels to paper answer documents
- **M-STEP ONLY:** Provide students an opportunity to practice using the Paper/Pencil Sample Item Sets and the Mathematics Gridded Response

on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **Content Specific Information** section.

- **MI-Access P/SI:** Assessment Administrators should review the [Scoring Rubric Program](http://video1.resa.net/mde/PSI/module1.html) (http://video1.resa.net/mde/PSI/module1.html) and the tutorial for completing the online answer document, found in [eDIRECT](https://mi.dracedirect.com) (https://mi.dracedirect.com), under **All Applications** → **General Information** → **Documents** tab.

## Additional High School Testing

For 11th graders and eligible 12th graders, the MME is composed of three components—the SAT with Essay, ACT WorkKeys, and M-STEP Science and Social Studies. All three components are required.

The PSAT 8/9 is provided for grade 9 students and the PSAT 10 is provided for grade 10 students.

The testing schedules for PSAT, SAT, and ACT WorkKeys follows:

| Grade | Test           | Initial Day  | Makeup Day   | Accommodated Testing               |
|-------|----------------|--------------|--------------|------------------------------------|
| 9*    | PSAT 8/9       | 4/11 or 4/12 | 4/25 or 4/26 | 4/11 – 4/25                        |
| 10*   | PSAT 10        | 4/11 or 4/12 | 4/25 or 4/26 | 4/11 – 4/25                        |
| 11**  | SAT with Essay | 4/11 only    | 4/25 only    | 4/11 – 4/25 (students on NAR only) |
| 11**  | ACT WorkKeys   | 4/12 only    | 4/26 only    | 4/12 – 4/26                        |

\* Schools can elect to administer the PSAT test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day. As long as all students in the same grade are tested on the same day, schools can choose which date works best for them for both the initial test dates and the makeup test dates.

\*\* 11th and eligible 12th graders

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## New Science Pilot for Spring 2017

The Michigan Science Standards Pilot Assessment will be available for Spring 2017 testing for students in grades 5, 8, and 11. This assessment is based on Michigan's recently adopted K–12 Science Standards. The Michigan Department of Education (MDE) is seeking schools and districts to volunteer to participate in the Science Pilot Assessment. This assessment is only offered online, and there are no accommodations provided other than typical online tools (highlighter, magnifier, color chooser, etc.). The science pilot will be conducted during the M-STEP testing window **April 10, 2017 – May 26, 2017**.

To participate in the Science Pilot Assessment, please see the [January 26, 2017 Spotlight Article](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) that explains the Pre-ID process.

## Cognitive Labs for Science Pilot

The Michigan Department of Education (MDE) is conducting Cognitive Labs to gather information regarding student experience while interacting with the new science pilot assessment.

Cognitive Labs are designed to be administered one-on-one with a student, and are conducted by an MDE representative. The representative will interview participating students at the school during the school day while they are interacting with the science pilot assessment. The Cognitive Lab process takes approximately 30–45 minutes per student to complete. Each MDE representative will provide the necessary device on which students will interact with the science pilot test during the Cognitive Lab.

Participating students will contribute greatly to the development of Michigan's new science assessment through their honest feedback on the test content and by their answers to the interview questions posed by the MDE representative. The MDE will benefit by having a chance to interact with students as they take the pilot assessment and use collected student feedback to further refine assessment items. Students who participate in the cognitive labs will not take the science pilot assessment with their classmates. Rather, the cognitive lab replaces the science pilot for those students.

If you are interested in having some of your students participate in the Science Pilot Cognitive Lab, please complete a [short survey](https://www.surveymonkey.com/r/SciCogLab17) (<https://www.surveymonkey.com/r/SciCogLab17>) so we may collect your school information. The MDE will contact the person named in the survey as the primary contact to schedule the Cognitive Lab at your school.

If you have any questions, please email them to [baa@michigan.gov](mailto:baa@michigan.gov) or call 1-877-560-8378.

