

# Additional Material Orders

## OEAA Secure Site

The Additional Material Orders is used to order additional paper/pencil (and WorkKeys make up test) assessment materials. Schools administering the MI-Access FI online will need to order the paper/pencil Expressing Ideas test, they will not be automatically sent based on pre-identification after the initial deadline. Dates that the additional material order is available is listed at the top of the Additional Material Orders page for each assessment.

### Important Notes:

- Did you inventory your materials for returning the paper/pencil test? Make sure you have the FedEx Airbill and you know where it is. If you do not have it, order it as soon as possible to prevent delay in returning your assessment materials.
- SAT makeup (not additional initial testing materials) must be ordered through College Board.
- WorkKeys makeup materials are ordered through the Additional Material Order page of the Secure Site.
- MI-Access Functional Independence Expressing Ideas is only available in paper/pencil only all students.

### To order additional materials:

1. Log on to the Secure Site with your MEIS login and password at [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)
2. From the Assessment Registration menu, select *Material Orders* and then select *Additional Material Orders*.
3. Select the appropriate assessment from the Test Cycle dropdown.
  - a. If an assessment is not available in the dropdown, check the list of dates at the top of the page to identify when that assessment will be available for additional material orders.
4. Select the ISD, District, and School. If you are a district level user, and if you do not select School you will receive a list of all schools for the district.
5. Click the *Search* button at the bottom right.
  - a. The returned results will display the school name selected or each school in the district if you did not select a school and have district level access and includes additional information for each school.
6. Click on the *Create Order* or *View Order* link under the Open Order column.
7. For M-STEP and MI-Access only a Shipping Destination of school or district can be selected. It will only affect this order that is being placed. You can chose the shipping destination for each additional material order placed.
8. Verify that the address and contact person listed is correct in the Address box.
  - a. If incorrect, the assessment coordinator name and/or address in the Educational Entity Master (EEM) will need to be corrected by the authorized district EEM user before the order is saved.
9. Enter the number of additional materials needed for students taking the paper/pencil test for each grade level.
  - a. When ordering MI-Access materials make sure to scroll down and pay attention to the separate sections for MI-Access FI (Functional Independence), MI-Access P (Participation) and MI-Access SI (Supported Independence).

- b. Only the Number of Assessment Administrators will be entered for MI-Access Participation and MI-Access Supported Independence.
          - i. The test administered one-on-one with students and student responses are entered online by a teacher. Separate materials are not needed for each student.
10. To order Braille or Enlarged Print test booklets, click on the *Select Students* link to the far right of the material name. A pop up window will display a list of students that are pre-ID to take the paper/pencil testing. Select the student(s) that require Braille or Enlarged print by clicking in the check box in the first column to the left of the student's name. After selecting the student(s), click the *Submit* button at the bottom right of the pop up box.
  - a. If a student is not listed, check that the student is pre-identified for the assessment. If the student is pre-identified, verify the student is identified as paper/pencil testing and not online.
11. The number of students selected will be populated in the *Braille Kit or Enlarged Print Kit* field.
  - a. The kits contain student test booklets and answer documents. Do not include these students in your test booklet counts.
12. When ordering CDs and DVDs for science or social studies, you will enter the quantity of CDs or DVDs needed under the Material Count column. Under the Accommodated Student Count, you will enter the number of students using CDs or DVDs.
  - a. CDs and DVDs are not available for ELA and math, teachers will follow the Read Aloud guidelines for students needing audio for ELA and math.
  - b. CDs are used to administer the test to students one-on-one but can be reused for multiple students. The Accommodated Student count is needed to determine the number of test booklets needed for students. Do not include this count in the Test Booklet count.
  - c. DVDs can be used to administer the test to a group of 5 students or less at a time and can be reused for additional groups. The Accommodated Student count is needed to determine the number of test booklets needed for students. Do not include this count in the Test Booklet count.
13. Glossaries can be downloaded from this page. Arabic and Spanish were able to be ordered during the Initial Materials Orders, but for Additional Material Orders they are only available for download.
14. Make sure to click through each of the grade level tabs to order the needed grade level materials.
  - a. The grade levels are listed based on the grade levels for the school in the EEM. If the correct grade levels are not available for ordering, have the authorized district EEM user update the grades in the EEM.
15. Once you have entered your Initial Material Order, click the *Save* button at the bottom right.
16. Additional material orders are pulled daily by the vendor and prepared for shipment. Once the order has been entered, you can continue to change the quantities until the vendor has pulled the order and then you will need to create another additional material order if more materials are needed.