## Michigan Science Standards Pilot Online Directions

The Michigan Science Standards Pilot Online Administration Directions are now available on the [M-STEP web page](http://www.michigan.gov/mstep) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under the **What's New** and **Current Assessment Administration** sections. The direction can also be found in [eDIRECT](https://mi.drceirect.com) (<https://mi.drceirect.com>) under **All Applications** → **General Information** → **Documents**. There is one set of directions that can be used for grades 5, 8 and 11. As a reminder, the Michigan Science Standards Pilot Online Administration Directions are required for a successful standardized administration of this pilot assessment. Test Directions must be followed and read verbatim.

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

## Follow Along Feature for Text-to-Speech

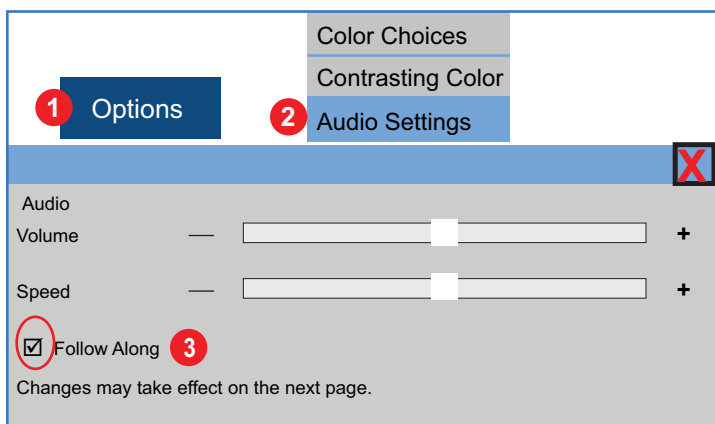
This feature of text-to-speech (TTS) highlights each word on the screen as it is read aloud to students.

**M-STEP** – New for M-STEP Mathematics, Science, and Social Studies is the Follow Along feature accompanying the Text-to-Speech (TTS) Designated Support option for students. **Please note:** The TTS option must be enabled by assigning this option in eDIRECT to students needing this support.

**MI-Access** – TTS is enabled for all students (does **not** need to be enabled in eDIRECT) taking the Functional Independence assessments; the Follow Along feature is also enabled.

M-STEP and MI-Access students have the ability to disable Follow Along by:

1. selecting **Options**
2. selecting **Audio Setting**
3. unchecking the **Follow Along** box



## Supports and Accommodations Table Reminders

Educators should note that the list of **Accommodations** in eDIRECT is not the full list of allowable supports. A full list of allowable Universal Tools, Designated Supports, and Accommodations for Michigan's assessments can be found in the

- [Student Supports and Accommodations Table for M-STEP, MI-Access, SAT, WorkKeys, and WIDA](#) found on the [M-STEP web page](#) ([www.michigan.gov/mstep](http://www.michigan.gov/mstep)) under **Student Supports and Accommodations**
- [Supports and Accommodations Table and Resources for Early Literacy and Mathematics Benchmark Assessments \(K-2\)](#) located on the [Early Literacy and Mathematics web page](#) ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath)) under **Current Assessment Administration**

Educators should also be aware that the **Accommodations** listed in eDIRECT may actually be Universal Tools, Designated Supports, and Accommodations. To ensure correct use of these supports for students, educators must review the appropriate Supports and Accommodations Tables.

## Invite Staff from the MDE to Visit Your School During Testing

Would you like to show the Michigan Department of Education (MDE) how standardized assessment goes on the front lines? MDE test administration staff will be available to visit schools during spring testing. The goal is to observe a test session or two and to talk to your team about what goes well and where we could improve.

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



If you are interested in having staff from the MDE visit you during testing, please email [semiferop@michigan.gov](mailto:semiferop@michigan.gov) with:

- your school or district information
- your contact information
- when you would like to invite us (please give a few options in your testing schedule)
- if there is anything specific you would like to show or discuss

Most visits will be the second and third weeks of each testing window, and our number of visits is limited by staff availability.

## iPad Operating System Update

A new version of the iPad operating system was released last week. DRC tested the beta versions of iOS 10.3 with INSIGHT, with no issues found. Now that the final version is official, DRC's QA testers are running a full regression test to make sure there are no relevant differences.

Until that is complete, if your iPads are using iOS 10.3, students will receive a warning when opening the INSIGHT app. The warning is just telling them that DRC has yet to verify officially that iOS 10.3 is fully compatible with INSIGHT. Students can click through and test normally. The warning will go away once QA testing is complete. You will not need to download or update anything to make that happen; this is one of the checks when INSIGHT loads.

## Common Connection Issues and Fixes

As the state testing window gets closer, we wanted to address some common connection issues and how to fix them. If needed, your local tech support will be your first point of contact. Support from Data Recognition

Corporation (DRC) is available by calling 1-877-560-8378 (option 2).

- The vast majority of issues can be resolved by restarting INSIGHT or the testing computer. If you have a bad connection, re-connecting gives you a chance at a better one.
- Your connection is most at risk when first logging in. That is when your connection is established, and there is a small download every time you load INSIGHT. If you are seeing disconnects when an entire classroom opens INSIGHT at the same time, you may be flooding your local connection. Having half the room wait 30 seconds can prevent that (but is unnecessary if you are not having problems).
- If wireless connections are dropping, make sure student computers are connecting to the wireless access point (WAP) you intend. Some schools have found computers connecting to the guest network or to neighboring rooms' WAPs.
- Make sure your whitelist includes all the URLs listed in the [Technology User Guide](#), located on [eDIRECT](https://mi.drccedirect.com) (<https://mi.drccedirect.com>) under the **All Applications** → **General Information** → **Documents**. Be sure to list URLs, not just IP addresses.
- Make sure your firewall is not at its limit for outbound connections.
- You can check whether DRC is having connection issues on the [DRC Michigan System Status web page](https://sites.google.com/a/datarecognitioncorp.com/mi-systemstatus/) (<https://sites.google.com/a/datarecognitioncorp.com/mi-systemstatus/>). An eDIRECT outage would stop you from setting up or editing test sessions and assigning accommodations; an INSIGHT outage would stop testing entirely.

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- If the connection problem is somewhere in the public Internet between you and DRC, there is little you can do directly. DRC has a monitoring server in Michigan to actively monitor for that, but there can also be local network disruptions. You can visit the following link to [check your connection](http://www.speedtest.net) (www.speedtest.net) and check your connection to Minnetonka, MN.
- It is worth repeating: the vast majority of computer issues can be resolved by restarting the computer. This works for almost everything, not just connection issues related to M-STEP.

## Reporting Codes, Research 1, and Research 2 Codes

### Reporting Codes (formerly known as Class/Group Codes) for the M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (ELMBA) assessments

- District/schools can create a four-digit code to group students for reporting purposes. For example, if you want all of Mrs. Smith's math students grouped together, first you would decide on a four-digit number for Mrs. Smith (let's say 1234), and then put 1234 into each student's math Reporting Code field on the Secure Site. Of course, you can group the students however you would like and it does not have to be by teacher. This will allow you to filter the reports by the assigned Reporting Codes. Be sure to keep a list of the four-digit codes you use on the Secure Site and to whom or what group you are assigning that code.

If you are a paper/pencil school, you can use the Reporting Code sheet that was sent to the school with other assessment materials to create a label for your code that will be displayed on the reports.

### Research 1 and 2 codes for the SAT, PSAT 9, PSAT 10, WorkKeys, M-STEP, MI-Access, and ELMBA

- Research Codes are a two-digit field that can be used by the district/school to collect additional information about students. There are two separate codes (1 and 2) for each content area the student is taking. You can collect additional information such as which students came from a different school, which students were in Mrs. Smith's class last year, which students have computers at home, etc. The Research Codes will be included on the Student Data File only and not on the additional score reports.

Again be sure to keep a list of the two-digit codes you use on the Secure Site and the group or question you are associating with that code. There are no fields in the Secure Site to place a label or describe the code you create.

Users of the Secure Site can enter Reporting Codes and Research 1 and 2 codes for groups of students at a time using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining). Click on [Mass Update Assessments](#) under the **Pre-Identification/Student Search** section.

The Reporting, Research 1, and Research 2 codes need to be entered on the Secure Site by the following dates to be included in the Student Data File and assessment reports as applicable.

- SAT, ACT WorkKeys, PSAT 9, PSAT 10: **May 31, 2017**
- M-STEP, MI-Access, and ELMBA: **June 21, 2017**

The Reporting Code, Research 1, and Research 2 fields can be used however the district or school chooses and are not used by the Department of Education in any way.

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## Spring 2017 State Assessment Communication Resources

The Michigan Department of Education (MDE) has prepared several helpful documents that schools may use to communicate with parents before the April 10, 2017 testing window opens. Two additional resources are now available for your information and use. The full list of resources is:

- **NEW!** [State Assessment Test Administration Communication Toolkit - Spring 2017](#)
- **NEW!** [Parent Guide to State Assessments in Michigan - National PTA](#)
- [Parent letter from State Superintendent Brian Whiston](#) (including opt out information)
- [2016-2017 Guide to State Assessments](#)
- [Michigan's State Assessment System: What it is, What it Means – And What it Offers](#) (A companion PowerPoint presentation in English has also been updated)
- [Student Testing: What Parents Can Do to Help Students Prepare](#)
- [Parent Guide to MI-Access for parents of students taking Michigan's alternate assessment](#)

These communication resources are located on the following web pages:

- [M-STEP](http://www.michigan.gov/mstep) (www.michigan.gov/mstep)
- [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [MI-Access](http://www.michigan.gov/mi-access) (www.michigan.gov/mi-access)

## Updated M-STEP Training Videos Posted

MDE has posted updates to three training videos on the [M-STEP web page](http://www.michigan.gov/mstep) (www.michigan.gov/mstep) under the **What's New** and **Professional Development** sections:

- Navigating the M-STEP Mathematics Computer Adaptive Test (CAT)
- Navigating the M-STEP ELA Computer Adaptive Test (CAT)
- ELA M-STEP Test Overview

Two of these updated videos, Navigating the M-STEP Mathematics Computer Adaptive Test (CAT) and Navigating the M-STEP ELA Computer Adaptive Test (CAT), will be very helpful for teachers and test administrators in preparing students to take the CAT portion of the Spring 2017 M-STEP. We recommend that you review the videos and use the Online Practice for Mathematics and ELA, which can be found on the [M-STEP web page](http://www.michigan.gov/mstep) (http://www.michigan.gov/mstep) under **Content Specific Information** to practice navigating the CAT portion of the M-STEP test with your students.

The third video, ELA M-STEP Test Overview, will be helpful to anyone responsible for administering the 2017 ELA M-STEP as it includes an overview of the assessment, what's new for this year, test session timings, how to navigate the technology enhanced items, and much more. This training video is an update of the ELA M-STEP Test Overview training video released in 2016 and includes information pertinent to the 2017 test administration.

**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](http://www.michigan.gov/formativeassessment)) under **What's New**. The deadline to apply is **Friday, May 5, 2017**. If you have any questions, please contact Kimberly Young, MDE/OSA at [youngk1@michigan.gov](mailto:youngk1@michigan.gov) or 517-373-0988.



(source 2015-16 MAC Research Abstract)

- 93% of FAME Learning Team Member respondents noted they are classroom teachers
- 66% of FAME Coach respondents indicated they are classroom teachers
- 71% of FAME Learning Team respondents indicated teams consisted of colleagues from the same building
- 87% of FAME Learning Team respondents reported 6 or more years of teaching

## 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 at 866-870-3127 (select Option 1) or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

### Reminder: Apply Pre-ID Labels to Answer Sheets

It is **imperative** that the correct Pre-ID label be applied to all PSAT 8/9, PSAT 10, and SAT answer sheets. For students pre-identified after the deadline, labels must be locally printed from the Secure Site and applied to the answer sheet.

Schools were sent 2 sets of labels for both the PSAT 8/9 and PSAT 10. Only one set of labels is needed for the answer sheet. The other set can be shredded.

### Additional Bilingual Word-for-Word Glossaries

The College Board was able to approve additional languages of bilingual word-for-word glossaries for use on the PSAT 8/9, PSAT 10, and SAT that will result in college and scholarship reportable scores. If you have a student approved for a state-allowed accommodation to use a glossary in one of these languages, submit a change request in SSD online to eliminate the accommodation. If this does not get processed in time, notate on the NAR that the student tested with the approved glossary. Unless approved for other accommodations, the student can test with a standard test book.

| Language          | Glossary   | ISBN Numbers                                  |
|-------------------|--|---|
| French            | English-French/French-English Word to Word Dictionary                            | ISBN-13: 9781584324805<br>ISBN-10: 1584324805 |
| French            | French Word to Word® Bilingual Dictionary English-French/French-English          | ISBN-13: 9780933146365<br>ISBN-10: 0933146361 |
| Somali            | Somali Word to Word® Bilingual Dictionary English-Somali/Somali-English          | ISBN-13: 9780933146525<br>ISBN-10: 0933146523 |
| Cambodian (Khmer) | Cambodian Word to Word® Bilingual Dictionary English-Cambodian/Cambodian-English | ISBN-13: 9780933146402<br>ISBN-10: 093314940X |
| Albanian          | Albanian Word to Word® Bilingual Dictionary English-Albanian/Albanian-English    | ISBN-13: 9780933146495<br>ISBN-10: 0933146493 |
| Bengali           | Bengali Word to Word® Bilingual Dictionary English-Bengali/Bengali-English       | ISBN-13: 9780933146303<br>ISBN-10: 0933146302 |

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

| Language | Glossary  | ISBN Numbers                                  |
|----------|---|---|
| Urdu     | Urdu Word to Word® Bilingual Dictionary English-Urdu/Urdu-English             | ISBN-13: 9780933146396<br>ISBN-10: 0933146396 |
| Gujarati | Gujarati Word to Word® Bilingual Dictionary English-Gujarati/Gujarati-English | ISBN-13: 9780933146983<br>ISBN-10: 0933146981 |
| Italian  | Italian Word to Word® Bilingual Dictionary English-Italian/Italian-English    | ISBN-13: 9780933146518<br>ISBN-10: 0933146515 |
| Hindi    | Hindi Word to Word® Bilingual Dictionary English-Hindi/Hindi-English          | ISBN-13: 9780933146310<br>ISBN-10: 0933146310 |
| Bosnian  | Bosnian-English/English-Bosnian Concise Dictionary                            | ISBN-13: 9780781802765<br>ISBN-10: 0781802768 |

## Using Nonstandard Materials

Nonstandard testing materials were shipped for all approved and pending accommodations, in the event that the approval will be made in time for the student to test. Therefore, receipt of testing materials does not indicate that the student is approved for use of the materials. SSD coordinators should check the dashboard in SSD Online to verify approval of requests before administering the test with accommodations. Testing with nonstandard materials without an approved accommodation may result in score cancellation.

## UPS Materials Pickup

The pre-arranged UPS material pickup is arranged for the day after testing, to allow for more time to organize and package testing materials after testing has completed. Therefore, UPS pickups will be scheduled on April 12, 13, 26, and 27. These pickup dates can be used for any materials that are ready to be returned.

Test center supervisors will receive an email on **April 10, 2017** with confirmation of pickup times and directions if a pickup time needs to be changed.

If you have students testing in the accommodated testing window, you can send materials back once all students have finished testing. Simply provide the packages to UPS during a regularly-scheduled UPS visit (if your school has one) or call the Michigan Educator Hotline to schedule a pickup before the end of the window.

For schools administering the SAT, PSAT 10, or PSAT 8/9 at an off-site location, UPS pickups will occur in the afternoon on test day to accommodate those locations where the supervisor will no longer be on-site the following day.

## Requesting Makeup Materials

Test center supervisors will receive an email on **April 10, 2017** containing a survey link to assist in determining makeup materials. There will be a separate email for PSAT 8/9, PSAT 10, and SAT. If you are the test center supervisor for each assessment, you need to respond to each survey.

**NOTE: You must respond to the survey even if you don't need makeup materials so we can accurately track responses.**

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

The survey will only inquire about the materials needed for testing under the supervision of the test center supervisor and will inquire about the number of students who were absent (not the names) and the type of irregularities (if any) for students using purple and pink test books.

The survey will **NOT** inquire about makeups for students on the NAR. Requesting materials for students on the NAR should not be necessary due to the testing window. If there is an irregularity in a NAR room, TAS (Testing Administration Services) will follow up with guidance on the potential for a makeup.

Schools should not need makeup materials for PSAT 8/9 or PSAT 10 as you are directed to securely store these materials until the makeup date. If you mistakenly return these tests, you must use the makeup survey to request additional materials to be sent. The survey should be used if a school needs additional PSAT testing materials.

**Each survey MUST be submitted by April 13, 2017 at 8:00 PM ET. If you do not respond to the survey, you will not receive makeup materials.**

For schools with off-site locations, the test center supervisor at the primary AI will receive the email(s) to submit for makeup materials. Each off-site supervisor should notify the primary test center supervisor of the number of absent students or the types of irregularities at each off-site location. The test center supervisor should then submit a consolidated response, one for each assessment.

In case the test center supervisor does not receive the emails, the surveys can be accessed by clicking on the following links:

- [SAT Makeup Survey](https://www.surveymethods.com/s/7321E7ED6F799BFE)  
(<https://www.surveymethods.com/s/7321E7ED6F799BFE>)
- [PSAT 10 Makeup Survey](https://www.surveymethods.com/s/7321E7ED4949163C)  
(<https://www.surveymethods.com/s/7321E7ED4949163C>)
- [PSAT 8/9 Makeup Survey](https://www.surveymethods.com/s/7321E7ED1FB2EDE5)  
(<https://www.surveymethods.com/s/7321E7ED1FB2EDE5>)

## Writer/Scribe

The use of a writer/scribe for PSAT 8/9, PSAT 10, and SAT automatically receives 50% extended time, unless the student is also approved for MP3 or 100% extended time. In these cases, the student would then receive the additional extended time. A revised [timing chart](#) has been posted on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under the **General Information** section.

## Free Score Sends

The SAT School Day Score Reporting Code List will be used when students identify their four free score sends on their answer sheet. The code for Oakland University is not included in this list and is 1497. If you prefer to give your students a list of public Michigan 2-year and 4-year institutions, the [College Board list of Michigan Public Colleges/Universities](#) can be found on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under the **SAT (College Entrance Assessment)** section.

## SAT Online Rosters

If you missed the webinar on March 28, 2017, the presentation is posted on the [MME web page](http://www.michigan.gov/mme) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under the **SAT (College Entrance Assessment)** section.

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



## Test Irregularities and Accommodations

The initial day of ACT WorkKeys test administration is Wednesday, **April 12, 2017**. To make sure your ACT WorkKeys test coordinator is prepared for the administration, today's article will focus on irregularities and accommodations.

### Irregularities

Complete an Irregularity Report for each room in which an individual or group irregularity is observed, and return it with your answer documents. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of examinees who were dismissed from or who left the test center without completing the tests. If there are no irregularities in any rooms at your test center, it is not necessary to return a report.

### Group Irregularities

A group irregularity is one that affects a group of examinees (e.g., one room or the entire site). Examples of group irregularities may be:

- Disturbances and Distractions
- Emergency Evacuation
- Missing or Stolen Test Materials
- Mistiming of Test

### Individual Irregularities

An individual irregularity is one that affects a single person or several individuals involved in a single circumstance (e.g., communicating answers to each other). Examples of individual irregularities may be:

- Defective Test Materials
- Prohibited Behavior
- Examinee Illness
- Failure to Follow Directions

**Note:** Any time you observe behavior that requires dismissal and voiding of an answer document, be sure you inform the examinee that the answer document will not be scored and the reasons for your action. Each instance must also be documented on the Irregularity Report.

Pages 35-36 of the **ACT WorkKeys Administration Manual** include a detailed list of prohibited behaviors. Procedures for dismissing an examinee due to prohibited behavior begin on page 36. Please be sure to review these sections carefully prior to ACT WorkKeys test administration. Examinees dismissed for prohibited behavior are not eligible for makeup testing.

### Accommodations

Accommodations are for examinees:

- with professionally diagnosed and documented disabilities

*(Continued on next page)*



- who are eligible to receive test accommodations as explained on a current Individualized Education Program (IEP), Section 504 plan, or official accommodations plan

## Examples of ACT WorkKeys Accommodations

Examples of ACT WorkKeys accommodations include:

- extended time and or multiple-day testing
- use of a reader/sign language interpreter
- alternate-format materials provided by (available formats may vary):
  - ◆ braille and tactile graphic materials
  - ◆ audio DVDs
  - ◆ reader script (for the reader or sign language interpreter to use)
  - ◆ large-print test booklets and answer documents

## ACT WorkKeys–Ineligible Accommodations

If accommodations other than or in addition to ACT WorkKeys accommodations are used, the resulting scores are ineligible for a National Career Readiness Certificate™ (ACT NCRC®). These ineligible scores are not reported to examinees or to schools. However, these scores may be used for accountability purposes.

**Note:** The use of ineligible accommodations must be described in detail on the Administration Report located in the Accommodations Forms Folder.

WorkKeys-ineligible accommodations include, but are not limited to:

- translation of test items
- interpretation of test items
- use of an electronic screen reader
- use of dictionaries with word definitions
- use of manipulatives or arithmetic tables
- use of a testing aid

## Additional Accommodations Materials

The ACT WorkKeys test coordinator must have ordered special testing formats from the Additional Material Order page of the Secure Site during the window of March 23–30, 2017. Additional accommodations materials may be ordered during the makeup ordering window of **April 12 through April 13, 2017 at 11:59 PM.**

## 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. Printed barcode labels were shipped for examinee's whose Pre-ID information was submitted between January 9 and February 14, 2017. 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.

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

## 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).

## 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](mailto:ACTStateAccoms@act.org)

## Important Dates

### April 2017

#### Online Testing

##### 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](http://www.michigan.gov/formativeassessment)) under **What's New**.

##### 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**.

##### April 10 – May 5, 2017:

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

##### April 10 – 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**

##### April 10 – May 26, 2017:

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

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

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

#### Paper/Pencil Testing

##### Now – May 23, 2017 at noon:

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

##### Now – May 2, 2017 at noon:

- **M-STEP Grades 5, 8, and 11** additional materials and makeup orders

##### April 11 – 28, 2017:

- **M-STEP** Test Window: Grades 5, 8, and 11  
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](http://www.michigan.gov/mstep)) under **Current Assessment Administration**.

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

## Important Dates

### Paper/Pencil Testing (continued)

#### April 11, 2017 (Initial) and April 25, 2017 (Makeup):

- **SAT:** Grade 11

#### April 12, 2017 (Initial) and April 26, 2017 (Makeup):

- **ACT WorkKeys:** Grade 11

#### April 11 – 12, 2017 (Initial) and April 25–26, 2017 (Makeup):

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

#### April 11 – 13, 2017 at 8:00 PM:

- **SAT, PSAT 8/9, and PSAT 10** makeup orders (see [SAT Corner](#) for complete details)

#### April 12 – 13, 2017 at 11:59 PM:

- **WorkKeys** makeup orders

#### April 25 – May 23, 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**

### Paper/Pencil Testing

#### 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](http://www.michigan.gov/mstep)) under **Current Assessment Administration**.

## Recently Asked Questions . . .

### **Does a student have to have the Student with Disabilities (SWD) box checked in eDIRECT to have an Accommodation turned on?**

No, the Student with Disabilities (SWD) demographic box does not need to be checked in eDIRECT. However, the student must be identified as receiving Special Education services in MSDS or the student must have a 504 plan. In either case, the student's need for this Accommodation must be documented on their IEP or 504 plan.



#### **Have Questions?**

Email [BAA@michigan.gov](mailto:BAA@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